Report Shipping Instruction

Report Module Guide: Shipping Instruction Report

Module Location

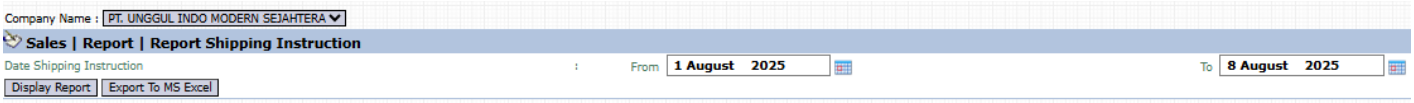
Sales > Reports > Delivery Report > Report Shipping Instruction

Module Objective

The **Shipping Instruction Report** module is used to generate a summary report that aggregates the total product demand from all Shipping Instruction documents within a specific period. This report presents the demand data alongside inventory data and Job Order data, making it very useful for production planning and order fulfillment.

1. Report Parameters

The main page of this module is a simple form containing a date parameter for the report.



Here is an explanation for each parameter:

- **Date Shipping Instruction**:
  - Specify the **From** and **To** date range to accumulate the demand from all Shipping Instructions created within that period (e.g., August 1, 2025, to August 7, 2025).

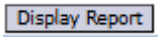
2. Steps to Generate the Report

Step 1: Set Report Parameters

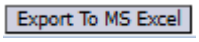
Define the date range in the **Date Shipping Instruction** fields.

Step 2: Generate the Report

After the parameters are set, click one of the two buttons at the bottom:

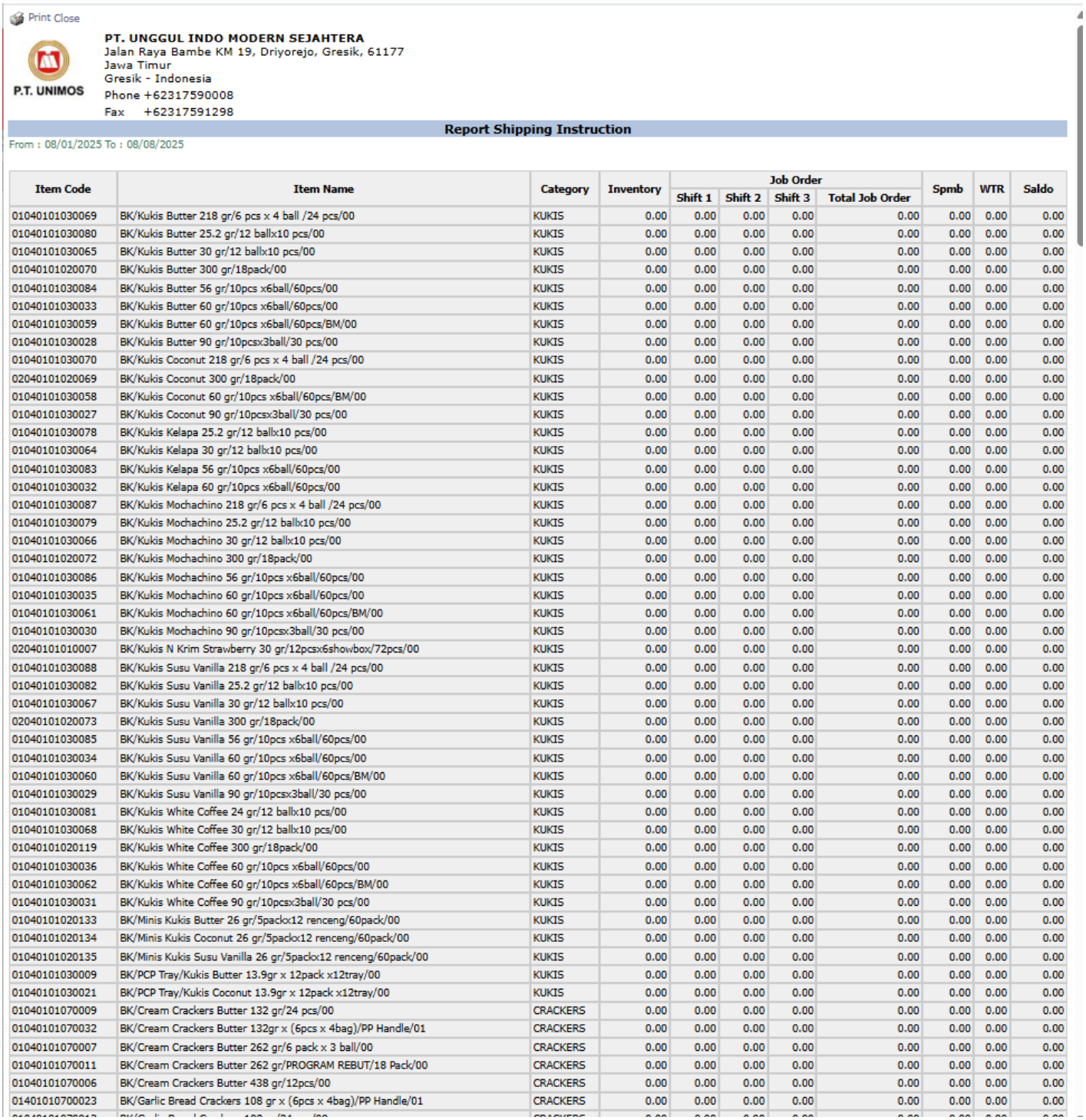
- **Display Report**: To preview the report directly on your screen. 

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



3. Example of the Report View

After you click, the system will generate a detailed report like the following, which details the demand per product.



Print Close

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P.T. UNIMOS

Report Shipping Instruction

From : 08/01/2025 To : 08/08/2025

Item Code	Item Name	Category	Inventory	Job Order				Spmb	WTR	Saldo
				Shift 1	Shift 2	Shift 3	Total Job Order			
01040101030069	BK/Kukis Butter 218 gr/6 pcs x 4 ball /24 pcs/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030080	BK/Kukis Butter 25.2 gr/12 ballx10 pcs/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030065	BK/Kukis Butter 30 gr/12 ballx10 pcs/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101020070	BK/Kukis Butter 300 gr/18pack/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030084	BK/Kukis Butter 56 gr/10pcs x6ball/60pcs/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030033	BK/Kukis Butter 60 gr/10pcs x6ball/60pcs/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030059	BK/Kukis Butter 60 gr/10pcs x6ball/60pcs/BM/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030028	BK/Kukis Butter 90 gr/10pcsx3ball/30 pcs/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030070	BK/Kukis Coconut 218 gr/6 pcs x 4 ball /24 pcs/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02040101020069	BK/Kukis Coconut 300 gr/18pack/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030058	BK/Kukis Coconut 60 gr/10pcs x6ball/60pcs/BM/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030027	BK/Kukis Coconut 90 gr/10pcsx3ball/30 pcs/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030078	BK/Kukis Kelapa 25.2 gr/12 ballx10 pcs/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030064	BK/Kukis Kelapa 30 gr/12 ballx10 pcs/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030083	BK/Kukis Kelapa 56 gr/10pcs x6ball/60pcs/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030032	BK/Kukis Kelapa 60 gr/10pcs x6ball/60pcs/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030087	BK/Kukis Mochachino 218 gr/6 pcs x 4 ball /24 pcs/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030079	BK/Kukis Mochachino 25.2 gr/12 ballx10 pcs/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030066	BK/Kukis Mochachino 30 gr/12 ballx10 pcs/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101020072	BK/Kukis Mochachino 300 gr/18pack/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030086	BK/Kukis Mochachino 56 gr/10pcs x6ball/60pcs/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030035	BK/Kukis Mochachino 60 gr/10pcs x6ball/60pcs/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030061	BK/Kukis Mochachino 60 gr/10pcs x6ball/60pcs/BM/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030030	BK/Kukis Mochachino 90 gr/10pcsx3ball/30 pcs/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02040101010007	BK/Kukis N Krim Strawberry 30 gr/12pcsx6showbox/72pcs/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030088	BK/Kukis Susu Vanilla 218 gr/6 pcs x 4 ball /24 pcs/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030082	BK/Kukis Susu Vanilla 25.2 gr/12 ballx10 pcs/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030067	BK/Kukis Susu Vanilla 30 gr/12 ballx10 pcs/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02040101020073	BK/Kukis Susu Vanilla 300 gr/18pack/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030085	BK/Kukis Susu Vanilla 56 gr/10pcs x6ball/60pcs/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030034	BK/Kukis Susu Vanilla 60 gr/10pcs x6ball/60pcs/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030060	BK/Kukis Susu Vanilla 60 gr/10pcs x6ball/60pcs/BM/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030029	BK/Kukis Susu Vanilla 90 gr/10pcsx3ball/30 pcs/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030081	BK/Kukis White Coffee 24 gr/12 ballx10 pcs/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030068	BK/Kukis White Coffee 30 gr/12 ballx10 pcs/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101020119	BK/Kukis White Coffee 300 gr/18pack/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030036	BK/Kukis White Coffee 60 gr/10pcs x6ball/60pcs/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030062	BK/Kukis White Coffee 60 gr/10pcs x6ball/60pcs/BM/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030031	BK/Kukis White Coffee 90 gr/10pcsx3ball/30 pcs/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101020133	BK/Minis Kukis Butter 26 gr/5packx12 renceng/60pack/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101020134	BK/Minis Kukis Coconut 26 gr/5packx12 renceng/60pack/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101020135	BK/Minis Kukis Susu Vanilla 26 gr/5packx12 renceng/60pack/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030009	BK/PCP Tray/Kukis Butter 13.9gr x 12pack x12tray/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101030021	BK/PCP Tray/Kukis Coconut 13.9gr x 12pack x12tray/00	KUKIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101070009	BK/Cream Crackers Butter 132 gr/24 pcs/00	CRACKERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101070032	BK/Cream Crackers Butter 132gr x (6pcs x 4bag)/PP Handle/01	CRACKERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101070007	BK/Cream Crackers Butter 262 gr/6 pack x 3 ball/00	CRACKERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101070011	BK/Cream Crackers Butter 262 gr/PROGRAM REBUT/18 Pack/00	CRACKERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01040101070006	BK/Cream Crackers Butter 438 gr/12pcs/00	CRACKERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01401010700023	BK/Garlic Bread Crackers 108 gr x (6pcs x 4bag)/PP Handle/01	CRACKERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Report Explanation: This report displays a list of products grouped by category (KUKIS, CRACKERS, etc.).

Key Columns:

- **Item Code** and **Item Name**: Details of the product requested in the shipping instructions.

- **Inventory**: The quantity of stock available in the warehouse for that product.
- **Job Order**: Details of the production work orders (Shift 1, Shift 2, Shift 3) for this product, which shows the current production plan.
- **Balance**: Likely shows the final balance after considering the demand, existing stock, and production plans.

Tips & Important Notes

- Although named 'Shipping Instruction Report', this report is more focused on **analysis from the production and inventory side** to meet the total shipping demand.
- This report is a crucial tool for the **PPIC (Production Planning and Inventory Control)** team to ensure product availability and plan the production schedule to match sales demand.
- Use this report to see the big picture of the total product demand generated by the sales team in a single period.

Revision #2
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