



Xero 'How-to' Guide

HOW TO RUN A SUPPLIER ACTIVITY REPORT

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HOW TO RUN A SUPPLIER ACTIVITY REPORT?

1. There are a few reports you can run to achieve this although we find the following the most useful.
 - a. Report that gives invoices, credit notes, payments and the amount outstanding.
 - i. This can be achieved by going into the supplier contact
 - ii. Press view recent bills report

1 bill awaiting payment
[View recent bills report](#)

YOU OWE **1,200.00** ^
OVERDUE 1,200.00

- iii. This should then take you to the following report where you can set the date parameters you are looking for. All of the transactions are hyperlinked so that you can look into invoices/ payments in more detail

From: [] To: 14 Feb 2019 Show by: Date As at: 14 Feb 2019 Update

Invoices
PC Complete
To 14 February 2019
Showing payments to 14 February 2019

Add Summary

Date	Reference	Due Date	Total	Paid	Credited	Due
4 Nov 2018	720-1	14 Nov 2018	1,900.00	1,900.00	0.00	0.00
4 Dec 2018	720-2	14 Dec 2018	1,734.24	1,463.88	0.00	270.36
7 Dec 2018	720-2		(270.36)	(270.36)	0.00	0.00
Total			3,363.88	3,093.52	0.00	270.36

Save as Draft Publish Print Export

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P: 01326 660022
E: hello@thepeloton.co.uk
T: @peloton_the