Inventory and Reorder Tracker

OF-XLS-004 v1.0 — The Office File

Prepared for: Harbour Trading Ltd

Purpose

Keep one clean register of stock items, log stock in and out, and see at a glance what needs reordering. The Reorder List sheet
whose current stock is at or below its reorder level, and the Summary sheet totals your stock value.

How to use

1. On the Setup sheet, adjust the Categories, Units and Suppliers lists to match your business, and set your currency label in ce
2. Delete the SAMPLE rows on the Inventory sheet, then enter your items (one row each). SKUs must be unique. Set a reorder
YOUR threshold, based on your usage and lead times.
3. Log every stock movement on the Stock Movements sheet (date, SKU from the dropdown, Stock in or Stock out, quantity).
4. Check the Reorder List sheet for items at or below their reorder level, and the Summary sheet for totals. Grey cells are formu

What this workbook is NOT

• Not an accounting system — stock values here are management information, not books of account.
• Not a tax or audit valuation — it uses the unit cost you enter; it does not do FIFO, weighted-average or any other costing met
• Reorder levels and the suggested order quantity are YOUR settings. Nothing here encodes lead times, safety stock or supplier
own purchasing experience.

Assumptions and limitations

• IMPORTANT: the Stock Movements log does NOT update the Current stock column automatically. After logging movemen
the Inventory sheet yourself (e.g. during a weekly count). The two stay in sync only if you keep them in sync.
• Suggested order qty on the Reorder List = (2 × reorder level) − current stock, floored at zero. It is an illustrative rule of thumb
recommendation — adjust the formula to your own policy.
• The currency label on Setup changes the label text only; if you change it, update the “Unit cost” column header on the Invent
• Blank cells are treated as missing input, never as zero.
• All dropdown lists live on the Setup sheet — edit the lists there, never in the validation rules.
• Functions used (SUM, SUMIF, COUNTIF, COUNTA, IF, IFERROR, MAX, VLOOKUP) are compatible with LibreOffice a

Categories
Office Supplies
IT Equipment
Cleaning
Packaging
Furniture

Units
Each
Box
Pack
Litre
Kg
Ream

Suppliers
Sample Supplier A
Sample Supplier B
Sample Supplier C

Movement
Stock in
Stock out

Currency label
PKR

Label text only — also update the “Unit cost” header on Inventory.

SAMPLE DATA — ILLUSTRATIVE EXAMPLE ONLY. Delete these rows before entering your own data.

SKU	Item name	Category	Unit	Supplier	Current stock	Reorder level	Unit cost (PKR)	Stock value	Status
SKU-001	Sample A4 Paper	Office Supplies	Ream	Sample Supplier A	40	20	PKR 850	PKR 34,000	**OK**
SKU-002	Sample Ballpoint Pens	Office Supplies	Box	Sample Supplier A	8	20	PKR 120	PKR 960	**REORDER**
SKU-003	Sample Laptop 14in	IT Equipment	Each	Sample Supplier B	12	5	PKR 95,000	PKR 1,140,000	**OK**
SKU-004	Sample Cleaning Spray	Cleaning	Litre	Sample Supplier C	3	10	PKR 450	PKR 1,350	**REORDER**
SKU-005	Sample Packing Tape	Packaging	Each	Sample Supplier A	25	15	PKR 180	PKR 4,500	**OK**

SAMPLE DATA — ILLUSTRATIVE EXAMPLE ONLY. Delete these rows before entering your own data.

Date	SKU	Item name	Movement	Quantity	Notes
26-Oct-2026	SKU-001	Sample A4 Paper	Stock in	50	Monthly stationery order
27-Oct-2026	SKU-002	Sample Ballpoint Pens	Stock out	12	Issued to Sales team
28-Oct-2026	SKU-004	Sample Cleaning Spray	Stock out	7	Cleaning round
29-Oct-2026	SKU-005	Sample Packing Tape	Stock in	30	

Auto-filtered view: only items at or below their reorder level appear. Use the filter on column A to hide blank rows.

SKU	Item name	Category	Unit	Current stock	Reorder level	Suggested order qty	Supplier
SKU-002	Sample Ballpoint Pens	Office Supplies	Box	8	20	32	Sample Supplier A
SKU-004	Sample Cleaning Spray	Cleaning	Litre	3	10	17	Sample Supplier C

Summary

Key figures

Measure	Value
Total SKUs	5
Items to reorder (at/below level)	2
Total stock value	PKR 1,180,810
Stock movements logged	4

Stock by category

Category	SKUs	Stock value
Office Supplies	2	PKR 34,960
IT Equipment	1	PKR 1,140,000
Cleaning	1	PKR 1,350
Packaging	1	PKR 4,500
Furniture	0	PKR 0