

Uninvoiced Purchase Order

Report Module Guide: Uninvoiced PO Report

Module Location

Purchasing > Reports > Uninvoiced Purchase Order

Module Objective

The **Uninvoiced PO Report** module is used to generate a list of all Purchase Orders (POs) for which the goods have likely been received but the invoice has not yet been received or recorded in the system. This report is a crucial control tool for managing **accrued liabilities** and ensuring all obligations to vendors are recorded.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Purchase | Purchase Report | Uninvoiced PO Report

Type of Report : **FINISHED GOOD** ▼

Filter

Vendor : ☒ All ☐ Selected

PO Date : From **1 August 2025** To **31 August 2025**

Location : **UMS** ▼

Currency : ☒ Document
☐ Base Currency
☐ Rate

Currency **IDR** ▼

AED	4,420.64
AUD	7,000.00
CNY	2,260.00
EUR	17,079.64
Euro	12,000.00
GBP	19,062.00
HKD	2,067.67
KHR	3.50
KRW	12.00
MMK	8.00
MYR	3,413.00
NGN	35.00
PHP	276.00
SGD	9,800.00
THB	431.00
TWD	504.40
USD	9,000.00
VND	0.63
YEN	11,721.00

Show : ☐ Summary ☒ Detail

Display Report **Export To MS Excel**

Here is an explanation for each parameter:

- **Vendor:**

- Filter the report by **All** vendors or a **Selected** vendor.

- **PO Date:**

- Specify the **From** and **To** PO creation date range to be displayed (e.g., August 1, 2025, to August 31, 2025).

- **Location:**

- Filter the report by location or warehouse.

- **Show:**

- Select the report's level of detail: **Summary** or **Detail**.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select all the parameters you need, especially defining the **PO Date** range.

PO Date : From To

Step 2: Generate the Report

After all parameters are set, click one of the two buttons in the bottom-left section of the page:

- **Display Report:** To preview the uninvoiced PO 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 PO that still has a remaining balance to be billed.



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Uninvoiced PO Report

PO Date : 01 August 2025 - 31 August 2025

Printing Date : 14 August 2025 01:13:21

No.	Vendor Name	Purchase Order Number	PO Date	Item Code	Item Name	Remaining Qty	Remaining Amount Unvoiced		Remaining Tax Unvoiced		Total Remaining	
							Currency	Amount	Currency	Amount	Currency	Amount
...: No Record Found ...:												

Report Explanation: This report will display a detailed list of each Purchase Order that still has a quantity or value yet to be billed by the vendor.

Key Columns:

- **Purchase Order Number:** The reference PO number.
- **Item Name:** Details of the product yet to be billed.
- **Remaining Qty:** The remaining quantity that has not been invoiced.
- **Remaining Amount Unvoiced:** The remaining value that has not been invoiced.
- **Total Remaining:** The total remaining bill per Purchase Order.

Tips & Important Notes

- Use this report at **month-end** to identify purchases that need to be recorded as an **accrued expense**.
- This report serves as a **"worklist"** for the Accounting (AP) team to **follow-up** with vendors who have not yet sent their invoices.

- The **Remaining Amount Uninvoiced** column is a key indicator of potential liabilities that have been incurred but have not yet been officially recorded in the accounts payable ledger.

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