Purchase Order Report

Report Module Guide: Purchase Order Report

Module Location

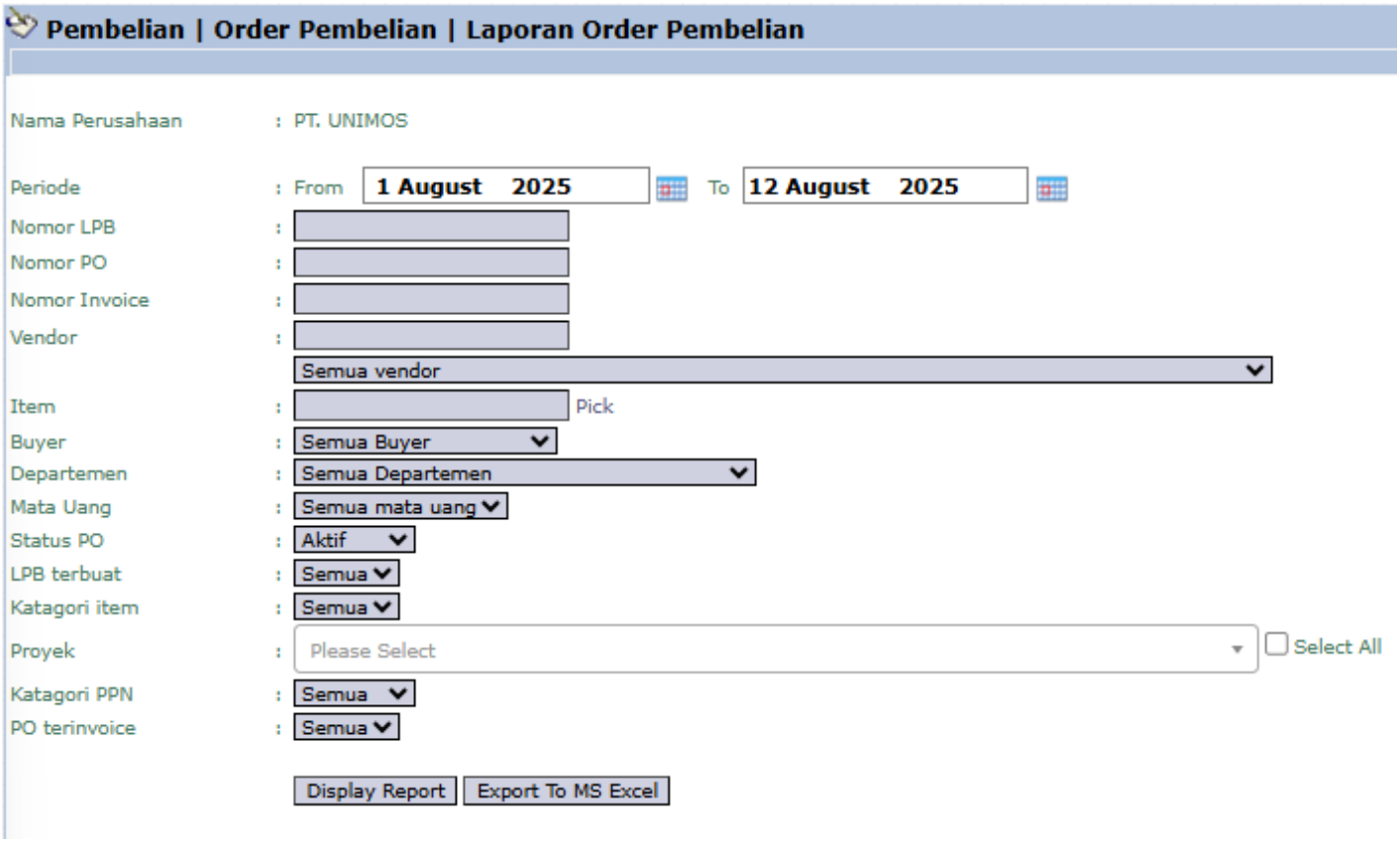
Purchasing > Purchase Order > Purchase Order Report

Module Objective

The **Purchase Order Report** module is used to generate a highly comprehensive and flexibly filterable report for all Purchase Order (PO) activities. This report is a primary operational tool for tracking order status, monitoring purchasing activity, and analyzing procurement data in detail.

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 key parameter:

- **Period**:
  - Specify the creation date range of the POs for which data will be pulled.
- **Document & Related Party Filters**:
  - You can search by a specific **PO Number**, **Vendor**, **Item**, or **Buyer**.
- **Status Filter**:
  - **PO Status**: Filter by the PO's status (e.g., open, closed, approved).

- **Goods Receipt created**: Filter to see POs for which the goods have or have not yet been received (based on the Goods Receipt Note/LPB).

- **PO invoiced**: Filter to see POs that have or have not yet been billed by the vendor.

2. Steps to Generate the Report

Step 1: Set Report Parameters

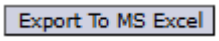
Select all the parameters you need from the comprehensive list to focus the report on the data you wish to analyze.

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

UMS

LAPORAN ORDER PEMBELIAN

No	Company	PO Number	PO Date	PO Approved	PO Status	Account Name	Buyer	Item Code	Item Name	Category	PR Number	PR Date	Code Project	PO Dest	Need By Date	Comments
1	UNIMOS	PWU2012508-0002028	01-Aug-2025		Active	GADING MURNI	Hanna Mardia	`01070204000021	ATK DOUBLE TAPE ½ INC	SP	PRN2012508-0000035	06-Aug-2025	-	GMP OPERATION WAFER	20-Aug-2025	peremajaam ceklis
										Total						
							Hanna Mardia	`01070401000524	ATK DOUBLE TAPE 2.5CM/1INCH	SP	PRN2012507-0000180	28-Jul-2025	-	UTILITY	11-Aug-2025	ATK Agustus teknik
										Total						
							Hanna Mardia	`01080200000036	ATK ISOLASI DOUBLE TAPE SPON	SP	PRN2012508-0000026	06-Aug-2025	-	QUALITY ASSURANCE	20-Aug-2025	Perekat stiker kalibrasi dan trap cicak
										Total						
							Hanna Mardia	`01070202000001	BATERAI ABC BESAR @2pcs	SP	PRN2012508-0000006	04-Aug-2025	-	GMP OPERATION BISCUIT	18-Aug-2025	utk timbangan di line
										Total						
							Hanna Mardia	`01070202000010	BATERAI ALKALINE A2 @2 biji	SP	PRN2012507-0000180 PRN2012508-0000006	28-Jul-2025 04-Aug-2025	- -	UTILITY GMP OPERATION BISCUIT	11-Aug-2025 18-Aug-2025	ATK Agustus teknik ukt remot AC
										Total						
							Hanna Mardia	`01070202000004	BATERAI ALKALINE A3 @2biji	SP	PRN2012508-0000006	04-Aug-2025	-	GMP OPERATION BISCUIT	18-Aug-2025	utk mouse
										Total						
							Hanna Mardia	`01070202000005	BATERAI KALKULATOR LR1130	SP	PRN2012508-0000011	04-Aug-2025	-	FINANCE	18-Aug-2025	Pemakaian Rutin
										Total						
							Hanna Mardia	`01070204000112	BOLPOIN SNOWMAN ODF PERMANENT TYPE F	SP	PRN2012508-0000026	06-Aug-2025	-	QUALITY ASSURANCE	20-Aug-2025	ATK QA
										Total						
							Hanna Mardia	`01070204000027	BOLPOINT SNOWMAN V5 0,7 (MEKANIK) HITAM	SP	PRN2012508-0000026	06-Aug-2025	-	QUALITY ASSURANCE	20-Aug-2025	ATK QA
										Total						
							Hanna Mardia	`01070204000001	BOLPOINT STANDART AE7 HITAM	SP	PRN2012508-0000011	04-Aug-2025	-	FINANCE	18-Aug-2025	Pemakaian Rutin
										Total						
							Hanna Mardia	`01070204000003	BOLPOINT STANDART AE7 MERAH	SP	PRN2012508-0000011	04-Aug-2025	-	FINANCE	18-Aug-2025	Pemakaian Rutin
										Total						
							Hanna Mardia	`01070207000008	ISI CUTTER KECIL @5pcs	SP	PRN2012507-0000180	28-Jul-2025	-	UTILITY	11-Aug-2025	ATK Agustus teknik
										Total						
							Hanna Mardia	`01070207000012	ISI STAPLES MAX NO.10	SP	PRN2012508-0000011 PRN2012508-0000026	04-Aug-2025 06-Aug-2025	- -	FINANCE QUALITY ASSURANCE	18-Aug-2025 20-Aug-2025	Pemakaian Rutin Kebutuhan DCC
										Total						
							Hanna Mardia	`01070205000007	KERTAS HVS A4 70GR	SP	PRN2012506-0000154 PRN2012507-0000132 PRN2012508-0000026 PRN2012508-0000035	28-Jun-2025 21-Jul-2025 06-Aug-2025 06-Aug-2025	- - - -	TAX AND BEA TAX AND BEA QUALITY ASSURANCE GMP OPERATION WAFER	12-Jul-2025 04-Aug-2025 20-Aug-2025 20-Aug-2025	Permintaan ATK Rutin Permintaan ATK Rutin Cetak Laporan identitas area dll utk QA dan DCC Ceklist
										Total						
							Hanna Mardia	`01070205000008	KERTAS HVS F4 70GR	SP	PRN2012506-0000154 PRN2012507-0000132 PRN2012508-0000011 PRN2012508-0000026	28-Jun-2025 21-Jul-2025 04-Aug-2025 06-Aug-2025	- - - -	TAX AND BEA TAX AND BEA FINANCE QUALITY ASSURANCE GMP OPERATION WAFER	12-Jul-2025 04-Aug-2025 18-Aug-2025 20-Aug-2025 20-Aug-2025	Permintaan ATK Rutin Permintaan ATK Rutin Pemakaian Rutin Cetak Laporan identitas area dll utk QA dan DCC Pinter Cheklist

Report Explanation: This report displays a detailed list of each item line on every Purchase Order, grouped by the PO number.

Key Columns:

- **PO Number** and **PO Date**: Basic information of each order.
- **Account Name**: The name of the supplier (vendor).
- **Buyer**: The name of the responsible purchasing staff.
- **Item Code, Item Name**: Details of the goods or services ordered.
- **Qty, Price**: The quantity and price of each item.
- **PR Number**: The original Purchase Requisition reference number.

Tips & Important Notes

- Use this report to monitor the **lifecycle of each purchase order**. You can track it from when the PO was created to whether the goods have been received and invoiced.

- For the **Procurement team**, this is a crucial daily operational report for monitoring the status of all outstanding orders.

- Filtering by the **Goods Receipt created** and **PO invoiced** statuses is very useful for performing reconciliation with the Warehouse and Accounting teams.

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