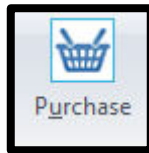
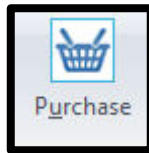


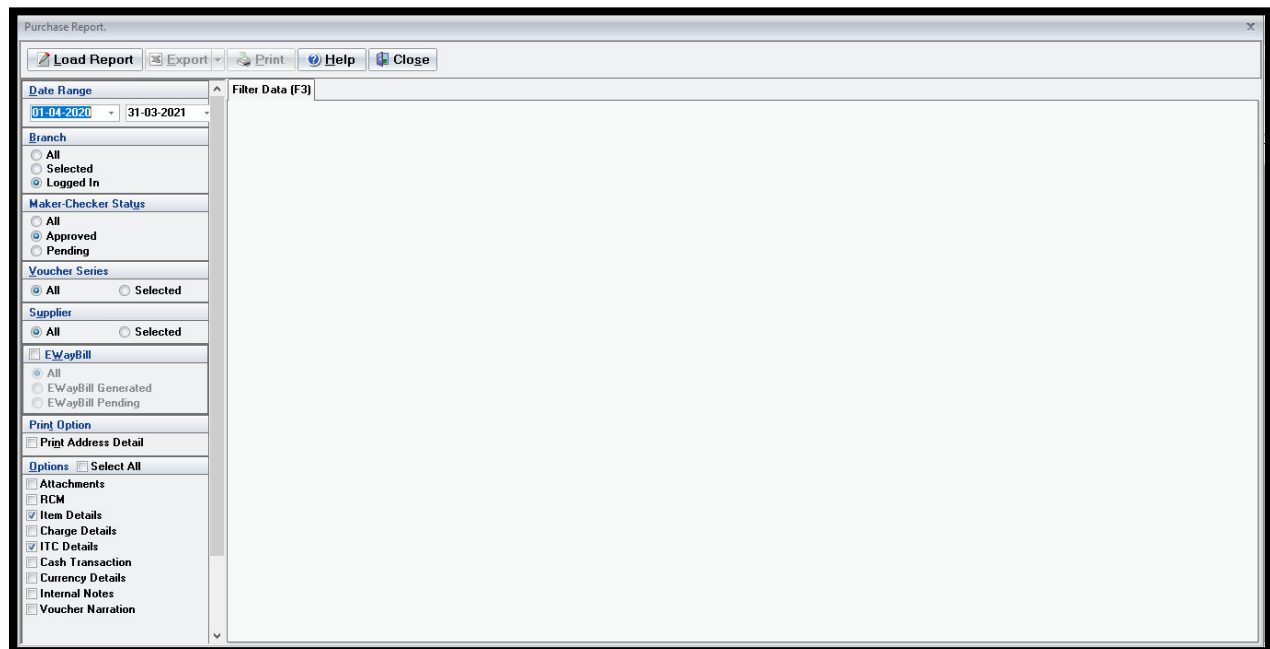


### Purchase Report (Alt + U)

This report shows the detailed record of all the entries done under Purchase module.



On clicking the  option or on pressing the shortcut (Alt+ U), “Purchase Report” window will appear.



Now, we can retrieve/fetch the data as per our requirement and as per the specific condition by using the left task bar which states the date range, branch, maker-checker status, voucher series, supplier, e-way bill, with optional viewability of attachments, RCM, ITC details, item details, charge details, cash transaction, currency details, internal notes, voucher narration.



We can use below mentioned shortcuts for further extractions and functions.

### Load Report (Alt + L)

User needs to click on Load Report (Alt + L) button to load the report after the filter action. The loaded Report will look as below:

Purchase Report.

Load Report Export Print Help Close <Press Enter / Dbl click in grid for drill down to entry or to View attached documents (Logged-in branch only)>

Filter Data (F3) Report [01-04-2020 to 31-03-2021] (F4)

Purchase Details									
Date	No	Branch	Supplier	GSTIN	Place of Supply	Invoice Amount (Base)	Cancelled	Name	
Click here to define a filter									
01-08-2020	test	DEMO BRANCH	CYGNET INFOTECH PRIVATE LIMITED	24AABCC5127A12F	24-Gujarat	141,600.00	<input type="checkbox"/>	TEST	
01-08-2020	test5	DEMO BRANCH	CYGNET INFOTECH PRIVATE LIMITED	24AABCC5127A12F	24-Gujarat	334,176.00	<input type="checkbox"/>	TEST	
01-08-2020	test6	DEMO BRANCH	CYGNET INFOTECH PRIVATE LIMITED	24AABCC5127A12F	24-Gujarat	501,264.00	<input type="checkbox"/>	TEST	
01-09-2020	10	DEMO BRANCH	POLYCAB INDIA LIMITED1	06AAACP6474E12H	33-Tamil Nadu	10,071.00	<input type="checkbox"/>	TEST	
03-09-2020	6	DEMO BRANCH	ARULDASS SHEBAJENITTA	33FR0PS6409F12F	33-Tamil Nadu	1,413.00	<input type="checkbox"/>	ITEM 2	
04-09-2020	4	DEMO BRANCH	BHAGWANISINGH SHOBHA	33AZKPS0457N12V	33-Tamil Nadu	1,545.00	<input type="checkbox"/>	TEST	
05-09-2020	13	DEMO BRANCH	USAKA INDUSTRIAL COMPONENTS PRIVATE ...	06AAACU1663112C	33-Tamil Nadu	6,183.00	<input type="checkbox"/>	TEST	
08-09-2020	18	DEMO BRANCH	RONCH POLYMERS PRIVATE LIMITED	26AAACP4934P1ZZ	33-Tamil Nadu	6,804.00	<input type="checkbox"/>	ITEM 2	
08-09-2020	7	DEMO BRANCH	POLYCAB INDIA LIMITED	32AAACP6474E12M	33-Tamil Nadu	53,906.00	<input type="checkbox"/>	TEST	
10-09-2020	14	DEMO BRANCH	VINAY BOMB	29ABRFB0952CZT	33-Tamil Nadu	2,012.00	<input type="checkbox"/>	TEST	
10-09-2020	8	DEMO BRANCH	UNICOM INFOTEL PRIVATE LIMITED	27AAACU1359P1ZZ	33-Tamil Nadu	77,449.00	<input type="checkbox"/>	TEST	
12-09-2020	19	DEMO BRANCH	NEW ERA TRADERS	33AABFN5723C1ZT	33-Tamil Nadu	58,661.00	<input type="checkbox"/>	TEST	
12-09-2020	9	DEMO BRANCH	BHARTI AIRTEL LIMITED	33AAACB2894G12U	33-Tamil Nadu	589.00	<input type="checkbox"/>	TEST	
14-09-2020	11	DEMO BRANCH	MALABAR RESIDENCY	32AAHFM4619C12P	33-Tamil Nadu	2,195.00	<input type="checkbox"/>	ITEM 2	
19-09-2020	17	DEMO BRANCH	TECHNO ELECTROMECH PRIVATE LIMITED	24AADCT7085L12W	33-Tamil Nadu	51,650.00	<input type="checkbox"/>	ITEM 2	
20-09-2020	12	DEMO BRANCH	SUNDARARASU VEERASAMY	33AUWVPV1173012C	33-Tamil Nadu	100,448.00	<input type="checkbox"/>	TEST	
25-09-2020	5	DEMO BRANCH	ARULDASS SHEBAJENITTA	33FR0PS6409F12F	33-Tamil Nadu	2,126.00	<input type="checkbox"/>	ITEM 1	
30-09-2020	16	DEMO BRANCH	SPOTON LOGISTICS PRIVATE LIMITED	33AAQCS5849Q12F	33-Tamil Nadu	1,186.00	<input type="checkbox"/>	TEST	
30-09-2020	45	DEMO BRANCH	POLYCAB INDIA LIMITED1	06AAACP6474E12H	33-Tamil Nadu	270,525.00	<input type="checkbox"/>	RCM Service	
31-10-2020	test2	DEMO BRANCH	PAYPAL PAYMENTS PRIVATE LIMITED	27AAGCP4442G12F	24-Gujarat	226.00	<input type="checkbox"/>	TEST	
31-10-2020	test3	DEMO BRANCH	PAYPAL PAYMENTS PRIVATE LIMITED	27AAGCP4442G12F	24-Gujarat	452.00	<input type="checkbox"/>	TEST	
31-10-2020	test4	DEMO BRANCH	PAYPAL PAYMENTS PRIVATE LIMITED	27AAGCP4442G12F	24-Gujarat	904.00	<input type="checkbox"/>	TEST	
23-11-2020	1	DEMO BRANCH	PAYPAL PAYMENTS PRIVATE LIMITED	27AAGCP4442G12F	24-Gujarat	226.00	<input checked="" type="checkbox"/>	TEST	
23-11-2020	2	DEMO BRANCH	PAYPAL PAYMENTS PRIVATE LIMITED	27AAGCP4442G12F	24-Gujarat	455.00	<input type="checkbox"/>	TEST	
30-11-2020	Nov/1/2020	DEMO BRANCH	BHARTI AIRTEL LIMITED	33AAACB2894G12U	33-Tamil Nadu	9,968.00	<input type="checkbox"/>	ITEM 2	
Total						1,991,891.00			

### Drill down entry

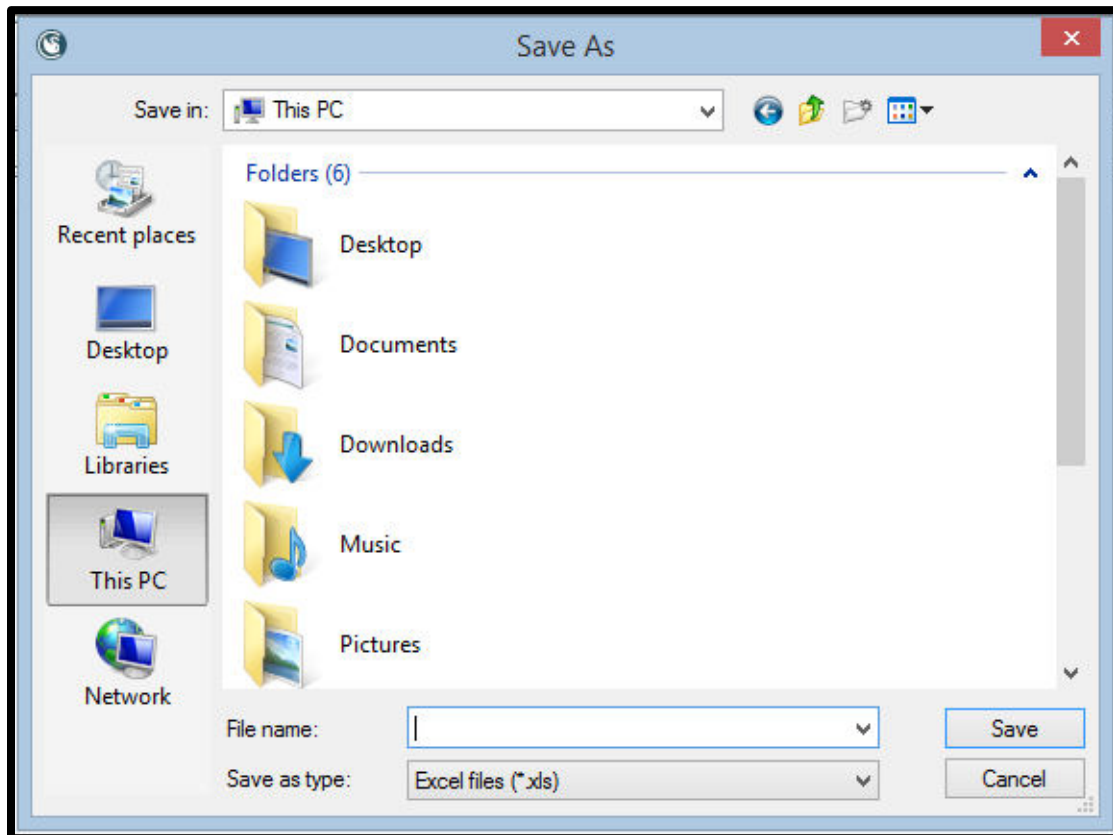
To go to the voucher, user needs to double click on the record line. User will be redirected to the Purchase voucher.

### Export (Alt + E)

User needs to click on Export (Alt + E) button to export the report.



User can export report as well as the attachments of each entry of the report from the drop-down list. On clicking Export button, user will be asked for the path to export the report as shown below:



User needs to specify the path and click on save button to export the list successfully. Export can be done in .xls and .csv file.

### [Print \(Alt + P\)](#)

On clicking the Print (Alt + P) button, print preview window will appear.



[Close \(Alt + S\)](#)

On clicking the Close (Alt + S) button, purchase report tab will get closed.

[Help \(Alt + H\)](#)

On clicking the Help (Alt + H) button, user will be redirected to help manual of purchase report Tab.