

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.

Sales | Sales Report | Sales Order Report

Type of Report : Sales Order Report **FINISHED GOOD** ▼

Filter

Customer : All Selected

Approval Status : **All** ▼ Active document status : **Active** ▼

Delivery Status : **All** ▼ Invoice Status : **All** ▼

Sales Type : All Local Export

SO Date : From **1 August 2025** To **31 August 2025**

Currency : Document
 Base Currency
 Rate

Currency **IDR** ▼

AED	4,075.65
AUD	7,000
CNY	2,260
EUR	17,079.635
Euro	12,000
GBP	19,062
HKD	2,067.67
KHR	3,5
KRW	12
MMK	8
MYR	3,413
NGN	35
PHP	276
SGD	9,800
THB	431
TWD	504.4
USD	9,000
VND	0.63
YEN	11,721

Show Remaining Amount

Display Report **Export To MS Excel**

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.

SO Date : From To

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.

Sales Order Report

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

No.	Sales Order	SO Date	Customer Name	Item Code	Item Description	Item	Notes	Unit Name	Qty	Currency	Price	Disc Value	Discount	Tax 1	Tax 2	Total Amount	Shipment Note	Leader Name	Salesman	Gramatur Per Pcs
1	SOL2012508-000001	02-08-25	PT Mega Global Food Industry	01040102010081	WLK/Majestic White Coffee 48 gr/10 pcs x 6 ball/00		PwU74125070004617 MGSP PO 276	DOS	300.00	IDR	86.783.60	0.00	0.00	N/A	N/A	26.034.480.00	SNS2012508-00000114			
1	SOL2012508-000001	02-08-25	PT Mega Global Food Industry	01040102010082	WLK/Majestic Pop Corn Caramel 48 gr/10 pcs x 6 ball/00		PwU74125070004617 MGSP PO 276	DOS	400.00	IDR	86.783.60	0.00	0.00	N/A	N/A	34.712.640.00	SNS2012508-00000114			
1	SOL2012508-000001	02-08-25	PT Mega Global Food Industry	01040202010045	WLK/Black Berry 150 gr (15 gr x 10 pcs) / 12 Showbox /00		PwU74125070004617 MGSP PO 276	DOS	200.00	IDR	89.617.20	0.00	0.00	N/A	N/A	17.923.440.00	SNS2012508-00000114			
1	SOL2012508-000001	02-08-25	PT Mega Global Food Industry	01040202010046	WLK/Black Choco 150 gr (15 gr x 10 pcs) / 12 Showbox /00		PwU74125070004617 MGSP PO 276	DOS	200.00	IDR	89.617.20	0.00	0.00	N/A	N/A	17.923.440.00	SNS2012508-00000114			
1	SOL2012508-000001	02-08-25	PT Mega Global Food Industry	01040202010047	WLK/Black Milky 150 gr (15 gr x 10 pcs) / 12 Showbox /00		PwU74125070004617 MGSP PO 276	DOS	200.00	IDR	89.617.20	0.00	0.00	N/A	N/A	17.923.440.00	SNS2012508-00000114			
IDR 116.517.000.00																				
2	SOL2012508-000002	02-08-25	PT Mega Global Food Industry	01040102010081	WLK/Majestic White Coffee 48 gr/10 pcs x 6 ball/00		PwU74125070004617 MGSP PO 276	DOS	300.00	IDR	86.783.60	0.00	0.00	N/A	N/A	26.034.480.00	SNS2012508-00000119			
2	SOL2012508-000002	02-08-25	PT Mega Global Food Industry	01040102010082	WLK/Majestic Pop Corn Caramel 48 gr/10 pcs x 6 ball/00		PwU74125070004617 MGSP PO 276	DOS	300.00	IDR	86.783.60	0.00	0.00	N/A	N/A	26.034.480.00	SNS2012508-00000119			
2	SOL2012508-000002	02-08-25	PT Mega Global Food Industry	01040202010045	WLK/Black Berry 150 gr (15 gr x 10 pcs) / 12 Showbox /00		PwU74125070004617 MGSP PO 276	DOS	400.00	IDR	89.617.20	0.00	0.00	N/A	N/A	35.846.880.00	SNS2012508-00000222			
2	SOL2012508-000002	02-08-25	PT Mega Global Food Industry	01040202010046	WLK/Black Choco 150 gr (15 gr x 10 pcs) / 12 Showbox /00		PwU74125070004617 MGSP PO 276	DOS	400.00	IDR	89.617.20	0.00	0.00	N/A	N/A	35.846.880.00	SNS2012508-00000222			
2	SOL2012508-000002	02-08-25	PT Mega Global Food Industry	01040202010047	WLK/Black Milky 150 gr (15 gr x 10 pcs) / 12 Showbox /00		PwU74125070004617 MGSP PO 276	DOS	400.00	IDR	89.617.20	0.00	0.00	N/A	N/A	35.846.880.00	SNS2012508-00000222			
IDR 159.809.800.00																				
3	SOL2012508-000006	02-08-25	Mega Niaga Nusantara, Pt-Surabaya	01040101020019	BK/Marie Susu Medu 100g/5pack/6ball/00		PwU3011250700066133	DOS	300.00	IDR	93.500.00	0.00	0.00	N/A	N/A	27.750.000.00				WARBE 100g
3	SOL2012508-000006	02-08-25	Mega Niaga Nusantara, Pt-Surabaya	01040101020055	BK/Marie Susu Medu 8 gr/20pc/6ball/00		PwU3011250700066133	DOS	1.000.00	IDR	31.135.00	0.00	0.00	N/A	N/A	31.135.000.00				
3	SOL2012508-000006	02-08-25	Mega Niaga Nusantara, Pt-Surabaya	01040101020266	BK/Raji Barana 21 gr /10 Pack. x 6 ball/00		PwU3011250700066133	DOS	6.000.00	IDR	27.000.00	0.00	0.00	N/A	N/A	162.000.000.00				
3	SOL2012508-000006	02-08-25	Mega Niaga Nusantara, Pt-Surabaya	01040101020267	BK/Ungold Kelapa 21 gr/6ball/10pack/dua/00		PwU3011250700066133	DOS	7.000.00	IDR	28.860.00	0.00	0.00	N/A	N/A	202.020.000.00				
3	SOL2012508-000006	02-08-25	Mega Niaga Nusantara, Pt-Surabaya	01040101020269	BK/Super Cream Strawberry 180 gr / 3 ball x 7 pcs/00		PwU3011250700066133	DOS	2.000.00	IDR	64.050.00	0.00	0.00	N/A	N/A	128.100.000.00				
3	SOL2012508-000006	02-08-25	Mega Niaga Nusantara, Pt-Surabaya	01040101020270	BK/Super Cream Orange 180 gr / 3 ball x 7 pcs/00		PwU3011250700066133	DOS	1.500.00	IDR	64.050.00	0.00	0.00	N/A	N/A	96.075.000.00				
3	SOL2012508-000006	02-08-25	Mega Niaga Nusantara, Pt-Surabaya	01040101020271	BK/Super Cream Pineapple 180 gr / 3 ball x 7 pcs/00		PwU3011250700066133	DOS	1.500.00	IDR	64.050.00	0.00	0.00	N/A	N/A	96.075.000.00				
3	SOL2012508-000006	02-08-25	Mega Niaga Nusantara, Pt-Surabaya	01040101020272	BK/Rose Cream Lemon 230 gr/10 pcs/00		PwU3011250700066133	DOS	3.000.00	IDR	45.608.00	0.00	0.00	N/A	N/A	136.824.000.00	SNS2012508-00000225			
3	SOL2012508-000006	02-08-25	Mega Niaga Nusantara, Pt-Surabaya	01040101020273	BK/Rose Cream Lemon 230 gr/10 pcs/00		PwU3011250700066133	DOS	3.000.00	IDR	45.608.00	0.00	0.00	N/A	N/A	136.824.000.00	SNS2012508-00000225			
3	SOL2012508-000006	02-08-25	Mega Niaga Nusantara, Pt-Surabaya	01040101020273	BK/Rose Cream Coklat 230 gr/10 pcs/00		PwU3011250700066133	DOS	3.000.00	IDR	45.608.00	0.00	0.00	N/A	N/A	136.824.000.00	SNS2012508-00000225			
3	SOL2012508-000006	02-08-25	Mega Niaga Nusantara, Pt-Surabaya	01040101020278	BK/Super Cream Chocolate 180 gr / 3 Ball x 7 pcs/01		PwU3011250700066133	DOS	2.500.00	IDR	64.050.00	0.00	0.00	N/A	N/A	160.125.000.00				
3	SOL2012508-000006	02-08-25	Mega Niaga Nusantara, Pt-Surabaya	01040102010032	WLK/Majestic White Coffee 70 gr/10 pcs x 3 ball/00		PwU3011250700066133	DOS	1.500.00	IDR	45.045.00	0.00	0.00	N/A	N/A	67.567.500.00				WAFER 70g
3	SOL2012508-000006	02-08-25	Mega Niaga Nusantara, Pt-Surabaya	01040102010033	WLK/Majestic Chocolate 70 gr/10 pcs x 3 ball/00		PwU3011250700066133	DOS	1.000.00	IDR	45.045.00	0.00	0.00	N/A	N/A	45.045.000.00				WAFER 70g
3	SOL2012508-000006	02-08-25	Mega Niaga Nusantara, Pt-Surabaya	01040102010054	WLK/Black Choco 15 gr/10 Ball x 11 pieces/110 pcs/01		PwU3011250700066133	DOS	1.000.00	IDR	55.000.00	0.00	0.00	N/A	N/A	55.000.000.00				
3	SOL2012508-000006	02-08-25	Mega Niaga Nusantara, Pt-Surabaya	01040102010055	WLK/Black Berry 15 gr/10 Ball x 11 pieces/110 pcs/01		PwU3011250700066133	DOS	1.000.00	IDR	55.000.00	0.00	0.00	N/A	N/A	55.000.000.00				
3	SOL2012508-000006	02-08-25	Mega Niaga Nusantara, Pt-Surabaya	01040102010072	WLK/Black Milky 15 gr/10 Ball x 11 pieces/110 pcs/01		PwU3011250700066133	DOS	1.000.00	IDR	55.000.00	0.00	0.00	N/A	N/A	55.000.000.00				
3	SOL2012508-000006	02-08-25	Mega Niaga Nusantara, Pt-Surabaya	01040102010090	WLK/Kokola White Coffee Wafer 110 gr /6 pcs x 4 ball/00		PwU3011250700066133	DOS	1.000.00	IDR	58.800.00	0.00	0.00	N/A	N/A	58.800.000.00	SNS2012508-00000225			
IDR 1.832.596.500.00																				
4	SOL2012508-000008	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	SNS2012508-00000551			
4	SOL2012508-000008	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	73.260.30	0.00	0.00	N/A	N/A	73.260.30	SNS2012508-00000551			
4	SOL2012508-000008	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	SNS2012508-00000551			WAFER 70g
4	SOL2012508-000008	04-08-25	Meta Cipta Kreatif Nusantara, PT-Surabaya	01040102010033	WLK/Wafer Cheese 252 gr/6 buds/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	SNS2012508-00000551			Festive
4	SOL2012508-000008	04-08-25	Meta Cipta Kreatif Nusantara, PT-Surabaya	01040102010036	WLK/Wafer Chocolate 252 gr/6 buds/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	SNS2012508-00000551			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

Created 7 August 2025 10:34:56 by Muhammad Ali Akbar

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