

Document Flow Report

Report Module Guide: Sales Document Flow Report

Module Location

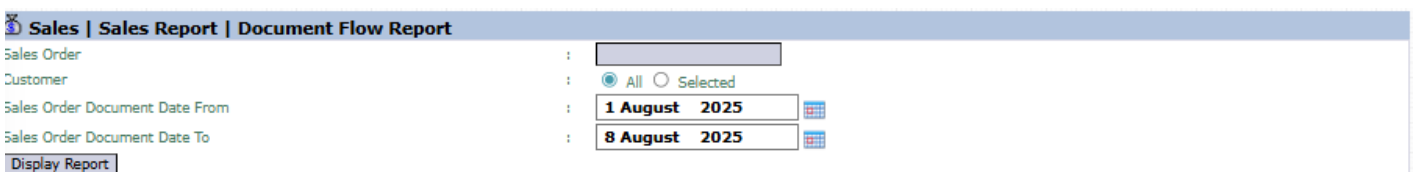
Sales > Reports > Invoice Reports > Sales Document Flow Report

Module Objective

The **Sales Document Flow Report** module is used to generate a report that tracks the entire end-to-end document flow of a sales process. This report visually links one document to the next, starting from the **Sales Order**, to **Shipment Notes** (Shipping), to the **Sales Invoice** (Billing), and finally to the **Cash Book** (Payment Receipt).

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 the 'Sales | Sales Report | Document Flow Report' interface. It includes the following fields and controls:

- Sales Order:** A text input field.
- Customer:** A dropdown menu with radio buttons for 'All' (selected) and 'Selected'.
- Sales Order Document Date From:** A date picker set to '1 August 2025'.
- Sales Order Document Date To:** A date picker set to '8 August 2025'.
- Display Report:** A button at the bottom left.

Here is an explanation for each parameter:

- **Sales Order:**

- Use this field to search for and trace the document flow 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 8, 2025).

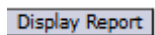
2. Steps to Generate the Report

Step 1: Set Report Parameters

Select all the parameters you need to focus the report on the transaction(s) you wish to trace.

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 document flow report.

A small rectangular button with the text "Display Report" in a light blue font.

3. Reading the Document Flow Report

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

Report Explanation: This report displays the sales document flow, grouped by **Customer**.

opr.kokola.co.id/erp/eaccounting/popup.cfm?FID=ERSTD08512&FUID=ERSTD0851202&menu=1

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Sales Document Flow

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[012445] Mega Global Food Industry

Sales Order	Shipment Notes	Sales Invoice	Cash Book
SOL2012508-000001 [Approved]	SNS2012508-000014 [Approved]	UNS201202508-00015	
SOL2012508-000002 [Approved]	SNS2012508-000015 [Approved]	UNS201202508-00015	
	SNS2012508-000019 [Approved]	UNS201202508-00017	
SOL2012508-000003 [Approved]	SNS2012508-000022 [Approved]	UNS201202508-00019	
SOL2012508-000004 [Approved]	SNS2012508-000031 [Approved]	UNS201202508-00022	
	SNS2012508-000037 [Approved]	UNS201202508-00024	
	SNS2012508-000038 [Approved]	UNS201202508-00025	
SOL2012508-000005 [Approved]	SNS2012508-000032 [Approved]	UNS201202508-00023	
SOL2012508-000007 [Approved]	SNS2012508-000035 [Approved]	UNS201202508-00028	
SOL2012508-000010 [Approved]	SNS2012508-000054 [Approved]	UNS201202508-00030	
SOL2012508-000011 [Approved]	SNS2012508-000055 [Approved]	UNS201202508-00031	
SOL2012508-000014 [Approved]	SNS2012508-000073 [Approved]		
	SNS2012508-000074 [Approved]		

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Sales Order	Shipment Notes	Sales Invoice	Cash Book
SOL2012508-000006 [Approved]	SNS2012508-000025 [Approved]		
	SNS2012508-000030 [Approved]		
	SNS2012508-000068 [Approved]		
	SNS2012508-000043 [Approved]		
	SNS2012508-000049 [Approved]		
	SNS2012508-000066 [Approved]		
	SNS2012508-000069 [Approved]		
	SNS2012508-000070 [Approved]		

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Sales Order	Shipment Notes	Sales Invoice	Cash Book
SOL2012508-000008 [Approved]	SNS2012508-000051 [Approved]	UNS201202508-00029	
SOL2012508-000012 [Approved]	SNS2012508-000062 [Approved]		
SOL2012508-000013 [Approved]	SNS2012508-000071 [Approved]	UNS201202508-00034	
SOL2012508-000017 [Approved]	SNS2012508-000072 [Approved]	UNS201202508-00033	

Document Flow Structure: This report shows the complete flow from left to right:

- Sales Order:** The initial stage where the customer's order is recorded.
- Shipment Notes:** The shipping command document created based on the Sales Order.
- Sales Invoice:** The billing document created based on the shipment.
- Cash Book:** The final stage, showing the payment receipt document.

Document Status: Pay attention to the status next to each document number (e.g., [approved]) to know its progress at each stage.

Tips & Important Notes

- Use this report to get a complete picture of an order's lifecycle, from the moment the order is received until it is fully paid.

- This report is very useful for the **Customer Service and AR (Account Receivable)** teams to accurately answer customer questions about the status of orders, shipments, and payments.
- If the **Cash Book** column is still empty, it indicates that the related invoice has not yet been paid.

Revision #1

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