

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

Creditors Journal Report

Creditor:

All

Date From:

2023-04-01

-

Date To:

2023-04-30

+

Status:

Posted

Sort By:

Date

Generate

Close

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.

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