

# Internal Material Requisition Report

## Report Module Guide: Internal Material Requisition Report

### Module Location

Inventory > Internal Material Requisition > Internal Material Requisition Report

### Module Objective

The **Internal Material Requisition Report** module is used to generate a summary report of all internal material requests that have been created. This report breaks down the total quantity of each requested item by the requesting department or cost center, making it very useful for analyzing and controlling internal material usage.

## 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:

### • **Warehouse Location:**

- Select the source warehouse from which the goods are being requested.

- **Period:**

- Specify the date range of the requests in the **From** and **To** fields for the report you wish to see.

## 2. Steps to Generate the Report

### Step 1: Set Report Parameters

Define the warehouse and the time period you wish to analyze.

### 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 **matrix** that summarizes the total requests for each item by various departments.

- **Rows:** Each row represents the **Item Name** that was requested.
- **Columns:** The columns in the middle represent each department or cost center that requested the goods (e.g., **PROD** for Production, **MTC** for Maintenance, **QA** for Quality Assurance).

- **How to Read:** The number inside the table shows the total quantity of an item that was requested by a specific department during the report period. The **Total** column on the far right sums up the total requests for that item from all departments.

## Tips & Important Notes

- This report is very similar to the "**Internal Delivery Order Report**", however, this report tracks **requests**, while the previous report tracks **actual issues**.
- Use this report to analyze material needs per department and to assist in budget planning.
- This report is a recapitulation of the data created in the **Internal Material Requisition** module.

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