

Reports – Creditors User Guide



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Creditor Reports

Aged Creditor Reports

Path: Creditors → Aged Creditor Reports

Print:

- Aged Creditor Report
- Creditors Reconciliation Report

NOTE: This report is based on your **LIVE DATA**; this means it will print information based on outstanding creditor invoices at this point in time. Meaning it will not print an Aged Creditor report retrospectively showing what invoices WERE outstanding in January 2009, but only what invoices entered up to January 2009 are still outstanding now today. Nor will the system allow you to print a Creditors Reconciliation report for past Periods.

1.	Leave From Creditor and To Last Creditor blank for all to include all creditor balances in the report (for both Aged Report and Reconciliation), or select from and to a specific creditor code (for Aged Report only).
2.	Select to print the Aged Report in Summary (total outstanding per creditor) or Full Detail (showing the outstanding invoice details) format, will not affect Reconciliation Report.
3.	Leave the Aging Date as default (today's date).
4.	Select the desired Report Style .
5.	Select to Print to Window or Print to Printer .
6.	Click Run Report .

Aged Creditor Report

This report lists the creditor code and creditor name with current, 30 days, 60 days, 90 days and total balances (in summary or with invoice detail) calculated from the aging date.

Aged Creditor Report – Name (Alias) CRDAGED.RPT (Detailed)

Aged Creditor Report as at 1/07/2009 Kate's College							
Invoice No	Date	Description	Current	30 Days	60 Days	90 Days	Total
AUDVIS		Audio Visions				-49.50	-49.50
1574	17/07/2007	Expn VCE				49.50	49.50
BOCGAS		BOC Gases				(21.14)	(21.14)
222470204	24/08/2004	Credit Note Adjustment for 227847044				(219.53)	(219.53)
48817702	29/03/2007	Oxygen bottles @ Diversified Australia				218.39	218.39
GOEDSU		Goss Educational Supplies				(20.90)	(20.90)
10402-1	13/05/2002	Credit of Ctg 48222				172.17	172.17
1799-1	17/04/2009	Credit Note for Inv 1799				(194.87)	(194.87)
MONMUS		Mondo Musik				(13.94)	(13.94)
20070404	4/04/2007	Balance of Inv 70749 @ 77219				11.81	11.81
77219	14/03/2007	Balance - Based @ Today - Credit Note				(24.95)	(24.95)
OPCOTE		Optima Computer Technology				(123.20)	(123.20)
92792048	20/09/2007	Credit Note 92734284				(332.20)	(332.20)
RICOH		RICOH Finance				3,748.79	3748.79
140107	11/07/2007	Photocopy Centre for May 07				3,748.79	3,748.79
SDS		SDS				(5.61)	(5.61)
142120	4/04/2007	Credit Note Adj				(7.43)	(7.43)
SOBISE		Southern Biological				616.44	616.44
92843	14/07/2007	Invoice 2 Supplies				219.91	219.91
90170	17/07/2007	Propanal Est / Male @ Female Est				374.53	374.53
SOSKBO		Southern Sky Book Distributors				72.71	72.71
477207	14/07/2007	Library Expenses				72.71	72.71
SPECTR		Spectronics				178.00	178.00
48427	11/07/2007	Large Keyboards				178.00	178.00
Grand Total:			Current	30 Days	60 Days	90 Days	Total
						\$4,480.65	\$4480.65

Aged Creditor Report – Name (Alias) CRDAGED.RPT (Summary)

Aged Creditor Report as at 1/07/2009 Kate's College							
Invoice No	Date	Description	Current	30 Days	60 Days	90 Days	Total
AUDVIS		Audio Visions				-49.50	-49.50
BOCGAS		BOC Gases				(21.14)	(21.14)
GOEDSU		Goss Educational Supplies				(20.90)	(20.90)
MONMUS		Mondo Musik				(13.94)	(13.94)
OPCOTE		Optima Computer Technology				(123.20)	(123.20)
RICOH		RICOH Finance				3,748.79	3748.79
SDS		SDS				(5.61)	(5.61)
SOBISE		Southern Biological				616.44	616.44
SOSKBO		Southern Sky Book Distributors				72.71	72.71
SPECTR		Spectronics				178.00	178.00
Grand Total:			Current	30 Days	60 Days	90 Days	Total
						\$4,480.65	\$4480.65

Creditor Reconciliation Report

This report reconciles the balance of the outstanding creditor invoices as per the Aged Creditor Report to the General Ledger Creditor Control Account (taking into account any unfinalised Invoice or Payment Batches) and reports back any variance between the two balances.

NOTE: The Creditor Reconciliation report should be printed at least **MONTHLY** and filed for audit purposes, but it can be printed at any time to check the validity of the creditors' data.

Creditors Reconciliation Report – Name (Alias)

Creditors Reconciliation		9/07/2009	
Creditors			
Total Creditor Balances as per Aged Creditor Report			\$4480.65
General Ledger			
<u>Creditors Control Account</u>		<u>Account No.</u>	
COLLEGE		8200	
		9,035.32	Creditor Control
		<u>9,035.32</u>	
Invoice Batches	Date	Batch No.	
COLLEGE	12/02/2007	616	
		269.60	PLUS Unfinalised Invoice Batches
		<u>269.60</u>	
Payment Batches	Date	Batch No.	
COLLEGE	9/07/2009	463	
		4,824.27	LESS Unfinal. Payment Batches
		<u>4,824.27</u>	
General Ledger Adjusted Total			\$4,480.65
Variance between Creditors and General Ledger.			\$0.00

Figures should be the same

If a variance exists between the GL and Creditor Balances it is most likely a transaction that has been posted incorrectly to the GL Creditor Control Account. Cancelled cheques or Journals incorrectly posted directly to the Control Account is usually the main cause of a variance in the Creditors Reconciliation.

To find the discrepancy, first finalise any Invoice or Payment Batches. Next print a transaction listing of the Creditor Control Account for the current year and for the previous year and check that only batch type I - Creditor Invoice and A – Creditor Autopay have gone to this account. (there should be no batch type C – Ledger Payment, B – Batch Receipt, J – Journal or X – Pay Cancel batches posted to the Creditor Control Account).

Creditor Master Record Reports

Path: Creditors → Creditor Master File Record Reports

Print:

- Creditor Master File Report (*alphabetically by Creditor Code*)
- Creditor Master Report by Entity Code, Acc No. (*by default Entity of Creditor*)
- Creditor Master Report by Analysis Code (*by default analysis code of Creditor*)
- Creditor Master Report by Payment Method (*by default payment method*)

These reports provide information from the Creditor Master File. Each report will print the Creditor Code, name, ABN, address and contact details along with financial defaults such as entity/GL acc, analysis code, payment priority/terms/method. Each report style provides this information in a different order. This report can be printed as a hard copy for checking and reference if needed.

The screenshot shows the 'Creditor Master File Report' dialog box. It contains several sections:

- 1:** 'From Creditor:' text box and a search icon.
- 2:** 'Entity:' dropdown menu with 'All' selected.
- 3:** 'Payment Method:' dropdown menu with 'All' selected.
- 4:** 'Creditor Analysis Code:' dropdown menu with 'All' selected.
- 5:** 'Report Style:' dropdown menu with 'Creditor Master File Report' selected.
- 6:** 'Output destination' section with radio buttons for 'Print to Window' (selected), 'Export to File', 'Print to Printer', and 'Export to Mail'.
- 7:** 'Sort Order' section with radio buttons for 'Creditor Code' (selected), 'Analysis Code', and a checkbox for 'Descending'.
- 8:** 'Run Report P' button.

 Other fields include 'To Last Creditor Code or:', 'Report Alias:', 'File Name: CredMast.doc', 'File Type: Word for Windows', and 'Apply combo extension' checkbox.

1.	Leave From Creditor and To Last Creditor blank for all to include all creditors in the report or select from and to for a range or a specific creditor code.
2.	Option to print Creditors information based on a specific Default Entity assigned in the Creditor Master File.
3.	Payment Method will default to All.
4.	Option to print Creditors information based on the specific Analysis Code assigned in the Creditor Master File.
5.	Select the desired Report Style .
6.	Select to Print to Window or Print to Printer .
7.	Select report Sort Order by Creditor Code (alphabetically) or Analysis Code.
8.	Click Run Report .

CREDITOR MASTER FILE							Kate's College	
as at 10/07/2009								
by Entity Code and Ledger Account								
Creditor	Address	Contact			Financial			
A&BMIN	123 Street Name TOWNSHIP 4000	Ph. 4012 3456	Fax 4012 6543	Entity	CHURCH			
A&B Minter Pty Ltd 12 345 678 900		Email email@A&BMinter.com		O.L. Acc	2115			
Analysis Code SCH	Hold	Priority 0	Payment Terms 7 Days	G.L. Sub	0			
				Payment Method	BP			
A&KBAR	PO Box 1234 A & K Busham Enterprises Pty Ltd 12 333 444 555	Ph. 07 4022 3344	Fax 07 4022 4433	Entity	CHURCH			
Analysis Code ADMD	Hold	Priority		O.L. Acc	4000			
				G.L. Sub	0			
				Payment Method	EL			
ABACUS	Unit 1 / 123 Street Name 26 111 222 333	Ph. 1800 123 456	Fax 1800 234 567	Entity	COLLEGE			
Analysis Code TEACE	Hold	Priority	Payment Terms 30 Days	O.L. Acc	1305			
				G.L. Sub	2750			
				Payment Method	CH			
A&RREM	99 Street Name A&R Removals 11 989 787 676	Ph. 4078 8990	Fax 4034 4556	Entity	COLLEGE			
Analysis Code LIB	Hold	Priority 0	Payment Terms 7 Days	O.L. Acc	1310			
				G.L. Sub	0			
				Payment Method	CH			

Example of Creditor Master File Report by Entity & Ledger Account

Creditor Order Reports

Path: Creditors → Creditor Order Reports

Print:

- Item Report by Creditor (*alphabetically by Creditor Code*)
- Item Report by Order (*numerically by Order Number*)
- Item Report by Stock Code (*numerically by Stock Codes if used*)
- Creditor Order Summary Report (*Summary by Order Number*)

These reports provide information from Creditor Order Entry and Control. There are two report formats, Item Report that will give detailed information regarding quantities ordered, unit cost and total price. Each report style provides this information in a different order. This report can be printed as a hard copy for checking and reference if needed.

The screenshot shows the 'Creditor Order Listing' window. It features a search section with radio buttons for 'Select on Order Number' (1) and 'Select on Creator Code'. Below are input fields for 'From Order Number' (70000), 'From Creditor', 'To Last Order Number or' (70023), and 'To Last Creator Code or'. A 'Status' dropdown is set to 'All' (2). The 'Report Style' dropdown is open, showing options: 'Item Report by Creditor' (3), 'Item Report by Order', 'Item Report by Stock Code', and 'Creditor Order Summary Report'. The 'Output destination' (4) section has radio buttons for 'Print to Window' (selected), 'Export to File', 'Print to Printer', and 'Export to Mail'. At the bottom, there are fields for 'File Name' (CredOrd.doc), 'File Type' (Word for Windows), and a checked 'Apply combo extension' box. A 'Print' button (5) and an 'Exit View Esc' button are also visible.

1.	<p>Select on Order Number:</p> <ul style="list-style-type: none"> Leave From Order Number and To Order Number blank to include all orders, or select from and to for a range or a specific order number. <p>Select on Creditor Code:</p> <ul style="list-style-type: none"> Leave From Creditor and To Creditor blank to include orders for all creditors, or select from and to for a range or a specific creditor.
2.	<p>Select based on Order Status:</p> <ul style="list-style-type: none"> All: will include all orders regardless of Status. Active: will print orders that have not yet been filled by the supplier. Cancelled: will print orders that have been cancelled. Finalised: will print orders that have been filled by the supplier and flagged finalised.
3.	<p>Select a Report Style.</p> <ul style="list-style-type: none"> Item Reports will give you details of each order (quantity, item description, unit cost). Summary Report will give you the order description and total only.
4.	Select to Print to Window or Print to Printer.
5.	Click Run Report.

Item Report by Order – Name (Alias) CRITEM1.RPT

Item Report by Order Number								
as at 10/07/2009								
Order No.	Date Ordered	Creditor	Description	Unit Cost	Tax	Amount	Date Last Supply	Status
70024	10/07/2009	A&BMIN						
1.00			Bag of Goods	22.73	2.27	25.00		
2.00			Box of Goods	45.45	4.54	100.00		
70025	10/07/2009	A&KBAR						
3.00			Carton of Goods	27.27				
70026	10/07/2009	A&RCEN						
3.00			Box of Goods	50.00	5.00	165.00		
70027	10/07/2009	A&RREM						
4.00			Bag of Goods	15.00	1.50	66.00		

Item Report by Stock Code - Name (Alias) CRITEMSC.RPT

Item Report by Order Number							
as at 10/07/2009							
Order No.	Date	Creditor	No. Ordered	No. Supplied	Description	Unit Cost	Amount
1	70024	10/07/2009	A&BMIN	2.00	Box of Goods	45.45	100.00
	70026	10/07/2009	A&RCEN	3.00	Box of Goods	50.00	165.00
							265.00
2	70024	10/07/2009	A&BMIN	1.00	Bag of Goods	22.73	25.00
	70027	10/07/2009	A&RREM	4.00	Bag of Goods	15.00	66.00
							91.00
3	70025	10/07/2009	A&KBAR	3.00	Carton of Goods	27.27	90.00
							90.00

Creditor Order Summary Report – Name (Alias) CRORDSUM.RPT

Creditor Order Summary Report									
as at 10/07/2009									
Order No.	Date	Creditor	Description	Ordered By	Ord Amt	Inv Amt	Pd. Amt	Stab	
70024	10/07/09	A&BMIN	Purchase Goods		125.00	0.00	0.00	A	
70025	10/07/09	A&KBAR	Purchase Home Ec Goods		90.00	0.00	0.00	A	
70026	10/07/09	A&RCEN	Purchase of Goods		165.00	0.00	0.00	A	
70027	10/07/09	A&RREM	Purchase Goods		66.00	0.00	0.00	A	
Total:				Orders	446.00	Invoices	0.00	Paid	0.00

Creditor Transaction Reports

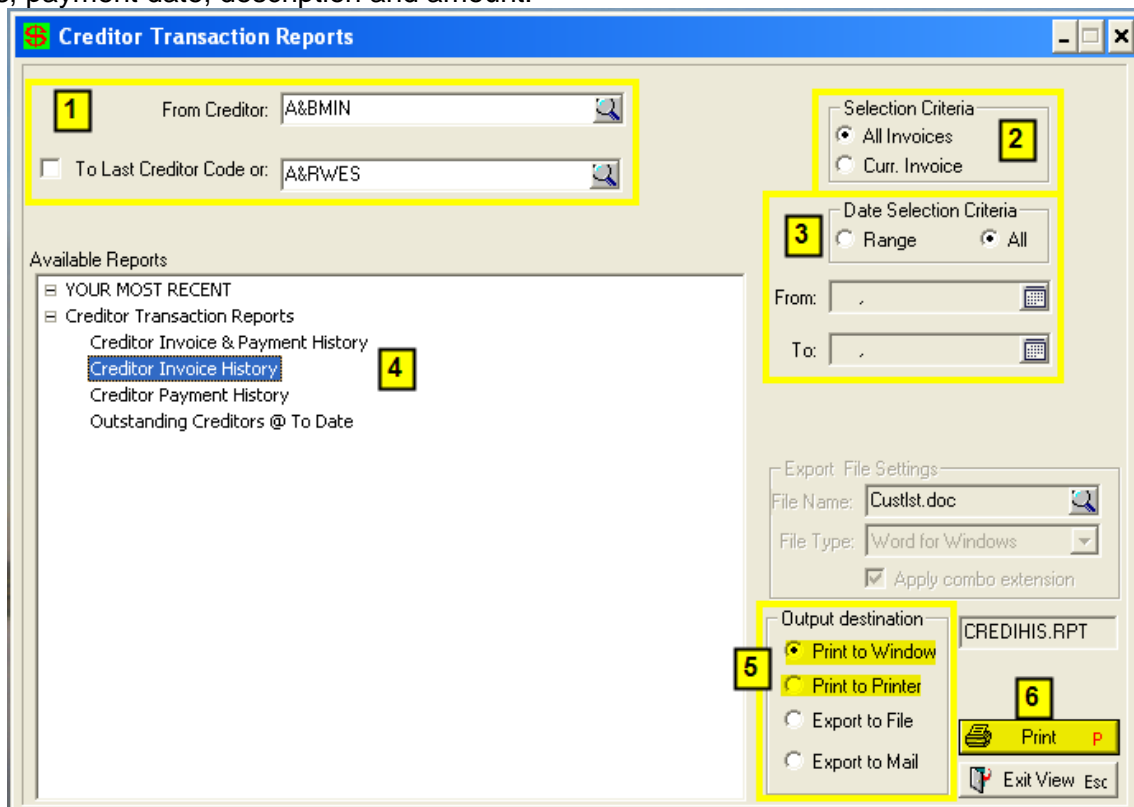
Path: Creditors → Creditor Transaction Reports

Prints:

- Creditor Invoice History (*Displays creditor invoice information*)
- Creditor Payment History (*Displays creditor payment information*)
- Creditor Invoice & Payment History (*Displays detailed payment information*)
- Outstanding Creditors @ To Date (*Displays outstanding invoices at a past date*)

Creditor History Reports

The History reports provide information from the Creditor Master File Information → Transaction tab. The Invoice report will give detailed information regarding invoices including batch numbers, invoice/reference numbers, invoice date, description and amount. The Payment and Invoice & Payment reports will give detailed information regarding payments including batch numbers, cheque/EL reference numbers, payment date, description and amount.



1.	Select on Creditor Code: leave From Creditor and To Creditor blank to include transactions for all creditors, or select from and to for a range or a specific creditor.
2.	Selection Criteria allows you to print based on All Invoices or Current (unpaid) Invoices.
3.	Date Selection Criteria allows you to print All transaction regardless of date, or to select a Date Range.
4.	Select the desired Report Style .
5.	Select to Print to Window or Print to Printer .
6.	Click Run Report .

Example of Creditor Invoice History Report:

This report displays the details of creditor invoices and, if the invoice has been paid, the payment batch and reference number, payment date and payment amount. Totals for invoice amount, payment amount and outstanding invoice amounts are shown for each creditor and, at the end of the report, the totals for all creditors.

Creditor Invoice History								
Invoice								
Batch	Reference	Date	Description	Inv. Amt	Pay Amt	Batch	Reference	Pay Date
620	11111	10/07/2009	Purchase of Goods	100.00				
621	2222	12/05/2009	Purchase of Tools for Manual Arts	756.00				
463	2222	10/07/2009	Purchase of Tools for Manual A		756.00	463	9185	10/07/2009
A&BMIN	A & B Mintec Pty Ltd			856.00	756.00		Outstanding:	100.00
622	5678	6/03/2009	Purchase of Goods	390.00				
A&KBAR	A & K Barham Enterprises Pty Ltd			390.00			Outstanding:	390.00
624	0987	17/06/2009	Karen Kahill's Series	489.00				
623	2009-1	21/04/2009	Graham Marstensen Set of 12 Novels	295.00				
463	2009-1	10/07/2009	Graham Marstensen Set of 12 No		295.00	463	9185	10/07/2009
621	6785	26/05/2009	Idiot's Guide to Computers/Websites/Softwa	169.00				
463	6785	10/07/2009	Idiot's Guide to Computers/Web		169.00	463	9185	10/07/2009
A&RCEN	Angus & Robertson, Central Shopping			953.00	464.00		Outstanding:	489.00
				2,199.00	1,220.00	Total Outstanding:		979.00

Example of Creditor Payment History Report:

This report displays the details of payments made to creditors. The total of amount paid to each creditor is shown and, at the end of the report, the total for all creditors.

Creditor Payment History			
Creditor Code	Payment Description	Pay Reference	Paid Amt
	Creditor Payment A&B Mintec Pty Ltd	9185	756.00
A&BMIN			756.00
	Creditor Payment Angus & Robertson, Cent	9185	295.00
	Creditor Payment Angus & Robertson, Cent	9185	169.00
A&RCEN			464.00
	Creditor Payment Angus & Robertson, Ear	9172	120.00
A&REAR			120.00
			1,340.00

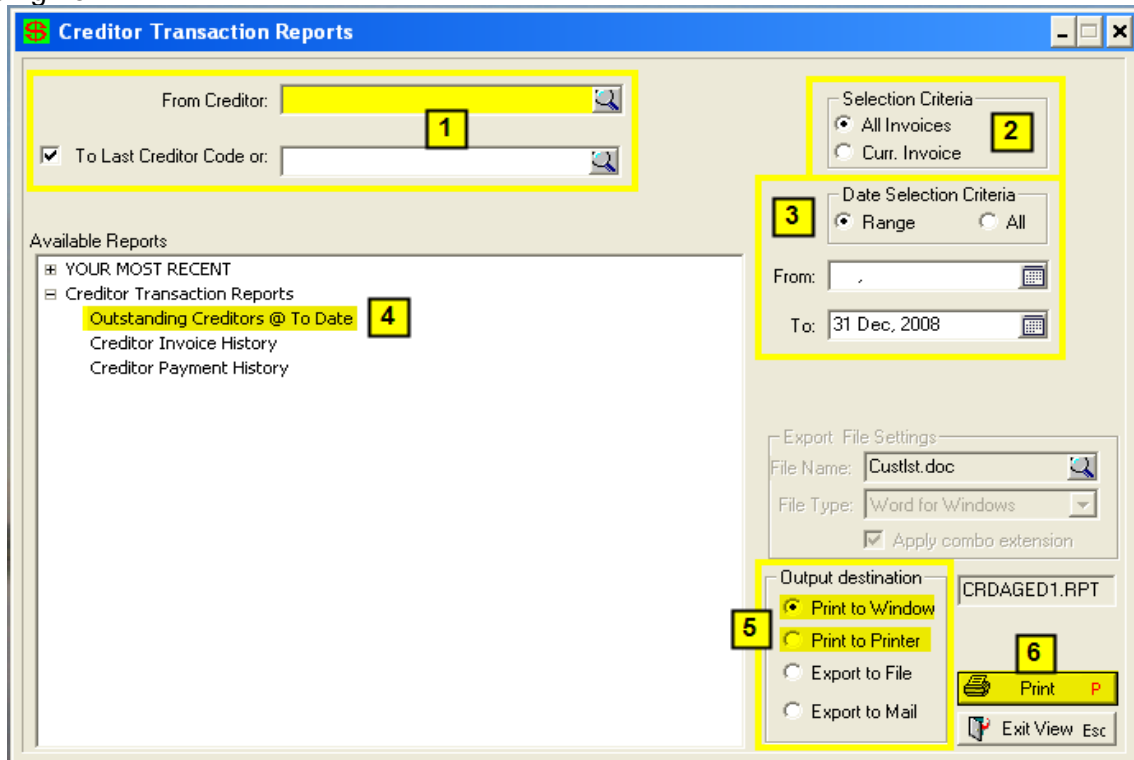
Example of Creditor Invoice and Payment History Report:

This report displays similar information to the Payment History Report, but also includes payment type (CH-Cheque, EL-Electronic).

<u>PAY BATCH</u>	<u>INV_NO</u>	<u>DESCRIPTION</u>	<u>AMT_PAID</u>		
A&BMIN	A&B Mintec Pty Ltd				
463	2222	Purchase of Tools for Manua	756.00	BP	9185
		10/07/2009	756.00		
A&BMIN	A&B Mintec Pty Ltd		756.00	Total AMT_PAID	
A&RCEN	Angus & Robertson, Central Shopping				
463	2009-1	Graham Marstensen Set of 12	295.00	CH	9185
463	6785	Idiot's Guide to Computers/W	169.00	CH	9185
		10/07/2009	464.00		
A&RCEN	Angus & Robertson, Central Shopping		464.00	Total AMT_PAID	
A&REAR	Angus & Robertson, Earlville Centre				
460	123	1234	120.00	CH	9172
		29/06/2009	120.00		
A&REAR	Angus & Robertson, Earlville Centre		120.00	Total AMT_PAID	

Outstanding Creditors at a Past Date Report:

The Outstanding Creditors @ To Date allows you to run an Aged Creditor Report up to a past date, looking back retrospectively at what invoices WERE outstanding AT a past date, rather than what is outstanding now.



1.	Leave From Creditor and To Creditor blank to include transactions for all creditors.
2.	Leave Selection Criteria on All Invoices .
3.	Select Range in Date Selection Criteria , you can leave the From date blank and select only a To date.
4.	Select the Outstanding Creditors @ To Date Report Style.
5.	Select to Print to Window or Print to Printer .
6.	Click Run Report .

Example of Outstanding Creditors @ To Date Report:

Outstanding Creditors as at 31/12/2008				Print Date: 15/07/2009		
Code	Invoice No.		Invoice date	Amt	Pay date	Outstanding
WOOLWORTHS	2008-30-11	2008 November Statement	11/12/2008			-510.66
WORLDVISIO	20080208	Water, Health, Life Campaign	14/02/2008			-185.75
WORLDVISIO	2008-04-16	World Vision GLC Secondary Reg	17/04/2008			-114.00
YMCA	AHRC3255	Cout Hire - APM	27/11/2008			-35.00
YOUNGB	26052008	Purchase of Desk Calculator &	29/05/2008			-165.95
YOUTHALIVE	1062	Youth Alive Seminar August 200	11/09/2008			-250.00
YOUTHSPEC	11189	Graham Hyman Seminar	14/08/2008			-2,893.00
ZEPHYR	2008-25-09	Workshop 09/08/08	09/10/2008			-330.00
Total						104,308.95