Kokola Group Shipment vs Receipt

Report Module Guide: Kokola Group Shipment vs Receipt

Module Location

Inventory > Reports > Delivery Order > Kokola Group Shipment vs Receipt

Module Objective

The **Kokola Group Shipment vs Receipt Report** is a reconciliation report used to compare the quantity of goods shipped (based on a Delivery Order) with the quantity of goods received (based on a Goods Receipt) for internal transactions within the "Kokola Group". This report is crucial for identifying any differences or discrepancies during the process of transferring goods between entities or branches.

1. Report Parameters (Filter)

The main page of this module is a simple form for defining the report period.

- **Delivery Order Date**:
  - Specify the shipping date range in the **From** and **To** fields that you wish to reconcile.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the Delivery Order date range you wish to check.

Step 2: Generate the Report

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

- **[Display Report]**: To preview the comparison 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 will be a side-by-side comparison list for each item shipped in the selected period.

Key Column Explanation

- **Delivery Order Number**: The shipping document from the source location.
- **Shipped Quantity**: The quantity recorded when the goods were shipped.
- **Goods Receipt Number**: The receipt document at the destination location.
- **Received Quantity**: The quantity recorded when the goods were received.

- **Difference Quantity**: The most important column. This column automatically calculates the difference between the **Shipped Quantity** and the **Received Quantity**. A non-zero number in this column indicates a problem that requires further investigation.

Tips & Important Notes

- This is a very important **audit and control tool** for intercompany or inter-branch transactions within a group.
- Use this report to track goods that are **lost, short-shipped, or damaged** during transit and to ensure the accuracy of stock records at both the shipping and receiving locations.
- This is a crucial report for the **Internal Logistics and Internal Audit teams**.

Revision #1
Created 15 October 2025 13:50:47 by Sayu
Updated 15 October 2025 13:52:00 by Sayu