

Purchase Reports

Now to remove those rows – You have to first –“ALT + : ” i.e. it will select only those rows which are appearing in the sheet. Now Delete Rows – Short Cut Key – “ALT + H + D + R “. Final Report looks like –

	A	B	C	D
1	Variance			
2	Item Name	Max	Min	Variance
3	A	20	15	5
4	B	8	5	3
5	C	150	148	2
6	D	600	525	75
7	E	20	15	5
8	G	45	40	5

4. Modify Pivot Table - Now place - Item Name -Vendor Name -GRN No- GRN DATE - Rate - QTY - Amount in "Row Label". Copy and Paste in New Sheet - Give Name - "Report"

Item Name	Vendor Name	GRN No	GRN Date	Rate P	Quantity	Amount
A	Jalaram Industries	GRN/2015/002	05-04-15	20	50	1000
	Puja Enterprise	GRN/2015/001	01-04-15	15	100	1500
		GRN/2015/005	15-04-15	15	50	750
		GRN/2015/007	26-04-15	15	80	1200
B	Jalaram Industries	GRN/2015/002	05-04-15	5	50	250
	Puja Enterprise	GRN/2015/001	01-04-15	5	50	250
		GRN/2015/005	15-04-15	6	45	270
		GRN/2015/007	26-04-15	5	45	225
	Royal Enterprise	GRN/2015/006	15-04-15	8	10	80

5. Now You can see that “A” is only in one row, so if we want to work upon report then we want “A” in each Row. For that you have to Filter Item Name to “Blank” and then after formula =a4 i.e. I want to repeat Upper Cell ...

	A	B	C	D	E	F	G
1							
2							
3	Item Name	Vendor Name	GRN No	GRN Date	Rate Per U	Quantity	Amount
5	=a4	Puja Enterprise	GRN/2015/001	01-04-15	15	100	1500
6		Puja Enterprise	GRN/2015/005	15-04-15	15	50	750
7		Puja Enterprise	GRN/2015/007	26-04-15	15	80	1200

And then after select all blank Rows in “Item Name” then “ALT + : ” and “CTR + D” i.e. paste formula in all the blank rows...final report looks like....

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	A	B	C	D	E	F	G
1							
2							
3	Item No	Vendor Name	GRN No	GRN Date	Rate Per U	Quantity	Amount
4	A	Jalaram Industries	GRN/2015/002	05-04-15	20	50	1000
5	A	Puja Enterprise	GRN/2015/001	01-04-15	15	100	1500
6	A	Puja Enterprise	GRN/2015/005	15-04-15	15	50	750
7	A	Puja Enterprise	GRN/2015/007	26-04-15	15	80	1200
8	B	Jalaram Industries	GRN/2015/002	05-04-15	5	50	250
9	B	Puja Enterprise	GRN/2015/001	01-04-15	5	50	250
10	B	Puja Enterprise	GRN/2015/005	15-04-15	6	45	270
11	B	Puja Enterprise	GRN/2015/007	26-04-15	5	45	225
12	B	Royal Enterprise	GRN/2015/006	15-04-15	8	10	80

6. Now we have to remove those items which are having Nil Rate Variance. So for that – We will use Vlookup – and find out which items are not there in the Variance Sheet.

F	G	H	I	J	K	L
Quantity	Amount	Variance				
50	1000	=VLOOKUP(A4,Variance!\$A\$2:\$A\$8,1,FALSE)				
100	1500					
50	750					
80	1200					
50	250					
50	250					
45	270					
45	225					

Now remove those items which are not there in Variance sheet i.e. which are having #N/A....

7. Now Bring – Minimum Rates from the Variance Sheet –by using Vlookup.

G	H	I	J	K	L
Amount	Min Rate	Loss			
1000	=VLOOKUP(A4,Variance!\$A\$2:\$D\$8,3,FALSE)				
1500	15	0			
750	15	0			
1200	15	0			
250	5	0			

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8. Now find out the loss in each of the transactions that company have incurred...

D	E	F	G	H	I	J
GRN Date	Rate Per U	Quantity	Amount	Min Rate	Loss	
05-04-15	20	50	1000	15	$=(E4-H4)*F4$	
01-04-15	15	100	1500	15	0	
15-04-15	15	50	750	15	0	
26-04-15	15	80	1200	15	0	

Your Report is ready.....

You have to further investigate the reasons for this variances and then only you should report in your final audit report.

Report										
Purchase Rate Variance										
Item No	Vendor Name	GRN No	GRN Date	Rate Per U	Quantity	Amount	Min Rate	Loss	%	
A	Jalaram Industries	GRN/2015/002	05-04-15	20	50	1000	15	250	25%	
A	Puja Enterprise	GRN/2015/001	01-04-15	15	100	1500	15	0	0%	
A	Puja Enterprise	GRN/2015/005	15-04-15	15	50	750	15	0	0%	
A	Puja Enterprise	GRN/2015/007	26-04-15	15	80	1200	15	0	0%	
B	Jalaram Industries	GRN/2015/002	05-04-15	5	50	250	5	0	0%	
B	Puja Enterprise	GRN/2015/001	01-04-15	5	50	250	5	0	0%	
B	Puja Enterprise	GRN/2015/005	15-04-15	6	45	270	5	45	17%	
B	Puja Enterprise	GRN/2015/007	26-04-15	5	45	225	5	0	0%	
B	Royal Enterprise	GRN/2015/006	15-04-15	8	10	80	5	30	38%	

Tips – You can insert One blank row after each Item Group to make your report better.

In Pivot table – Go to Options- Field Settings- Layout & Print – Insert Blank row after each item

