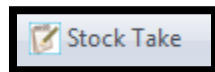




Stock Take Report (Y5)

This report shows the detailed record of all the entries done under Stock Take module.



On clicking the option or on pressing the shortcut (Y5), “Stock Take Report” window will appear as below.

Now, we can retrieve/fetch the data as per our requirement and as per the specific condition by using the left task bar which states the date range, branch, godown, item, stock group.

We can use below mentioned shortcuts for further extractions and functions.

Load Report (Alt + L)



User needs to click on Load Report (Alt + L) button to load the report after the filter action. The loaded Report will look as below:

Stock Take Report.

[Load Report](#)
[Export](#)
[Print](#)
[Help](#)
[Close](#)
<Press Enter / Dbl click in grid for drill down to entry (Logged-in branch only)>

Filter Data (F3) Report [01-04-2020 to 31-03-2021] (F4)

Stock Take Details										
Barcode	Item Name	Date	Godown	Stock Group	Base Unit	Alternate Unit	Stock Quantity	Physical Quantity	Difference	Remarks
Click here to define a filter										
00000002	ITEM 1	09-12-2020 3:01:45	Cygnnet Biztech Private Limited	ALL	BAG	BAG	-8.00	8.00	-16.00	

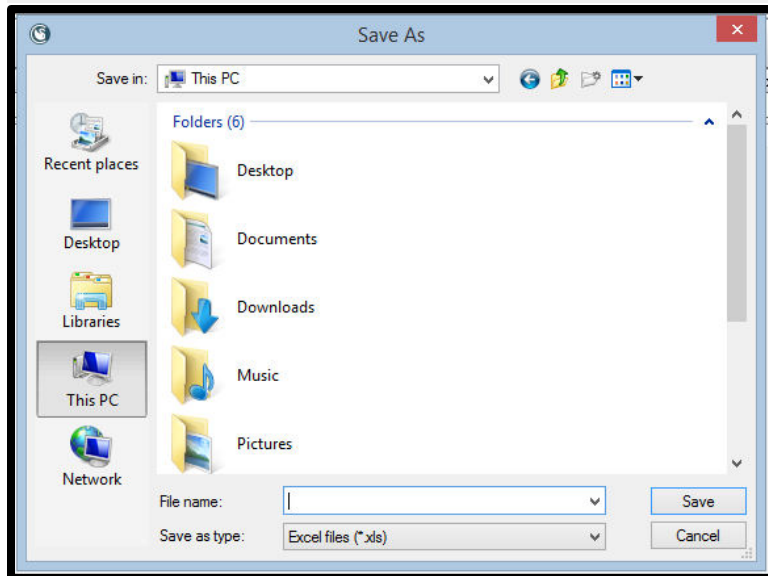
-8.00 8.00 -16.00

Drill down entry

To go to the voucher, user needs to double click on the record line. User will be redirected to the Stock Journal voucher.

Export (Alt + E)

User needs to click on Export (Alt + E) button to export the report. On clicking Export button, user will be asked for the path to export the report as shown below:



User needs to specify the path and click on save button to export the list successfully. Export can be done in .xls and .csv file.

[Print \(Alt + P\)](#)

On clicking the Print (Alt + P) button, print preview window will appear.

[Close \(Alt + S\)](#)

On clicking the Close (Alt + S) button, Stock Journal Report tab will get closed.

[Help \(Alt + H\)](#)

On clicking the Help (Alt + H) button, user will be redirected to help manual of Stock Journal Report Tab.