Material Shipment Report

Report Module Guide: Material Shipment Report

Module Location

PPIC > Material Requisition > Material Shipment Report

Module Objective

The **Material Shipment Report** module is used to generate a historical report of all internal material shipment activities. This report summarizes all goods issue documents created to fulfill Material Requisitions from other departments (usually production).

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:

- **Destination warehouse**: Select the shipment's destination warehouse or select **All warehouses**.
- **Period**: Specify the shipment date range 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 destination warehouse (if needed) 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 list of all internal material shipment activities that match your filters.

This report tracks the shipment flow by displaying columns such as:

- **Date**: The shipment date.
- **Shipping Whs.**: The source warehouse of the shipment.
- **Shipment No.**: The internal shipment document number.
- **Qty. Shipped**: The quantity of goods shipped.
- **Receiving Whs.**: The destination warehouse or department.
- **Receipt No.**: The receipt confirmation document number (if any).
- **Qty. Received**: The quantity that was confirmed as received.

Tips & Important Notes

- This report is a recapitulation of the data recorded in the **Goods Shipment** module (related to internal Material Requisitions).
- Use this report to **audit all goods issuances** for internal needs, ensure goods arrive at their destination, and **reconcile the shipped vs. received quantity**.
- This is an important operational report for the **Warehouse and PPIC teams**.

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