Purchase Order Register

Introduction:- Purchase Order register will be used for track all purchase order. This report mainly use in Purchase department.

Columns:-

1. P.O. Date:- Purchase order date.
2. P.O. Number:- Tally auto generated purchase order number.
3. Reference Number:- Manually P.O. number entry by Purchase Department.
4. Party Name:- Party Ledger Name for the P.O.
5. Item Name:- P.O. Stock item name.
6. P.O. Qty:- Stock items Qty of particular Purchase Order.
7. UOM:- Unit of Measure
8. P.O. Rate:- Stock Item rate.
9. Total GRN Qty:- Total stock receipt against Purchase Order.
10. Pre- closed Qty:- Pre-closed quantity of the purchase order.
11. Balance Qty:- (P.O. Quantity- GRN Quantity) If GRN not available than whole P.O. quantity is show in balance quantity.
12. Due date:- Purchase Order Due date.
13. Over due days:- (Overdue days – Current date)

Fliters:-

1. Start Date:- Have to select.
2. End Date:- Have to select.
3. Company Name:- Have to select company name.
4. Party Name:- Default all Party name will take if user not select any.
5. Item Name:- Default all Party name will take if user not select any.
6. Purchase Order No.:- Default all Party name will take if user not select any.