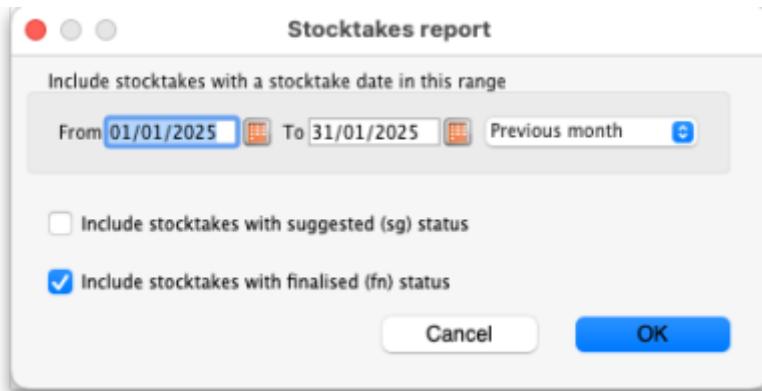


13.05. Stocktake reports



Stocktake reports enable you to report over multiple stocktakes. If you want detail from a single stocktake, there are several options for reports you can run from within a stocktake, see the [4.17. Stocktakes](#) page for details.

Choose *Report > Stocktakes...* from the menu. The report options window opens:



- From and To dates:** Enter the range of dates of stocktake to include in the report. This range will be compared to the *Stocktake date* of a stocktake, not its *created date*. Enter the dates manually, by clicking on the calendar icons or selecting something from the quick range chooser drop down list on the right.
- Include stocktakes with suggested (sg) status:** If this is checked then lines from stocktakes with suggested status will be included in the report.
- Include stocktakes with Finalised (fn) status:** If this is checked then lines from stocktakes with finalised status will be included in the report.

When you have entered your various choices, click on the **OK** button to run the report. The report will be created and automatically opened in your spreadsheet application. It looks like this:

Stocktake		Line number	Location	Item code	Item Name	Brand	Sources of Supply	Project	Snapshot	Snapshot	Snapshot	Snapshot	Stocktake	Difference	Absolute difference	Comment	
Status	Description					Name		expiry date	batch	Batch	Packs	Snapshot	Stocktake	qty units	qty units	qty units	qty units
fn	Physical. Count. (For Nov)	1		B322.10	(Determine Test), EDTA CAPILLARY TUBE, 50µl between two mm			00/00/00	31/12/24	"33522	1	124	124	124	124	0	0
fn	Physical. Count. (For Nov)	2		B322.10	(Determine Test), EDTA CAPILLARY TUBE, 50µl between two mm			00/00/00	31/12/24	"33522	1	133	133	133	133	0	0
fn	Physical. Count. (For Nov)	3		B315.10	CONDOM, male, lube, 49mm width, natural, WHO/UNFPA Prequel			00/00/00	31/08/28	"23MR014	1	14400	14400	14400	14400	0	0
fn	Physical. Count. (For Nov)	4		B315.10	CONDOM, male, lube, 49mm width, natural, WHO/UNFPA Prequel			00/00/00	31/08/28	"23MR015	1	6600	6600	6600	6600	0	0
fn	Physical. Count. (For Nov)	5		B315.N3	CONDOM, male, lube, 53mm width, natural, WHO/UNFPA Prequel			00/00/00	31/01/29	"240218	1	21060	21060	21060	21060	0	0
fn	Physical. Count. (For Nov)	6		B315.18	GLOVE, EXAMINATION, latex, s.u., powdered, non sterile, medium			00/00/00	31/10/26	"10671M	1	800	800	800	800	0	0
fn	Physical. Count. (For Nov)	7		B315.18	GLOVE, EXAMINATION, latex, s.u., powdered, non sterile, medium			00/00/00	31/10/26	"10671M	1	1000	1000	1000	1000	0	0
fn	Physical. Count. (For Nov)	8		B315.18	GLOVE, EXAMINATION, latex, s.u., powdered, non sterile, medium			00/00/00	31/10/26	"10650202101	1	35	35	35	35	0	0
fn	Physical. Count. (For Nov)	9		B322.50	LANCET, sterile, for single use, needle 23 G, twist top			00/00/00	30/06/26	"230411	1	172	172	172	172	0	0
fn	Physical. Count. (For Nov)	10		B322.50	LANCET, sterile, for single use, needle 23 G, twist top			00/00/00	30/06/26	"230411	1	228	228	228	228	0	0
fn	Physical. Count. (For Nov)	11		B322.N34	LANCET for finger prick (Santest Safety lancets, superblade n			00/00/00	31/01/08	"D6465047	1	293	293	293	293	0	0
fn	Physical. Count. (For Nov)	12		B315.30	MASK, SURGICAL, 3 ply, s.u., pe			00/00/00	28/02/07	"2221	1	250	250	250	250	0	0
fn	Physical. Count. (For Nov)	13		B316.34	LUBRICANT GEL, 20 ml, tube, viscosity 025 C 18000 minimum, F			00/00/00	31/07/26	"23J4812MNC	1	700	700	700	700	0	0
fn	Physical. Count. (For Nov)	14		B321.13	TEST, HIV 1 + 2 (Determine), seroplates, rapid, (Ref no: 7D2343) - 1			00/00/00	07/06/25	"0000838144	1	465	465	465	465	0	0
fn	Physical. Count. (For Nov)	15		ALLA2H0013	BAG (envelopes) plastic, for drugs, 10 x 15cm			00/00/00	00/00/00	"stocktake_15	1	80	80	80	80	0	0
fn	Physical. Count. (For Nov)	16		B313.7	COTTON WOOL hydrophilic, roll of 100g, roll			00/00/00	30/09/27	"20221001	1	2	2	2	2	0	0
fn	Physical. Count. (For Nov)	17		B322.20	(Determine test), BUFFER CHASE, for whole blood testing, bot. of			00/00/00	22/10/25	"0000006109	1	2	2	2	2	0	0
fn	Physical. Count. (For Nov)	1		B322.50	LANCET, sterile, for single use, needle 23 G, twist top			00/00/00	30/06/28	"230411	1	172	172	172	172	0	0
fn	Physical. Count (24.11.24)	2		B322.50	LANCET, sterile, for single use, needle 23 G, twist top			00/00/00	30/06/28	"230411	1	121	128	121	128	107	107
fn	Physical. Count (24.11.24)	3		B322.N34	LANCET for finger prick (Santest Safety lancets, superblade n			00/00/00	31/01/28	"D6465047	1	400	293	400	293	-107	107
fn	Physical. Count (20.11.2022)	1		B315.N3	CONDOM, male, lube, 53mm width, natural, WHO/UNFPA Prequel			00/00/00	31/01/29	"240218	1	17000	21060	17000	21060	-4060	4060
fn	Physical. Count (20.11.2022)	2		NAPB315.N3	CONDOM, male, lube, 53mm width, natural, WHO/UNFPA Prequel			00/00/00	00/00/00	"stocktake_1f	1	4060	0	4060	0	-4060	4060

The report shows details of all the stocktake lines on stocktakes that match the report filters you selected above. The lines are grouped by stocktake and shown in line number order. What the columns contain:

- Status:** The status of the stocktake this line came from.

Previous: [13.04. Purchasing reports](#) | | Next: [13.06. Requisition reports](#)

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