

Supplier Payment

Last Modified on 06/03/2024 5:49 am EDT

Supplier Payment is where you can 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*

Date to

Due Date to

<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"/>	<input type="button" value="View"/>
<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"/>	<input type="button" value="View"/>
<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"/>	<input type="button" value="View"/>

Payment Details

Payment Date*

Bank Account*

Payment Reference

Amount

Comment

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](#).