

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.

Nama Perusahaan : PT. UNIMOS

Periode : From To

Nomor LPB :

Nomor PO :

Nomor Invoice :

Vendor :

Item : Pick

Buyer :

Departemen :

Mata Uang :

Status PO :

LPB terbuat :

Katagori item :

Proyek : Select All

Katagori PPN :

PO terinvoice :

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

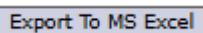
Step 1: Set Report Parameters

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.

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 Desc | Need By Date | Comments |
|----|---------|--------------------|-------------|-------------|-----------|--------------|--------------|-----------------|---|----------|--|--|--------------|---|--|--|
| 1 | UNIMOS | PVL0212508-0002028 | 01-Aug-2025 | | Active | GADING MURNI | Hanna Mardia | '01070204000021 | ATK DOUBLE TAPE 1/2 INC | SP | PRN2012508-0000035 | 06-Aug-2025 | | GMP OPERATION WAFER | 20-Aug-2025 | peremajaan cekis |
| | | | | | | | | | | Total | | | | | | |
| | | | | | | | Hanna Mardia | '01070491000524 | 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 cikal |
| | | | | | | | | | | Total | | | | | | |
| | | | | | | | Hanna Mardia | '01070202000001 | BATERAI ABC BESAR @2pcs | SP | PRN2012508-0000096 | 04-Aug-2025 | | GMP OPERATION BISCUIT | 18-Aug-2025 | utk limbaung di line |
| | | | | | | | | | | Total | | | | | | |
| | | | | | | | Hanna Mardia | '01070202000010 | BATERAI ALKALINE A2 @2 biji | SP | PRN2012507-0000180 PRN2012508-0000096 | 28-Jul-2025 04-Aug-2025 | | UTILITY GMP OPERATION BISCUIT | 11-Aug-2025 18-Aug-2025 | ATK Agustus teknik utk remot AC |
| | | | | | | | | | | Total | | | | | | |
| | | | | | | | Hanna Mardia | '01070202000004 | BATERAI ALKALINE A3 @2biji | SP | PRN2012508-0000096 | 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 | BOLPOINT SNOWMAN ODF PERMANENT TYPE F | SP | PRN2012508-0000026 | 06-Aug-2025 | | QUALITY ASSURANCE | 20-Aug-2025 | ATK QA |
| | | | | | | | | | | Total | | | | | | |
| | | | | | | | Hanna Mardia | '01070204000027 | BOLPOINT SNOWMAN VS 0.7 (MEKANIK) HITAM | SP | PRN2012508-0000026 | 06-Aug-2025 | | QUALITY ASSURANCE | 20-Aug-2025 | ATK QA |
| | | | | | | | | | | Total | | | | | | |
| | | | | | | | Hanna Mardia | '01070204000001 | BOLPOINT STANDART AET HITAM | SP | PRN2012508-0000011 | 04-Aug-2025 | | FINANCE | 18-Aug-2025 | Pemakaian Rutin |
| | | | | | | | | | | Total | | | | | | |
| | | | | | | | Hanna Mardia | '01070204000003 | BOLPOINT STANDART AET 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 Ceklist Laporan identitas area dll utk QA dan DCC Ceklist |
| | | | | | | | | | | Total | | | | | | |
| | | | | | | | Hanna Mardia | '01070205000008 | KERTAS HVS A4 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 | Permintaan ATK Rutin Permintaan ATK Rutin Permintaan Rutin Ceklist Laporan identitas area dll utk QA dan DCC Printer Ceklist |

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.

Revision #1

Created 12 August 2025 15:24:45 by Muhammad Ali Akbar

Updated 12 August 2025 15:30:40 by Muhammad Ali Akbar