Purchase

Purchase Overview

Purpose

The **Purchase Overview** dashboard provides a real-time summary of procurement activities, supplier information, purchasing trends, and outstanding purchasing documents. It enables users to monitor purchasing performance and manage pending procurement processes efficiently.

Dashboard Components

1. Active Suppliers

Type

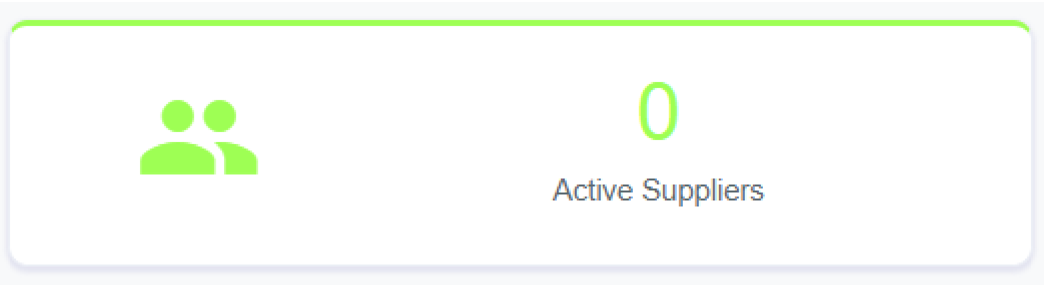
- KPI Card

Description

Displays the total number of active suppliers registered in the system.

Purpose

Provide an overview of available suppliers for procurement activities.



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2. Outstanding Purchase Order

Type

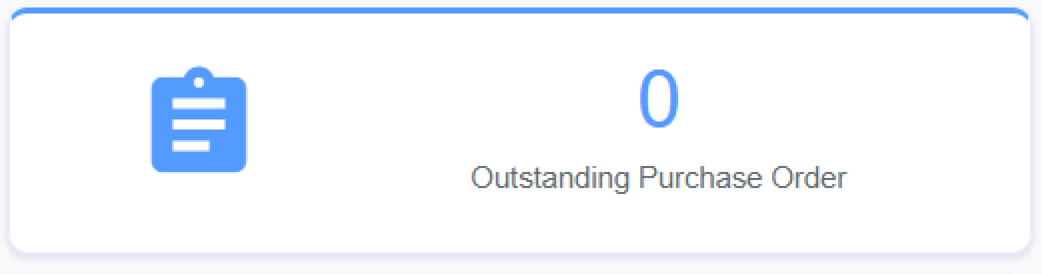
- KPI Card

Description

Displays the total number of Purchase Orders (PO) that are still pending completion.

Purpose

Monitor outstanding purchase commitments.



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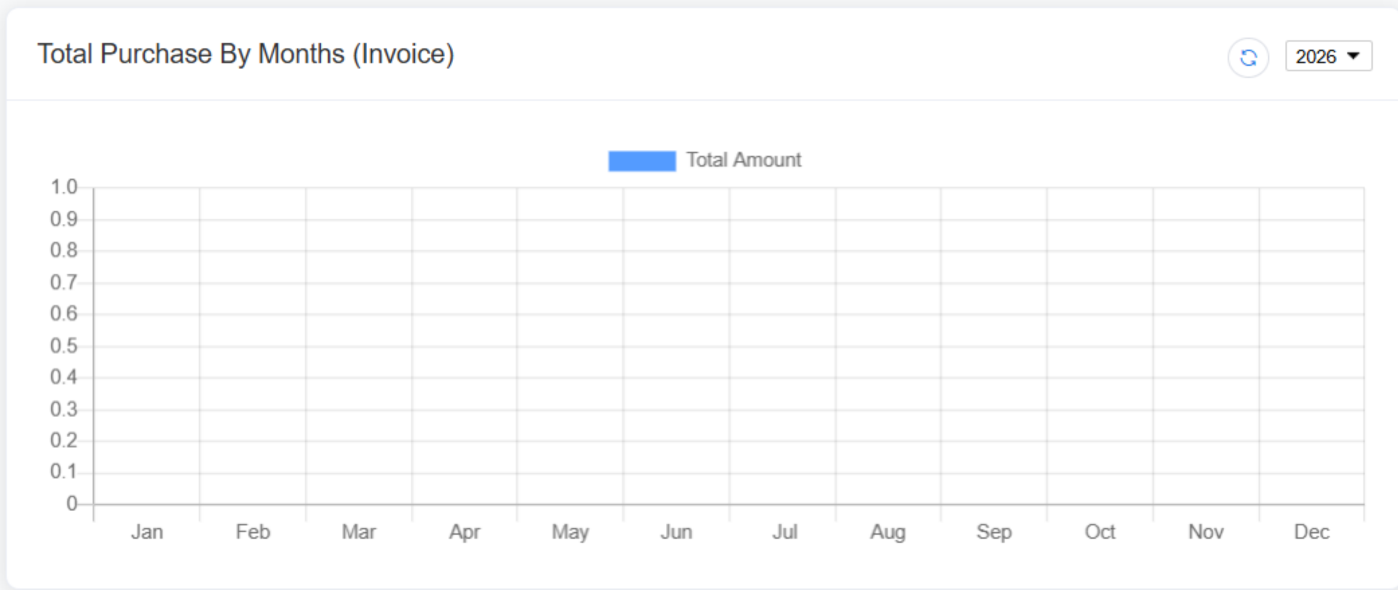
3. Total Purchase By Months

Chart Type

- Bar Chart

Display

Monthly purchasing amount based on completed Purchase Orders or Purchase Invoices.



Purpose

Compare purchasing expenditure across different months.

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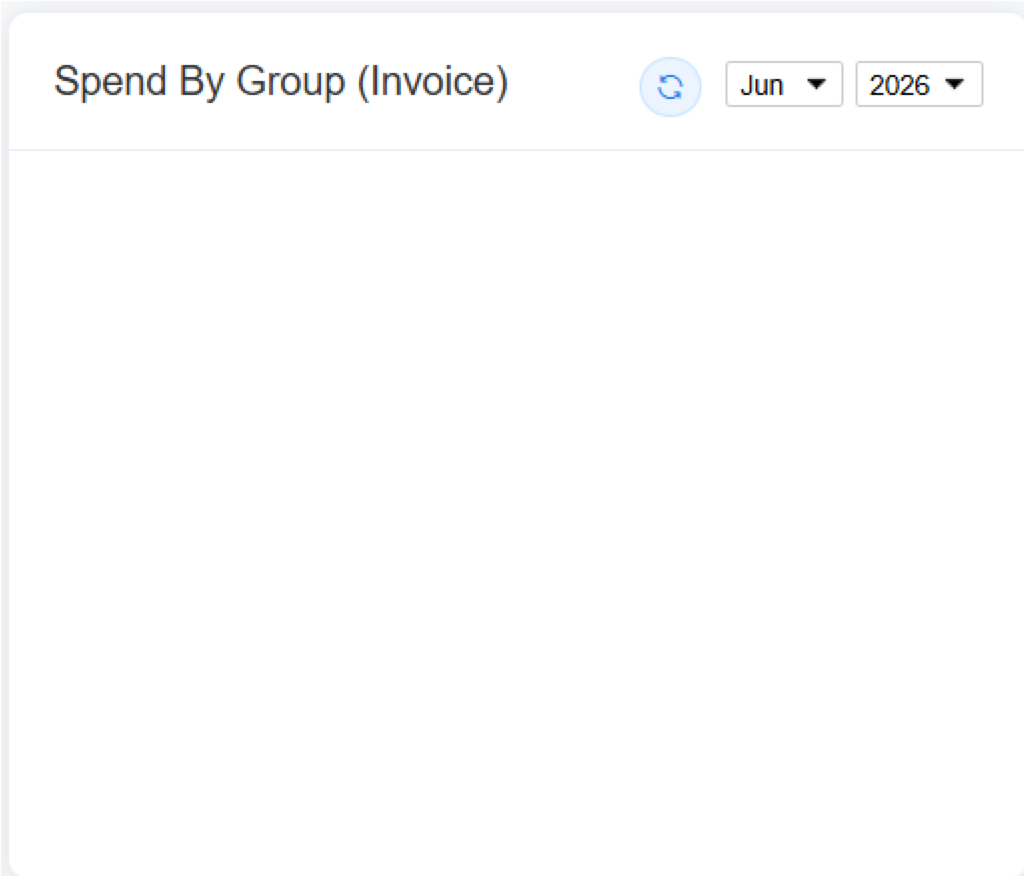
4. Spend By Group

Chart Type

- Pie Chart

Display

Purchasing expenditure grouped by supplier group, product category, or purchasing group.



Purpose

Identify which purchasing group contributes the highest expenditure.

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5. Daily Procurement Volumes By Document

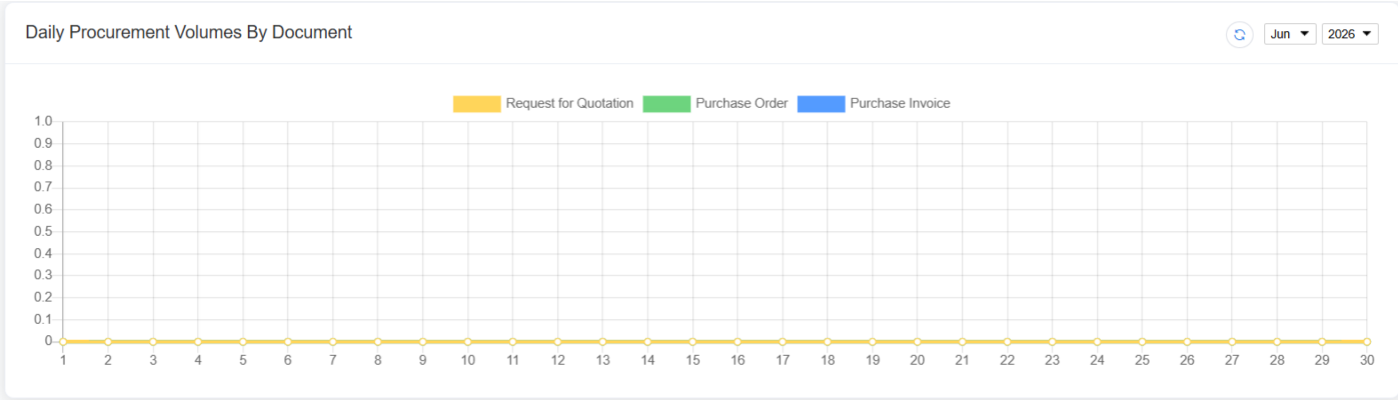
Chart Type

- Smooth Line Chart

Display

Daily procurement document volumes, including:

- Request for Quotation (RFQ)
- Purchase Invoice (PI)
- Purchase Order (PO)



Purpose

Monitor daily procurement activities and document trends.

Outstanding Documents

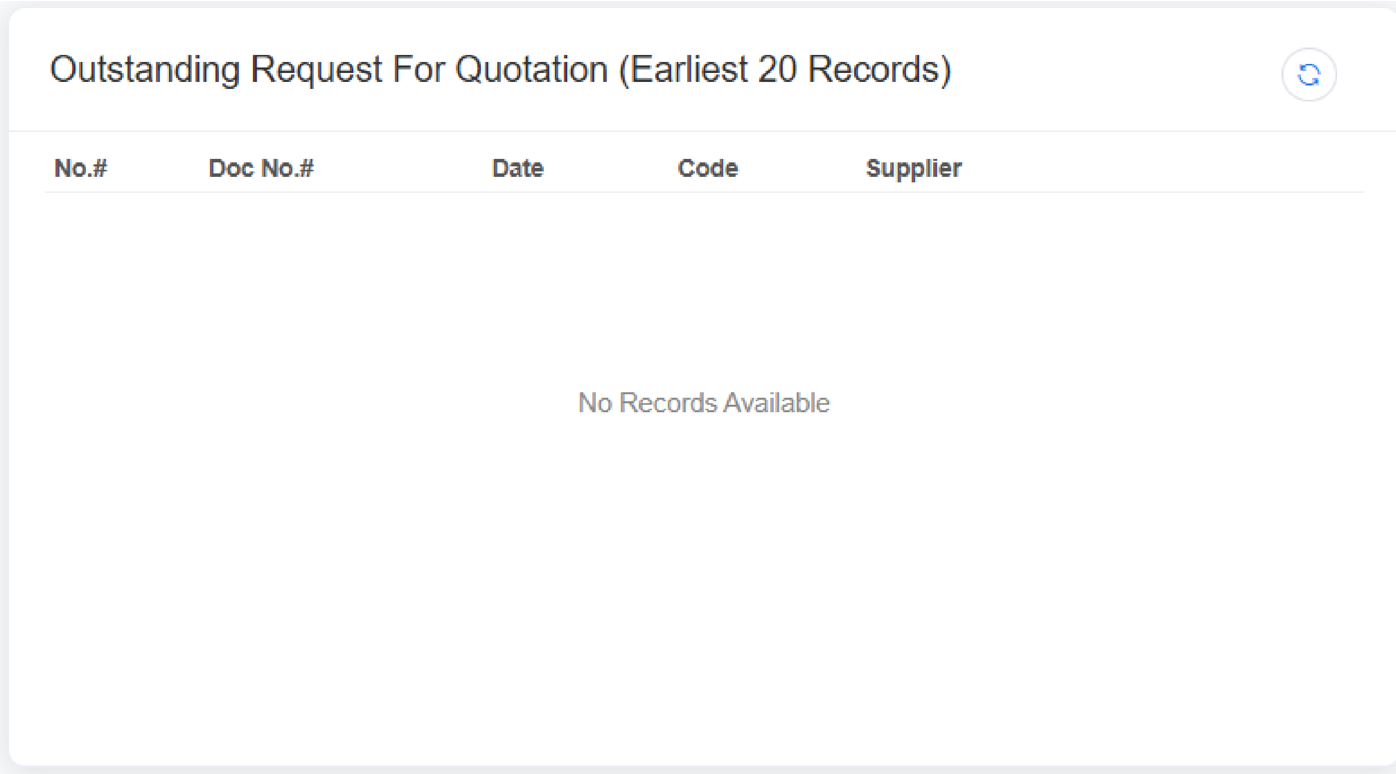
6. Outstanding Request For Quotation (RFQ)

Displays RFQs that have not yet been completed or converted into Purchase Orders.

Column
No.
Doc No.
Date
Supplie Code
Supplier

Purpose

Track pending supplier quotations.



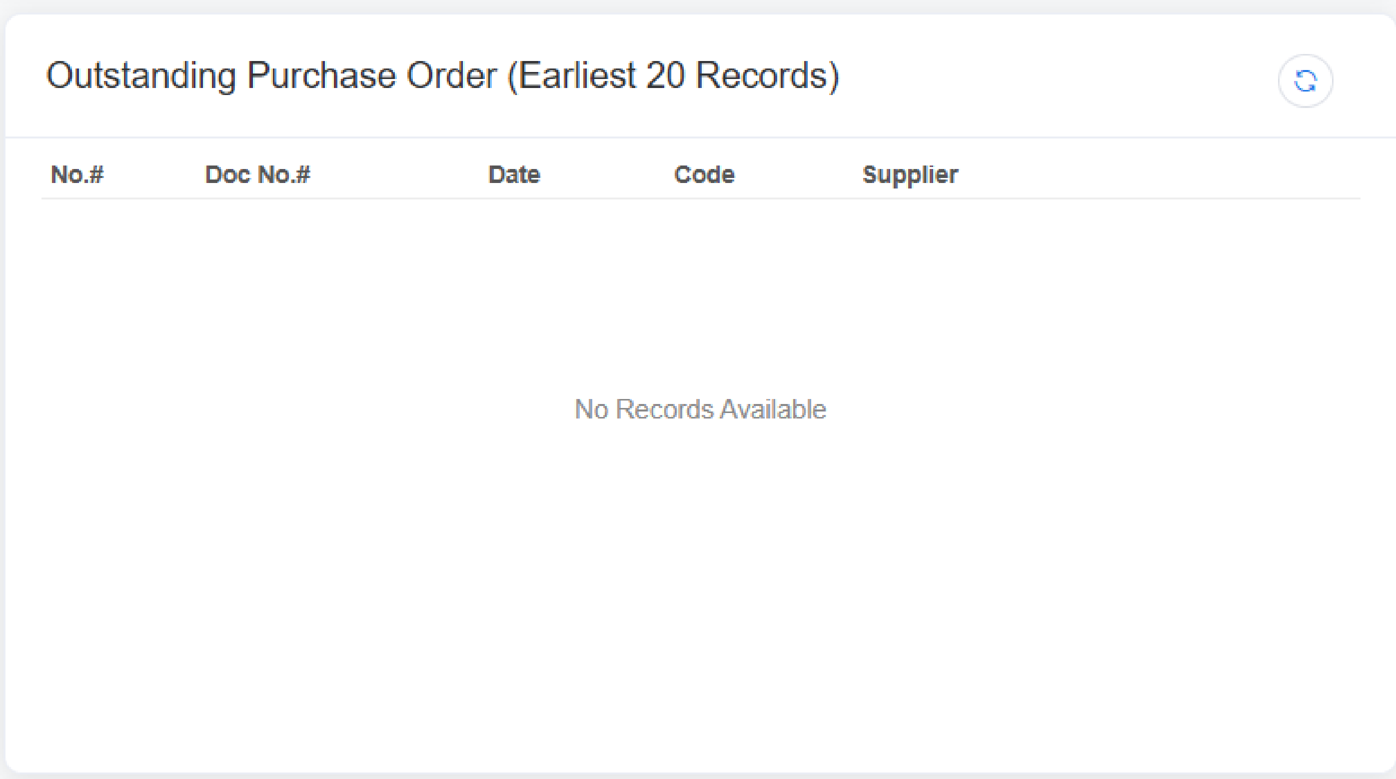
7. Outstanding Purchase Order

Displays Purchase Orders that are awaiting delivery or completion.

Column
No.
Doc No.
Date
Supplier Code
Supplier

Purpose

Monitor outstanding purchase orders.



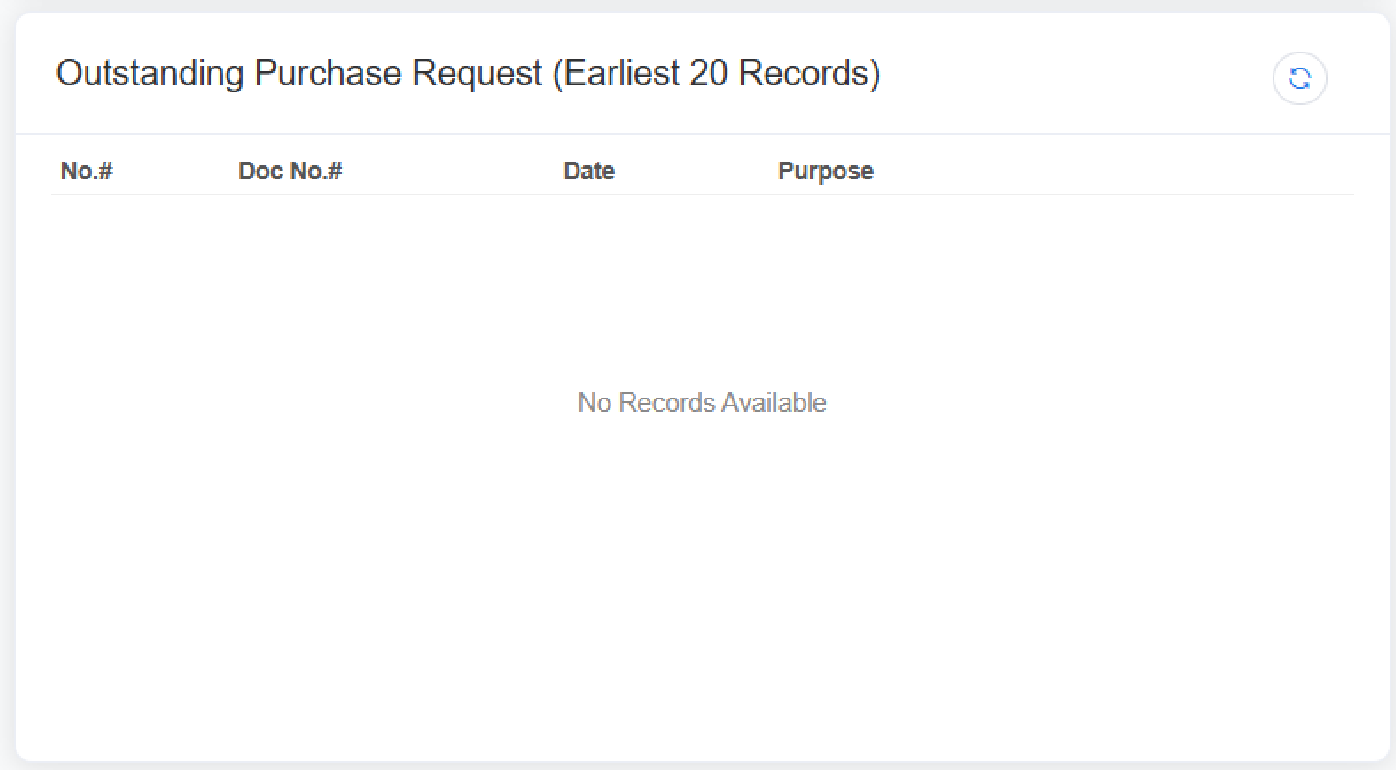
8. Outstanding Purchase Request

Displays Purchase Requests that are waiting for approval or conversion into Purchase Orders.

Column
No.
Doc No.
Date
Purpose

Purpose

Track pending purchase requests before procurement.



9. Outstanding Goods Receive

Displays Goods Receive documents that have not yet been completed or posted into inventory.

Column
No.
Doc No.
Date
Supplier Code
Supplier

Purpose

Monitor incoming goods that are still pending receipt.

Outstanding Goods Receive (Earliest 20 Records)

No.#	Doc No.#	Date	Code	Supplier

No Records Available

Purchase Transactions

Setup Purchase Request

Setup Request For Quotation

Setup Purchase Order

Setup Cancel Order

Setup Demand

Billing

Billing

Setup Purchase Invoice

Setup Debit Note

Setup Cash Purchase

Setup Purchase Return

Operational Policies

Operational Policies

Setup Purchase Approval

Setup Stock / Item Exclusion

Setup Tax Exemption