

Item Inventory

Report Module Guide: Available Item/Service (Stock Status Report)

Module Location

Inventory > Reports > Item Inventory

Module Objective

The **Available Item/Service Report** module is used to generate a comprehensive inventory status report. This report provides a detailed overview of the quantity of each item, broken down by its various locations or statuses within the company's workflow (e.g., stock in the main warehouse, stock in the production area, quarantine stock, etc.).

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, such as **FINISHED GOODS**.

- **Period:**

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

- **Expiry Status:**

- Filter to view items based on their expiry status (for example, to only display items that are about to expire).

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially the **Category Type** and the **Period**.

Step 2: Generate the Report

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

- **[Display Report]:** To preview the stock status report 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 very detailed matrix table, providing a comprehensive view of stock distribution.

- **Rows:** Each row represents one **Material Name** or item.

- **Columns:** The columns show the quantity of that item in various different locations or statuses, such as **Warehouse Stock, Production, Transfer**, etc.
- **How to Read:** By reading a single row horizontally, you can see the total stock distribution of one item across all areas of the company on the selected date.

Tips & Important Notes

- This report provides a more **holistic view** of the stock position compared to a Stock Card, which only tracks the history of movements.
- Use this report for **total stock reconciliation at month-end** or to understand where your stock is located both physically and in the system.
- This is an advanced report that is very useful for **Inventory Managers and the PPIC team**.

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