

# 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**

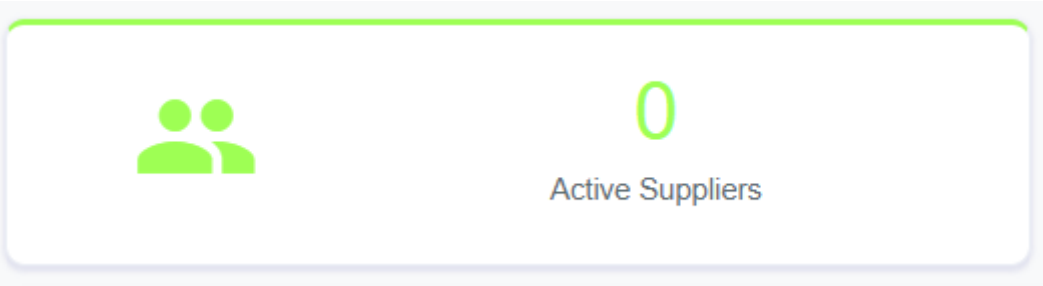
- KPI Card

**Description**

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

**Purpose**

Provide an overview of available suppliers for procurement activities.



## 2. Outstanding Purchase Order

### Type

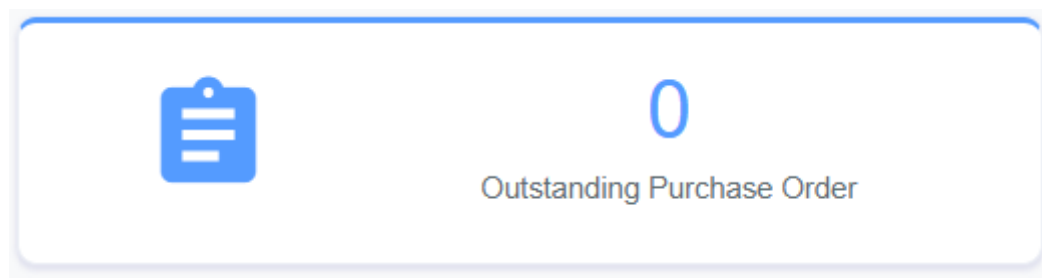
- KPI Card

### Description

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

### Purpose

Monitor outstanding purchase commitments.



---

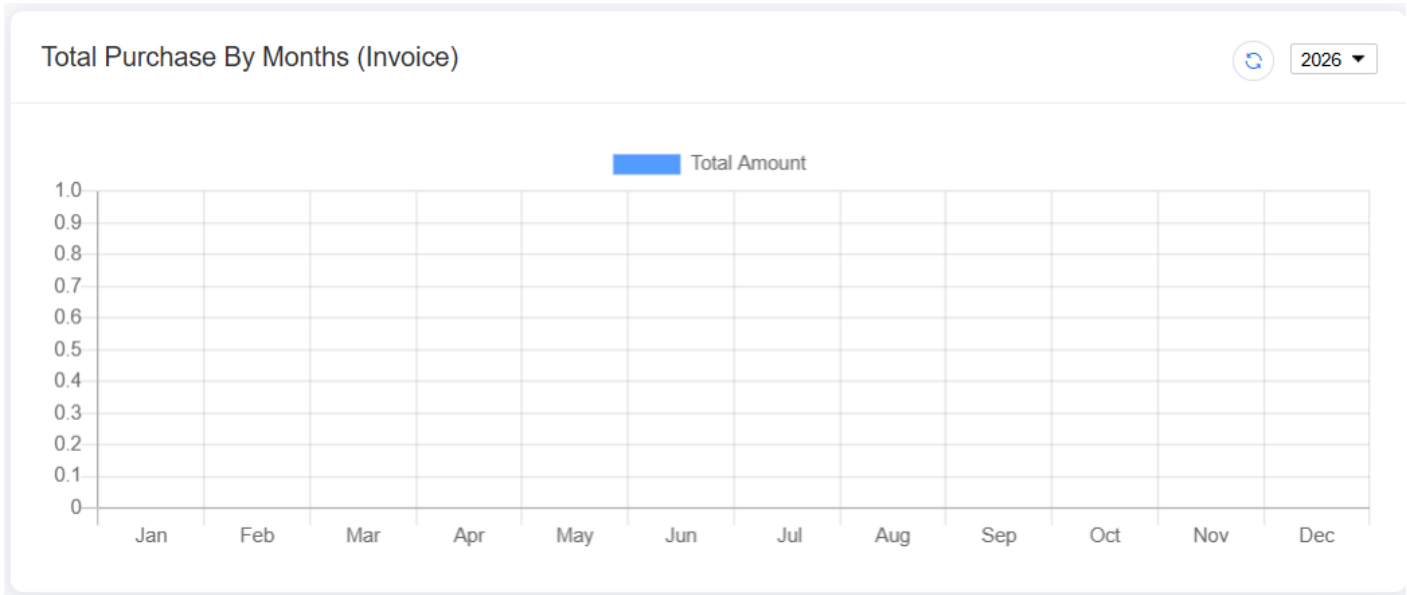
## 3. Total Purchase By Months

### Chart Type

- Bar Chart

### Display

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



**Purpose**

Compare purchasing expenditure across different months.

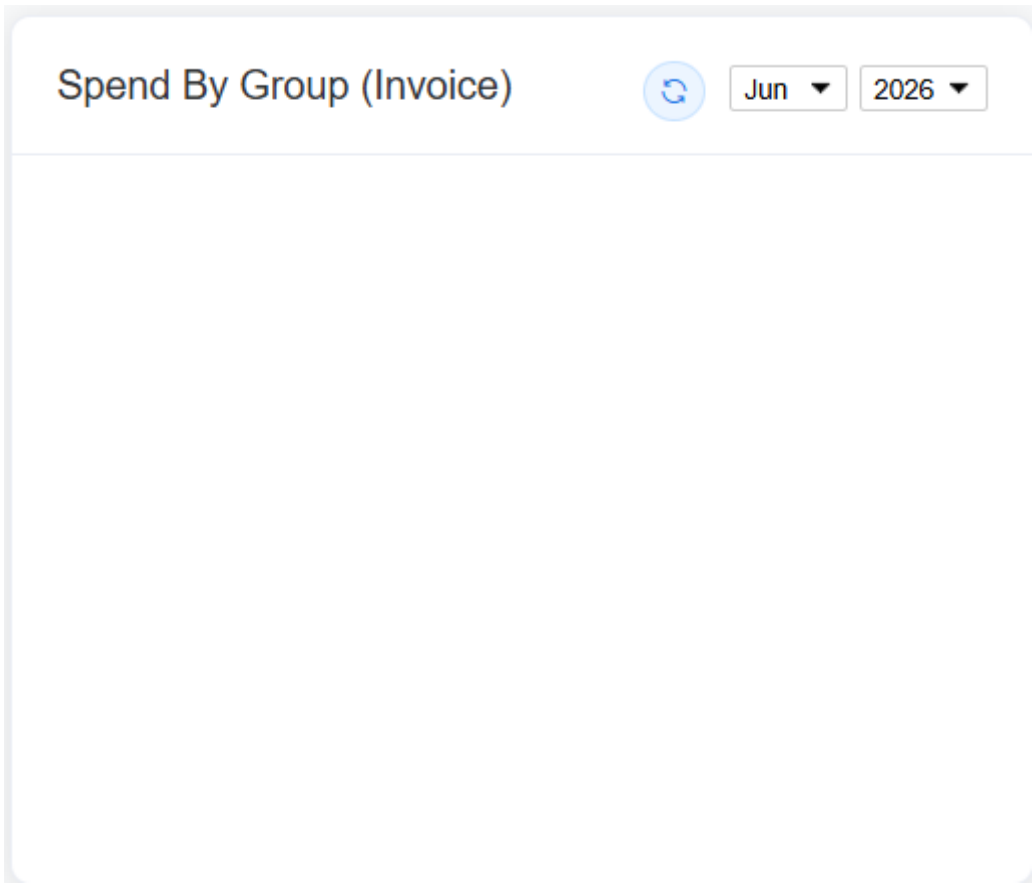
# 4. Spend By Group

**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.

# 5. Daily Procurement Volumes By Document

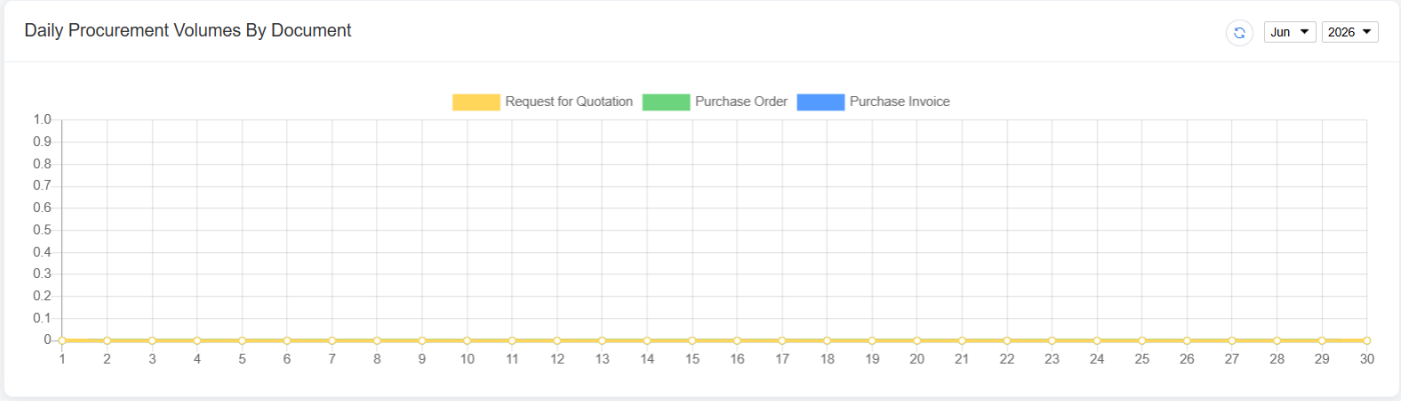
**Chart Type**

- 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.

Outstanding Request For Quotation (Earliest 20 Records)



| No.# | Doc No.# | Date | Code | Supplier |
|------|----------|------|------|----------|
|------|----------|------|------|----------|

No Records Available

# 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.

| Outstanding Purchase Order (Earliest 20 Records) |          |      |      |          |  |
|--------------------------------------------------|----------|------|------|----------|-------------------------------------------------------------------------------------|
| No.#                                             | Doc No.# | Date | Code | Supplier |                                                                                     |
| No Records Available                             |          |      |      |          |                                                                                     |

## 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.

| Outstanding Purchase Request (Earliest 20 Records) |          |      |         |
|----------------------------------------------------|----------|------|---------|
| No.#                                               | Doc No.# | Date | Purpose |
| No Records Available                               |          |      |         |

## 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

Revision #2  
Created 2026-06-29 07:32:44 UTC by Admin  
Updated 2026-07-03 07:56:42 UTC by Admin