# Price Archive Report

## Report Module Guide: Price Archive Report

### Module Location

Inventory > Reports > Price Archive Report

### Module Objective

The **Price Archive Report** module is used to generate a historical report regarding changes in the purchase price of goods from suppliers. This report is used to track the history of purchase prices over time.

## 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:

- **Approval Date**:
  - Specify the date range in the **From** and **To** fields to see the archive of price changes in that period.
- **Type**:
  - Select **All Suppliers** to display the history from all vendors, or **Selected Supplier** to focus on one or more specific vendors.

# 2. Steps to Generate the Report

### Step 1: Set Report Parameters

Define the date range and the supplier filter (if needed).

### 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 history list of purchase price changes.

- **Report Content (Conceptual)**: Although the details are not visible, this report will likely display:
  - The date of the price change.
  - The Supplier Name.
  - The Item Code and Name.
  - The Old Purchase Price.
  - The New Purchase Price.
  - Who made the change.

# Tips & Important Notes

- This report is an important **audit tool** for the **Purchasing team** to track price fluctuations from suppliers.
- Use this report to analyze **raw material price trends** and as a basis for negotiations with suppliers.

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