Purchase Order Analysis Report

Report Module Guide: Purchase Analysis Report

Module Location

Purchasing > Purchase Order > Purchase Analysis Report

Module Objective

The **Purchase Order Analysis** report module is a powerful business analysis tool for the Purchasing department. Its purpose is to generate a detailed report of all purchase orders that not only displays transaction data but also provides a comparison of historical prices and tracks the document flow from requisition to receipt.

1. Report Parameters

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



Here is an explanation for each parameter:

- **Item Category Type**:

- Use this dropdown to filter the report by the type of item category you wish to analyze.

- **Period**:
  - Specify the **From** and **To** date range to define the period of the Purchase Orders to be analyzed (e.g., August 1, 2025, to August 31, 2025).

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select the **Item Category Type** and define the **Period** range.



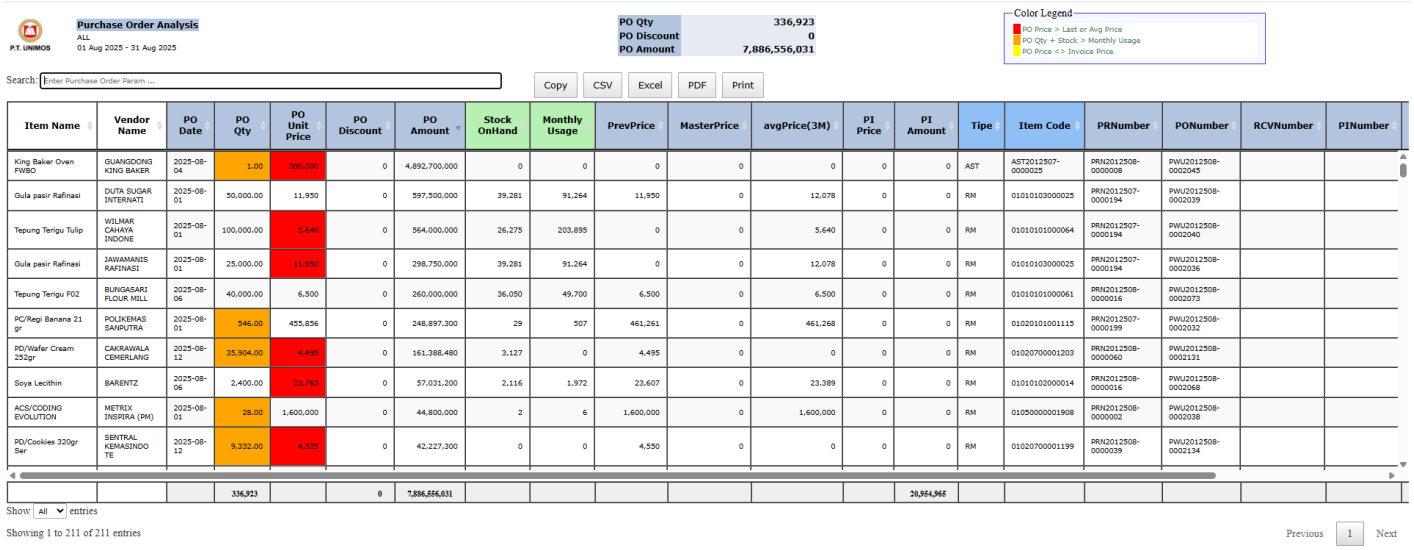
Step 2: Generate the Report

After the parameters are set, click the **Display** button to view the analysis report.



3. Reading the Purchase Analysis Report

The generated report will display a highly detailed and interactive data matrix.



P.T. UNIMOS

Purchase Order Analysis
ALL
01 Aug 2025 - 31 Aug 2025

PO Qty	336,923
PO Discount	0
PO Amount	7,886,556,031

Color Legend
- PO Price > Last or Avg Price
- PO Qty + Stock > Monthly Usage
- PO Price <> Invoice Price

Search: Enter Purchase Order Param ...

Copy | CSV | Excel | PDF | Print

Item Name	Vendor Name	PO Date	PO Qty	PO Unit Price	PO Discount	PO Amount	Stock OnHand	Monthly Usage	PrevPrice	MasterPrice	avgPrice(3M)	PI Price	PI Amount	Tipe	Item Code	PRNumber	PONumber	RCVNumber	PINumber
King Baker Oven FWBO	GUANGDONG KING BAKER	2025-08-04	1.00	300,000	0	4,892,700,000	0	0	0	0	0	0	0	AST	AST2012507-0000025	PRN2012508-0000008	PWU2012508-0002045		
Gula pasir Rafinasi	DUTA SUGAR INTERNATI	2025-08-01	50,000.00	11,950	0	597,500,000	39,281	91,264	11,950	0	12,078	0	0	RM	01010103000025	PRN2012507-0000194	PWU2012508-0002039		
Tepung Terigu Tulip	WILMAR CAHAYA INDONE	2025-08-01	100,000.00	5,640	0	564,000,000	26,275	203,895	0	0	5,640	0	0	RM	01010101000064	PRN2012507-0000194	PWU2012508-0002040		
Gula pasir Rafinasi	JAWAMANIS RAFINASI	2025-08-01	25,000.00	11,950	0	298,750,000	39,281	91,264	0	0	12,078	0	0	RM	01010103000025	PRN2012507-0000194	PWU2012508-0002036		
Tepung Terigu F02	BUNGASARI FLOUR MILL	2025-08-06	40,000.00	6,500	0	260,000,000	36,050	49,700	6,500	0	6,500	0	0	RM	01010101000061	PRN2012508-0000016	PWU2012508-0002073		
PC/Regi Banana 21 gr	POLIKEMAS SANPUTRA	2025-08-01	546.00	455,856	0	248,897,300	29	507	461,261	0	461,268	0	0	RM	01020101001115	PRN2012507-0000199	PWU2012508-0002032		
PD/Wafer Cream 252gr	CAKRAWALA CEMERLANG	2025-08-12	35,904.00	4,495	0	161,388,480	3,127	0	4,495	0	0	0	0	RM	01020700001203	PRN2012508-0000060	PWU2012508-0002131		
Soya Lecithin	BARENTZ	2025-08-06	2,400.00	23,763	0	57,031,200	2,116	1,972	23,607	0	23,389	0	0	RM	01010102000014	PRN2012508-0000016	PWU2012508-0002068		
ACS/CODING EVOLUTION	METRIX INSPIRA (PM)	2025-08-01	28.00	1,600,000	0	44,800,000	2	6	1,600,000	0	1,600,000	0	0	RM	01050000001908	PRN2012508-0000002	PWU2012508-0002038		
PD/Cookies 320gr Ser	SENTRAL KEMASINDO TE	2025-08-12	9,332.00	4,525	0	42,227,300	0	0	4,550	0	0	0	0	RM	01020700001199	PRN2012508-0000039	PWU2012508-0002134		
			336,923		0	7,886,556,031							20,954,965						

Show All entries

Showing 1 to 211 of 211 entries

Previous 1 Next

Report Explanation: This report presents an in-depth purchasing analysis in an interactive table format, which can be sorted and filtered directly within it.

Key Analysis Columns:

- **PO Unit Price**: The actual purchase price on the PO.
- **PrevPrice**: The previous purchase price for the same item.
- **MasterPrice**: The standard or master price stored in the system.
- **avgPrice(3M)**: The average purchase price in the last 3 months.

Document Tracing Columns:

- The **PRNumber** (Purchase Requisition Number), **PONumber** (PO Number), and **RCVNumber** (Goods Receipt Number) columns allow you to track the complete document flow for each transaction.

Report Features:

- This report is equipped with export buttons for various formats such as CSV, Excel, and PDF.

Tips & Important Notes

- Use this report to analyze **price variance**. Compare the **PO Unit Price** with the **MasterPrice** or **avgPrice(3M)** to identify purchases where the price has increased, decreased, or deviated from the standard.

- This report is crucial for **Purchasing Managers** to evaluate buyer performance and the effectiveness of price negotiations with vendors.

- The document tracing columns are very useful for **internal audit** purposes.

Revision #1
Created 12 August 2025 14:46:38 by Sayu
Updated 12 August 2025 14:52:38 by Sayu