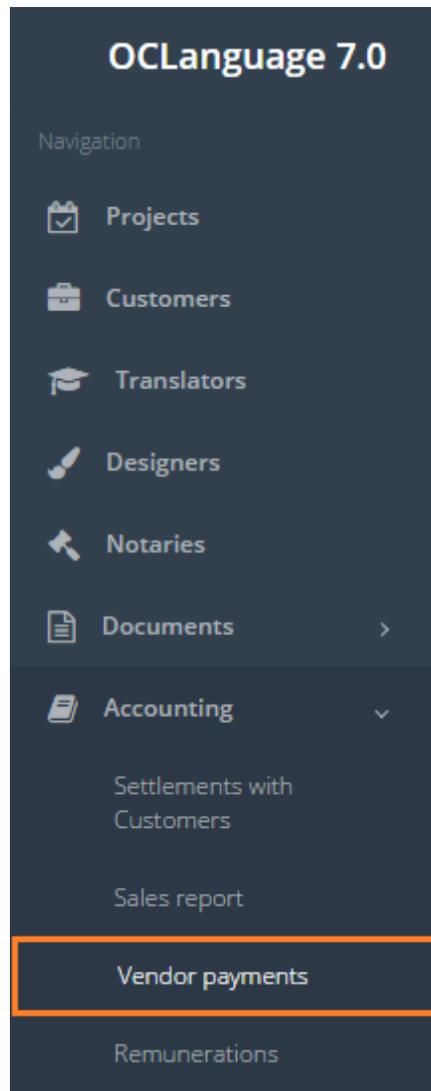


4.3. Vendor payments report

To view a report containing payments related data, click “Accounting -> Vendor payments” in the main menu.



To gather statistics fill the data in the “Search” field. If no data is supplied and the user clicks “Search”, the system will reveal all payments that are pending.

! Please fill in as much data as possible to minimize affect to system performance.

Every line in the Payment report replicates to one task from the project section. For example, if you have 20 tasks in total for the project section, then you should have 20 lines in the Payment report.

Search parameters are described in the table below.

Field	Description
Date from	Date range from (project creation data)
Date to	Date range to (project creation data)
Task type	Task type – equals to available task types in task details

Payment status	Status of payment (closed/pending)
Performer	Performer's name
Contact data	Contact data of vendor

The system supplies the user with a table of payments.

Payments

Main > Payments

Date from:

Date to:

Task type:

Payment status:

Task status:

Performer:

Contact data:

No.	Status	Performer	Price	Cost	Paid	Pending	Amount	Method	Comment
90-003	Awaiting confirmation	Карамин Сергей	70.00 USD	30.00 USD	0.00	30.00	<input type="text" value="0.00"/>	<input type="text" value="..."/>	<input type="text"/>
90-003	Awaiting confirmation	Карамин Сергей	0.00 USD	6.00 USD	0.00	6.00	<input type="text" value="0.00"/>	<input type="text" value="..."/>	<input type="text"/>

In the table below you can see the description of fields related to payments.

Column name	Description
No.	Project No. with reference to the following: Customer No.; Project No.; Document No.
Status	Project status
Performer	Task performer (specified in task data)
Price	Price for the Customer
Cost	Cost or payment to the vendor
Paid	Closed amount of payment
Pending	Pending amount of payment
Amount	Specify payment amount
Method	Specify payment method
Comment	Leave a comment about the payment

! Please note that payments can be saved in the "Payments" table only (in previous version of OCLanguage there was an option of saving payments data in the project details). In "Payments" section a user is not able to specify currency, it coincides with the currency from the "Cost" column. To save a new payment to the vendor, the user has to specify payment amount, choose payment method and click "Save".

	No	Status	Performer	Price	Cost	Paid	Pending	Amount	Method	Comment
<input checked="" type="checkbox"/>	90-003	Awaiting confirmation	Карамин Сергей	70.00 USD	30.00 USD	0.00	30.00	30	Bank account	

If a partial payment is made, the system deducts pending amount in “Payments” table, deducts pending amount in the second table, but leaves a record in the second table under “Outstanding payments” column.