

# Weekly Delivery

## Report Module Guide: Weekly Shipping Report

### Module Location

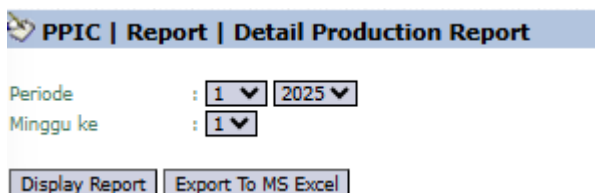
Sales > Reports > Shipping Reports > Weekly Shipping (Note: The title in the system indicates this report is related to PPIC | Report | Detail Production Report)

### Module Objective

The **Weekly Shipping** report module is used to generate a comparative report between the shipping **Plan** and the **Actual** realization within a single week. This report is an important Key Performance Indicator (KPI) for monitoring the on-time performance and fulfillment of the shipping schedule by the logistics and production teams.

## 1. Report Parameters

The main page of this module is a simple form for selecting the report period.



The screenshot shows a web interface for the report. At the top, there is a blue header bar with the text "PPIC | Report | Detail Production Report". Below the header, there are two rows of dropdown menus. The first row is labeled "Periode" and has a dropdown menu with the value "1" and a year dropdown menu with the value "2025". The second row is labeled "Minggu ke" and has a dropdown menu with the value "1". At the bottom of the form, there are two buttons: "Display Report" and "Export To MS Excel".

Here is an explanation for each parameter:

- **Period:**

- Select the month and year of the report period you wish to see.

- **Week number:**

- Select the week number within that month that you want to analyze (e.g., week 1, 2, 3, or 4).

## 2. Steps to Generate the Report

### Step 1: Set Report Parameters

Select the **Period** (month and year) as well as the **Week number** to be analyzed.

Periode : 1 ▼ 2025 ▼  
Minggu ke : 1 ▼

### Step 2: Generate the Report

After the parameters are set, click one of the two buttons at the bottom:

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

Display Report

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

Export To MS Excel

## 3. Reading the Weekly Shipping Report

The generated report will present a detailed comparison between the plan and the realization.

**LAPORAN PENGIRIMAN PERMINGGU**

| Kode Item | Nama Item | Minggu ke-1 |     |      |     |      |     |      |     |      |     | Total Minggu ke-1 |     | % | Komitmen Pengiriman Minggu ke-1 |     |     |
|-----------|-----------|-------------|-----|------|-----|------|-----|------|-----|------|-----|-------------------|-----|---|---------------------------------|-----|-----|
|           |           | 01          |     | 02   |     | 03   |     | 04   |     | 05   |     | Plan              | Act |   | Plan                            | Act | Gap |
|           |           | Plan        | Act | Plan | Act | Plan | Act | Plan | Act | Plan | Act |                   |     |   |                                 |     |     |

**Report Explanation:** This report is designed for in-depth Plan vs. Actual analysis.

- **Daily Breakdown:** The **Week 1** section details the **Plan** and **Act** (Actual) comparison for each working day (dates 01 to 05).
- **Weekly Total & Commitment:** The **Total Week 1** and **Shipping Commitment Week 1** columns summarize the performance for the full week.
- **Analysis Columns:**
  - **%:** Shows the percentage of shipping target achievement.
  - **Gap:** Shows the difference or gap between the planned quantity and the realized quantity.

## Tips & Important Notes

- This report is a crucial performance measurement tool for the **PPIC (Production Planning and Inventory Control)** and **Logistics** teams.
- Use this report to identify delays or problems in fulfilling the shipping schedule early and to take corrective action.
- The 'Plan' data is likely pulled from a forecast or master production schedule, while the 'Act' data is pulled from actual shipping documents like Delivery Orders.

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