STOCK REGISTER

Item-wise summary for the period. Quantities in the unit shown.

GSTIN

Godown or store	Period from	Period to	Valuation method

Sr.	Item code	Item description	Unit	Batch no.	Opening	Received	Issued	Write-offs	Closing	Rate	Closing value	Reorder level	Location
										Total closing value			

How the columns work

Closing = opening + received − issued − write-offs (goods lost, stolen, damaged or written off). Write the batch or heat number for every line. Write returns to vendors as issues and returns from the shop as receipts, with the document number in your daily ledger. Losses need a written-off approval and an input tax credit reversal.

Storekeeper

Checked by (accounts)

Physical verification by, and date