Picking List Report

Report Module Guide: Picking List Report

Module Location

Inventory > Reports > Transaction > Picking List Report

Module Objective

The **Picking List Report** module is used to generate a report that summarizes all goods "picking" activities. Based on the context of previous modules, this most likely refers to a recapitulation of the **Shipment List** or manifest documents that have been created, which record the picking of goods from the warehouse for shipment.

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:

- **Date**:
  - Specify the date range in the **From** and **To** fields to see the picking lists for that period.
- **Area**:
  - Filter the report by the shipment's destination area, whether **All** or a **Selected** area.

- **Type**:
  - Select **Summary** to see totals, or **Detail** to see a breakdown per transaction.
- **Sort by**:
  - Choose the sorting basis for the data in the report, for example, by **Customer**.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the date range and other filters you need.

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 goods picking or shipment activities.

This report displays important details such as:

- The Picking List Number.
- The destination Customer.
- The Picking List Date.
- The destination Area.
- The status of the pick/shipment.

Tips & Important Notes

- This report is a recapitulation of the data managed in the **Shipment List** module.
- Use this report to review all manifests or picking lists that have been created in a single period for auditing or logistics performance analysis.

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