

# Delivery Tracking Report

## Report Module Guide: Delivery Tracking Report

### Module Location

Sales > Reports > Delivery Report > Delivery Tracking Report

### Module Objective

The **Delivery Tracking Report** module is used to generate a report that tracks the document flow of the entire order fulfillment process. This report allows users to trace an order from the initial **Sales Order** stage, on to the **Shipping Instruction**, and through to the final stage, the **Delivery Order (Surat Jalan)**.

## 1. Report Parameters

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:

- **Sales Order:**

- Use this field to search for and trace the status of one specific Sales Order number.

- **Customer:**

- Filter the report by **All** customers or a **Selected** customer.

## • Sales Order document date:

- Specify the creation date range (**From** and **To**) of the Sales Orders whose document flow you want to see (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, for example, a date range to see all orders within a month.

### Step 2: Generate the Report

After the parameters are set, click the **Display Report** button in the bottom-left section of the page to see the tracking report. [Display Report](#)

## 3. Reading the Tracking Report

The generated report will display the interlinked document flow for each order.

Sales Document Tracking		
<b>[012443] Mega Global Food Industry</b>		
<b>Sales Order</b>		
SOL2012508-0000001 [Approved] [🗄]	Shipping Instruction	Shipment Notes
SOL2012508-0000002 [Approved] [🗄]	SHP2012508-0000007 [Confirm] [🗄]	SN62012508-0000014 [Approved] [🗄]
	SHP2012508-0000006 [Confirm] [🗄]	SN62012508-0000015 [Approved] [🗄]
		SN62012508-0000019 [Approved] [🗄]
		SN62012508-0000022 [Approved] [🗄]
SOL2012508-0000003 [Approved] [🗄]	SHP2012508-0000010 [Confirm] [🗄]	SN62012508-0000031 [Approved] [🗄]
SOL2012508-0000004 [Approved] [🗄]	SHP2012508-0000011 [Confirm] [🗄]	SN62012508-0000037 [Approved] [🗄]
		SN62012508-0000038 [Approved] [🗄]
SOL2012508-0000005 [Approved] [🗄]	SHP2012508-0000012 [Confirm] [🗄]	SN62012508-0000032 [Approved] [🗄]
SOL2012508-0000007 [Approved] [🗄]	SHP2012508-0000014 [Confirm] [🗄]	SN62012508-0000030 [Approved] [🗄]
SOL2012508-0000010 [Approved] [🗄]	SHP2012508-0000020 [Confirm] [🗄]	SN62012508-0000034 [Approved] [🗄]
SOL2012508-0000011 [Approved] [🗄]	SHP2012508-0000021 [Confirm] [🗄]	SN62012508-0000055 [Approved] [🗄]
SOL2012508-0000014 [Approved] [🗄]	SHP2012508-0000027 [Confirm] [🗄]	SN62012508-0000073 [New] [🗄]
<b>[013037] Mega Niaga Nusantara,PT-Surabaya</b>		
<b>Sales Order</b>		
SOL2012508-0000006 [Approved] [🗄]	Shipping Instruction	Shipment Notes
	SHP2012508-0000013 [Confirm] [🗄]	SN62012508-0000025 [Approved] [🗄]
		SN62012508-0000020 [Approved] [🗄]
		SN62012508-0000068 [Approved] [🗄]
SOL2012508-0000009 [Approved] [🗄]	SHP2012508-0000017 [Confirm] [🗄]	SN62012508-0000043 [Approved] [🗄]
	SHP2012508-0000018 [Confirm] [🗄]	SN62012508-0000049 [Approved] [🗄]
	SHP2012508-0000023 [Confirm] [🗄]	SN62012508-0000069 [Approved] [🗄]
	SHP2012508-0000026 [Confirm] [🗄]	SN62012508-0000060 [Approved] [🗄]
		SN62012508-0000070 [Approved] [🗄]
<b>[UNSC000106] Meta Cipta Kreatif Nusantara,PT-Surabaya</b>		
<b>Sales Order</b>		
SOL2012508-0000008 [Approved] [🗄]	Shipping Instruction	Shipment Notes
SOL2012508-0000012 [Approved] [🗄]	SHP2012508-0000019 [Confirm] [🗄]	SN62012508-0000051 [Approved] [🗄]
SOL2012508-0000013 [Approved] [🗄]	SHP2012508-0000022 [Confirm] [🗄]	SN62012508-0000062 [Approved] [🗄]
SOL2012508-0000013 [Approved] [🗄]	SHP2012508-0000028 [Confirm] [🗄]	SN62012508-0000071 [Approved] [🗄]
SOL2012508-0000015 [Approved] [🗄]	SHP2012508-0000029 [Confirm] [🗄]	SN62012508-0000072 [Approved] [🗄]

**Report Explanation:** This report displays the sales document flow, grouped by **Customer** (e.g., "Mega Global Food Industry").

## Document Flow Structure:

1. **Sales Order:** Displays the list of sales orders from the customer. This is the initial stage.
2. **Shipping Instruction:** Displays the command document to the warehouse that was created based on the Sales Order to its left.
3. **Delivery Order (Surat Jalan):** Displays the final shipping document created based on the Shipping Instruction.

**Document Status:** Pay attention to the status icons next to each document number (e.g., [Approved], [Confirmed]) to know the progress and the latest status of each stage.

## Tips & Important Notes

- Use this report to answer customer questions about their **order status** quickly and accurately.
- This report is very useful for the **Customer Service and Sales Admin teams** to monitor the smoothness of the order fulfillment process from start to finish.
- If a Sales Order does not yet have a Shipping Instruction or Delivery Order, this indicates a **pending order that requires immediate follow-up**.

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