

Stock reports

Stock and inventory

Documentation version 1.0
Published 17 November 2026
https://www.hesabuerp.co.ke/documentation/

Stock and inventory

Stock reports

See what you hold, where, what it is worth, and what is moving or stuck.

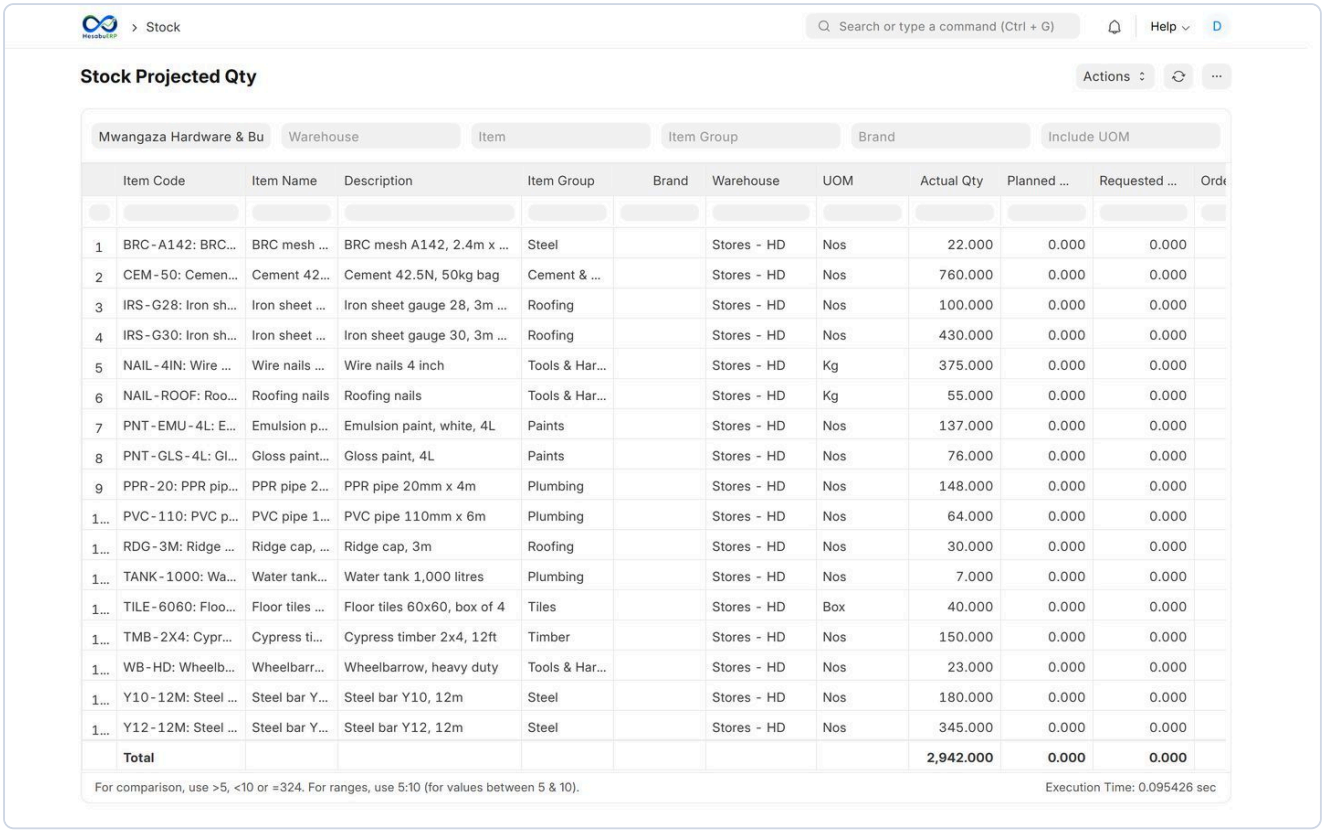
Beginner · About 15 minutes · Version 1.0 · Updated 17 November 2026

Plan availability

Included in the **Kuza** and **Enterprise** plans. It is not part of **Biashara**. Contact us if you want to upgrade.

Overview

Stock reports are in the **Stock** workspace under **Reports**. They answer the daily questions: what do I have, where, and what should I buy.



	Item Code	Item Name	Description	Item Group	Brand	Warehouse	UOM	Actual Qty	Planned ...	Requested ...	Orde
1	BRC-A142: BRC...	BRC mesh ...	BRC mesh A142, 2.4m x ...	Steel		Stores - HD	Nos	22.000	0.000	0.000	
2	CEM-50: Cemen...	Cement 42...	Cement 42.5N, 50kg bag	Cement & ...		Stores - HD	Nos	760.000	0.000	0.000	
3	IRS-G28: Iron sh...	Iron sheet ...	Iron sheet gauge 28, 3m ...	Roofing		Stores - HD	Nos	100.000	0.000	0.000	
4	IRS-G30: Iron sh...	Iron sheet ...	Iron sheet gauge 30, 3m ...	Roofing		Stores - HD	Nos	430.000	0.000	0.000	
5	NAIL-4IN: Wire ...	Wire nails ...	Wire nails 4 inch	Tools & Har...		Stores - HD	Kg	375.000	0.000	0.000	
6	NAIL-ROOF: Roo...	Roofing nails	Roofing nails	Tools & Har...		Stores - HD	Kg	55.000	0.000	0.000	
7	PNT-EMU-4L: E...	Emulsion p...	Emulsion paint, white, 4L	Paints		Stores - HD	Nos	137.000	0.000	0.000	
8	PNT-GLS-4L: Gl...	Gloss paint...	Gloss paint, 4L	Paints		Stores - HD	Nos	76.000	0.000	0.000	
9	PPR-20: PPR pip...	PPR pipe 2...	PPR pipe 20mm x 4m	Plumbing		Stores - HD	Nos	148.000	0.000	0.000	
1...	PVC-110: PVC p...	PVC pipe 1...	PVC pipe 110mm x 6m	Plumbing		Stores - HD	Nos	64.000	0.000	0.000	
1...	RDG-3M: Ridge ...	Ridge cap, ...	Ridge cap, 3m	Roofing		Stores - HD	Nos	30.000	0.000	0.000	
1...	TANK-1000: Wa...	Water tank...	Water tank 1,000 litres	Plumbing		Stores - HD	Nos	7.000	0.000	0.000	
1...	TILE-6060: Floo...	Floor tiles ...	Floor tiles 60x60, box of 4	Tiles		Stores - HD	Box	40.000	0.000	0.000	
1...	TMB-2X4: Cypr...	Cypress ti...	Cypress timber 2x4, 12ft	Timber		Stores - HD	Nos	150.000	0.000	0.000	
1...	WB-HD: Wheelb...	Wheelbarr...	Wheelbarrow, heavy duty	Tools & Har...		Stores - HD	Nos	23.000	0.000	0.000	
1...	Y10-12M: Steel ...	Steel bar Y...	Steel bar Y10, 12m	Steel		Stores - HD	Nos	180.000	0.000	0.000	
1...	Y12-12M: Steel ...	Steel bar Y...	Steel bar Y12, 12m	Steel		Stores - HD	Nos	345.000	0.000	0.000	
	Total							**2,942.000**	**0.000**	**0.000**	

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10). Execution Time: 0.095426 sec

The Stock Projected Qty report, listing each item with warehouse, actual quantity, planned and requested quantity.

The key reports

Report	It answers
Stock Balance	How many of each item are in each warehouse, and their value
Stock Ledger	Every movement of an item, with who and when
Stock Projected Qty	Stock on hand plus what is on order, minus what is reserved
Stock Ageing	How long stock has been sitting
Item Shortage Report	Items needed to meet orders but not available
Warehouse-wise Stock Balance	The total per warehouse

Steps

1. Search for the report, for example **Stock Balance**.
2. Set the **Company**, **From** and **To** dates, and optionally the **Warehouse** or **Item Group**.
3. Read the **Balance Qty** and **Balance Value** columns.
4. Click an item to open its ledger.
5. Use **Menu**, then **Export** to share it.

Practical example

On Friday, the owner runs **Stock Balance** filtered to the *Roofing* item group. 100 iron sheets of gauge 28 are left in Stores. He opens the **Stock Ledger** for that item and sees where the sheets went this week, then raises a purchase request.

Important notes

- Reports show submitted movements only.
- If numbers look wrong, check the filters (warehouse, company and dates) before suspecting the data.
- Compare the **Stock Balance** value to your **Stock** account in the Balance Sheet. They should match.

Common mistakes

- Reading the report for one warehouse and thinking it is the total.
- Forgetting to set the **To Date** to today.

Troubleshooting

See Incorrect stock balances.

Next steps

Move on to System administration.

Related documentation

- Running and saving reports
- Stock valuation and reorder levels
- Opening stock and stock counts