Direct Selling Module

Sales Order

Module Guide: Sales Order (Direct Selling)

Module Location

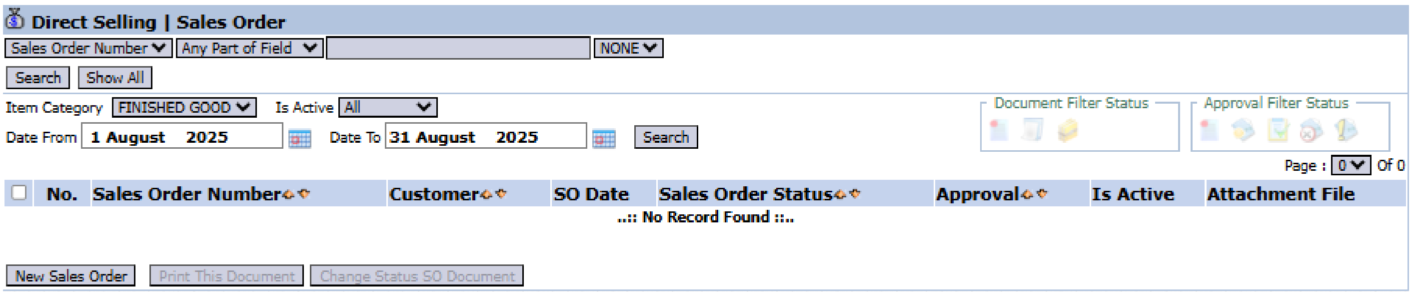
Direct Selling > Sales Order

Module Objective

The **Sales Order** module within Direct Selling is used to create and manage sales orders that originate from direct selling activities. Although its function is similar to the Sales Order in the regular Sales module, this module is specifically designed for the direct selling workflow.

1. Main View (Sales Order List)

The main page of this module displays a list of all Direct Selling Sales Orders that have been created.



View Explanation & Filters

This page is for viewing and managing all SOs from the direct selling channel.

- **Filters**: You can search for a specific SO by **Sales Order Number**, **Item Category**, **Is Active**, or a date range.

- **SO List**: The table below will display all SOs that match the filters, with columns such as **Sales Order Number**, **Customer**, **SO Date**, and **Sales Order Status**.

Button Functions

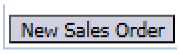
- **New Sales Order**: The primary button to create a new Direct Selling Sales Order.

- **Print This Document**: To print the details of a selected SO.

- **Change Status SO Document**: To change the status of a selected SO.

2. Steps to Create a Direct Selling Sales Order

Step 1: Create a New Order

From the Main View, click the **New Sales Order** button to open the **Add Sales Order** form. 

Step 2: Fill in Header Information

On the form that appears, fill in the general order information:

- **SO Date & Estimated Date**: Enter the date the order is created and the estimated shipping date.

- **Customer**: Select the customer who is placing the order.

- **Payment Type, Payment Schedule, Term Of Payment**: Set up the payment terms for this transaction.

Step 3: Detail the Order Items

1. In the detail table, click **[+] Multiple Item [-]** to add a row.
2. Select a product from the **List of Item** that appears, then return to the main form.
3. Fill in the **Qty** (Quantity), **Unit Price**, and **Discount (%)** columns if any.

Step 4: Set Up Payment Terms (If Needed)

Use the **Term Of Payment** table at the bottom to schedule payments if this transaction uses credit terms.

Step 5: Save and Confirm

After all data is filled in, use the buttons in the bottom-left section:

- **Save**: To save the SO as a draft. 

- **Confirm**: To finalize and send the SO into the approval workflow. 

- **Cancel**: To cancel the entry. 

Tips & Important Notes

- This module is specifically designed for the direct selling workflow, which may differ in terms of order fulfillment and billing compared to regular sales.
- An SO that has been **Confirmed** will go into the next approval workflow, which is in the **Direct Selling Sales**

Order Inbox.

Sales Order Inbox

Module Guide: Sales Order Inbox (Direct Selling)

Module Location

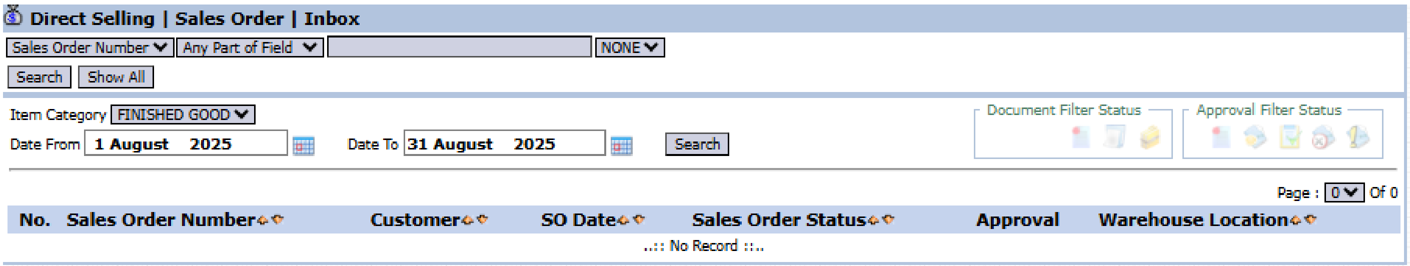
Direct Selling > Sales Order > Sales Order Inbox

Module Objective

The **Sales Order Inbox** module for Direct Selling serves as the approval center for all Sales Orders created via the direct selling channel. This module is used by a superior or manager to conduct a review and provide approval before the order can be processed further.

1. Main View (Order List)

The main page of this module is an "inbox" that displays all Direct Selling Sales Orders requiring your action.



View Explanation & Filters

This page provides a summary of all orders that are awaiting approval.

- **Filters**: You can search for a specific order by **Sales Order Number**, **Item Category**, or a date range (**Date From / Date**

To).

- **Request List**: The table below will display all orders awaiting action. The table currently shows "...No Record...".

Column Explanation

- **Sales Order Number**: The unique number of the submitted Sales Order document.
- **Customer**: The name of the customer associated with the order.
- **SO Date**: The date the order was created.
- **Sales Order Status / Approval**: Icons that indicate the document's status and the approval process status.
- **Warehouse Location**: The warehouse location associated with the order.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Sales Order Inbox** module to see the list of orders that require approval.

Step 2: Review the Order Details

Click on one of the rows in the table to open its detail view. In the detail view, you can check all the information that has been input, such as the product details, prices, discounts, and payment terms.

Step 3: Provide Approval

After you open and review the Sales Order details in Step 2, you will find the buttons to grant approval (e.g., **"Approve"** or **"Reject"** buttons) **within that detail page**. Click the appropriate button to complete the review process.

3. Workflow & Integrated Business Process

1. **Submission**: A user (e.g., a canvassing salesman) creates a document in the **Sales Order (Direct Selling)** module and clicks **Confirm**.

2. **Entering the Queue**: The confirmed order automatically enters the queue in this **Sales Order Inbox** module.

3. **Review & Approval**: A manager or approver opens this module, reviews, and provides approval.

4. **Next Process**: After approval, the Sales Order becomes the official instruction for the next stage in the Direct Selling flow: the creation of a **Direct Selling Delivery Order**.

Shipment Note History

Module Guide: Direct Selling Delivery Order (Shipment Note)

Module Location

Direct Selling > Direct Sales Shipment Note > Shipment Note History

Module Objective

The **Direct Selling Delivery Order (Shipment Note)** module is the order fulfillment stage in the direct selling workflow. Its purpose is to create the official shipping document (Delivery Order) based on an approved Direct Selling Sales Order. This document authorizes the warehouse to release the goods and serves as valid proof of shipment.

1. Main View (Delivery Order List)

The main page of this module displays a list of all Direct Selling Delivery Orders that have been created.

View Explanation & Filters

This page is the center for viewing and managing all shipping documents.

- **Filters**: You can search for a specific Delivery Order by **Shipment Note Number**, **Item Category**, **Shipment Note**

Type, or a date range (**Date From / Date To**).

- **Delivery Order List**: The table below will display all documents that match the filters, with columns such as **Shipment Note Number**, **Shipment Note Date**, **Sales Order Number**, **Customer**, and **Delivery Status**.

Button Functions

- **Create Shipment Note**: The primary button to create a new Delivery Order.

2. Steps to Create a Direct Selling Delivery Order

Step 1: Create a New Delivery Order

From the Main View, click the **Create Shipment Note** button to open the **Add Shipment Note** form. 

Step 2: Select the Sales Order

On the form that appears, the most important first step is:

- Select the **Sales Order Number** from the dropdown or search field. This action will automatically pull all related order data, including the **Customer** and item details.

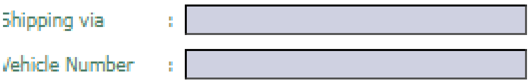
Step 3: Detail the Shipping Quantity

The detail table will display all items from the selected Sales Order.

- In the **Deliver Now** column, enter the quantity of goods that will be shipped at this time. You can ship partially or in full from the SO Quantity.

Step 4: Complete Logistics Info

Fill in shipping details such as **Shipping via** and **Vehicle Number** if required.



Step 5: Save and Confirm

After all data is filled in, use the buttons in the bottom-left section:

- **Save**: To save the Delivery Order as a draft. 

- **Confirm**: To finalize the document. After confirmation, the system will reduce the inventory stock. 

- **Cancel**: To cancel the entry. 

Workflow & Integrated Business Process

1. The process begins with an approved Direct Selling Sales Order.

2. Based on that SO, a Direct Selling Delivery Order is created in this module.

3. A confirmed Delivery Order will become the basis for the creation of a **Direct Selling Receipt** or invoice.

Tips & Important Notes

- To ensure data consistency from order to shipment, always create a Delivery Order based on a valid **Sales Order Number**.

- This document is the official proof of goods release from the warehouse and must always accompany the goods when they are shipped.

Shipment Note Inbox

Module Guide: Direct Selling Delivery Order Inbox (Shipment Notes Inbox)

Module Location

Direct Selling > Direct Selling Delivery Order > Delivery Order Inbox

Module Objective

The **Direct Selling Delivery Order Inbox (Shipment Notes Inbox)** module serves as the approval center for all Delivery Order documents created through the direct selling workflow. This module is used by a superior or manager to conduct a review and provide approval before the shipping document is considered final.

1. Main View (Delivery Order List)

The main page of this module is an "inbox" that displays all Direct Selling Delivery Orders requiring your action.

View Explanation & Filters

This page provides a summary of all shipping documents that are awaiting approval.

- **Filters**: You can search for a specific Delivery Order by **Shipment Note Number**, **Item Category**, **Delivery Status**, or a date range (**Date From / Date To**).

- **Request List**: The table below will display all documents awaiting action. The table currently shows "...NO RECORDS...".

Column Explanation

- **Shipment Note Number**: The unique number of the submitted Delivery Order document.

- **Sales Order Number**: The reference number from the initial Sales Order.

- **Customer**: The name of the destination customer for the shipment.

- **Status / Approval Status**: Icons that indicate the document's status and the approval process status.

- **Delivery Status**: The delivery status of the document.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Direct Selling Delivery Order Inbox** module to see the list of documents that require approval.

Step 2: Review the Delivery Order Details

Click on one of the rows in the table to open its detail view. In the detail view, you can check all the information that has been input, such as the product details, quantity, and shipping address.

Step 3: Provide Approval

After you open and review the Delivery Order details in Step 2, you will find the buttons to grant approval (e.g., **"Approve"** or **"Reject"** buttons) **within that detail page**. Click the appropriate button to complete the review process.

3. Workflow & Integrated Business Process

1. **Submission**: A user creates a document in the **Direct Selling Delivery Order** module and clicks **[Confirm]**.

2. **Entering the Queue**: The confirmed Delivery Order automatically enters the queue in this **Direct Selling Delivery Order Inbox** module.

3. **Review & Approval**: A manager or approver opens this module, reviews, and provides approval.

4. **Next Process**: After approval, the Delivery Order becomes a valid document and the basis for the next stage: the creation of a **Direct Selling Receipt**.

Direct Selling Invoices

Module Guide: Direct Selling Receipt (Direct Sales Invoices)

Module Location

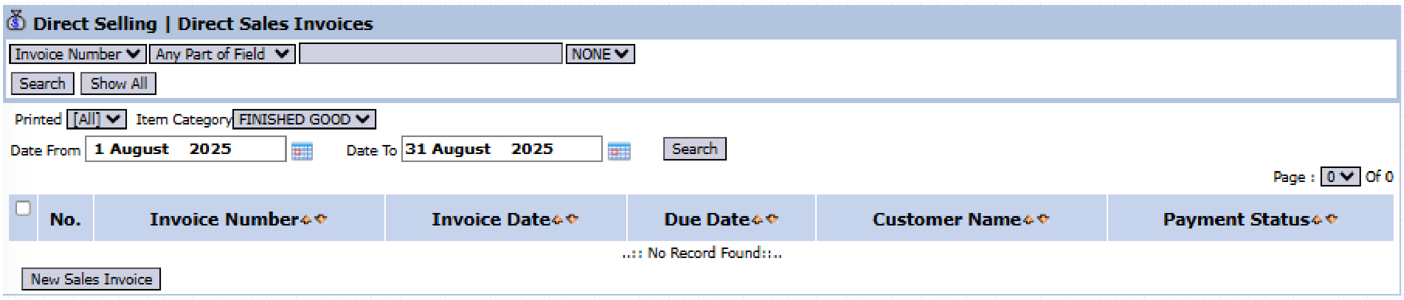
Direct Selling > Direct Selling Receipt

Module Objective

The **Direct Selling Receipt (Direct Sales Invoices)** module is the billing stage in the direct selling workflow. Its purpose is to create an official invoice or receipt to be given to the customer. This document is created based on a Direct Selling Sales Order that has been shipped and becomes the basis for recording the receivable.

1. Main View (Receipt/Invoice List)

The main page of this module displays a list of all Direct Selling invoices or receipts that have been issued.



View Explanation & Filters

This page is for viewing and managing all direct sales invoices.

- **Filters**: You can search for a specific invoice by **Invoice Number**, **Item Category**, or a date range (**Date From / Date To**).

- **Invoice List**: The table below will display all invoices that match the filters, with columns such as **Invoice Number**, **Invoice Date**, **Due Date**, **Customer Name**, and **Payment Status**.

Button Functions

- **New Sales Invoice**: The primary button to create a new Direct Selling invoice/receipt.

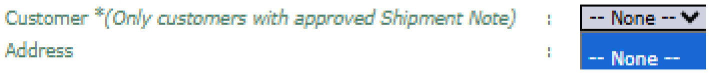
2. Steps to Create a Direct Selling Receipt

Step 1: Create a New Receipt

From the Main View, click the **New Sales Invoice** button to open the **Add Direct Sales Invoice** form. 

Step 2: Select the Sales Order

This is the most crucial step.

1. On the Add form, first select the **Customer** from the dropdown. 

2. After selecting the customer, the system will display a list of billable **Sales Order Numbers** in the list box.

3. Select one or more **Sales Order Numbers** to be combined into a single invoice.

4. Click the **Get Detail** button. 

Step 3: Verify Receipt Details

1. The system will automatically pull all the item, quantity, and price details from the selected Sales Order(s) and populate them into the detail table at the bottom.

2. Double-check that important dates like the **Invoice Date** and **Due Date** are correct.


Step 4: Save the Receipt

After all data is verified, click the **Save** button to save the document. There will likely be a **Confirm** button afterwards to finalize the invoice and record it as a receivable. 

Workflow & Integrated Business Process

- This module is the billing stage after the goods have been shipped via the **Direct Selling Delivery Order**.

- A receipt or invoice that has been finalized here will automatically create a receivable record in the **Accounts Receivable Module**.

Tips & Important Notes

- To ensure the billing matches the order and shipment, always create the receipt/invoice based on a valid **Sales Order Number**.

- This document is the basis for on-field collection by the direct sales team and for the settlement process in the next module

Direct Sales Payment Entry

Module Guide: Direct Selling Payment Entry

Module Location

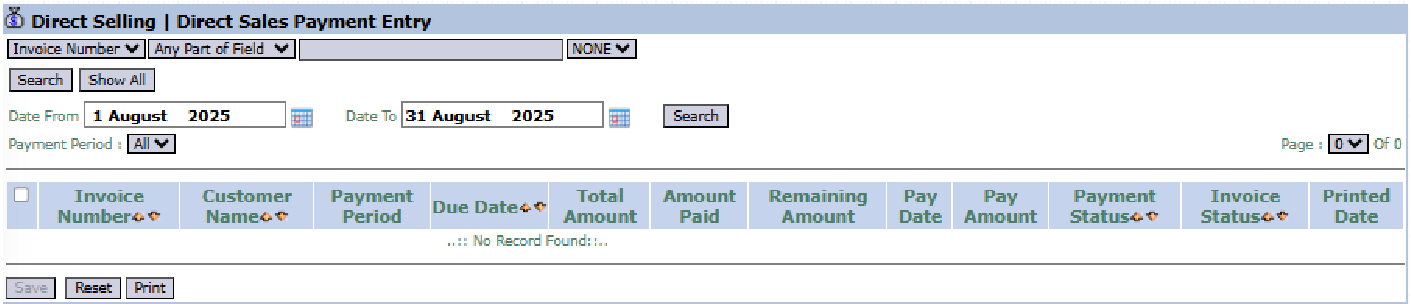
Direct Selling > Direct Selling Payment Entry

Module Objective

The **Direct Selling Payment Entry** module is used to record and apply payments received from customers against their outstanding direct selling invoices or receipts. This module is the primary tool for managing the settlement process of receivables from the direct selling channel.

1. Main View (Invoice List)

The main page of this module displays a list of direct selling invoices for which you can process payments.



View Explanation & Filters

This page is for finding the invoice to be paid and recording its payment.

- **Filters**: You can search for a specific invoice by **Invoice Number** or a date range (**Date From / Date To**).

- **Invoice List**: The table below will display all invoices that match the filters.

Column Explanation

- **Invoice Number, Customer Name**: Invoice and customer details.
- **Total Amount**: The total value of the invoice.
- **Amount Paid**: The amount that has been previously paid.
- **Remaining Amount**: The outstanding balance.
- **Pay Date**: The column to input the payment date.
- **Pay Amount**: The column to input the amount being paid.
- **Payment Status**: The payment status (e.g., Paid, Unpaid).

Button Functions

- **Save**: The main action button to save the payment data you have input.
- **Reset**: To clear the input.
- **Print**: To print proof of payment.

2. Steps to Record a Payment

Step 1: Find the Invoice

Use the available filters, especially the **Invoice Number** search bar, to find the invoice that is being paid by the customer. 

Step 2: Enter Payment Details

After the correct invoice appears in the list, focus on that row and fill in the following columns:

- In the **Pay Date** column, enter the date the payment was received.

- In the **Pay Amount** column, enter the amount of money paid by the customer.

Step 3: Save the Payment

1. Check the box in the leftmost column of the corresponding row.

2. Click the **Save** button in the bottom-left section of the page. 

3. The system will process the payment, updating the **Amount Paid**, **Remaining Amount**, and **Payment Status** columns.

Tips & Important Notes

- This is the main work tool for the **Direct Selling Admin** or **AR team** to record the settlement of receivables from the direct selling channel.

- To maintain data accuracy, ensure the **Pay Amount** and **Pay Date** entered match the customer's proof of payment.

- Payments recorded here will be automatically linked to the next financial module, **Direct Selling Bank Receipt**.

Direct Sales Receipt Bank

Module Guide: Direct Selling Bank Receipt

Module Location

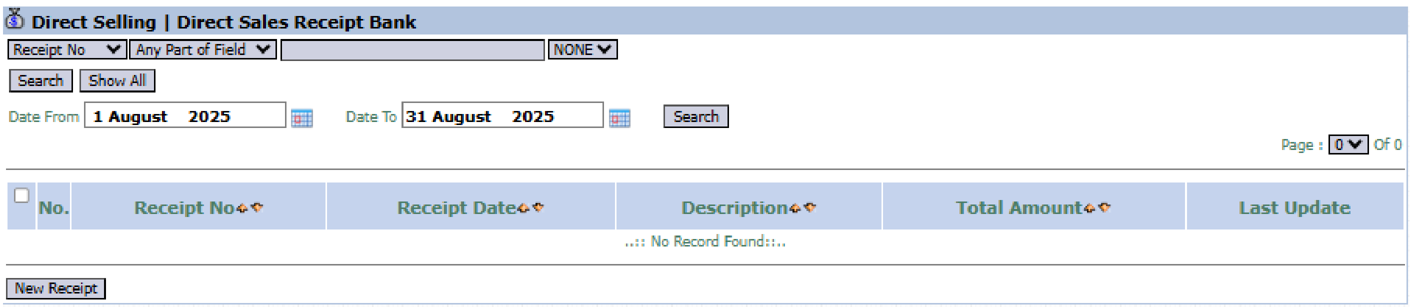
Direct Selling > Direct Selling Bank Receipt

Module Objective

The **Direct Selling Bank Receipt** (Direct Sales Receipt Bank) module is used to consolidate multiple individual payment proofs received from direct selling customers into a single bank receipt document. This module is a critical step for the reconciliation process, which is matching the total money received in the field with the total money deposited into the company's bank account.

1. Main View (Bank Receipt List)

The main page of this module displays a list of all Direct Selling Bank Receipt documents that have been created.



View Explanation & Filters

This page is for viewing and managing all deposit documents.

- **Filters**: You can search for a specific document by **Receipt No** or a date range (**Date From / Date To**).

- **Receipt List**: The table below will display all deposit documents that match the filters, with columns such as **Receipt No**, **Receipt Date**, **Description**, and **Total Amount**.

Button Functions

- **New Receipt**: The primary button to create a new Bank Receipt document.

2. Steps to Record a Bank Receipt

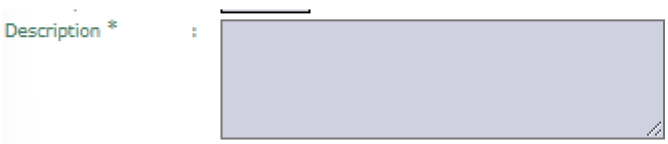
Step 1: Create a New Receipt Document

From the Main View, click the **New Receipt** button to open the **Add Direct Sales Receipt Bank** form. 

Step 2: Fill in Header Information

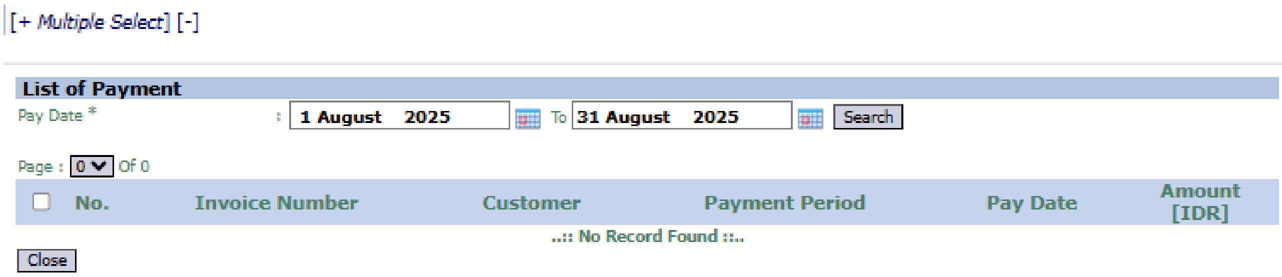
On the form that appears, fill in the general deposit information:

- **Receipt Date**: Enter the date the money was deposited into the bank (e.g., August 11, 2025). 

- **Description**: Provide a clear description, for instance, "Deposit from canvassing sales in Surabaya area August 11, 2025".


Step 3: Select the Payments to be Deposited

1. Click the **[+- Multiple Select]** link to open the **List of Payment** window.



2. In the pop-up window that appears, you will see a list of individual payments that have been recorded in the **Direct Selling Payment Entry** module but have not yet been reconciled.

3. Select all the payments that were deposited at the same time by checking the box in the leftmost column.

4. Click the **Close** button to return to the main form.

Step 4: Save the Receipt Document

1. The payments you selected in the previous step will now appear in the detail table.

2. Verify that the **Total Amount** matches the amount of money that was deposited.

3. Click the **Save** button to save the Bank Receipt document.


Tips & Important Notes

- This module is the **final step in the direct selling cash cycle**, linking payments received in the field with physical deposits to the bank.

- To simplify the reconciliation process with the bank statement, ensure you only select payments that were actually deposited together in a single bank receipt document.

- This module is crucial for the **Finance and Accounting** teams for cash control.

Direct Sales Retur

Module Guide: Direct Selling Sales Return

Module Location

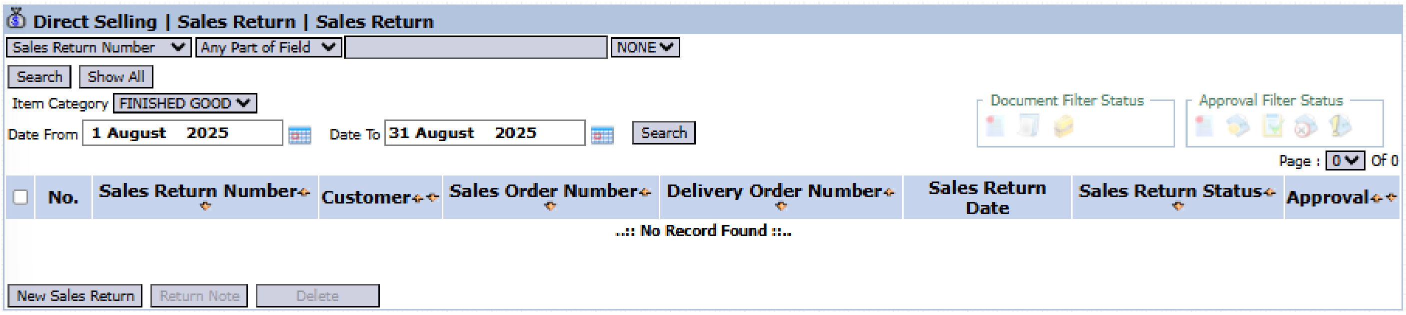
Direct Selling > Direct Selling Return > Direct Selling Return

Module Objective

The **Direct Selling Sales Return** module is used to record and manage the process of goods returns that originate from the direct selling channel. The document created here becomes the basis for the process of adjusting the inventory stock that returns from the field and for issuing related financial documents (such as a Credit Note).

1. Main View (Return List)

The main page of this module displays a list of all Direct Selling Sales Return documents that have been created.



View Explanation & Filters

This page is for viewing and managing all return transactions from direct sales.

- **Filters**: You can search for a specific return by **Sales Return Number**, **Item Category**, or a date range (**Date From / Date To**).

- **Return List**: The table below will display all returns that match the filters, with columns such as **Sales Return Number**, **Customer**, **Sales Order Number**, and **Sales Return Status**.

Button Functions

- **New Sales Return**: The primary button to create a new Direct Selling Sales Return record.

- **Return Note**: Likely for printing a return note.

- **Delete**: To delete a return document.

2. Steps to Record a Direct Selling Sales Return

Step 1: Create a New Return Record

From the Main View, click the **New Sales Return** button to open the **Add Sales Return** form. 

Step 2: Fill in Header Information

On the form that appears, fill in the general information about the return:

- **Sales Return Date**: Enter the date the returned goods were received.

- **Customer**: Select the customer who is making the return.


- **Shipment Note Number**: **Important!** Select the original Delivery Order (Shipment Note) number from the direct selling transaction being returned. This will be the basis for validating the return.


- **Warehouse**: Specify the destination warehouse where the returned goods will be received. 

Step 3: Detail the Returned Items

In the detail table at the bottom, list the products that were returned:

- Enter the **Item** (Item Code) and **Qty** (Quantity) returned by the customer.

- Select a **Select Bin** location in the warehouse if required.

Step 4: Save and Confirm

After all data is filled in, use the buttons in the bottom-left section:

- **Save**: To save the return document as a draft. 

- **Confirm**: To finalize the return document and send it into the approval workflow. 

- **Cancel**: To cancel the entry. 

Workflow & Integrated Business Process

- A Direct Selling Sales Return document that has been **Confirmed** will go to the **Direct Selling Sales Return Inbox** to be approved.
- After approval, this return becomes the basis for a stock adjustment and the creation of a **Credit Note**, if needed, to reduce the customer's bill.

Tips & Important Notes

- Always link a return with the original **Shipment Note Number** to ensure accurate history tracking.
- Use the **Notes** column to record the condition of the returned goods or the reason for the return as material for evaluation.

Direct Sales Return Inbox

Module Guide: Direct Selling Sales Return Inbox

Module Location

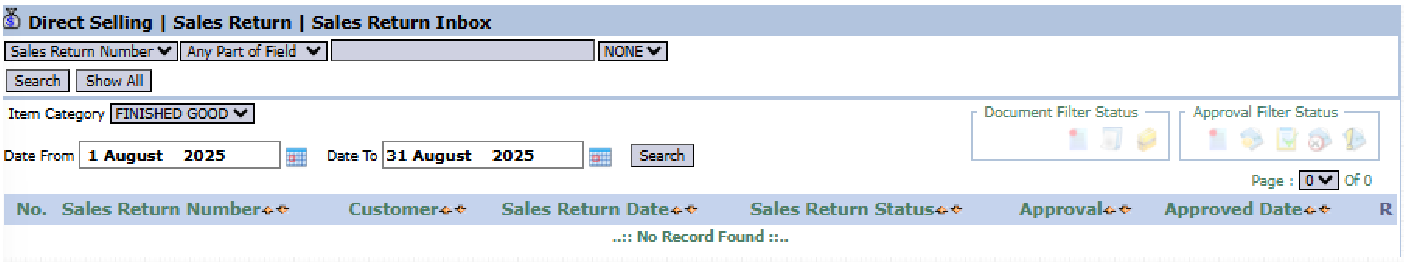
Direct Selling > Direct Selling Return > Direct Selling Return Inbox

Module Objective

The **Direct Selling Sales Return Inbox** module serves as the approval center for all **Sales Return** documents that originate from the direct selling channel. This module is used by a superior or manager to conduct a review and provide approval before the return is processed further, such as with a stock adjustment or the issuance of a credit note.

1. Main View (Return List)

The main page of this module is an "inbox" that displays all Direct Selling Sales Return documents requiring your action.



View Explanation & Filters

This page provides a summary of all returns that are awaiting approval.

- **Filters**: You can search for a specific return by **Sales Return Number**, **Item Category**, or a date range (**Date From / Date To**).

- **Request List**: The table below will display all returns awaiting action. The table currently shows "...No Record Found...".

Column Explanation

- **Sales Return Number**: The unique number of the submitted Sales Return document.

- **Customer**: The name of the customer making the return.

- **Sales Return Date**: The date the return document was created.

- **Sales Return Status / Approval**: Icons that indicate the document's status and the approval process status.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Direct Selling Sales Return Inbox** module to see the list of returns that require approval.

Step 2: Review the Return Details

Click on one of the rows in the table to open its detail view. In the detail view, you can check all the information that has been input, such as the details of the returned products, the quantity, and the reason for the return.

Step 3: Provide Approval

After you open and review the return details in Step 2, you will find the buttons to grant approval (e.g., **"Approve"** or **"Reject"** buttons) **within that detail page**. Click the appropriate button to complete the review process.

3. Workflow & Integrated Business Process

1. **Submission**: A user creates a document in the **Direct Selling Sales Return** module and clicks **[Confirm]**.

2. **Entering the Queue**: The confirmed return automatically enters the queue in this **Direct Selling Sales Return Inbox** module.

3. **Review & Approval**: A manager or approver opens this module, reviews, and provides approval.

4. **Further Processing**: After approval, the return document becomes the valid basis for the **Warehouse team to receive the goods back** and for the **Accounting team to process the necessary financial adjustments** (e.g., a Credit Note).

Proccess Journal

Module Guide: Process Journal

Module Location

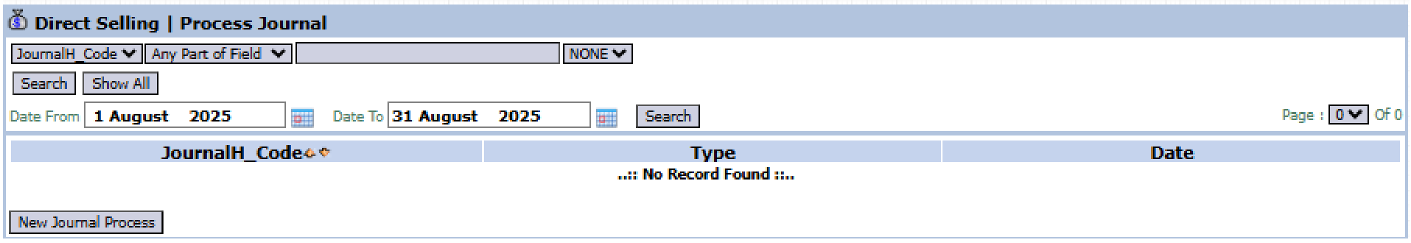
Direct Selling > Process Journal

Module Objective

The **Process Journal** module is an accounting tool that functions to create accounting journal entries in **bulk (batch processing)** from all transaction documents that have occurred in the direct selling workflow. This module takes data from operational documents (such as Delivery Orders, Invoices, and Returns) and automatically creates the corresponding debit-credit entries in the General Ledger.

1. Main View (Journal Process List)

The main page of this module displays a history of every mass journaling process that has been run.



View Explanation

- **Filter**: You can search for a specific journal process by **JournalH_Code** or a date range.

- **Process List**: The table below will display each batch process that has been run, with information such as **JournalH_Code**, **Type**, and **Date**.

Button Functions

- **New Journal Process**: The primary button to start a new mass journaling process.

2. Steps to Process the Journal

Step 1: Start a New Process

From the Main View, click the **New Journal Process** button to open the journaling form. 

Step 2: Set Process Parameters

On the form that appears, define the scope of the documents to be processed:

- **Period**: Specify the **To** date range for the documents that will be processed (e.g., August 1, 2025, to August 31, 2025).


- **Location**: Select the Location or Warehouse whose transactions will be journalized. 

- **Document**: Select the type(s) of documents to be journalized by checking the appropriate box(es): **Shipment Notes** (Delivery Orders), **Sales Invoice**, and/or **Sales Return**.


Step 3: Run the Process

After all parameters are set, click the **Process Journal** button. The system will automatically find all documents that match your criteria and have not yet had a journal created, then it will create all the necessary accounting journal entries.

Tips & Important Notes

- This module is a critical step at the **end of a period** (can be daily or monthly) to ensure all operational activities from direct selling are recorded correctly in the General Ledger.
- This is a **batch process**, which means you are processing many documents at once, not one by one.
- To avoid errors, ensure all transaction documents (Delivery Orders, Invoices, Returns) for the period are **final and approved before** running this process.
- This module is generally used by the **Accounting team**.

Transaction Journal

Report Module Guide: Transaction Journal (Direct Selling)

Module Location

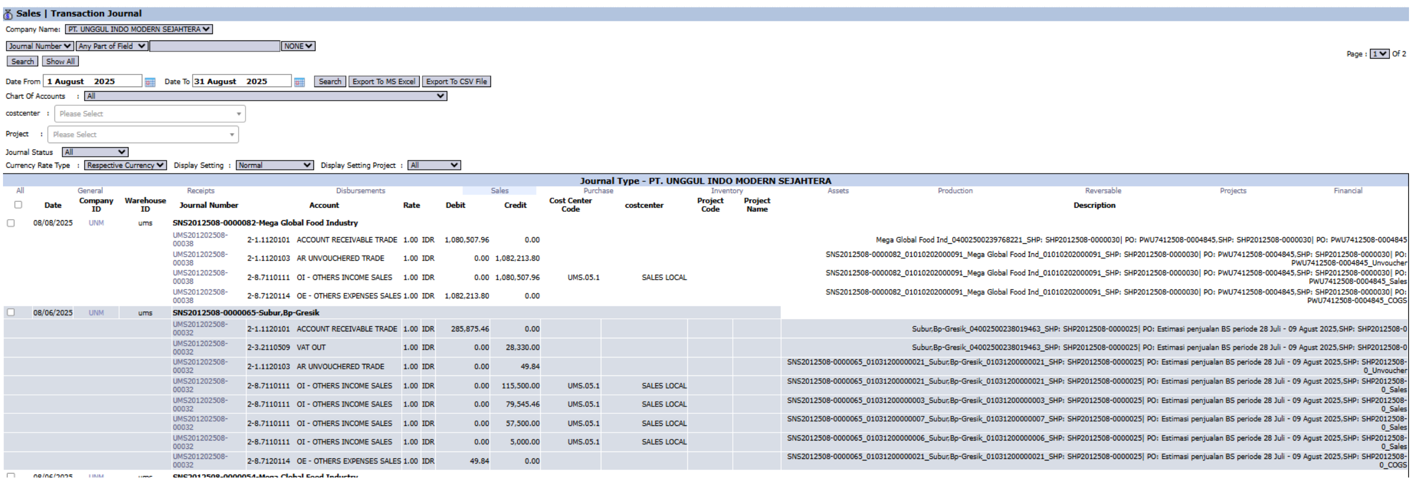
Direct Selling > Transaction Journal

Module Objective

The **Transaction Journal** module within Direct Selling serves as a reporting and drill-down center to display all the details of accounting journal entries that originate from activities in the direct selling channel. It is a read-only tool for the accounting and direct selling admin teams to view the financial impact of every transaction.

1. Main View (Transaction Report Center)

The main page of this module will be a comprehensive, interactive report, similar to the Transaction Journal modules in the General Ledger or Sales menus.



Likely Available Filters

The page will provide various advanced filters to screen the data, such as:

- **Journal Number** or **Receipt No**
- Date Range (**Date From / Date To**)
- **Chart of Accounts**
- **Cost Center** and **Project**

Likely Displayed Columns

The main table will display the details of each journal line, including:

- **Date**
- **Journal Number**
- **Account**
- **Debit** and **Credit**
- A very detailed **Description**, linking to the source document.

2. Steps to Use the Report

Step 1: Set Parameters

Use the various available filters to narrow down your search. For example, use the date filter to see all direct selling transaction journals within a single month.

Step 2: Display the Report

Click the **Search** or **Show All** button to display the data in the table.

Step 3: Analyze and Export

Review the journal details displayed or click **print** to download the data and perform further analysis. 

Workflow & Integrated Business Process

- This module displays the final result of the **Process Journal** within the direct selling workflow.
- All activities from Sales Orders, Delivery Orders, Receipts, and Returns in the direct selling channel will be reflected as journal entries here after being processed.

Tips & Important Notes

- Use this report to trace the accounting impact of every direct selling transaction in detail.
- This is a very useful tool for the **Accounting and Direct Selling Admin teams** for audit and reconciliation purposes.

Report Kuitansi Hand Over

Report Module Guide: Invoice Handover Report

Module Location

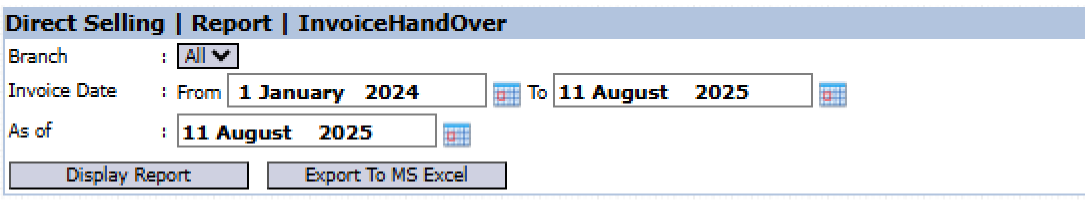
Direct Selling > Reports > Report Kuitansi Hand Over

Module Objective

The **Report Kuitansi Handover Report** module is used to generate an official handover document. This report is used to record and validate the process of handing over documents (receipts/invoices) and/or collection proceeds from the sales team in the field to the administration or finance team at the office. This is an important administrative control tool.

1. Report Parameters (Filter)

The main page of this module is a form containing several parameters to customize the report that will be generated.



Here is an explanation for each parameter:

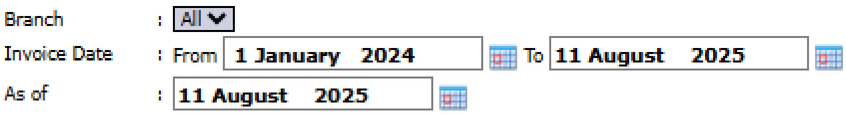
- **Branch**:
  - Use this dropdown to filter the report by a specific branch.

- **Invoice Date**:
    - Specify the date range for the invoices or receipts to be included in the handover report.
- **As of**:
    - The "cut-off" date that serves as the reference date for the handover report.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select the **Branch** (if needed) and define the **Invoice Date** range as well as the **As of** date.



Step 2: Generate the Report

After all parameters are set, click one of the two buttons in the bottom-left section of the page:

- **Display Report**: To preview the handover report directly on your screen.

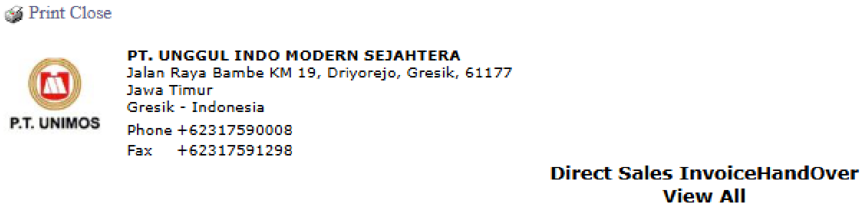
  

- **Export To MS Excel**: To download the report data in an Excel file format.

3. Example of the Report View

After you click, the system will generate a handover report like the following.


Print Close

PT. UNGGUL INDO MODERN SEJAHTERA
Jalan Raya Bambe KM 19, Driyorejo, Gresik, 61177
Jawa Timur
Gresik - Indonesia
Phone +62317590008
Fax +62317591298

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Direct Sales InvoiceHandOver
View All

Report Explanation: This report will function as proof of handover. The report will contain a detailed list of all receipts/invoices being handed over, likely including the receipt number, customer name, and amount.

Tips & Important Notes

- Use this report every time the direct sales team returns from the field to conduct a **handover of documents and/or collection proceeds**.
- The printed and signed report by both parties (the salesperson and the office admin) becomes **valid proof of handover** for audit and internal control purposes.
- This is an important module for maintaining **administrative order and cash control** from direct selling activities.

Direct Sales Report

Report Module Guide: Direct Sales Report (DS Report)

Module Location

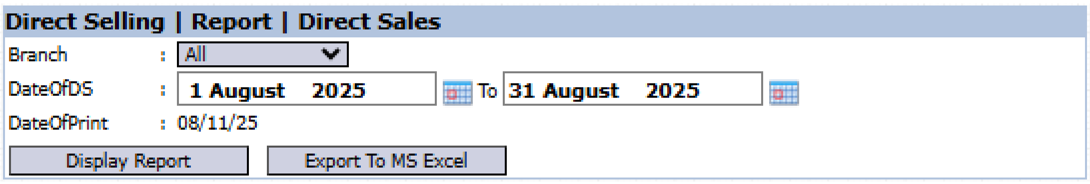
Direct Selling > Reports > DS Sales Report

Module Objective

The **Direct Sales Report (DS Report)** module is used to generate a transactional report that details all sales occurring through the direct selling channel. This report serves as a dedicated "sales register book" specifically for direct sales activities.

1. Report Parameters (Filter)

The main page of this module is a form containing several parameters to customize the report that will be generated.



Here is an explanation for each parameter:

- **Branch**:
  - Use this dropdown to filter the report by a specific branch or display **All** branches.
- **DateOfDS**:

- Specify the **From** and **To** date range for the direct selling transactions to be displayed (e.g., January 1, 2023, to August 31, 2025).

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the **Branch** parameter and the **DateOfDS** range.

Step 2: Generate the Report

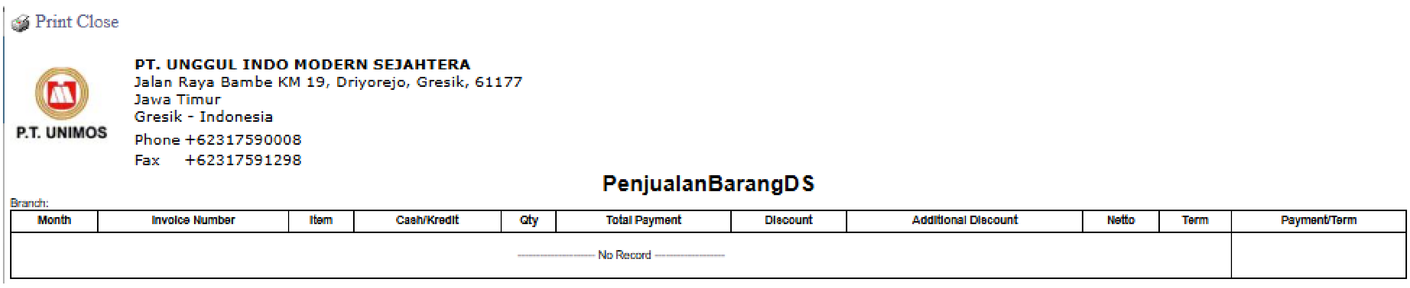
After all parameters are set, click one of the two buttons in the bottom-left section of the page:

- **Display Report**: To preview the DS sales report directly on your screen. 

- **Export To MS Excel**: To download the report data in an Excel file format.

3. Example of the Report View

After you click, the system will generate a detailed report like the following, which details every direct sales transaction.



Print Close

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PT. UNGGUL INDO MODERN SEJAHTERA
Jalan Raya Bambe KM 19, Driyorejo, Gresik, 61177
Jawa Timur
Gresik - Indonesia
Phone +62317590008
Fax +62317591298

PenjualanBarangDS

Branch:

Month	Invoice Number	Item	Cash/Kredit	Qty	Total Payment	Discount	Additional Discount	Netto	Term	Payment/Term
---------- No Record ----------										

Report Explanation: This report will display a list of all direct sales transactions in detail.

Key Columns:

- **Invoice Number**: The invoice or receipt reference number.
- **Item**: Details of the product sold.
- **Cash/Credit**: Shows the payment type.
- **Qty, Netto (Net)**: The quantity and net value of the sale.
- **PaymentTerm**: The applicable payment term.

Tips & Important Notes

- Use this report to summarize all sales activities from the **direct selling team** in a single period.
- This report is a recapitulation of the data created in the **Direct Selling Receipt** module.
- This is an important operational report for **Direct Sales Managers** to monitor team performance and sales volume.