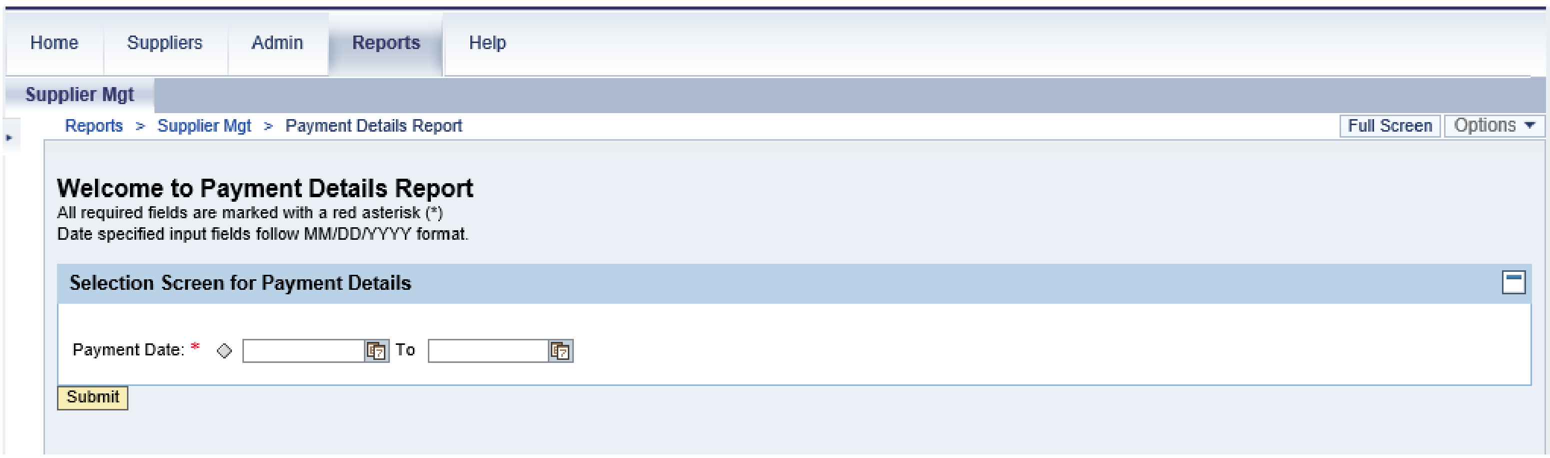
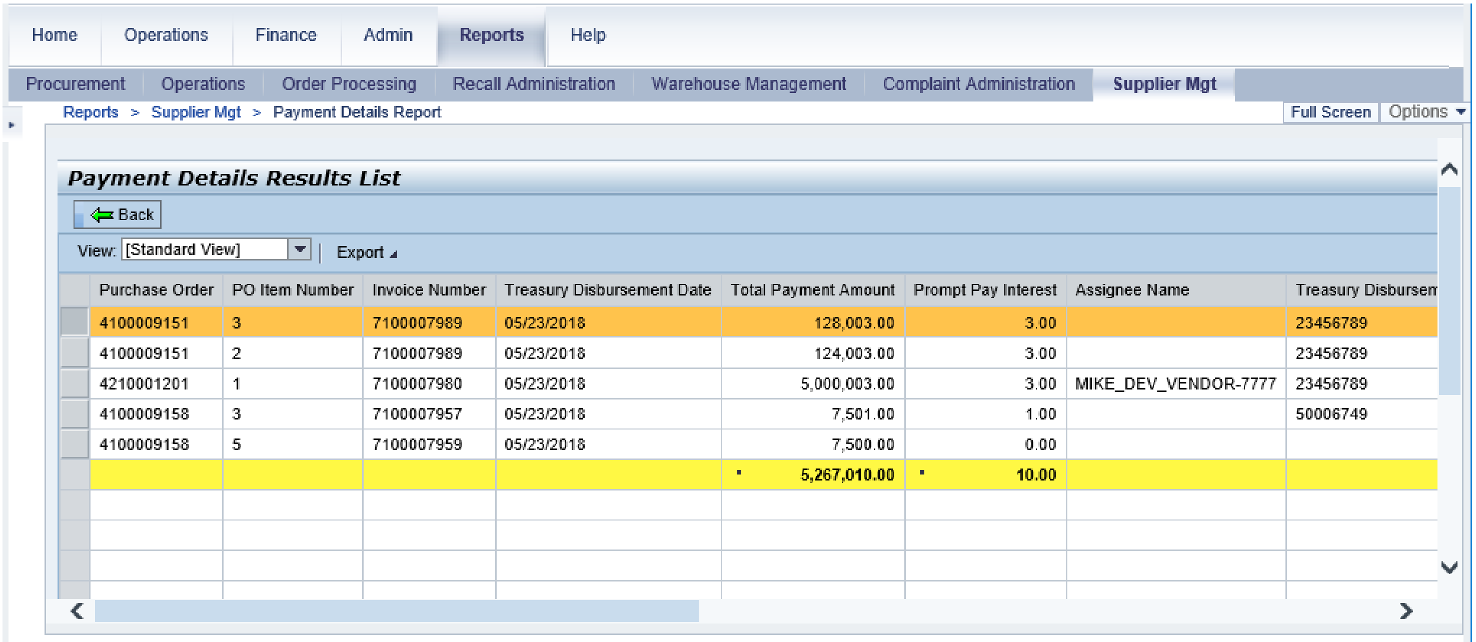
<table>
<tr><td>Report Title</td><td>Payment Details Report - Vendors</td></tr>
<tr><td>Purpose</td><td>This report provides information on the disbursement of payments to vendors by USDA. Vendors can run this report to see the disbursement details in order to apply a payment. This report is available 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.</td></tr>
<tr><td>Portal Navigation Path</td><td>Reports tab ➔ Supplier Mgt tab ➔ Payment Details Report link</td></tr>
<tr><td>Target Audience</td><td>USDA Vendors with the Vendor Disbursement role assigned</td></tr>
<tr><td>Report Selection Screen</td><td>


Enter a Payment Date or a range of dates.
Note: Users must limit date ranges to within 30 calendar days when performing searches for a range of Payment Dates.
When all criteria have been entered, click Submit (the Submit button) to generate results.
</td></tr>
</table>

Report Output



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
• Purchase Order • Treasury Disbursement Date • Assignee Name • Business Partner	• PO Item Number • Total Payment Amount • Treasury Disbursement ID • Vendor Name	• Invoice Number • Prompt Pay Interest • Vendor Reference

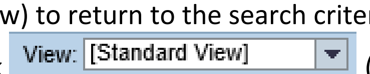
To modify the report output, use  (the **Open Settings Dialog** icon). Available options are to create custom view, sort fields, add calculations, apply filters, and other display options. The user can save the layout for running the report in the future.

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).