

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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