Unvoiced SO Report

Report Module Guide: Uninvoiced SO Report

Module Location

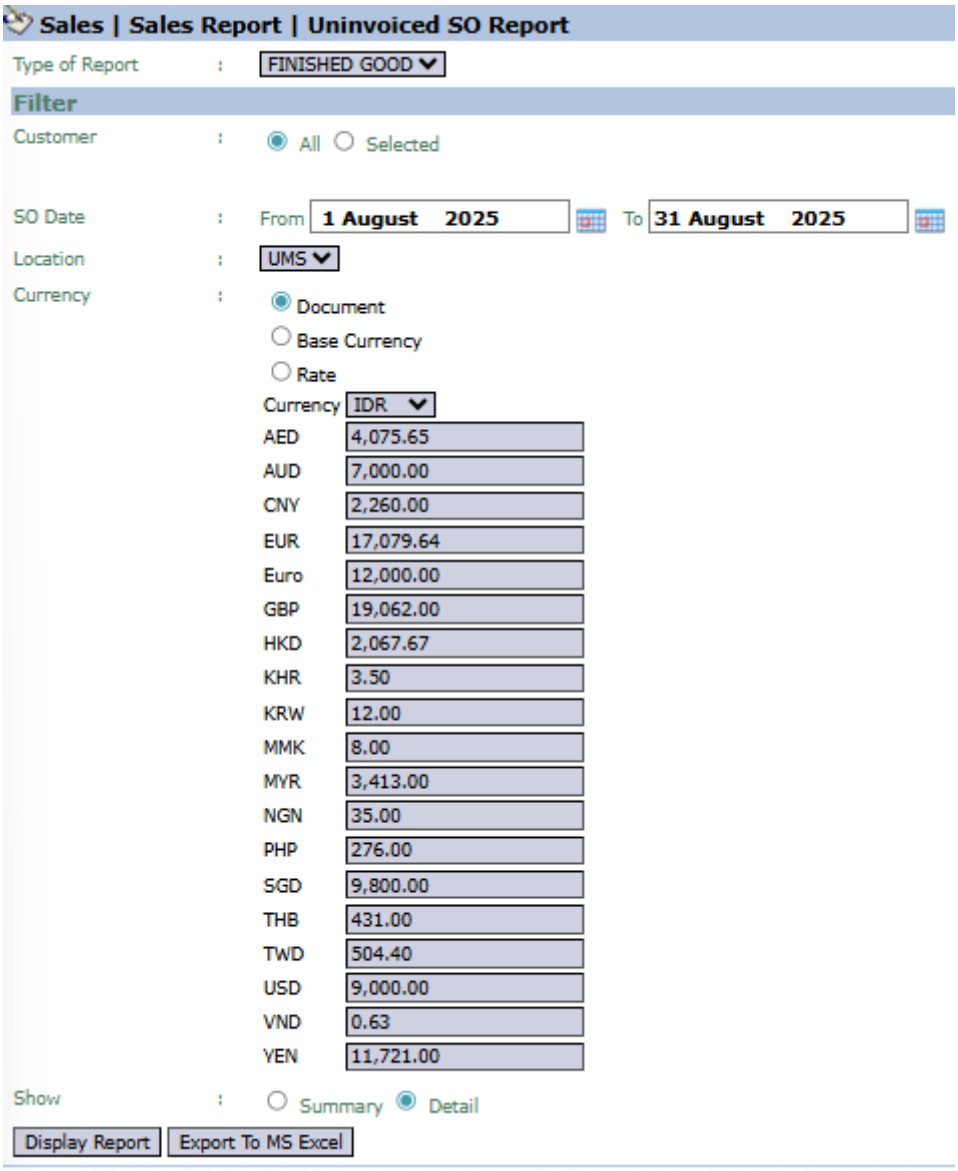
Sales > Reports > Sales Order Reports > Uninvoiced SO

Module Objective

The **Uninvoiced SO Report** module is used to generate a list of all Sales Orders (SOs) that have been processed but have not yet been fully invoiced. This report is a crucial control tool to ensure no sales or shipments are missed for billing, thereby helping to maintain smooth cash flow.

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.
- **SO Date**:
  - Specify the **From** and **To** SO creation date range to be displayed (e.g., August 1, 2025, to August 31, 2025).
- **Location**:

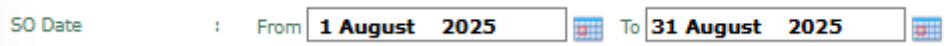
- Filter the report by location or warehouse.

- **Show**:
  - Select the report's level of detail: **Summary** or **Detail**.

2. Steps to Generate the Report

Step 1: Set Report Parameters

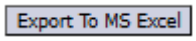
Select all the parameters you need, especially defining the **SO Date** range to see the uninvoiced SOs within that period.



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 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 that still has a remaining balance to be billed.

Print Close

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P.T. UNIMOS

Uninvoiced SO Report

SO Date : 01 August 2025 - 31 August 2025

Printing Date : 07 August 2025 11:11:04

No.	Customer Name	Sales Order Number	SO Date	Item Code	Item Name	Remaining Qty	Remaining Amount Univoiced		Remaining Tax Univoiced		Total Remaining	
							Currency	Amount	Currency	Amount	Currency	Amount
1	Mega Global Food Industry	SOL2012508-0000014	07 August 2025	01040101020271	BK/Super Cream Pineapple 180 gr/ 3 ball x 7 pcs/00	150,00	IDR	11,673,385.50	IDR	0.00	IDR	11,673,385.50
				01040101020278	BK/Super Cream Chocolate 180 gr /3 Ball x 7 pcs/01	150,00	IDR	11,673,385.50	IDR	0.00	IDR	11,673,385.50
					TOTAL Mega Global Food Industry		**IDR**	**23,346,771.00**	**IDR**	**0.00**	**IDR**	**23,346,771.00**
2	Mega Niaga Nusantara,Pt-Surabaya	SOL2012508-0000006	02 August 2025	01040101020019	BK/Marie Susu Madu 100g/6packx6ball/00	300,00	IDR	27,750,000.00	IDR	0.00	IDR	27,750,000.00
				01040101020265	BK/Marie Susu Madu 8 gr/20pcsx6ball/00	1.000,00	IDR	31,135,000.00	IDR	0.00	IDR	31,135,000.00
				01040101020266	BK/Regi Banana 21 gr /10 Pack x 6 ball/00	6.000,00	IDR	162,000,000.00	IDR	0.00	IDR	162,000,000.00
				01040101020267	BK/Unigold Kelapa 21 gr/6ballx10pack/dus/00	7.000,00	IDR	202,020,000.00	IDR	0.00	IDR	202,020,000.00
				01040101020269	BK/Super Cream Strawberry 180 gr/ 3 ball x 7 pcs/00	2.000,00	IDR	128,100,000.00	IDR	0.00	IDR	128,100,000.00
				01040101020270	BK/Super Cream Orange 180 gr/ 3 ball x 7 pcs/00	1.500,00	IDR	96,075,000.00	IDR	0.00	IDR	96,075,000.00
				01040101020271	BK/Super Cream Pineapple 180 gr/ 3 ball x 7 pcs/00	1.500,00	IDR	96,075,000.00	IDR	0.00	IDR	96,075,000.00
				01040101020272	BK/Rose Cream Lemon 230 gr/10 pcs/00	3.000,00	IDR	136,824,000.00	IDR	0.00	IDR	136,824,000.00
				01040101020273	BK/Rose Cream Cokelat 230 gr/10 pcs/00	2.000,00	IDR	91,216,000.00	IDR	0.00	IDR	91,216,000.00
				01040101020278	BK/Super Cream Chocolate 180 gr /3 Ball x 7 pcs/01	2.500,00	IDR	160,125,000.00	IDR	0.00	IDR	160,125,000.00
				01040102010032	WLK/Majestic White Coffee 70 gr/10 pcs x 3 ball/00	1.500,00	IDR	67,567,500.00	IDR	0.00	IDR	67,567,500.00
				01040102010033	WLK/Majestic Chocolatte 70 gr/10 pcs x 3 ball/00	1.000,00	IDR	45,045,000.00	IDR	0.00	IDR	45,045,000.00
				01040102010054	WLK/Black Choco 15 gr/10 Ball x 11 pieces/110 pcs/01	1.000,00	IDR	55,000,000.00	IDR	0.00	IDR	55,000,000.00
				01040102010055	WLK/Black Berry 15 gr/10 Ball x 11 pieces/110 pcs/01	1.000,00	IDR	55,000,000.00	IDR	0.00	IDR	55,000,000.00
				01040102010072	WLK/Black Milky 15 gr/10 Ball x 11 pieces/110 pcs/01	1.000,00	IDR	55,000,000.00	IDR	0.00	IDR	55,000,000.00
				01040102010090	WLK/Kokola White Coffee Wafer 110 gr /6 pcs x 4 ball/00	1.000,00	IDR	58,800,000.00	IDR	0.00	IDR	58,800,000.00
		SOL2012508-0000009	04 August 2025	01040101020019	BK/Marie Susu Madu 100g/6packx6ball/00	200,00	IDR	18,500,000.00	IDR	0.00	IDR	18,500,000.00
				01040101020032	BK/Marie Susu Madu 180g/24pack/00	500,00	IDR	46,800,000.00	IDR	0.00	IDR	46,800,000.00
				01040101020265	BK/Marie Susu Madu 8 gr/20pcsx6ball/00	2.000,00	IDR	62,270,000.00	IDR	0.00	IDR	62,270,000.00
				01040101020266	BK/Regi Banana 21 gr /10 Pack x 6 ball/00	2.000,00	IDR	54,000,000.00	IDR	0.00	IDR	54,000,000.00
				01040101020269	BK/Super Cream Strawberry 180 gr/ 3 ball x 7 pcs/00	1.000,00	IDR	64,050,000.00	IDR	0.00	IDR	64,050,000.00
				01040101020270	BK/Super Cream Orange 180 gr/ 3 ball x 7 pcs/00	1.000,00	IDR	64,050,000.00	IDR	0.00	IDR	64,050,000.00
				01040101020271	BK/Super Cream Pineapple 180 gr/ 3 ball x 7 pcs/00	1.000,00	IDR	64,050,000.00	IDR	0.00	IDR	64,050,000.00

Report Explanation: This report displays a detailed list of each Sales Order that still has a quantity or value yet to be invoiced, grouped per customer.

Key Columns:

- **Sales Order Number**: The reference SO number.

- **Item Name**: Details of the product yet to be billed.
- **Remaining Qty**: The remaining quantity that has not been invoiced.
- **Remaining Amount Uninvoiced**: The remaining value that has not been invoiced.
- **Total Remaining**: The total remaining bill per Sales Order.

Tips & Important Notes

- Run this report routinely (e.g., daily or weekly) to ensure no sales are **missed for billing**.
- This report serves as a **"worklist"** for the Sales Admin or Accounting (AR) team to create Sales Invoices.
- The **Remaining Amount Uninvoiced** column is a key indicator of potential revenue that has not yet been recorded as a receivable.

Revision #1
Created 7 August 2025 11:07:05 by Sayu
Updated 7 August 2025 11:12:29 by Sayu