Free of Charge Report

Report Module Guide: Free of Charge Report

Module Location

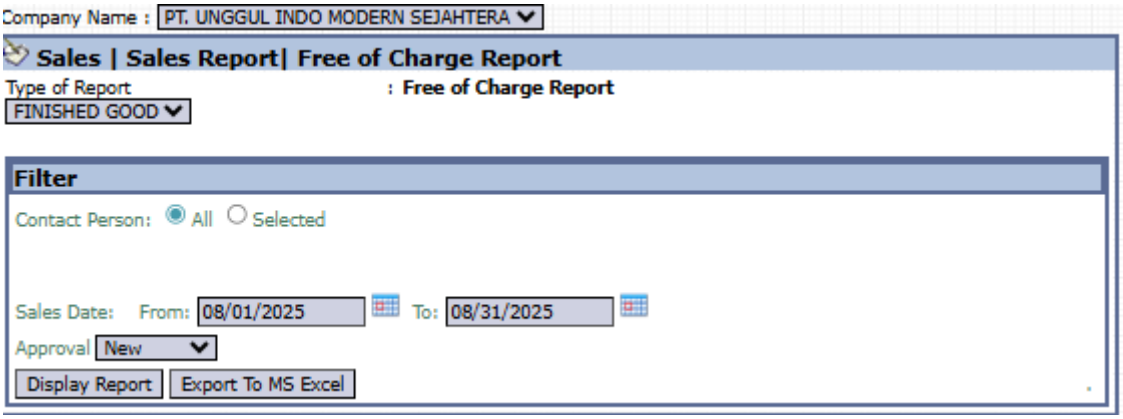
Sales > Free of Charge > Free of Charge Report

Module Objective

The **Free of Charge Report** module is used to generate a report that details all transactions of goods shipped to customers at no charge (for free). This report is very useful for tracking the issuance of goods for promotional purposes, samples, or other marketing 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.



Here is an explanation for each parameter:

- **Contact Person**:

- Filter the report by a specific contact person (**Selected**) or display data from all contact persons (**All**).

- **Sales Date**:
  - Specify the **From** and **To** date range to define the report's period (e.g., 08/01/2025 to 08/31/2025).

- **Approval**:
  - Use this dropdown to filter by the approval status of the free-of-charge transaction (e.g., New).

2. Steps to Generate the Report

Step 1: Set Report Parameters

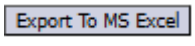
Select all the parameters you need, especially defining the **Sales Date** range to get specific data. 

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 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 shipment of free goods.

Print Close

PT. UNGGUL INDO MODERN SEJAHTERA
Jalan Raya Bambe KM 19, Driyorejo, Gresik, 61177
Jawa Timur
Gresik - Indonesia
Phone +62317590008
Fax +62317591298

Free of Charge Report

08/07/2025
08:34:08

Contact Name	Customer	Free Of Charge	Free of Charge Date	Sales Order Number	Memo	Item Code	Item Description	Qty
Andi Fian Octavia	Meta Cipta Kreatif Nusantara,PT-Surabaya	Yes	06 Aug 2025	SOL2012508-0000013	Nasional//Permintaan Sampel untuk kebutuhan project Subcon//06.08.2025	01040101010087	BK/Chocolate Festive 280 gr/12 Pouch / 00	1.000000
DEA AMANDA	PT. META CIPTA KREATIF NUSANTARA	Yes	05 Aug 2025	SOL7412508-0000020	SAMPLE MEDSOS AGUSTUS	01040101030027	BK/Kukis Coconut 90 gr/10pcsx3ball/30 pcs/00	159.000000
DEA AMANDA	PT. META CIPTA KREATIF NUSANTARA	Yes	05 Aug 2025	SOL7412508-0000020	SAMPLE MEDSOS AGUSTUS	01040101030028	BK/Kukis Butter 90 gr/10pcsx3ball/30 pcs/00	40.000000
DEA AMANDA	PT. META CIPTA KREATIF NUSANTARA	Yes	05 Aug 2025	SOL7412508-0000020	SAMPLE MEDSOS AGUSTUS	01040101030070	BK/Kukis Coconut 218 gr/6 pcs x 4 ball /24 pcs/00	74.000000
DEA AMANDA	PT. META CIPTA KREATIF NUSANTARA	Yes	05 Aug 2025	SOL7412508-0000020	SAMPLE MEDSOS AGUSTUS	01040101030088	BK/Kukis Susu Vanilla 218 gr/6 pcs x 4 ball /24 pcs/00	118.000000
DEA AMANDA	PT. META CIPTA KREATIF NUSANTARA	Yes	05 Aug 2025	SOL7412508-0000020	SAMPLE MEDSOS AGUSTUS	01040101070046	BK/Malkist Susu 225 gr/6 Pack x 3 ball/00	326.000000
DEA AMANDA	PT. META CIPTA KREATIF NUSANTARA	Yes	05 Aug 2025	SOL7412508-0000020	SAMPLE MEDSOS AGUSTUS	01040101090032	BK/Kue Kuki Butter Vanilla 80 gr /24 Showbox/00	87.000000
DEA AMANDA	PT. META CIPTA KREATIF NUSANTARA	Yes	05 Aug 2025	SOL7412508-0000020	SAMPLE MEDSOS AGUSTUS	01040101090033	BK/Kue Kuki Chocolate 80 gr /24 Showbox/00	108.000000
DEA AMANDA	PT. META CIPTA KREATIF NUSANTARA	Yes	05 Aug 2025	SOL7412508-0000020	SAMPLE MEDSOS AGUSTUS	01040101090052	BK/Chips Hooray 17 gr/12 pcs + 1 pcs/10 Showbox/00	20.000000
DEA AMANDA	PT. META CIPTA KREATIF NUSANTARA	Yes	05 Aug 2025	SOL7412508-0000020	SAMPLE MEDSOS AGUSTUS	01040201090026	BK/Malkist Olezz Choco Party 100 gr/6 pcs x 5 ball/00	50.000000
DEA AMANDA	PT. META CIPTA KREATIF NUSANTARA	Yes	05 Aug 2025	SOL7412508-0000020	SAMPLE MEDSOS AGUSTUS	01040201090027	BK/Malkist Olezz Cheese Choco 100 gr/6 pcs x 5 ball/00	36.000000
DEA AMANDA	PT. META CIPTA KREATIF NUSANTARA	Yes	05 Aug 2025	SOL7412508-0000020	SAMPLE MEDSOS AGUSTUS	01040201110014	BK/Malkist Olezz Cheese Choco 10 gr/20 pcs x 10 ball/00	50.000000

Report Explanation: This report displays a detailed list of each free-of-charge transaction, complete with information on:

- **Contact Name** and **Customer**: The recipient of the goods.
- **Sales Order Number**: The reference sales order number.
- **Memo**: A description of the purpose of the shipment (e.g., SOCIAL MEDIA SAMPLE AUGUST).
- **Item Code, Item Description, and Qty**: Details of the items and the quantities given.

Tips & Important Notes

- This report is very important for the **Marketing and Sales teams** to track the distribution of sample goods or promotional items.

- The **Accounting team** can use this report for the purpose of recording promotional expenses or for inventory control of goods that are issued without generating revenue.

- To ensure this report is accurate, make sure that free-of-charge transactions (for example, a Sales Order with a zero price) are recorded correctly in the system.

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