

# Supplier Payment

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Supplier Payment is where you are able to track pending and paid invoices against a specific supplier, filtered by invoice date and/or due date of the invoice.

Supplier Payment

Pending Payment

Paid

All

Supplier\*

Please select...

Date

DD/MM/YYYY

to

DD/MM/YYYY

Due Date

DD/MM/YYYY

to

DD/MM/YYYY

Clear

Search

<input type="checkbox"/>	DATE ↑	DUE DATE	SUPPLIER	REFERENCE NO	INVOICE TOTAL	PAID	OUTSTANDING	PAYMENT	
<input checked="" type="checkbox"/>	01/07/2022	01/01/2023	Air New Zealand	AB22	5,000.00	0.00	5,000.00	<input type="text" value="5000.00"/>	<div>View</div>
<input type="checkbox"/>	01/07/2022	01/01/2023	Air New Zealand	AB22	200.00	0.00	200.00	<input type="text" value="200.00"/>	<div>View</div>
<input type="checkbox"/>	01/07/2022	01/01/2023	Air New Zealand	AB22	5,000.00	0.00	5,000.00	<input type="text" value="2500.00"/>	<div>View</div>

Payment Details

Payment Date\*

30/11/2022

Bank Account\*

Payment Reference

Amount

5,000.00

Comment

Save Payment

There are three views to Supplier Payments:

- Pending Payment
- Paid
- All

You can filter on the following criteria:

- Supplier Name
- Date Range of the Payment
- Due Date Range of the Payment

Clicking on the view button against each payment will display the actual invoice that the payment was paid against.

## For More Information:

To set up suppliers, visit [Application Setup](#), under [Hotels and Suppliers](#).