

# 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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Revision #1

Created 18 October 2025 19:11:05 by Muhammad Ali Akbar

Updated 18 October 2025 19:12:24 by Muhammad Ali Akbar