

PURCHASE ORDER MANAGEMENT AND CONTROL SOFTWARE

Professional Purchase Order, Lifecycle, Challan Reconciliation & Reporting System

PRODUCT BROCHURE

Controlled PO Lifecycle

Draft, Issue, Amendment, Enhancement, Additional PO and Cancellation with history preserved.

Invoice / Challan Reconciliation

Link later final Invoice / Credit Note to original challan movement - no duplicate stock.

Purchase & Return Control

Downstream supplier bills and returns stay linked to the correct PO / bill.

25 Management Reports

Pending, family, reconciliation, exceptions, registers, balances, audit and history.

A Product of My Excel Solutions Pvt Ltd

Delivering Excellence Beyond Expectations | www.myexcelsolutions.com

1. Purpose of This Software

A connected control system for purchase orders, downstream transactions, reconciliation and management visibility.

The software is designed to replace disconnected PO tracking and manual follow-up with one controlled, traceable workflow from PO preparation to final reporting.

CONTROL THE PO LIFECYCLE

Prepare, review and issue POs, then use controlled Amendment, Enhancement, Additional PO and Cancellation without overwriting history.

RECONCILE WITHOUT DUPLICATE STOCK

Link final Invoice / Credit Note documents to earlier challan movement while preserving the original stock transaction.

GET MANAGEMENT-READY OUTPUTS

Use PO print outputs plus pending, reconciliation, exception, register, balance, audit and price-history reports for day-to-day control.

LINK PURCHASES & RETURNS

Keep supplier bills and material returns tied to the correct PO, purchase bill and current-effective family / revision context.

SEE THE PO FAMILY POSITION

View root PO, revisions and Additional POs together so pending quantity and family-level position do not require manual spreadsheet addition.

SUPPORT CONTROLLED ROLLOUT

Use reusable masters, opening migration, templates, database backup / maintenance and shared Access-backend deployment controls.

Business Purpose - control the PO, track every change, reconcile the commercial document and give management a clear current position.

2. Output Documents - Professional PO Print

Revision-aware supplier documents with flexible signing.


My Excel Solutions Pvt Ltd

Address Line-1

Address Line-2

Address Line-3

GSTIN: 24AAAAA9999A1Z2 | Phone: +91 0000000000 | Email: abctextcompany@gmail.com

DRAFT PURCHASE ORDER (Original) - NOT ISSUED

Supplier / Vendor
test party-1

Add-1

Add-2

Add-3

Ahmedabad, Gujarat - 380001

IN

Supplier GSTIN: 24AAAAA9999A1Z2

Kind Attn: Mr YYY | Contact No.: IN +91 9999999999 | Email: yyytest@gmail.com

PO Details
PO No.:

PO-IMP-0004

PO Date:

12-Aug-26

Valid Thru:

30-Sep-26

Mode of Receipt/Transport:

By Road

Payment Terms:

100% Advance

Delivery:

Within 7 Days

#	Item	HSN/SAC	Qty	Rate (INR)	Discount	Tax%	Taxable Amt (INR)
1	A-4 Paper Box		200.00	500.00	10.00%	18.00	90,000.00

Tax Code Summary

HSN/SAC	Taxable Value	Tax Rate	Tax Amount
GST 18%	90,650.00	18%	16,317.00
Total	90,650.00	-	16,317.00

Taxable Value	90,000.00
Transport / Freight	500.00
Insurance	50.00
Other Charges	100.00
GST / Tax	16,317.00
Grand Total (INR)	1,06,967.00

Amount in Words: Indian Rupees One Lakh Six Thousand Nine Hundred Sixty Seven Only

DRAFT - NOT ISSUED

Delivery Address

Add-1, Add-2, Add-3, Ahmedabad, Gujarat - 380001, IN

Terms & Conditions

This is Sample Standard PO Terms

For Internal Approval Only

Other: Prices inclusive of freight

DRAFT - NOT ISSUED

PO Draft



My Excel Solutions Pvt Ltd

Address Line-1

Address Line-2

Address Line-3

GSTIN: 24AAAAA9999A1Z2 | Phone: +91 0000000000 | Email: abctextcompany@gmail.com

PURCHASE ORDER

Supplier / Vendor

test party-1

Add-1

Add-2

Add-3

Ahmedabad, Gujarat - 380001

IN

Supplier GSTIN: 24AAAAA9999A1Z2

Kind Attn: Mr YYY | Contact No.: IN +91 9999999999 | Email: yyytest@gmail.com

PO Details

PO No.: PO-IMP-0001

PO Date: 11-Aug-26

Valid Thru: 30-Aug-26

Mode of Receipt/Transport: -

Payment Terms: -

Delivery: -

#	Item	HSN/SAC	Qty	Rate (INR)	Discount	Tax%	Taxable Amt (INR)	
1	A-4 Paper Box		1,000.00	500.00	10.00	18.00	4,99,990.00	
Tax Code Summary						Taxable Value	4,99,990.00	
HSN/SAC		Taxable Value	Tax Rate	Tax Amount		Transport / Freight	500.00	
GST 18%		5,00,840.00	18%	90,151.20		Insurance	50.00	
Total		5,00,840.00	-	90,151.20		Other Charges	300.00	
							GST / Tax	90,151.20
							Grand Total (INR)	5,90,991.20

Amount in Words: Indian Rupees Five Lakh Ninety Thousand Nine Hundred Ninety One and Paise Twenty Only

Delivery Address

Add-1, Add-2, Add-3, Ahmedabad, Gujarat - 380001, IN

Terms & Conditions

-

For My Excel Solutions Pvt Ltd

Authorised Signatory

PO Unsigned



My Excel Solutions Pvt Ltd

Address Line-1
Address Line-2
Address Line-3

GSTIN: 24AAAAA9999A1Z2 | Phone: +91 0000000000 | Email: abctestcompany@gmail.com

PURCHASE ORDER

Supplier / Vendor

test party-1

Add-1

Add-2

Add-3

Ahmedabad, Gujarat - 380001

IN

Supplier GSTIN: 24AAAAA9999A1Z2

Kind Attn: Mr YYY | Contact No.: IN +91 9999999999 | Email: yyytest@gmail.com

PO Details

PO No.: PO-IMP-0001

PO Date: 11-Aug-26

Valid Thru: 30-Aug-26

Mode of Receipt/Transport: -

Payment Terms: -

Delivery: -

#	Item	HSN/SAC	Qty	Rate (INR)	Discount	Tax%	Taxable Amt (INR)
1	A-4 Paper Box		1,000.00	500.00	10.00	18.00	4,99,990.00
Tax Code Summary						Taxable Value	4,99,990.00
HSN/SAC		Taxable Value	Tax Rate	Tax Amount	Transport / Freight		
GST 18%		5,00,840.00	18%	90,151.20	Insurance		
Total		5,00,840.00	-	90,151.20	Other Charges		
						GST / Tax	90,151.20
						Grand Total (INR)	5,90,991.20

Amount in Words: Indian Rupees Five Lakh Ninety Thousand Nine Hundred Ninety One and Paise Twenty Only

Delivery Address

Add-1, Add-2, Add-3, Ahmedabad, Gujarat - 380001, IN

Terms & Conditions

-

For My Excel Solutions Pvt Ltd



ABC Gupta | Purchase Manager

Contact: +910000000000

Email: abctest@gmail.com

Authorised Signatory

PO Signed



My Excel Solutions Pvt Ltd

Address Line-1
Address Line-2
Address Line-3

GSTIN: 24AAAAA9999A1Z2 | Phone: +91 0000000000 | Email: abctextcompany@gmail.com

PURCHASE ORDER

Supplier / Vendor	PO Details
test party-1	PO No.: PO-IMP-0001
Add-1	PO Date: 12-Aug-26
Add-2	Valid Thru: 30-Aug-26
Add-3	Mode of Receipt/Transport: -
Ahmedabad, Gujarat - 380001	Payment Terms: -
IN	Delivery: -
Supplier GSTIN: 24AAAAA9999A1Z2	
Kind Attn: Mr YYY Contact No.: IN +91 9999999999 Email: yyytest@gmail.com	

#	Item	HSN/SAC	Qty	Rate (INR)	Discount	Tax%	Taxable Amt (INR)
1	A-4 Paper Box		1,200.00	500.00	10.00	18.00	5,99,990.00
Tax Code Summary							Taxable Value 5,99,990.00
		HSN/SAC	Taxable Value	Tax Rate			Transport / Freight 500.00
		GST 18%	6,00,840.00	18%			Insurance 50.00
		Total	6,00,840.00	-			Other Charges 300.00
							GST / Tax 1,08,151.20
							Grand Total (INR) 7,08,991.20

Amount in Words: Indian Rupees Seven Lakh Eight Thousand Nine Hundred Ninety One and Paise Twenty Only

DOCUMENT REFERENCE:
PO-IMP-0001 | REVISION 3 | ENHANCEMENT | EFFECTIVE: 12-Aug-2026
PREVIOUS REVISION REFERENCE: PO-IMP-0001 | REVISION 2

REASON FOR ENHANCEMENT: qty changed

Delivery Address

Add-1, Add-2, Add-3, Ahmedabad, Gujarat - 380001, IN

Terms & Conditions

-

For My Excel Solutions Pvt Ltd



ABC Gupta | Purchase Manager

Contact: +910000000000

Email: abctest@gmail.com

Authorised Signatory

PO Revision



My Excel Solutions Pvt Ltd

Address Line-1
Address Line-2
Address Line-3

GSTIN: 24AAAAA9999A1Z2 | Phone: +91 0000000000 | Email: abctextcompany@gmail.com

CANCELLED PURCHASE ORDER

Supplier / Vendor	PO Details
test party-1	PO No.: PO-IMP-0001
Add-1	PO Date: 11-Aug-26
Add-2	Valid Thru: 30-Aug-26
Add-3	Mode of Receipt/Transport: -
Ahmedabad, Gujarat - 380001	Payment Terms: -
IN	Delivery: -
Supplier GSTIN: 24AAAAA9999A1Z2	
Kind Attn: Mr YYY Contact No.: IN +91 9999999999 Email: yyytest@gmail.com	

#	Item	HSN/SAC	Qty	Rate (INR)	Discount	Tax%	Taxable Amt (INR)
1	A-4 Paper Box		1,000.00	500.00	10.00	18.00	4,99,990.00
Tax Code Summary							Taxable Value 4,99,990.00
		HSN/SAC	Taxable Value	Tax Rate	Tax Amount	Transport / Freight 500.00	
GST 18%			5,00,840.00	18%	90,151.20	Insurance 50.00	
Total			5,00,840.00	-	90,151.20	Other Charges 300.00	
							GST / Tax 90,151.20
							Grand Total (INR) 5,90,991.20

Amount in Words: Indian Rupees Five Lakh Ninety Thousand Nine Hundred Ninety One and Paise Twenty Only

DOCUMENT REFERENCE:
PO-IMP-0001 | REVISION 1 | CANCELLATION | EFFECTIVE: 11-Aug-2026 | CANCELLED
PREVIOUS REVISION REFERENCE: PO-IMP-0001 | REVISION 0

REASON FOR CANCELLATION: test

Delivery Address

Add-1, Add-2, Add-3, Ahmedabad, Gujarat - 380001, IN

Terms & Conditions

- **For My Excel Solutions Pvt Ltd**

Authorised Signatory

PO Cancelled

Revision-aware Reference

PO number, revision/version, lifecycle identity and previous-reference context.

Commercial Terms

Reusable T&C, transport, payment terms, delivery terms and other T&C.

Address & Tax Control

Billing/Delivery locations, tax registration and contact / Kind Attn selection.

Signature Choice

Stored authorised signature or unsigned copy for manual authorisation.

3. Management Reports - Pending, Reconciliation & Exceptions

Demo Company Pvt Ltd

Pending Orders Report

As On: 13-Sep-2026

PO Number	PO Date	Item	Item Group	PO Qty	Order Value	Gross Purchase	Pending Qty	Pending Value	Status
Supplier: Apex Electricals									
PO-GEN-0002	02-Sep-2026	Copper Cable 4 sqmm	Electrical	200.00	11,000.00	180.00	20.00	1,100.00	Partially Fulfilled
PO-GEN-0002	02-Sep-2026	PVC Insulation Tape	Electrical	100.00	3,000.00	40.00	60.00	1,800.00	Partially Fulfilled
PO-GEN-0005	13-Sep-2026	Lubricating Oil ISO 68	Consumables	2,500.00	6,25,000.00	0.00	2,500.00	6,25,000.00	Pending
Subtotal - Apex Electricals				2,800.00	6,39,000.00	220.00	2,580.00	6,27,900.00	
Supplier: Metro Safety Products									
OP-SAFE-001	20-Aug-2026	Safety Gloves	Safety	60.00	4,500.00	0.00	60.00	4,500.00	Pending
PO-GEN-0001	01-Sep-2026	Bearing 6205	Mechanical	100.00	20,000.00	35.00	70.00	14,000.00	Partially Fulfilled
PO-GEN-0001	01-Sep-2026	Safety Gloves	Safety	50.00	4,000.00	25.00	30.00	2,400.00	Partially Fulfilled
Subtotal - Metro Safety Products				210.00	28,500.00	60.00	160.00	20,900.00	
Supplier: Office Supply House									
PO-GEN-0003	02-Sep-2026	A4 Xerox Paper	Stationery	30.00	8,250.00	0.00	30.00	8,250.00	Pending
Subtotal - Office Supply House				30.00	8,250.00	0.00	30.00	8,250.00	
Supplier: Precision Bearings Co									
OP-MECH-001	15-Aug-2026	Bearing 6205	Mechanical	100.00	19,500.00	20.00	80.00	15,600.00	Partially Fulfilled
OP-MECH-001	15-Aug-2026	MS Bolt M10 x 50	Mechanical	200.00	2,500.00	0.00	200.00	2,500.00	Pending
PO-GEN-0004	03-Sep-2026	Bearing 6205	Mechanical	50.00	10,250.00	0.00	50.00	10,250.00	Pending
PO-GEN-0004	03-Sep-2026	Lubricating Oil ISO 68	Consumables	100.00	16,000.00	0.00	100.00	16,000.00	Pending
Subtotal - Precision Bearings Co				450.00	48,250.00	20.00	430.00	44,350.00	
GRAND TOTAL				3,490.00	7,24,000.00	300.00	3,200.00	7,01,400.00	

Order Pending - Qty & Value

Demo Company Pvt Ltd

Family Pending Orders Report

As On: 14-Sep-2026

Filter: Supplier = Apex Electricals

PO Number	PO Date	Item	Item Group	PO Qty	Order Value	Gross Purchase	Pending Qty	Pending Value	Status
Supplier: Apex Electricals									
PO-GEN-0002	02-Sep-2026	Copper Cable 4 sqmm	Electrical	200.00	11,000.00	180.00	20.00	1,100.00	Partially Fulfilled
PO-GEN-0002	02-Sep-2026	PVC Insulation Tape	Electrical	100.00	3,000.00	40.00	60.00	1,800.00	Partially Fulfilled
PO-GEN-0005	13-Sep-2026	Lubricating Oil ISO 68	Consumables	2,500.00	6,25,000.00	0.00	2,500.00	6,25,000.00	Pending
PO Family: PO-GEN-0006 Included POs: PO-GEN-0006, PO-GEN-0006 Additional									
PO-GEN-0006	14-Sep-2026	Safety Gloves	Safety	50.00	6,000.00	0.00	50.00	6,000.00	Pending
PO-GEN-0006 Additional	14-Sep-2026	Safety Gloves	Safety	10.00	1,200.00	0.00	10.00	1,200.00	Pending
Family Subtotal - PO-GEN-0006				60.00	7,200.00	0.00	60.00	7,200.00	
Subtotal - Apex Electricals				2,860.00	6,46,200.00	220.00	2,640.00	6,35,100.00	
GRAND TOTAL				2,860.00	6,46,200.00	220.00	2,640.00	6,35,100.00	

Family Pending

Pending	Order Pending, Supplier-wise, Item-wise Cum Party-wise, Family Pending, Validity Expired
Reconciliation	Qty Reconciliation and Family Reconciliation
Exceptions	Excess Qty Value, Rate Difference, Bill-wise Rate Diff., Over-Invoiced
Balances	Invoice Balance Pending, Unlinked Purchase Challan, Return/Credit Note Balance Pending, Unlinked Return Challan

4. Audit Log & Price History

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Activity Log Report

Period: 01-Apr-2026 to 10-Aug-2026

Windows User and Computer Name are captured automatically; no application login is required.

Sr.	Date & Time	Windows User	Computer	Action	Area	Reference	Status	Details
1	10-Aug-2026 21:15	shiva	BHANDARI	PRINT	PO Print	PO-IMP-0003	Success	PO Print: Signed Signatory: ABC Gupta Contact Printed Email Printed Format: PDF
2	10-Aug-2026 21:26	shiva	BHANDARI	CANCEL	Purchase Order	PO-IMP-0002	Success	Issued PO cancelled successfully. Revision: 1 Effective Date: 10-Aug-2026 Cancelled By: Parmeshwar Bhandari
3	10-Aug-2026 21:35	shiva	BHANDARI	CANCEL	Purchase Order Draft	PO-IMP-0006	Success	Initial PO Draft cancelled. Reserved number was not reused.
					TOTAL	3 Activity Record(s)	3 Success 0 Failed	

Activity Log

Demo Company Pvt Ltd

PO Price History Report

Period: 01-Apr-2026 to 13-Sep-2027

History Rows: 12 | Items: 7 | Suppliers: 4 | Increases: 5 | Decreases: 0 | No Change: 0 | First Rates: 7

Effective Rate is the net unit rate after item discount. Previous Effective Rate means the immediately preceding Effective Rate of the same Item within the selected period and filters.

Sr.	Item Group	Item	Unit	PO Date	Supplier	PO Number	PO Qty	Effective Rate	Previous Effective Rate	Rate Change	Change %	Minimum Effective Rate	Maximum Effective Rate	Trend
1	Stationery	A4 Xerox Paper	Ream	02-Sep-2026	Office Supply House	PO-GEN-0003	30.00	275.00				275.00	275.00	First Rate
2	Mechanical	Bearing 6205	Nos	15-Aug-2026	Precision Bearings Co	OP-MECH-001	100.00	195.00				195.00	205.00	First Rate
3	Mechanical	Bearing 6205	Nos	01-Sep-2026	Metro Safety Products	PO-GEN-0001	100.00	200.00	195.00	5.00	2.56%	195.00	205.00	Increase
4	Mechanical	Bearing 6205	Nos	03-Sep-2026	Precision Bearings Co	PO-GEN-0004	50.00	205.00	200.00	5.00	2.50%	195.00	205.00	Increase
5	Electrical	Copper Cable 4 sqmm	Mtr	02-Sep-2026	Apex Electricals	PO-GEN-0002	200.00	55.00				55.00	55.00	First Rate
6	Consumables	Lubricating Oil ISO 68	Ltr	03-Sep-2026	Precision Bearings Co	PO-GEN-0004	100.00	160.00				160.00	225.00	First Rate
7	Consumables	Lubricating Oil ISO 68	Ltr	13-Sep-2026	Apex Electricals	PO-GEN-0005	2,500.00	225.00	160.00	65.00	40.63%	160.00	225.00	Increase
8	Mechanical	MS Bolt M10 x 50	Nos	15-Aug-2026	Precision Bearings Co	OP-MECH-001	200.00	12.50				12.50	12.50	First Rate
9	Electrical	PVC Insulation Tape	Nos	02-Sep-2026	Apex Electricals	PO-GEN-0002	100.00	30.00				30.00	30.00	First Rate
10	Safety	Safety Gloves	Pair	20-Aug-2026	Metro Safety Products	OP-SAFE-001	60.00	75.00				75.00	114.00	First Rate
11	Safety	Safety Gloves	Pair	01-Sep-2026	Metro Safety Products	PO-GEN-0001	50.00	80.00	75.00	5.00	6.67%	75.00	114.00	Increase
12	Safety	Safety Gloves	Pair	14-Sep-2026	Apex Electricals	PO-GEN-0006	40.00	114.00	80.00	34.00	42.50%	75.00	114.00	Increase

PO Price History

5. Other Reports and Registers

Reporting is part of the daily control workflow - not a separate afterthought.

Order Pending (Qty & Value)	Purchase Register - Detailed
Supplier-wise Pending	Purchase Register - Summary
Item-wise Cum Party-wise Pending	Item List - Group-wise
Family Pending	Item List - Item-wise
PO Validity Expired	Material Return Register - Detailed
Qty Reconciliation	Material Return Register - Summary
Family Reconciliation	Excess Qty Value

Rate Difference	Invoice Balance Pending
Bill-wise Rate Diff.	Unlinked Purchase Challan
Over-Invoiced	Return/Credit Note Balance Pending
PO Register - Detailed	Unlinked Return Challan
PO Register - Summary	

Flexible output - Reports support PDF / Excel and As On / period / supplier / item / status filters as applicable.

Demo Company Pvt Ltd

Purchase Rate Variation / Bill-wise Rate Difference Report

Period: 01-Apr-2026 to 13-Sep-2027

Generated On: 13-Sep-2026 22:01

PO Number	PO Date	Bill No	Bill Date	Item	Unit	PO Qty	Pur Qty	PO Rate	Pur Rate	Rate Diff	Diff %	Diff Value
Supplier: Metro Safety Products												
PO-GEN-0001	01-Sep-2026	C02	04-Sep-2026	Bearing 6205	Nos	100.00	5.00	200.00	205.00	5.00	2.50%	25.00
PO-GEN-0001	01-Sep-2026	INV-DIR-001	06-Sep-2026	Safety Gloves	Pair	50.00	10.00	80.00	82.00	2.00	2.50%	20.00
Subtotal - Metro Safety Products							15.00					45.00
Supplier: Precision Bearings Co												
OP-MECH-001	15-Aug-2026	OP-INV-001	07-Sep-2026	Bearing 6205	Nos	100.00	20.00	195.00	198.00	3.00	1.54%	60.00
Subtotal - Precision Bearings Co							20.00					60.00
GRAND TOTAL							35.00					105.00

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Excess Qty Value Report

Period: 01-Apr-2026 to 14-Sep-2026

Generated On: 14-Sep-2026 14:09

PO Number	PO Date	Item	Unit	PO Qty	Net Pur Qty	Excess Qty	PO Rate	Pur Rate	Excess Value	Rate Match	Validity
Supplier: Apex Electricals											
PO-GEN-0002	02-Sep-2026	PVC Insulation Tape	Nos	100.00	110.00	10.00	30.00	30.00	300.00	Match	Valid
Subtotal - Apex Electricals				100.00	110.00	10.00			300.00		
GRAND TOTAL				100.00	110.00	10.00			300.00		

Demo Company Pvt Ltd

Invoice Balance Pending

Period: 01-Apr-2026 to 13-Sep-2027

Generated: 13-Sep-2026 22:03

Supplier / Party	Invoice No.	Invoice Date	Item	Invoice Qty	Challan Linked Qty	Credit Note Qty	Balance Qty	Rate	Balance Basic Value	Reconciliation Status
Metro Safety Products	B01-CP5	11-Sep-2026	Bearing 6205	35.000	30.000	0.000	5.000	205.00	1,025.00	PARTLY RECONCILED
Metro Safety Products	B03-CP5	11-Sep-2026	Safety Gloves	20.000	15.000	2.000	3.000	82.00	246.00	PARTLY RECONCILED
GRAND TOTAL				55.000	45.000	2.000	8.000		1,271.00	

Demo Company Pvt Ltd

Item List Report - Item-wise

Item Groups: 5 | Items: 8 | Units: 5

Items are arranged alphabetically by Item Name.

Sr.	Item	Item Group	Unit
1	A4 Xerox Paper	Stationery	Ream
2	Bearing 6205	Mechanical	Nos
3	Copper Cable 4 sqmm	Electrical	Mtr
4	Lubricating Oil ISO 68	Consumables	Ltr
5	MS Bolt M10 x 50	Mechanical	Nos
6	PVC Insulation Tape	Electrical	Nos
7	Safety Gloves	Safety	Pair
8	Safety Helmet	Safety	Nos
GRAND TOTAL		8 Item(s) 5 Group(s) 5 Unit(s)	

Demo Company Pvt Ltd

Item-wise Cum Party-wise Pending Summary

As On: 13-Sep-2026

Within each Item, Suppliers are arranged by Pending Qty from highest to lowest.

Sr.	Item Group	Item	Unit	Supplier / Party	Pending POs	Pending Item Lines	PO Qty	Order Value	Gross Purchase	Material Return	Net Received	Pending Qty	Pending Value	Pending %
1	Consumables	Lubricating Oil ISO 68	Ltr	Apex Electricals	1	1	2,500.00	6,25,000.00	0.00	0.00	0.00	2,500.00	6,25,000.00	100.00%
2	Consumables	Lubricating Oil ISO 68	Ltr	Precision Bearings Co	1	1	100.00	16,000.00	0.00	0.00	0.00	100.00	16,000.00	100.00%
3	Electrical	Copper Cable 4 sqmm	Mtr	Apex Electricals	1	1	200.00	11,000.00	180.00	0.00	180.00	20.00	1,100.00	10.00%
4	Electrical	PVC Insulation Tape	Nos	Apex Electricals	1	1	100.00	3,000.00	40.00	0.00	40.00	60.00	1,800.00	60.00%
5	Mechanical	Bearing 6205	Nos	Precision Bearings Co	2	2	150.00	29,750.00	20.00	0.00	20.00	130.00	25,850.00	86.67%
6	Mechanical	Bearing 6205	Nos	Metro Safety Products	1	1	100.00	20,000.00	35.00	5.00	30.00	70.00	14,000.00	70.00%
7	Mechanical	MS Bolt M10 x 50	Nos	Precision Bearings Co	1	1	200.00	2,500.00	0.00	0.00	0.00	200.00	2,500.00	100.00%
8	Safety	Safety Gloves	Pair	Metro Safety Products	2	2	110.00	8,500.00	25.00	5.00	20.00	90.00	6,900.00	81.82%
9	Stationery	A4 Xerox Paper	Ream	Office Supply House	1	1	30.00	8,250.00	0.00	0.00	0.00	30.00	8,250.00	100.00%
GRAND TOTAL					11	11	3,490.00	7,24,000.00	300.00	10.00	290.00	3,200.00	7,01,400.00	91.69%

Demo Company Pvt Ltd

Material Return Register - Summary

Period: 01-Apr-2026 to 13-Sep-2027

Sr.	Return Date	Return Note No	Supplier	PO Number	Currency	No. of Items	Taxable Value	Return Discount	Item Tax	Other Charges	Tax on Other Charges	Round Off	Return Total
1	08-Sep-2026	RCH01	Metro Safety Products	PO-GEN-0001	INR	1	1,000.00	0.00	180.00	0.00	0.00	0.00	1,180.00
2	08-Sep-2026	RCH02	Metro Safety Products	PO-GEN-0001	INR	1	240.00	0.00	43.20	0.00	0.00	0.00	283.20
3	09-Sep-2026	RINV-001	Metro Safety Products	PO-GEN-0001	INR	1	164.00	0.00	29.52	0.00	0.00	0.00	193.52
GRAND TOTAL						3	1,404.00	0.00	252.72	0.00	0.00	0.00	1,656.72

My Excel Solutions Pvt Ltd

Over-Invoiced Purchase Report

Period: 01-Apr-2026 to 14-Sep-2026

Generated On: 14-Sep-2026 14:11

Filter: Basis = Gross Purchase Qty > PO Qty

PO Number	PO Date	Item	Unit	PO Qty	Gross Pur Qty	Return Qty	Over-Invoiced Qty	PO Rate	Pur Rate	Over-Invoiced Value	Rate Match	Validity
Supplier: Apex Electricals												
PO-GEN-0002	02-Sep-2026	PVC Insulation Tape	Nos	100.00	110.00	0.00	10.00	30.00	30.00	300.00	Match	Valid
Subtotal - Apex Electricals				100.00	110.00	0.00	10.00			300.00		
Supplier: Metro Safety Products												
PO-GEN-0001	01-Sep-2026	Bearing 6205	Nos	100.00	105.00	5.00	5.00	200.00	231.19	1,155.95	Mismatch	Valid
Subtotal - Metro Safety Products				100.00	105.00	5.00	5.00			1,155.95		
GRAND TOTAL				200.00	215.00	5.00	15.00			1,455.95		

Demo Company Pvt Ltd

Closed PO Qty Status Report

As on: 14-Sep-2026

Filter: Status = Closed

PO Number	PO Date	Item	PO Qty	Gross Purchase	Returns	Qty Diff	PO Rate	Pur. Rate	Rate Match	Status
Supplier: Metro Safety Products										
PO-GEN-0001	01-Sep-2026	Bearing 6205	100	105	5	0	200.00	213.75	Mismatch	Fulfilled
Subtotal - Metro Safety Products			100	105	5	0				
GRAND TOTAL			100	105	5	0				

Demo Company Pvt Ltd

Partially Fulfilled PO Qty Status Report

As on: 13-Sep-2026

Filter: Status = Partially Fulfilled

PO Number	PO Date	Item	PO Qty	Gross Purchase	Returns	Qty Diff	PO Rate	Pur. Rate	Rate Match	Status
Supplier: Apex Electricals										
PO-GEN-0002	02-Sep-2026	PVC Insulation Tape	100	40	0	60	30.00	30.00	Match	Partially Fulfilled
PO-GEN-0002	02-Sep-2026	Copper Cable 4 sqmm	200	180	0	20	55.00	55.00	Match	Partially Fulfilled
Subtotal - Apex Electricals			300	220	0	80				
Supplier: Metro Safety Products										
PO-GEN-0001	01-Sep-2026	Safety Gloves	50	25	5	30	80.00	81.00	Mismatch	Partially Fulfilled
PO-GEN-0001	01-Sep-2026	Bearing 6205	100	35	5	70	200.00	202.50	Mismatch	Partially Fulfilled
Subtotal - Metro Safety Products			150	60	10	100				
Supplier: Precision Bearings Co										
OP-MECH-001	15-Aug-2026	Bearing 6205	100	20	0	80	195.00	198.00	Mismatch	Partially Fulfilled
Subtotal - Precision Bearings Co			100	20	0	80				
GRAND TOTAL			550	300	10	260				

Demo Company Pvt Ltd

Open PO Qty Status Report

As on: 13-Sep-2026

Filter: Status = Open

PO Number	PO Date	Item	PO Qty	Gross Purchase	Returns	Qty Diff	PO Rate	Pur. Rate	Rate Match	Status
Supplier: Apex Electricals										
PO-GEN-0002	02-Sep-2026	PVC Insulation Tape	100	40	0	60	30.00	30.00	Match	Partially Fulfilled
PO-GEN-0002	02-Sep-2026	Copper Cable 4 sqmm	200	180	0	20	55.00	55.00	Match	Partially Fulfilled
PO-GEN-0005	13-Sep-2026	Lubricating Oil ISO 68	2,500	0	0	2,500	250.00		-	Pending
Subtotal - Apex Electricals			2,800	220	0	2,580				
Supplier: Metro Safety Products										
OP-SAFE-001	20-Aug-2026	Safety Gloves	60	0	0	60	75.00		-	Pending
PO-GEN-0001	01-Sep-2026	Safety Gloves	50	25	5	30	80.00	81.00	Mismatch	Partially Fulfilled
PO-GEN-0001	01-Sep-2026	Bearing 6205	100	35	5	70	200.00	202.50	Mismatch	Partially Fulfilled
Subtotal - Metro Safety Products			210	60	10	160				
Supplier: Office Supply House										
PO-GEN-0003	02-Sep-2026	A4 Xerox Paper	30	0	0	30	275.00		-	Pending
Subtotal - Office Supply House			30	0	0	30				
Supplier: Precision Bearings Co										
OP-MECH-001	15-Aug-2026	MS Bolt M10 x 50	200	0	0	200	12.50		-	Pending
OP-MECH-001	15-Aug-2026	Bearing 6205	100	20	0	80	195.00	198.00	Mismatch	Partially Fulfilled
PO-GEN-0004	03-Sep-2026	Lubricating Oil ISO 68	100	0	0	100	160.00		-	Pending
PO-GEN-0004	03-Sep-2026	Bearing 6205	50	0	0	50	205.00		-	Pending
Subtotal - Precision Bearings Co			450	20	0	430				
GRAND TOTAL			3,490	300	10	3,200				

Demo Company Pvt Ltd

Pending PO Qty Status Report

As on: 13-Sep-2026

Filter: Status = Pending

PO Number	PO Date	Item	PO Qty	Gross Purchase	Returns	Qty Diff	PO Rate	Pur. Rate	Rate Match	Status
Supplier: Apex Electricals										
PO-GEN-0005	13-Sep-2026	Lubricating Oil ISO 68	2,500	0	0	2,500	250.00		-	Pending
Subtotal - Apex Electricals			2,500	0	0	2,500				
Supplier: Metro Safety Products										
OP-SAFE-001	20-Aug-2026	Safety Gloves	60	0	0	60	75.00		-	Pending
Subtotal - Metro Safety Products			60	0	0	60				
Supplier: Office Supply House										
PO-GEN-0003	02-Sep-2026	A4 Xerox Paper	30	0	0	30	275.00		-	Pending
Subtotal - Office Supply House			30	0	0	30				
Supplier: Precision Bearings Co										
OP-MECH-001	15-Aug-2026	MS Bolt M10 x 50	200	0	0	200	12.50		-	Pending
PO-GEN-0004	03-Sep-2026	Lubricating Oil ISO 68	100	0	0	100	160.00		-	Pending
PO-GEN-0004	03-Sep-2026	Bearing 6205	50	0	0	50	205.00		-	Pending
Subtotal - Precision Bearings Co			350	0	0	350				
GRAND TOTAL			2,940	0	0	2,940				

Demo Company Pvt Ltd

PO Validity Expired Report

As On: 05-Oct-2026

Only expired POs having Pending Qty greater than zero are shown. Values are after item discount.

Sr.	Supplier	PO Number	PO Date	Valid Thru	Days Expired	Pending Item Lines	PO Qty	Order Value	Gross Purchase	Material Return	Net Received	Pending Qty	Pending Value	Expiry Status
1	Apex Electricals	PO-GEN-0006	14-Sep-2026	25-Sep-2026	10	1	40.00	4,560.00	0.00	0.00	0.00	40.00	4,560.00	Expired - 10 day(s)
2	Apex Electricals	PO-GEN-0005	13-Sep-2026	30-Sep-2026	5	1	2,500.00	5,62,500.00	0.00	0.00	0.00	2,500.00	5,62,500.00	Expired - 5 day(s)
GRAND TOTAL		2				2	2,540.00	5,67,060.00	0.00	0.00	0.00	2,540.00	5,67,060.00	

Demo Company Pvt Ltd

PO Qty Status Report

As on: 13-Sep-2026

PO Number	PO Date	Item	PO Qty	Gross Purchase	Returns	Qty Diff	PO Rate	Pur. Rate	Rate Match	Status
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Supplier: Apex Electricals

PO-GEN-0002	02-Sep-2026	PVC Insulation Tape	100	40	0	60	30.00	30.00	Match	Partially Fulfilled
PO-GEN-0002	02-Sep-2026	Copper Cable 4 sqmm	200	180	0	20	55.00	55.00	Match	Partially Fulfilled
PO-GEN-0005	13-Sep-2026	Lubricating Oil ISO 68	2,500	0	0	2,500	250.00		-	Pending

Subtotal - Apex Electricals 2,800 220 0 2,580

Supplier: Metro Safety Products

OP-SAFE-001	20-Aug-2026	Safety Gloves	60	0	0	60	75.00		-	Pending
PO-GEN-0001	01-Sep-2026	Safety Gloves	50	25	5	30	80.00	81.00	Mismatch	Partially Fulfilled
PO-GEN-0001	01-Sep-2026	Bearing 6205	100	35	5	70	200.00	202.50	Mismatch	Partially Fulfilled

Subtotal - Metro Safety Products 210 60 10 160

Supplier: Office Supply House

PO-GEN-0003	02-Sep-2026	A4 Xerox Paper	30	0	0	30	275.00		-	Pending
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Subtotal - Office Supply House 30 0 0 30

Supplier: Precision Bearings Co

OP-MECH-001	15-Aug-2026	MS Bolt M10 x 50	200	0	0	200	12.50		-	Pending
OP-MECH-001	15-Aug-2026	Bearing 6205	100	20	0	80	195.00	198.00	Mismatch	Partially Fulfilled
PO-GEN-0004	03-Sep-2026	Lubricating Oil ISO 68	100	0	0	100	160.00		-	Pending
PO-GEN-0004	03-Sep-2026	Bearing 6205	50	0	0	50	205.00		-	Pending

Subtotal - Precision Bearings Co 450 20 0 430
GRAND TOTAL 3,490 300 10 3,200

Demo Company Pvt Ltd

PO Register - Summary

Period: 01-Apr-2026 to 13-Sep-2027

Sr.	PO Date	PO Number	Supplier	Valid Thru	Currency	Items	Taxable Value	Item Tax	Other Charges	Tax on Other Charge	Round Off	PO Total	Status
1	15-Aug-2026	OP-MECH-001	Precision Bearings Co	30-Nov-2026	INR	2	22,000.00	3,960.00	0.00	0.00	0.00	25,960.00	ISSUED
2	20-Aug-2026	OP-SAFE-001	Metro Safety Products	31-Oct-2026	INR	1	4,500.00	810.00	0.00	0.00	0.00	5,310.00	ISSUED
3	01-Sep-2026	PO-GEN-0001	Metro Safety Products	31-Dec-2026	INR	2	24,000.00	4,320.00	0.00	0.00	0.00	28,320.00	ISSUED
4	02-Sep-2026	PO-GEN-0002	Apex Electricals	31-Dec-2026	INR	2	14,000.00	2,520.00	0.00	0.00	0.00	16,520.00	ISSUED
5	02-Sep-2026	PO-GEN-0003	Office Supply House	31-Oct-2026	INR	1	8,250.00	990.00	0.00	0.00	0.00	9,240.00	ISSUED
6	03-Sep-2026	PO-GEN-0004	Precision Bearings Co	30-Nov-2026	INR	2	26,250.00	4,725.00	0.00	0.00	0.00	30,975.00	ISSUED
7	13-Sep-2026	PO-GEN-0005	Apex Electricals	30-Sep-2026	INR	1	5,62,500.00	1,01,250.00	6,600.00	1,188.00	0.00	6,71,538.00	ISSUED
8	14-Sep-2026	PO-GEN-0006	Apex Electricals	25-Sep-2026	INR	1	4,560.00	820.80	0.00	0.00	0.00	5,380.80	ISSUED
GRAND TOTAL							6,66,060.00	1,19,395.80	6,600.00	1,188.00		7,93,243.80	

Demo Company Pvt Ltd

Purchase Register - Summary

Period: 01-Apr-2026 to 13-Sep-2027

Sr.	Bill Date	Bill No	Supplier	PO Number	Currency	No. of Items	Taxable Value	Bill Discount	Item Tax	Other Charges	Tax on Other Charges	Round Off	Bill Total
1	04-Sep-2026	C04	Apex Electricals	PO-GEN-0002	INR	1	1,200.00	0.00	216.00	0.00	0.00	0.00	1,416.00
2	05-Sep-2026	C05	Apex Electricals	PO-GEN-0002	INR	1	2,750.00	0.00	495.00	0.00	0.00	0.00	3,245.00
3	06-Sep-2026	C06	Apex Electricals	PO-GEN-0002	INR	1	1,650.00	0.00	297.00	0.00	0.00	0.00	1,947.00
4	13-Sep-2026	T01	Apex Electricals	PO-GEN-0002	INR	1	5,500.00	0.00	990.00	0.00	0.00	0.00	6,490.00
5	03-Sep-2026	C01	Metro Safety Products	PO-GEN-0001	INR	1	6,000.00	0.00	1,080.00	0.00	0.00	0.00	7,080.00
6	04-Sep-2026	C02	Metro Safety Products	PO-GEN-0001	INR	1	1,025.00	0.00	184.50	0.00	0.00	0.00	1,209.50
7	05-Sep-2026	C03	Metro Safety Products	PO-GEN-0001	INR	1	1,200.00	0.00	216.00	0.00	0.00	0.00	1,416.00
8	06-Sep-2026	INV-DIR-001	Metro Safety Products	PO-GEN-0001	INR	1	800.00	20.00	144.00	55.00	9.90	0.00	1,008.90
9	07-Sep-2026	PO-INV-001	Precision Bearings Co	OP-MECH-001	INR	1	3,960.00	0.00	712.80	0.00	0.00	0.00	4,672.80
GRAND TOTAL							24,085.00	20.00	4,335.30	55.00	9.90	0.00	28,485.20

Demo Company Pvt Ltd

Rate Difference Report

Period: 01-Apr-2026 to 13-Sep-2027

Generated On: 13-Sep-2026 22:00

PO Number	PO Date	Item	Unit	PO Qty	Net Pur Qty	PO Rate	Pur Rate	Rate Diff	Diff %	Diff Value	Validity
Supplier: Metro Safety Products											
PO-GEN-0001	01-Sep-2026	Bearing 6205	Nos	100.00	30.00	200.00	200.71	0.71	0.36%	21.43	Valid
PO-GEN-0001	01-Sep-2026	Safety Gloves	Pair	50.00	20.00	80.00	80.80	0.80	1.00%	16.00	Valid
Subtotal - Metro Safety Products					50.00					37.43	
Supplier: Precision Bearings Co											
OP-MECH-001	15-Aug-2026	Bearing 6205	Nos	100.00	20.00	195.00	198.00	3.00	1.54%	60.00	Valid
Subtotal - Precision Bearings Co					20.00					60.00	
GRAND TOTAL					70.00					97.43	

Demo Company Pvt Ltd

Return / Credit Note Balance Pending

Period: 01-Apr-2026 to 13-Sep-2027

Generated: 13-Sep-2026 22:04

Supplier / Party	Return / Credit Note No.	Document Date	Item	Document Qty	Return Challan Linked Qty	Adjustment Qty	Balance Qty	Rate	Balance Basic Value	Reconciliation Status
Metro Safety Products	CN-RET-002	11-Sep-2026	Safety Gloves	5.000	3.000	0.000	2.000	80.00	160.00	PARTLY RECONCILED
GRAND TOTAL				5.000	3.000	0.000	2.000		160.00	

Demo Company Pvt Ltd

Supplier-wise Pending Summary

As On: 13-Sep-2026

Sr.	Supplier	Pending POs	Pending Item Lines	PO Qty	Order Value	Gross Purchase	Material Return	Net Received	Pending Qty	Pending Value	Pending %
1	Apex Electricals	2	3	2,800.00	6,39,000.00	220.00	0.00	220.00	2,580.00	6,27,900.00	92.14%
2	Metro Safety Products	2	3	210.00	28,500.00	60.00	10.00	50.00	160.00	20,900.00	76.19%
3	Office Supply House	1	1	30.00	8,250.00	0.00	0.00	0.00	30.00	8,250.00	100.00%
4	Precision Bearings Co	2	4	450.00	48,250.00	20.00	0.00	20.00	430.00	44,350.00	95.56%
GRAND TOTAL		7	11	3,490.00	7,24,000.00	300.00	10.00	290.00	3,200.00	7,01,400.00	91.69%

Demo Company Pvt Ltd

Unlinked Purchase Challan

As On: 13-Sep-2026

Generated: 13-Sep-2026 22:03

Supplier / Party	Purchase Challan No.	Challan Date	PO No.	Item	Challan Qty	Invoice Linked Qty	Unlinked Qty	Rate	Unlinked Basic Value
Metro Safety Products	C02	04-Sep-2026	PO-GEN-0001	Bearing 6205	5.000	0.000	5.000	205.00	1,025.00
Apex Electricals	T01	13-Sep-2026	PO-GEN-0002	Copper Cable 4 sqmm	100.000	0.000	100.000	55.00	5,500.00
GRAND TOTAL					105.000	0.000	105.000		6,525.00

Demo Company Pvt Ltd

Unlinked Return Challan

As On: 13-Sep-2026

Generated: 13-Sep-2026 22:04

Supplier / Party	Return Challan No.	Challan Date	PO No.	Related Purchase Bill	Item	Challan Qty	Final Document Linked Qty	Unlinked Qty	Rate	Unlinked Basic Value
Metro Safety Products	RCH01	08-Sep-2026	PO-GEN-0001	C01	Bearing 6205	5.000	3.000	2.000	200.00	400.00
GRAND TOTAL						5.000	3.000	2.000		400.00

6. One Controlled Workflow

Clear history. Strong transaction linkage. Management-ready reporting.

Purchase Order Management and Control Software by My Excel Solutions

PO Entry

Purchase Entry

Material Returns

Reports

Item / Group / Unit Master

PO Print

Settings

Party Master

PO Amendment / Revision

Commercial Masters

Invoice / Challan Reconciliation

Currency

INR

Tax method for other charges

Prorate

Round off Y/N

No

Discount type

%

PO Prefix

PO-GEN-

PO Number

PO-GEN-0005

PO-GEN-0004

538,788.00

Date

13-Sep-2026

Order Valid Thru

30-Sep-2026

Last Saved PO Number

Live PO Total (Est.)

Party Name

Apex Electricals

Supplier Quotation Ref. No.

QUO-01

Quotation Date

02-Sep-2026

Item Name

Lubricating Oil ISO 68

Qty

2000

Rate

250

Tax %

18

Discount

10

Total Amount

531000.00

Freight

5000

Insurance

100

PO Other Charges

1500

Round Off

0.00

Load Existing PO

PO Lifecycle

Edit Selected Item

Delete Selected Item

Load PO

Delete PO

Issue PO

Import Details (Optional)

Port of Loading

Type of Import

Port of Discharge

Initial PO Draft

Select Existing Draft PO

Save Draft

Load Draft

Draft Print

Cancel Draft

Clear

EXIT

Company: Demo Company Pvt Ltd

GST No.: 24AAAAA2222A1Z2

PO Entry - normal order preparation, Draft control and PO Lifecycle access.

Prepare & Approve

Create the PO, save an internal Draft and print a NOT ISSUED approval copy.

Change with History

Use Amendment / Enhancement / Additional PO / Cancellation instead of rewriting issued data.

Issue & Protect

Issue the approved order while protecting earlier versions from overwrite.

Close the Loop

Purchase, Return, Reconciliation and Reports explain the current commercial position.

7. Complete PO Lifecycle

From Draft to family-aware revisions without losing history.

Purchase Order Management and Control Software by My Excel Solutions - DRAFT R2

PO Entry | Purchase Entry | Material Returns | Reports | Item / Group / Unit Master | PO Print | Settings | Party Master | PO Amendment / Revision | Commercial Masters | Invoice / Challan Reconciliation

PO Header - Current vs Proposed

Field	Current Effective	Proposed Revision
PO Date	14-Sep-2026	14-Sep-2026
Order Valid Thru	25-Sep-2026	25-Sep-2026
Currency	INR	INR
Tax Method for Other	Prorate	Prorate
Freight	0.00	0
Insurance	0.00	0
Other Charges	0.00	0
Round Off Yes/ No	No	No
Round Off Amount	0.00	0.00
Port of Loading		
Port of Discharge		
Delivery Terms		

Revision Control

Party Name: Apex Electricals

Root PO Number: PO-GEN-0006

Effective PO Number: PO-GEN-0006

Current Revision: 1

Current Status: ISSUED

Draft Reference: 53

Lifecycle Action: Amendment

Proposed Revision: 2

Target Effective Date: 14-Sep-2026

Change Reason: Quantity revised as per updated requirement

Qty Changed Lines

Rate Changed Lines

Discount Changed Lines

Discount Type Changed Lines

Tax % Changed Lines

Reference: 1,345.20

Added: 0

Removed: 0

Net Total: 5,380.80

Current Charges: 0.00

Tax on Charges: 0.00

Current Grand Total: 5,380.80

Proposed Line Total: 6,726.00

Proposed Charges: 0.00

Tax on Charges: 0.00

Proposed Grand Total: 6,726.00

Net Difference: 1,345.20

Issue Draft | Create Draft | Clear Inputs | Cancel Draft | Load / Edit Draft

Refresh Current PO | Refresh Comparison

Current Lines: 1 | Proposed Lines: 1 | Modified Lines: 1 | No Change Lines: 0

Draft Revision 2 is available. Review, edit, issue or cancel the Draft.

Item-wise Current vs Proposed Comparison

Item	Change	Unit (Current -> Proposed)	Qty (Current -> Proposed)	Rate (Current -> Proposed)	Discount (Current -> Proposed)	Disc Type (Current -> Proposed)	Tax % (Current -> Proposed)	Amount (Current -> Proposed)
Safety Gloves	Modified	Pair -> Pair	40.00 -> 50.00	120.00 -> 120.00	5.00 -> 5.00	% -> %	18.00 -> 18.00	5,380.80 -> 6,726.00

Clear | EXIT

Company: Demo Company Pvt Ltd | GST No.: 24AAAAA2222A1Z2

Current Effective vs Proposed Revision - Qty 40 -> 50 and value impact before issue.

Amendment

Controlled correction/change to an issued PO through a new revision.

Enhancement

Increase or extend order scope/value inside the same revision chain.

Additional PO

Separate supplementary order under the same root PO family.

Cancellation

Terminal close of an issued PO while keeping its historical identity.

8. Family Control - Root, Revision & Additional PO

Demo Company Pvt Ltd

Family Pending Orders Report

As On: 14-Sep-2026

Filter: Supplier = Apex Electricals

PO Number	PO Date	Item	Item Group	PO Qty	Order Value	Gross Purchase	Pending Qty	Pending Value	Status
Supplier: Apex Electricals									
PO-GEN-0002	02-Sep-2026	Copper Cable 4 sqmm	Electrical	200.00	11,000.00	180.00	20.00	1,100.00	Partially Fulfilled
PO-GEN-0002	02-Sep-2026	PVC Insulation Tape	Electrical	100.00	3,000.00	40.00	60.00	1,800.00	Partially Fulfilled
PO-GEN-0005	13-Sep-2026	Lubricating Oil ISO 68	Consumables	2,500.00	6,25,000.00	0.00	2,500.00	6,25,000.00	Pending
PO Family: PO-GEN-0006 Included POs: PO-GEN-0006, PO-GEN-0006 Additional									
PO-GEN-0006	14-Sep-2026	Safety Gloves	Safety	50.00	6,000.00	0.00	50.00	6,000.00	Pending
PO-GEN-0006 Additional	14-Sep-2026	Safety Gloves	Safety	10.00	1,200.00	0.00	10.00	1,200.00	Pending
Family Subtotal - PO-GEN-0006				60.00	7,200.00	0.00	60.00	7,200.00	
Subtotal - Apex Electricals				2,860.00	6,46,200.00	220.00	2,640.00	6,35,100.00	
GRAND TOTAL				2,860.00	6,46,200.00	220.00	2,640.00	6,35,100.00	

Demo Company Pvt Ltd

Family PO Qty Status Report

As on: 14-Sep-2026

PO Number	PO Date	Item	PO Qty	Gross Purchase	Returns	Qty Diff	PO Rate	Pur. Rate	Rate Match	Status
Supplier: Apex Electricals										
PO-GEN-0002	02-Sep-2026	Copper Cable 4 sqmm	200.00	180.00	0.00	20.00	55.00	55.00	Match	Partially Fulfilled
PO-GEN-0002	02-Sep-2026	PVC Insulation Tape	100.00	40.00	0.00	60.00	30.00	30.00	Match	Partially Fulfilled
PO-GEN-0005	13-Sep-2026	Lubricating Oil ISO 68	2,500.00	0.00	0.00	2,500.00	250.00	-		Pending
PO Family: PO-GEN-0006 Included POs: PO-GEN-0006, PO-GEN-0006 Additional										
PO-GEN-0006	14-Sep-2026	Safety Gloves	60.00	0.00	0.00	60.00	120.00	-		Pending
Family Subtotal - PO-GEN-0006			60.00	0.00	0.00	60.00				
Subtotal - Apex Electricals			2,860.00	220.00	0.00	2,640.00				
Supplier: Metro Safety Products										
OP-SAFE-001	20-Aug-2026	Safety Gloves	60.00	0.00	0.00	60.00	75.00	-		Pending
PO-GEN-0001	01-Sep-2026	Bearing 6205	100.00	40.00	5.00	65.00	200.00	200.63	Match	Partially Fulfilled
PO-GEN-0001	01-Sep-2026	Safety Gloves	50.00	25.00	7.00	32.00	80.00	80.80	Match	Partially Fulfilled
Subtotal - Metro Safety Products			210.00	65.00	12.00	157.00				
Supplier: Office Supply House										
PO-GEN-0003	02-Sep-2026	A4 Xerox Paper	30.00	0.00	0.00	30.00	275.00	-		Pending
Subtotal - Office Supply House			30.00	0.00	0.00	30.00				
Supplier: Precision Bearings Co										
OP-MECH-001	15-Aug-2026	Bearing 6205	100.00	20.00	0.00	80.00	195.00	198.00	Match	Partially Fulfilled
OP-MECH-001	15-Aug-2026	MS Bolt M10 x 50	200.00	0.00	0.00	200.00	12.50	-		Pending
PO-GEN-0004	03-Sep-2026	Bearing 6205	50.00	0.00	0.00	50.00	205.00	-		Pending
PO-GEN-0004	03-Sep-2026	Lubricating Oil ISO 68	100.00	0.00	0.00	100.00	160.00	-		Pending
Subtotal - Precision Bearings Co			450.00	20.00	0.00	430.00				
GRAND TOTAL			3,550.00	305.00	12.00	3,257.00				

Fresh tested example - PO-GEN-0006 effective root Qty 50 + Additional PO Qty 10 = Family Qty 60. Reports identify the family and included documents automatically.

Family reporting replaces manual spreadsheet addition of root and supplementary orders and keeps the current-effective lifecycle logic visible.

9. Purchase & Material Return Control

Purchase Order Management and Control Software by My Excel Solutions

PO Entry | Purchase Entry | Material Returns | Reports | Item / Group / Unit Master | PO Print | Settings | Party Master | PO Amendment / Revision | Commercial Masters | Invoice / Challan Reconciliation

Party: Metro Safety Products

PO Number: PO-GEN-0001

Document No.: C01

Document Date: 03-Sep-2026

Item:

Purchase Qty:

Rate:

Discount: 0

Discount type: Amt

Taxes:

Freight: 0

Insurance: 0

Bill Other Charges: 0

Round Off: 0

Load Existing Purchase Document: C01

Selected: C01

Load Document | Delete Document

Export Purchase Template | Import Purchase Template

Edit Selected Item | Delete Selected Item | Save Purchase

Clear | EXIT

Company: Demo Company Pvt Ltd

GST No.: 24AAAAA2222A1Z2

Item Grid

Item	Qty	Rate	Amount	Tax	Total
Bearing 6205	30.00	200.00	18.00		7,080.00

Purchase Entry

Purchase Order Management and Control Software by My Excel Solutions

PO Entry | Purchase Entry | Material Returns | Reports | Item / Group / Unit Master | PO Print | Settings | Party Master | PO Amendment / Revision | Commercial Masters | Invoice / Challan Reconciliation

Party: Metro Safety Products

Document No: RCH01

Document Date: 08-Sep-2026

PO Number: PO-GEN-0001

Item:

Related Purchase Document No.:

Return Qty:

Rate:

Discount: 0

Taxes:

Total Amount:

Freight: 0

Insurance: 0

Return Other Charges: 0

Round Off: 0

Load Existing Return: RCH01

Selected: RCH01

Load Return | Delete Return | Export Return Template | Import Return Template | Save Return | Delete Selected Item | Edit Selected Item

Clear | EXIT

Company: Demo Company Pvt Ltd

GST No.: 24AAAAA2222A1Z2

Item Grid

Item	Qty	Rate	Amount	Tax	Total
Bearing 6205	5.00	200.00	18.00		1,180.00

Material Return

Pending Qty Visibility

See PO pending quantity and PO rate while entering supplier bills.

Bulk Templates

Controlled Purchase and Return imports with validations before save.

Bill-wise Return Protection

Return against the related Purchase Bill with Available Return Qty.

Historical Traceability

Returns preserve the exact purchase bill / PO family-revision linkage.

10. Invoice / Challan Reconciliation

Final commercial document linkage without a second stock movement.

Purchase Order Management and Control Software by My Excel Solutions

PO Entry | Purchase Entry | Material Returns | Reports | Item / Group / Unit Master | PO Print | Settings | Party Master | PO Amendment / Revision | Commercial Masters | Invoice / Challan Reconciliation

INVOICE / CREDIT NOTE RECONCILIATION

Document Type: Purchase Invoice Reconciliation

Supplier / Party: Metro Safety Products

Invoice / Credit Note No.: INV-DOC-001

Document Date: 14-Sep-2026

Invoice / Credit Note Item: Bearing 6205

Document Qty: 5.000 Rate: 200.00

Gross Amount: 1,000.00

Challan Filter (Optional): Refresh Matching Challans

DOCUMENT ITEMS

Bearing 6205	5.000	200.00	0.00	0	1000.00

MATCHING PENDING CHALLANS

Add Item Update Item Remove Item

Doc	Date	PO	Item	Qty	Rate
C02	04-Sep-2026	PO-GEN-0001	Bearing 6205	5.000	0.000
CH-DOC-001	07-Sep-2026	PO-GEN-0001	Bearing 6205	5.000	2.000

Selected Challan: CH-DOC-001 | Bearing 6205 | PO: PO-GEN-0001

PO Number: PO-GEN-0001

Related Purchase Bill:

Challan Linked Qty: 2.000 Adjustment Qty: 0.000 Unreconciled Qty: 3.000

Link Qty: 2

Tag Selected Challan Remove Tag

FINAL DOCUMENT COMMERCIALS

Existing Invoice / Credit Note: Load Final Document

Currency: INR Tax Method: Prorate

Freight: 0.00 Insurance: 0.00

Other Charges: 0.00 Tax %: 0

Round Off: 0.00 Line Discount: 0.00

Disc. Type: Amt

Taxable Value: 1,000.00

Tax Amount: 0.00

Line Total: 1,000.00

Final Document Total: 1,000.00

Status: New Invoice / Document

Change / Cancellation Reason:

Update Final Document Cancel Final Document

Rule: Challan tagging only reconciles the final document. It does NOT create a second stock movement.

Save Final Document New / Clear

Clear EXIT Company: Demo Company Pvt Ltd GST No.: 24AAAAA2222A1Z2

Invoice Reconciliation

Purchase Challan creates inward stock; later supplier Invoice links to eligible challan qty.

Partial -> Update -> Full

Save partly reconciled documents and later link the remaining eligible quantity.

Credit Note Reconciliation

Return Challan creates outward stock; later Credit Note links to that return qty.

Reason-based Audit

Update/edit/cancel requires business reason where applicable; tags change, stock does not.

11. Masters, Opening Migration & Administration

Purchase Order Management and Control Software by My Excel Solutions

PO Entry | Purchase Entry | Material Returns | Reports | Item / Group / Unit Master | PO Print | Settings | Party Master | PO Amendment / Revision | Commercial Masters | Invoice / Challan Reconciliation

Company Name: Demo Company Pvt Ltd
 Address: Address Line-1 | Address Line-2 | Address Line-3
 GSTIN: 24AAAAA2222A1Z2
 Phone: +91 9999999999
 Email: testcompany@gmail.com

PO Prefix Setup

Prefix: PO-IMP- ☒ Series Active Series Remarks:
 Next No: 6 Digits: 4 Suffix:
 Prefix Next No Digits Suffix Active Y/N Remarks
 PO-GEN- 7 4 Yes Default Purchase Order series
 PO-IMP- 6 4 Yes
 PO-SER- 5 4 Yes Service Purchase Order series

New Save / Update Inactive Refresh
 Sync Next No Delete Prefix

Opening PO Migration / Cut-off

Cut-off Date: 31-Aug-2026 Opening Migration: DRAFT

Save Cut-off Date
 Download Opening PO Template
 Import Opening PO
 Export Opening PO
 Opening Pending PO Report
 FINALIZE Opening Migration

Authorised Signatory Master

Select Signatory: ABC Gupta Signatory Name: ABC Gupta
 Designation: Purchase Manager Contact Number: +91000000000
 Email Address: abctest@gmail.com
 Signature Image: C:\Software\Purchase Order Management and Control Software\Assets\Signatures\ABC_Gupta.png

Inactivate Refresh ☒ Active
 Save Signatory Preview Image Browse Image New

Backup Database
 Compact & Repair Database
 Optimize Database Indexes

Save Settings

Clear EXIT Company: Demo Company Pvt Ltd GST No.: 24AAAAA2222A1Z2

Purchase Order Management and Control Software by My Excel Solutions

PO Entry | Purchase Entry | Material Returns | Reports | Item / Group / Unit Master | PO Print | Settings | Party Master | PO Amendment / Revision | Commercial Masters | Invoice / Challan Reconciliation

Party Code: PTY000007
 Party Name: Metro Safety Products
 Party Type: Supplier
 Country Code: IN
 Default Currency: INR
☒ Active

Party Locations / Branches

Location Code: PTY000007-L01
 Location Name: Metro Safety - Head Office
 Location Type: Head Office
 Address Line 1: 18 Test GIDC
 Address Line 2: Gotri
 Address Line 3:
 City: Vadodara

State / Province: Gujarat
 State Code: 24
 Postal / ZIP Code: 390007
 Country Code: IN
 Remarks: Main billing/delivery

Registered Office
☒ Available as Billing Address
☒ Available as Delivery Address
☒ Default Billing Address
☒ Default Delivery
☒ Active

Save Location Delete / Inactivate New Location Refresh Locations

PTY000007-L02 Metro Safety - Warehouse Warehouse Vado
 PTY000007-L01 Metro Safety - Head Office Head Office Vado

Tax Registrations / GST / VAT / TRN

Registration Code: PTY000007-T01
 Registration Type: GSTIN
 Registration Number: 24AABCM1234F1Z5
 Registered Legal Name: Metro Safety Products
 Linked Location: Metro Safety - Head Office

Country Code: IN
 State / Province: Gujarat
 State Code: 24
 Remarks: Default GST

☒ Active
☒ Default Tax Registration

New Registration
 Save Registration
 Delete / Inactivate
 Refresh Registrations

PTY000007-T01 GSTIN 24AABCM1234F1Z5

Contact Persons / Kind Attn

Contact Code: PTY000007-C00002
 Linked Location: Metro Safety - Warehouse
 Contact Person: Rakesh Shah
 Department: Warehouse
 Designation: Warehouse Manager
 Phone Country: +91

Contact Number: 9000000004
 Alternate Number:
 Email: rakesh.metro@example.com
 Alternate Email:
 Remarks: Warehouse contact

☒ Default Contact for
☒ Active

Save Contact
 Delete / Inactivate
 New Contact
 Refresh Contacts

PTY000007-C00000 Mehul Patel
 PTY000007-C00000 Rakesh Shah

Export Type: Blank Template
 Import Party Template Export Party Template

Clear EXIT Company: Demo Company Pvt Ltd GST No.: 24AAAAA2222A1Z2

Purchase Order Management and Control Software by My Excel Solutions

PO Entry | Purchase Entry | Material Returns | Reports | Item / Group / Unit Master | PO Print | Settings | Party Master | PO Amendment / Revision | Commercial Masters | Invoice / Challan Reconciliation

Item Master

Select Existing Item:

Item Name:

Make:

Model:

Specification / Description:

Unit:

Group:

Item Group Master

Select Existing Group:

Group Name:

Unit Master

Select Existing Unit:

Unit Name:

Clear

EXIT

Company: Demo Company Pvt Ltd

GST No.: 24AAAAA2222A1Z2

Purchase Order Management and Control Software by My Excel Solutions

PO Entry | Purchase Entry | Material Returns | Reports | Item / Group / Unit Master | PO Print | Settings | Party Master | PO Amendment / Revision | Commercial Masters | Invoice / Challan Reconciliation

Master Type:

Master Value:

☒ Active

Master Value

Term-1
Standard PO Terms
Payment Terms
Return Terms

Status

Active
Active
Active
Active

Template Details

Select an existing value to edit, or click New to add a value.

Clear

EXIT

Company: Demo Company Pvt Ltd

GST No.: 24AAAAA2222A1Z2

Opening PO Migration

Cut-off-based template import, review report and controlled finalisation.

Database Maintenance

Backup, Compact & Repair and index optimisation controls.

Reusable Masters

Commercial Terms, Item/Group/Unit and multi-location Party masters.

Shared Deployment

One Access backend can support authorised multi-user/LAN working.

12. Why Choose Purchase Order Management and Control Software?

History You Can Explain

Issued POs are not silently overwritten; every lifecycle change has identity and reason.

Stronger Quantity Control

Pending, return availability, family Qty and unreconciled balances stay visible.

Audit-friendly Corrections

Controlled edit/cancel paths and backups keep changes explainable.

Fewer Manual Reconciliations

PO family and challan reconciliation reduce disconnected Excel tracking.

Management Visibility

25 reports answer what is pending, received, returned, over-invoiced, changed or unlinked.

Implementation Friendly

Templates, opening migration, reusable masters and self-learning documentation support rollout.

Positioning - For businesses that need more than a basic PO print utility - a connected PO control, transaction, reconciliation and reporting system.

13. Protected Deployment, Licensing & LAN Expansion

One Primary application supports both single-PC use and future LAN expansion, with protected EXE delivery and separate activation for each additional LAN Client.

Deployment Option	How it Works	Customer Benefit
Single-PC Use	Activate Purchase Order Management and Control Software on the Primary computer and use the local Access database. LAN setup is not required.	Simple first installation with no unnecessary network steps.
LAN Expansion	Use the same Primary software, configure the shared Access database, install the LAN Server Component, and activate Purchase Order Management and Control Software LAN on each additional computer.	Upgrade to LAN later without replacing the Primary software.
Protected EXE Delivery	Primary and LAN applications are supplied as XLS Padlock protected EXEs with activation control.	Commercial deployment without distributing the XLSM source workbook.
Safe License Deactivation	A Deactivate License option is available when a licensed computer must be replaced or moved.	Controlled transfer of the licensed installation; LAN authorization stops when the Primary license is deactivated.

LAN Authorization Flow

1. Primary	2. Configure LAN	3. Server Component	4. Additional LAN PC
Activate Primary license	Select the shared Access database; the software converts the path to UNC where applicable.	Install the background LAN Server Component on the Primary/Server computer.	Activate the separately supplied Purchase Order Management and Control Software LAN Client.

Commercial model: For LAN users only - each additional computer requires its own activated Purchase Order Management and Control Software LAN Client. A valid Primary license and an active LAN Server Component are required for LAN operation.

Operational Safeguards

- The LAN Server Component runs independently in the background; the Primary application does not need to remain open continuously for heartbeat updates.
- LAN authorization files are managed automatically and should not be edited, renamed or copied between products.
- The shared Access database remains the central data source for authorised LAN users.
- Single-PC customers can purchase LAN Client licences later and convert the existing installation to LAN use.

Purchase Order Management and Control Software combines controlled PO lifecycle, linked purchase/return and reconciliation data, protected deployment and a practical upgrade path from one computer to multiple LAN users.

My Excel Solutions Pvt Ltd

Delivering Excellence Beyond Expectations

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