Account Payable Mutation

Report Module Guide: Account Payable Mutation

Module Location

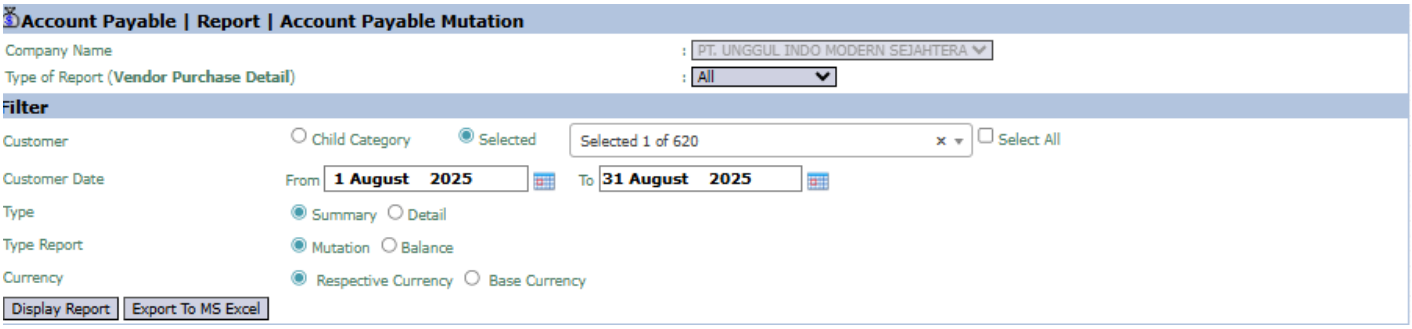
Accounts Payable > Reports > Account Payable Mutation

Module Objective

The **Account Payable Mutation** report module is used to generate a report that shows the movement or mutation of payables for a specific supplier/vendor within a single period. This report will detail the **beginning payable balance**, all **additions** (from purchase invoices), all **reductions** (from payments or debit notes), to arrive at the **ending payable balance**. This is a primary tool for reconciling accounts with vendors.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the mutation report that will be generated.



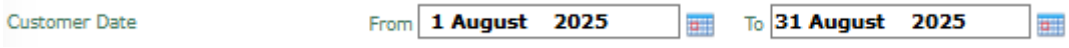
Here is an explanation for each parameter:

- **Customer**:
  - Although labeled 'Customer', this filter is used to select the **Vendor** or Supplier. You can select by **Child Category** or **Selected** (Specific Vendor).
- **Customer Date**:
  - Specify the **From** and **To** date range to define the mutation period to be displayed (e.g., August 1, 2025, to August 31, 2025).
- **Type**:
  - Select the report's level of detail: **Summary** or **Detail**.
- **Type Report**:
  - This is a key filter that determines the type of report:
  - **Mutation**: Displays the complete movement report (beginning balance, transactions, ending balance).
  - **Balance**: Only displays the final payable balance.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select all the parameters you need, especially defining the **Vendor** scope and the **Customer Date** range.



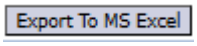
Step 2: Generate the Report

After all parameters are set, click one of the two buttons in the bottom-left section of the page:

- **Display Report**: To preview the mutation report directly on your screen.

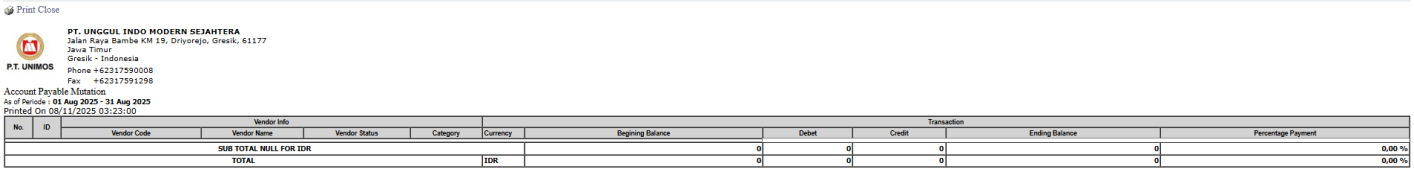


- **Export To MS Excel**: To download the report data in an Excel file format.



3. Example of the Report View

After you click, the system will generate a detailed report like the following, which functions as a statement of account for a vendor.


Print Close

P.T. UNIMOS

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Account Payable Mutation
As of Periode : 01 Aug 2025 - 31 Aug 2025
Printed On 08/11/2025 03:23:00

No.	ID	Vendor Info				Transaction					
		Vendor Code	Vendor Name	Vendor Status	Category	Currency	Begining Balance	Debet	Credit	Ending Balance	Percentage Payment
SUB TOTAL NULL FOR IDR							0	0	0	0	0,00 %
TOTAL						IDR	0	0	0	0	0,00 %

Report Explanation: This report details all payable activity for the selected vendor in a specific period.

Key Columns for Analysis:

- **Vendor Info**: Displays the vendor's details.
- **Transaction**: This section displays:
  - **Beginning Balance**: The payable balance at the start of the period.
  - **Debit**: The total reduction in payables (e.g., payments, returns).

- **Credit**: The total increase in payables (e.g., purchase invoices).
- **Ending Balance**: The payable balance at the end of the period.

Tips & Important Notes

- Use this report to **reconcile your payable records with the statement of account** sent by the vendor.
- Select **Type Report 'Mutation'** and **Type 'Detail'** to trace every transaction that occurred on a vendor's account.
- This is a very important operational report for the **Accounts Payable (AP)** team.

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