

STOCKTAKE REPORT

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The Stocktake report shows the differences found between the recorded stock levels and the levels counted during a stocktake. The report is organised in a way that allows you to easily view specific stocktakes, companies and lines. This report compares your recorded and actual product counts, as well as your recorded and actual value on hand. Most importantly, the report displays your stock variances in a range of useful formats such as variance percentage and variance value. The last page of the report displays the totals for all stocktakes included in the report. This report will assist you in analysing the accuracy of your stock levels, and allow you to keep track of the reasons for any variance in your levels.

RECORDED VALUE ON HAND

The value of stock on hand according to the average cost (per item) multiplied by the recorded count.

ACTUAL VALUE ON HAND

The value of stock on hand according to the average cost (per item) multiplied by the actual count.

VARIANCE IN VALUE

The value of the stock counted as variance, according to the average cost (per item) multiplied by the variance.

RECORDED COUNT

The expected quantity of the item calculated by Shortcuts.

ACTUAL COUNT

The item quantity that was counted and entered by the employee.


VARIANCE

The difference between the recorded count and the actual count. A positive value indicates that the actual count was above the recorded count, whereas a negative value indicates that the actual count was under.

VARIANCE %

The difference between the recorded count and the actual count, calculated as a percentage using the following formula:

$$= \text{Variance} / \text{Recorded Count} * 100$$

Stocktake Report										
Report Date: Wednesday, 15 June, 2016 For Stocktakes: Youngblood Eyeshadows 										
Line/Product	Recorded Count	Actual Count	Variance	Variance %	Recorded Value on Hand	Actual Value on Hand	Variance in Value	% Var. in Value	Threshold exceeded	Reason
Youngblood Eyeshadows	53	51	-2	-3.77%	\$906.30	\$872.10	-\$34.20	-3.77%		
Person Responsible: Anna Thompson Date: Wed 15 June 2016 to Wed 15 June 2016										
Manufacturer: Youngblood	53	51	-2	-3.77%	\$906.30	\$872.10	-\$34.20	-3.77%		
Eyeshadows (T)	53	51	-2	-3.77%	\$906.30	\$872.10	-\$34.20	-3.77%		
Eyeshadows Moonstone (T)	9	9	0	0%	\$153.90	\$153.90	\$0.00	0.00%		
Eyeshadows Alabaster (T)	10	10	0	0%	\$171.00	\$171.00	\$0.00	0.00%		
Eyeshadows Golden Beryl (T)	8	8	0	0%	\$136.80	\$136.80	\$0.00	0.00%		
Eyeshadows Cashmere (T)	7	7	0	0%	\$119.70	\$119.70	\$0.00	0.00%		
Eyeshadows Granite (T)	9	8	-1	-11.11%	\$153.90	\$136.80	-\$17.10	-11.11%	Value	Missing
Eyeshadows Sedona (T)	3	2	-1	-33.33%	\$51.30	\$34.20	-\$17.10	-33.33%	Value	Expired
Eyeshadows Azurite (T)	2	2	0	0%	\$34.20	\$34.20	\$0.00	0.00%		
Eyeshadows Heather Smoke (T)	5	5	0	0%	\$85.50	\$85.50	\$0.00	0.00%		
Total for All Stocktakes Listed			-2	-3.77%	\$906.30	\$872.10	-\$34.20	-4%		

% VARIANCE IN VALUE

The value of the stock counted as variance, calculated as a percentage using the following formula:

$$= \text{Variance in Value} / \text{Recorded Value on Hand} * 100$$

THRESHOLD EXCEEDED

This column allows you to see at a glance whether there is any variance for this item. The word 'value' indicates that there is variance.

REASON

The recorded reason for the variance.