

Customer Sales Report Detail

Report Module Guide: Customer Sales Detail Report

Module Location

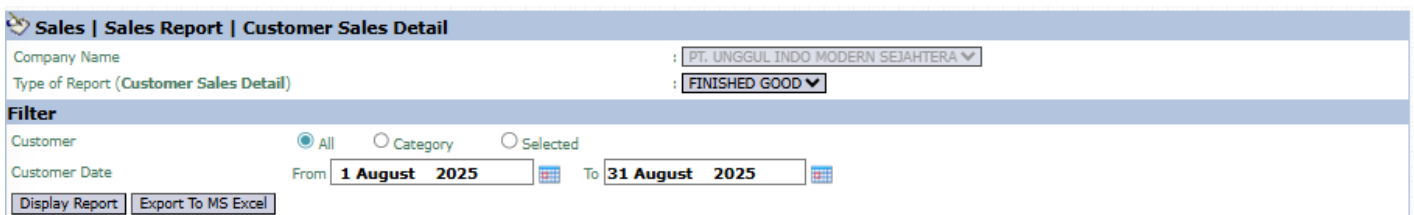
Sales > Reports > Customer Reports > Customer Sales Detail Report

Module Objective

The **Customer Sales Detail** report module is used to generate a highly detailed report of all sales transactions. This report displays sales data down to the item line level per invoice or shipment, making it suitable for in-depth analysis and data tracing.

1. Report Parameters (Filter)

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



The screenshot shows the 'Customer Sales Detail' report filter form. At the top, the breadcrumb is 'Sales | Sales Report | Customer Sales Detail'. Below this, there are two dropdown menus: 'Company Name' set to 'PT. UNGGUL INDO MODERN SEJAHTERA' and 'Type of Report (Customer Sales Detail)' set to 'FINISHED GOOD'. A 'Filter' section follows, with three radio buttons: 'All' (selected), 'Category', and 'Selected'. Below the radio buttons, there are two date pickers for 'Customer Date', with 'From' set to '1 August 2025' and 'To' set to '31 August 2025'. At the bottom, there are two buttons: 'Display Report' and 'Export To MS Excel'.

Here is an explanation for each parameter:

• Customer:

- Select the customer scope for the report: **All**, **Category** (by Category), or **Selected** (for a specific Customer).

- **Customer Date:**

- Specify the **From** and **To** date range to define the period of sales transactions to be displayed (e.g., August 1, 2025, to August 31, 2025).

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select all the parameters you need, especially defining the **Customer Date** range and the **Customer** scope.

Customer All Category Selected
Customer Date From To

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 detail 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 product purchased by each customer in every transaction.

Customer Sales Detail Periode 01 Aug 2025 - 31 Aug 2025

No.	Customer	Address	Country	Product code	Product Name	Unit Price	Shipment Instruction		Shipment Note		SI-SI	Invoice			Delivery Date	
							Number	Quantity	Number	Quantity		Number	Currency	Amount		
1	Mega Niaga Nusantara-Pt-Surabaya	Jl Basuki Rachmat Nomor 1618 Lantai 1 Gedung ICBC Center Surabaya	Surabaya Kota	01040101020265	BK/Marie Susu Madu 8 gr/20pcx6ball/00	0.00	SHP2012306-0000131	6,000.00	ENS2012308-0000001	500.00	5,500.00		IDR	0	01 August 2025	Mega F Mega F Jl Basi
	Mega Niaga Nusantara-Pt-Surabaya	Jl Basuki Rachmat Nomor 1618 Lantai 1 Gedung ICBC Center Surabaya	Surabaya Kota	01040102020036	WUK/Majorico Chocolate 100 gr/24 Showbox/00	0.00	SHP2012307-0000041	2,000.00	ENS2012308-0000002	500.00	1,500.00		IDR	0	01 August 2025	Mega F Mega F Jl Basi
	Mega Niaga Nusantara-Pt-Surabaya	Jl Basuki Rachmat Nomor 1618 Lantai 1 Gedung ICBC Center Surabaya	Surabaya Kota	01040102010075	WUK/Majoronl Chocolate 150 gr (6 gr x 25 Pcs)/ 12 Showbox/00	0.00	SHP2012307-0000071	1,500.00	ENS2012308-0000003	500.00	1,000.00		IDR	0	01 August 2025	Mega F Mega F Jl Basi
	Mega Niaga Nusantara-Pt-Surabaya	Jl Basuki Rachmat Nomor 1618 Lantai 1 Gedung ICBC Center Surabaya	Surabaya Kota	01040101020099	BK/Super Cream Strawberry 180 gr/ 3 ball x 7 pcs/00	0.00	SHP2012307-0000090	2,500.00	ENS2012308-0000004	500.00	2,000.00		IDR	0	01 August 2025	Mega F Mega F Jl Basi
	Mega Niaga Nusantara-Pt-Surabaya	Jl Basuki Rachmat Nomor 1618 Lantai 1 Gedung ICBC Center Surabaya	Surabaya Kota	01040101020270	BK/Super Cream Orange 180 gr/ 3 ball x 7 pcs/00	0.00	SHP2012307-0000093	2,000.00	ENS2012308-0000005	500.00	1,500.00		IDR	0	01 August 2025	Mega F Mega F Jl Basi
	Mega Niaga Nusantara-Pt-Surabaya	Jl Basuki Rachmat Nomor 1618 Lantai 1 Gedung ICBC Center Surabaya	Surabaya Kota	01040101020271	BK/Super Cream Pineapple 180 gr/ 3 ball x 7 pcs/00	0.00	SHP2012307-0000093	2,000.00	ENS2012308-0000005	500.00	1,500.00		IDR	0	01 August 2025	Mega F Mega F Jl Basi
	Mega Niaga Nusantara-Pt-Surabaya	Jl Basuki Rachmat Nomor 1618 Lantai 1 Gedung ICBC Center Surabaya	Surabaya Kota	01040101020278	BK/Super Cream Chocolate 180 gr/3 Ball x 7 pcs/01	0.00	SHP2012307-0000101	3,000.00	ENS2012308-0000006	500.00	2,500.00		IDR	0	01 August 2025	Mega F Mega F Jl Basi
	Mega Niaga Nusantara-Pt-Surabaya	Jl Basuki Rachmat Nomor 1618 Lantai 1 Gedung ICBC Center Surabaya	Surabaya Kota	01040102020025	WUK/Majorico White Chocolate 120 gr/24 pcs/00	0.00	SHP2012307-0000108	20.00	ENS2012308-0000007	20.00	0.00		IDR	0	01 August 2025	Mega F Mega F Jl Basi
	Mega Niaga Nusantara-Pt-Surabaya	Jl Basuki Rachmat Nomor 1618 Lantai 1 Gedung ICBC Center Surabaya	Surabaya Kota	01040101020019	BK/Marie Susu Madu 100g/Spadot6ball/00	0.00	SHP2012307-0000020	500.00	ENS2012308-0000008	327.00	173.00		IDR	0	01 August 2025	Mega F Mega F Jl Basi
2	Mega Global Food Industry	Jalan Raya Tenuar Industri No. 18. RT 02 / RW 01. Driyorejo, Gresik, Jawa Timur 61177	Gresik Kabupaten(Gresik)	01040102010081	WUK/Majestic White Coffee 48 gr/10 pcs x 6 ball/00	86.781.60	SHP2012308-0000007	300.00	ENS2012308-0000014	300.00	0.00	UMS201202308-00013	IDR	26.034.480	02 August 2025	Mega F Jalan F
	Mega Global Food Industry	Jalan Raya Tenuar Industri No. 18. RT 02 / RW 01. Driyorejo, Gresik, Jawa Timur 61177	Gresik Kabupaten(Gresik)	01040102010082	WUK/Majestic Pop Corn Caramel 48 gr/10 pcs x 6 ball/00	86.781.60	SHP2012308-0000007	400.00	ENS2012308-0000014	400.00	0.00	UMS201202308-00013	IDR	34.712.640	02 August 2025	Mega F Jalan F
	Mega Global Food Industry	Jalan Raya Tenuar Industri No. 18. RT 02 / RW 01. Driyorejo, Gresik, Jawa Timur 61177	Gresik Kabupaten(Gresik)	01040202010045	WUK/Black Berry 150 gr (15 gr x 10 pcs)/ 12 Showbox /00	89.617.20	SHP2012308-0000007	200.00	ENS2012308-0000014	200.00	0.00	UMS201202308-00013	IDR	17.923.440	02 August 2025	Mega F Jalan F
	Mega Global Food Industry	Jalan Raya Tenuar Industri No. 18. RT 02 / RW 01. Driyorejo, Gresik, Jawa Timur 61177	Gresik Kabupaten(Gresik)	01040202010046	WUK/Black Choco 150 gr (15 gr x 10 pcs)/ 12 Showbox /00	89.617.20	SHP2012308-0000007	200.00	ENS2012308-0000014	200.00	0.00	UMS201202308-00013	IDR	17.923.440	02 August 2025	Mega F Jalan F
	Mega Global Food Industry	Jalan Raya Tenuar Industri No. 18. RT 02 / RW 01. Driyorejo, Gresik, Jawa Timur 61177	Gresik Kabupaten(Gresik)	01040202010047	WUK/Black Milky 150 gr (15 gr x 10 pcs)/ 12 Showbox /00	89.617.20	SHP2012308-0000007	200.00	ENS2012308-0000014	200.00	0.00	UMS201202308-00013	IDR	17.923.440	02 August 2025	Mega F Jalan F
	Mega Global Food Industry	Jalan Raya Tenuar Industri No. 18. RT 02 / RW 01. Driyorejo, Gresik, Jawa Timur 61177	Gresik Kabupaten(Gresik)	01040102010082	WUK/Majestic Pop Corn Caramel 48 gr/10 pcs x 6 ball/00	86.781.60	SHP2012308-0000006	300.00	ENS2012308-0000015	300.00	0.00	UMS201202308-00015	IDR	26.034.480	02 August 2025	Mega F Jalan F
3	Mega Niaga Nusantara-Pt-Surabaya	Jl Basuki Rachmat Nomor 1618 Lantai 1 Gedung ICBC Center Surabaya	Surabaya Kota	01040101020266	BK/Regi Banana 21 gr /10 Pack x 6 ball/00	0.00	SHP2012307-0000079	10,000.00	ENS2012308-0000016	1,000.00	9,000.00		IDR	0	02 August 2025	Mega F Mega F Jl Basi
	Mega Niaga Nusantara-Pt-Surabaya	Jl Basuki Rachmat Nomor 1618 Lantai 1 Gedung ICBC Center Surabaya	Surabaya Kota	01040102010033	WUK/Majestic Chocolate 70 gr/10 pcs x 3 ball/00	0.00	SHP2012307-0000079	2,000.00	ENS2012308-0000016	500.00	1,500.00		IDR	0	02 August 2025	Mega F Mega F Jl Basi
	Mega Niaga Nusantara-Pt-Surabaya	Jl Basuki Rachmat Nomor 1618 Lantai 1 Gedung ICBC Center Surabaya	Surabaya Kota	01040101020270	BK/Super Cream Orange 180 gr/ 3 ball x 7 pcs/00	0.00	SHP2012307-0000093	2,000.00	ENS2012308-0000017	200.00	1,800.00		IDR	0	02 August 2025	Mega F Mega F Jl Basi
	Mega Niaga Nusantara-Pt-Surabaya	Jl Basuki Rachmat Nomor 1618 Lantai 1 Gedung ICBC Center Surabaya	Surabaya Kota	01040102010072	WUK/Black Milky 15 gr/10 Ball x 11 pieces/110 pcs/01	0.00	SHP2012307-0000108	1,000.00	ENS2012308-0000018	500.00	500.00		IDR	0	02 August 2025	Mega F Mega F Jl Basi
4	Mega Global Food Industry	Jalan Raya Tenuar Industri No. 18. RT 02 / RW 01. Driyorejo, Gresik, Jawa Timur 61177	Gresik Kabupaten(Gresik)	01040102010081	WUK/Majestic White Coffee 48 gr/10 pcs x 6 ball/00	86.781.60	SHP2012308-0000006	300.00	ENS2012308-0000019	300.00	0.00	UMS201202308-00017	IDR	26.034.480	02 August 2025	Mega F Jalan F

Report Explanation: This report displays a very detailed list of each sales transaction line, not a summary.

Key Columns:

- **Customer, Address:** Customer details.
- **Product code, Product name:** Details of the product sold.
- **Unit price, Quantity, Amount:** Transaction value details per line.
- **Shipment Number, Invoice Number:** Reference document numbers for tracing.

Tips & Important Notes

- Use this report when you need the most detailed and **un-aggregated** (non-summary) sales data.

- The **Export to MS Excel** feature is very useful for this report, as it allows you to process the raw data into summaries, charts, or Pivot Tables according to your analysis needs.
 - This report is very suitable for **audit** purposes or for very **in-depth sales data reconciliation**.
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