

Use our **“Report inventory template”** to create a report on the inventory in stock by the period and its characteristics.

At the top of the table there is a header with the fields to be filled in:

Company name	My Company name				
Date from	01/01/22	to	01/24/22	Prepared by	Storekeeper, Peter Johnson

- In the **“Company name”** field, enter the name of your organization (inventory owner);
- In the **“Date from __ to __”** field, enter the dates of the period for which you are preparing a report;
- In the **“Prepared by”** field, enter the name and position of the person responsible for preparing this report.

Below is a table to describe inventory characteristics:

- In the **“Item code”** column, enter a unique code for each individual product;
- In the **“Description”** column, enter a detailed name/description of the inventory being described;
- In the column **“Item price”** enter the cost of a unit of goods;
- In the column **“Item weight, kg”** enter the weight of the unit of goods in kilograms;
- In the **“Size”** block, in the appropriate fields, enter the overall dimensions of the goods (length, width, and height) in centimeters;
- In the column **“Volume, m³”**, the volume occupied by goods is calculated automatically;
- In the **“Opening Stock”** column, enter the quantity of each product in stock at the beginning of the reporting period;
- In the **“Purchase”** column, enter the number of units of this product purchased during the reporting period;
- In the **“Consumption”** column, enter the number of units of the product that was used during the reporting period;
- In the **“Closing Stock”** column, the number of units of goods at the end of the reporting period will be automatically calculated;

- In the "Total Weight, kg" column, the total inventory weight for the current line, which is/was available at the end of the reporting period, is automatically calculated;
- In the "Total Volume, m³" column, the total volume occupied by the inventory on the current line will be automatically calculated;
- The "Total Price" column will automatically calculate the total inventory cost for the current line at the end of the reporting period.

An example of filling a table:

Item code	Description	Item price	Item weight, kg	Size			Volume, m ³	Opening Stock	Purchase	Consumption	Closing Stock	Total Weight, kg	Total Volume, m ³	Total price
				Length, cm	Width, cm	Height, cm								
Code 1	Description 1	\$121	18.51	80	20	20	0.032	18	10	7	21	388.71	0.672	\$2,541
Code 2	Description 2	\$131	9.16	30	50	60	0.09	25	4	6	23	210.68	2.07	\$3,013
Code 3	Description 3	\$53	17.92	10	60	70	0.042	15	9	7	17	304.64	0.714	\$901
Code 4	Description 4	\$21	8.55	70	40	50	0.14	1	13	7	7	59.85	0.98	\$147
Code 5	Description 5	\$144	20.27	80	50	60	0.24	8	8	1	15	304.05	3.6	\$2,160
Code 6	Description 6	\$23	16.13	30	20	40	0.024	35	4	4	35	564.55	0.84	\$805

The bottom of the table summarizes the last 3 columns. So these totals are presented at the top of the inventory report. These fields calculate the total weight of all inventory on hand, the total volume that it occupies in the warehouse, and its total cost.

Total Weight, kg	Total Volume, m ³	Total price
7,416.47	199.99	\$73,640