

Purchase Requisition Report

Report Module Guide: Purchase Requisition Report

Module Location

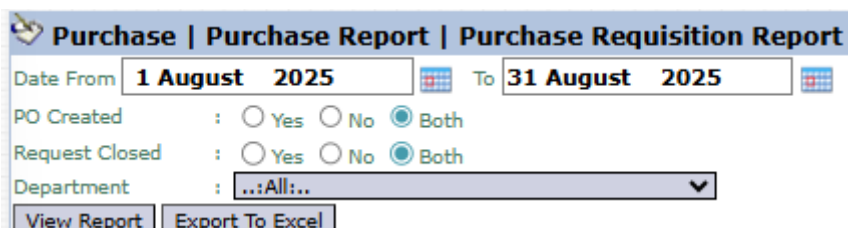
Purchasing > Reports > Purchase Requisition Report

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.



The screenshot shows the 'Purchase | Purchase Report | Purchase Requisition Report' form. It includes the following fields and options:

- Date From:** 1 August 2025
- To:** 31 August 2025
- PO Created:** Radio buttons for Yes, No, and Both (Both is selected).
- Request Closed:** Radio buttons for Yes, No, and Both (Both is selected).
- Department:** A dropdown menu currently showing 'All:..'. Below the dropdown are two buttons: 'View Report' and 'Export To Excel'.

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.

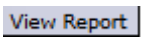
2. Steps to Generate the Report

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. 

- **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.

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14 August 2023 01:08:22

Purchase Requisition Report

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
PRN2012508-00000001	01-Aug-2023	SPP RM FORMULA SKU MADU	Yes	01010101000164	Whole Milk Powder/Kokola	DEMENSION	50,00	KG	31-Aug-25 (01/12/2023 - 30/09/2025)	PWU2012508-0002047	50,00	50,00	0,00	0,00
				01010101000169	Skim Milk Powder	DEMENSION	450,00	KG	12-Aug-25 (01/12/2023 - 30/09/2025)	PWU2012508-0002046	450,00	450,00	0,00	0,00
PRN2012508-00000002	01-Aug-2023	spp consumables kokola	No	010500000001908	ACS/CODING EVOLUTION/Tinta 4500BK/Water Based Blank Ink Cartridge 42ml	DEMENSION	28,00	PIECES	11-Aug-25 (01/12/2023 - 30/09/2025)	PWU2012508-0002038	28,00	0,00	28,00	0,00
PRN2012508-00000003	01-Aug-2023	Kebutuhan Papan dan selang utk area Limbah	No	010500000002196	Salang 3/4	DEMENSION	20,00	METER	15-Aug-25 (01/12/2023 - 30/09/2025)	PWU2012508-0002081	20,00	0,00	20,00	0,00
				010702080000029	PAPAN WHITE BOARD 60x90cm	DEMENSION	1,00	PIECES	15-Aug-25 (01/12/2023 - 30/09/2025)	PWU2012508-0002060	1,00	0,00	1,00	0,00
PRN2012508-00000004	02-Aug-2023	BBM lancar RM dari SMB ke UMS	Yes	010704020000340	BENSIN	DEMENSION	4,00	LITER	16-Aug-23 (01/12/2023 - 30/09/2025)	PWU2012508-0002098	4,00	4,00	0,00	0,00
PRN2012508-00000005	03-Aug-2023		No	010500000002808	PYLOX KUNING 108	DEMENSION	1,00	BUAH	17-Aug-25 (01/12/2023 - 30/09/2025)	PWU2012508-0002075	1,00	0,00	1,00	0,00
				010500000003328	PYLOX BIRU TUA 116	DEMENSION	1,00	KALENG	17-Aug-25 (01/12/2023 - 30/09/2025)	PWU2012508-0002075	1,00	0,00	1,00	0,00
				010500000003378	STOP KONTAK BROCO 2 LUBANG	DEMENSION	4,00	BISI	17-Aug-25 (01/12/2023 - 30/09/2025)	--	0,00	0,00	4,00	0,00
				010500000007001	PYLOX ABU ABU 104	DEMENSION	2,00	KALENG	17-Aug-25 (01/12/2023 - 30/09/2025)	PWU2012508-0002075	2,00	0,00	2,00	0,00
				TOOL000000000077	GLINTING KAIN // BAHAN SS	DEMENSION	4,00	PIECES	17-Aug-25 (01/12/2023 - 30/09/2025)	PWU2012508-0002054	4,00	0,00	4,00	0,00
PRN2012508-00000006	04-Aug-2023		No	010500000001588	KUAS 2,5dm	DEMENSION	6,00	BUAH	18-Aug-25 (01/12/2023 - 30/09/2025)	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.

Revision #1

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