

Item Transaction Report

Report Module Guide: Item/Service Transaction Report

Module Location

Sales > Reports > Item Reports > Item Transaction Report

Module Objective

The **Item/Service Transaction Report** module is used to generate a report that resembles a "stock card," which is to say it displays a detailed transaction history for each item or service. This report is very flexible as it can display transactions from both the Sales and Purchasing sides, thereby providing a complete overview of an item's movement.

1. Report Parameters (Filter)

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

The screenshot shows the 'Item Transaction Report' filter form. At the top, there is a breadcrumb trail: 'Sales | Sales Report | Item Transaction Report'. Below this, there are two rows of parameters: 'Company Name' with a dropdown menu set to 'PT. UNGGUL INDO MODERN SEJAHTERA' and 'Type of Report' with a dropdown menu set to 'FINISHED GOOD'. A section titled 'Filter' contains several options: 'Items' with radio buttons for 'All' (selected) and 'Selected'; 'Currency Type' with a dropdown menu set to 'All'; 'Document Date' with date pickers for 'From' (1 August 2025) and 'To' (31 August 2025); 'Sales' with a radio button (selected) and 'Purchase' with a radio button; 'Customers' with radio buttons for 'All' (selected) and 'Selected'; and 'Document Type' with a dropdown menu set to 'All'. At the bottom of the filter section, there are two buttons: 'Display Report' and 'Export To MS Excel'.

Here is an explanation for each parameter:

- **Item:**

- Select **All** to display transactions for all items, or **Selected** to choose specific items.

- **Document Date:**

- Specify the **From** and **To** date range to define the period of transactions to be displayed (e.g., August 1, 2025, to August 31, 2025).

- **Transaction Type Filter:**

- Use these radio buttons to define the type of transaction you wish to see. You can select **Sales** or **Purchasing**.

- **Customer:**

- Filter transactions by **All** customers or a **Selected** customer.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select all the parameters you need, especially defining the **Document Date** range and the transaction type (**Sales** or **Purchasing**).

Document Date : From To
Document Type :

Step 2: Generate the Report

After all parameters are set, click one of the two buttons in the bottom-left section of the page:

- **Display Report:** To preview the item transaction report directly on your screen. [Display Report](#)

- **Export To MS Excel:** To download the report data in an Excel file format.

[Export To MS Excel](#)

3. Example of the Report View

After you click, the system will generate a detailed report like the following, which will detail the transactions under each item name.

opr.kokola.co.id/erp/eaccounting/popup.cfm?FID=ERSTD08472&FUID=ERSTD0847202&menu=1&excel=0

Print Close

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P.T. UNIMOS

Item Transaction Report	
Printed On 08/09/2025 11:08:09	
Item Code : 01040301090090	
Item Name : 4282678 TIGER PS ORI SMALL PAKK 8X12X33.2G RENO	No Transaction Available
Item Code : 01040101100028	
Item Name : BK/Happy Mix 350 gr/6 Bkg /00	No Transaction Available
Item Code : 01040301040014	
Item Name : BRU/Cookies + Cream 140 gr /16 pcs/CLS/AUS/00	No Transaction Available
Item Code : 01040301090116	
Item Name : 4274200 Tiger Susu 24 x 175G PROMO MU	No Transaction Available
Item Code : 01040301090115	
Item Name : 4274201 Tiger Susu 8 x 12 x 175G PROMO MU	No Transaction Available
Item Code : 01040301090038	
Item Name : 4282607 BISKUAT CHOCO 20X121.6 G ACADEMY	No Transaction Available
Item Code : 01040301090024	
Item Name : 4282608 BISKUAT ORIGINAL 20X 121.6G ACADEMY	No Transaction Available
Item Code : 01040301090025	
Item Name : 4282609 BISKUAT CHOCO 12X(20X7.6 G) ACADEMY	No Transaction Available
Item Code : 01040301090076	
Item Name : 4282611 Biskuat Choco 12x(4x4x5.6 G) RENO	No Transaction Available
Item Code : 01040301090127	
Item Name : 4282611 Biskuat Choco 12x(4x4x5.6 G) RENO /CARD	No Transaction Available
Item Code : 01040301090106	
Item Name : 4282611 BISKUAT CHOCO 12X4X5.6G PROMO MU	No Transaction Available
Item Code : 01040301090027	
Item Name : 4282611 BISKUAT CHOCOLATE 12X(4X4.5 G)	No Transaction Available

Report Explanation: The report will display a list of the products you selected. Under each product, there will be a detailed list of every transaction (sales or purchase) that occurred within the selected period. In this example, no transactions were found ("Tidak Ada Transaksi").

Content: This report will contain details such as the transaction date, document number, quantity, and value for each item movement.

Tips & Important Notes

- Use this report to trace the complete history of a product, both from the purchasing side (**goods in**) and the sales side (**goods out**).
- This report is very useful for the **Inventory and PPIC (Production Planning and Inventory Control)** teams for stock movement analysis.
- By choosing between **Sales** and **Purchasing**, you can get a complete 'in-out' picture for an item.

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