Report Kuitansi Hand Over

Report Module Guide: Invoice Handover Report

Module Location

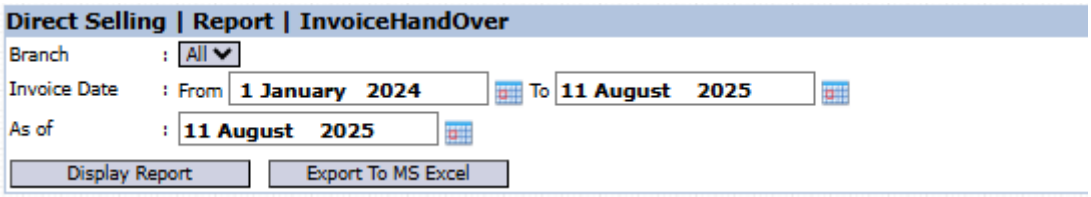
Direct Selling > Reports > Report Kuitansi Hand Over

Module Objective

The **Report Kuitansi Handover Report** module is used to generate an official handover document. This report is used to record and validate the process of handing over documents (receipts/invoices) and/or collection proceeds from the sales team in the field to the administration or finance team at the office. This is an important administrative control tool.

1. Report Parameters (Filter)

The main page of this module is a form containing several parameters to customize the report that will be generated.



Here is an explanation for each parameter:

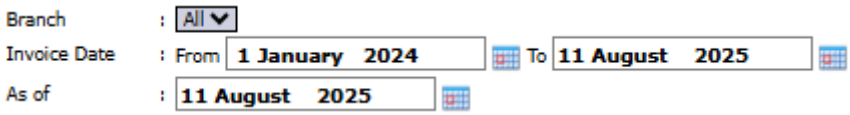
- **Branch**:
  - Use this dropdown to filter the report by a specific branch.

- **Invoice Date**:
  - Specify the date range for the invoices or receipts to be included in the handover report.
- **As of**:
  - The "cut-off" date that serves as the reference date for the handover report.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select the **Branch** (if needed) and define the **Invoice Date** range as well as the **As of** date.



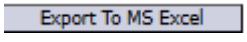
Step 2: Generate the Report

After all parameters are set, click one of the two buttons in the bottom-left section of the page:

- **Display Report**: To preview the handover report directly on your screen.

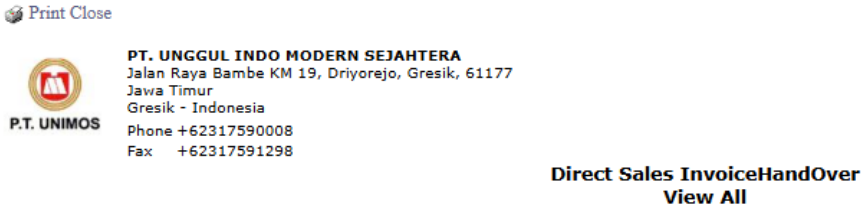


- **Export To MS Excel**: To download the report data in an Excel file format.



3. Example of the Report View

After you click, the system will generate a handover report like the following.


Print Close

P.T. UNIMOS

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Direct Sales InvoiceHandOver
View All

Report Explanation: This report will function as proof of handover. The report will contain a detailed list of all receipts/invoices being handed over, likely including the receipt number, customer name, and amount.

Tips & Important Notes

- Use this report every time the direct sales team returns from the field to conduct a **handover of documents and/or collection proceeds**.
- The printed and signed report by both parties (the salesperson and the office admin) becomes **valid proof of handover** for audit and internal control purposes.
- This is an important module for maintaining **administrative order and cash control** from direct selling activities.

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