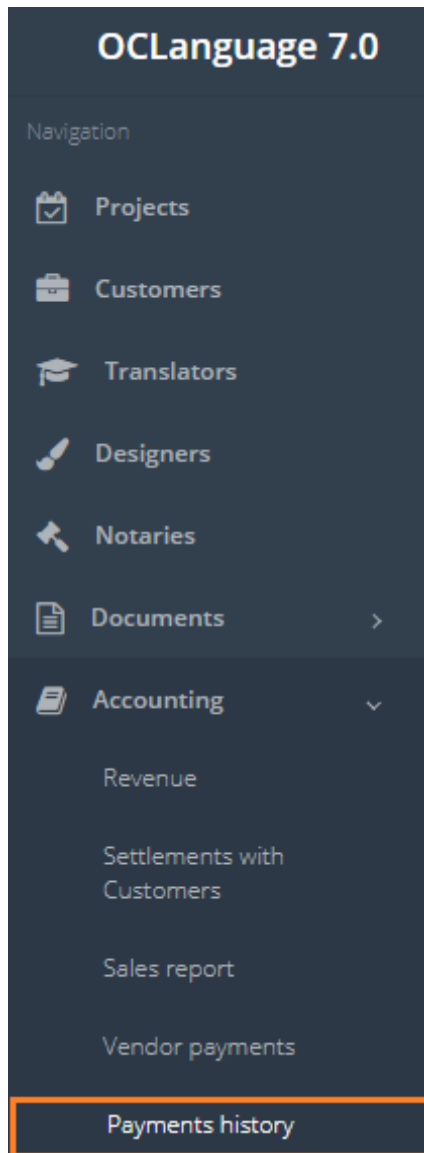## 4.4. Payments to vendors history

To view a report containing payments history data, browse "Accounting -> Payments history".

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 made.

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

Every line in the Payment report equals to the payments made (it might be full or partial payment of one task).

Search parameters are described in the table below.

Field	Description
Date from	Date range from when the payment was made
Date to	Date range from when the payment was made
Task type	Type of performed task

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

The system supplies the user with a table of payments history.

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

| Field	Description
No.	Project No. with reference to the following: Customer No.; Project No.; Document No.
Status	Project status
Performer	Performer's name and surname
Price	Price for the Customer
Cost	Total payment amount to the vendor
Paid	Total amount that was paid to the vendor
Pending	Total amount that has not been paid yet
Amount	Payment amount
Method	Payment method (all payment methods options are collected from the Payment method table under Board section)
Comment	Manager's comment to this payment

The main purpose of this section is to control the outgoing financial flow per particular date or period.

Besides the aforementioned option for searching data, the manager can use two more methods for gathering the required data:

1. Filter data by sorting data from A to Z and vice versa by clicking on the column name.

2. Review the columns that you want to see in the Payments history table. To add or remove a particular column from the table, simply click and select the columns that you want (or do not want) to view in the Payments history database. This feature is especially relevant, if there are big databases with many columns and/or relatively small monitor/tablet/smartphone screen.

! Please note that the system will save these settings for upcoming user sessions.