

Vendor Invoices

Report Module Guide: Vendor Invoice Report

Module Location

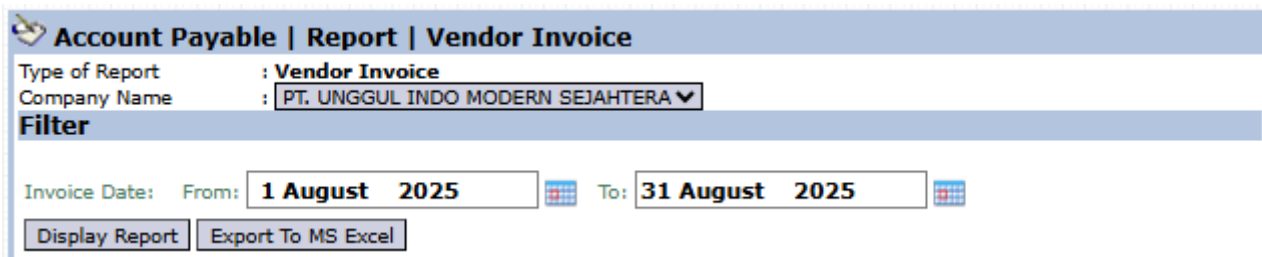
Accounts Payable > Reports > Vendor Invoice

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.



The screenshot shows a web interface for the 'Account Payable | Report | Vendor Invoice' module. It features a form with the following fields and controls:

- Type of Report:** A dropdown menu set to 'Vendor Invoice'.
- Company Name:** A dropdown menu set to 'PT. UNGGUL INDO MODERN SEJAHTERA'.
- Filter:** A section header for the date range parameters.
- Invoice Date:** A label for the date range.
- From:** A date input field set to '1 August 2025' with a calendar icon.
- To:** A date input field set to '31 August 2025' with a calendar icon.
- Buttons:** 'Display Report' and 'Export To MS Excel' buttons at the bottom.

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).

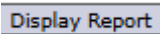
2. Steps to Generate the Report

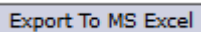
Step 1: Set Report Parameters

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
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...: 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.

Revision #1

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