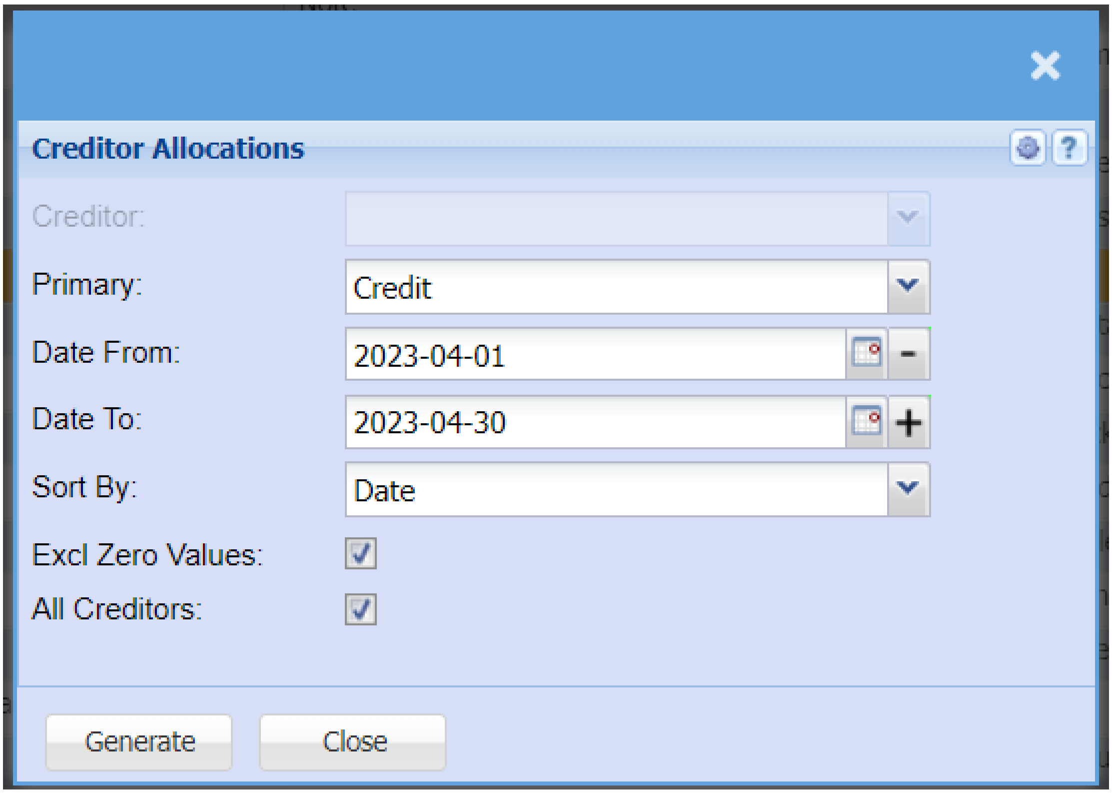
Creditors Allocation Report

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.

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