Vendor Payment Report

Report Module Guide: Vendor Payment Report

Module Location

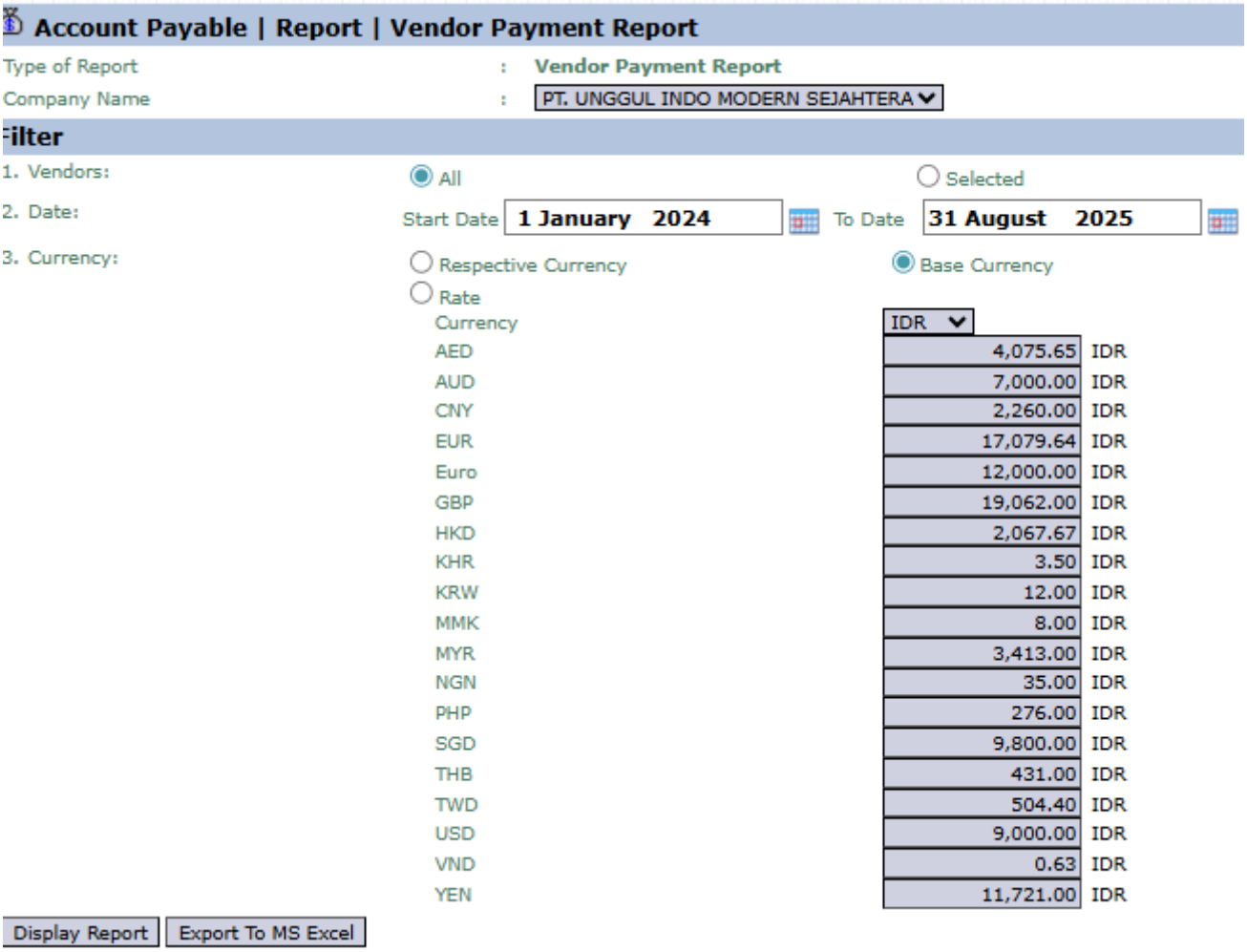
Accounts Payable > Reports > Vendor Payment Report

Module Objective

The **Vendor Payment Report** module is used to generate a list of all payments that have been made to suppliers/vendors within a specific time period. This report is crucial for tracking cash outflow and for payment reconciliation purposes.

1. Report Parameters (Filter)

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



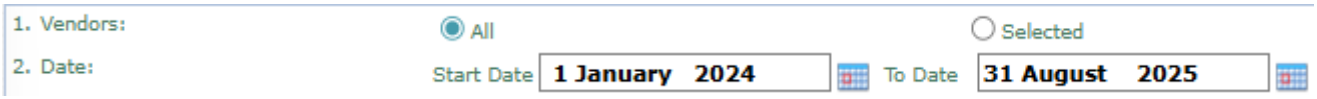
Here is an explanation for each parameter:

- **Vendors**:
  - Filter the report by **All** vendors or a **Selected** vendor.
- **Date**:
  - Specify the **Start Date** and **To Date** payment range to be displayed (e.g., January 1, 2024, to August 31, 2025).
- **Currency**:
  - Choose how currency values will be displayed, whether in **Respective Currency** (original currency) or **Base Currency** (base currency).

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the **Vendors** scope and the payment **Date** range.



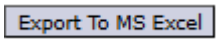
Step 2: Generate the Report

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

- **Display Report**: To preview the 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 report like the following, which details every payment to vendors.



Report Explanation: This report will display a list of all payments made to vendors within the selected period.

Content: Although the example is empty, this report will contain details such as **Vendor Name, Payment Date, Payment Number, Payment Amount**, and the reference **Invoice Number** that was settled.

Tips & Important Notes

- Use this report to summarize the **total cash disbursement** for payable payments in a single period.
- This report is a recapitulation of the data created in the **Vendor Payment** module.
- This is an important report for the **Finance and Accounting (AP - Account Payable)** teams for the process of **reconciling cash disbursements with the bank statement**.

Revision #1
Created 12 August 2025 08:06:25 by Sayu
Updated 12 August 2025 08:11:48 by Sayu