

Stock Card Report

Report Module Guide: Stock Card Report

Module Location

Inventory > Reports > Stock Card Report

Module Objective

The **Stock Card Report** module is used to generate a "Stock Card," which is a report that provides a detailed and chronological transaction history for one or more specific items. This report is a fundamental tool for tracking every goods movement (in and out) and validating the ending balance.

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:

- **Warehouse / Select Bin:**

- Filter the report for a specific warehouse location or bin.

- **Item/Service Code:**

- The primary filter to select one or more specific items for which you want to see the stock card.

- **Period:**

- Specify the transaction date range in the **From** and **To** fields.
- **For Accounting:**
 - Check **Yes** if the generated report requires value details or other accounting information.

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** and details every transaction.

- **Report Content (Conceptual):** Although the details are not visible, this report will display:

- The Beginning Balance.
- A chronological list of transactions containing **In, Out,** and **Ending Balance** columns for quantity.
- If the "**For Accounting**" option is selected, the report will also display the **value (price)** of each movement and the **ending inventory value**.

Tips & Important Notes

- This report is very similar to the **Inventory Report (Stock Card)** that was discussed previously, and most likely presents the same data with a slightly different format or filters.
- Use this report to investigate stock discrepancies or to track the complete history of a specific item.
- This is a crucial audit report for the **Warehouse and Inventory Accounting** teams.

Revision #1

Created 15 October 2025 11:12:54 by Sayu

Updated 15 October 2025 11:14:48 by Sayu