Receipt List

Report Module Guide: Goods Receipt Report

Module Location

Inventory > Reports > Receipt List

Module Objective

The **Goods Receipt Report** module is used to generate a detailed report of all goods receipt activities. This report summarizes all Receipt Notes or Goods Receipt Notes (GRNs) that have been created within a specific period, and is crucial for summarizing all receipt activities from suppliers.

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:

- **Shipper**:
  - Select the source of the shipment, for example, **Supplier** (Vendor).
- **Type**:
  - Select the main category type you wish to display, for example, RAW MATERIAL.

- **Goods receipt report type**:
  - An important filter to select the type of receipt, such as **Purchase goods receipt report**.
- **Date**:
  - Specify the receipt date range in the **From** and **To** fields.
- **Grouped by**:
  - Choose how the data will be grouped, for example, by **Supplier** or **Purchase Order Number**.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially the **Report type, Date,** and **Grouped by** options.

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 detailed list of all Receipt Notes that match your filters, grouped according to your selection.

This report displays important details such as:

- **SJ Supplier Nomor**: The Supplier's Delivery Order Number.
- **Bukti Barang Masuk**: The internal Goods Receipt Note (GRN) number.
- **PurchaseOrderDate**: The Purchase Order Date.
- **Pemasok**: The Supplier's Name.
- **Item/Service Code, Item/Service Name,** and **Qty** received.

Tips & Important Notes

- This report is a recapitulation of all documents created in the **Goods Receipt** module.
- Use this report to summarize daily or monthly receipts, or to track the receipt history from a specific supplier.
- This is a crucial operational report for the **Receiving Warehouse, Purchasing, and Accounts Payable (AP)** teams.

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