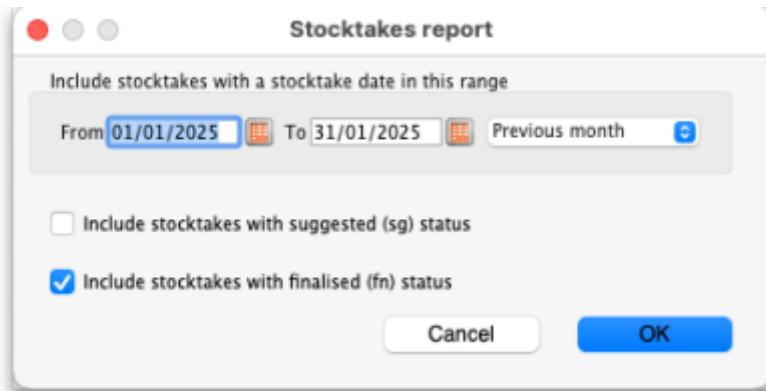


13.05. Stocktake reports



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 date	Batch	Snapshot	Snapshot date	Stocktake	Difference	Absolute difference	Comment
Status	Description																
4 fm	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	0	0
5 fm	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	0	0
6 fm	Physical. Count. (For Nov)	3		B315.10	CONDOM, male, lubr., 49mm width, natural, WHO/UNFPA Prequel			00/00/00	31/08/28		23MR014	1	14400	14400	14400	0	0
7 fm	Physical. Count. (For Nov)	4		B315.10	CONDOM, male, lubr., 49mm width, natural, WHO/UNFPA Prequel			00/00/00	31/08/28		23MR015	1	6600	6600	6600	0	0
8 fm	Physical. Count. (For Nov)	5		B315.N3	CONDOM, male, lubr., 53mm width, natural, WHO/UNFPA Prequel			00/00/00	31/01/29		240218	1	21060	21060	21060	0	0
9 fm	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	0	0
10 fm	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	0	0
11 fm	Physical. Count. (For Nov)	8		B312.00	GLUCOSE, blood, 1g (NaDCC) / dichlorotriehydrate sodium 1.67g, tab			00/00/00	10/06/26		106502101	1	35	35	35	0	0
12 fm	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	0	0
13 fm	Physical. Count. (For Nov)	10		B322.00	LANCET, sterile, for single use, needle 23 G, twist top			00/00/00	30/06/28		230411	1	228	228	228	0	0
14 fm	Physical. Count. (For Nov)	11		B322.N34	LANCET for finger prickling (Santest Safety lancets, superblade n			00/00/00	31/01/28		D6465047	1	293	293	293	0	0
15 fm	Physical. Count. (For Nov)	12		B315.30	MASK, SURGICAL, IIR type, 3 ply, s.u., pea			00/00/00	28/02/27		2221	1	250	250	250	0	0
16 fm	Physical. Count. (For Nov)	13		B316.34	LUBRICANT GEL, 20 ml, tube, viscosity 825 C 18000 minimum, F			00/00/00	31/07/26		23J4812MC	1	700	700	700	0	0
17 fm	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	0	0
18 fm	Physical. Count. (For Nov)	15		ALLA2H0013	BAG (envelope) plastic, for drugs, 10 x 15cm			00/00/00	00/00/00		stocktake_15	1	80	80	80	0	0
19 fm	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	0	0
20 fm	Physical. Count. (For Nov)	17		B322.20	(Determine test), BUFFER CHASE, for whole blood testing, bot. of			00/00/00	22/10/25		0000806109	1	2	2	2	0	0
21 fm	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	0	0
22 fm	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	0	0
23 fm	Physical. Count (24.11.24)	3		B322.N34	LANCET for finger prickling (Santest Safety lancets, superblade n			00/00/00	31/01/28		D6465047	1	400	293	400	-107	107
24 fm	Physical. Count (20.11.2022)	1		B315.N3	CONDOM, male, lubr., 53mm width, natural, WHO/UNFPA Prequel			00/00/00	31/01/29		240218	1	17000	21060	17000	4060	4060
25 fm	Physical. Count (20.11.2022)	2		NAPB315.N3	CONDOM, male, lubr., 53mm width, natural, WHO/UNFPA Prequel			00/00/00	00/00/00		stocktake_1f	1	4060	0	4060	-4060	4060

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