Purchase Requisition Report

Report Module Guide: Purchase Requisition Report

Module Location

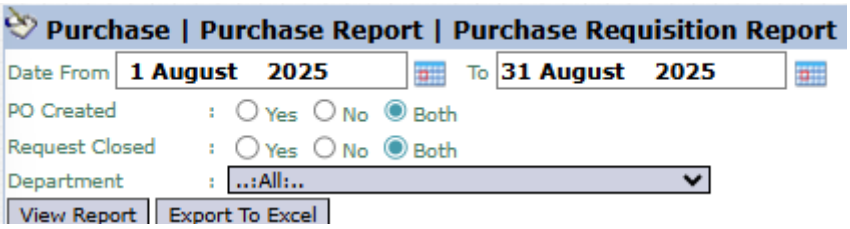
Purchasing > Reports > Purchase Requisition Report

Module Objective

The **Purchase Requisition Report** module is used to generate a comprehensive report for tracking and monitoring the status of all **Purchase Requisition (PR)** documents. With various filter options, this report allows users to see the status of each request, from the moment it is created until whether a Purchase Order (PO) has been created for it.

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:

- **Date From / To**:

- Specify the creation date range of the PRs for which data will be pulled.

- **PO Created**:
  - Filter requisitions based on whether a Purchase Order (PO) has been created for them yet or not (**Yes / No / Both**).

- **Request Closed**:
  - Filter based on whether the request has been closed or is still open (**Yes / No / Both**).

- **Department**:
  - Use this dropdown to filter requisitions originating from a specific department.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select all the parameters you need 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:

- **View Report**: To preview the purchase requisition report directly on your screen. View Report

- **Export To Excel**: To download the report data in an Excel file format.

Export To Excel

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 PR.

Print Close

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

P.T. UNIMOS

Purchase Requisition Report

14 August 2025 01:08:22

No	Purchase Requisition Date	Notes	Request Closed	Item Code	Item Name	Dimension	Requested Quantity	Unit	Estimated Date	Purchase Order No	PO Qty	RR Qty	Remaining Quantity	Revised Qty Requisition
PRN2012508-0000001	01-Aug-2025	SPP RM FORMULA SKU MADU	Yes	01010101000164	Whole Milk Powder/Kokola	DEMENSION	50,00	KG	31-Aug-25 08/31/2025 : 50.0000	PWU2012508-0002047	50,00	50,00	0,00	0,00
				01010101000169	Skim Milk Powder	DEMENSION	450,00	KG	12-Aug-25 08/12/2025 : 450.0000	PWU2012508-0002046	450,00	450,00	0,00	0,00
PRN2012508-0000002	01-Aug-2025	spp consumables kokola	No	01050000001908	ACS/CODING EVOLUTION/Tinta 4500BK/Water Based Blank Ink Catridge 42ml	DEMENSION	28,00	PIECES	11-Aug-25 08/11/2025 : 28.0000	PWU2012508-0002038	28,00	0,00	28,00	0,00
PRN2012508-0000003	01-Aug-2025	Kebutuhan Papan dan selang utk area Limbah	No	01050000002196	Selang 3/4	DEMENSION	20,00	METER	15-Aug-25 08/15/2025 : 20.0000	PWU2012508-0002081	20,00	0,00	20,00	0,00
				01070208000029	PAPAN WHITE BOARD 60x90cm	DEMENSION	1,00	PIECES	15-Aug-25 08/15/2025 : 1.0000	PWU2012508-0002060	1,00	0,00	1,00	0,00
PRN2012508-0000004	02-Aug-2025	BBM lansir RM dari SMB ke UMS	Yes	01070402000340	BENSIN	DEMENSION	4,00	LITER	16-Aug-25 08/16/2025 : 4.0000	PWU2012508-0002098	4,00	4,00	0,00	0,00
PRN2012508-0000005	03-Aug-2025		No	01050000002808	PYLOX KUNING 108	DEMENSION	1,00	BUAH	17-Aug-25 08/17/2025 : 1.0000	PWU2012508-0002075	1,00	0,00	1,00	0,00
				01050000003328	PYLOX BIRU TUA 116	DEMENSION	1,00	KALENG	17-Aug-25 08/17/2025 : 1.0000	PWU2012508-0002075	1,00	0,00	1,00	0,00
				01050000003378	STOP KONTAK BROCO 2 LUBANG	DEMENSION	4,00	BIJI	17-Aug-25 08/17/2025 : 4.0000	--	0,00	0,00	4,00	0,00
				01050000007001	PYLOX ABU ABU 104	DEMENSION	2,00	KALENG	17-Aug-25 08/17/2025 : 2.0000	PWU2012508-0002075	2,00	0,00	2,00	0,00
				TOOL0000000077	GUNTING KAIN // BAHAN SS	DEMENSION	4,00	PIECES	17-Aug-25 08/17/2025 : 4.0000	PWU2012508-0002054	4,00	0,00	4,00	0,00
PRN2012508-0000006	04-Aug-2025		No	01050000001588	KUAS 2.5dim	DEMENSION	6,00	BUAH	18-Aug-25 08/18/2025 : 6.0000	PWU2012508-0002081	10,00	0,00	6,00	0,00

Report Explanation: This report displays a detailed list of each item line on every Purchase Requisition.

Key Columns:

- **Purchase Requisition Date**: The date the request was created.
- **Notes**: The reason or note from the requestor.
- **Item Code** and **Item Name**: Details of the goods or services requested.
- **Requested Quantity**: The quantity requested.
- **Purchase Order No**: The PO number created based on this request (if it already exists).

Tips & Important Notes

- Use this report to monitor the **lifecycle of each purchase request**. Filtering **PO Created** with the **'No'** option will give you a worklist of requisitions that need to be actioned by the Procurement team.

- For the requesting department, this report is useful for tracking whether their request has been processed into a PO yet or not.

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