Material Requisition vs Work Order Comparison

Report Module Guide: Material Requisition vs Work Order Comparison

Module Location

Production > Reports > Material Requisition vs Work Order Comparison

Module Objective

The **Material Requisition vs Work Order Comparison Report** module is used to generate a reconciliation report that compares the details of a **Material Requisition** (materials requested by production) with the details of a **Work Order** (the planned finished good). This report is very useful for verifying whether the requested materials match the recipe (BOM) requirements of the product to be made.

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:

- **JO Filter**:

- Select **All Work Orders** to display all, or **Select Work Order** to focus on one or more specific Work Orders.

- **Work Order - Start Date**:
  - Specify the Work Order date range in the **From** and **To** fields for which you want to compare requisitions.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the Work Order date range or select the specific Work Orders you wish to review.

Step 2: Generate the Report

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

- **[Display Report]**: To preview the comparison 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 detailed comparison between the Material Requisition and its related Work Order.

Key Column Explanation

This report displays the details of the Work Order (the finished good to be made) and then details all the Material Requisitions (raw

materials) associated with it:

- **Work Order Number**: The main reference.
- **Item/Service Name (Work Order)**: The planned finished product.
- **Raw Material / Supporting Material**: A list of all materials requested for that Work Order.
- **Quantity Requested**: The quantity of raw materials requested.

How to Analyze: This report helps verify whether the raw material items and quantities requested via the Material Requisition are in accordance with the standard recipe (BOM) used by the Work Order.

Tips & Important Notes

- This report is an important **internal audit tool** for **PPIC** to ensure there are no excessive or insufficient material requests for a Work Order.
- Use this report to identify potential errors in the material requisition process or **discrepancies with the BOM**.
- This is a good closing report to ensure all production and material request data are synchronized.

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