DCM Reports

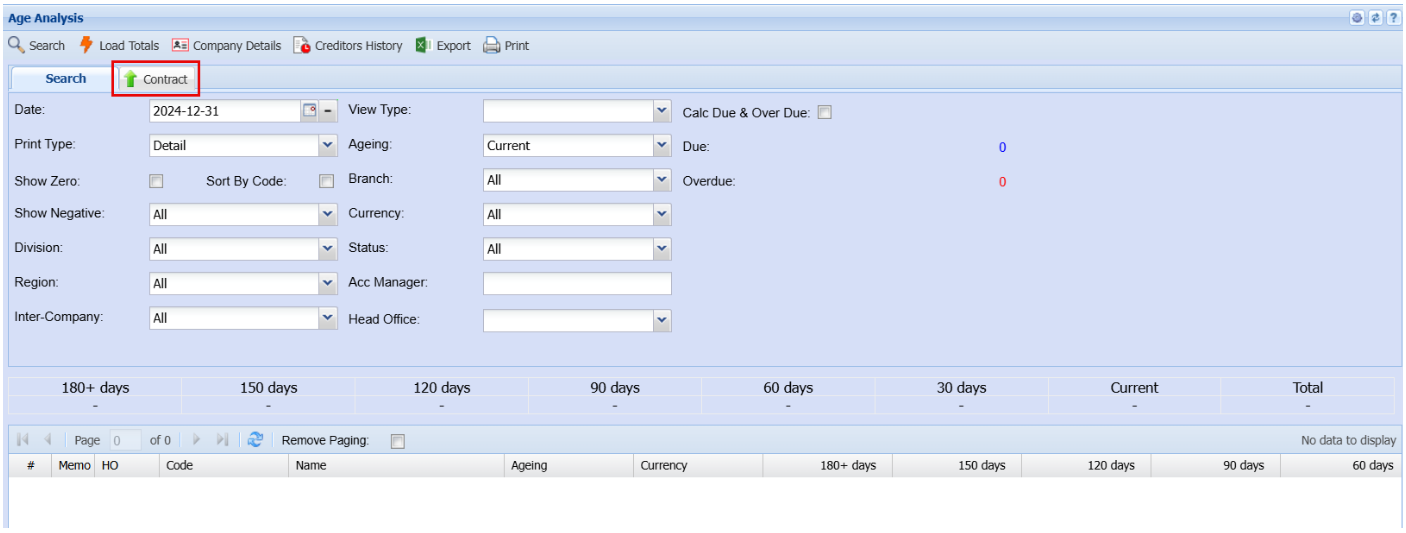
- Dashboard Display
- Report Request

Creditors Age Analysis Menu

Creditors Age Analysis

Creditors > Reports > Age Analysis

Age analysis a listing of creditors accounts, usually produced monthly, which analyses the age of the debts by splitting them into categories



Date	Select the date for generating age analysis report for.
Print Type	Select the print type from the drop-down menu, your options would be Detailed, Basic or Summary.
Show Zero	If the box is ticked, the age analysis run will include debtors with zero balances
Show Negative	Select from the drop-down menu if you would like to add or exclude negative balances in your report or pull a report for creditors with only negative balances.
Division	If you have set up divisions for your debtors, you can pull the report for all your debtors or you can select a specific Division from the drop-down menu.
Region	You can pull the report for all your debtors, or you can select a specific Region from the drop-down menu if you have set up Regions for your debtors.
Inter-Company	
View Type	To select print columns from the drop-down menu. There are three types of view types in the age analysis, the default is the standard view.

Aging	The process of investigating a company's accounts receivable according to how long individual invoices have been outstanding
Branch	When working with multiple branches this drop-down allows the user to select a specific branch to pull a report for.
Currency	Select the currency from the drop-down menu that you would like to run the report for
Status	If you select all the report will pull all statuses. If you want to view report by status, select the status on the drop-down menu
Account Mgr	You can pull the report for all your debtors, or you can select a specific Account manager from the drop-down menu if you have set up Account Managers for your debtors.
Head Office	To select the head office from the question mark Button
Include (Exclude Debtors)	Allows a user to tick or untick the box according to preference
Standard Tab	
Contact Details button	To view debtors contact details
Debtor History	Shows debtors financial record history
Print	To print debtor’s age analysis report according to the selected date

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View Types

There are three types of view types in the age analysis, the default is the standard view.

The standard view takes into account whether the customer is set as date of invoice or date of statement.

It also looks at the terms of the supplier and then works out the ageing based on that.

The other two view types are Invoice date and due date.

If you select the invoice date the following will happen.

The ageing periods will look at the months that the invoice was processed.

The date of the ageing will still retain invoices in those dates and not age 30 or 60 days from invoice but put the figures in those months.

Payments and allocations are taken into account for those of you type ageing.

The due date view type takes into account the due date of the invoice and slotted into that month.

So, if an invoice of 500 was processed in January on the 15th of the month and the due date of the invoice is on the 20th of February.

And the payment was made in March the 15th for a value of 100.

If you run the ageing for invoice date on the 14th of March, then an amount of 500 will show in the January column.

If you run the ageing for invoice date on the 15th of March and have not allocated the payment, then an amount of 500 will show in the January column.

The payment of 100 will show in March as a negative figure, the total due amount will then be 400

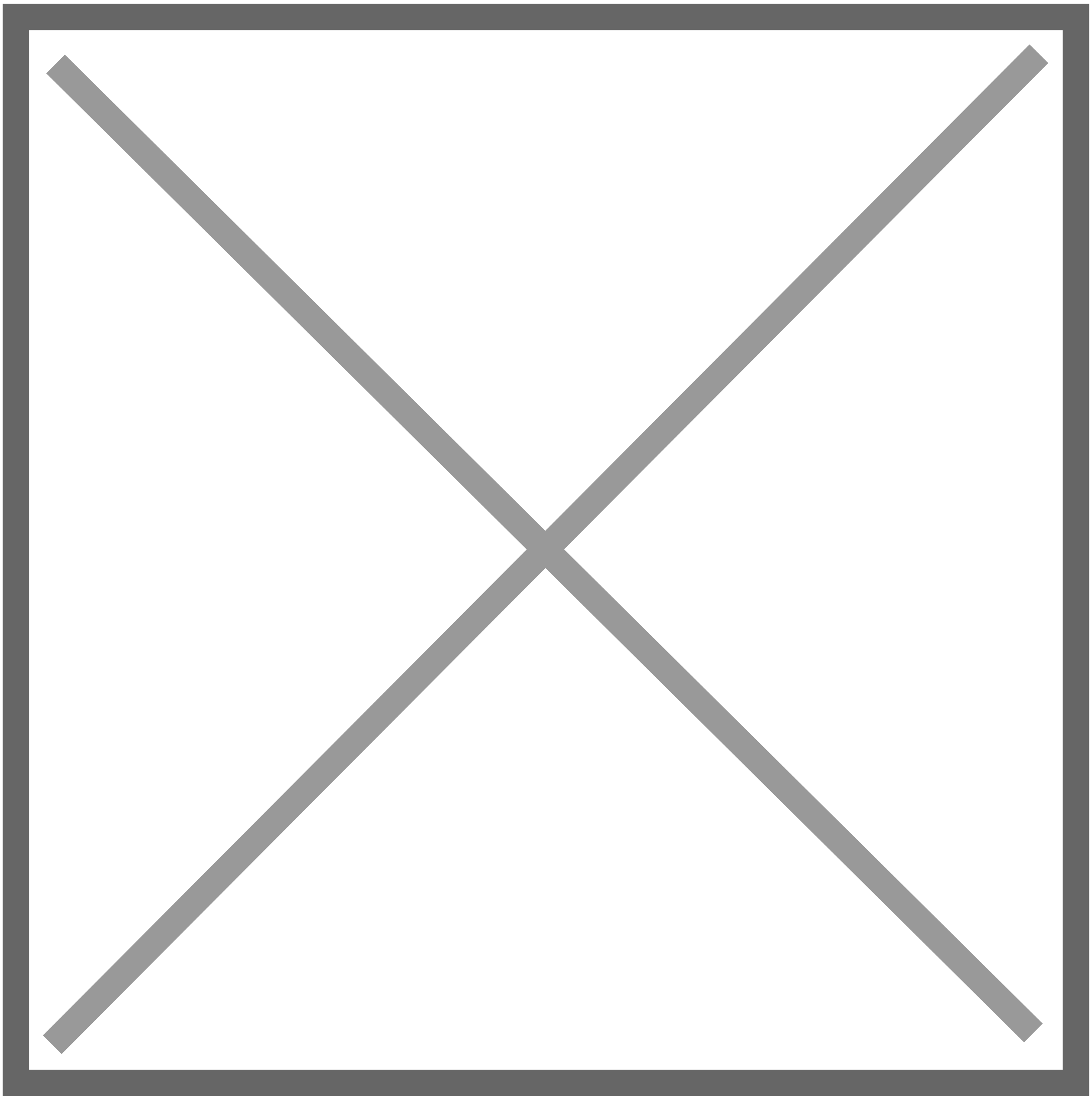
If you run the ageing for invoice date on the 16th of March and have allocated the payment, then an amount of 400 will show in the January column.

The above process works in a similar manner for the Due date.

It just means that the ageing will look at the date the invoice is due, in which case the amount will show up in February.

Report

This Report shows the status of your transactions in terms of how much you owe your suppliers and for how long these transactions will be reflected by aging periods e.g. Current, 30 Days, 60 Days Etc

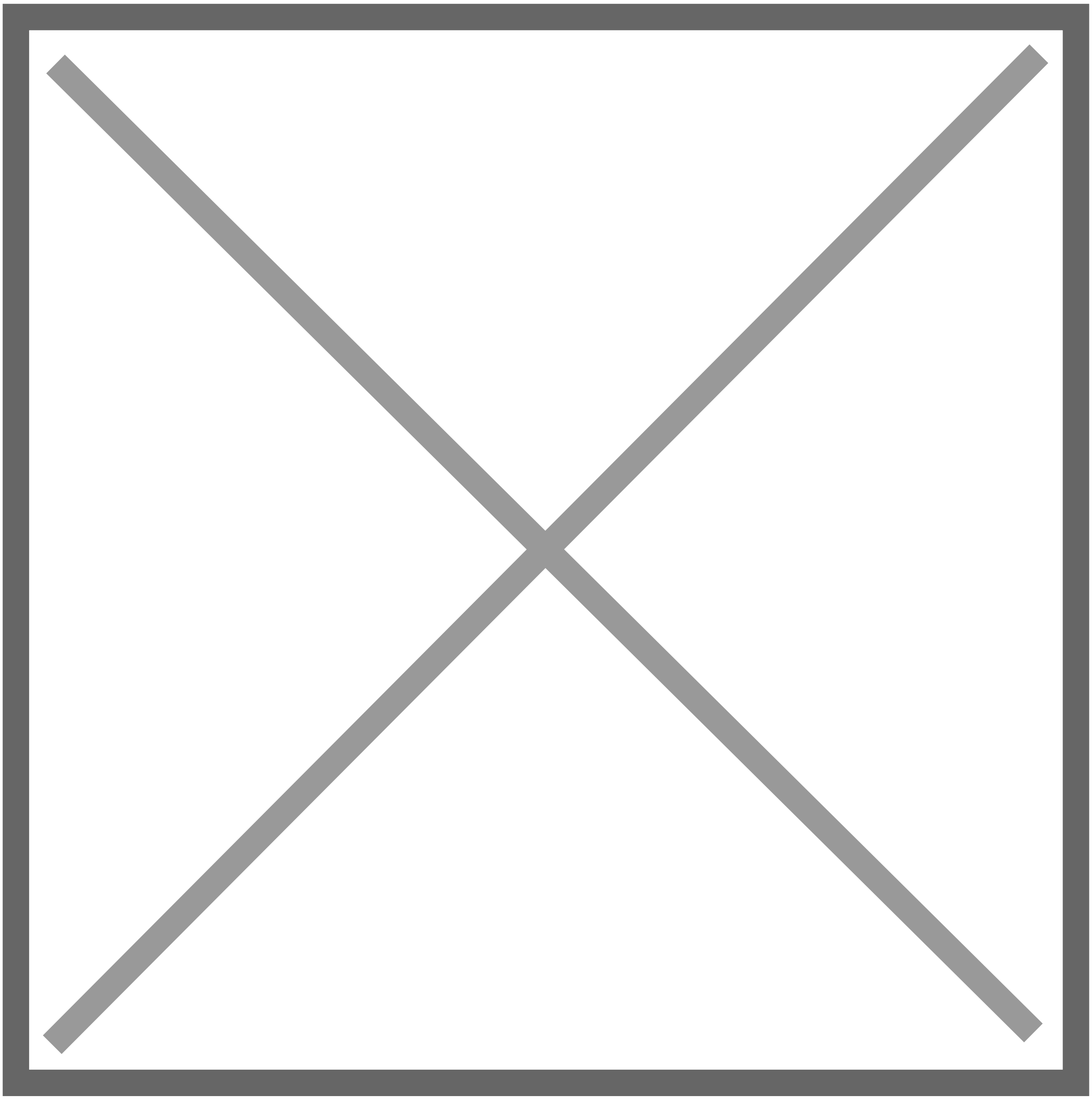


Generate the Age Analysis using various search criteria’s in the system

Search using Currency Type – this will generate transactions in the selected

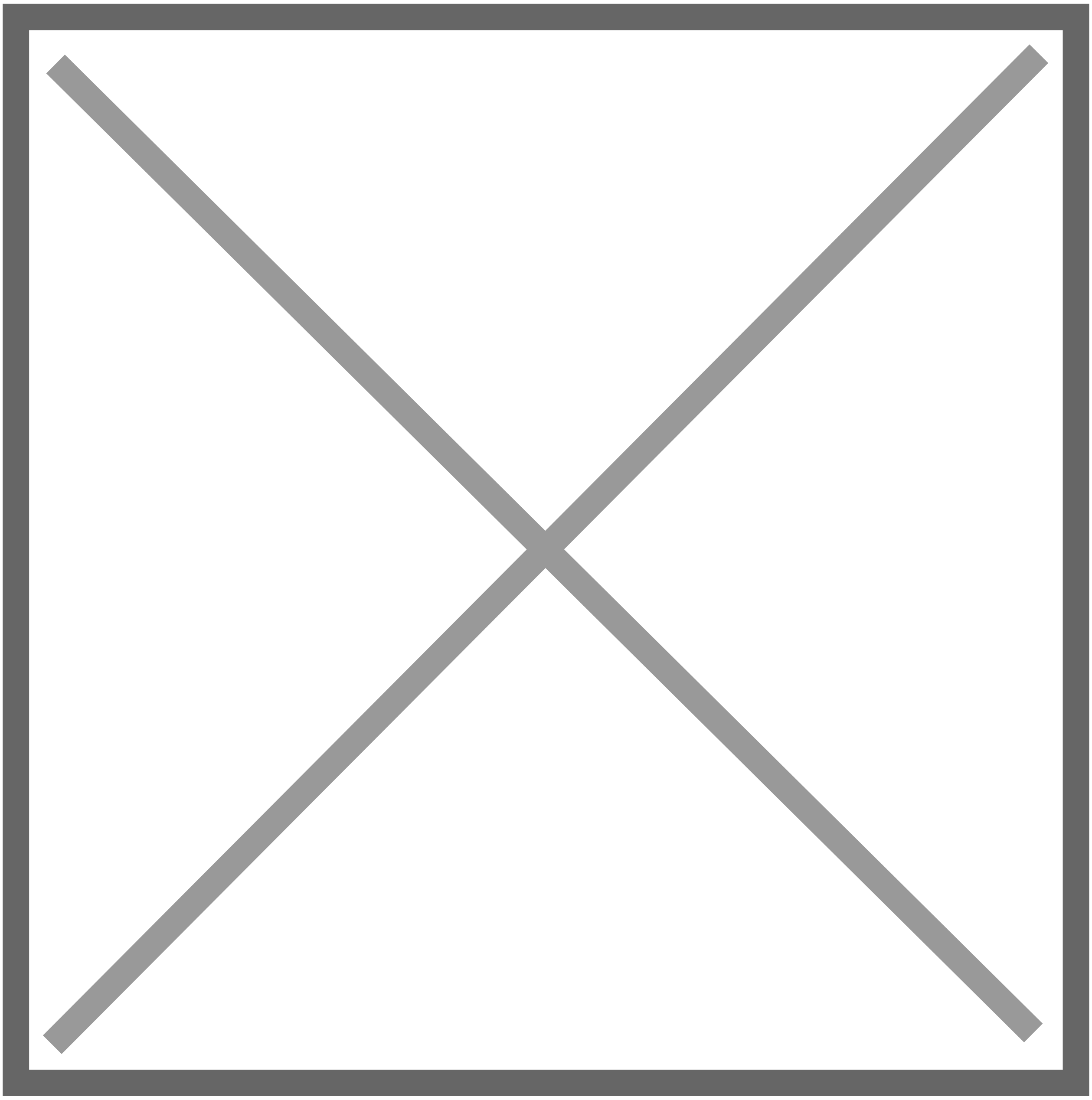
Aging

Group your transactions by Account manager



There’s an option to view creditor History from the age analysis

When you click View creditor history button > a window opens a list of transactions against that creditor will be listed and you can view by source documents entry.

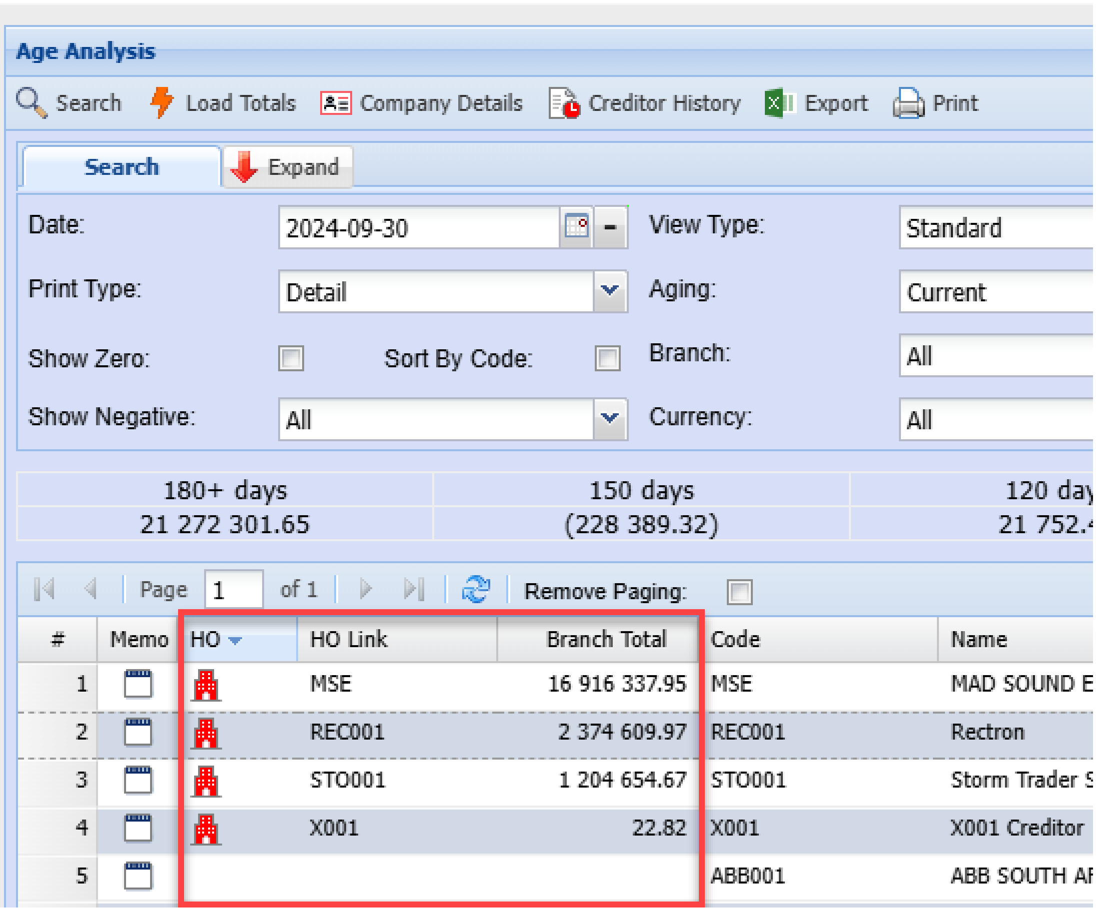


Branch Age Analysis

Viewing and printing Branch Age Analysis

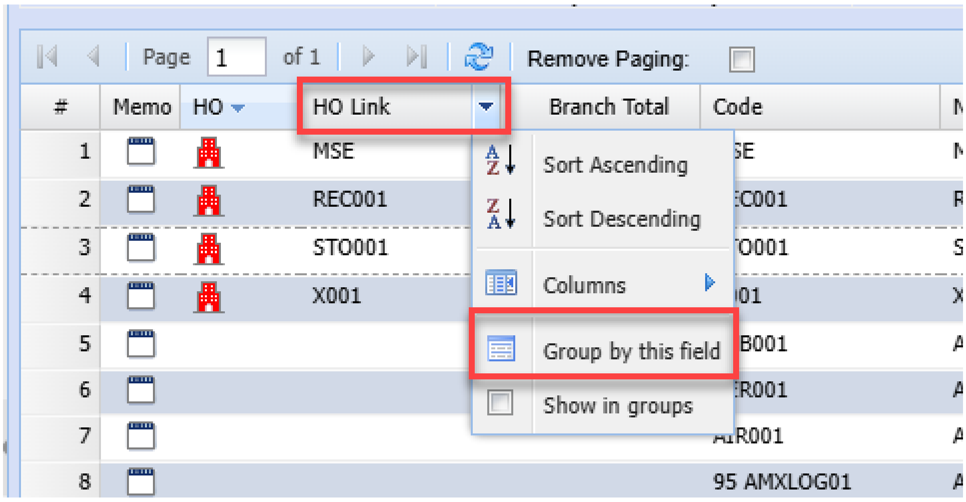
There are three new columns in Age Analysis

HO	Icon to indicate that this supplier is marked as a Head Office
HO Link	Shows the Head Office account number on Head office and branch accounts. This will be used to group all accounts to Head office accounts
Branch Total	This gives the total due for all branches and Head Office

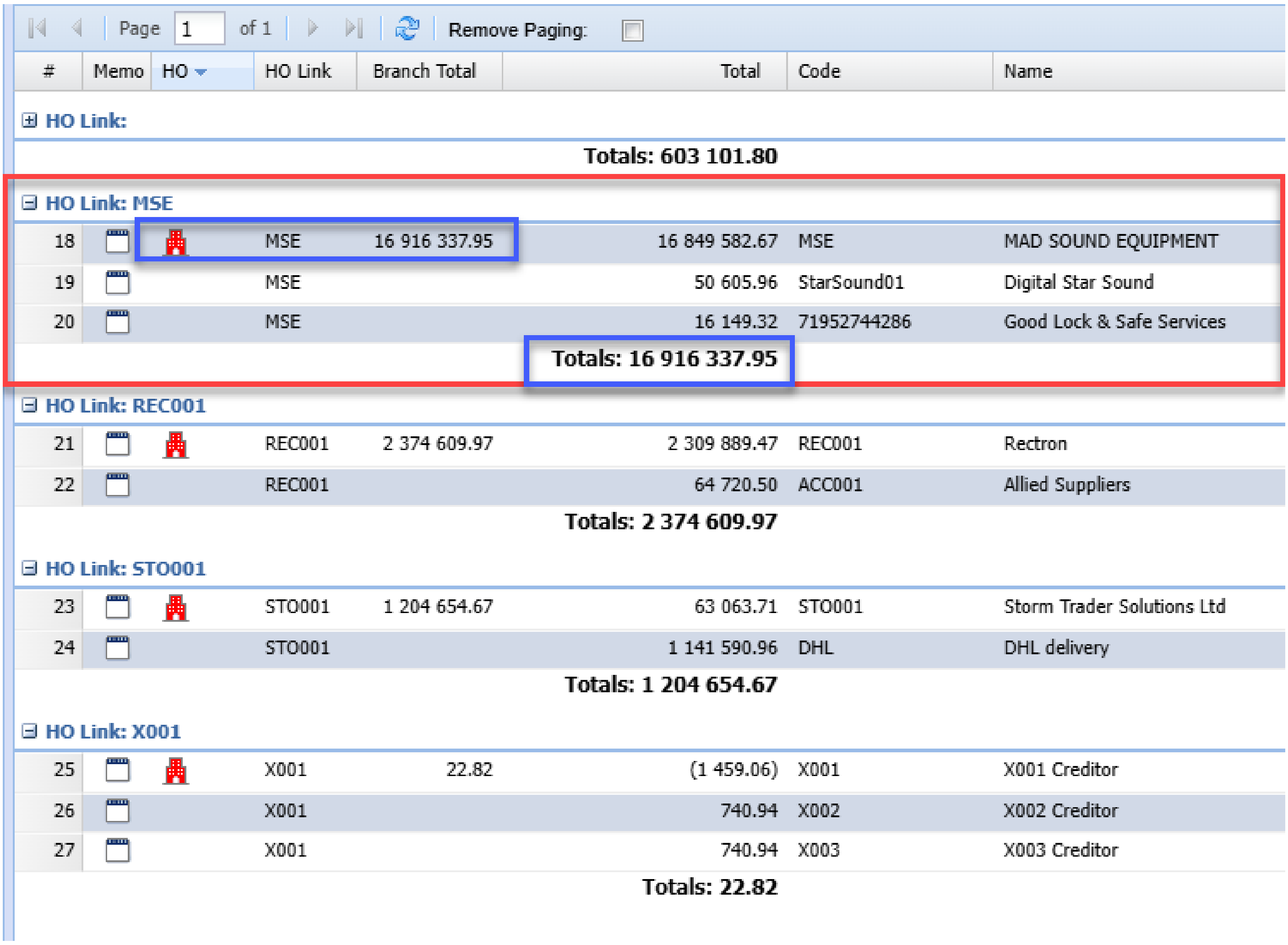


Group by Head office

Click on small drop-down arrow on HO Link, then Group by this field

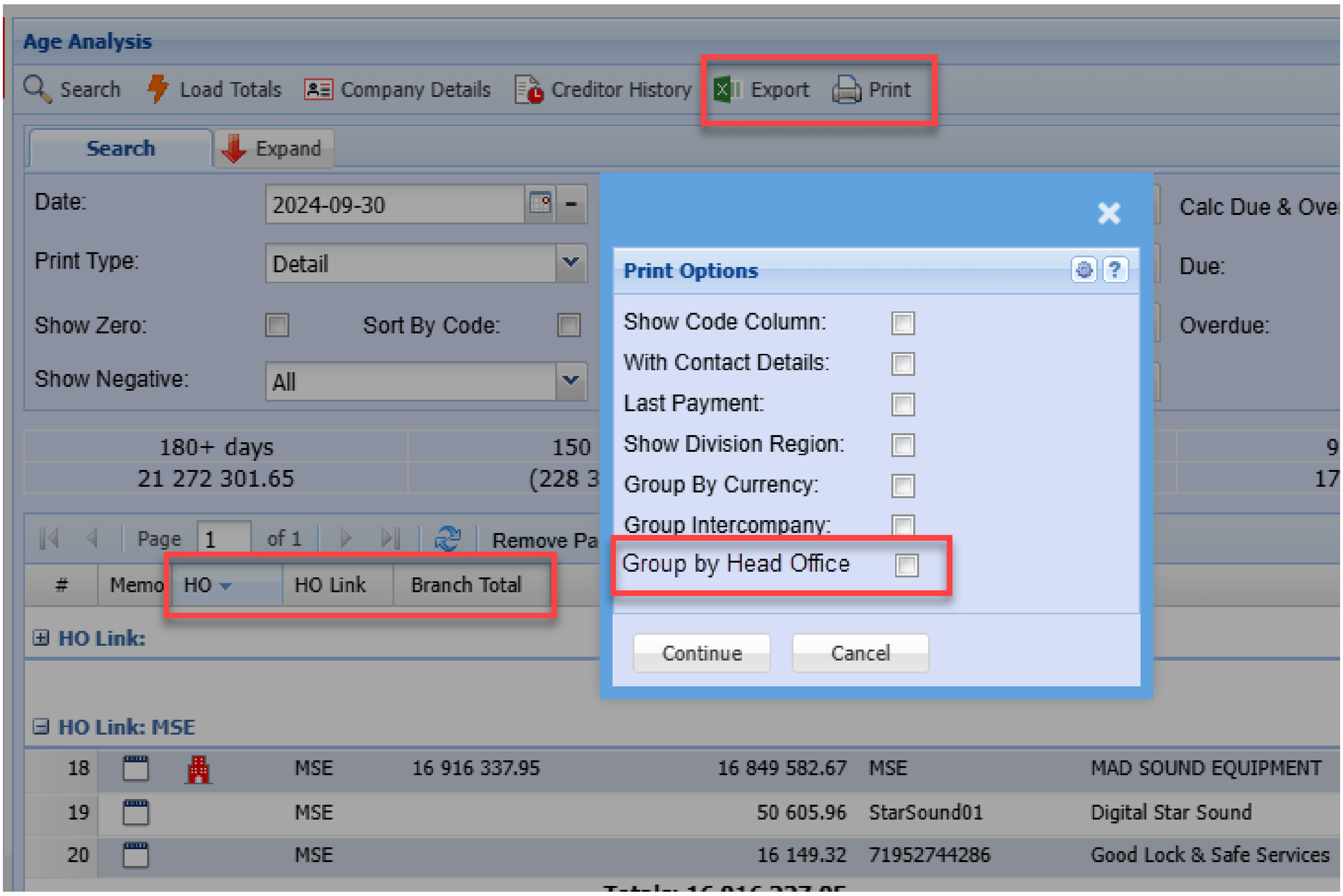


This will group all the accounts together and give totals for each Head Office and Branches



Print and Export

Export	Export will contain the HO flag, HO Links and Branch Totals. This means that one is able to group in Excel Head Office accounts.
Print	Print and Group by Head Office with sub totals

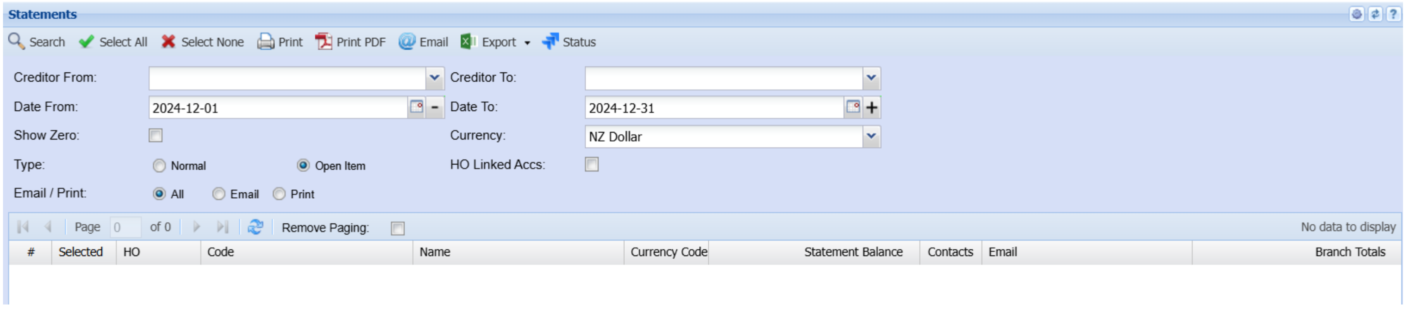


Creditors Statements Menu

Creditors Statements Menu

Creditors Statements

Creditors> Reports>Statements



Creditor From and Creditor To enter a specific creditor to run the statement or alternatively leave blank to see all Creditors.

Select all	By selecting the select all button the report will flag all debtors in the list
Select None	By selecting the select none button the report will deselect all debtors in the list
Print	Prints to screen the statement details
Pre-Print	send the statement to your email address
Print Pdf	prints and emails a pdf version to self
Email	this will email the statement to the person selected to receive statement shown on the email column
SMS	this will sms the statement to the person selected to receive sms statement (cell number provided)
Export	XML or CSV - export the statement in either a CSV or XML format
Status	opens up the printing status window so you can see the whether the statement was sent successfully.
Show Zero	tick this if you want to see statement with zero balance in the grid

Normal

Open statement

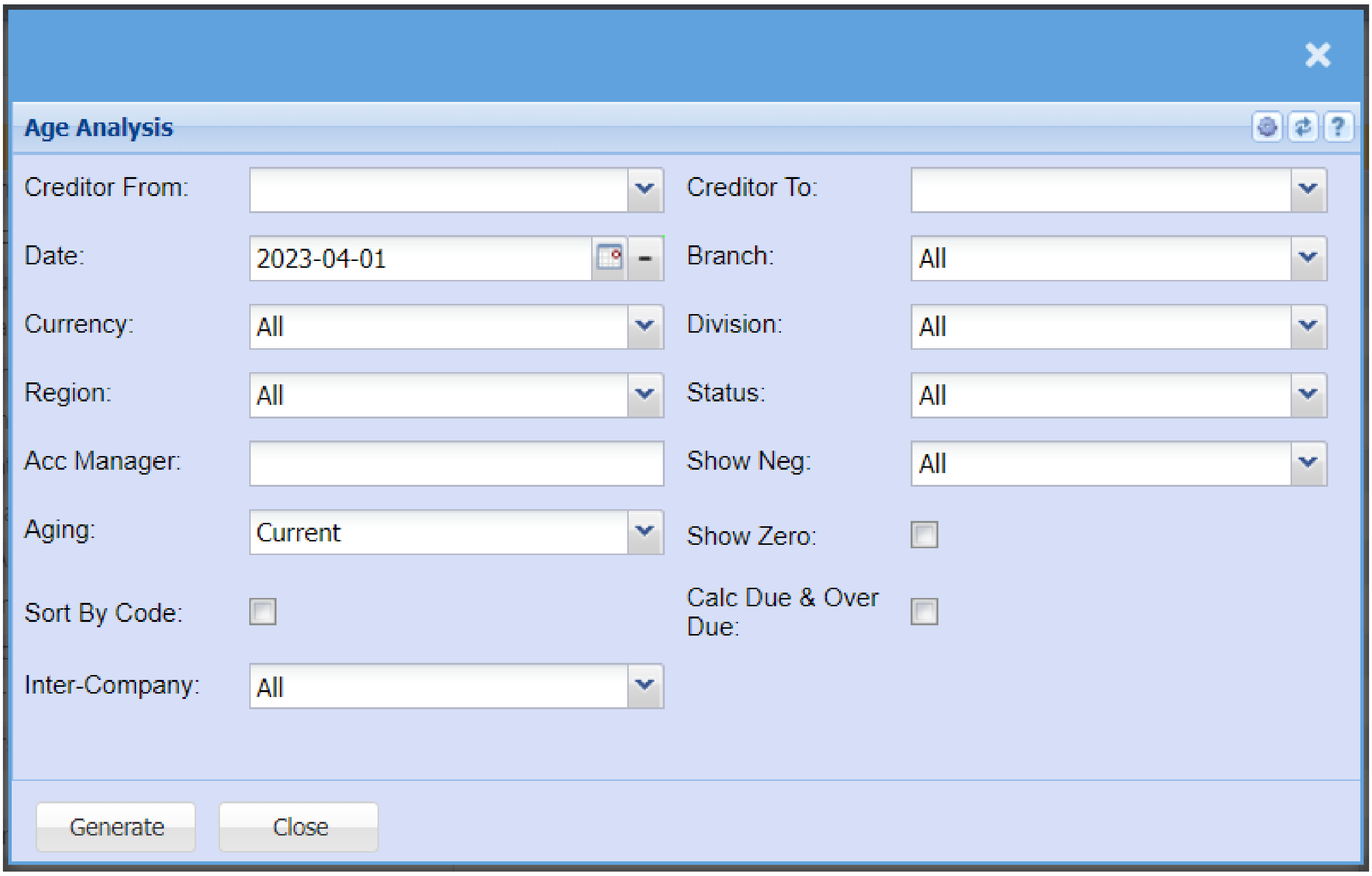
Billing Group

Creditors Report List Menu

Age Analysis

Creditors >Reports > Report List

Gives a report of all Creditors monies due and aged by period from the date specified. This criterion allows a selection of a single Creditor.



Creditor From / To	Select a Customer/Debtor you wish to view the report from. Select the Customer/Debtor you wish to see up to in the report.
Date	Choose the date range for which you want to view the report for
Currency	If you use multi-currency, you can select to pull the report for a specific currency.
Region	You can pull the report for all your debtors, or you can select a specific Region from the drop-down menu if you have set up Regions for your debtors.
Acc Manager	You can pull the report for all your debtors, or you can select a specific Account manager from the drop-down menu if you have set up Account Managers for your debtors.

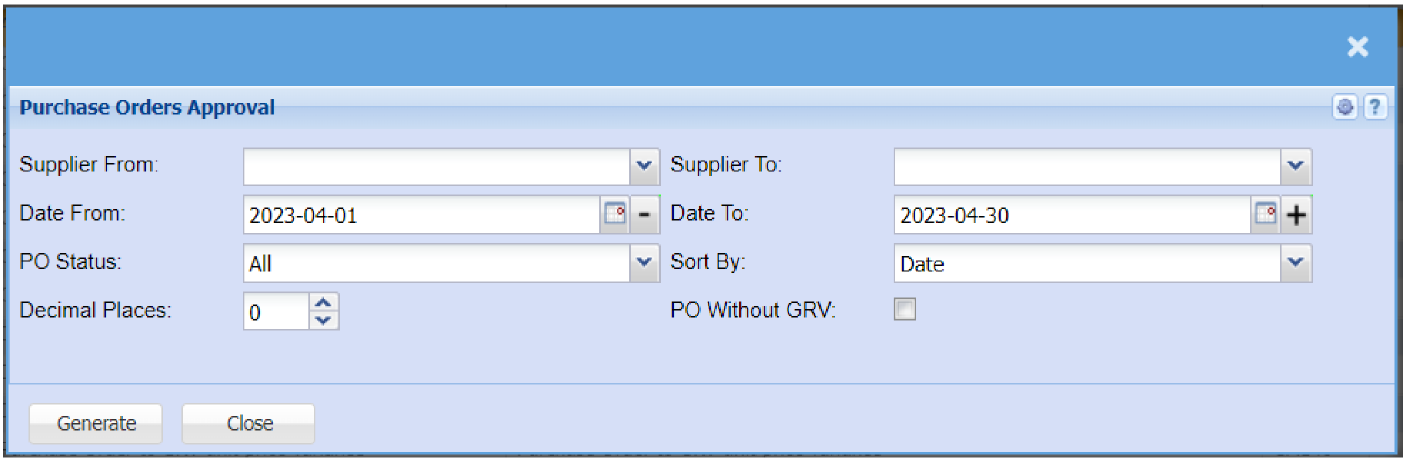
Aging	Select the period you want to pull the age analysis for.
Sort By Code	Tick the box if you would like to add a column to your report for Creditor code which you can sort by.
Inter-Company	This will allow you to include or exclude internal invoices between branches that would not be considered a GST Sale but to correct the cost centre.
Branch	When working with multiple branches this drop-down allows the user to select a specific branch to pull a report for.
Division	If you have set up divisions for your debtors, you can pull the report for all your debtors or you can select a specific Division from the drop-down menu.
Status	If you select all the report will pull all statuses. If you want to view report by status, select the status on the drop-down menu
Show Neg	Select from the drop-down menu if you want negative balances to be included or excluded from your report.
Show Zero	Tick this box if you would like creditors with Zero balances to be included in your report
Calc Due and Overdue	Tick this box if you would like to add two columns for the due and overdue amounts

Creditors Report List Menu

Approved Purchase Order Detail

Creditors >Reports > Report List

Shows a report on approved Purchase Orders.



It’s a report on approved purchase orders

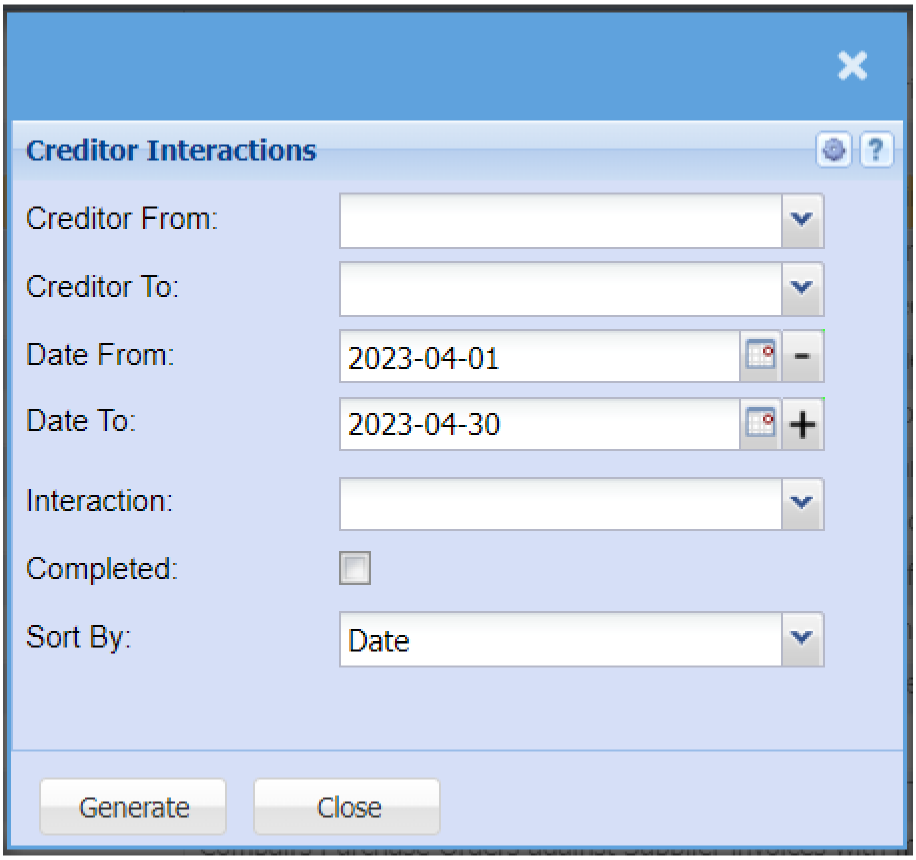
Supplier From / Supplier To	Select a Suppliers/Creditors you wish to view the report from. Select the Suppliers/Creditors you wish to see up to in the report.
Date From / Date To	Choose the date range for which you want to view the report from / Select a date range of when you want to see up to on the report.
PO Status	Select from the drop-down menu if you want a report for all Approved Purchase orders or you can filter for Completed, Cancelled, Closed, partially completed orders etc.
Sort BY	Select from the drop-down menu if you would like your report sorted by Date or Purchase Order Number.
Decimal Places	It is advisable to set decimals to two places. You can View the report with any number of decimal places.
PO Without GRV	Tick this box if you would like to include purchase orders that do not have GRVs
Generate button	Click the "Generate" button to open the report. You will have options to copy, email, or print the report. To view the report in an Excel document, copy the report and paste it into an Excel file.

Creditors Report List Menu

Creditor Interactions

Creditors >Reports > Report List

This report shows all notes captured against creditors. A single Creditor can be selected to view all notes captured.



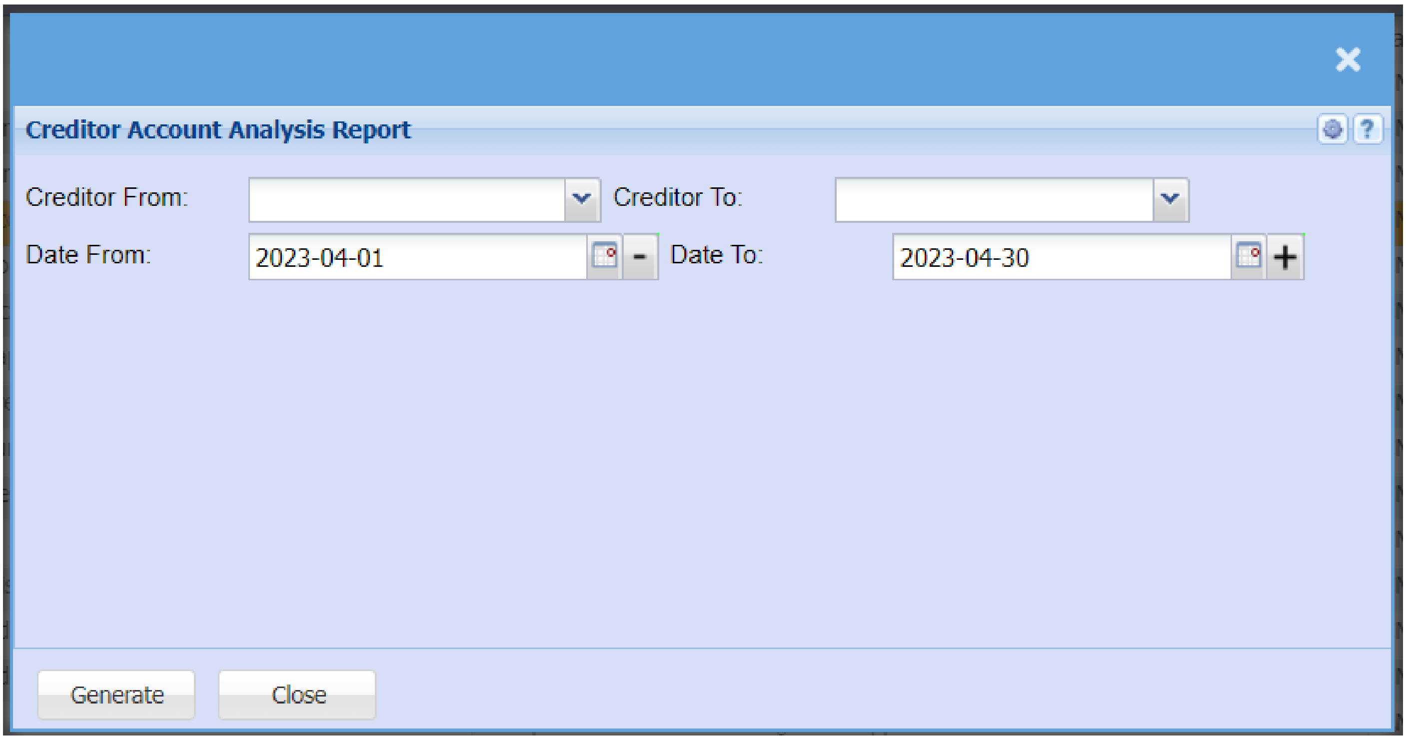
Creditor From / Creditors To	Select a Suppliers/Creditors you wish to view the report from. Select the Suppliers/Creditors you wish to see up to in the report.
Date From / Date To	Choose the date range for which you want to view the report from / Select a date range of when you want to see up to on the report.
Interaction Type	Select the interaction type from the drop-down arrow
Show complete	Allow the user to tick the box in order to see completed interactions on the report
Sort By	Choose from the drop-down menu how you would like your report sorted, your options are by date, Captured By or Subject

Generate button	Click the "Generate" button to open the report. You will have options to copy, email, or print the report. To view the report in an Excel document, copy the report and paste it into an Excel file.

Creditors Account Analysis Report

Creditors >Reports > Report List

Analysis of GRVs per creditor per selected period with their various payments against them.



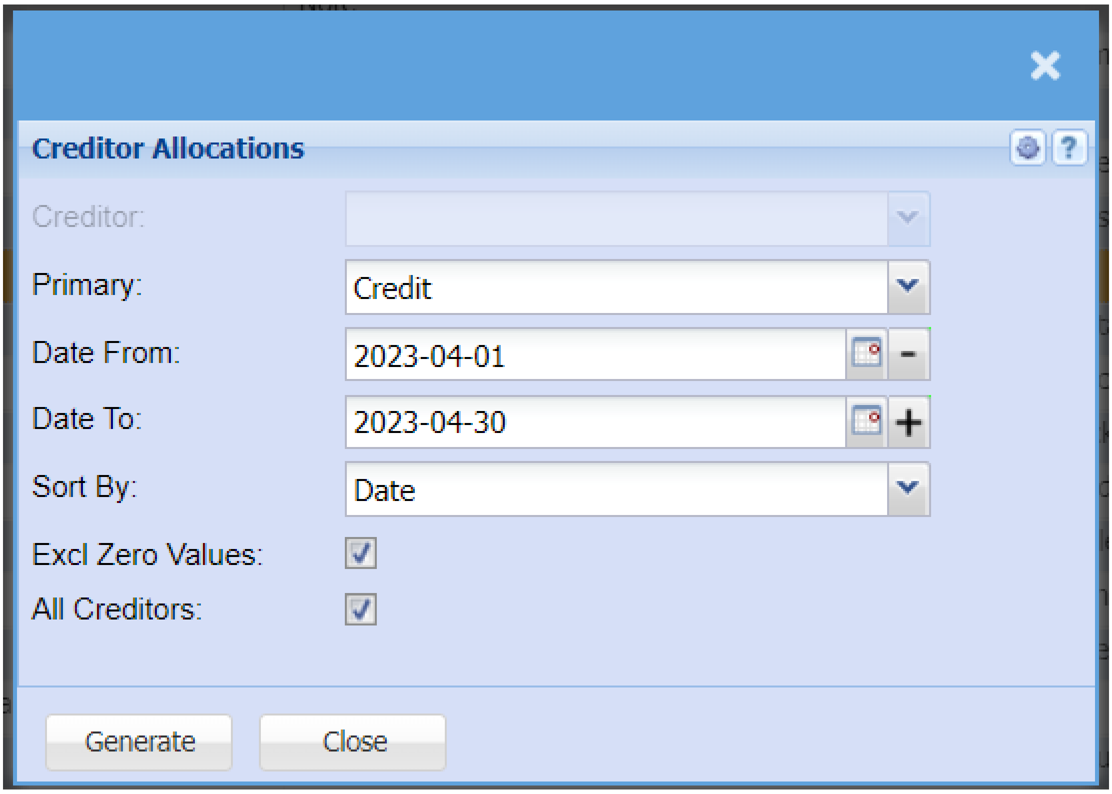
Creditor From / Creditor To	Select a Suppliers/Creditors you wish to view the report from. Select the Suppliers/Creditors you wish to see up to in the report.
Date From / Date To	Choose the date range for which you want to view the report from / Select a date range of when you want to see up to on the report.

Creditors Allocation Report

Creditors >Reports > Report List

Shows detailed allocations of payments of invoices per Creditor.

Allows a user to generate debtor's allocation report



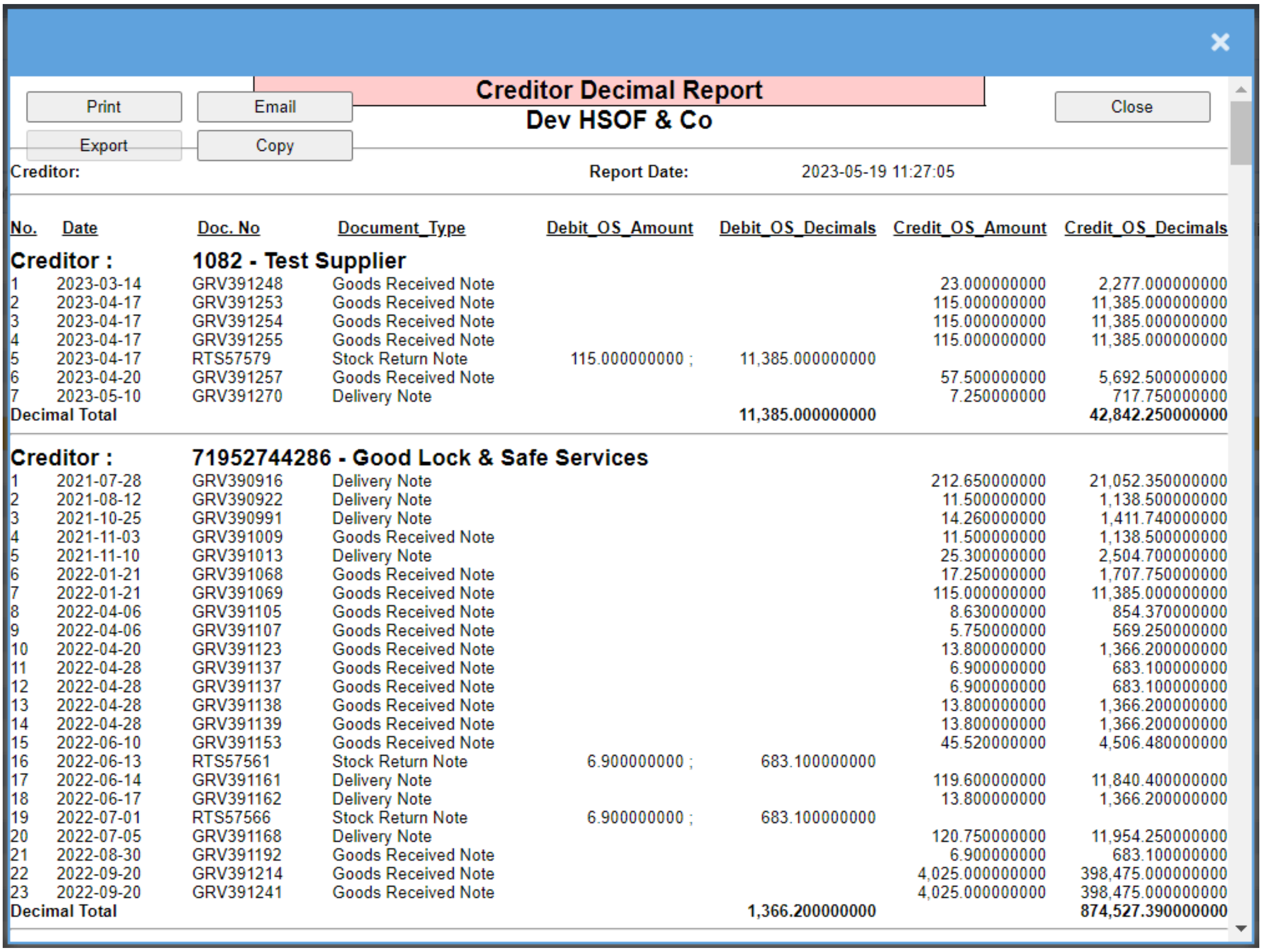
Creditor	Select a creditor/supplier from the drop-down menu that you would like to pull a report for.
Primary	Select the primary source from the drop-down menu
Date From / Date To	Choose the date range for which you want to view the report from / Select a date range of when you want to see up to on the report.
Sort By	Allows a user to select from the drop-down arrow how to sort the debtor's allocation
Excl Zero Values	By ticking this box, the allocation will exclude zero values. If not ticked, it will include zero values
All Creditors	By ticking All Creditors you will include all suppliers in your report.

Generate button	Click the "Generate" button to open the report. You will have options to copy, email, or print the report. To view the report in an Excel document, copy the report and paste it into an Excel file.

Creditors Decimals Report

Creditors >Reports > Report List

This report works out any Creditors that have decimal values outstanding on debit and credit values



Print Email Export Copy Close

Creditor Decimal Report

Dev HSOF & Co

Creditor: **Report Date:** 2023-05-19 11:27:05

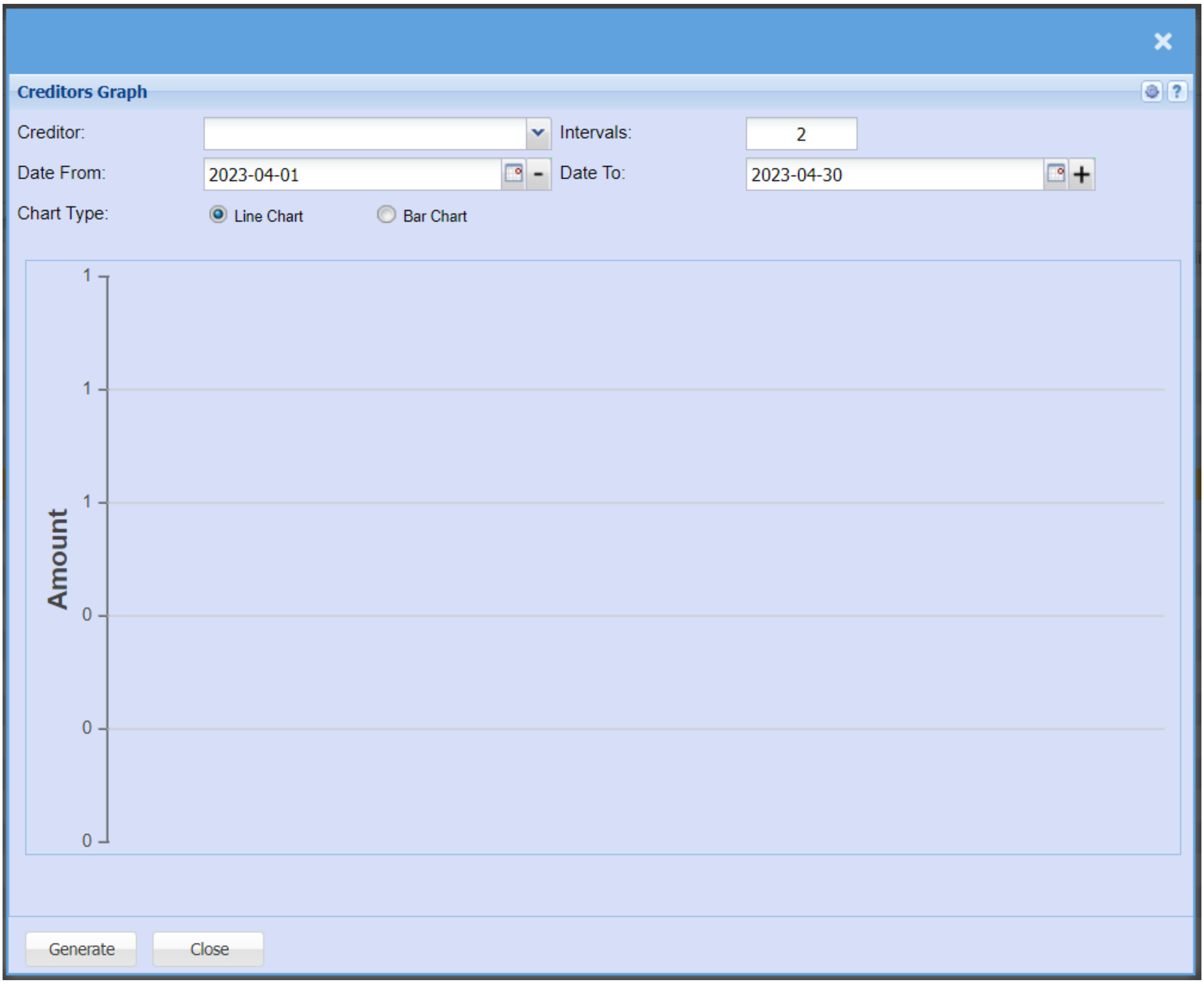
No.	Date	Doc. No	Document_Type	Debit_OS_Amount	Debit_OS_Decimals	Credit_OS_Amount	Credit_OS_Decimals
Creditor :		**1082 - Test Supplier**					
1	2023-03-14	GRV391248	Goods Received Note			23.000000000	2,277.000000000
2	2023-04-17	GRV391253	Goods Received Note			115.000000000	11,385.000000000
3	2023-04-17	GRV391254	Goods Received Note			115.000000000	11,385.000000000
4	2023-04-17	GRV391255	Goods Received Note			115.000000000	11,385.000000000
5	2023-04-17	RTS57579	Stock Return Note	115.000000000 ;	11,385.000000000		
6	2023-04-20	GRV391257	Goods Received Note			57.500000000	5,692.500000000
7	2023-05-10	GRV391270	Delivery Note			7.250000000	717.750000000
Decimal Total					**11,385.000000000**		**42,842.250000000**
Creditor :		**71952744286 - Good Lock & Safe Services**					
1	2021-07-28	GRV390916	Delivery Note			212.650000000	21,052.350000000
2	2021-08-12	GRV390922	Delivery Note			11.500000000	1,138.500000000
3	2021-10-25	GRV390991	Delivery Note			14.260000000	1,411.740000000
4	2021-11-03	GRV391009	Goods Received Note			11.500000000	1,138.500000000
5	2021-11-10	GRV391013	Delivery Note			25.300000000	2,504.700000000
6	2022-01-21	GRV391068	Goods Received Note			17.250000000	1,707.750000000
7	2022-01-21	GRV391069	Goods Received Note			115.000000000	11,385.000000000
8	2022-04-06	GRV391105	Goods Received Note			8.630000000	854.370000000
9	2022-04-06	GRV391107	Goods Received Note			5.750000000	569.250000000
10	2022-04-20	GRV391123	Goods Received Note			13.800000000	1,366.200000000
11	2022-04-28	GRV391137	Goods Received Note			6.900000000	683.100000000
12	2022-04-28	GRV391137	Goods Received Note			6.900000000	683.100000000
13	2022-04-28	GRV391138	Goods Received Note			13.800000000	1,366.200000000
14	2022-04-28	GRV391139	Goods Received Note			13.800000000	1,366.200000000
15	2022-06-10	GRV391153	Goods Received Note			45.520000000	4,506.480000000
16	2022-06-13	RTS57561	Stock Return Note	6.900000000 ;	683.100000000		
17	2022-06-14	GRV391161	Delivery Note			119.600000000	11,840.400000000
18	2022-06-17	GRV391162	Delivery Note			13.800000000	1,366.200000000
19	2022-07-01	RTS57566	Stock Return Note	6.900000000 ;	683.100000000		
20	2022-07-05	GRV391168	Delivery Note			120.750000000	11,954.250000000
21	2022-08-30	GRV391192	Goods Received Note			6.900000000	683.100000000
22	2022-09-20	GRV391214	Goods Received Note			4,025.000000000	398,475.000000000
23	2022-09-20	GRV391241	Goods Received Note			4,025.000000000	398,475.000000000
Decimal Total					**1,366.200000000**		**874,527.390000000**

Creditors Report List Menu

Creditors Graph

Creditors >Reports > Report List

Shows a line or bar graph of all GRVs less Stock Returns for a specific Creditor. Daily intervals can be specified.

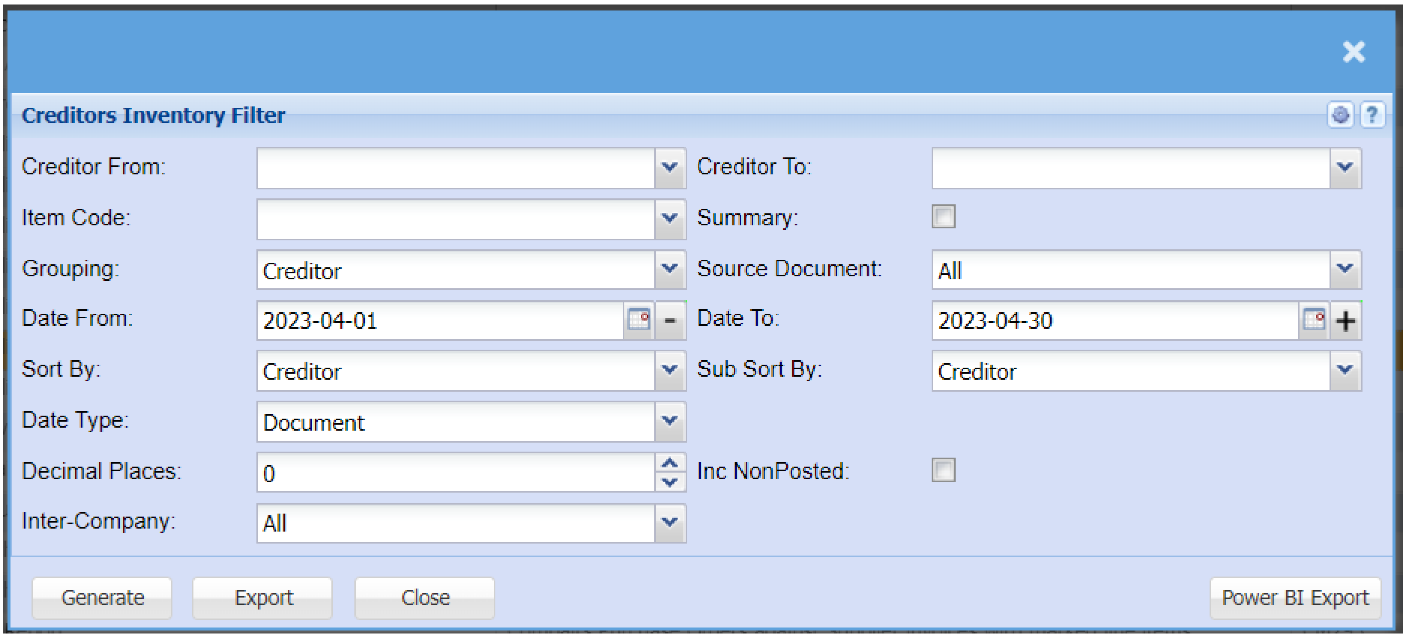


Creditor	Select a creditor/supplier from the drop-down menu that you would like to pull a report for.
Intervals	Intervals refers to the days between each figure
Date From / Date To	Choose the date range for which you want to view the report from / Select a date range of when you want to see up to on the report.

Chart Type	Select if you would like your graph in a line graph or bar graph
Generate button	Click the "Generate" button to open the report. You will have options to copy, email, or print the report. To view the report in an Excel document, copy the report and paste it into an Excel file.

Creditors Inventory Filter

Creditors >Reports > Report List



Creditor From / Creditor To	Select a Suppliers/Creditors you wish to view the report from. Select the Suppliers/Creditors you wish to see up to in the report.
Item Code	Select an item from your inventory list that you would like to pull the report for
Grouping	Select from the drop-down menu how you would like your report grouped, you can choose from Creditor, Source Document or Stock Type.
Date From / Date To	Choose the date range for which you want to view the report from / Select a date range of when you want to see up to on the report.
Sort By	Choose from the drop-down menu how you would like your report sorted, your options are by Creditor, Date, Job Number, Reference or Source Document
Date Type	Select if you would like the report to be pulled by Document Date or Inventory Movement Date.
Decimal Places	It is advisable to set decimals to two places. You can View the report with any number of decimal places.
Inter-Company	This will allow you to include or exclude internal invoices between branches that would not be considered a GST Sale but to correct the cost centre.

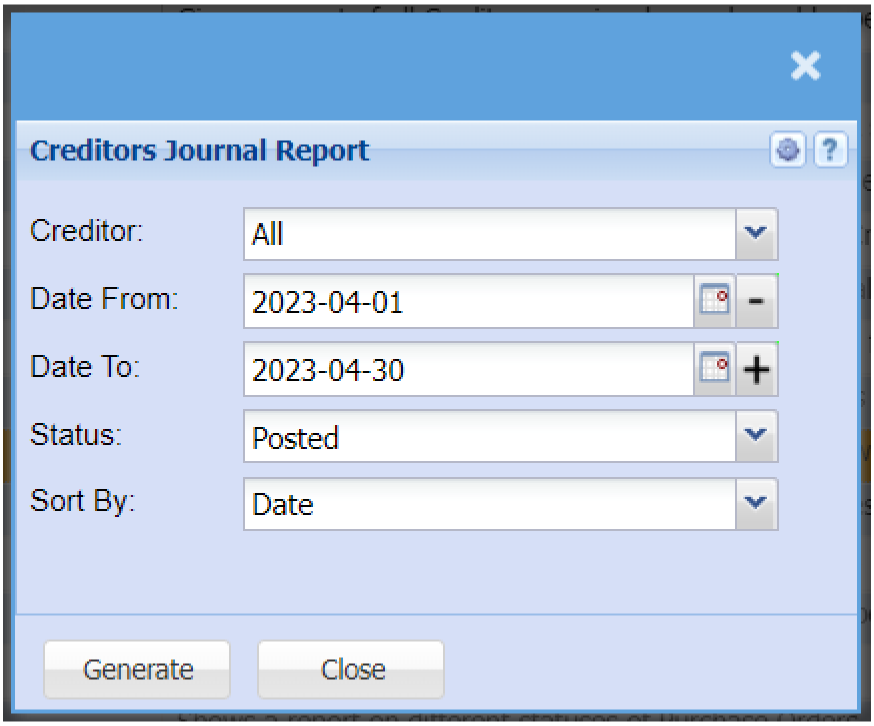
Summary	If you put the tick on the report will only pull limited information
Source Document	Select if you would like the report for Goods Received Notes or Stock Returned Notes.
Sub Sort By	Sub Sort the report by selecting one option from the drop-down menu allows the user to pull a report with a secondary criteria that will be sorted by either, Creditor, Date, Job Number, Reference or Source Document
Inc Non Posted	By ticking this box, the report will include transactions that have not yet been posted
Generate	Click the "Generate" button to open the report. You will have options to copy, email, or print the report. To view the report in an Excel document, copy the report and paste it into an Excel file.
Export	This allows you to export the report to an Excel file
Power BI Export	This allows you to export the report into a Power BI Format

Creditors Journal Report

Creditors >Reports > Report List

Shows posted creditor journals, who created them and who posted them

This is a report on creditor’s posted journal

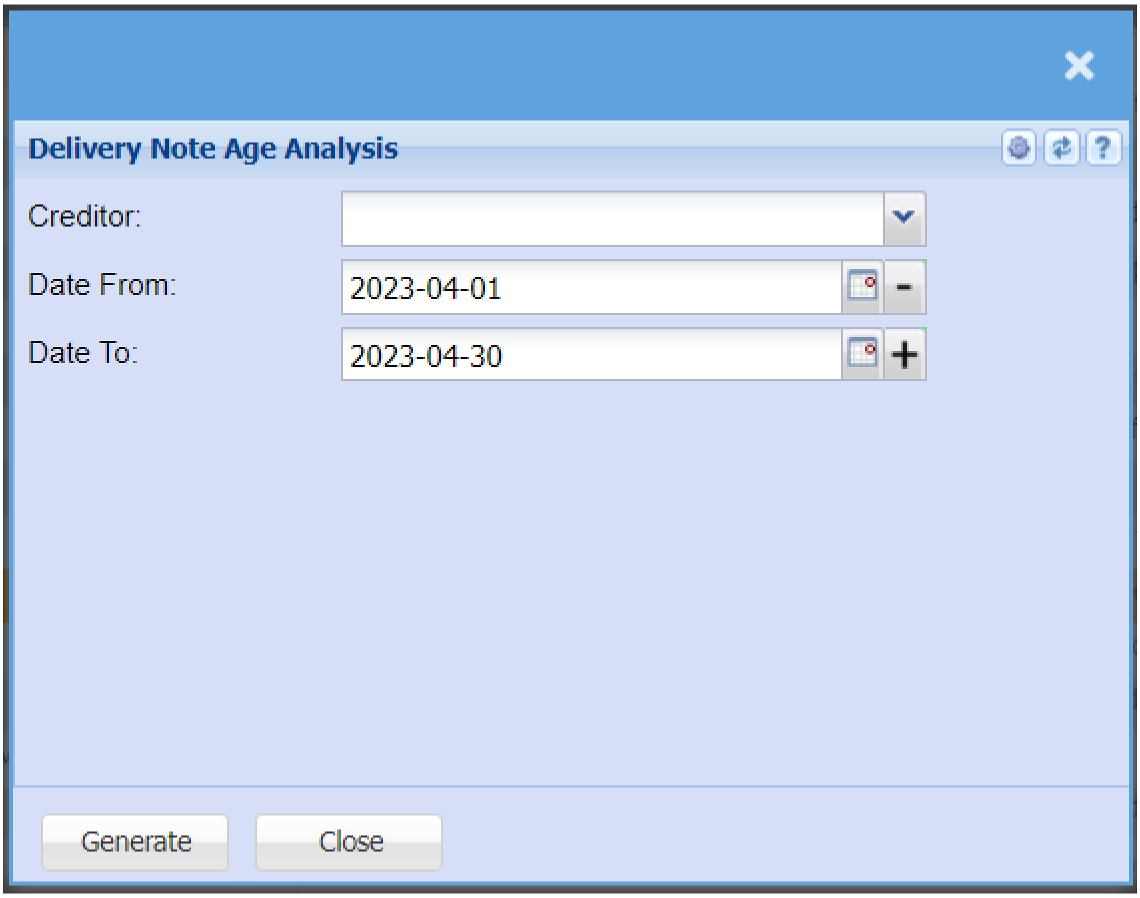


Creditor	Select a creditor/supplier from the drop-down menu that you would like to pull a report for.
Date From / Date To	Choose the date range for which you want to view the report from / Select a date range of when you want to see up to on the report.
Status	If you select all the report will pull all statuses. If you want to view report by status, select the status on the drop-down menu
Sort By	Choose from the drop-down menu how you would like your report sorted, your options are by Date, Document Number, Reference, Action or Debtor.
Generate	Click the "Generate" button to open the report. You will have options to copy, email, or print the report. To view the report in an Excel document, copy the report and paste it into an Excel file.

Delivery Note Age Analysis

Creditors >Reports > Report List

Report displaying the aging of outstanding Delivery Notes for a selected client.

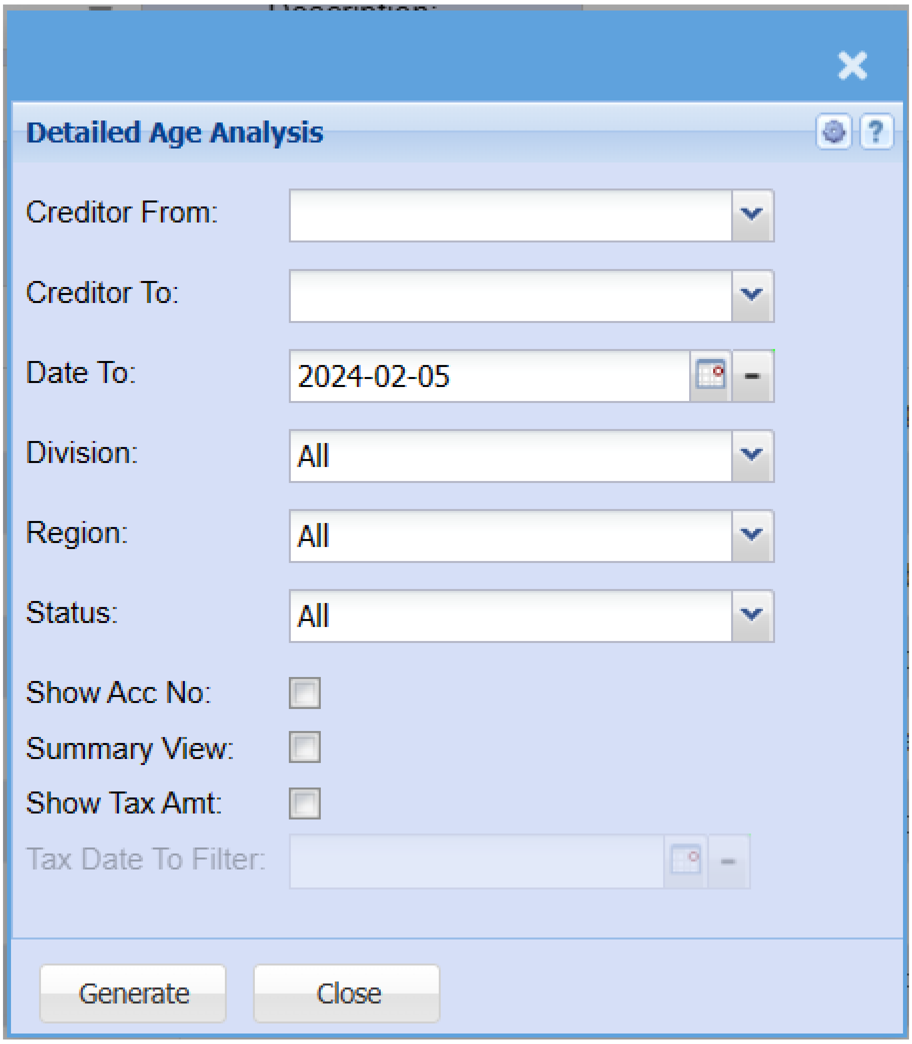


Creditor	Select a creditor/supplier from the drop-down menu that you would like to pull a report for.
Date From / Date To	Choose the date range for which you want to view the report from / Select a date range of when you want to see up to on the report.
Generate	Click the "Generate" button to open the report. You will have options to copy, email, or print the report. To view the report in an Excel document, copy the report and paste it into an Excel file.
Close	Click Close to close the report

Detailed Age Analysis

Creditors >Reports > Report List

Shows the detail of unallocated transactions of Creditors in a list in detail per document



Creditor From / Creditor To	Select a Suppliers/Creditors you wish to view the report from. Select the Suppliers/Creditors you wish to see up to in the report.
Date To	Limit the report by selecting the date to
Division	If you have set up divisions for your debtors, you can pull the report for all your debtors or you can select a specific Division from the drop-down menu.
Region	You can pull the report for all your debtors, or you can select a specific Region from the drop-down menu if you have set up Regions for your debtors.

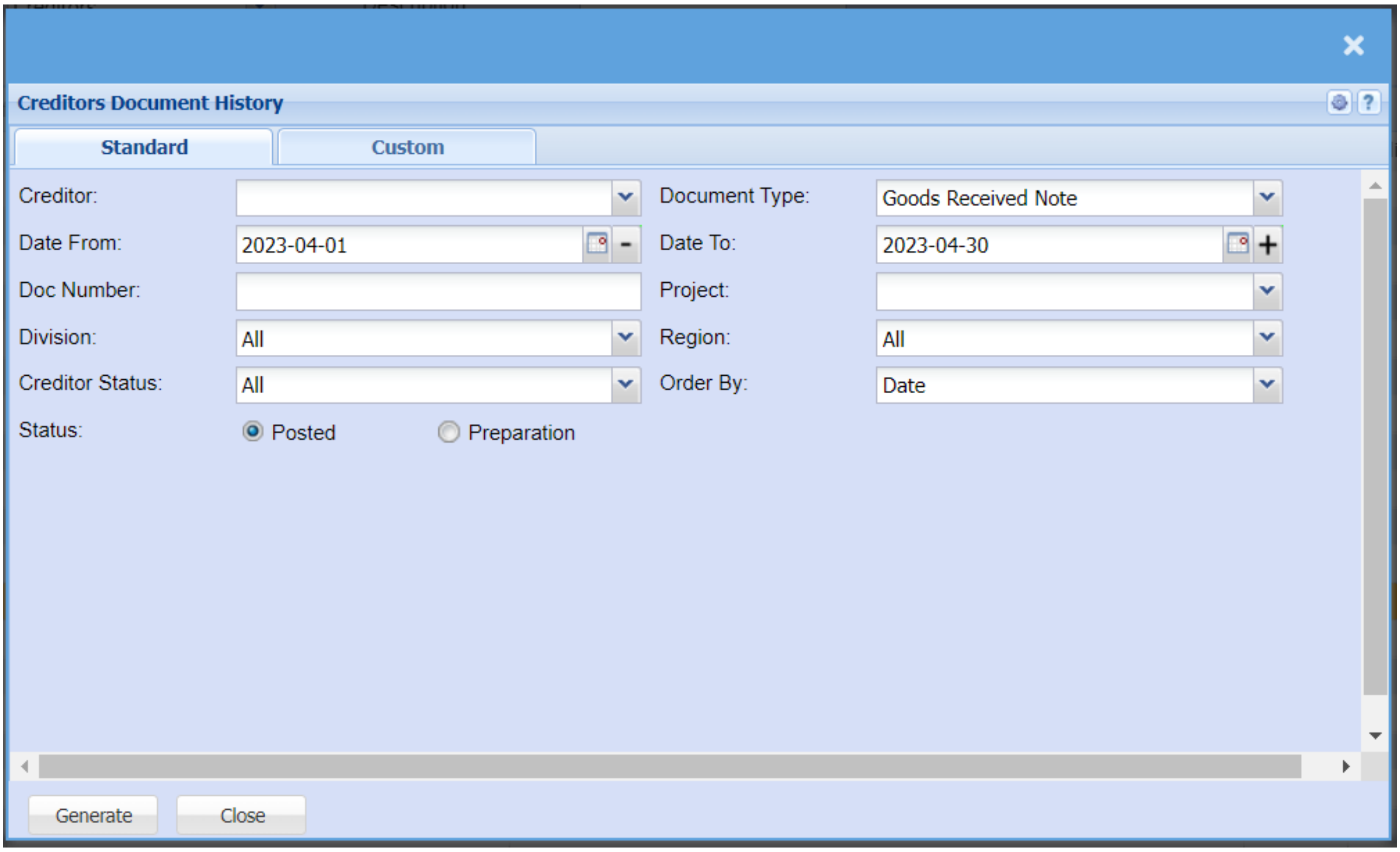
Status	If you select all the report will pull all statuses. If you want to view report by status, select the status on the drop-down menu
Show Acc No.	By ticking Show Acc No. the report will add a column that will have the Creditors account number.
Summary View	If you put the tick on the report will only pull limited information
Show Tax Amt	If you put the tick on the report will show the tax amount in a separate column.
Tax Date To Filter	If you have ticked show Tax Amt you will be able to select a date to filter up to.
Generate	Click the "Generate" button to open the report. You will have options to copy, email, or print the report. To view the report in an Excel document, copy the report and paste it into an Excel file.

Document History

Creditors >Reports > Report List

Shows a full report of Creditors Documents which have been posted. Report is filtered by Document type and date.

This is a full report of posted documents of a selected creditor



Creditor	Select a creditor/supplier from the drop-down menu that you would like to pull a report for.
Date From / Date To	Choose the date range for which you want to view the report from / Select a date range of when you want to see up to on the report.
Doc number	Enter document number if you know it
Division	If you have set up divisions for your debtors, you can pull the report for all your debtors or you can select a specific Division from the drop-down menu.
Creditor Status	Select the status from the drop-down arrow

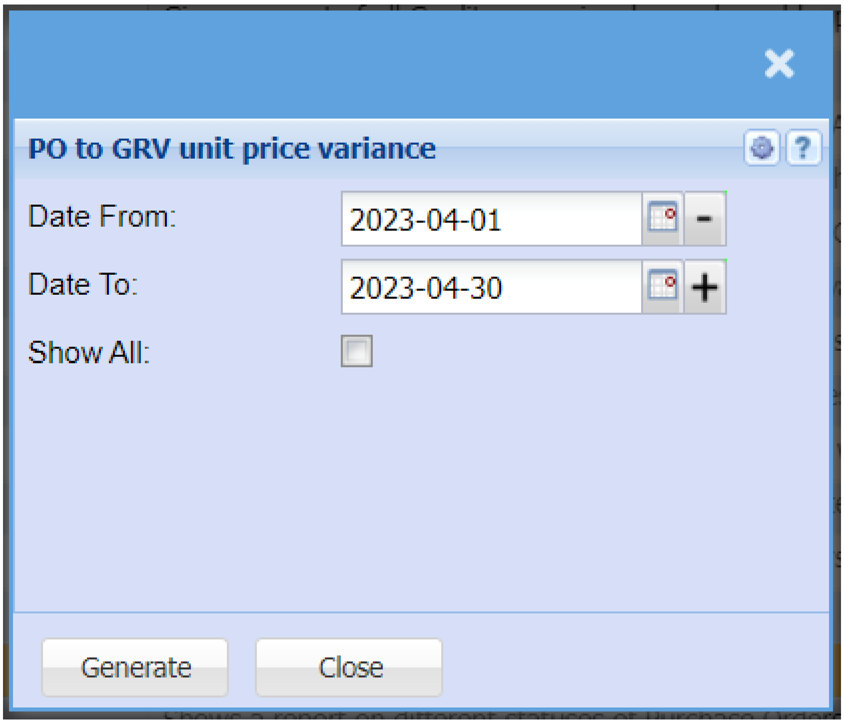
Status	If you select all the report will pull all statuses. If you want to view report by status, select the status on the drop-down menu
Document Type	Select the Document Type from the drop-down menu that you would like to pull document history for. you can select from Goods Received Notes, Stock Return, Purchase Order, Delivery Note or GRV and Stock Return.
Project	If this report is for a specific project, select this project from the drop-down menu.
Region	You can pull the report for all your debtors, or you can select a specific Region from the drop-down menu if you have set up Regions for your Creditor.
Order By	Select how you would like your report to be order by from the drop-down menu, you can choose from Date, Creditors Name, Reference, Doc Number, Description, Currency, Project, tax Total or tax include or exclude.
Generate button	Click the "Generate" button to open the report. You will have options to copy, email, or print the report. To view the report in an Excel document, copy the report and paste it into an Excel file.

Purchase Order to GRV Unit Price Variance

Creditors >Reports > Report List

Purchase Order to GRV unit price variance

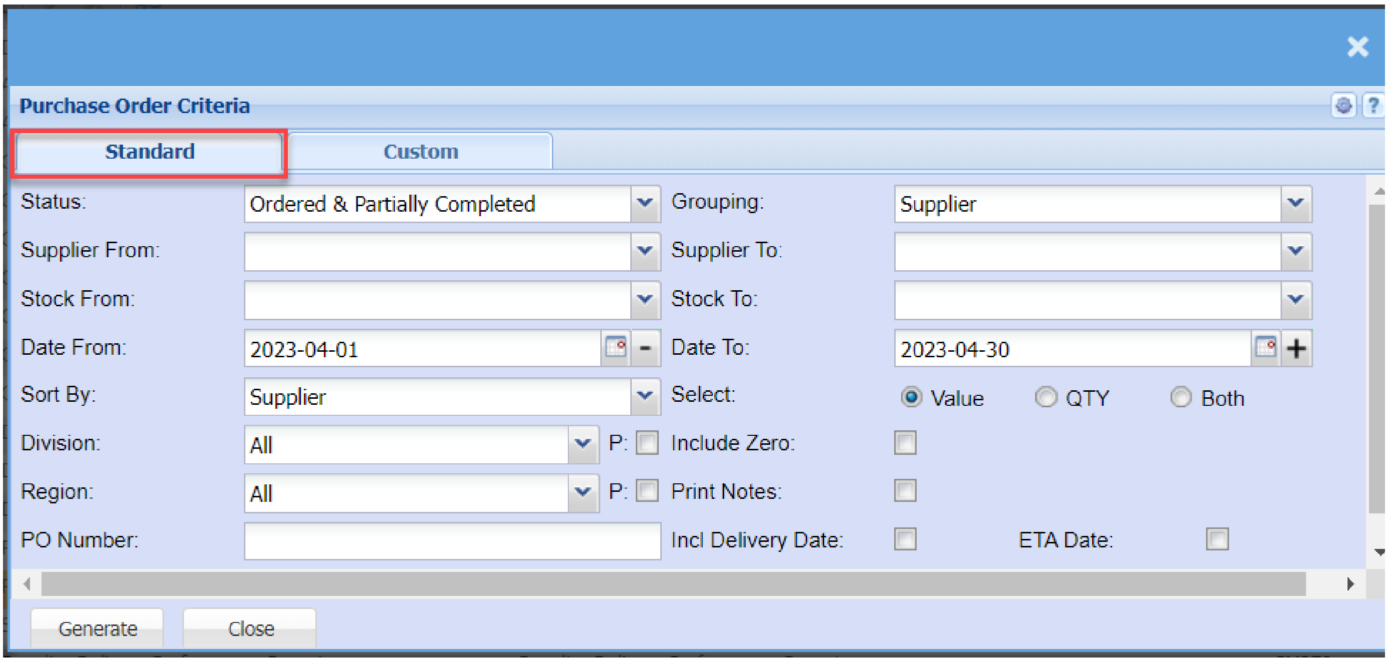
PO to GRV Unit Price Variance Help
The report on purchase order to GRV unit price variance
The user has to select the date from and the date to, to run the report. The system allows the back date



Purchase Orders

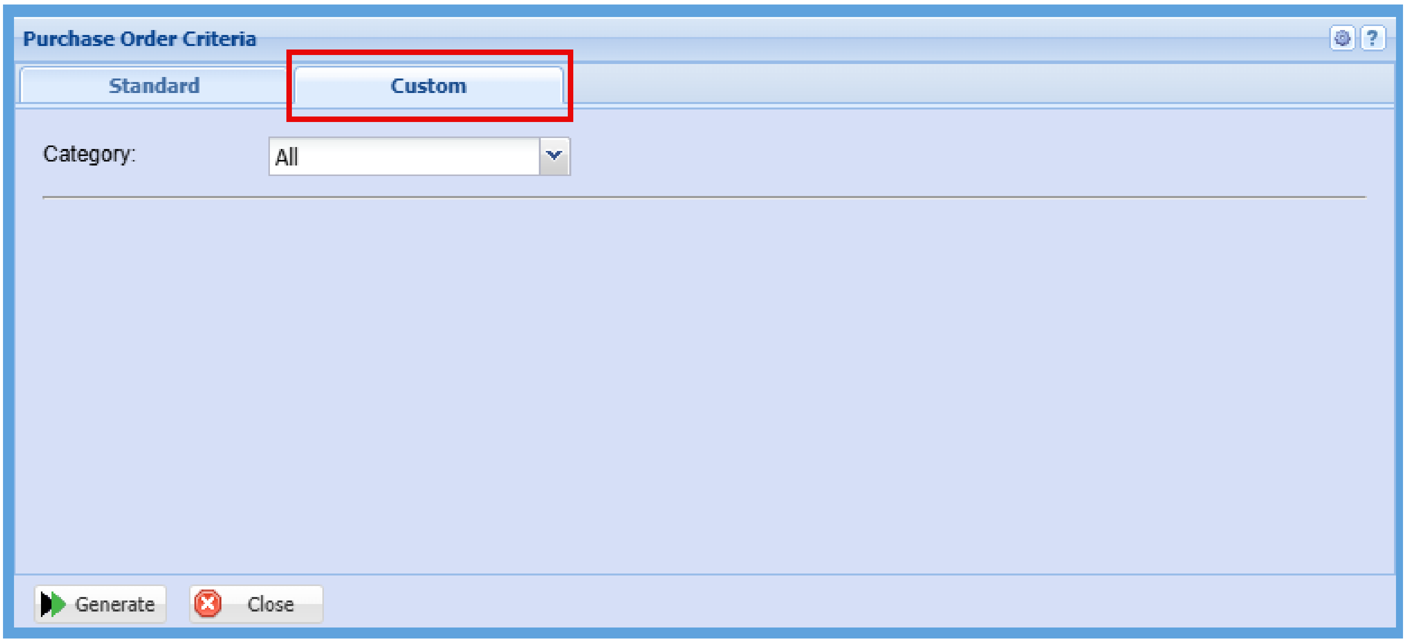
Creditors >Reports > Report List

Shows a report on different statuses of Purchase Orders. This includes what has been ordered, received, processed and balances. The criteria for this can be chosen by Creditors or date and stock.



Status	If you select all the report will pull all statuses. If you want to view report by status, select the status on the drop-down menu, some choices are Closed, Created, Authorised, Ordered, Completed etc.
Supplier From / Supplier To	Select a Suppliers/Creditors you wish to view the report from. Select the Suppliers/Creditors you wish to see up to in the report.
Stock From / Stock To	Select Stock from and Stock to fields from the drop-down menus to limit what will be displayed on the report.
Date From / Date To	Choose the date range for which you want to view the report from / Select a date range of when you want to see up to on the report.
Sort By	Choose from the drop-down menu how you would like your report sorted, your options are by Supplier, Purchase Order Number, Date
Division	If you have set up divisions for your debtors, you can pull the report for all your debtors or you can select a specific Division from the drop-down menu.

Region	You can pull the report for all your debtors, or you can select a specific Region from the drop-down menu if you have set up Regions for your debtors.
PO Number	Add the Purchase Order number if you know it
Grouping	Select a group you want to have your report reflect, you can have Suppliers, Stock Items, Transaction Dates on None.
Select	Select whether you want your report to reflect the Value, Quantity or both
Include Zero	By ticking this box, your report will include Zero balance purchase orders.
Print Notes	By ticking this box, the report will have an extra column with the Notes against the purchase orders if they have not.
Incl Delivery Date	By ticking this box, the report will have an extra column with the Delivery Dates
ETA Date	By ticking this box, the report will have an extra column with the ETA

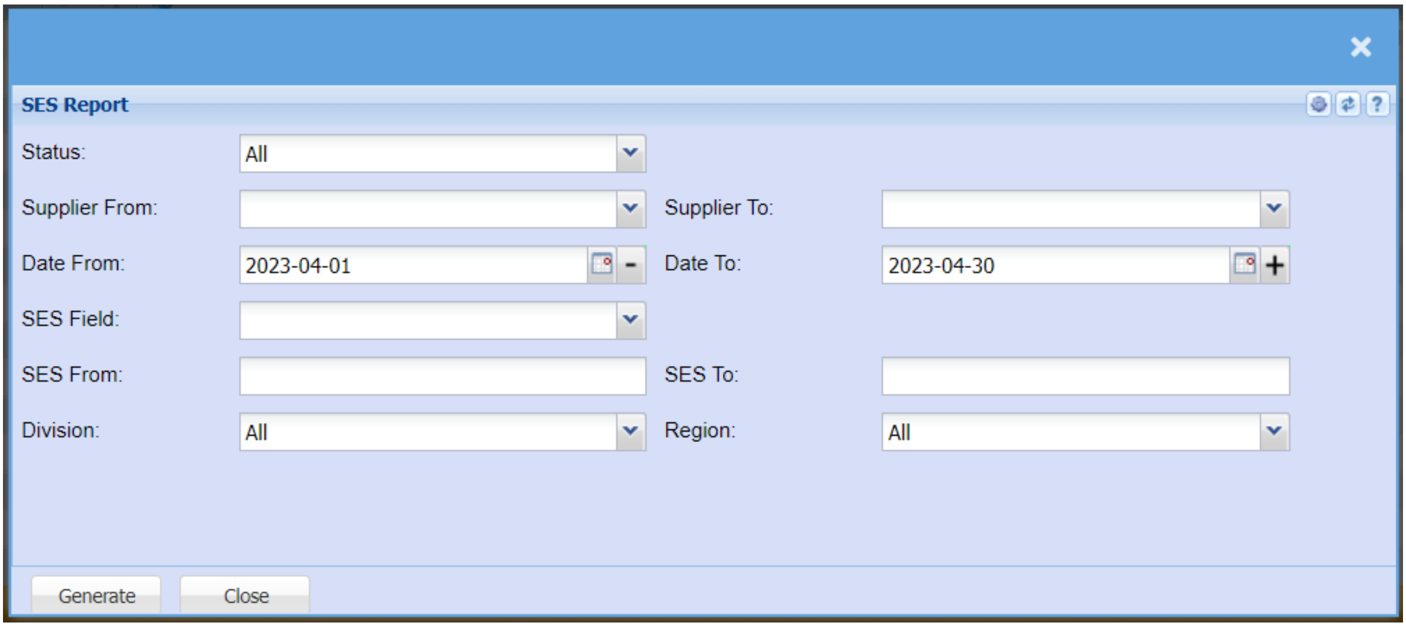


Category	To generate the report, the user has to select the category from the drop-down menu. These custom fields can be created in the Configuration module to filter the report.

Creditors Report List Menu

SES Report

Creditors >Reports > Report List

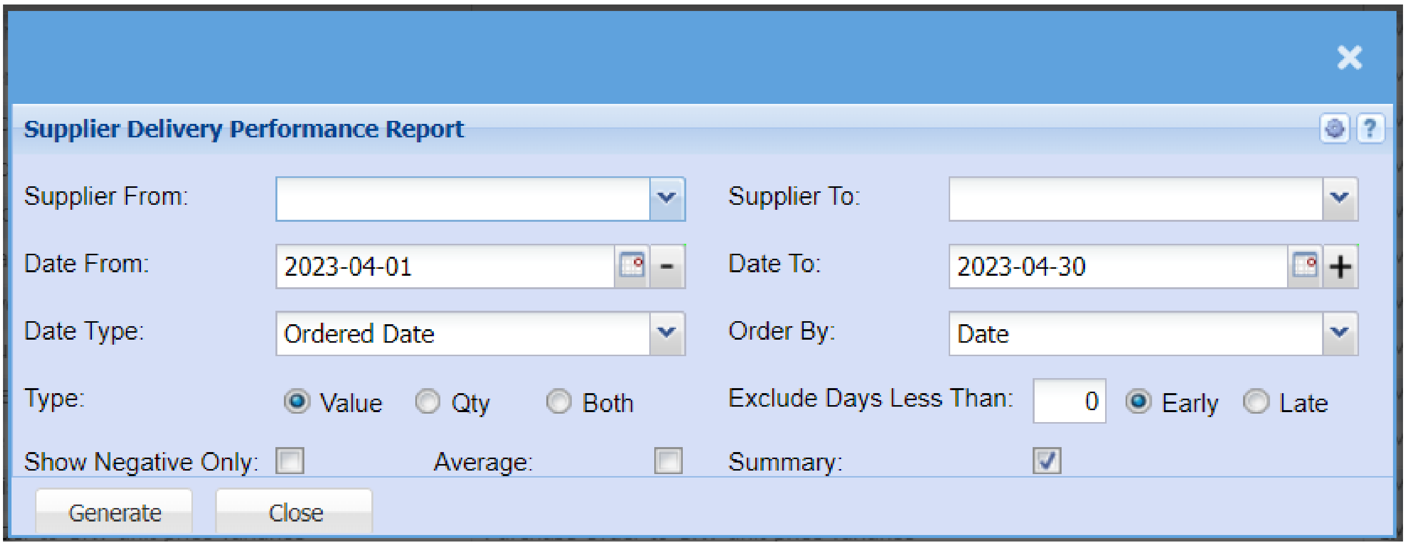


Status	If you select all the report will pull all statuses. If you want to view report by status, select the status on the drop-down menu, some choices are Closed, Created, Authorised, Ordered, Completed etc.
Supplier From / Supplier To	Select a Suppliers/Creditors you wish to view the report from. Select the Suppliers/Creditors you wish to see up to in the report.
Date From / Date To	Choose the date range for which you want to view the report from / Select a date range of when you want to see up to on the report.
SES Field	
SES From / SES To	
Division	If you have set up divisions for your debtors, you can pull the report for all your debtors or you can select a specific Division from the drop-down menu.
Region	You can pull the report for all your debtors, or you can select a specific Region from the drop-down menu if you have set up Regions for your debtors.
Generate	Click the "Generate" button to open the report. You will have options to copy, email, or print the report. To view the report in an Excel document, copy the report and paste it into an Excel file.

Creditors Report List Menu

Supplier Delivery Performance Report

Creditors >Reports > Report List



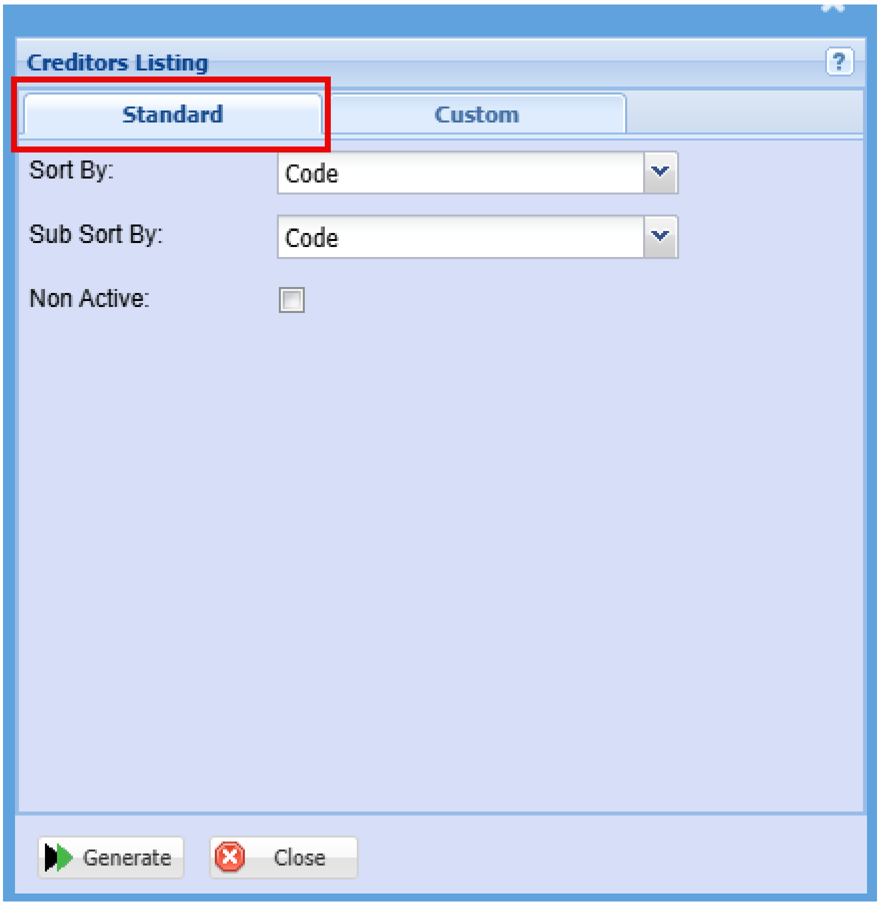
Supplier From / Supplier Tp	Select a Suppliers/Creditors you wish to view the report from. Select the Suppliers/Creditors you wish to see up to in the report.
Date From / Date To	Choose the date range for which you want to view the report from / Select a date range of when you want to see up to on the report.
Date Type	Select the date you would like your report to reflect, your options are Ordered Date, PO Date, Delivery date or GRV Date.
Type	Select if you would like a report for Value, Quantity or both.
Order By	Select from the drop-down menu how you would like your report ordered by Date or Document Number
Exclude Days Less Than	Select the number of days less than the Delivery date from a supplier
Early / Late	Select if you are wanting a report for Early or Late deliveries
Show Negative Only Tick	Tick the box if you would like to have a report with Negative Values only.
Average Tick	If you put the tick on the report will add a column that will show the supplier average

Summary	If you put the tick on the report will only pull limited information
Generate	Click the "Generate" button to open the report. You will have options to copy, email, or print the report. To view the report in an Excel document, copy the report and paste it into an Excel file.

Supplier Listing

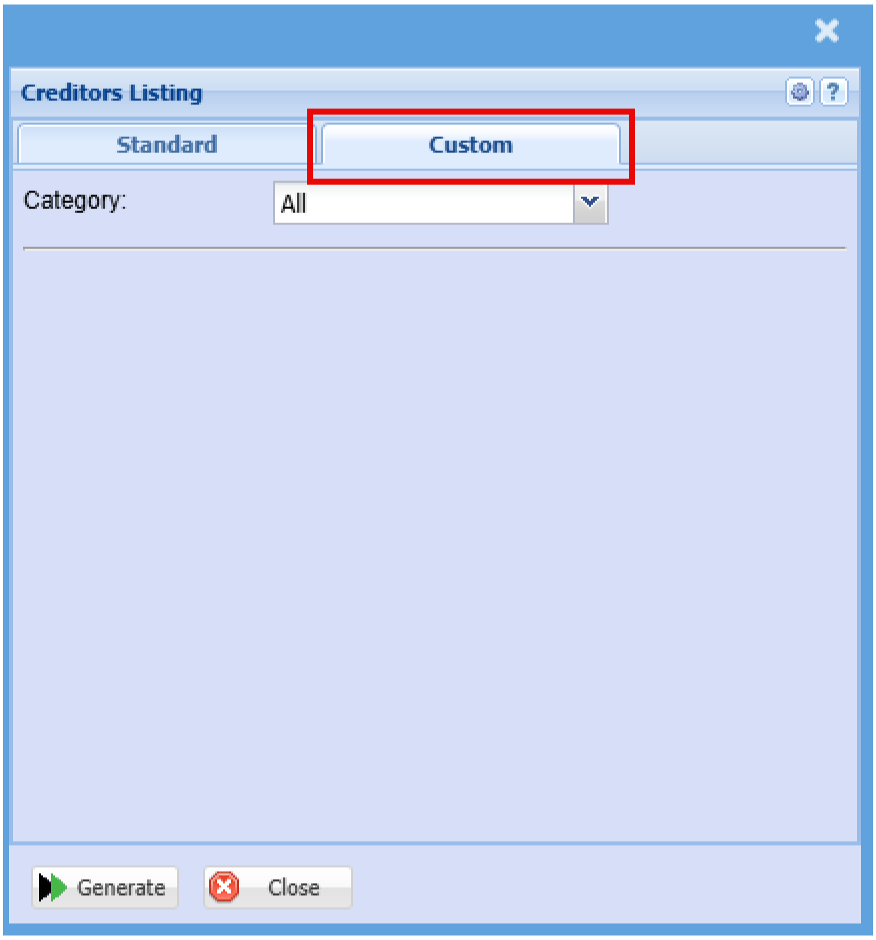
Creditors >Reports > Report List

Report on all Creditors which have being added to the Creditors Setup. Custom Fields can also be us... Report that compiles a list of creditors added onto the system



Sort By	Choose from the drop-down menu how you would like your report sorted, your options are by Code, Name or Contact person
Sub Sort By	Sub Sort the report by selecting one option from the drop-down menu allows the user to pull a report with a secondary criteria that will be sorted by either, Code, Name or Contact person
Non-Active Tick	Tick the box in order to include non-active suppliers on the report

Generate	Click the "Generate" button to open the report. You will have options to copy, email, or print the report. To view the report in an Excel document, copy the report and paste it into an Excel file.



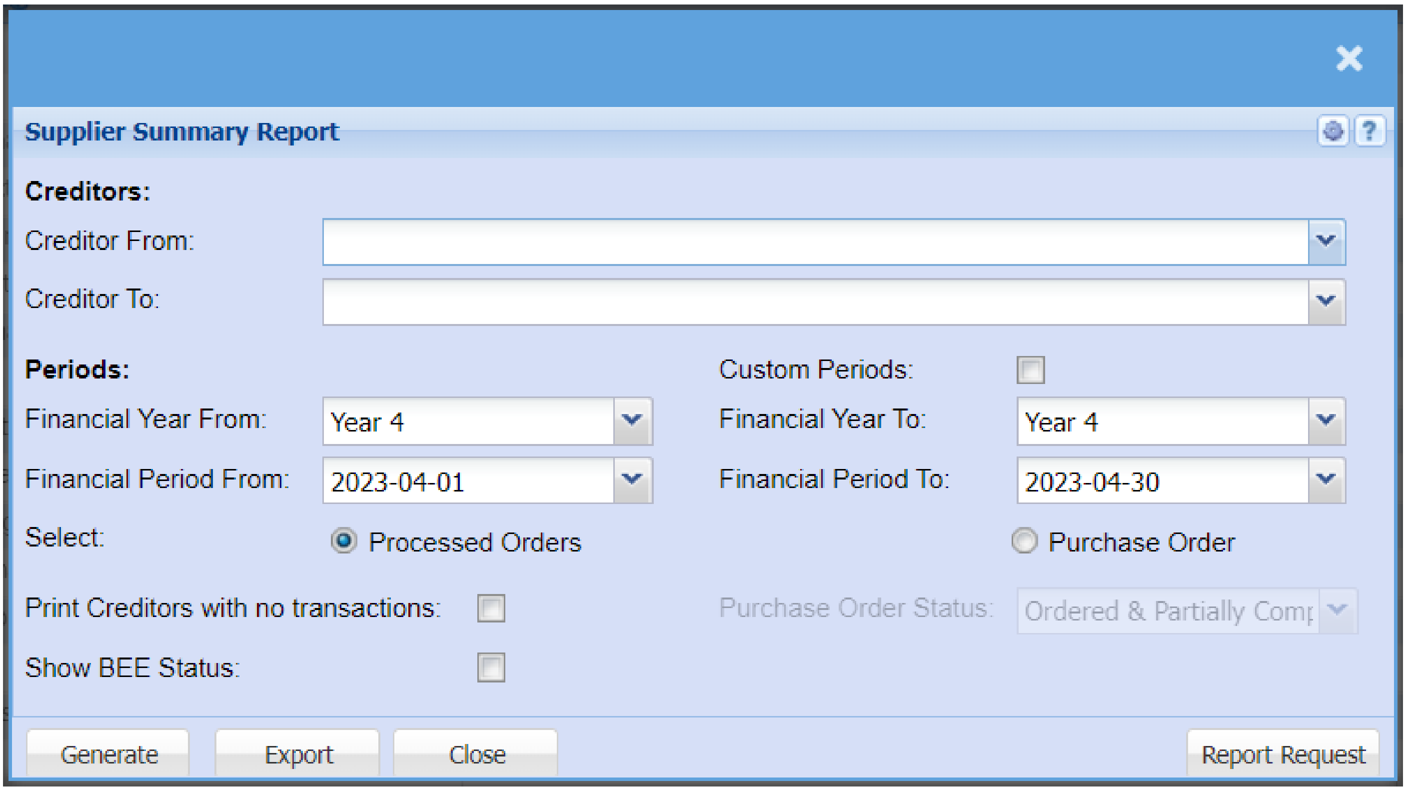
Category	To generate the report, the user has to select the category from the drop-down menu. These custom fields can be created in the Configuration module to filter the report.

Creditors Report List Menu

Supplier Summary Report

Creditors >Reports > Report List

This report shows GRVs, less Stock return notes per Creditor. The information is spread over the number of financial months indicated within the criteria given in a table form.



Creditors	Select a creditor/supplier from the drop-down menu that you would like to pull a report for.
Financial Year From / Financial Year To	Select the financial year from and year and to year, to run the report for
Financial Period From / Financial Period To	Select the Financial Period from Dates to and from, to run the report for
Select	Select the report type from the radio buttons Processed Orders – GRVs less Stock Return Note and Creditor Transactions marked as Purchases. Purchase Orders
Print Creditors with no Transactions	Allows the report to print creditors with no transactions
Show BEE Status	Activated two columns for BEE Level and BEE Expiry Date
Custom Periods	Here you can select a random date to pull this report for that does not have to be a financial year.

Purchase Order Status	Select the status from the drop down as specified except for, Purchase Order Book
Generate	Click the "Generate" button to open the report. You will have options to copy, email, or print the report. To view the report in an Excel document, copy the report and paste it into an Excel file.
Export	This allows you to export the report to an Excel file
Report Request	

Purchase Order Book

Includes the following;

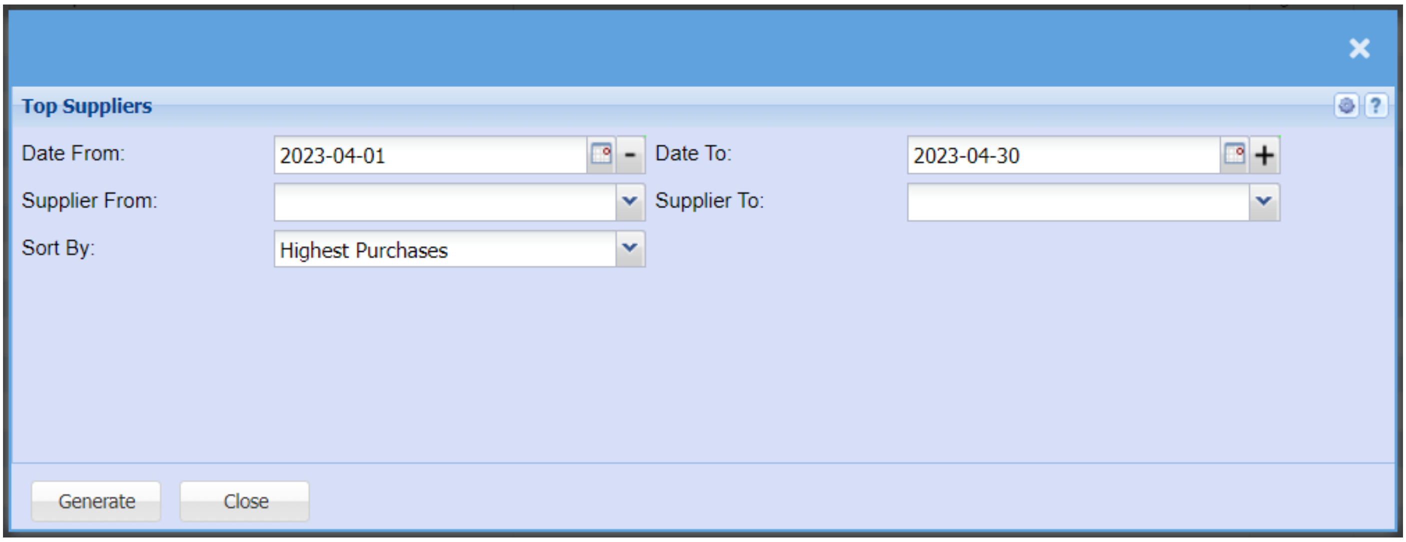
1	Ordered
2	Partially Completed
3	Completed
4	Closed

Purchase Order Book plus Authorized status
Includes the following;

1	Ordered
2	Partially Completed
3	Completed
4	Closed
5	Authorized

Top Suppliers

Creditors >Reports > Report List



Date From / Date To	Choose the date range for which you want to view the report from / Select a date range of when you want to see up to on the report.
Supplier From / Supplier To	Add in your Supplier from
Sort By	Choose from the drop-down menu how you would like your report sorted, your options are by Code, Supplier Name, Highest Purchase and Lowest Purchase.
Generate	Click the "Generate" button to open the report. You will have options to copy, email, or print the report. To view the report in an Excel document, copy the report and paste it into an Excel file.

Creditors Report List Menu

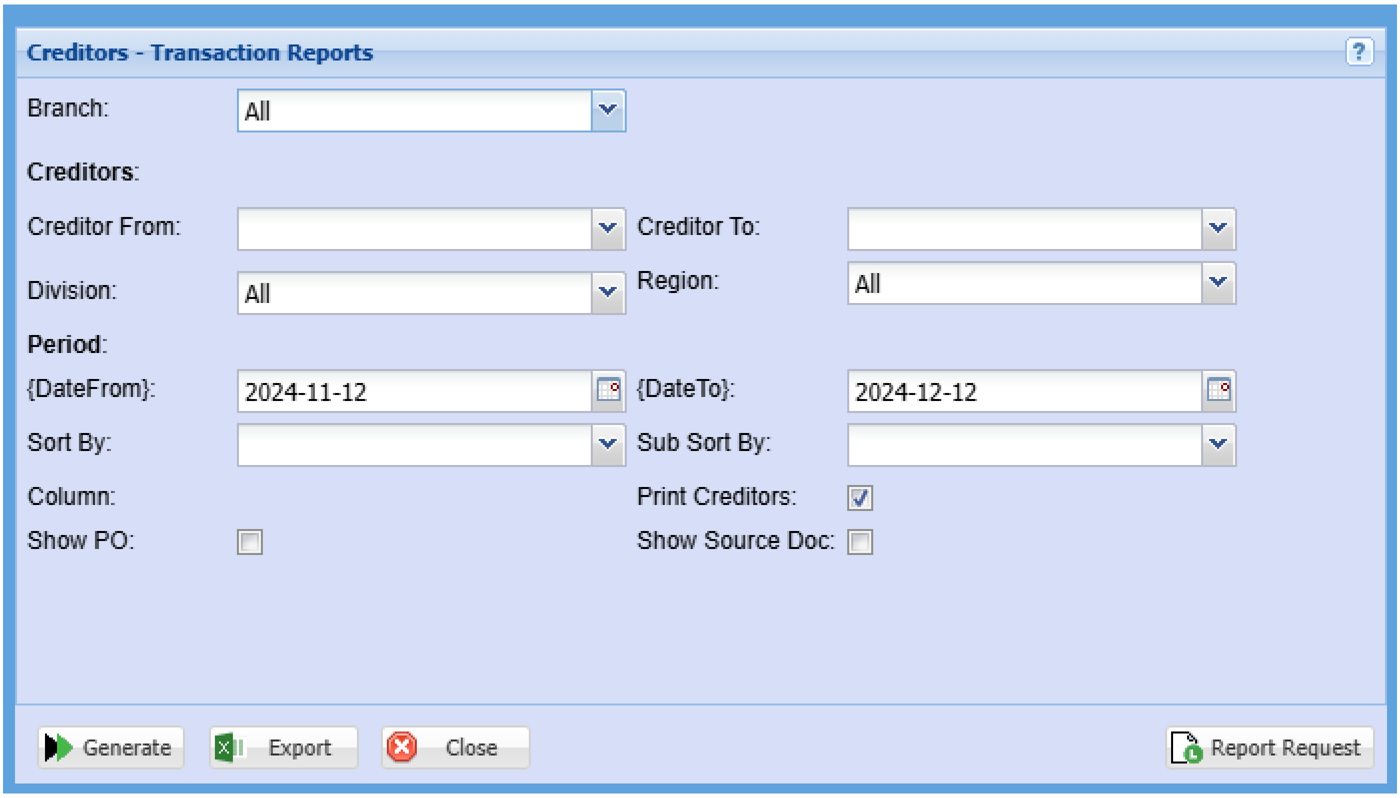
Transactions Report

Creditors >Reports > Report List

Full transactional history of all postings done within Creditors. With the opening and closing balance per creditor and movement between dates specified.

The "Print Creditors" tick is a filter to include creditors that have a closing balance but do not have any transactions within the selected date range that the report is generated for.

Removing this tick will return only creditors that have transactions within the report date range.



Branch	When working with multiple branches this drop-down allows the user to select a specific branch to pull a report for.
Creditor From / Creditor To	Select a Suppliers/Creditors you wish to view the report from. Select the Suppliers/Creditors you wish to see up to in the report.
Division	If you have set up divisions for your debtors, you can pull the report for all your debtors or you can select a specific Division from the drop-down menu.
Region	You can pull the report for all your debtors, or you can select a specific Region from the drop-down menu if you have set up Regions for your debtors.

Date From /Date To	Choose the date range for which you want to view the report from / Select a date range of when you want to see up to on the report.
Sort By	Sub Sort the report by selecting one option from the drop-down menu allows the user to pull a report with a secondary criteria that will be sorted by either, Date, Reference, Description, Debit or Credit.
Sub Sort By	Sub Sort the report by selecting one option from the drop-down menu allows the user to pull a report with a secondary criteria that will be sorted by either, Date, Reference, Description, Debit or Credit.
Show PO Tick	By ticking this box there will be a column added to this report for Purchase Order Numbers
Print Creditors Tick	
Show Source Doc Tick	

Dashboard Display

Report Request