

Daily Inventory Report

Date: _____
Prepared by: _____

Item Code	Item Name/Description	Unit	Opening Balance	Quantity Received	Quantity Sold	Adjustments (+/-)	Closing Balance	Remarks
101	Widget A	pcs	120	30	40	0	110	-
102	Widget B	pcs	80	20	15	+2	87	Stock Adjustment

Notes:

- Record all movements of inventory clearly each day.
- Review discrepancies immediately.
- This template helps prevent stockouts or overstocking and ensures efficient business operations.