Vendor Invoices

Report Module Guide: Vendor Invoice Report

Module Location

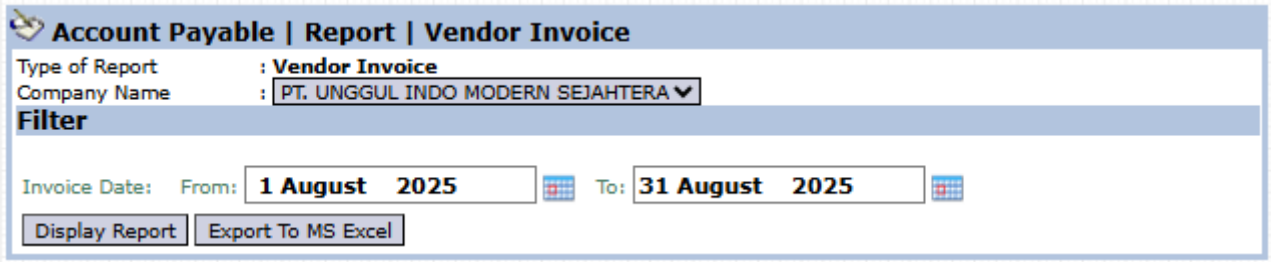
Accounts Payable > Reports > Vendor Invoice

Module Objective

The **Vendor Invoice Report** module is used to generate a report containing a list of all purchase invoices or bills received from suppliers (vendors) within a specific time period. This report is a basic tool for tracking all incoming bills and managing accounts payable records.

1. Report Parameters (Filter)

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



Here is an explanation for each parameter:

- **Invoice Date**:
  - Specify the **From** and **To** invoice date range to be displayed (e.g., August 1, 2025, to August 31, 2025).

2. Steps to Generate the Report

Step 1: Set Report Parameters

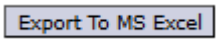
Define the date range in the **Invoice Date** fields.

Step 2: Generate the Report

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

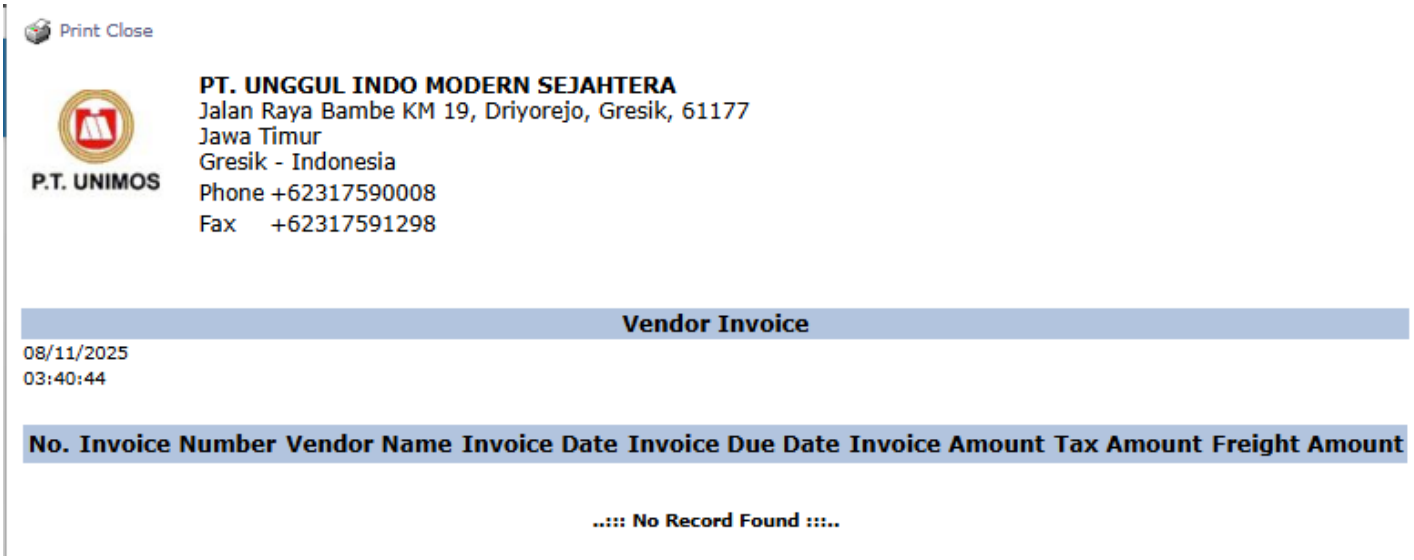
- **Display Report**: To preview the vendor invoice report directly on your screen. 

- **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 purchase invoice.


Print Close

P.T. UNIMOS

PT. UNGGUL INDO MODERN SEJAHTERA
Jalan Raya Bambe KM 19, Driyorejo, Gresik, 61177
Jawa Timur
Gresik - Indonesia
Phone +62317590008
Fax +62317591298

Vendor Invoice

08/11/2025
03:40:44

No.	Invoice Number	Vendor Name	Invoice Date	Invoice Due Date	Invoice Amount	Tax Amount	Freight Amount

..::: No Record Found :::..

Report Explanation: This report will display a list of all purchase invoices from vendors within the selected period.

Key Columns:

- **Invoice Number**: The reference number from the vendor's invoice.
- **Vendor Name**: The name of the supplier who sent the bill.
- **Invoice Date**: The date the invoice was issued.
- **Invoice Due Date**: The payment due date.
- **Invoice Amount**: The total value of the invoice.

Tips & Important Notes

- Use this report to summarize all incoming bills from vendors in a single period.
- This report is a recapitulation of the data input in the **8. Purchasing > Purchase Invoice** module.
- This is an important basic report for the **Accounting (AP - Account Payable)** team to validate and track all bills that need to be paid.

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