

# Purchase Reports

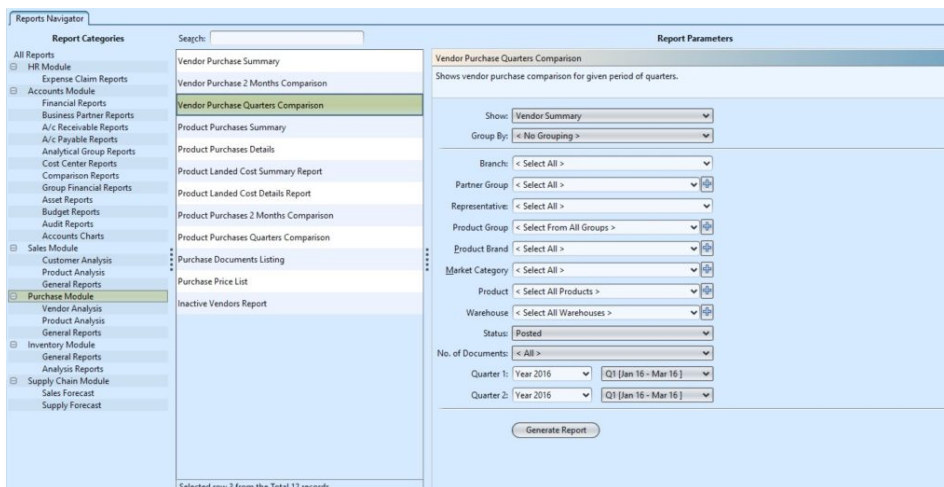
Purchase Reports view allows the user to view and search for reports related to vendors, products, and purchase related matters. The user can generate and print the list of the purchase reports based on the selected Criteria. The following are the available reports:-

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
<b>General Reports</b>	
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




The screenshot shows the 'Reports Navigator' interface. On the left, the 'Purchase Module' is selected under 'General Reports'. The main area displays the 'Vendor Purchase Quarters Comparison' report parameters. The search bar at the top contains 'Vendor Purchase Summary'. The report parameters section includes dropdowns for 'Show' (Vendor Summary), 'Group By' (< No Grouping >), 'Branch' (< Select All >), 'Partner Group' (< Select All >), 'Representative' (< Select All >), 'Product Group' (< Select From All Groups >), 'Product Brand' (< Select All >), 'Market Category' (< Select All >), 'Product' (< Select All Products >), 'Warehouse' (< Select All Warehouses >), 'Status' (Posted), and 'No. of Documents' (< All >). The bottom status bar indicates 'Selected row 3 from the Total 12 records.'

## 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)

Reports Navigator

Vendor Purchase Summary

Samooha Demo Distribution Pte Ltd

Vendor Purchase Summary

From Date : 01-Jan-2016, To Date : 31-Dec-2016, Currency : SGD, Branch : HQ - Head Office, No. Of Documents : All

Vendor #	Vendor Name	Quantity	Standard Cost	Std Forex	Variance Cost	Var Forex	To
6002.001/L0001	L'Oreal Singapore	161	1,199.23	0.00	(286.00)	0.00	
6002.001/L0001	Luxasia	14	454.81	0.00	(26.26)	0.00	
6002.004/Lackler	Lackler			115.54	(574.20)	(12.35)	
L-001	LEGO			381.31	0.00	0.00	
YK-001	Yankie Candles			337.33	0.00	0.00	
tl	TFI Trading			0.00	9.00	190.00	
				834.18	(877.46)	177.65	11

Move To Another Report ?  
Clicking on hyper link will take you to an another report.Would you like to continue ?  
Yes No

Reports Navigator

Product Purchases Summary

Vendor Purchase Summary

Samooha Demo Distribution Pte Ltd

Product Purchase Summary

From Date : 01-Jan-2016, To Date : 31-Dec-2016, Currency : SGD, Branch : HQ - Head Office, Vendor : 6002.001/L0001 - L'Oreal Singapore, No. Of Documents : All

Part Number	Product Name	Quantity	Standard Cost	Std Forex	Variance Cost	Var Forex	To
BD02-002132	Japanese Rose Shower gel - 250ml	100	786.00	0.00	(286.00)	0.00	
BD05-005647	Double Extension Cut	28	223.16	0.00	0.00	0.00	
BD05-005655	True Match Concealer 5.2ml - Fair/Light			0.00	0.00	0.00	
BD05-005676	EverCreme Nourishing Shampoo 250ml			0.00	0.00	0.00	
				0.00	(286.00)	0.00	

Move To Another Report ?  
Clicking on hyper link will take you to an another report.Would you like to continue ?  
Yes No

Reports Navigator

Product Purchases Details

Product Purchases Summary

Vendor Purchase Summary

Samooha Demo Distribution Pte Ltd

Product Purchase Details

From Date : 01-Jan-2016, To Date : 31-Dec-2016, Currency : SGD, Branch : HQ - Head Office, Vendor : 6002.001/L0001 - L'Oreal Singapore, Group By : Product

Date	Document #	Reference #	Vendor #	Vendor Name	Quantity	Standard Cost	Std Forex	Variance Cost	Var Forex
22-Mar-16	BD02-002132	PI-0055	6002.001/L0001	L'Oreal Singapore	100	786.00	0.00	(286.00)	0.00
						786.00	0.00	(286.00)	0.00

Move To Another Report ?  
Clicking on hyper link will take you to an another report.Would you like to continue ?  
Yes No

Purchase Explorer

Purchase Invoice

Masters

Transactions

Document Date

Document Number

Reference Number

Branch

Invoice From

Currency

Deliver To

Vendor Location

Contact Person

Delivery Location

Contact Person

Additional Details

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

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Export / Open as PDF

Export / Open as Excel

Print

Parameters

Scroll to beginning, previous, next, or last page of the report.

Zoom In / Zoom Out

Export / Open as PDF

Export / Open as Excel

Print

Change report's parameters