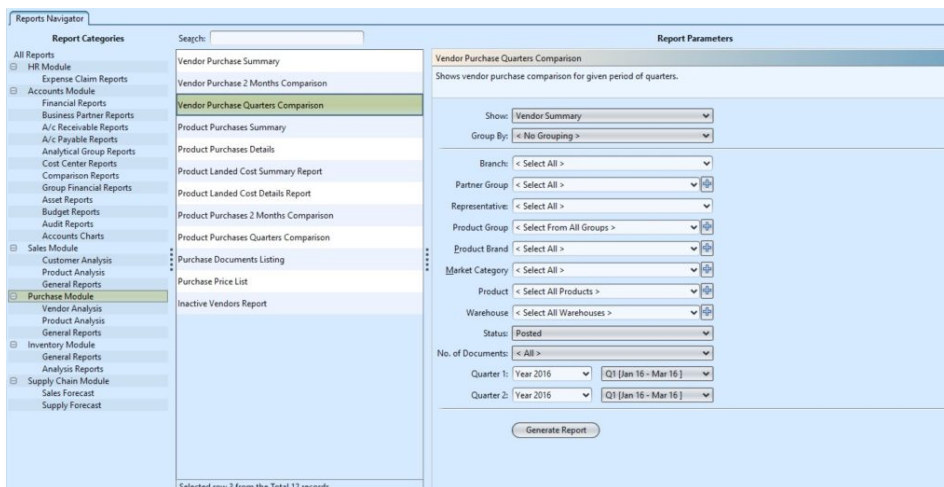# Purchase Reports

Purchase Reports view allows the user to view and search for reports related to vendors, products, and purchase related matters. The user can generate and print the list of the purchase reports based on the selected Criteria. The following are the available reports:-

Report Description	Explanations
Vendor Analysis	
Vendor Purchase Summary	Displays the purchase summary per Vendor for a selected product group, product brand, product market category, representative for a selected period. It will display the Total Qty, Total Standard Cost, Total Standard Forex, Total Variance, Total Variance Forex and Total Cost
Vendor Purchase 2 Month Comparison	Displays the vendor purchase comparison per Vendor for a selected product group, product brand, product market category, representative for the two selected months. It will display the Total Qty, Total Value
Vendor Purchase Quarter Comparison	Displays the vendor purchase comparison per Vendor for a selected product group, product brand, product market category, representative for the two selected quarters. It will display the Total Qty, Total Value
Product Analysis	
Product Purchases Summary	Displays the purchase summary per Product for a selected product group, product brand, product market category, representative for a selected period. It will display the Total Qty, Total Standard Cost, Total Standard Forex, Total Variance, Total Variance Forex and Total Cost
Product Purchases Detail	Displays the purchase detail per vendor for a selected product group, product brand, product market category, representative for a selected period. It will display the Total Qty, Total Standard Cost, Total Standard Forex, Total Variance, Total Variance Forex and Total Cost
Product Landed Cost Summary Detail Report	Displays the Landed Cost Summary per Product for a selected product group, product brand, product market category, representative for a selected period. It will display the Total Qty, Total Standard Cost, Total Standard Forex, Total Variance, Total Variance Forex and Total Cost
Product Landed Cost Detailed Report	Displays the Landed Cost per Goods Receipt Note Document for a selected product group, product brand, product market category, representative for a selected period. It will display the Total Qty, Total Standard Cost, Total Standard Forex, Total Variance, Total Variance Forex and Total Cost
Product Purchases 2 Months Comparison	Displays the product purchase comparison per Products for a selected product group, product brand, product market category, representative for the two selected months. It will display the Total Qty, Total Value

Product Purchases Quarters Comparison	Displays the product purchase comparison per Products for a selected product group, product brand, product market category, representative for the two selected quarters. It will display the Total Qty, Total Value
General Reports	
Purchase Documents Listing	Displays the list of purchase documents for a selected product group, product brand, product market category, representative for the selected period. It will display the Total Value
Purchase Price List	Display the Product Purchase Price Details for a selected product brand, product market category as of today
Inactive Vendors Report	Displays the list of the Inactive Vendors for the selected Partner Group as on the selected date

Below are available actions for the user from Purchase Reports view:

🔗 View and search for reports for purchase module

View and Search Reports for Purchase Module:

1. Enter search parameter to filter the result, i.e. type in the report name in the search textfield box at the top of the screen

2. Select a report from the list of reports available

3. Select the parameters to filter the report, i.e. by specific **"Product Brand"**, time period

4. Click button next to drop-down list to select multiple items (i.e. certain product brands). On the pop-up window, tick the box(es) of items to be included in the report, then click **"OK"** button

5. Click **"Generate Report"** button at the bottom right of the screen to generate the report; it will open a new tab with the selected report

6. On the selected report tab, some records are clickable — in this case the mouse pointer will change to a hand pointer — it is possible to click on these hyperlink records to open another report for that particular record or show transaction details of

the record (see pictures below for an example of purchase reports' hyperlinks)

7. At the bottom of the report tab, the following options are available: