Item Transaction Report

Report Module Guide: Item/Service Transaction Report

Module Location

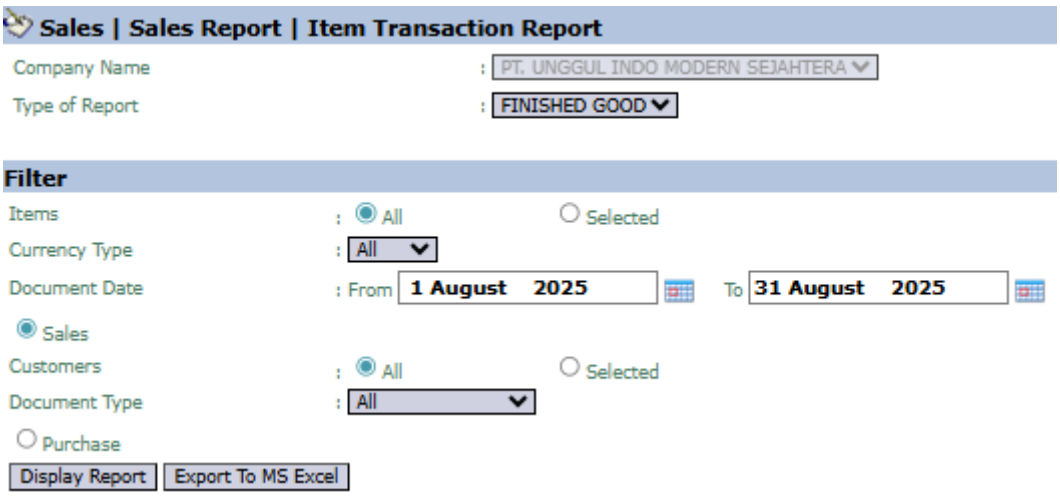
Sales > Reports > Item Reports > Item Transaction Report

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.



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**).



Step 2: Generate the Report

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

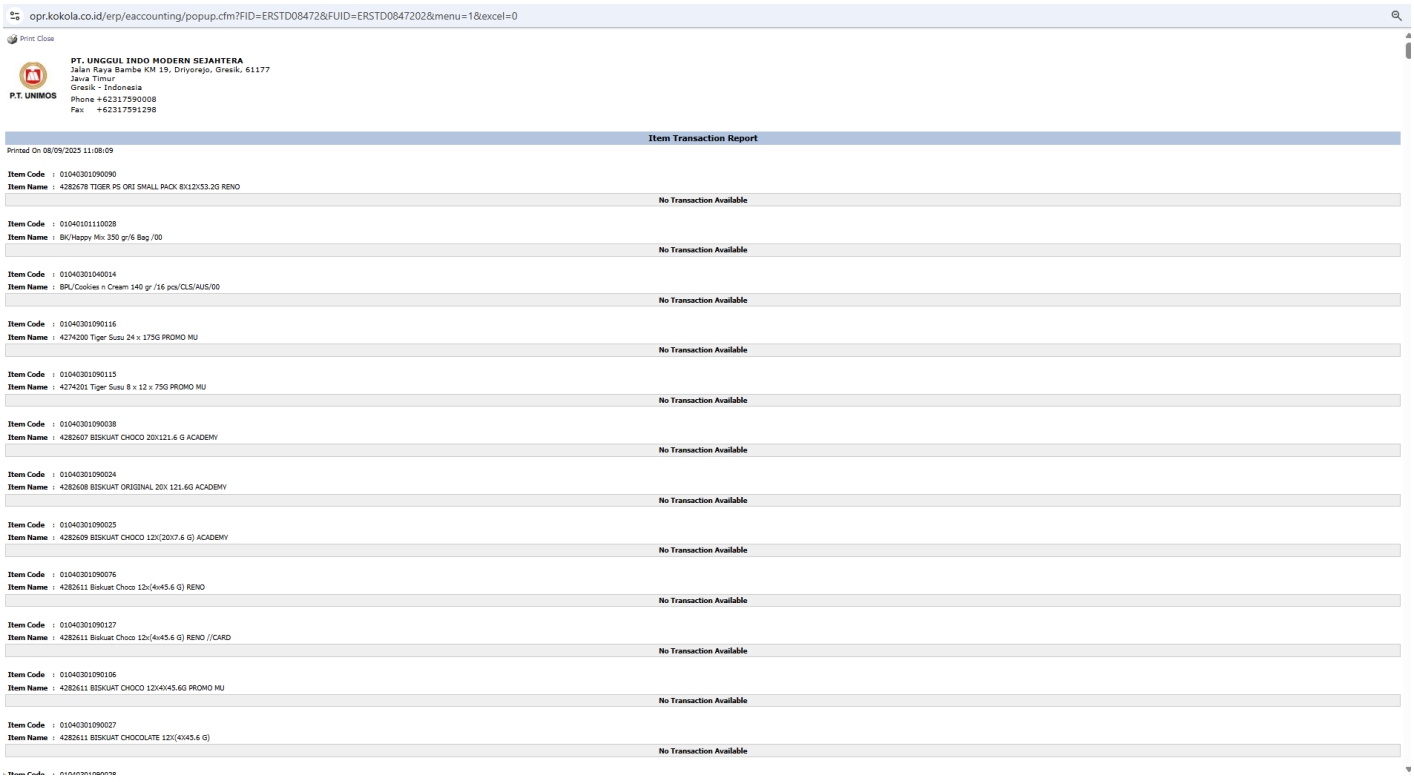
- **Display Report**: To preview the item transaction report directly on your screen. Display Report

- **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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Item Transaction Report

Printed On 08/09/2025 11:08:09

Item Code : 0104030109009O
Item Name : 4282678 TIGER PS ORI SMALL PACK 8X12X53.2G RENO
No Transaction Available

Item Code : 0104010111002B
Item Name : BK/Happy Mix 350 gr/6 Bag /00
No Transaction Available

Item Code : 0104030104001A
Item Name : BPL/Cookies n Cream 140 gr /16 pcs/CLS/AUS/00
No Transaction Available

Item Code : 0104030109011G
Item Name : 4274200 Tiger Susu 24 x 175G PROMO MU
No Transaction Available

Item Code : 0104030109011S
Item Name : 4274201 Tiger Susu 8 x 12 x 75G PROMO MU
No Transaction Available

Item Code : 0104030109003B
Item Name : 4282607 BISKUAT CHOCO 20X121.6 G ACADEMY
No Transaction Available

Item Code : 0104030109002A
Item Name : 4282608 BISKUAT ORIGINAL 20X 121.6G ACADEMY
No Transaction Available

Item Code : 0104030109002S
Item Name : 4282609 BISKUAT CHOCO 12X(20X7.6 G) ACADEMY
No Transaction Available

Item Code : 0104030109007G
Item Name : 4282611 Biskuat Choco 12x(4x45.6 G) RENO
No Transaction Available

Item Code : 0104030109012T
Item Name : 4282611 Biskuat Choco 12x(4x45.6 G) RENO //CARD
No Transaction Available

Item Code : 0104030109010G
Item Name : 4282611 BISKUAT CHOCO 12X4X45.6G PROMO MU
No Transaction Available

Item Code : 0104030109002T
Item Name : 4282611 BISKUAT CHOCOLATE 12X(4X45.6 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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