Pending Purchase Order

Report Module Guide: Pending Purchase Order Report

Module Location

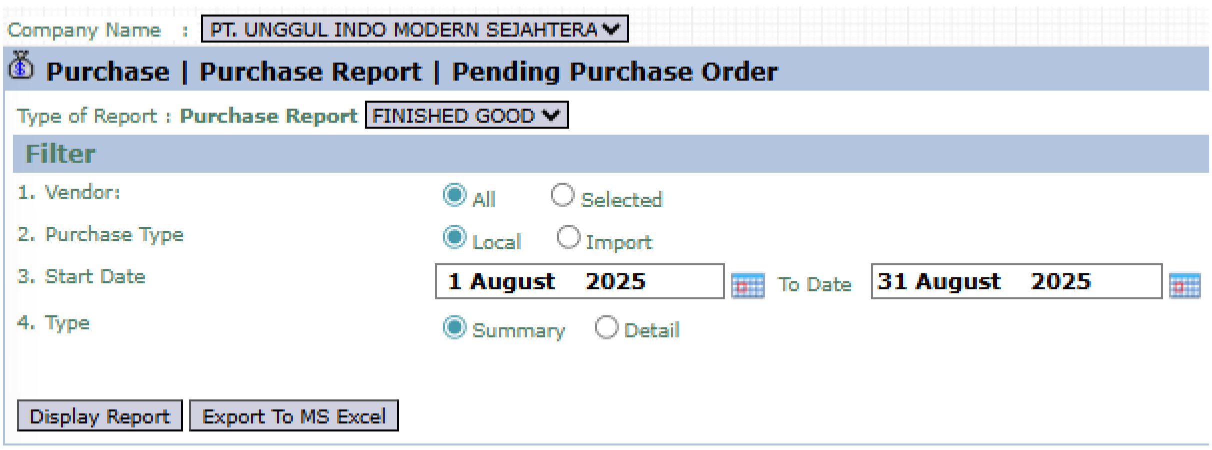
Purchasing > Reports > Pending Purchase Order

Module Objective

The **Pending Purchase Order Report** module is used to generate a list of all Purchase Orders (POs) that are still in an open or "pending" status. This means the goods or services ordered in those POs have not yet been fully received from the supplier. This report is an important monitoring tool for following up on outstanding orders.

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:

- **Vendor**:
    - Filter the report by **All** vendors or a **Selected** vendor.
- **Purchase Type**:
    - Select the type of purchase you wish to display, whether **Local** or **Import**.
- **Start Date / To Date**:
    - Specify the creation date range of the POs to be displayed (e.g., August 1, 2025, to August 31, 2025).
- **Type**:
    - Select the report's level of detail: **Summary** or **Detail**.

2. Steps to Generate the Report

Step 1: Set Report Parameters

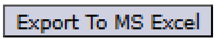
Define the **Vendor** scope, **Purchase Type**, and the date range.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons in the bottom-left section of the page:

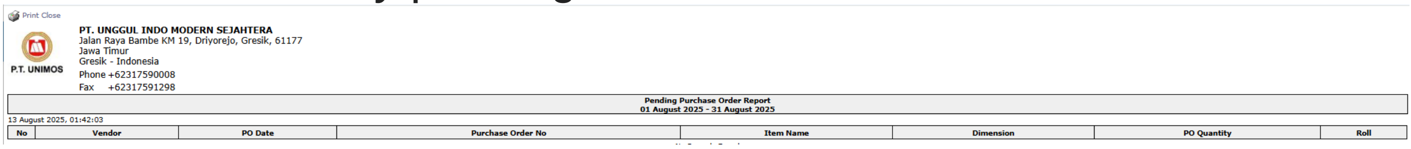
- **Display Report**: To preview the pending PO report directly on your screen.

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



3. Example of the Report View

After you click, the system will generate a report like the following, which details every pending PO.



Print Close

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Pending Purchase Order Report
01 August 2025 - 31 August 2025

13 August 2025, 01:42:03

No	Vendor	PO Date	Purchase Order No	Item Name	Dimension	PO Quantity	Roll

Report Explanation: This report will display a list of all Purchase Orders for which the goods have not yet been fully received.

Key Columns:

- **Vendor**: The name of the supplier.
- **PO Date**: The date the PO was created.
- **Purchase Order No**: The reference number of the pending PO.
- **Item Name**: Details of the product ordered.
- **PO Quantity**: The quantity ordered.

Tips & Important Notes

- Use this report routinely to **follow-up** with vendors on orders that have not yet arrived.

- This report is crucial for the **Procurement team** to ensure goods arrive on time and to provide information to the **PPIC team** regarding estimated material arrival.

- A PO will disappear from this report once its goods receipt status in the system is complete.

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