

Price List Per Period

Report Module Guide: Price List by Period

Module Location

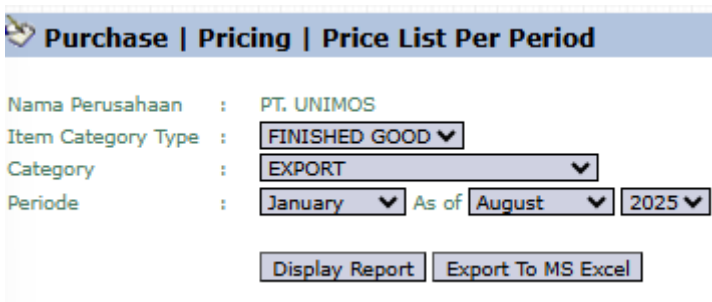
Purchasing > Price Settings > Price List by Period

Module Objective

The **Price List by Period** report module is used to generate a historical report that displays the **last purchase price** for each item within a monthly period range. This report is very useful for tracking price changes over time and for analyzing purchasing cost trends.

1. Report Parameters

The main page of this module is a form containing several parameters to customize the report that will be generated.



The screenshot shows the 'Purchase | Pricing | Price List Per Period' form. It includes the following fields and controls:

- Nama Perusahaan :** PT. UNIMOS
- Item Category Type :** FINISHED GOOD (dropdown menu)
- Category :** EXPORT (dropdown menu)
- Periode :** January (dropdown menu) As of August (dropdown menu) 2025 (dropdown menu)
- Buttons:** Display Report, Export To MS Excel

Here is an explanation for each parameter:

- **Item Category Type / Category:**

- Filter the report by the product type and category you wish to analyze (e.g., FINISHED GOOD, EXPORT).

- **Period:**

- Select the month range (from the **As of** month to a specific month) and the **Year** to be displayed in the report (e.g., January to August 2025).

2. Steps to Generate the Report

Step 1: Set Report Parameters

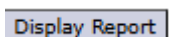
Select the product **Category** and define the **Period** range to be analyzed.

A screenshot of a web form for setting report parameters. It has two rows. The first row is labeled 'Category' and has a dropdown menu with 'EXPORT' selected. The second row is labeled 'Period' and has three dropdown menus: 'January', 'As of', 'August', and '2025'.

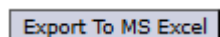
Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

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

A rectangular button with a light blue background and a thin border, containing the text 'Display Report' in a dark blue font.

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

A rectangular button with a light blue background and a thin border, containing the text 'Export To MS Excel' in a dark blue font.

3. Example of the Report View

After you click, the system will generate a detailed report in a matrix format as follows:

LAPORAN LIST HARGA PO TERAKHIR

Periode : Januari 2025 - Agustus 2025

Page : 1 Of 8

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524
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Report Explanation: The report is titled **LAST PO PRICE LIST REPORT** and presents historical price data from the last Purchase Order (PO) for each item, per month.

- **Rows:** Display the **Item Code** and **Item Name**.

- **Columns:** Display the months in your selected period. Each month has sub-columns for **Qty** (the last purchase quantity in that month) and **Harga** (Price - the last purchase price in that month).

Tips & Important Notes

- Use this report to monitor **trends of price increases or decreases** from vendors for specific raw materials or products.

- This report is very useful for the **Purchasing team** as material for price negotiations with vendors and for the **Finance team** for cost budget planning.

- The 'Price' data in this report is pulled from the **Purchase Order** documents that were created in that period.

Revision #1

Created 12 August 2025 10:31:54 by Sayu

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