

Account Payable Mutation

Report Module Guide: Account Payable Mutation

Module Location

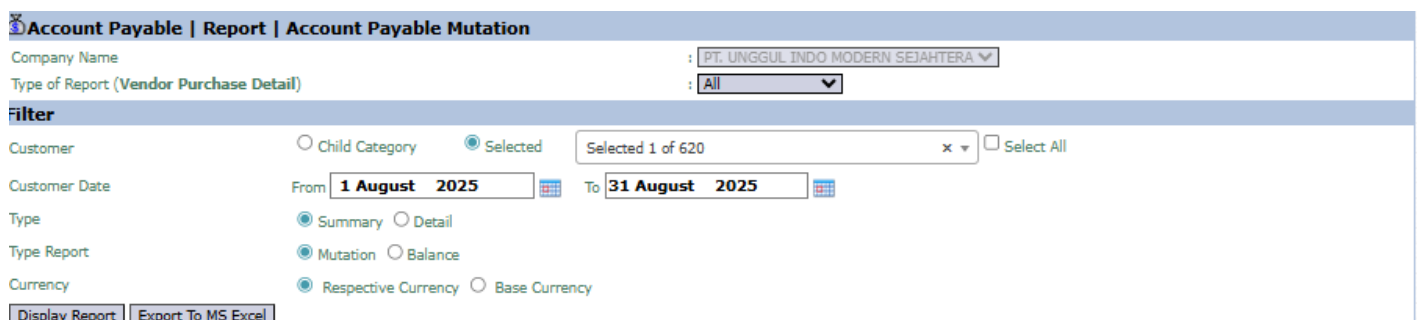
Accounts Payable > Reports > Account Payable Mutation

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.



The screenshot shows the 'Account Payable Mutation' report filter form. At the top, the breadcrumb is 'Account Payable | Report | Account Payable Mutation'. The 'Company Name' is set to 'PT. UNGGUL INDO MODERN SEJAHTERA'. The 'Type of Report (Vendor Purchase Detail)' is set to 'All'. Below this is a 'Filter' section with the following options:

- Customer:** Radio buttons for 'Child Category' and 'Selected' (selected). A dropdown shows 'Selected 1 of 620' with a 'Select All' checkbox.
- Customer Date:** 'From' date is '1 August 2025' and 'To' date is '31 August 2025'.
- Type:** Radio buttons for 'Summary' (selected) and 'Detail'.
- Type Report:** Radio buttons for 'Mutation' (selected) and 'Balance'.
- Currency:** Radio buttons for 'Respective Currency' (selected) and 'Base Currency'.

At the bottom of the filter section are two buttons: 'Display Report' and 'Export To MS Excel'.

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.

Customer Date From To

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.

Display Report


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

Export To MS Excel

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

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

No.	ID	Vendor Code	Vendor Name	Vendor Status	Category	Currency	Beginning Balance	Debit	Credit	Ending Balance	Percentage Payment	
SUB TOTAL NULL FOR IDR							0	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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