Shipping & Receiving Performance Report

Report Module Guide: Shipping & Receiving Performance Report

Module Location

Inventory > Reports > Shipping & Receiving Performance Report

Module Objective

The **Shipping & Receiving Performance Report** module is used to generate an analytical report that measures shipping performance. This report compares the promised or scheduled shipment date with the actual shipment date to identify delays.

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:

- **Report Type**:
  - Select the type of performance you want to analyze, for example, **Shipping Performance**.
- **Customer**:

- Select **All** to display all customers, or **Selected** to focus on one or more specific customers.

- **Date**:
  - Specify the date range in the **From** and **To** fields to see the performance for that period.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the date range and other filters you need.

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 list of shipments, grouped by customer.

This report displays important details such as:

- **Estimated Shipment Date**: The scheduled or promised shipment date.

- **Actual Shipment Date**: The date when the goods were actually shipped.
- **Status**: Shows the shipment status, for example, **Late** if the actual date exceeds the scheduled date.

Tips & Important Notes

- Use this report to measure your shipping **service level**, both overall and per customer.
- Analysis of the **Status** column helps to identify which customers frequently experience shipping delays.
- This is an important performance evaluation report for **Logistics Managers and Sales Managers**.

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