

## Question:

Which reports in SAP Business One display the 'Reference' fields from an Outgoing Payment's Header and Footer, as well as the 'Reference' field from the Payment Means?

The screenshot shows the 'Outgoing Payments' window in SAP Business One. A 'Payment Means' dialog box is open, showing the 'Reference' field with the value 'P/250125' circled in red. The 'Outgoing Payments' window also has a 'Reference' field in the header section with the value 'P/250125' circled in red. The 'Contents' table lists several payments with their respective dates and due dates.

Selected	Cust./Vendor Ref. No.	Document No.	Instalment	Document Type	Date	Due Date
<input checked="" type="checkbox"/>	DN24000522	13671	1 of 1	PU	31.12.2024	31.12.2024
<input checked="" type="checkbox"/>	DN24000523	13672	1 of 1	PU	31.12.2024	31.12.2024
<input checked="" type="checkbox"/>	DN250100198	13673	1 of 1	PU	01.01.2025	01.01.2025
<input checked="" type="checkbox"/>	DN250100199	13674	1 of 1	PU	01.01.2025	01.01.2025

## Answer:

To view the header reference (Reference 1), footer reference (Reference 2), and the payment means reference (Reference 3) for Outgoing Payments, you can utilize the following reports in SAP Business One:

### General Ledger Report:

*Navigation: Financials > Financial Reports > Accounting > General Ledger*

General Ledger										
Display subtotal <input type="checkbox"/> Daily <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Yearly										
Posting Date	Due Date	Document Date	Series	Trans. No.	Trans. No.	Remarks	Inv No.	Offset Acct Name	Ref. 2 (Header)	Tax Code
Vendor										
01.01.2025	01.01.2025	01.01.2025	Primary	55527					13673	
01.01.2025	01.01.2025	01.01.2025	Primary	55528					13674	
14.01.2025	14.01.2025	14.01.2025	Primary	55624					PV250117	
23.01.2025	23.01.2025	23.01.2025	Primary	55694					PV250125	
27.01.2025	27.01.2025	27.01.2025	Primary	55696					PV250130	
27.01.2025						Accumulated From Beginning of This Year				

**Outgoing Payments Report:**

*Navigation: Banking > Banking Reports > Payment Drafts Report*

Payment Drafts Report								
User		manager					<input checked="" type="checkbox"/> Open Only	<input checked="" type="checkbox"/> Incoming Payments
							<input checked="" type="checkbox"/> Outgoing Payments	
Document	Document No.	Posting Date	BP Code	BP Name	Document Total	Document Total (FC)	Document Remarks	Document Journal Remark
Outgoing Payments		05.02.2025	⇒					No
Outgoing Payments		27.01.2025	⇒					No
Outgoing Payments		05.02.2025	⇒					No
Outgoing Payments		05.02.2025	⇒					No
Outgoing Payments		05.02.2025	⇒					No
Outgoing Payments		05.02.2025	⇒					No
Outgoing Payments		05.02.2025	⇒					No
Outgoing Payments		06.02.2025	⇒					No
Outgoing Payments		06.02.2025	⇒					No
Outgoing Payments		06.02.2025	⇒					No
Outgoing Payments		05.02.2025	⇒					No
Outgoing Payments		05.02.2025	⇒					No
Outgoing Payments		05.02.2025	⇒					No
Outgoing Payments		05.02.2025	⇒					No
Outgoing Payments		05.02.2025	⇒					No
Outgoing Payments		05.02.2025	⇒					No
Outgoing Payments		05.02.2025	⇒					No
Outgoing Payments		05.02.2025	⇒					No
Outgoing Payments		05.02.2025	⇒					No
Outgoing Payments		05.02.2025	⇒					No
Outgoing Payments		05.02.2025	⇒					No
Outgoing Payments		05.02.2025	⇒					No
Outgoing Payments		05.02.2025	⇒					No
Outgoing Payments		05.02.2025	⇒					No
Outgoing Payments		05.02.2025	⇒					No
Outgoing Payments		05.02.2025	⇒					No
Outgoing Payments		06.02.2025	⇒					No
Outgoing Payments		06.02.2025	⇒					No