

Purchase Order Report

Report Module Guide: Purchase Order Report

Module Location

Purchasing > Reports > Purchase Order Report

Module Objective

The **Purchase Order Report** module is used to generate a comprehensive and highly filterable report for all Purchase Order (PO) activities. This report is a primary monitoring tool for tracking the PO lifecycle, from its approval status, goods receipt status, to its invoice status.

1. Report Parameters (Filter)

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

Purchase | Purchase Report | Purchase Order Report

Type of Report :
Purchase Order Report
FINISHED GOOD

Filter

Vendor :
☒ All
☐ Selected

Approval Status :
All
Active document status :
Active

Good Received Status :
All
Invoice Status :
All

Purchase Type :
☐ All
☒ Local
☐ Import

PO Date :
From 1 August 2025 To 31 August 2025

Currency :
☒ Document
☐ Base Currency
☐ Rate

Currency IDR

AED	4,075.65
AUD	7,000
CNY	2,260
EUR	17,079.635
Euro	12,000
GBP	19,062
HKD	2,067.67
KHR	3.5
KRW	12
MMK	8
MYR	3,413
NGN	35
PHP	276
SGD	9,800
THB	431
TWD	504.4
USD	9,000
VND	0.63
YEN	11,721

Status PO Document :
All

Display Report
Export To MS Excel

Here is an explanation for each key parameter:

- **Vendor:**

- Filter the report by **All** vendors or a **Selected** vendor.

- **Advanced Status Filter:**

- **Approval Status:** Filter POs by their approval status (e.g., still pending or already approved).
- **Good Received Status:** Filter POs by the status of goods receipt at the warehouse.

- **Invoice Status:** Filter POs by the status of the invoice from the vendor.

- **PO Date:**

- Specify the creation date range of the POs to be displayed (e.g., August 1, 2025, to August 31, 2025).

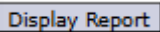
2. Steps to Generate the Report

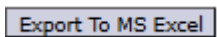
Step 1: Set Report Parameters

Select all the parameters you need from the comprehensive list to focus the report on the data you wish to analyze.

Step 2: Generate the Report

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

- **Display Report:** To preview the purchase order report directly on your screen. 
- **Export To MS Excel:** To download the report data in an Excel file format.



3. Example of the Report View

After you click, the system will generate a detailed report like the following, which details every item in every PO.

Print Close

PT. UNGGUL INDO MODERN SEJAHTERA
Jalan Raya Bambi KM 19, Driyorejo, Gresik, 61177
Jawa Timur
Gresik - Indonesia
Phone +62317590008
Fax +62317591298

P.T. UNIMOS

13 Aug 2025 11:35:48

Period : 01 Aug 2025 - 31 Aug 2025
Company :
Location :

Purchase Order Report

No.	Purchase Order		Vendor Name	Item		Notes	Unit Name	Qty	Currency	Price	Discount	Tax 1	Tax 2	Total Amount
	Purchase Order Number	PO Date		Item Code	Item Description									

Report Explanation: The report will display a detailed list of each item line on every Purchase Order.

Key Columns:

- **Purchase Order Number** and **PO Date**: Basic information of each order.
- **Vendor Name**: The name of the supplier.
- **Item Code, Item Description**: Details of the goods or services ordered.
- **Qty, Price, Total Amount**: The quantity and value of each ordered item.

Tips & Important Notes

- Use this report to monitor the complete **lifecycle of each purchase order**.
- For the **Warehouse team**, the **Good Received Status** filter is very useful for tracking which orders are expected to arrive from suppliers.
- For the **Accounting (AP) team**, the **Invoice Status** filter is very useful for tracking POs that do not yet have a billing invoice from the vendor.

