Invoice Payment Selection Report

Report Module Guide: Invoice Payment Selection Report

Module Location

Finance > Reports > Invoice Payment Selection Report

Module Objective

The **Invoice Payment Selection Report** module is used to generate a list of all invoices from suppliers (vendors) that have been **selected for payment**. This report acts as a **"proposed payment list"** that can be reviewed by management or the finance team before the payment process is executed.

1. Report Parameters (Filter)

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

Here is an explanation for each parameter:

- **1. Start Date / End Date**:
  - Specify the date range of the invoices selected for payment (e.g., October 1, 2025, to October 31, 2025).
- **2. Priority / 3. Goods/Services Category**:

- Use these dropdowns to further filter the report by priority or category if needed.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the date range to see which invoices have been selected for payment in that period.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the report directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report will be a list of purchase invoices that are ready to be paid.

This report displays important details such as:

- Vendor Invoice Number
- Due Date
- Supplier Name

- Payment Status (will usually show "Unpaid")
- The amount to be paid.

Tips & Important Notes

- This report is a recapitulation of the data created in the transactional **Invoice Payment Selection** module.
- Use this report as an **internal review document** before the Treasury team processes the payments in the **Bank Disbursement** module.
- This is an important control tool to ensure that only invoices that have actually been approved for payment will be processed.

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