

Delivery Order List

Report Module Guide: Delivery Order List

Module Location

Inventory > Reports > Delivery Order List

Module Objective

The **Delivery Order List** report module is used to generate a detailed report of all goods shipment documents (Delivery Orders) that have been created within a specific period. This report is crucial for summarizing all shipping activities to customers or for internal purposes.

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:

- **Type:**

- Select the main category type you wish to display, for example, **FINISHED GOODS**.

- **Shipment Note Type:**

- An important filter to choose the type of delivery order to be viewed, such as **Sales Delivery Order** (for customers), **Purchase Return Delivery Order** (returns to

vendors), or **Internal Delivery Order**.

- **Date:**

- Specify the shipping date range in the **From** and **To** fields.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially the **Shipment Note Type** and **Date**.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the report directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report is a detailed list of all Delivery Orders that match your filters.

This report displays important details such as:

- **Number**: The Delivery Order number.
- **Shipment date**.

- **Customer** and **Shipping Address**.
- **Item Code**, **Item/Service Name**, and **Qty** that was shipped.

Report Features: This report is interactive, allowing you to search for specific data or export it to other formats like Excel or PDF using the buttons in the top-right corner.

Tips & Important Notes

- This report is a recapitulation of all documents created in the **Delivery Order** module.
- Use this report to summarize daily or monthly shipments, or to track shipments to a specific customer.
- This is a crucial operational report for the **Logistics, Warehouse, and Sales Administration** teams.

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