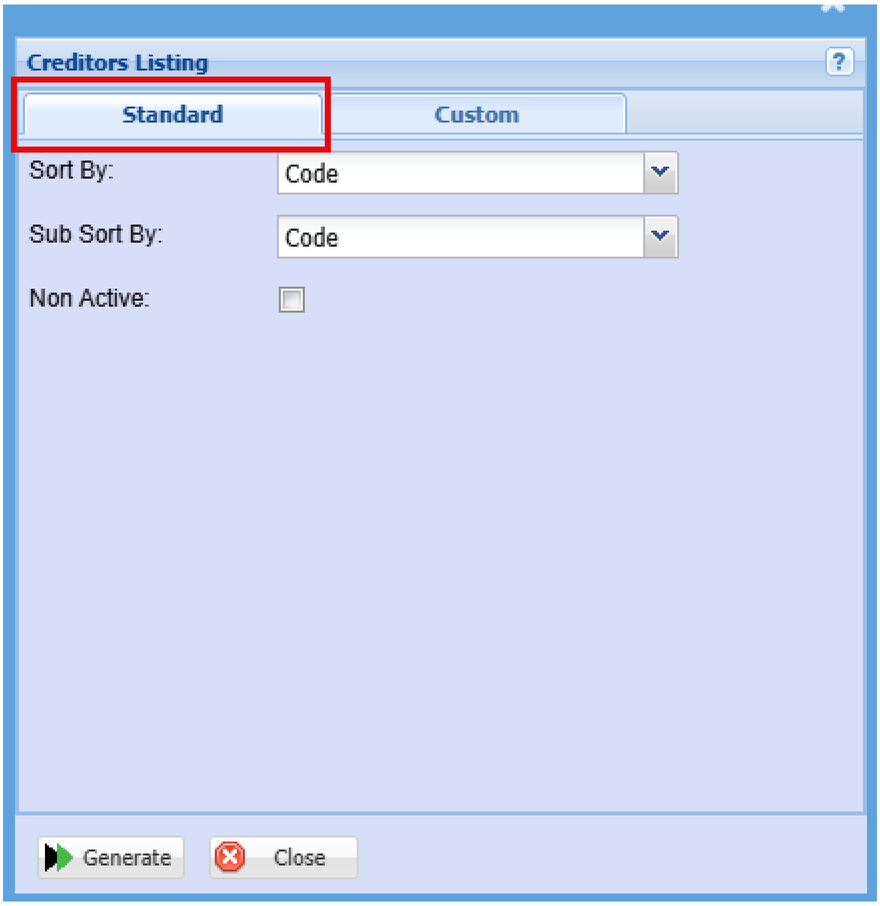
Supplier Listing

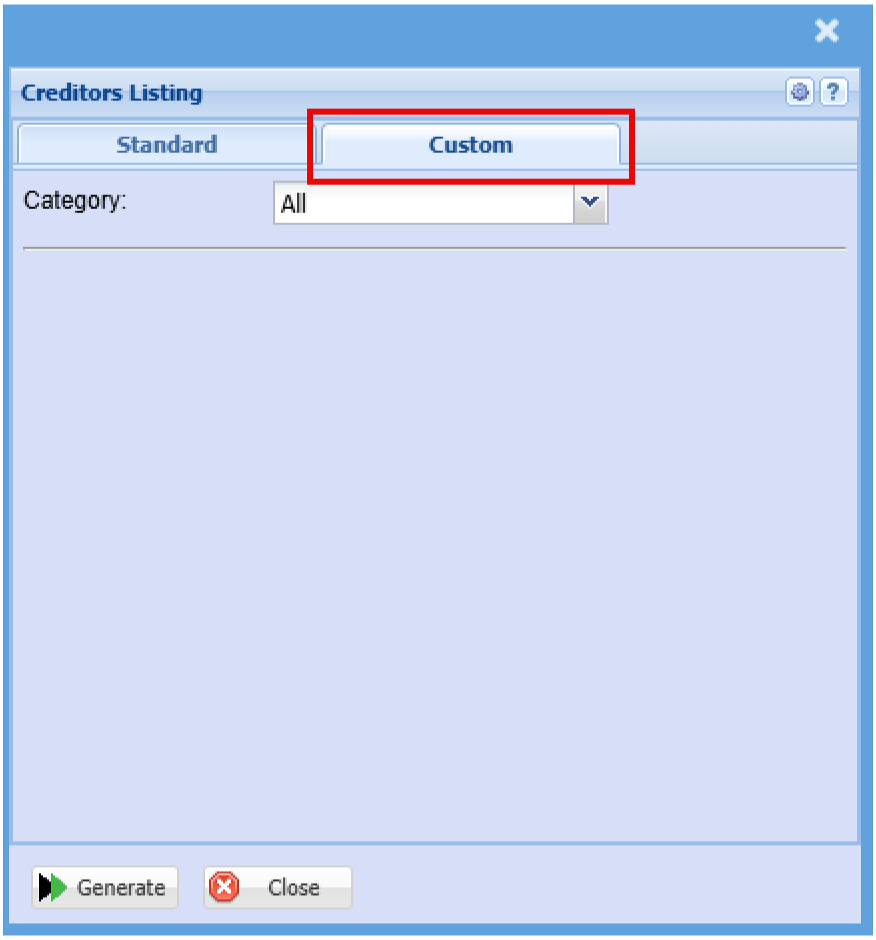
Creditors >Reports > Report List

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.

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