

Direct Sales Report

Report Module Guide: Direct Sales Report (DS Report)

Module Location

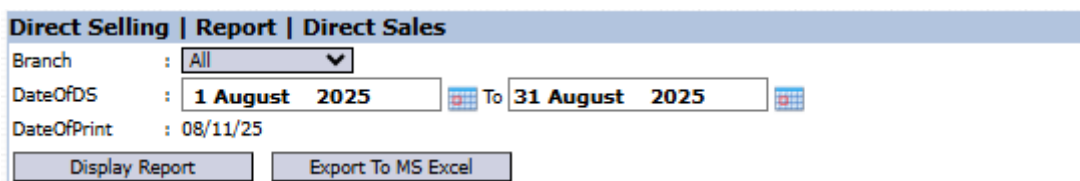
Direct Selling > Reports > DS Sales Report

Module Objective

The **Direct Sales Report (DS Report)** module is used to generate a transactional report that details all sales occurring through the direct selling channel. This report serves as a dedicated "sales register book" specifically for direct sales activities.

1. Report Parameters (Filter)

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



The screenshot shows a web form titled "Direct Selling | Report | Direct Sales". It contains the following fields and controls:

- Branch:** A dropdown menu currently set to "All".
- DateOfDS:** Two date input fields. The first is "1 August 2025" and the second is "31 August 2025", separated by a "To" label and a calendar icon.
- DateOfPrint:** A text input field containing "08/11/25".
- Buttons:** Two buttons at the bottom: "Display Report" and "Export To MS Excel".

Here is an explanation for each parameter:

- **Branch:**

- Use this dropdown to filter the report by a specific branch or display **All** branches.

- **DateOfDS:**

- Specify the **From** and **To** date range for the direct selling transactions to be displayed (e.g., January 1, 2023, to August 31, 2025).

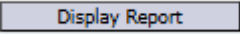
2. Steps to Generate the Report

Step 1: Set Report Parameters

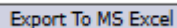
Define the **Branch** parameter and the **DateOfDS** range.

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 DS sales 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 direct sales transaction.

 Print Close

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PenjualanBarangDS

Month	Invoice Number	Item	Cash/Kredit	Qty	Total Payment	Discount	Additional Discount	Netto	Term	Payment/Term
No Record										

Report Explanation: This report will display a list of all direct sales transactions in detail.

Key Columns:

- **Invoice Number:** The invoice or receipt reference number.
- **Item:** Details of the product sold.
- **Cash/Credit:** Shows the payment type.
- **Qty, Netto (Net):** The quantity and net value of the sale.
- **PaymentTerm:** The applicable payment term.

Tips & Important Notes

- Use this report to summarize all sales activities from the **direct selling team** in a single period.
- This report is a recapitulation of the data created in the **Direct Selling Receipt** module.
- This is an important operational report for **Direct Sales Managers** to monitor team performance and sales volume.

Revision #2

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