

Free Item Report

Report Module Guide: Free Item Report

Module Location

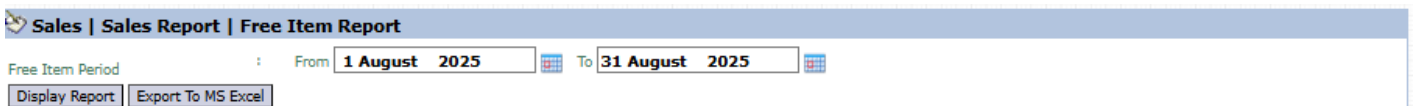
Sales > Reports > Item Reports > Free Item Report

Module Objective

The **Free Item Report** module is used to generate a detailed list of all products that were given to customers for free. This report is very useful for tracking promotional items or samples that have been distributed, as well as for analyzing the volume and cost of "free product" promotion programs.

1. Report Parameters

The main page of this module is a simple form containing a date parameter for the report.

A screenshot of the 'Free Item Report' form. At the top, there is a breadcrumb trail: 'Sales | Sales Report | Free Item Report'. Below this, the form is titled 'Free Item Period'. It contains two date pickers: 'From' with the value '1 August 2025' and 'To' with the value '31 August 2025'. At the bottom of the form, there are two buttons: 'Display Report' and 'Export To MS Excel'.

Here is an explanation for each parameter:

- **Free Item Period:**

- Specify the **From** and **To** date range to display all free items that were given out during that period (e.g., August 1, 2025, to August 31, 2025).

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the date range in the **Free Item Period** fields.

Free Item Period : From **1 August 2025** To **31 August 2025**

Step 2: Generate the Report

After the parameters are set, click one of the two buttons in the bottom-left section of the page:

- **Display Report:** To preview the free item report directly on your screen.

Display Report

- **Export To MS Excel:** To download the report data in an Excel file format.

Export To MS Excel

3. Example of the Report View

After you click, the system will generate a detailed report like the following, which details every free item that was given.

PT. UNGGUL INDO MODERN SEJAHTERA Jalan Raya Bambi KM 10, Cihyonggo, Gresik, 61177 Java Timur Gresik - Indonesia Phone +62317590008 Fax +62317591298								
Free Item Report								
No.	Sales Order Number	SO Date	Customer Code	Customer Name	Free Item Code	Free Item Name	Qty	

Report Explanation: This report displays a detailed list of every free item that has been given to customers.

Key Columns:

- **Sales Order Number:** Shows the related sales transaction reference number.

- **Customer Name:** The name of the customer who received the free item.
- **Free Item Code** and **Free Item Name:** Details of the product given as a gift.
- **Qty:** The number of free item units given.

Tips & Important Notes

- This report is very useful for the **Marketing and Sales teams** to evaluate the effectiveness and total cost of the "free product" promotion programs they have run.
- This report's data is pulled from **Sales Order** transactions that automatically received a free item based on the settings in the **Free Item Program** module.

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