

# Document Flow Report

## Report Module Guide: Document Flow Report (Purchasing)

### Module Location

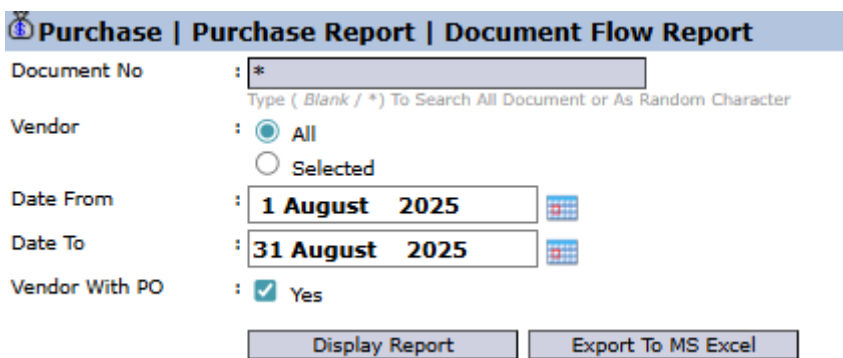
Purchasing > Reports > Document Flow Report

### Module Objective

The **Document Flow Report** module for Purchasing is used to generate a report that tracks the entire end-to-end document flow of the procurement process. This report visually links one document to the next, starting from the **Purchase Requisition**, to the **Purchase Order**, **Goods Receipt**, **Purchase Invoice**, and finally to the **Payment (Cash Book)**.

## 1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.





**Purchase | Purchase Report | Document Flow Report**

Document No : \*

Type ( Blank / \*) To Search All Document or As Random Character

Vendor :  All  
 Selected

Date From : 1 August 2025 

Date To : 31 August 2025 

Vendor With PO :  Yes

Here is an explanation for each parameter:

- **Document No:**

- Use this field to search for and trace the flow of one specific document number (for example, a Requisition number or a PO number).
- **Vendor:**
  - Filter the report by **All** vendors or a **Selected** vendor.
- **Date From / To:**
  - Specify the date range of the documents whose flow you want to see.


## 2. Steps to Generate the Report

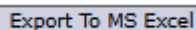
### Step 1: Set Report Parameters

Select all the parameters you need to focus the report on the transaction(s) you wish to trace.

### Step 2: Generate the Report

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

- **Display Report:** To preview the document flow report directly on your screen. 
- **Export To MS Excel:** To download the report data in an Excel file format.



## 3. Reading the Document Flow Report

The generated report will display the interlinked document flow for each purchase request.

Print Close

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**Document Flow Report**  
 01 August 2025 - 31 August 2025

Printed On: 08/13/2025 09:55:31

Request Number	Quotation Number	Purchase Order Number	Receipt Report Number	Invoice Number	Cash Book
<b>[0007] - PT HAKIKI DONARITA</b>					
PRN2012508-0000015		PWU2012508-0002069 [ Approved ]			
<b>[0009] - KONTAN</b>					
PRN2012508-0000005		PWU2012508-0002054 [ Available ]			
PRN2012508-0000040					
PRN2012508-0000021		PWU2012508-0002079 [ Approved ]	RCV2012508-0003268 [ Approved ]		
PRN2012508-0000029		PWU2012508-0002100 [ Approved ]	RCV2012508-0003257 [ Approved ]	VIN2012508-0000084 [ Not Paid ]	CDI2012508-0000027 [ New ]
PRN2012506-0000114		PWU2012508-0002109 [ Approved ]	RCV2012508-0003261 [ Approved ]	VIN2012508-0000070 [ Full Paid ]	CDI2012508-0000025 [ Approved ]
PRN2012508-0000050		PWU2012508-0002123 [ Available ]			
<b>[0012] - PT SMART TBK</b>					
PRN2012506-0000138		PWU2012508-0002077 [ Approved ]			
<b>[0030] - KANETIK (PM)</b>					
PRN2012508-0000012		PWU2012508-0002088 [ Approved ]			
PRN2012508-0000043		PWU2012508-0002104 [ Approved ]			
PRN2012508-0000046					
PRN2012508-0000046		PWU2012508-0002105 [ Approved ]			
PRN2012508-0000057		PWU2012508-0002125 [ Available ]			
<b>[0031] - PT LAUTAN LUAS</b>					
PRN2012508-0000015		PWU2012508-0002065 [ Approved ]			
PRN2012508-0000062		PWU2012508-0002142 [ Available ]			
PRN2012508-0000062		PWU2012508-0002143 [ Available ]			
<b>[0047] - PT ARIES CENTAURUS</b>					
PRN2012508-0000028		PWU2012508-0002096 [ Approved ]			
<b>[0088] - PERWIRA MULTIJAYA KENCANA</b>					
PRN2012502-0000089		PWU2012508-0002152 [ New ]			
<b>[0115] - JUPITER MITRA SETIA</b>					
PRN2012508-0000053		PWU2012508-0002128 [ Available ]			
PRN2012508-0000054					
PRN2012508-0000061					
PRN2012508-0000063					
PRN2012508-0000064					
<b>[0152] - PT SAPTA PERMATA</b>					
PRN2012508-0000015		PWU2012508-0002066 [ Available ]			
PRN2012508-0000015		PWU2012508-0002148 [ Available ]			

**Report Explanation:** This report displays the purchasing document flow, grouped by **Vendor**.

**Document Flow Structure:** This report shows the complete flow from left to right:

- Request Number:** The initial stage (Purchase Requisition).
- Purchase Order Number:** The official order to the vendor.
- Receipt Report Number:** Proof of goods receipt at the warehouse.
- Invoice Number:** The bill from the vendor.
- Cash Book:** Proof of payment to the vendor.

**Document Status:** Pay attention to the status next to each document number (e.g., [approved], Not Paid) to know its progress at each stage.

## Tips & Important Notes

- Use this report to get a complete picture of a purchase order's **lifecycle**, from the initial request until it is paid in full.
- This report is very useful for the **Procurement and AP (Account Payable)** teams to track document status and identify bottlenecks in the process.
- If the **Invoice Number** or **Cash Book** columns are still empty, it indicates that the process has not yet been completed up to the billing or payment stage.

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Revision #1

Created 13 August 2025 15:55:50 by Muhammad Ali Akbar

Updated 13 August 2025 15:57:50 by Muhammad Ali Akbar