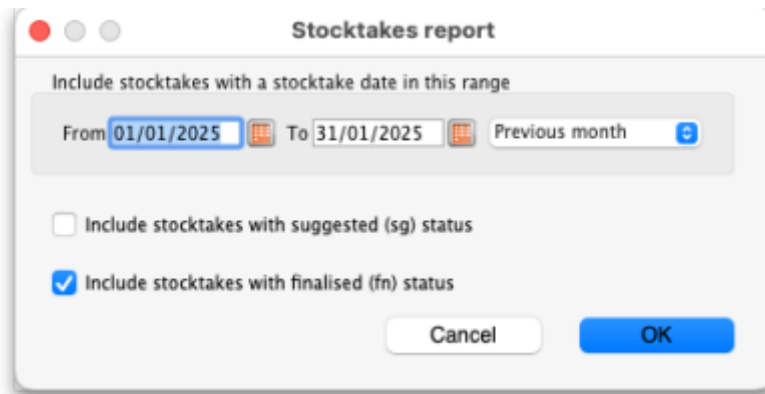


13.05. Stocktake reports



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 you spreadsheet application. It looks like this:

Stocktake/Inventory report 01/01/2024 - 31/12/2024																					
Status	date	Description	Line number	Location	Item code	Item Name	Brand	Sources	Project	Snapshot expiry date	Snapshot expiry date	Snapshot batch	Snapshot Batch	Snapshot Packs	Snapshot quantity	Stocktake qty	Snapshot qty units	Stocktake qty units	Difference	Absolute difference	Comment
fn	24/11/24	Physical Count (For Nov)	1		B322.10	(Determine Test), EDTA CAPILLARY TUBE, 50µl between two ma				00/00/00	31/12/24	33522	33522	1	124	124	124	124	0	0	
fn	24/11/24	Physical Count (For Nov)	2		B322.10	(Determine Test), EDTA CAPILLARY TUBE, 50µl between two ma				00/00/00	31/12/24	33522	33522	1	133	133	133	133	0	0	
fn	24/11/24	Physical Count (For Nov)	3		B315.10	CONDOM, male, lubr., 49mm width, natural, WHO/UNFPA Preque				00/00/00	31/08/28	23MRD14	23MRD14	1	14400	14400	14400	14400	0	0	
fn	24/11/24	Physical Count (For Nov)	4		B315.10	CONDOM, male, lubr., 49mm width, natural, WHO/UNFPA Preque				00/00/00	31/08/28	23MRD15	23MRD15	1	6600	6600	6600	6600	0	0	
fn	24/11/24	Physical Count (For Nov)	5		B315.N3	CONDOM, male, lubr., 53mm width, natural, WHO/UNFPA Preque				00/00/00	31/01/29	240218	240218	1	21060	21060	21060	21060	0	0	
fn	24/11/24	Physical Count (For Nov)	6		B315.18	GLOVE, EXAMINATION, latex, s.u., powdered, non sterile, mediar				00/00/00	31/10/26	10671M	10671M	1	800	800	800	800	0	0	
fn	24/11/24	Physical Count (For Nov)	7		B315.18	GLOVE, EXAMINATION, latex, s.u., powdered, non sterile, mediar				00/00/00	31/10/26	10671M	10671M	1	1000	1000	1000	1000	0	0	
fn	24/11/24	Physical Count (For Nov)	8		B312.4	CHLORINE 1µg (NaOCl) / dichlorocycyanuric sodium 1.67g), tab.				00/00/00	31/05/28	1105202101	1105202101	1	35	35	35	35	0	0	
fn	24/11/24	Physical Count (For Nov)	9		B322.50	LANCET, sterile, for single use, needle 23 G, twist top				00/00/00	30/06/28	230411	230411	1	172	172	172	172	0	0	
fn	24/11/24	Physical Count (For Nov)	10		B322.50	LANCET, sterile, for single use, needle 23 G, twist top				00/00/00	30/06/28	230411	230411	1	228	228	228	228	0	0	
fn	24/11/24	Physical Count (For Nov)	11		B322.N34	LANCET for finger pricking (Sarstedt Safety lancets, superblade n				00/00/00	31/01/28	D6A650A7	D6A650A7	1	293	293	293	293	0	0	
fn	24/11/24	Physical Count (For Nov)	12		B315.30	MASK, SURGICAL, IR type, 3 ply, s.u., pce				00/00/00	28/02/27	2221	2221	1	250	250	250	250	0	0	
fn	24/11/24	Physical Count (For Nov)	13		B315.24	LUBRICANT GEL, 20 ml, tube, viscosity @25 C 18000 minimum, F				00/00/00	31/07/26	23444812MC	23444812MC	1	700	700	700	700	0	0	
fn	24/11/24	Physical Count (For Nov)	14		B321.13	TEST, HIV 1 + 2 (Determine), serip/wb, rapid, (Ref no: 7D2343) -f				00/00/00	10/06/25	0000838144	0000838144	1	465	465	465	465	0	0	
fn	24/11/24	Physical Count (For Nov)	15		ALLA2H0013	BAG (envelope), plastic, for drugs, 10 x 15cm				00/00/00	00/00/00	stocktake_11	stocktake_11	1	80	80	80	80	0	0	
fn	24/11/24	Physical Count (For Nov)	16		B313.7	COTTON WOOL, hydrophilic, roll of 100g, roll				00/00/00	30/09/27	20221001	20221001	1	2	2	2	2	0	0	
fn	24/11/24	Physical Count (For Nov)	17		B322.20	(Determine test), BUFFER CHASE, for whole blood testing, bot. of				00/00/00	22/10/25	0000806109	0000806109	1	2	2	2	2	0	0	
fn	24/11/24	Physical Count (24.11.24)	1		B322.50	LANCET, sterile, for single use, needle 23 G, twist top				00/00/00	30/06/28	230411	230411	1	172	172	172	172	0	0	
fn	24/11/24	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	230411	1	121	228	121	228	107	107	
fn	24/11/24	Physical Count (24.11.24)	3		B322.N34	LANCET for finger pricking (Sarstedt Safety lancets, superblade n				00/00/00	31/01/28	D6A650A7	D6A650A7	1	400	293	400	293	-107	107	
fn	20/11/24	Physical Count 20.11.202	1		B315.N3	CONDOM, male, lubr., 53mm width, natural, WHO/UNFPA Preque				00/00/00	31/01/29	240218	240218	1	17000	21060	17000	21060	4060	4060	
fn	20/11/24	Physical Count 20.11.202	2		HAR3R15.M3	CONDOM, male, lubr., 53mm width, natural, WHO/UNFPA Preque				00/00/00	00/00/00	stocktake_11	stocktake_11	1	4060	0	4060	0	-4060	4060	

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

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