

Purchase Requisition Report

Report Module Guide: Purchase Requisition Report

Module Location

Purchasing > Purchase Requisition > Purchase Requisition Report

Module Objective

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

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 **1 August 2025** To **12 August 2025**

Nomor SPP :

Nomor PO :

Nama Item :

Buyer :

Cost Center :

Status Permintaan :

PO terbuat :

LPB terbuat :

Katagori item :

Proyek :

Here is an explanation for each key parameter:

• **Period:**

- Specify the **From** and **To** date range to define the creation period of the PRs to be displayed.

• **Status Filter:**

- **Requisition Status:** Filter PRs by their status, for example, **Open** to see requests that are still active and unfinished.
- **PO created:** Filter to see PRs that have or have not yet had a Purchase Order (PO) created for them.
- **Goods Receipt created:** Filter to see PRs for which the goods have or have not yet been received (based on the Goods Receipt Note/LPB).

- **Other Filters:**

- You can also filter by **SPP Number** (PR Number), **Item Name**, **Buyer**, **Cost Center**, and others.

2. Steps to Generate the Report

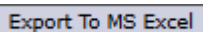
Step 1: Set Report Parameters

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:

- **Display Report:** To preview the purchase requisition 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 PR.

LAPORAN PERMINTAAN PEMBELIAN

Notice	Company	PR Number	PR Date	PR Approved	PR By	Project Name	Buyer	Item Code	Item Name	Category	Unit Type	PR Desc	Need By Date	
1	UNIMOS	PRN2012508-0000002	01-Aug-2025	01-Aug-2025	PRODUCTION PLANNING		Annisa Rachmawati	'0105000001908 Total	ACSCODING EVOLUTION/Tinta 4500BK/Water Based Blank Ink Cartridge 42ml	RM	PIECES	PRODUCTION PLANNING	11-Aug-2025	app untuk tel maintenance
2	UNIMOS	PRN2012508-0000005	03-Aug-2025	05-Aug-2025	RND		Hanna Mardia	'TOOL000000077 Total	GUNTING KAIN // BAHAN SS	SP	PIECES	RND	17-Aug-2025	Remburse
							Adymas Trenady	'0105000007001 Total	PYLOX ABU ABU 104	SP	KALENG	RND	17-Aug-2025	Untuk 6s are:
							Adymas Trenady	'0105000003328 Total	PYLOX BIRU TUA 116	SP	KALENG	RND	17-Aug-2025	6S preparat
							Adymas Trenady	'0105000002808 Total	PYLOX KUNING 108	SP	BUAH	RND	17-Aug-2025	6S area prep
							Adymas Trenady	'0105000003378 Total	STOP KONTAK BROCO 2 LUBANG	SP	BLUJ	RND	17-Aug-2025	Remburse
3	UNIMOS	PRN2012508-0000006	04-Aug-2025	07-Aug-2025	GMP OPERATION BISCUIT		Hanna Mardia	'0107020200001 Total	BATERAI ABC BESAR @2pcs	SP	PAK	GMP OPERATION BISCUIT	18-Aug-2025	utk timbangan
							Hanna Mardia	'0107020200010 Total	BATERAI ALKALINE A2 @2 biji	SP	PAK	GMP OPERATION BISCUIT	18-Aug-2025	utk remot AC
							Hanna Mardia	'0107020200004 Total	BATERAI ALKALINE A3 @2biji	SP	PAK	GMP OPERATION BISCUIT	18-Aug-2025	utk mouse
							Adymas Trenady	'0105000002999 Total	CAT EMCO PUTIH	SP	KG	GMP OPERATION BISCUIT	18-Aug-2025	utk repair di f
							Adymas Trenady	'01090102000369 Total	KABEL NYHYH 2X0.75mm (Serabut)	SP	METER	GMP OPERATION BISCUIT	18-Aug-2025	utk instalasi in
							Adymas Trenady	'0105000001588 Total	KUAS 2.5cm	SP	BUAH	GMP OPERATION BISCUIT	18-Aug-2025	utk repair di f
							Adymas Trenady	'01070401000487 Total	Sarung Tangan Karet Panjang Tebal	SP	BLUJ	GMP OPERATION BISCUIT	18-Aug-2025	utk cleaning
							Adymas Trenady	'0105000006353 Total	SOLDER 200W	SP	BLUJ	GMP OPERATION BISCUIT	18-Aug-2025	utk merapika
							Adymas Trenady	'0105000002896 Total	THINNER A SPECIAL GALON @4liter	SP	LITER	GMP OPERATION BISCUIT	18-Aug-2025	utk repair di f
4	UNIMOS	PRN2012508-0000007	04-Aug-2025	07-Aug-2025	GMP OPERATION BISCUIT		Hanna Mardia	'0105000004884 Total	Detergent Bubuk 900ml	SP	BUNGIUS	GMP OPERATION BISCUIT	18-Aug-2025	utk cleaning i
							Hanna Mardia	'010601000012 Total	GA SABUN CUCI PIRING CURAH	SP	BOTOL	GMP OPERATION BISCUIT	18-Aug-2025	utk cleaning i
							Annisa Rachmawati	'01070401000171 Total	KAIN MALJUN PUTIH	SP	KILOGRAM	GMP OPERATION BISCUIT	18-Aug-2025	utk cleaning i
							Annisa Rachmawati	'0310102011025 Total	Multi Purpose Wipes@900sheets	SP	ROLL	GMP OPERATION BISCUIT	18-Aug-2025	utk cleaning i
							Hanna Mardia	'0105000005069 Total	SAPU PLASTIK	SP	BLUJ	GMP OPERATION BISCUIT	18-Aug-2025	utk sanitasi a
5	UNIMOS	PRN2012508-0000011	04-Aug-2025	04-Aug-2025	FINANCE		Hanna Mardia	'0107020200005 Total	BATERAI KALKULATOR LR1130	SP	PIECES	FINANCE	18-Aug-2025	Pemakaian R

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

Key Columns:

- **PR Number:** The Purchase Requisition reference number.
- **PR By:** The requesting department or party (e.g., RND, GMP OPERATION BISCUIT).
- **Item Code and Item Name:** Details of the goods or services requested.
- **PR Qty:** The quantity requested.
- **Need To Date:** The date the item is needed by.

Tips & Important Notes

- Use this report to monitor the **lifecycle of each purchase request**. You can track it from when it was requested and approved, to when the PO and its corresponding goods receipt were created.
- For the requesting department, this report is useful for tracking the status of their requests. For the **Procurement team, this is a primary worklist**.
- The **Requisition Status** and **PO created** filters are the most frequently used tools for monitoring procurement operations.

Revision #1

Created 12 August 2025 11:01:17 by Muhammad Ali Akbar

Updated 12 August 2025 11:07:52 by Muhammad Ali Akbar