

# Report Queries

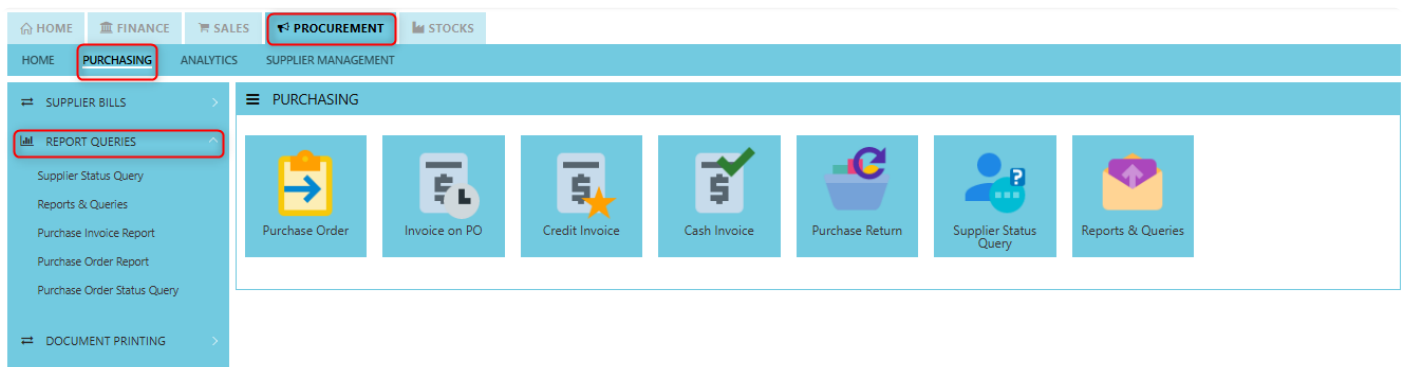
This is where all the Purchase reports such as Pending Purchase Orders, Purchase Invoice and GRN Listing, as well as Purchase Order Listing are located. The available reports in the Reports/Queries also have the capability to export to Microsoft Word, Excel and PDF. Users can filter the reports according to transaction type, date, reference number, transaction number and supplier. Detailed reports are available, and the reports can also be sorted by Default, Supplier, Product, Reference No and Delivery Date.

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## How to locate Report Queries?

- Click on PROCUREMENT - PURCHASING - REPORT QUERIES for the screen below.



### Supplier Status Query

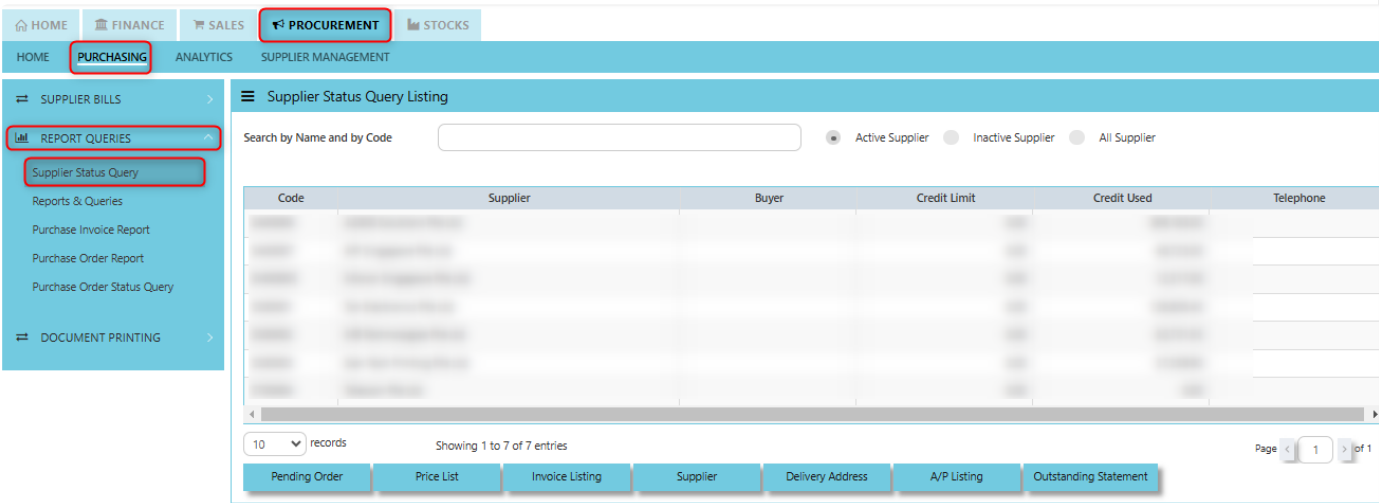
Uniq365 accounting provides a very convenient interface which allows the user to drill down to the detailed transactions.

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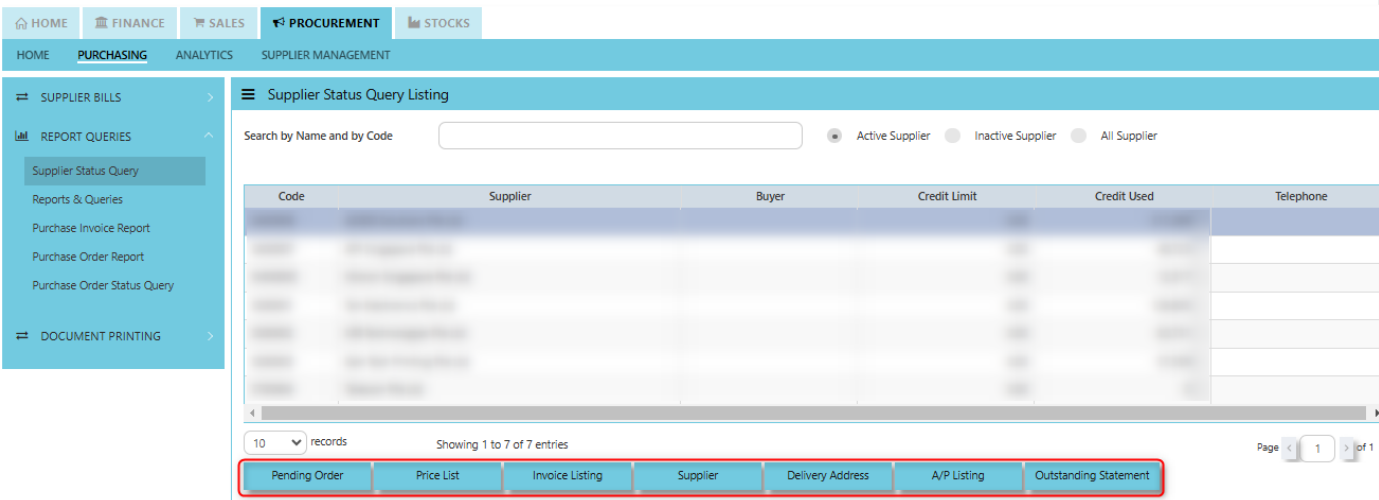
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# How to view Supplier Status Query?

1. Click on PROCUREMENT – PURCHASING – REPORT QUERIES – SUPPLIER STATUS QUERY for the screen below.



3. You may filter by Active Supplier, Inactive Supplier and All Supplier by ticking it.
4. You may filter by individual suppliers. The following data can be drilled down to transaction level:
- Pending Orders
  - Delivery Addresses
  - Price List
  - AR Listing
  - Invoice Listing
  - Outstanding Statement
5. Instead of listing all invoices, you may choose to display only those that are outstanding. From this report, you may also drill down to the document level by clicking Go To Transaction.



**Pending Orders Button** shows the orders that have been placed with suppliers but have not yet been fulfilled or processed. You may drill down or visit the transactions by clicking "Zoom In" button inside of this function.

**Price List Button** displays the price list provided by the supplier for various products or services.

**Invoice Listing Button** will show a list of invoices from suppliers. These invoices might be in various stages such as unpaid, paid, or pending.

**Supplier Button** allows the user to view or can be used to quickly access supplier maintenance of selected supplier. You may drill down or visit the transactions by clicking "Zoom In" button inside of this function.

**Delivery Address Button** displays the code, pending D/O and delivery addresses associated with the supplier.

**A/P Listing Button** displays a list of accounts payable transactions. These are amounts owed to suppliers for goods or services received. You may drill down or visit the transactions by clicking "Zoom In" button inside of this function.

**Outstanding Statement Button** provides an outstanding statement of the supplier's account. It will summarize any unpaid balances or overdue amounts and can be used to review what is still owed to the supplier, including details such as Trn No., Reference, Currency, Double Entry, Balance, Balance Base and Total Amount. You may drill down or visit the transactions by clicking "Zoom In" button inside of this function.

## Reports and Queries

Uniq365 Reports & Queries interface make it extremely easy for you to take a report in any way you need, whether it is by date, or PDS.

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### How to view Report and Queries?

- Click on PROCUREMENT – PURCHASING – REPORT QUERIES – REPORT & QUERIES for the screen below.

HOMEFINANCESALES**PROCUREMENT**STOCKS

HOME**PURCHASING**ANALYTICSSUPPLIER MANAGEMENT

SUPPLIER BILLS

REPORT QUERIES

Supplier Status Query

Reports & Queries

Purchase Invoice Report

Purchase Order Report

Purchase Order Status Query

DOCUMENT PRINTING

Purchase Report & Queries

Add To ShortCut

Export ExcelQueryPreview

Select

Master Listing - Products

Master Listing - Suppliers

Supplier Invoice Listing

## Purchase Invoice Report

In Uniq365, this report provides a detailed summary of all purchase invoices that have been generated within a specific time period or for a particular set of criteria and verify purchase transactions, manage supplier payments, and ensure the accuracy of financial records related to procurement activities.

This report provides a very convenient interface which allows user to drill down to the detailed transaction and user can create their own report format to generate by filtering information base on their own preferences. The available reports in the section also have the capability to export to Microsoft Word, Excel and PDF.

## How to view Purchase Invoice Report?

Click on PROCUREMENT – PURCHASING – REPORT QUERIES – PURCHASE INVOICE REPORT for the screen below.

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HOME**PURCHASING**ANALYTICSSUPPLIER MANAGEMENT

SUPPLIER BILLS

REPORT QUERIES

Supplier Status Query

Reports & Queries

Purchase Invoice Report

Purchase Order Report

Purchase Order Status Query

DOCUMENT PRINTING

Purchase Invoice Report

Settings

Trn Type

Trn No

Ref No

Date

Del Date

Supplier Code

Product Code

Project

Dept

Unit

Section

Sort By

Supress Zero

Reset

Go

Show Column Chooser

Export to PDF

Export to XLS

Export to XLSX

Export to DOCX

Export to RTF

Export to CSV

Drag a column header here to group by that column

Transaction	Date	Reference	Supplier Name	Currency	Ex Rate	Invoice

No data to display

# How to use Purchase Invoice Report?

1. Filter base on your preferences. You can filter it by below fields:

- Trn Type
- Trn No
- Ref No
- Date
- Delivery Date
- Supplier Code
- Product Code
- Project
- Dept
- Section

You can sort by Default or by Product. User may opt to tick Suppress Zero or Detail.

2. Click "GO" button to show the data to display

Purchase Invoice Report

+ Settings

Trn Type

SI

SI

Trn No

Ref No

Date

01-01-2025

21-02-2025

Del Date

21-02-2025

21-02-2025

Supplier Code

Select Supplier

Select Supplier

Product Code

Select Product

Select Product

Project

Project

Dept

Department

Unit

Unit

Section

Section

Sort By

Supress Zero

☐ Detail ☐

Reset

Go

Save Layout

Restore Layout

Show Column Chooser

Export to PDF

Export to XLS

Export to XLSX

Export to DOCK

Export to RTF

Export to CSV

Drag a column header here to group by that column

Transaction	Date	Reference	Supplier Name	Currency	Ex Rate	Invoice
SI000003	15-01-2025	SI00003		SGD	1.00	
SI000004	05-02-2025	SI00004	A2000 Solutions Pte Ltd	SGD	1.00	

3. You can drag the column header to group by that column base on your report format preferences.



≡

Purchase Invoice Report

+ Settings

Trn Type

SI

×

SI

×

Trn No

Ref No

Date

01-01-2025

21-02-2025

Del Date

21-02-2025

21-02-2025

Supplier Code

Select Supplier

Select Supplier

Product Code

Select Product

Select Product

Project

Project

Dept

Department

Unit

Unit

Section

Section

Sort By

Supress Zero

☐ Detail ☐

Reset

Go

Save Layout

Restore Layout

Show Column Chooser

Export to PDF

Export to XLS

Export to XLSX

Export to DOCX

Export to RTF

Export to CSV

Drag a column header here to group by that column

Transaction	Date	Reference	Supplier Name	Currency	Ex Rate	Invoice
SI000003	15-01-2025	SI00003		SGD	1.00	
SI000004	05-02-2025	SI00004	A2000 Solutions Pte Ltd	SGD	1.00	

User may click the "**Reset**" button to back the standard report format generated.

**Save Layout** this function allows you to save in "Text Document" any customizations or changes made to the report's layout.

The **"Restore Layout"** button allows you to upload the "Text Document" of customizations you've made to the report's layout back to the default or original settings.

## How to use the Restore Layout Button?

1. Select the Trn Type and Date or any details corresponding to text document file you will be uploaded.

**Purchase Invoice Report**

**+ Settings**

Trn Type: SI x v SI x v

Trn No:

Ref No:

Date: 01-01-2025 21-02-2025

Del Date: 21-02-2025 21-02-2025

Supplier Code:  Select Supplier

Product Code:  Select Product

Project:  Project

Dept:  Department

Unit:  Unit

Section:  Section

Sort By:  Default x v

Supress Zero: ☐ Detail ☐

Reset Go

Save Layout Restore Layout

Show Column Chooser

Export to PDF Export to XLS Export to XLSX Export to DOCK Export to RTF Export to CSV

Drag a column header here to group by that column

Transaction	Date	Reference	Supplier Name	Currency	Ex Rate	Invoice
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No data to display

2. Click "Restore Layout" and there will windows open then select the file and click "Open" to upload.

**Purchase Invoice Report**

**+ Settings**

Trn Type: SI x v SI x v

Trn No:

Ref No:

Date: 01-01-2025 21-02-2025

Del Date: 21-02-2025 21-02-2025

Supplier Code:  Select Supplier

Product Code:  Select Product

Project:  Project

Dept:  Department

Unit:  Unit

Section:  Section

Sort By:  Default x v

Supress Zero: ☐ Detail ☐

Reset Go

Save Layout Restore Layout

Open

Downloads

Organize New folder

Gallery

Desktop Downloads Documents

Today

20250221103430

File name: 20250221103430 All Files

Open Cancel

3. Once the file uploaded, data will be displayed.



## Purchase Invoice Report

### + Settings

Trn Type	SI	SI
Trn No		
Ref No		
Date	01-01-2025	21-02-2025
Del Date	21-02-2025	21-02-2025
Supplier Code	Select Supplier	Select Supplier
Product Code	Select Product	Select Product
Project	Project	
Dept	Department	
Unit	Unit	
Section	Section	
Sort By	Default	
Supress Zero	<input type="checkbox"/> Detail	
Reset	Go	
Save Layout	Restore Layout	

### Show Column Chooser

Export to PDF Export to XLS Export to XLSX Export to DOCK Export to RTF Export to CSV

Drag a column header here to group by that column

Transaction	Date	Reference	Supplier Name	Currency	Ex Rate	Invoice
SI000003	15-01-2025	SI000003		SGD	1.00	
SI000004	05-02-2025	SI000004	A2000 Solutions Pte Ltd	SGD	1.00	

The **User Access Settings** function refers to the ability to control who can view, modify, or access the report based on user roles and permissions within a system.

## Purchase Invoice Report

### + Settings

Trn Type		
Trn No		
Ref No		
Date	21-02-2025	21-02-2025
Del Date	21-02-2025	21-02-2025
Supplier Code	Select Supplier	Select Supplier
Product Code	Select Product	Select Product
Project	Project	
Dept	Department	
Unit	Unit	
Section	Section	
Sort By	Default	
Supress Zero	<input type="checkbox"/> Detail	
Reset	Go	
Save Layout	Restore Layout	

### Show Column Chooser

Export to PDF Export to XLS Export to XLSX Export to DOCK Export to RTF Export to CSV

Drag a column header here to group by that column

Transaction	Date	Reference	Supplier Name	Currency	Ex Rate	Invoice

No data to display

## Purchase Order Report

This is a standard report that provides detailed information about purchase orders (POs) created, processed, or pending within the system. It is typically part of the report queries and is used to track

and analyze purchasing activities.

The user can dig down to the specific transaction using this report's very user-friendly layout, and they can even customize the report structure by filtering data according to their own preferences. Additionally, the section's accessible reports can be exported to PDF, Excel, and Microsoft Word.

## How to view Purchase Order Report?

- Click on PROCUREMENT – PURCHASING – REPORT QUERIES – PURCHASE ORDER REPORT for the screen below.

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SUPPLIER BILLS

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SUPPLIER STATUS QUERY

REPORTS & QUERIES

PURCHASE INVOICE REPORT

PURCHASE ORDER REPORT

PURCHASE ORDER STATUS QUERY

DOCUMENT PRINTING

Purchase Order Report

Settings

Trn No

Ref No

Date

Del Date

Supplier Code

Supplier Name

Product Code

Project

Dept

Unit

Section

Sort By

Pending

Reset

Go

Show Column Chooser

Export to PDF

Export to XLS

Export to XLSX

Export to DOCX

...

Drag a column header here to group by that column

Transaction	Date	Reference	Currency	Ex Rate	Buyer

## How to use Purchase Order Report?

1. Filter base on your preferences. You can filter it by below fields:

- Trn No
- Ref No
- Date
- Delivery Date
- Supplier Code
- Supplier Name
- Product Code

- Project
- Department
- Unit
- Section

You can sort by Default or by Product. User may opt to tick Pending or Detail.

2. Click **"GO"** button to show the data to display

### Purchase Order Report

**+ Settings**

Trn No	<input type="text"/>	<input type="text"/>
Ref No	<input type="text"/>	<input type="text"/>
Date	<input type="text" value="21-02-2025"/>	<input type="text" value="21-02-2025"/>
Del Date	<input type="text" value="21-02-2025"/>	<input type="text" value="21-02-2025"/>
Supplier Code	<input type="text" value="Select Supplier"/>	<input type="text" value="Select Supplier"/>
Supplier Name	<input type="text" value="Select Supplier"/>	<input type="text" value="Select Supplier"/>
Product Code	<input type="text" value="Select Product"/>	<input type="text" value="Select Product"/>
Project	<input type="text"/>	
Dept	<input type="text"/>	
Unit	<input type="text"/>	
Section	<input type="text"/>	
Sort By	<input type="text" value="Default"/>	
Pending	<input type="checkbox"/> Detail <input type="checkbox"/>	

**Reset** **Go**

**Show Column Chooser**

...

Drag a column header here to group by that column

Transaction	Date	Reference	Currency	Ex Rate	Buyer
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. You can drag the column header to group by that column base on your report format preferences.

User may use the **"Column Chooser"**, once clicked system prompt drop down-list of header columns and you can choose you want to reflect on your report format and click the **"Hide Column Chooser"** to close the Column Chooser.

## Purchase Order Report

### + Settings

Trn No	<input type="text"/>	<input type="text"/>
Ref No	<input type="text"/>	<input type="text"/>
Date	<input type="text" value="21-02-2025"/>	<input type="text" value="21-02-2025"/>
Del Date	<input type="text" value="21-02-2025"/>	<input type="text" value="21-02-2025"/>
Supplier Code	<input type="text" value="Select Supplier"/>	<input type="text" value="Select Supplier"/>
Supplier Name	<input type="text" value="Select Supplier"/>	<input type="text" value="Select Supplier"/>
Product Code	<input type="text" value="Select Product"/>	<input type="text" value="Select Product"/>
Project	<input type="text"/>	
Dept	<input type="text"/>	
Unit	<input type="text"/>	
Section	<input type="text"/>	
Sort By	<input type="text" value="Default"/>	
Pending	<input type="checkbox"/> Detail <input type="checkbox"/>	
<input type="button" value="Reset"/>	<input type="button" value="Go"/>	

Hide Column Chooser

Drag a column header here to group by that column

Transaction	Date	Refer	Column Chooser	Buyer
<input type="text"/>	<input type="text"/>	<input type="text"/>	<div><div>Account Group</div><div>Country</div><div>Created User</div><div>Credit Class</div></div>	<input type="text"/>

4. Once all set, you can download and export the report in PDF, XLS, XLSX, DOCX, RTF, and CSV

## Purchase Order Report

### + Settings

Trn No	<input type="text"/>	<input type="text"/>
Ref No	<input type="text"/>	<input type="text"/>
Date	<input type="text" value="21-02-2025"/>	<input type="text" value="21-02-2025"/>
Del Date	<input type="text" value="21-02-2025"/>	<input type="text" value="21-02-2025"/>
Supplier Code	<input type="text" value="Select Supplier"/>	<input type="text" value="Select Supplier"/>
Supplier Name	<input type="text" value="Select Supplier"/>	<input type="text" value="Select Supplier"/>
Product Code	<input type="text" value="Select Product"/>	<input type="text" value="Select Product"/>
Project	<input type="text"/>	
Dept	<input type="text"/>	
Unit	<input type="text"/>	
Section	<input type="text"/>	
Sort By	<input type="text" value="Default"/>	
Pending	<input type="checkbox"/> Detail <input type="checkbox"/>	
<input type="button" value="Reset"/>	<input type="button" value="Go"/>	

Show Column Chooser

Drag a column header here to group by that column

Transaction	Date	Reference	Currency	Ex Rate	Buyer
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

User may click the "**Reset**" button to back the standard report format generated.

## Purchase Order Status Query

In Uniq365, **Purchase Order Status Query** is a specialized report or query that allows users to view and analyze the status of purchase orders (POs) in real-time. This report helps track the

progress of POs and provides insights into whether an order is open, completed, partially received, canceled, or pending approval, among other statuses.

This feature offers a very user-friendly interface that lets the user dive down to the specific transactions and export to Microsoft Excel to generate a tracking report.

## How to view Purchase Order Status Query?

- Click on PROCUREMENT – PURCHASING – REPORT QUERIES – PURCHASE ORDER STATUS QUERY for the screen below.

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REPORT QUERIES

Supplier Status Query

Reports & Queries

Purchase Invoice Report

Purchase Order Report

Purchase Order Status Query

DOCUMENT PRINTING

Purchase Order Status Query

Transaction

From

14-01-2025

14-01-2025

Doc No.

Transaction Date

Delivery Date

Buyer

Select Sales Person

Customer PO

Supplier

Select Supplier

PDSU

Product

Select Product

Show Only Open Orders

Transaction Tracking

Item Traceability

Export Excel

Filter

Trn	No	Ref No	Date	BTB CustPO	Buyer	Supplier Code	Supplier Name	Curr	Ex Rate	GST Amt	Total Amt	Status
No data available in table												

Showing 0 to 0 of 0 entries

Purchase Order Status

Refresh

DO/Inv

Sales Order

Sr	Product	Product Name	On Hand	On Order	On PO	Available	GRN Doc No.	Order	Received	Balance	UOM	Supplier Doc No.	Unit Price	Total Price	Invoiced	Balance	Warehouse	Action
No data available in table																		

## How to use Purchase Order Status Query?

1. Choose transaction type, Transaction Date or Delivery Date then set the date range, select Supplier and Product then click "Filter" button to reflect the data. User may have an option to add filtration by entering Doc. No., Buyer, Customer PO, PDSU and tick "Show Only Open Orders".

2. By selecting the filtered line transaction, details will show under Purchase Order Status for user references.

3. Users allow to export the data displayed in the query or report into an Excel spreadsheet.

[illegible]

Under "Purchase Order Status" below are the buttons that users can utilize:

**Refresh Button** is used to update or reload the data displayed in the Purchase Order Status Query.

**DO/Inv Button** provides access to the **List of Delivery Orders (DO)** and **Invoices (Inv)** associated with the purchase orders.

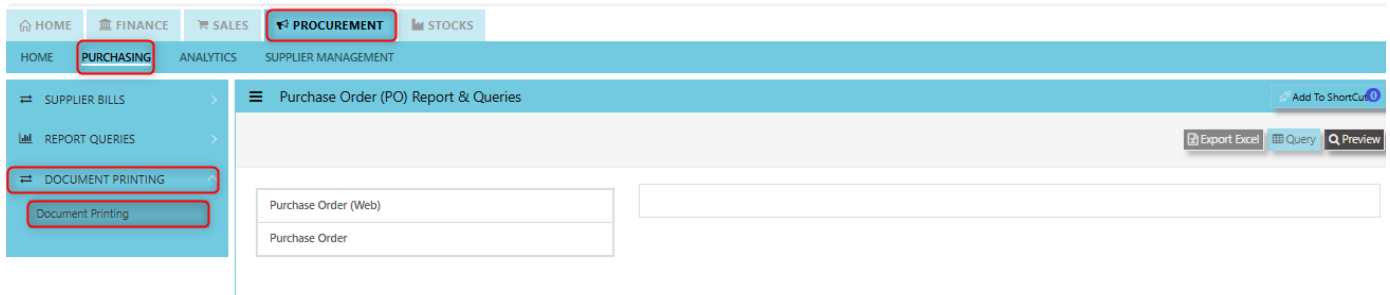
**Sales Order Button** provides a quick link to the **Sales Order** connected to a purchase order, helping users track the fulfillment of customer orders from procurement to delivery.

## Document Printing

Finally, the document printing option opens the menu for document printing.

## How to use Document Printing?

- Click on PROCUREMENT - PURCHASING - DOCUMENT PRINTING - DOCUMENT PRINTING for the screen below.



- This option allows user to select the printing of documents a range of document numbers. By previewing the selected report, users can able to **download** the detailed report into a PDF, XLS, XLSX, DOCX, CSV file, for further analysis, sharing, or record-keeping.

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