

ePayables Invoice Detail Report

Access: ICD home page > Reporting > reportQ > Quick Reports > ePayables > ePayables Invoice Detail Report

Description: The ePayables Invoice Detail Report provides payment details at the invoice level dating to the time you request cards via PS16, iConnectData (ICD), or web services. This report is useful for researching payments back to the invoice level, particularly when a single virtual card has been issued to cover multiple invoices. The Invoice Detail Report provides data on your invoices and vendors paid including:

- Invoice and payment number
- Invoice issued date, due date, and payment date
- Gross, net, and discount amounts

Data in this report are current up to the previous day. This report is only available as an Excel (.xls) download.

Selection Criteria	Report Fields
Account Code	Account Code
Customer ID	Account Name
Vendor Code	Cust ID
Vendor Name	Cust Name
Invoice Number	Vendor Code
Virtual Card Invoice Number	Vendor Loc Sub Code
Card Issue Start Date	Vendor Name
Card Issue End Date	Virtual Card Invoice Number
	Payment Number
	Invoice Number
	Card Number
	Card Issue Date
	Gross Amt
	Discount Amount
	Net Amt
	Vendor Email 1
	Vendor Email 2
	Invoice Date
	Due Date
	Payment Date
	Invoice Comments
	Purchase Order Number

*This is not an invoice. Do not attempt to pay from this report.