Purchasing Progress Report

Report Module Guide: Purchasing Progress Report

Module Location

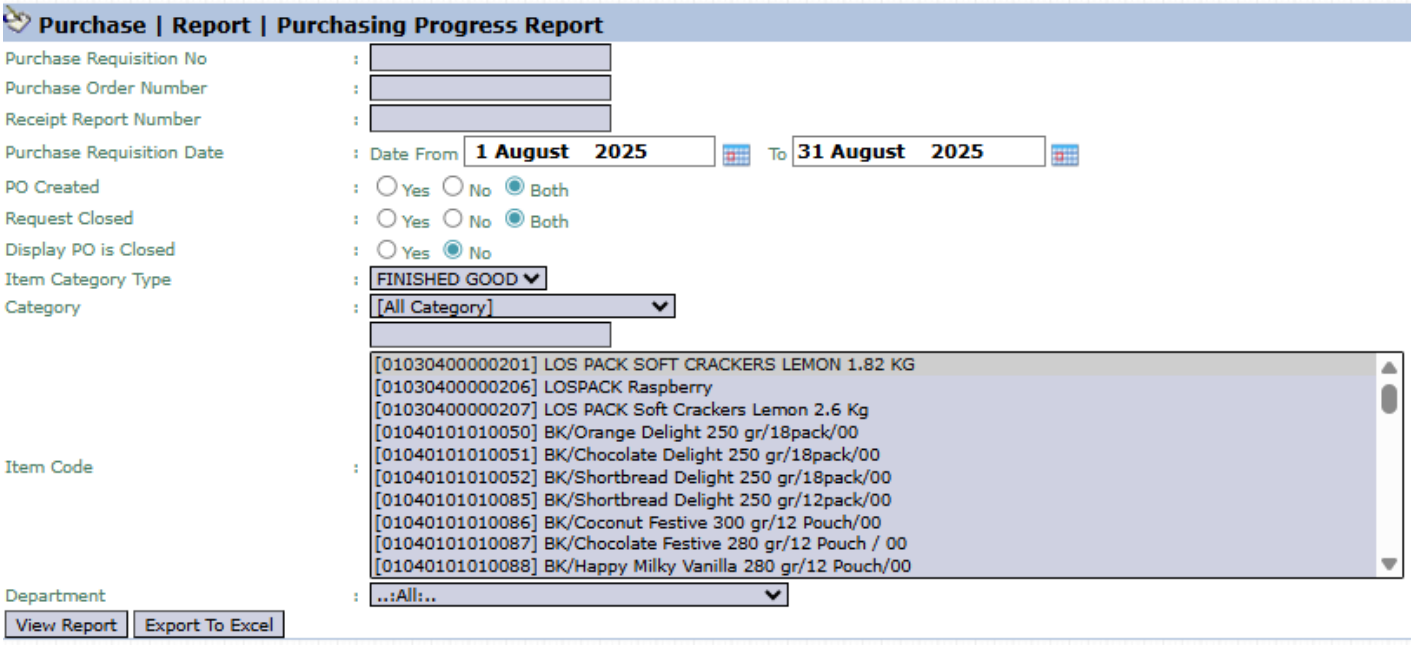
Purchasing > Reports > Purchasing Progress Report

Module Objective

The **Purchasing Progress Report** module is used to generate a report that tracks the end-to-end progress of the procurement process. This report allows users to trace a request from the **Purchase Requisition (PR)** stage, on to the **Purchase Order (PO)** , and through to the **Goods Receipt (Receipt Report)** stage.

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:

- **Document Number Filter**:
  - You can search by a specific number such as **Purchase Requisition No**, **Purchase Order Number**, or **Receipt Report Number**.
- **Purchase Requisition Date**:
  - Specify the creation date range (**Date From** and **To**) of the Purchase Requisitions you wish to see the progress of.
- **Status Filter**:
  - **PO Created**: Filter based on whether a PR has had a PO created for it or not.
  - **Request Closed**: Filter based on whether a PR has been closed or is still open.
- **Other Filters**:
  - Comprehensive filters such as **Item Code**, **Department**, and others are available to narrow down the search results.

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

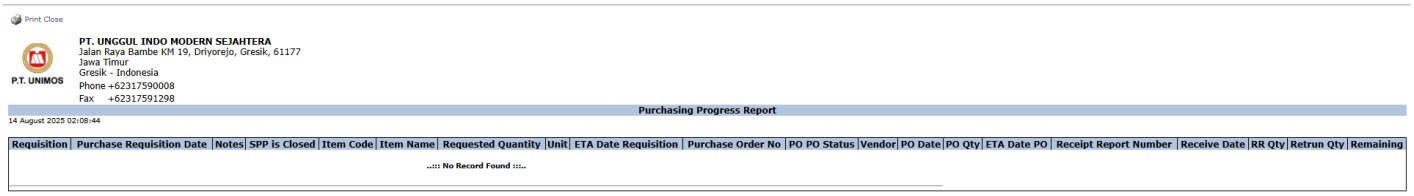
After all parameters are set, click one of the two buttons at the bottom:

- **View Report**: To preview the purchasing progress report directly on your screen. 

- **Export To 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 stage in the procurement process.


Print Close

P.T. UNIMOS

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

Purchasing Progress Report

14 August 2025 02:08:44

Requisition	Purchase Requisition Date	Notes	SPP is Closed	Item Code	Item Name	Requested Quantity	Unit	ETA Date Requisition	Purchase Order No	PO PO Status	Vendor	PO Date	PO Qty	ETA Date PO	Receipt Report Number	Receive Date	RR Qty	Retrun Qty	Remaining
..::: No Record Found :::..																			

Report Explanation: This report presents purchasing progress data in a table format that tracks each stage from left to right.

Document Flow Structure:

- **Requisition**: This section displays all details from the initial Purchase Requisition, including the **Requested Quantity**.
- **Purchase Order**: Displays the details of the PO created based on the requisition, including the **PO Qty**.
- **Receipt Report Number**: Displays the goods receipt document number if it has been received at the warehouse, along with the **Receive Date** and **RR Qty** (Received Quantity).

Analysis Columns: Pay attention to the **Requested Quantity**, **PO Qy**, and **RR Qty** columns to compare the quantities that were requested, ordered, and received. The **Remaining** column shows the balance yet to be received.

Tips & Important Notes

- Use this report to get a complete overview of the status of every purchase request.
- This report is very useful for the **requesting department** to track the status of their requests and for the **Procurement team** to monitor orders that are pending receipt.
- If the **Receipt Report Number** column is still empty, it means the goods from the related PO have not yet been received at the warehouse.

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