Outstanding SN Report

Report Module Guide: Outstanding SN Report

Module Location

Inventory > Reports > Outstanding SN Report

Module Objective

The **Outstanding SN Report** module is used to generate a report that details all Delivery Orders (SN - Shipment Number) whose status is still **pending or not yet fully completed**. This report is important for tracking shipments that have not yet arrived, have not been confirmed by the customer, or for which the next process (such as invoicing) is not yet finished.

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:

- **Account Name**:
  - Select **All** to display the report for all customers, or **Selected** to focus on one or more specific customers.
- **Range From**:

- Specify the transaction date range in the **From** and **To** fields.

- **Currency**:
  - Set the reporting currency preference, whether based on **Transaction Currency** or **Base Currency**.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the date range and the customer filter (if needed).

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 will be a list of Delivery Orders with a pending status, grouped by customer name.

- **Report Structure**: This report is divided into several sections, where each section is dedicated to one **Account Name** (Customer Name).

- **Report Content**: Under each customer's name, the report will detail all Delivery Orders that are still outstanding, displaying details such as the **Delivery Order Number, Delivery Order Date, Item/Service Code,** and **Quantity**.

Tips & Important Notes

- Use this report to **follow up on shipments that are not yet complete**.
- This report is very useful for the **Sales Administration and Customer Service teams** to track shipment status and ensure all processes through to billing run smoothly.

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