

# Inventory

## Report Module Guide: Inventory Report (Stock Card)

### Module Location

Inventory > Reports > Inventory

### Module Objective

The **Inventory Report** module is used to generate a **Stock Card** or **Stock Mutation Report**. This report is a fundamental tool in inventory management that provides a detailed and chronological transaction history for each item. This report tracks every movement of goods (in and out) as well as the movement of its value.

## 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 key parameter:

- **Item/Service Code:**

- This is the primary filter to select one or more specific items for which you want to see the stock card.

- **Period:**

- Specify the **From** and **To** date range for the transaction history to be displayed.

- **Show Batch:**

- Check **Yes** if you want the report to display details per batch number for items that are managed by batch.

## 2. Steps to Generate the Report

### Step 1: Set Report Parameters

Define the parameters you need, especially selecting the **Item/Service Code** to be checked and specifying its **Period** range.

### Step 2: Generate the Report

After all parameters are set, click one of the buttons at the bottom:

- **[Display Report]:** To preview the stock card directly on your screen.
- **[Export to MS Excel]:** To download the report data in an Excel file format.

## 3. Reading the Report (Report Content)

The generated report is a **Stock Card** or a subsidiary ledger for the selected item, which begins with a **Beginning Balance**.

Pay attention to the following key columns:

- **In:** Records every stock quantity addition (e.g., from purchase receipts or production output).

- **Out:** Records every stock quantity reduction (e.g., from sales shipments or internal usage).
- **Available:** Shows the quantity **running balance** after each transaction.
- **Balance Value:** Shows the total value (in Rupiah) of the inventory balance after each transaction.

## Tips & Important Notes

- This report is the most fundamental **audit and traceability tool** for inventory.
- Use this report to investigate stock discrepancies, track the movement of a specific item, or verify the inventory valuation at the end of the month.
- This is a crucial operational report for the **Warehouse, PPIC, and Inventory Accounting** teams.

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