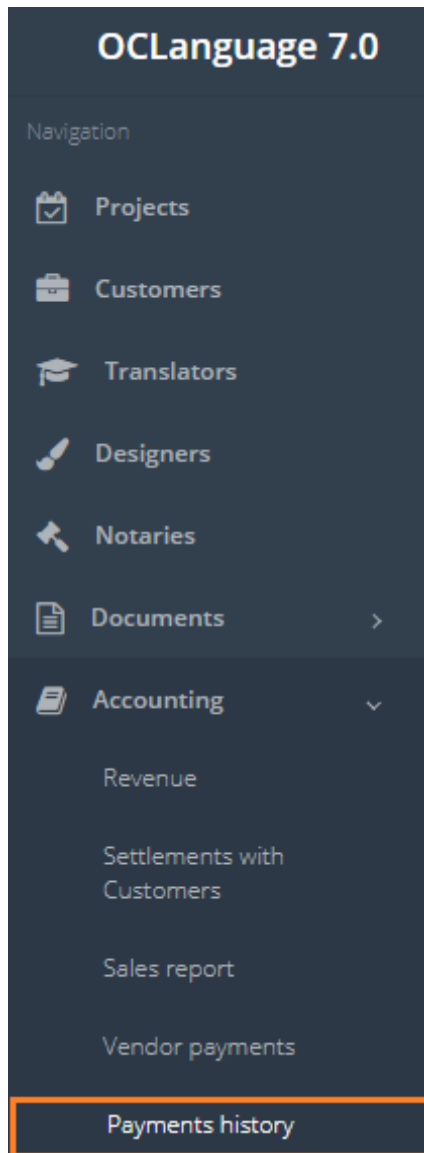


#### 4.4. Payments to vendors history

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

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

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

Payments history

Main > Payments history

Date from: 20.06.2017

Date to: 30.06.2017

No:

Payment method: Bank account

Performer: ...

Manager: Karlis

Search

Delete

Date	No	Task type	Paid in total	Performer	Manager	Method	Comment
21.06.2017	95-007	Oral translation	9 EUR	Stratelli Mia	Karlis	Bank account	

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

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

Delete

<input type="checkbox"/>	Date	No	Status	Task type	Paid in total	Performer	Manager	Method	Comment
<input type="checkbox"/>	20.06.2017	95-007	Awaiting confirmation	Oral translation	15.44 RUR	Fast translations Ltd.	Jegorovs Olegs	Bank account	Перевод оплаты
<input type="checkbox"/>	21.06.2017	95-007	Awaiting confirmation	Oral translation	18 RUR	Карамин Сергей	Karlis	Bank account	

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.

Delete

<input type="checkbox"/>	Date	No	Task type	Paid in total	Performer	Manager	Method	Comment
<input type="checkbox"/>	21.06.2017	95-007	Oral translation	9 RUR	Stratelli Mia	Karlis	Bank account	
<input type="checkbox"/>	21.06.2017	95-007	Oral translation	18 RUR	Карамин Сергей	Karlis	Bank account	
<input type="checkbox"/>	21.06.2017	95-007	Oral translation	50 RUR		Karlis	Bank account	
<input type="checkbox"/>	20.06.2017	95-007	Oral translation	15.44 RUR	Fast translations Ltd.	Jegorovs Olegs	Bank account	Перевод оплаты



- Date
- No
- Status
- Task type
- Paid in total
- Performer
- Manager
- Method
- Comment