Purchase Register

Report Module Guide: Purchase Register Report

Module Location

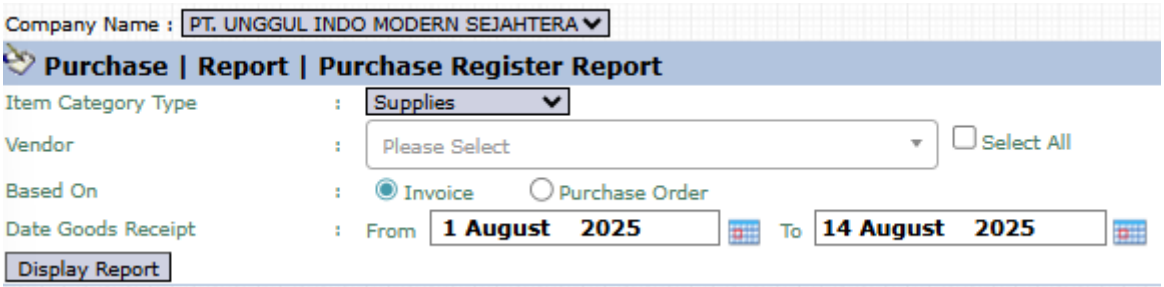
Purchasing > Reports > Register Report

Module Objective

The **Purchase Register Report** module is used to generate a "register book" or a detailed transactional record of all purchasing activities. This report can be generated based on a **Purchase Order** or an **Invoice**, thereby providing a complete record of all purchases within a single period.

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 parameter:

- **Vendor**:

- Use this dropdown to select a specific vendor or leave it blank for all vendors.

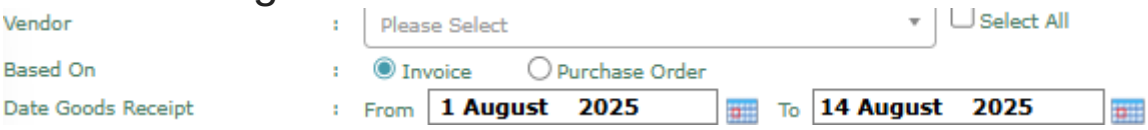
- **Based On**:
  - A key filter to determine the data basis for the report:
  - **Invoice**: Displays the register based on purchase invoices that have already been recorded.
  - **Purchase Order**: Displays the register based on purchase orders that have been created.

- **Date Goods Receipt**:
  - Specify the **From** and **To** goods receipt date range to define the report's period (e.g., August 1, 2025, to August 14, 2025).

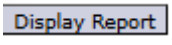
2. Steps to Generate the Report

Step 1: Set Report Parameters

Select the **Vendor** scope, the **Based On** report basis, and define the date range.

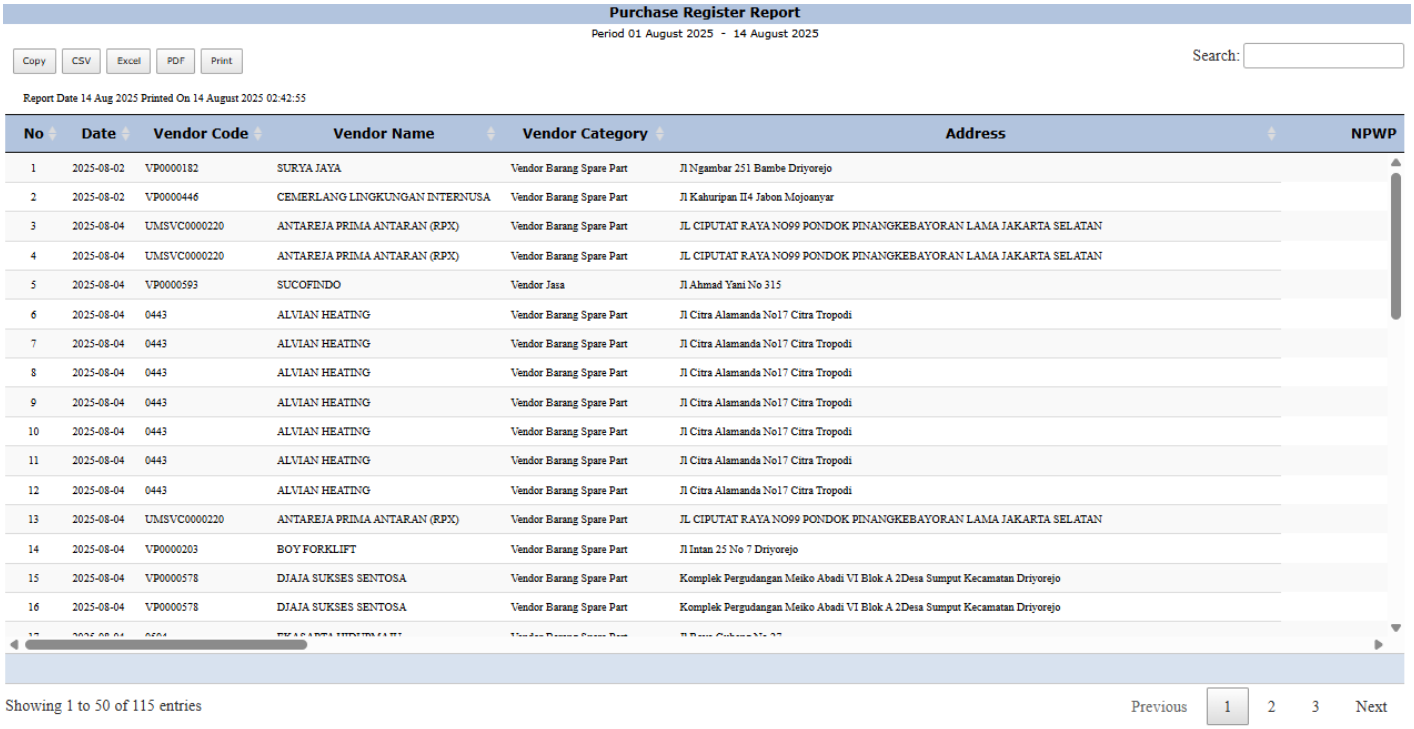


Step 2: Generate the Report

After all parameters are set, click the **Display Report** button in the bottom-left section of the page to see the report. 

3. Example of the Report View

After you click, the system will generate a detailed report like the following, which details every purchase transaction.



Purchase Register Report

Period 01 August 2025 - 14 August 2025

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Search:

Report Date 14 Aug 2025 Printed On 14 August 2025 02:42:55

No	Date	Vendor Code	Vendor Name	Vendor Category	Address	NPWP
1	2025-08-02	VP0000182	SURYA JAYA	Vendor Barang Spare Part	Jl Ngambar 251 Bambe Driyorejo	
2	2025-08-02	VP0000446	CEMERLANG LINGKUNGAN INTERNUSA	Vendor Barang Spare Part	Jl Kahuripan II4 Jabon Mojoanyar	
3	2025-08-04	UMSVC0000220	ANTAREJA PRIMA ANTARAN (RPX)	Vendor Barang Spare Part	JL CIPUTAT RAYA NO99 PONDOK PINANGKEBAYORAN LAMA JAKARTA SELATAN	
4	2025-08-04	UMSVC0000220	ANTAREJA PRIMA ANTARAN (RPX)	Vendor Barang Spare Part	JL CIPUTAT RAYA NO99 PONDOK PINANGKEBAYORAN LAMA JAKARTA SELATAN	
5	2025-08-04	VP0000593	SUCOFINDO	Vendor Jasa	Jl Ahmad Yani No 315	
6	2025-08-04	0443	ALVIAN HEATING	Vendor Barang Spare Part	Jl Citra Alamanda No17 Citra Tropodi	
7	2025-08-04	0443	ALVIAN HEATING	Vendor Barang Spare Part	Jl Citra Alamanda No17 Citra Tropodi	
8	2025-08-04	0443	ALVIAN HEATING	Vendor Barang Spare Part	Jl Citra Alamanda No17 Citra Tropodi	
9	2025-08-04	0443	ALVIAN HEATING	Vendor Barang Spare Part	Jl Citra Alamanda No17 Citra Tropodi	
10	2025-08-04	0443	ALVIAN HEATING	Vendor Barang Spare Part	Jl Citra Alamanda No17 Citra Tropodi	
11	2025-08-04	0443	ALVIAN HEATING	Vendor Barang Spare Part	Jl Citra Alamanda No17 Citra Tropodi	
12	2025-08-04	0443	ALVIAN HEATING	Vendor Barang Spare Part	Jl Citra Alamanda No17 Citra Tropodi	
13	2025-08-04	UMSVC0000220	ANTAREJA PRIMA ANTARAN (RPX)	Vendor Barang Spare Part	JL CIPUTAT RAYA NO99 PONDOK PINANGKEBAYORAN LAMA JAKARTA SELATAN	
14	2025-08-04	VP0000203	BOY FORKLIFT	Vendor Barang Spare Part	Jl Intan 25 No 7 Driyorejo	
15	2025-08-04	VP0000578	DJAJA SUKSES SENTOSA	Vendor Barang Spare Part	Komplek Pergudangan Meiko Abadi VI Blok A 2Desa Sumput Kecamatan Driyorejo	
16	2025-08-04	VP0000578	DJAJA SUKSES SENTOSA	Vendor Barang Spare Part	Komplek Pergudangan Meiko Abadi VI Blok A 2Desa Sumput Kecamatan Driyorejo	

Showing 1 to 50 of 115 entries

Previous 1 2 3 Next

Report Explanation: This report displays a list of all purchase transactions in detail and in sequence, functioning as a "purchasing diary".

Key Columns:

- **Date**: The date of the transaction.
- **Vendor Code, Vendor Name, Vendor Category**: Detailed information about the supplier.
- The report will also include the **item details, quantity, and value** of each transaction.

Tips & Important Notes

- Use this report as a **"purchasing diary"** for audit purposes or for summarizing daily/weekly/monthly transactions.

- The **Based On** selection is very important. Choose **Invoice** to see what has become an official liability, and **Purchase Order** to see the purchasing commitments that have been made.

- This is an important operational report for the **Procurement and Accounting (AP)** teams.

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