Price Comparison Report

Report Module Guide: Price Comparison Report

Module Location

Inventory > Reports > Price Comparison Report

Module Objective

The **Price Comparison Report** module is used to generate a report that compares prices (both purchase price and selling price) for one or more items. This report is very useful for the Purchasing team to compare price offers from various suppliers, or for the Sales team to analyze selling price structures.

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:

- **Category Type / Item/Service Category**:
  - Filter the report for a specific item type or sub-category.
- **Item/Service**:
  - Select **All** or **Selected** to focus on specific items.

- **Type**:
  - **Important!** Choose the basis for the price comparison:
  - **Purchasing**: To compare purchase prices from suppliers.
  - **Sales**: To compare selling prices.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially selecting the comparison **Type** (Purchasing/Sales) and the relevant items.

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 will be a price comparison list for each item you selected.

- **Report Structure**: This report displays each **Item/Service Code** in its own block. Under each item, there will be space to display the comparison data (for example, a list of prices

from several suppliers if you selected the "Purchasing" type).

Tips & Important Notes

- When used with the **Purchasing** type, this report is a very effective tool for the **Purchasing team** to make better buying decisions by comparing prices between vendors.
- When used with the **Sales** type, this report helps the **Sales team** to analyze the various levels of selling prices that may apply to a single item.

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