Item/Service List

Report Module Guide: Item/Service List Report (Item Master Report)

Module Location

Inventory > Reports > Item/Service List

Module Objective

The **Item/Service List Report** module is used to generate a **master list report** of all items registered in the system. This report provides a comprehensive view of each item, including basic details, cost information, and price.

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:

- **Location**:
  - Filter the report to display items that exist in a specific location or warehouse.
- **Item/Service Category Type**:
  - Select the main category type you wish to display, for example, FINISHED GOODS.

- **Status**:
    - Check the appropriate boxes to filter items by their properties: **Purchase, Sell,** or **Inventory**.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, such as the **Location** and **Category Type**.

Step 2: Generate the Report

After all parameters are set, click the **[Print]** or **[Export to MS Excel]** button at the bottom.

3. Reading the Report (Report Content)

The generated report is a complete list of all master items that match your filters.

This report displays important details such as:

- **Item/Service Code** and **Name**.
- **Current Value**: The total value of the existing stock.
- **Costing Method**: The inventory valuation method used (e.g., AVG).
- **Purchase and Sales Details**: Shows information on the last purchase price and a breakdown of selling prices (for example, for Retail, Store, Distributor).

Tips & Important Notes

- This report is the printed or exported version of the master data managed in the **Item/Service List** module.
- Use this report for **auditing master data** or for distributing the product and price list to the sales team.
- This is a fundamental reference report that is crucial for almost all departments, including **Purchasing, Sales, Warehouse, and Accounting**.

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