Sales Order Report

Report Module Guide: Sales Order Report

Module Location

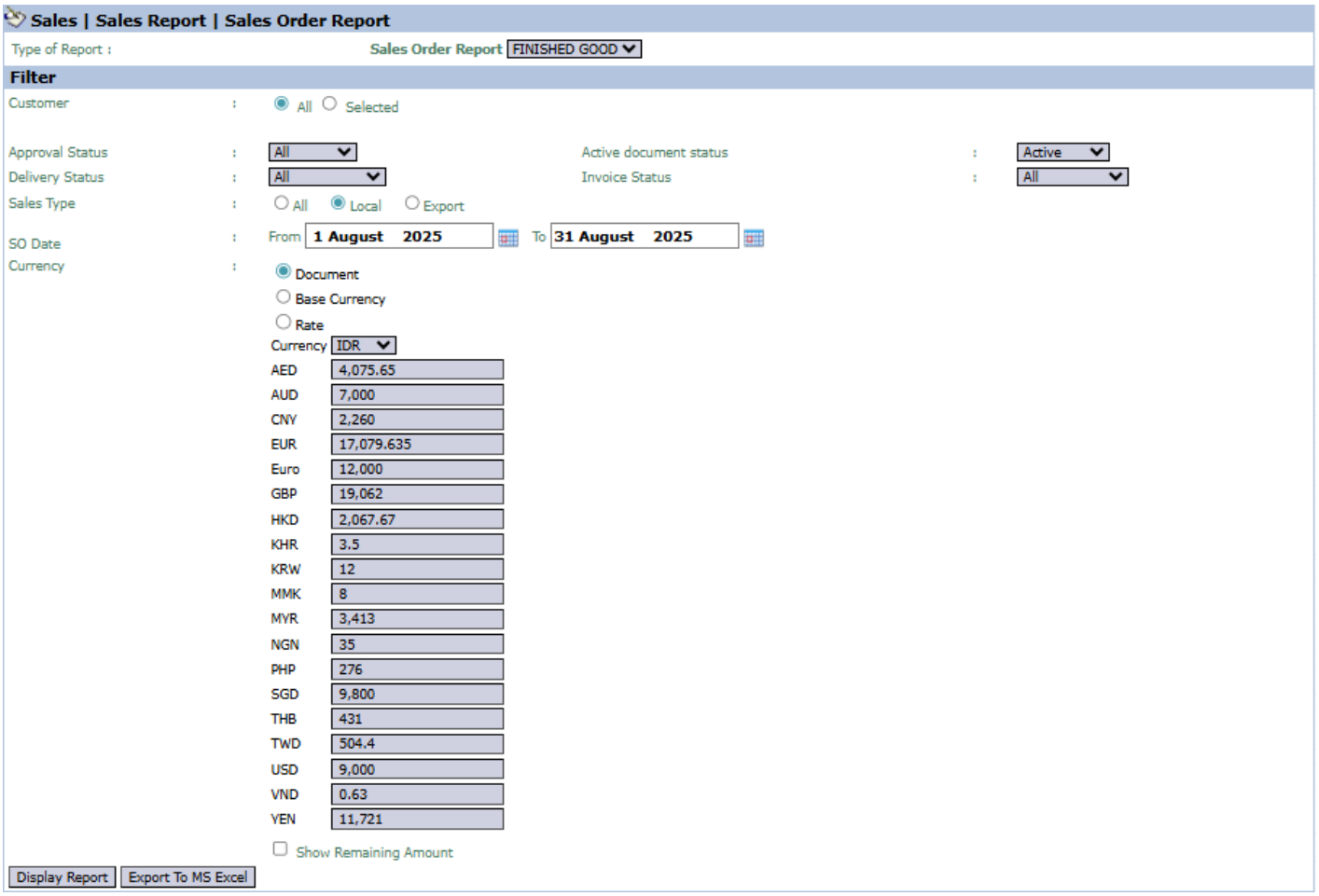
Sales > Reports > Sales Order Reports > Sales Order Report

Module Objective

The **Sales Order Report** module is used to generate a detailed list of all Sales Orders (SOs) along with their item details for a single period. This report is a primary operational tool for tracking incoming orders, monitoring sales activity, and managing the queue of orders to be processed.

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:

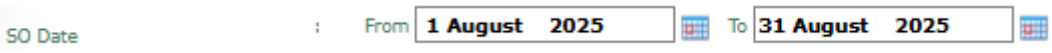
- **Customer**:
  - Filter the report by **All** customers or a **Selected** customer.
- **Status Filter**:
  - There are several very useful status filters:
  - **Approval Status**: Filter by the SO's approval status.
  - **Delivery Status**: Filter by the shipping status.
  - **Invoice Status**: Filter by the billing status.

- **Sales Type**:
  - Select the type of sale, whether **All**, **Local**, or **Export**.
- **SO Date**:
  - Specify the creation date range of the SOs to be displayed (e.g., August 1, 2025, to August 31, 2025).

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select all the parameters you need, especially defining the **SO Date** range and the relevant statuses for your analysis.



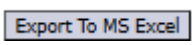
Step 2: Generate the Report

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

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

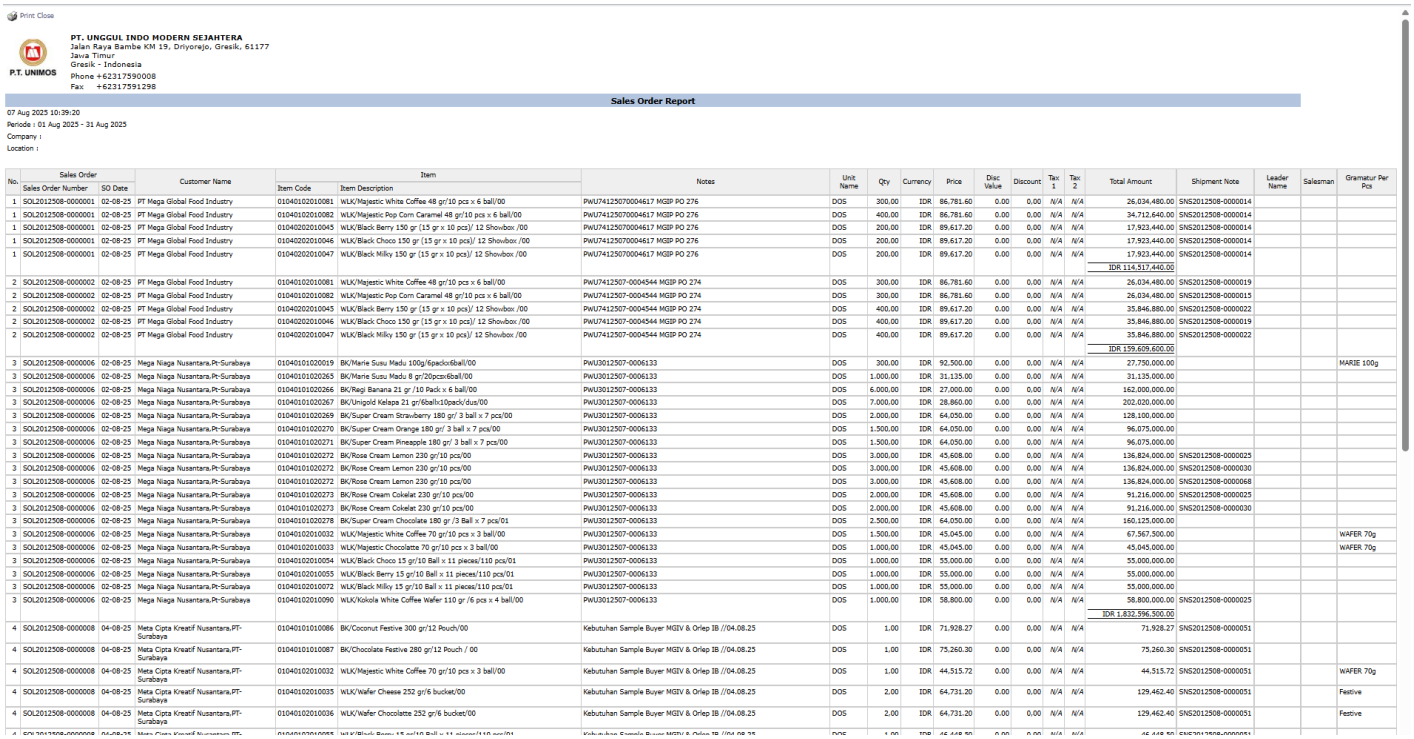


- **Export To MS Excel**: To download the report data in an Excel file format.



3. Example of the Report View

After you click, the system will generate a detailed report like the following, which details every SO and the items within it.



Print Close

PT. UNGGUL INDO MODERN SEJAHTERA
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Gresik - Indonesia
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P.T. UNIMOS

Sales Order Report

07 Aug 2025 10:39:20
Periode : 01 Aug 2025 - 31 Aug 2025
Company :
Location :

No.	Sales Order		Customer Name	Item		Notes	Unit Name	Qty	Currency	Price	Disc Value	Discount	Tax 1	Tax 2	Total Amount	Shipment Note	Leader Name	Salesman	Gramatur Per Pcs
	Sales Order Number	SO Date		Item Code	Item Description														
1	SO12012508-0000001	02-08-25	PT Mega Global Food Industry	01040102010081	WLK/Majestic White Coffee 48 gr/10 pcs x 6 ball/00	PWU7412507004617 MGIP PO 276	DOS	300.00	IDR	86,781.60	0.00	0.00	N/A	N/A	26,034,480.00	SNS2012508-0000014			
1	SO12012508-0000001	02-08-25	PT Mega Global Food Industry	01040102010082	WLK/Majestic Pop Corn Caramel 48 gr/10 pcs x 6 ball/00	PWU7412507004617 MGIP PO 276	DOS	400.00	IDR	86,781.60	0.00	0.00	N/A	N/A	34,712,640.00	SNS2012508-0000014			
1	SO12012508-0000001	02-08-25	PT Mega Global Food Industry	01040202010045	WLK/Black Berry 150 gr (15 gr x 10 pcs)/ 12 Showbox /00	PWU7412507004617 MGIP PO 276	DOS	200.00	IDR	89,617.20	0.00	0.00	N/A	N/A	17,923,440.00	SNS2012508-0000014			
1	SO12012508-0000001	02-08-25	PT Mega Global Food Industry	01040202010046	WLK/Black Choco 150 gr (15 gr x 10 pcs)/ 12 Showbox /00	PWU7412507004617 MGIP PO 276	DOS	200.00	IDR	89,617.20	0.00	0.00	N/A	N/A	17,923,440.00	SNS2012508-0000014			
1	SO12012508-0000001	02-08-25	PT Mega Global Food Industry	01040202010047	WLK/Black Milky 150 gr (15 gr x 10 pcs)/ 12 Showbox /00	PWU7412507004617 MGIP PO 276	DOS	200.00	IDR	89,617.20	0.00	0.00	N/A	N/A	17,923,440.00	SNS2012508-0000014			
															IDR 114,517,440.00				
2	SO12012508-0000002	02-08-25	PT Mega Global Food Industry	01040102010081	WLK/Majestic White Coffee 48 gr/10 pcs x 6 ball/00	PWU7412507-0004544 MGIP PO 274	DOS	300.00	IDR	86,781.60	0.00	0.00	N/A	N/A	26,034,480.00	SNS2012508-0000019			
2	SO12012508-0000002	02-08-25	PT Mega Global Food Industry	01040102010082	WLK/Majestic Pop Corn Caramel 48 gr/10 pcs x 6 ball/00	PWU7412507-0004544 MGIP PO 274	DOS	300.00	IDR	86,781.60	0.00	0.00	N/A	N/A	26,034,480.00	SNS2012508-0000015			
2	SO12012508-0000002	02-08-25	PT Mega Global Food Industry	01040202010045	WLK/Black Berry 150 gr (15 gr x 10 pcs)/ 12 Showbox /00	PWU7412507-0004544 MGIP PO 274	DOS	400.00	IDR	89,617.20	0.00	0.00	N/A	N/A	35,846,880.00	SNS2012508-0000022			
2	SO12012508-0000002	02-08-25	PT Mega Global Food Industry	01040202010046	WLK/Black Choco 150 gr (15 gr x 10 pcs)/ 12 Showbox /00	PWU7412507-0004544 MGIP PO 274	DOS	400.00	IDR	89,617.20	0.00	0.00	N/A	N/A	35,846,880.00	SNS2012508-0000019			
2	SO12012508-0000002	02-08-25	PT Mega Global Food Industry	01040202010047	WLK/Black Milky 150 gr (15 gr x 10 pcs)/ 12 Showbox /00	PWU7412507-0004544 MGIP PO 274	DOS	400.00	IDR	89,617.20	0.00	0.00	N/A	N/A	35,846,880.00	SNS2012508-0000022			
															IDR 199,609,600.00				
3	SO12012508-0000006	02-08-25	Mega Niaga Nusantara,Pt-Surabaya	01040101020019	BK/Marie Susu Madu 100g/6packx6ball/00	PWU3012507-0006133	DOS	300.00	IDR	92,500.00	0.00	0.00	N/A	N/A	27,750,000.00				MARIE 100g
3	SO12012508-0000006	02-08-25	Mega Niaga Nusantara,Pt-Surabaya	01040101020265	BK/Marie Susu Madu 8 gr/20pcsx6ball/00	PWU3012507-0006133	DOS	1,000.00	IDR	31,135.00	0.00	0.00	N/A	N/A	31,135,000.00				
3	SO12012508-0000006	02-08-25	Mega Niaga Nusantara,Pt-Surabaya	01040101020266	BK/Regi Banana 21 gr /10 Pack x 6 ball/00	PWU3012507-0006133	DOS	6,000.00	IDR	27,000.00	0.00	0.00	N/A	N/A	162,000,000.00				
3	SO12012508-0000006	02-08-25	Mega Niaga Nusantara,Pt-Surabaya	01040101020267	BK/Unipold Kelapa 21 gr/6ball/10pack/dus/00	PWU3012507-0006133	DOS	7,000.00	IDR	28,860.00	0.00	0.00	N/A	N/A	202,020,000.00				
3	SO12012508-0000006	02-08-25	Mega Niaga Nusantara,Pt-Surabaya	01040101020269	BK/Super Cream Strawberry 180 gr/ 3 ball x 7 pcs/00	PWU3012507-0006133	DOS	2,000.00	IDR	64,050.00	0.00	0.00	N/A	N/A	128,100,000.00				
3	SO12012508-0000006	02-08-25	Mega Niaga Nusantara,Pt-Surabaya	01040101020270	BK/Super Cream Orange 180 gr/ 3 ball x 7 pcs/00	PWU3012507-0006133	DOS	1,500.00	IDR	64,050.00	0.00	0.00	N/A	N/A	96,075,000.00				
3	SO12012508-0000006	02-08-25	Mega Niaga Nusantara,Pt-Surabaya	01040101020271	BK/Super Cream Pineapple 180 gr/ 3 ball x 7 pcs/00	PWU3012507-0006133	DOS	1,500.00	IDR	64,050.00	0.00	0.00	N/A	N/A	96,075,000.00				
3	SO12012508-0000006	02-08-25	Mega Niaga Nusantara,Pt-Surabaya	01040101020272	BK/Rose Cream Lemon 230 gr/10 pcs/00	PWU3012507-0006133	DOS	3,000.00	IDR	45,608.00	0.00	0.00	N/A	N/A	136,824,000.00	SNS2012508-0000025			
3	SO12012508-0000006	02-08-25	Mega Niaga Nusantara,Pt-Surabaya	01040101020272	BK/Rose Cream Lemon 230 gr/10 pcs/00	PWU3012507-0006133	DOS	3,000.00	IDR	45,608.00	0.00	0.00	N/A	N/A	136,824,000.00	SNS2012508-0000030			
3	SO12012508-0000006	02-08-25	Mega Niaga Nusantara,Pt-Surabaya	01040101020272	BK/Rose Cream Lemon 230 gr/10 pcs/00	PWU3012507-0006133	DOS	3,000.00	IDR	45,608.00	0.00	0.00	N/A	N/A	136,824,000.00	SNS2012508-0000068			
3	SO12012508-0000006	02-08-25	Mega Niaga Nusantara,Pt-Surabaya	01040101020273	BK/Rose Cream Cokelat 230 gr/10 pcs/00	PWU3012507-0006133	DOS	2,000.00	IDR	45,608.00	0.00	0.00	N/A	N/A	91,216,000.00	SNS2012508-0000025			
3	SO12012508-0000006	02-08-25	Mega Niaga Nusantara,Pt-Surabaya	01040101020273	BK/Rose Cream Cokelat 230 gr/10 pcs/00	PWU3012507-0006133	DOS	2,000.00	IDR	45,608.00	0.00	0.00	N/A	N/A	91,216,000.00	SNS2012508-0000030			
3	SO12012508-0000006	02-08-25	Mega Niaga Nusantara,Pt-Surabaya	01040101020278	BK/Super Cream Chocolate 180 gr /3 Ball x 7 pcs/01	PWU3012507-0006133	DOS	2,500.00	IDR	64,050.00	0.00	0.00	N/A	N/A	160,125,000.00				
3	SO12012508-0000006	02-08-25	Mega Niaga Nusantara,Pt-Surabaya	01040102010032	WLK/Majestic White Coffee 70 gr/10 pcs x 3 ball/00	PWU3012507-0006133	DOS	1,500.00	IDR	45,045.00	0.00	0.00	N/A	N/A	67,567,500.00				WAFER 70g
3	SO12012508-0000006	02-08-25	Mega Niaga Nusantara,Pt-Surabaya	01040102010033	WLK/Majestic Chocolatte 70 gr/10 pcs x 3 ball/00	PWU3012507-0006133	DOS	1,000.00	IDR	45,045.00	0.00	0.00	N/A	N/A	45,045,000.00				WAFER 70g
3	SO12012508-0000006	02-08-25	Mega Niaga Nusantara,Pt-Surabaya	01040102010054	WLK/Black Choco 15 gr/10 Ball x 11 pieces/110 pcs/01	PWU3012507-0006133	DOS	1,000.00	IDR	55,000.00	0.00	0.00	N/A	N/A	55,000,000.00				
3	SO12012508-0000006	02-08-25	Mega Niaga Nusantara,Pt-Surabaya	01040102010055	WLK/Black Berry 15 gr/10 Ball x 11 pieces/110 pcs/01	PWU3012507-0006133	DOS	1,000.00	IDR	55,000.00	0.00	0.00	N/A	N/A	55,000,000.00				
3	SO12012508-0000006	02-08-25	Mega Niaga Nusantara,Pt-Surabaya	01040102010072	WLK/Black Milky 15 gr/10 Ball x 11 pieces/110 pcs/01	PWU3012507-0006133	DOS	1,000.00	IDR	55,000.00	0.00	0.00	N/A	N/A	55,000,000.00				
3	SO12012508-0000006	02-08-25	Mega Niaga Nusantara,Pt-Surabaya	01040102010090	WLK/Kokola White Coffee Wafer 110 gr /6 pcs x 4 ball/00	PWU3012507-0006133	DOS	1,000.00	IDR	58,800.00	0.00	0.00	N/A	N/A	58,800,000.00	SNS2012508-0000025			
															IDR 1,832,596,500.00				
4	SO12012508-0000008	04-08-25	Meta Cipta Kreatif Nusantara,PT-Surabaya	01040101010086	BK/Coconut Festive 300 gr/12 Pouch/00	Kebutuhan Sample Buyer MGIV & Orlep IB //04.08.25	DOS	1.00	IDR	71,928.27	0.00	0.00	N/A	N/A	71,928.27	SNS2012508-0000051			
4	SO12012508-0000008	04-08-25	Meta Cipta Kreatif Nusantara,PT-Surabaya	01040101010087	BK/Chocolate Festive 280 gr/12 Pouch / 00	Kebutuhan Sample Buyer MGIV & Orlep IB //04.08.25	DOS	1.00	IDR	75,260.30	0.00	0.00	N/A	N/A	75,260.30	SNS2012508-0000051			
4	SO12012508-0000008	04-08-25	Meta Cipta Kreatif Nusantara,PT-Surabaya	01040102010032	WLK/Majestic White Coffee 70 gr/10 pcs x 3 ball/00	Kebutuhan Sample Buyer MGIV & Orlep IB //04.08.25	DOS	1.00	IDR	44,515.72	0.00	0.00	N/A	N/A	44,515.72	SNS2012508-0000051			WAFER 70g
4	SO12012508-0000008	04-08-25	Meta Cipta Kreatif Nusantara,PT-Surabaya	01040102010035	WLK/Wafer Cheese 252 gr/6 bucket/00	Kebutuhan Sample Buyer MGIV & Orlep IB //04.08.25	DOS	2.00	IDR	64,731.20	0.00	0.00	N/A	N/A	129,462.40	SNS2012508-0000051			Festive
4	SO12012508-0000008	04-08-25	Meta Cipta Kreatif Nusantara,PT-Surabaya	01040102010036	WLK/Wafer Chocolatte 252 gr/6 bucket/00	Kebutuhan Sample Buyer MGIV & Orlep IB //04.08.25	DOS	2.00	IDR	64,731.20	0.00	0.00	N/A	N/A	129,462.40	SNS2012508-0000051			Festive

Report Explanation: This report displays a very detailed list of each Sales Order, which contains a breakdown per Item line.

Key Columns:

- **Sales Order, SO Date, Customer Name**: The main information for each order.
- **Item Code, Item Description**: Details of the products ordered.
- **Qty, Price, Total Amount**: The quantity and value details for each order line.

Tips & Important Notes

- Use this report to monitor all incoming orders from customers on a **daily or weekly basis**.
- Filtering by **Approval Status or Delivery Status** is very useful for the **Sales Admin and Logistics teams** to know

which orders require immediate follow-up.

- This report provides the raw data of incoming orders, which is very useful for analyzing daily and weekly sales activity.

Revision #1
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Updated 7 August 2025 10:41:22 by Sayu