

Inventory Balance Report

Report Module Guide: Inventory Balance Report

Module Location

Inventory > Reports > Inventory Balance Report

Module Objective

The **Inventory Balance Report** module is used to generate a report that displays the **ending balance (quantity and value)** of inventory items as of a specific date. This is a "stock position" report that provides a quick overview of the total quantity and value of the inventory that the company holds.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Item/Service Category Type:**

- Filter the report for a specific item category, for example, FINISHED GOODS.

- **Item/Service Code:**

- Select one or more specific items whose balance you want to see.

- **Period:**

- Specify the reference date ("as of" date) for the balance to be displayed.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially the **Period** (balance date) and item filters if necessary.

Step 2: Generate the Report

After all parameters are set, click the **[Display Report]** button at the bottom.

3. Reading the Report (Report Content)

The generated report is a list of items along with their balance quantity and value on the selected date.

This report displays important details such as:

- **Item/Service Code** and **Item/Service Name**.
- **Inventory:** The ending balance quantity of the item.
- **Transaction Value:** The total value (in Rupiah) of that inventory balance.

- **Price Receipt:** Likely shows the last purchase price or cost price.

Report Features: This report is interactive, allowing you to search for data or export it to other formats like Excel or PDF using the buttons at the top.

Tips & Important Notes

- Use this report to quickly find out the **position and total value of your inventory** at the end of the day, end of the month, or any other specific date.
- This report is a summary of all transactions recorded in the **Stock Card** up to the selected date.
- This is a very important report for **accounting purposes (inventory valuation on the balance sheet)** and for **warehouse management**.

Revision #1

Created 15 October 2025 11:15:57 by Muhammad Ali Akbar

Updated 15 October 2025 11:17:40 by Muhammad Ali Akbar