

# 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:

**Stocktakes report**

Include stocktakes with a stocktake date in this range

From  To  Previous month

☐ Include stocktakes with suggested (sg) status

☒ Include stocktakes with finalised (fn) status

Cancel OK

- **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	Snapshot	Snapshot	Snapshot	Snapshot	Snapshot	Snapshot	Snapshot	Snapshot	Snapshot	Snapshot	Snapshot
							Name of Supply	Project	expiry date	expiry date	batch	Batch	Packs	quantity	qty	Stocktake	Stocktake	Stocktake	Stocktake
																qty units	qty units	Difference	Absolute
																			difference
																			Comment
4	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	1	124	124	124	124	0	0
5	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	1	133	133	133	133	0	0
6	fn	24/11/24	Physical Count (For Nov)	3	B315.10	CONDOM, male, lubr., 49mm width, natural, WHO/UNFPA Prequi			00/00/00	31/08/28		23MR014	1	14400	14400	14400	14400	0	0
7	fn	24/11/24	Physical Count (For Nov)	4	B315.10	CONDOM, male, lubr., 49mm width, natural, WHO/UNFPA Prequi			00/00/00	31/08/28		23MR015	1	6600	6600	6600	6600	0	0
8	fn	24/11/24	Physical Count (For Nov)	5	B315.N3	CONDOM, male, lubr., 53mm width, natural, WHO/UNFPA Prequi			00/00/00	31/01/29		240218	1	21060	21060	21060	21060	0	0
9	fn	24/11/24	Physical Count (For Nov)	6	B315.18	GLOVE, EXAMINATION, latex, s.u., powdered, non sterile, medi			00/00/00	31/10/26		10671M	1	800	800	800	800	0	0
10	fn	24/11/24	Physical Count (For Nov)	7	B315.18	GLOVE, EXAMINATION, latex, s.u., powdered, non sterile, medi			00/00/00	31/10/26		10671M	1	1000	1000	1000	1000	0	0
11	fn	24/11/24	Physical Count (For Nov)	8	B312.4	CHLORINE 1g (NaOCC / diethoxyacrylate sodium 1.67g), tab.			00/00/00	31/08/26		100502101	1	36	36	36	36	0	0
12	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	1	172	172	172	172	0	0
13	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	1	228	228	228	228	0	0
14	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	1	293	293	293	293	0	0
15	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	1	250	250	250	250	0	0
16	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		23J44812M	1	700	700	700	700	0	0
17	fn	24/11/24	Physical Count (For Nov)	14	B321.13	TEST, HIV 1 + 2 (Determine), seripiw, rapid, (Ref no: 7D2343) - f			00/00/00	07/06/25		000038144	1	465	465	465	465	0	0
18	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	1	80	80	80	80	0	0
19	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	1	2	2	2	2	0	0
20	fn	24/11/24	Physical Count (For Nov)	17	B323.20	(Determine test), BUFFER CHASE, for whole blood testing, bot. of			00/00/00	22/10/25		0000806109	1	2	2	2	2	0	0
21	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	1	172	172	172	172	0	0
22	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	1	121	228	121	228	107	107
23	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	1	400	293	400	293	-107	107
24	fn	20/11/24	Physical Count 20.11.202	1	B315.N3	CONDOM, male, lubr., 53mm width, natural, WHO/UNFPA Prequi			00/00/00	31/01/29		240218	1	17000	21060	17000	21060	4060	4060
25	fn	20/11/24	Physical Count 20.11.202	2	HARBR315.N3	CONDOM, male, lubr., 53mm width, natural, WHO/UNFPA Prequi			00/00/00	00/00/00		stocktake, 11	1	4060	0	4060	0	-4060	4060

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