

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.

Account Payable | Report | Vendor Payment Report

Type of Report : Vendor Payment Report

Company Name : PT. UNGGUL INDO MODERN SEJAHTERA

filter

1. Vendors:

All

Selected

2. Date:

Start Date **1 January 2024**

To Date **31 August 2025**

3. Currency:

Respective Currency

Base Currency

Rate

Currency

AED

AUD

CNY

EUR

Euro

GBP

HKD

KHR

KRW

MMK

MYR

NGN

PHP

SGD

THB

TWD

USD

VND

YEN

IDR

4,075.65 IDR

7,000.00 IDR

2,260.00 IDR

17,079.64 IDR

12,000.00 IDR

19,062.00 IDR

2,067.67 IDR

3.50 IDR

12.00 IDR

8.00 IDR

3,413.00 IDR

35.00 IDR

276.00 IDR

9,800.00 IDR

431.00 IDR

504.40 IDR

9,000.00 IDR

0.63 IDR

11,721.00 IDR

Display Report

Export To MS Excel

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.

1. Vendors: All Selected

2. Date: Start Date To Date

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.


Display Report

- **Export To MS Excel:** To download the report data in an Excel file format.

Export To MS Excel

3. Example of the Report View

After you click, the system will generate a report like the following, which details every payment to vendors.

 Print Close



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Vendor Payment Report

Per 01-Jan-2024 - 31-Aug-2025

12 August 2025
08:10:37 AM

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

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.**

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