Invoice Payment

Report Module Guide: Invoice Payment Report

Module Location

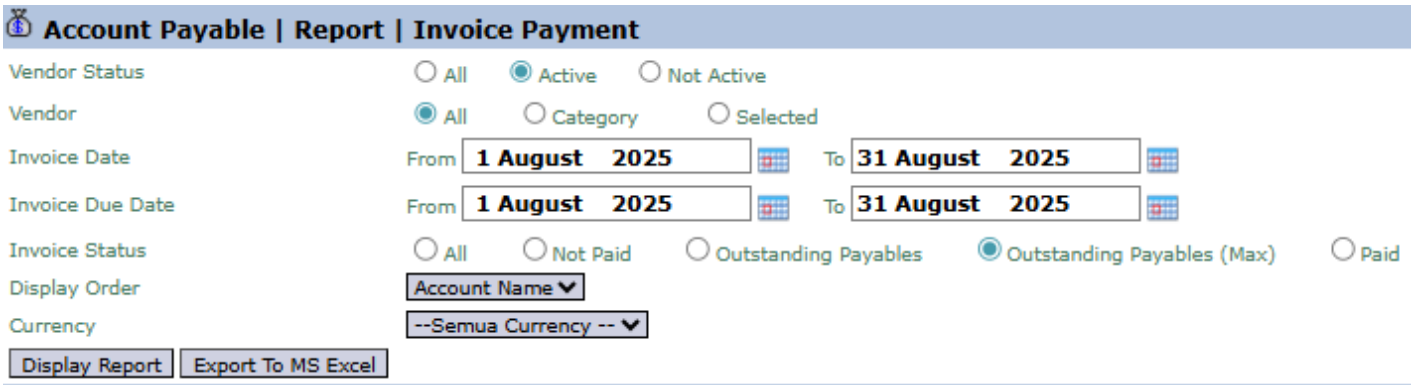
Accounts Payable > Reports > Invoice Payment

Module Objective

The **Invoice Payment Report** module is used to generate a comprehensive report that tracks the status of all purchase invoices received from suppliers (vendors). This report is a primary work tool for managing the payable payment cycle, from viewing unpaid invoices to those that are fully paid.

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 key parameter:

- **Vendor**:

- Filter the report by **All** vendors, **Category**, or a **Selected** (Specific Vendor).

- **Invoice Date / Invoice Due Date**:
  - Use these filters to search for invoices based on their issue date range (**Invoice Date**) or their due date range (**Invoice Due Date**).

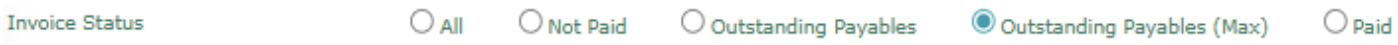
- **Invoice Status**:
  - A very important filter to select invoices based on their payment status, such as **Not Paid**, **Outstanding Payables**, or **Paid**.

- **Display Order**:
  - Choose the criteria for sorting the data on the report, for example, by **Account Name** (Vendor Name).

2. Steps to Generate the Report

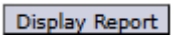
Step 1: Set Report Parameters

Select all the parameters you need, especially defining the **Invoice Status** and the relevant date range.

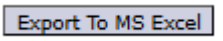


Step 2: Generate the Report

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

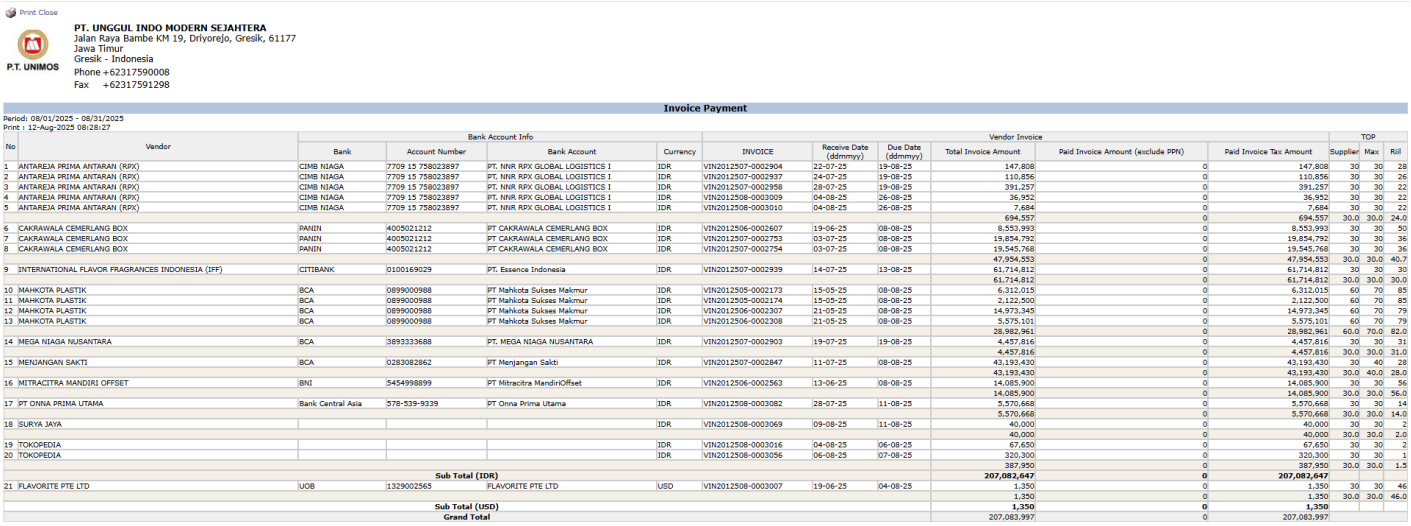
- **Display Report**: To preview the invoice payment report directly on your screen. 

- **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 details every invoice and its payment status.



Print Close

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P.T. UNIMOS

Invoice Payment

Period: 08/01/2025 - 08/31/2025
Print : 12-Aug-2025 08:28:27

No	Vendor	Bank Account Info				Vendor Invoice						TOP		
		Bank	Account Number	Bank Account	Currency	INVOICE	Receive Date (ddmmyy)	Due Date (ddmmyy)	Total Invoice Amount	Paid Invoice Amount (exclude PPN)	Paid Invoice Tax Amount	Supplier	Max	Ril
1	ANTAREJA PRIMA ANTARAN (RPX)	CIMB NIAGA	7709 15 758023897	PT. NNR RPX GLOBAL LOGISTICS I	IDR	VIN2012507-0002904	22-07-25	19-08-25	147,808	0	147,808	30	30	28
2	ANTAREJA PRIMA ANTARAN (RPX)	CIMB NIAGA	7709 15 758023897	PT. NNR RPX GLOBAL LOGISTICS I	IDR	VIN2012507-0002937	24-07-25	19-08-25	110,856	0	110,856	30	30	26
3	ANTAREJA PRIMA ANTARAN (RPX)	CIMB NIAGA	7709 15 758023897	PT. NNR RPX GLOBAL LOGISTICS I	IDR	VIN2012507-0002958	28-07-25	19-08-25	391,257	0	391,257	30	30	22
4	ANTAREJA PRIMA ANTARAN (RPX)	CIMB NIAGA	7709 15 758023897	PT. NNR RPX GLOBAL LOGISTICS I	IDR	VIN2012508-0003009	04-08-25	26-08-25	36,952	0	36,952	30	30	22
5	ANTAREJA PRIMA ANTARAN (RPX)	CIMB NIAGA	7709 15 758023897	PT. NNR RPX GLOBAL LOGISTICS I	IDR	VIN2012508-0003010	04-08-25	26-08-25	7,684	0	7,684	30	30	22
									694,557	0	694,557	30.0	30.0	24.0
6	CAKRAWALA CEMERLANG BOX	PANIN	4005021212	PT CAKRAWALA CEMERLANG BOX	IDR	VIN2012506-0002607	19-06-25	08-08-25	8,553,993	0	8,553,993	30	30	50
7	CAKRAWALA CEMERLANG BOX	PANIN	4005021212	PT CAKRAWALA CEMERLANG BOX	IDR	VIN2012507-0002753	03-07-25	08-08-25	19,854,792	0	19,854,792	30	30	36
8	CAKRAWALA CEMERLANG BOX	PANIN	4005021212	PT CAKRAWALA CEMERLANG BOX	IDR	VIN2012507-0002754	03-07-25	08-08-25	19,545,768	0	19,545,768	30	30	36
									47,954,553	0	47,954,553	30.0	30.0	40.7
9	INTERNATIONAL FLAVOR FRAGRANCES INDONESIA (IFF)	CITIBANK	0100169029	PT. Essence Indonesia	IDR	VIN2012507-0002939	14-07-25	13-08-25	61,714,812	0	61,714,812	30	30	30
									61,714,812	0	61,714,812	30.0	30.0	30.0
10	MAHKOTA PLASTIK	BCA	0899000988	PT Mahkota Sukses Makmur	IDR	VIN2012505-0002173	15-05-25	08-08-25	6,312,015	0	6,312,015	60	70	85
11	MAHKOTA PLASTIK	BCA	0899000988	PT Mahkota Sukses Makmur	IDR	VIN2012505-0002174	15-05-25	08-08-25	2,122,500	0	2,122,500	60	70	85
12	MAHKOTA PLASTIK	BCA	0899000988	PT Mahkota Sukses Makmur	IDR	VIN2012506-0002307	21-05-25	08-08-25	14,973,345	0	14,973,345	60	70	79
13	MAHKOTA PLASTIK	BCA	0899000988	PT Mahkota Sukses Makmur	IDR	VIN2012506-0002308	21-05-25	08-08-25	5,575,101	0	5,575,101	60	70	79
									28,982,961	0	28,982,961	60.0	70.0	82.0
14	MEGA NIAGA NUSANTARA	BCA	3893333688	PT. MEGA NIAGA NUSANTARA	IDR	VIN2012507-0002903	19-07-25	19-08-25	4,457,816	0	4,457,816	30	30	31
									4,457,816	0	4,457,816	30.0	30.0	31.0
15	MENJANGAN SAKTI	BCA	0283082862	PT Menjangan Sakti	IDR	VIN2012507-0002847	11-07-25	08-08-25	43,193,430	0	43,193,430	30	40	28
									43,193,430	0	43,193,430	30.0	40.0	28.0
16	MITRACITRA MANDIRI OFFSET	BNI	5454998899	PT Mitracitra MandiriOffset	IDR	VIN2012506-0002563	13-06-25	08-08-25	14,085,900	0	14,085,900	30	30	56
									14,085,900	0	14,085,900	30.0	30.0	56.0
17	PT ONNA PRIMA UTAMA	Bank Central Asia	578-539-9339	PT Onna Prima Utama	IDR	VIN2012508-0003082	28-07-25	11-08-25	5,570,668	0	5,570,668	30	30	14
									5,570,668	0	5,570,668	30.0	30.0	14.0
18	SURYA JAYA				IDR	VIN2012508-0003069	09-08-25	11-08-25	40,000	0	40,000	30	30	2
									40,000	0	40,000	30.0	30.0	2.0
19	TOKOPEDIA				IDR	VIN2012508-0003016	04-08-25	06-08-25	67,650	0	67,650	30	30	2
20	TOKOPEDIA				IDR	VIN2012508-0003056	06-08-25	07-08-25	320,300	0	320,300	30	30	1
									387,950	0	387,950	30.0	30.0	1.5
	Sub Total (IDR)								**207,082,647**	**0**	**207,082,647**			
21	FLAVORITE PTE LTD	UOB	1329002565	FLAVORITE PTE LTD	USD	VIN2012508-0003007	19-06-25	04-08-25	1,350	0	1,350	30	30	46
									1,350	0	1,350	30.0	30.0	46.0
	Sub Total (USD)								**1,350**	**0**	**1,350**			
	Grand Total								207,083,997	0	207,083,997			

Report Explanation: This report displays a detailed list of every purchase invoice from vendors.

Key Columns:

- **Vendor**: The name of the supplier.

- **INVOICE**: This section details the **Receive date**, **Due date**, and **Total Invoice Amount**.

- **Paid Invoice Amount (exclude PPN)**: Shows the amount that has already been paid for that invoice.

Tips & Important Notes

- Use the **Invoice Status** filter with the **'Outstanding Payables'** option to create a worklist of invoices that need to be scheduled for payment soon.
- This report is very important for the **Accounting (AP - Account Payable) and Finance teams** to manage payment schedules and maintain good relationships with vendors.
- The **Export to MS Excel** feature is useful for creating weekly or monthly payment plans.

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