Supplier Reports

Supplier reports include below reports: Payables Ageing, Payables Ageing Detail, Payables Ageing Detail (Portrait), SOA-Purchases, Supplier Ledger, Supplier Summary.

image-1681854201300.png

Payables Ageing Summary Report

To generate payables ageing report,

1. Navigate to Supplier Reports menu in finance module, click **Payables Ageing** to open report page.
   image-1681943492773.png
2. In calendar field, click to select a date as ageing report by date.
3. In Currency type field, select all currencies or a specific currency type.
4. Click image-1679955186159.png search icon, the payables ageing report for selected period will show in screen, click image-1679955198941.png to download report in xlsx format, click image-1679955209790.png to download report in PDF format.
5. Click image-1681538625102.png filter icon to open suppliers filter, and select supplier's name, then click show, the selected supplier(s)' payables ageing report will show.

Payables Ageing Detail Report

To generate payables ageing detail report,

1. Navigate to Supplier Reports menu in finance module, click **Payables Ageing Detail** to open report page.
   image-1681943710606.png
2. In calendar field, click to select a date as ageing report by date.
3. In Currency type field, select all currencies or a specific currency type.
4. Click image-1679955186159.png search icon, the payables ageing report for selected period will show in screen, click image-1679955198941.png to download report in xlsx format, click image-1679955209790.png to download report in PDF format.

5. Click filter icon to open suppliers filter, and select supplier's name, then click show, the selected supplier(s)' payables ageing detail report will show.
image-1681538625102.png
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Payables Ageing Detail Portrait Report

To generate payables ageing detail report in portrait format,

1. Navigate to Supplier Reports menu in finance module, click **Payables Ageing Detail (Portrait)** to open report page.
image-1681943793020.png
Image not found or type unknown
2. In calendar field, click to select a date as ageing report by date.
3. In Currency type field, select all currencies or a specific currency type.
4. Click search icon, the payables ageing report for selected period will show in screen, click to download report in xlsx format, click to download report in PDF format.
image-1679955186159.png
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image-1679955198941.png
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image-1679955209790.png
Image not found or type unknown
5. Click filter icon to open suppliers filter, and select supplier's name, then click show, the selected supplier(s)' payables ageing detail portrait report will show.
image-1681538625102.png
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Statement of Account (SOA)-Purchases Report

To generate SOA-Purchases report,

1. Navigate to Supplier Reports menu in finance module, click **SOA-Purchases** to open report page.
image-1682025783476.png
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2. In calendar field, click to select a date as report by date.
3. Click search icon, the SOA-purchases report for selected period will show in screen, click to download report in xlsx format, click to download report in PDF format.
image-1679955186159.png
Image not found or type unknown
image-1679955198941.png
Image not found or type unknown
image-1679955209790.png
Image not found or type unknown
4. Click filter icon to open supplier filter, and select supplier name, then click show, the selected supplier(s)' SOA-purchases report will show.
image-1681538625102.png
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Supplier Ledger

To generate supplier ledger report,

1. Navigate to Supplier Reports menu in finance module, click **Supplier Ledger** to open report page.
   image-1682026209882.png

   Image not found or type unknown
2. In calendar field, click to select date range to view supplier ledger.
3. In Currency type field, select all currencies or a specific currency type.
4. If user wants to view supplier ledger that includes zero value accounts, tick the Include Zero's box.
5. Click image-1679955186159.png search icon, the supplier ledger report for selected period will show in screen, click image-1679955198941.png to download report in xlsx format, click image-1679955209790.png to download report in PDF format.
6. Click image-1681538625102.png filter icon to open supplier filter, and select supplier name, then click show, the selected supplier(s)' ledger report will show.

Supplier Summary Report

To generate supplier summary report,

1. Navigate to Supplier Reports menu in finance module, click **Supplier Summary** to open report page.
   image-1682026439880.png

   Image not found or type unknown
2. In calendar field, click to select date range to view supplier ledger.
3. Click image-1679955186159.png search icon, the supplier statement summary report for selected period will show in screen, click image-1679955198941.png to download report in xlsx format, click image-1679955209790.png to download report in PDF format.

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