

SN Report Based On User

Report Module Guide: SN Report Based On User

Module Location

Inventory > Reports > SN Report Based On User

Module Objective

The **SN Report Based On User** module is used to generate a report that tracks transaction activities (most likely related to Delivery Orders or shipments) performed by each employee or user. This report groups all transactions by the name of the employee who processed them. "SN" likely stands for **Shipment Number** or Surat Jalan Number.

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:

- **Employee name:**

- Select **All** to display the report for all employees, or **Selected** to focus on one or more specific employees.

- **Range From:**

- Specify the transaction date range in the **From** and **To** fields.

- **Status:**

- Filter the report based on a specific document status.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the date range and the employee filter (if needed).

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 will be a list of transactions, grouped by employee name.

- **Report Structure:** This report is divided into several sections, where each section is dedicated to one **Employee name**.
- **Report Content:** Under each employee's name, the report will detail all the transactions they processed, displaying

details such as **Delivery Order Number**, **Delivery Order Date**, **Item/Service Code**, and **Quantity**.

Tips & Important Notes

- Use this report to monitor the **productivity or workload** of each sales administration or warehouse staff member.
- This report is useful for internal audit purposes to track who was responsible for a specific shipment transaction.

Revision #1

Created 15 October 2025 13:58:00 by Muhammad Ali Akbar

Updated 15 October 2025 14:00:24 by Muhammad Ali Akbar