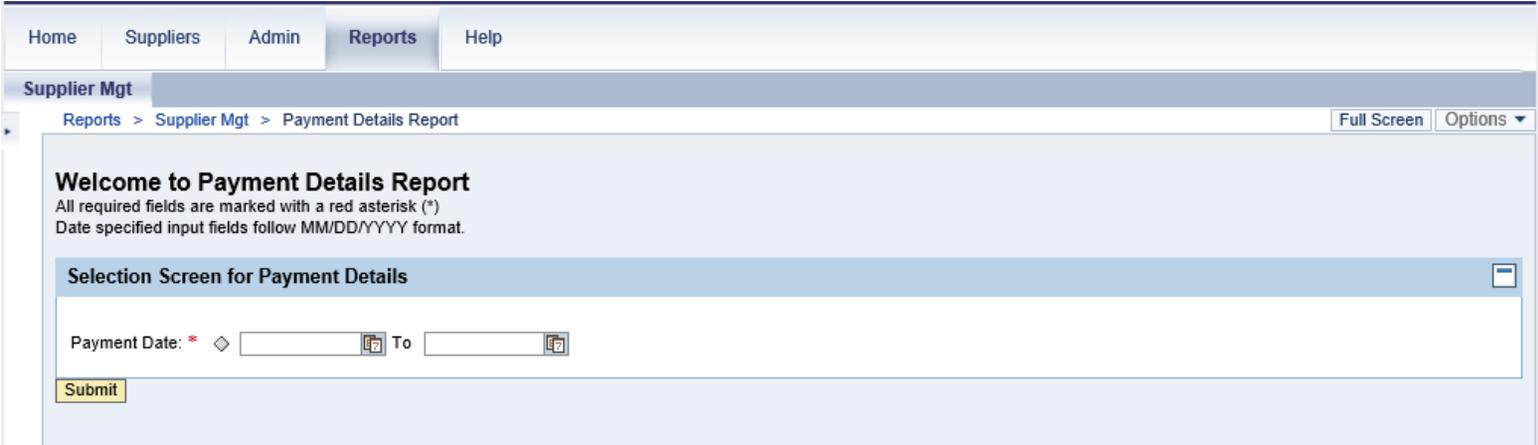




<b>Report Title</b>	Payment Details Report - Vendors
<b>Purpose</b>	This report provides information on the disbursement of payments to vendors by USDA. Vendors can run this report to see the disbursement details in order to apply a payment. This report is available to all Business Partners that are defined as a vendor entity in WBSCM and have payments made to them. Additionally, Freight Agency users will have access to payment data for those payments they are partners with.
<b>Portal Navigation Path</b>	<b>Reports</b> tab → <b>Supplier Mgt</b> tab → <b>Payment Details Report</b> link
<b>Target Audience</b>	USDA Vendors with the Vendor Disbursement role assigned
<b>Report Selection Screen</b>	 <p>Enter a <b>Payment Date</b> or a range of dates.</p> <p><b>Note:</b> Users must limit date ranges to within 30 calendar days when performing searches for a range of <b>Payment Dates</b>. When all criteria have been entered, click <b>Submit</b> (the <b>Submit</b> button) to generate results.</p>

Report Output

The screenshot shows a web application interface with a navigation menu at the top. The main content area displays a 'Payment Details Results List' table. The table has columns for Purchase Order, PO Item Number, Invoice Number, Treasury Disbursement Date, Total Payment Amount, Prompt Pay Interest, Assignee Name, and Treasury Disbursement ID. A summary row is highlighted in yellow, showing a total payment amount of 5,267,010.00 and a total prompt pay interest of 10.00.

Purchase Order	PO Item Number	Invoice Number	Treasury Disbursement Date	Total Payment Amount	Prompt Pay Interest	Assignee Name	Treasury Disbursement ID
4100009151	3	7100007989	05/23/2018	128,003.00	3.00		23456789
4100009151	2	7100007989	05/23/2018	124,003.00	3.00		23456789
4210001201	1	7100007980	05/23/2018	5,000,003.00	3.00	MIKE_DEV_VENDOR-7777	23456789
4100009158	3	7100007957	05/23/2018	7,501.00	1.00		50006749
4100009158	5	7100007959	05/23/2018	7,500.00	0.00		
				5,267,010.00	10.00		

**Note:** To view additional fields (columns), use the horizontal scrollbar; to view additional records (rows), use the vertical scrollbar. The default View (Standard View) includes the following fields:

Column Fields 1-4	Column Fields 5-8	Column Fields 9-12
<ul style="list-style-type: none"> <li>• Purchase Order</li> <li>• Treasury Disbursement Date</li> <li>• Assignee Name</li> <li>• Business Partner</li> </ul>	<ul style="list-style-type: none"> <li>• PO Item Number</li> <li>• Total Payment Amount</li> <li>• Treasury Disbursement ID</li> <li>• Vendor Name</li> </ul>	<ul style="list-style-type: none"> <li>• Invoice Number</li> <li>• Prompt Pay Interest</li> <li>• Vendor Reference</li> </ul>

To modify the report output, use (the **Open Settings Dialog** icon). Available options are to create custom view, sort fields, add calculations, apply filters, and other display options. The user can save the layout for running the report in the future.

Click (the **Export** button) to export the report to Microsoft Excel.

Click (the **Back** arrow) to return to the search criteria screen.

To select a different View, click (the **View:** dropdown arrow).