Unmatch Purchase Order

Report Module Guide: Unmatched PO Report

Module Location

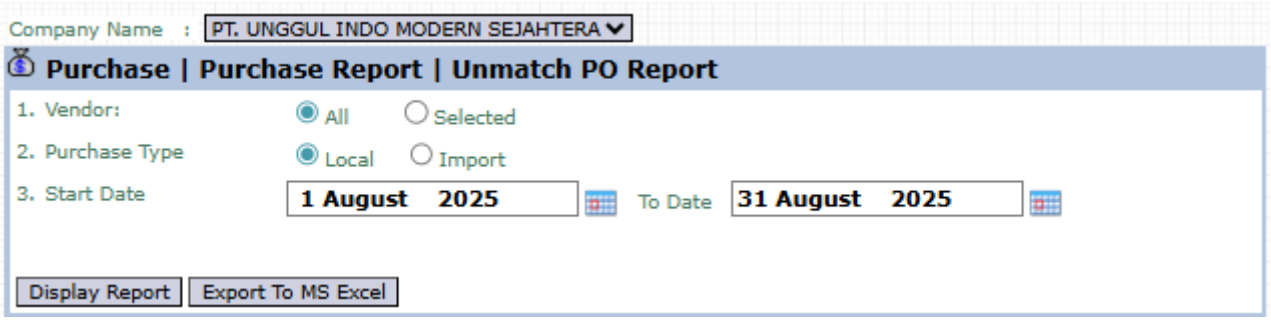
Purchasing > Reports > Unmatched Purchase Order

Module Objective

The **Unmatched PO Report** module is used to generate a report that identifies discrepancies between the quantity of goods ordered on a Purchase Order (PO) and the quantity of goods received on the Goods Receipt Note (LPB/RR). This report is a crucial control tool for detecting **short shipments** or **over shipments** from suppliers.

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 parameter:

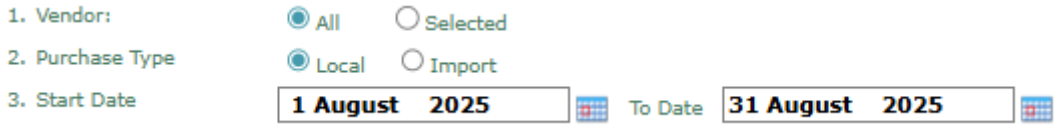
- **Vendor**:
  - Filter the report by **All** vendors or a **Selected** vendor.

- **Purchase Type**:
  - Select the type of purchase you wish to display, whether **Local** or **Import**.
- **Start Date / To Date**:
  - Specify the creation date range of the POs to be checked (e.g., August 1, 2025, to August 31, 2025).

2. Steps to Generate the Report

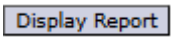
Step 1: Set Report Parameters

Define the **Vendor** scope, **Purchase Type**, and the date range.

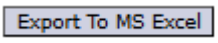


Step 2: Generate the Report

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

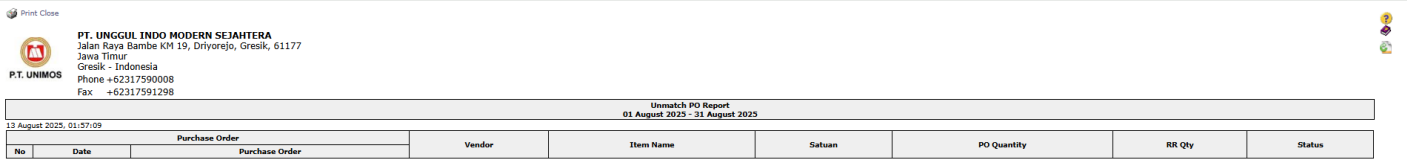
- **Display Report**: To preview the unmatched PO report directly on your screen. 

- **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 report like the following, which details every PO that has a quantity mismatch.



Print Close

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P.T. UNIMOS

Unmatch PO Report
01 August 2025 - 31 August 2025

13 August 2025, 01:57:09

Purchase Order			Vendor	Item Name	Satuan	PO Quantity	RR Qty	Status
No	Date	Purchase Order						

Report Explanation: This report will display a list of Purchase Orders where there is a difference between the quantity ordered and the quantity received.

Key Columns for Analysis:

- **Purchase Order**: The PO number being analyzed.
- **PO Quantity**: The quantity ordered on the PO.
- **RR Qty**: The quantity received at the warehouse (based on the Goods Receipt Note).
- **Status**: Shows the status of the mismatch.

Tips & Important Notes

- Use this report routinely to **identify shipping problems** from vendors quickly.
- Every line that appears on this report **requires follow-up**, either by communicating with the vendor for clarification or with the warehouse team for re-verification of the receipt.
- This report is crucial for the **Procurement and Accounting (AP) teams** to ensure the company only pays according to the quantity of goods actually received.

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