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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