

Unmatch Purchase Order

Report Module Guide: Unmatched PO Report

Module Location

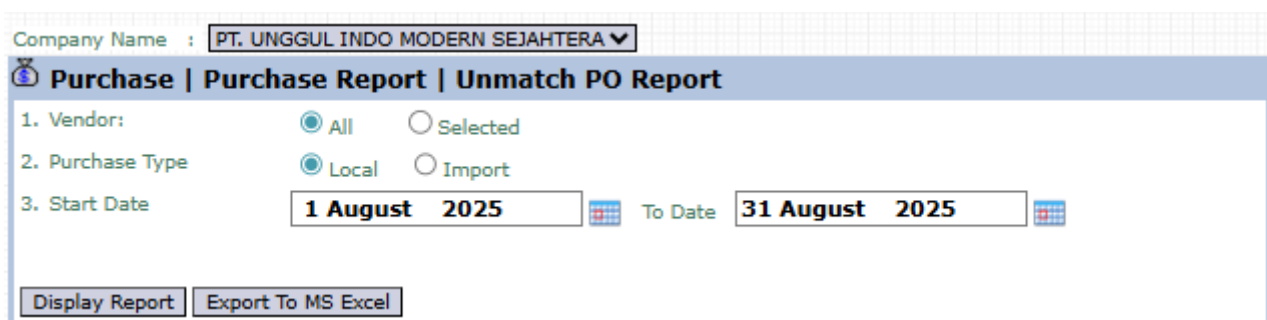
Purchasing > Reports > Unmatched Purchase Order

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.



The screenshot shows a software interface for generating a report. At the top, there is a dropdown menu for 'Company Name' with the value 'PT. UNGGUL INDO MODERN SEJAHTERA'. Below this is a blue header bar with the text 'Purchase | Purchase Report | Unmatch PO Report'. The main form area contains three numbered sections: 1. Vendor: with radio buttons for 'All' (selected) and 'Selected'; 2. Purchase Type: with radio buttons for 'Local' (selected) and 'Import'; 3. Start Date: with a date picker set to '1 August 2025', followed by 'To Date' and another date picker set to '31 August 2025'. At the bottom of the form are two buttons: 'Display Report' and 'Export To MS Excel'.

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.

1. Vendor: All Selected

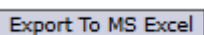
2. Purchase Type Local Import

3. Start Date  To Date 

Step 2: Generate the Report

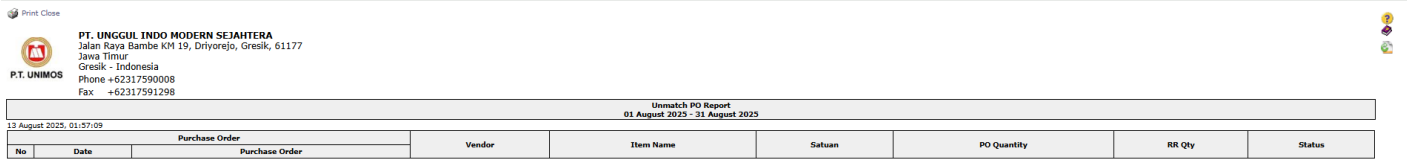
After all parameters are set, click one of the two buttons in the bottom-left section of the page:

- **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.



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

Updated 13 August 2025 13:58:38 by Muhammad Ali Akbar