Reports

1. Customers & Sales

   A. Purchase Order Report

      a. Date range (Selection Window)

      b. Customer – Drop Down List (Selection Window)

      c. Sort by -Date, Purchase Order No., Supplier, Item, Amount (Selection Window)

      d. Date

      e. Supplier Name (If selected for all customers)

      f. Purchase Order No.

      g. Amount

      h. Total

   B. Purchase Order to MRN Reports

      a. Date range (Selection Window)

      b. Customer – Drop Down List (Selection Window)

      c. Sort by -Date, Purchase Order No., Supplier, Amount (Selection Window)

      d. Date

      e. Supplier Name (If selected for all customers)

      f. MARN No.

      g. Purchase Order No.

      h. Item Description (All items should list below each line if more than 1 item in Purchase order)

      i. Unit

      j. Quantity

      k. Rate

      l. Discount

      m. Amount

      n. Supplier DN No

      o. Quantity Delivered

      p. Amount

      q. Balance Quantity to deliver

      r. Balance amount to deliver

   C. MRN Reports

      a. Date range (Selection Window)

      b. Supplier – Drop Down List (Selection Window)

      c. Sort by -Date, Purchase Order No., Supplier, Item, Amount (Selection Window)

d. Date

e. Supplier Name (If selected for all customers)

f. Material received Note No.

g. Purchase Order No.

h. Supplier DN No.

i. Item Description (All items should list below each line if more than 1 item in Purchase order)

j. Unit

k. Quantity

l. Rate

m. Discount

n. Amount

D. MRN to Purchase Voucher analysis

   a. Date range (Selection Window)

   b. Supplier – Drop Down List (Selection Window)

   c. Sort by -Date, MRN No., Supplier, Item, Amount (Selection Window)

   d. Date

   e. Supplier Name (If selected for all customers)

   f. MRN No.

   g. Purchase Order No.

   h. Supplier DN No.

   i. Item Description (All items should list below each line if more than 1 item in Purchase order)

   j. Unit

   k. Quantity

   l. Rate

   m. Discount

   n. Amount

   o. Supplier Invoice No

   p. Amount

   q. Balance amount to book

E. Purchase Voucher Reports

   a. Date range (Selection Window)

   b. Supplier – Drop Down List (Selection Window)

   c. Sort by -Date, Purchase Order No., Supplier, Item (Selection Window)

   d. Date

   e. Supplier Name (If selected for all customers)

   f. Purchase Order No.

g. Supplier Invoice No.

h. MRN No.

i. Supplier Delivery Note No.

j. Item Description (All items should list below each line if more than 1 item in Purchase order)

k. Unit

l. Quantity

m. Rate

n. Discount

o. Amount

F. Purchase Summary Report

a. Date range (Selection Window)

b. Supplier – Drop Down List (Selection Window)

c. Sort by -Date, Purchase Order No., Supplier, Item (Selection Window)

d. Date

e. Supplier Name (If selected for all customers)

f. Purchase Order No.

g. Supplier Invoice No.

h. MRN No.

i. Supplier Delivery Note No.

j. Amount

G. Pending Purchase Order Report

a. Date (Selection Window)

b. Sort by -Date, Purchase Order No., Supplier, Item (Selection Window)

c. Purchase Order No. (List only Purchase orders which are not fully received & booked)

d. Date

e. Supplier Name

f. Purchase Order No.

g. Amount

h. Amount received

i. Amount booked

j. Balance (Amount - Amount received)