Customer Transaction Report

Report Module Guide: Customer Transaction Report

Module Location

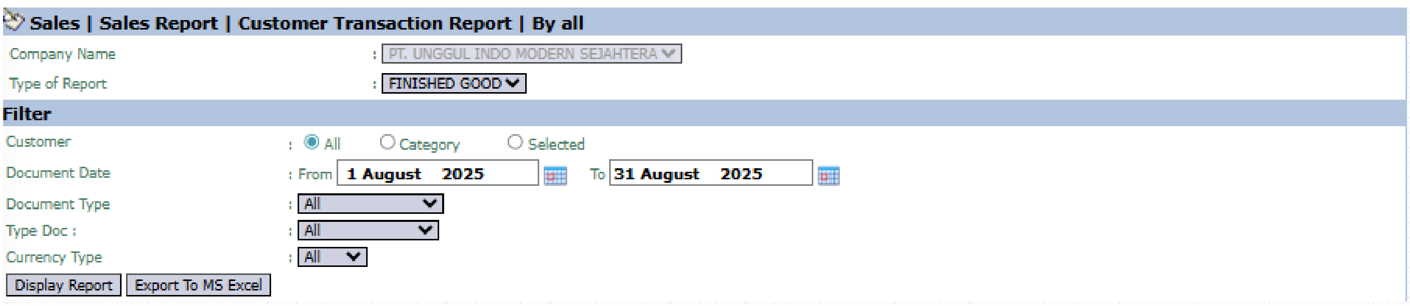
Sales > Reports > Customer Reports > Customer Transaction Report

Module Objective

The **Customer Transaction Report** module is used to generate a combined report that displays the history of various types of sales transaction documents for a specific customer. This report consolidates data from multiple document types (such as Proforma Invoice and Sales Order) into a single view to facilitate tracing and analysis.

1. Report Parameters (Filter)

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



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).

- **Document Date**:

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

- **Document Type**:

    - Use this dropdown to select the specific document type you wish to see (for example, only Sales Orders), or select **'All'** to display all transaction types.

2. Steps to Generate the Report

Step 1: Set Report Parameters

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

Step 2: Generate the Report

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

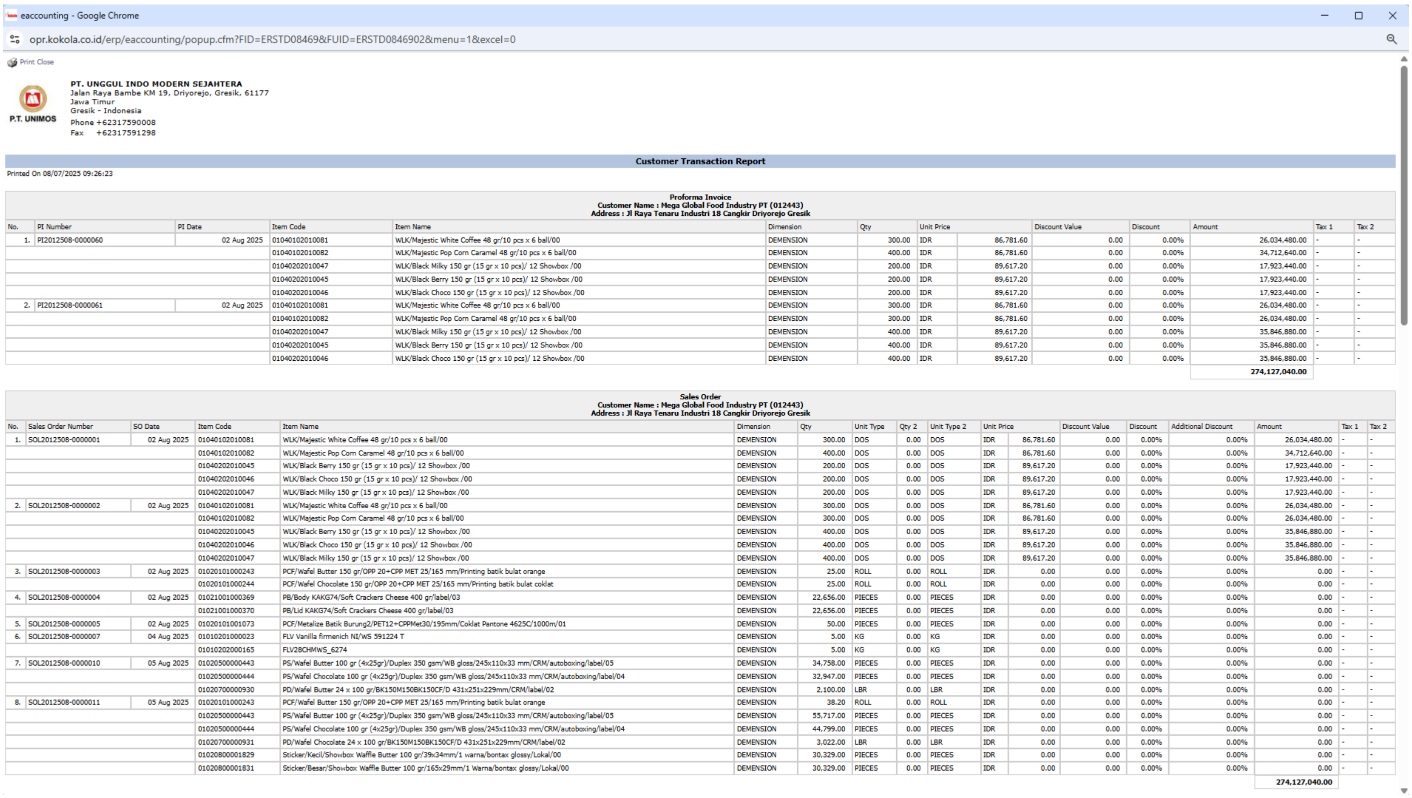
- **Display Report**: To preview the customer transaction report directly on your screen. 

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

Export To MS Excel

3. Example of the Report View

After you click, the system will generate a detailed report like the following, which groups transactions by their document type.



eaccounting - Google Chrome

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Customer Transaction Report

Printed On 08/07/2025 09:26:23

Proforma Invoice
Customer Name : Mega Global Food Industry PT (012443)
Address : Jl Raya Tenaru Industri 18 Cangkir Driyorejo Gresik

No.	PI Number	PI Date	Item Code	Item Name	Dimension	Qty	Unit Price		Discount Value	Discount	Amount	Tax 1	Tax 2
1.	PI2012508-0000060	02 Aug 2025	01040102010081	WLK/Majestic White Coffee 48 gr/10 pcs x 6 ball/00	DEMENSION	300.00	IDR	86,781.60	0.00	0.00%	26,034,480.00	-	-
			01040102010082	WLK/Majestic Pop Corn Caramel 48 gr/10 pcs x 6 ball/00	DEMENSION	400.00	IDR	86,781.60	0.00	0.00%	34,712,640.00	-	-
			01040202010047	WLK/Black Milky 150 gr (15 gr x 10 pcs)/ 12 Showbox /00	DEMENSION	200.00	IDR	89,617.20	0.00	0.00%	17,923,440.00	-	-
			01040202010045	WLK/Black Berry 150 gr (15 gr x 10 pcs)/ 12 Showbox /00	DEMENSION	200.00	IDR	89,617.20	0.00	0.00%	17,923,440.00	-	-
			01040202010046	WLK/Black Choco 150 gr (15 gr x 10 pcs)/ 12 Showbox /00	DEMENSION	200.00	IDR	89,617.20	0.00	0.00%	17,923,440.00	-	-
2.	PI2012508-0000061	02 Aug 2025	01040102010081	WLK/Majestic White Coffee 48 gr/10 pcs x 6 ball/00	DEMENSION	300.00	IDR	86,781.60	0.00	0.00%	26,034,480.00	-	-
			01040102010082	WLK/Majestic Pop Corn Caramel 48 gr/10 pcs x 6 ball/00	DEMENSION	300.00	IDR	86,781.60	0.00	0.00%	26,034,480.00	-	-
			01040202010047	WLK/Black Milky 150 gr (15 gr x 10 pcs)/ 12 Showbox /00	DEMENSION	400.00	IDR	89,617.20	0.00	0.00%	35,846,880.00	-	-
			01040202010045	WLK/Black Berry 150 gr (15 gr x 10 pcs)/ 12 Showbox /00	DEMENSION	400.00	IDR	89,617.20	0.00	0.00%	35,846,880.00	-	-
			01040202010046	WLK/Black Choco 150 gr (15 gr x 10 pcs)/ 12 Showbox /00	DEMENSION	400.00	IDR	89,617.20	0.00	0.00%	35,846,880.00	-	-
											274,127,040.00		

Sales Order
Customer Name : Mega Global Food Industry PT (012443)
Address : Jl Raya Tenaru Industri 18 Cangkir Driyorejo Gresik

No.	Sales Order Number	SO Date	Item Code	Item Name	Dimension	Qty	Unit Type	Qty 2	Unit Type 2	Unit Price		Discount Value	Discount	Additional Discount	Amount	Tax 1	Tax 2
1.	SOL2012508-0000001	02 Aug 2025	01040102010081	WLK/Majestic White Coffee 48 gr/10 pcs x 6 ball/00	DEMENSION	300.00	DOS	0.00	DOS	IDR	86,781.60	0.00	0.00%	0.00%	26,034,480.00	-	-
			01040102010082	WLK/Majestic Pop Corn Caramel 48 gr/10 pcs x 6 ball/00	DEMENSION	400.00	DOS	0.00	DOS	IDR	86,781.60	0.00	0.00%	0.00%	34,712,640.00	-	-
			01040202010045	WLK/Black Berry 150 gr (15 gr x 10 pcs)/ 12 Showbox /00	DEMENSION	200.00	DOS	0.00	DOS	IDR	89,617.20	0.00	0.00%	0.00%	17,923,440.00	-	-
			01040202010046	WLK/Black Choco 150 gr (15 gr x 10 pcs)/ 12 Showbox /00	DEMENSION	200.00	DOS	0.00	DOS	IDR	89,617.20	0.00	0.00%	0.00%	17,923,440.00	-	-
			01040202010047	WLK/Black Milky 150 gr (15 gr x 10 pcs)/ 12 Showbox /00	DEMENSION	200.00	DOS	0.00	DOS	IDR	89,617.20	0.00	0.00%	0.00%	17,923,440.00	-	-
2.	SOL2012508-0000002	02 Aug 2025	01040102010081	WLK/Majestic White Coffee 48 gr/10 pcs x 6 ball/00	DEMENSION	300.00	DOS	0.00	DOS	IDR	86,781.60	0.00	0.00%	0.00%	26,034,480.00	-	-
			01040102010082	WLK/Majestic Pop Corn Caramel 48 gr/10 pcs x 6 ball/00	DEMENSION	300.00	DOS	0.00	DOS	IDR	86,781.60	0.00	0.00%	0.00%	26,034,480.00	-	-
			01040202010045	WLK/Black Berry 150 gr (15 gr x 10 pcs)/ 12 Showbox /00	DEMENSION	400.00	DOS	0.00	DOS	IDR	89,617.20	0.00	0.00%	0.00%	35,846,880.00	-	-
			01040202010046	WLK/Black Choco 150 gr (15 gr x 10 pcs)/ 12 Showbox /00	DEMENSION	400.00	DOS	0.00	DOS	IDR	89,617.20	0.00	0.00%	0.00%	35,846,880.00	-	-
			01040202010047	WLK/Black Milky 150 gr (15 gr x 10 pcs)/ 12 Showbox /00	DEMENSION	400.00	DOS	0.00	DOS	IDR	89,617.20	0.00	0.00%	0.00%	35,846,880.00	-	-
3.	SOL2012508-0000003	02 Aug 2025	01020101000243	PCF/Wafel Butter 150 gr/OPP 20+CPP MET 25/165 mm/Printing batik bulat orange	DEMENSION	25.00	ROLL	0.00	ROLL	IDR	0.00	0.00	0.00%	0.00%	0.00	-	-
			01020101000244	PCF/Wafel Chocolate 150 gr/OPP 20+CPP MET 25/165 mm/Printing batik bulat coklat	DEMENSION	25.00	ROLL	0.00	ROLL	IDR	0.00	0.00	0.00%	0.00%	0.00	-	-
4.	SOL2012508-0000004	02 Aug 2025	01021001000369	PB/Body KAKG74/Soft Crackers Cheese 400 gr/label/03	DEMENSION	22,656.00	PIECES	0.00	PIECES	IDR	0.00	0.00	0.00%	0.00%	0.00	-	-
			01021001000370	PB/Lid KAKG74/Soft Crackers Cheese 400 gr/label/03	DEMENSION	22,656.00	PIECES	0.00	PIECES	IDR	0.00	0.00	0.00%	0.00%	0.00	-	-
5.	SOL2012508-0000005	02 Aug 2025	01020101001073	PCF/Metalize Batik Burung2/PET12+CPPMet30/195mm/Coklat Pantone 4625C/1000m/01	DEMENSION	50.00	PIECES	0.00	PIECES	IDR	0.00	0.00	0.00%	0.00%	0.00	-	-
6.	SOL2012508-0000007	04 Aug 2025	01010201000023	FLV Vanilla firmenich NI/WS 591224 T	DEMENSION	5.00	KG	0.00	KG	IDR	0.00	0.00	0.00%	0.00%	0.00	-	-
			01010202000165	FLV28CHMWS_6274	DEMENSION	5.00	KG	0.00	KG	IDR	0.00	0.00	0.00%	0.00%	0.00	-	-
7.	SOL2012508-0000010	05 Aug 2025	01020500000443	PS/Wafel Butter 100 gr (4x25gr)/Duplex 350 gsm/WB gloss/245x110x33 mm/CRM/autoboxing/label/05	DEMENSION	34,758.00	PIECES	0.00	PIECES	IDR	0.00	0.00	0.00%	0.00%	0.00	-	-
			01020500000444	PS/Wafel Chocolate 100 gr (4x25gr)/Duplex 350 gsm/WB gloss/245x110x33 mm/CRM/autoboxing/label/04	DEMENSION	32,947.00	PIECES	0.00	PIECES	IDR	0.00	0.00	0.00%	0.00%	0.00	-	-
			01020700000930	PD/Wafel Butter 24 x 100 gr/BK150M150BK150CF/D 431x251x229mm/CRM/label/02	DEMENSION	2,100.00	LBR	0.00	LBR	IDR	0.00	0.00	0.00%	0.00%	0.00	-	-
8.	SOL2012508-0000011	05 Aug 2025	01020101000243	PCF/Wafel Butter 150 gr/OPP 20+CPP MET 25/165 mm/Printing batik bulat orange	DEMENSION	38.20	ROLL	0.00	ROLL	IDR	0.00	0.00	0.00%	0.00%	0.00	-	-
			01020500000443	PS/Wafel Butter 100 gr (4x25gr)/Duplex 350 gsm/WB gloss/245x110x33 mm/CRM/autoboxing/label/05	DEMENSION	55,717.00	PIECES	0.00	PIECES	IDR	0.00	0.00	0.00%	0.00%	0.00	-	-
			01020500000444	PS/Wafel Chocolate 100 gr (4x25gr)/Duplex 350 gsm/WB gloss/245x110x33 mm/CRM/autoboxing/label/04	DEMENSION	44,799.00	PIECES	0.00	PIECES	IDR	0.00	0.00	0.00%	0.00%	0.00	-	-
			01020700000931	PD/Wafel Chocolate 24 x 100 gr/BK150M150BK150CF/D 431x251x229mm/CRM/label/02	DEMENSION	3,022.00	LBR	0.00	LBR	IDR	0.00	0.00	0.00%	0.00%	0.00	-	-
			01020800001829	Sticker/Kecil/Showbox Waffle Butter 100 gr/39x34mm/1 warna/bontax glossy/Lokal/00	DEMENSION	30,329.00	PIECES	0.00	PIECES	IDR	0.00	0.00	0.00%	0.00%	0.00	-	-
			01020800001831	Sticker/Besar/Showbox Waffle Butter 100 gr/165x29mm/1 Warna/bontax glossy/Lokal/00	DEMENSION	30,329.00	PIECES	0.00	PIECES	IDR	0.00	0.00	0.00%	0.00%	0.00	-	-
															274,127,040.00		

Report Explanation: This report displays a list of transactions grouped by their type, such as a section for **Proforma Invoices** and a section for **Sales Orders**.

Key Columns: Each section will detail the transactions with relevant columns such as **PI Number** or **Sales Order Number**, **Item Code**, **Item Name**, **Qty**, and **Amount**.

Tips & Important Notes

- Use this report to get a complete overview of the entire **sales document flow** for a customer in a single view.

- The **Document Type** filter is very useful if you only want to focus on one type of transaction, for example, reviewing all Sales Orders from a specific customer in a month.

- This report is very helpful for the **Sales and Customer Service teams** to track the complete transaction history of a customer.

Revision #1
Created 7 August 2025 09:18:00 by Muhammad Ali Akbar
Updated 7 August 2025 09:29:11 by Muhammad Ali Akbar