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.

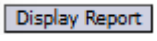
- **Sales Order document date**:
    - Specify the creation date range (**From** and **To**) of the Sales Orders whose document flow you want to see (e.g., August 1, 2025, to August 31, 2025).

2. Steps to Generate the Report

Step 1: Set Report Parameters

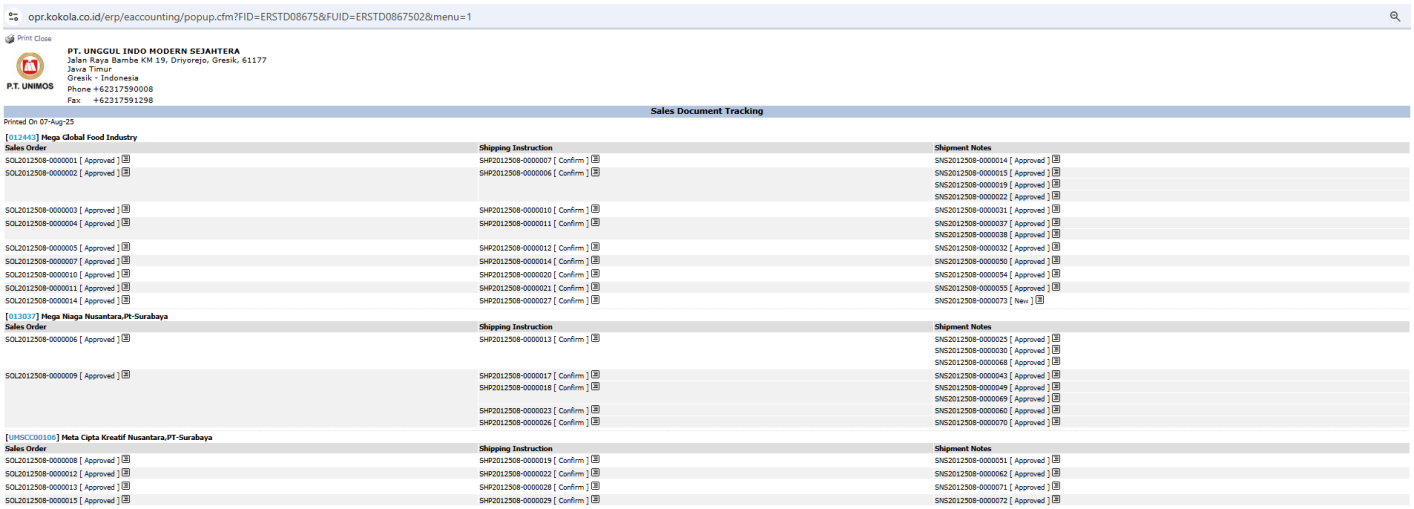
Select all the parameters you need, for example, a date range to see all orders within a month.

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. 

3. Reading the Tracking Report

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


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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

P.T. UNIMOS

Sales Document Tracking

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[012443] Mega Global Food Industry

Sales Order	Shipping Instruction	Shipment Notes
SOL2012508-0000001 [Approved]	SHP2012508-0000007 [Confirm]	SNS2012508-0000014 [Approved]
SOL2012508-0000002 [Approved]	SHP2012508-0000006 [Confirm]	SNS2012508-0000015 [Approved]
		SNS2012508-0000019 [Approved]
		SNS2012508-0000022 [Approved]
SOL2012508-0000003 [Approved]	SHP2012508-0000010 [Confirm]	SNS2012508-0000031 [Approved]
SOL2012508-0000004 [Approved]	SHP2012508-0000011 [Confirm]	SNS2012508-0000037 [Approved]
		SNS2012508-0000038 [Approved]
SOL2012508-0000005 [Approved]	SHP2012508-0000012 [Confirm]	SNS2012508-0000032 [Approved]
SOL2012508-0000007 [Approved]	SHP2012508-0000014 [Confirm]	SNS2012508-0000050 [Approved]
SOL2012508-0000010 [Approved]	SHP2012508-0000020 [Confirm]	SNS2012508-0000054 [Approved]
SOL2012508-0000011 [Approved]	SHP2012508-0000021 [Confirm]	SNS2012508-0000055 [Approved]
SOL2012508-0000014 [Approved]	SHP2012508-0000027 [Confirm]	SNS2012508-0000073 [New]

[012037] Mega Niaga Nusantara,Pt-Surabaya

Sales Order	Shipping Instruction	Shipment Notes
SOL2012508-0000006 [Approved]	SHP2012508-0000013 [Confirm]	SNS2012508-0000025 [Approved]
		SNS2012508-0000030 [Approved]
		SNS2012508-0000068 [Approved]
SOL2012508-0000009 [Approved]	SHP2012508-0000017 [Confirm]	SNS2012508-0000043 [Approved]
	SHP2012508-0000018 [Confirm]	SNS2012508-0000049 [Approved]
		SNS2012508-0000069 [Approved]
	SHP2012508-0000023 [Confirm]	SNS2012508-0000060 [Approved]
	SHP2012508-0000026 [Confirm]	SNS2012508-0000070 [Approved]

[UMSCC00106] Meta Cipta Kreatif Nusantara,PT-Surabaya

Sales Order	Shipping Instruction	Shipment Notes
SOL2012508-0000008 [Approved]	SHP2012508-0000019 [Confirm]	SNS2012508-0000051 [Approved]
SOL2012508-0000012 [Approved]	SHP2012508-0000022 [Confirm]	SNS2012508-0000062 [Approved]
SOL2012508-0000013 [Approved]	SHP2012508-0000028 [Confirm]	SNS2012508-0000071 [Approved]
SOL2012508-0000015 [Approved]	SHP2012508-0000029 [Confirm]	SNS2012508-0000072 [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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