

Example for Report 1 **Check in/out Report**

- Generated by Date Range options

Date	Reference	Created By	Items Name	Items SKU/Barcode	Customers	Price (RM)	Suppliers	Quantity	Status	Previous Balance	Currents Balance	Total Price (RM)	Notes
18/11/2019	21312412	Staff 1	Lamp Bulb	000001		2.5	Supl A	10	Check-ins	10	20	25	Restock
19/11/2019	42124124	Staff 2	Pole	000002	Cust B	15		2	Check-outs	3	1	30	For Carpark F04
20/11/2019	42123245	Staff 1	Keyboard	000003	Cust C	25		10	Check-outs	15	5	250	For Siti Rohaza
21/11/2019	55223114	Admin 2	Monitor	000004		450	Supl C	2	Check-ins	6	8	900	Restock
22/11/2019	21312416	Admin 1	3-pin Socket	000005		40	Supl A	14	Check-ins	8	22	560	Restock
Summary										42	56		

Example for Report 2 **Add/Delete Items Report**

- Generated by Date Range options

Date	Reference	Created By	Items Name	Items SKU/Barcode	Brand	Model	Category	Price (RM)	Suppliers	Quantity	Status	Previous Balance	Currents Balance	Total Price (RM)	Notes
18/11/2019	82828282	Admin 1	Fibre Cable	000006	ETC	Fib0123	Computer	10	Supl A	10	Added New Items	0	10	100	New items stock
19/11/2019	28282828	Admin 2	Carpet Grass	000007	ETC	Carp0123	Landscape	5	Supl B	2	Deleted Items	2	0	0	Items not use anymore
20/11/2019	88228822	Admin 1	Bucket	000008	CHN	Buck123	General	35	Supl C	10	Added New Items	0	10	350	New models stock
21/11/2019	22882288	Admin 1	Dustbin	000009	HP	Dust123	Landscape	60	Supl C	2	Added New Items	0	2	120	New models stock
22/11/2019	22882222	Admin 2	Wheel	000010	ETC	Whe0123	Maintenance Part	20	Supl A	14	Deleted Items	14	0	0	Items not use anymore
Summary												16	22		

Example for Report 3 **Stock Take Report**

- Generated current update items status

No.	Reference	Items Name	Items SKU/Barcode	Brand	Model	Category	Price (RM)	Currents Balance	Total Price (RM)	In Hand Stock	Remarks
1	21312412	Lamp Bulb	000001	Philips	Bulb0123	Electrical	2.5	20	50		
2	42124124	Pole	000002	ETC	Pole123	Metal	15	1	15		
3	42123245	Keyboard	000003	Dell	Key123	Computer	25	5	125		
4	55223114	Monitor	000004	HP	Mon123	Computer	450	8	3600		
5	21312416	3-pin Socket	000005	Philips	3Pin0123	Electrical	40	22	880		
6	82828282	Fibre Cable	000006	ETC	Fib0123	Computer	10	10	100		
7	88228822	Bucket	000008	CHN	Buck123	General	35	10	350		
8	22882288	Dustbin	000009	HP	Dust123	Landscape	60	2	120		
Summary								78	5240		

* **In Hand Stock** shall be empty column, manually insert by Stock Manager/Stock keeper

* **Remarks** shall be empty column, manually insert by Stock Manager/Stock keeper

Example for Report 4 **General Log Report**

- Generated by Date Range options

Date	Reference	Created By	Items Name	Items SKU/Barcode	Brand	Model	Category	Price (RM)	Customers	Suppliers	Quantity	Status	Previous Balance	Currents Balance	Total Price (RM)	Notes
18/11/2019	21312412	Staff 1	Lamp Bulb	000001	Philips	Bulb0123	Electrical	2.5		Supl A	10	Check-ins	10	20	50	Restock
18/11/2019	82828282	Admin 1	Fibre Cable	000006	ETC	Fib0123	Computer	10		Supl A	10	Added New Items	0	10	100	New items stock
19/11/2019	42124124	Staff 2	Pole	000002	ETC	Pole123	Metal	15	Cust B		2	Check-outs	3	1	15	For Carpark F04
19/11/2019	28282828	Admin 2	Carpet Grass	000007	ETC	Carp0123	Landscape	5		Supl B	2	Deleted Items	2	0	0	Items not use anymore
20/11/2019	42123245	Staff 1	Keyboard	000003	Dell	Key123	Computer	25	Cust C		10	Check-outs	15	5	125	For Siti Rohaza
20/11/2019	88228822	Admin 1	Bucket	000008	CHN	Buck123	General	35		Supl C	10	Added New Items	0	10	350	New models stock
21/11/2019	55223114	Admin 2	Monitor	000004	HP	Mon123	Computer	450		Supl C	2	Check-ins	6	8	3600	Restock
21/11/2019	22882288	Admin 1	Dustbin	000009	HP	Dust123	Landscape	60		Supl C	2	Added New Items	0	2	120	New models stock
22/11/2019	21312416	Admin 1	3-pin Socket	000005	Philips	3Pin0123	Electrical	40		Supl A	14	Check-ins	8	22	880	Restock
22/11/2019	22882222	Admin 2	Wheel	000010	ETC	Whe0123	Maintenance Part	20		Supl A	14	Deleted Items	14	0	0	Items not use anymore
Summary													58	78		