Internal Delivery Order Report

Report Module Guide: Internal Delivery Order Report

Module Location

Inventory > Delivery Order > Internal Delivery Order Report

Module Objective

The **Internal Delivery Order Report** module is used to generate a summary report of all goods issued from the warehouse for internal company use. This report breaks down the total usage of each item by the department or cost center that received it, making it very useful for internal cost control and allocation.

1. Report Parameters (Filter)

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

Here is an explanation for each parameter:

- **Warehouse Location**:
  - Select the source warehouse from which the goods were issued.
- **Period**:

- Specify the date range for the internal goods issuance in the **From** and **To** fields for the report you wish to see.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the warehouse and the time period you wish to analyze.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[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. Reading the Report (Report Content)

The generated report is a **matrix** that summarizes the total usage of each item by various departments.

- **Rows**: Each row represents the **Item Name** that was used.
- **Columns**: The columns in the middle represent each department or cost center that received the goods (e.g., **PROD** for Production, **QA** for Quality Assurance, **HRD**, etc.).
- **How to Read**: The number inside the table shows the total quantity of an item that was taken by a specific department during the report period. The **Total** column on the far right

sums up the total usage of that item across all departments.

Tips & Important Notes

- This report is crucial for controlling internal operational costs and for the process of **cost allocation per department**.
- The data in this report comes from **internal goods issue** transactions, which may be recorded via an "Internal Delivery Order" or "Internal Item Request" module.
- This is a very useful report for **Cost Accountants** and **Department Managers**.

Revision #1
Created 15 October 2025 09:44:55 by Sayu
Updated 15 October 2025 09:46:42 by Sayu