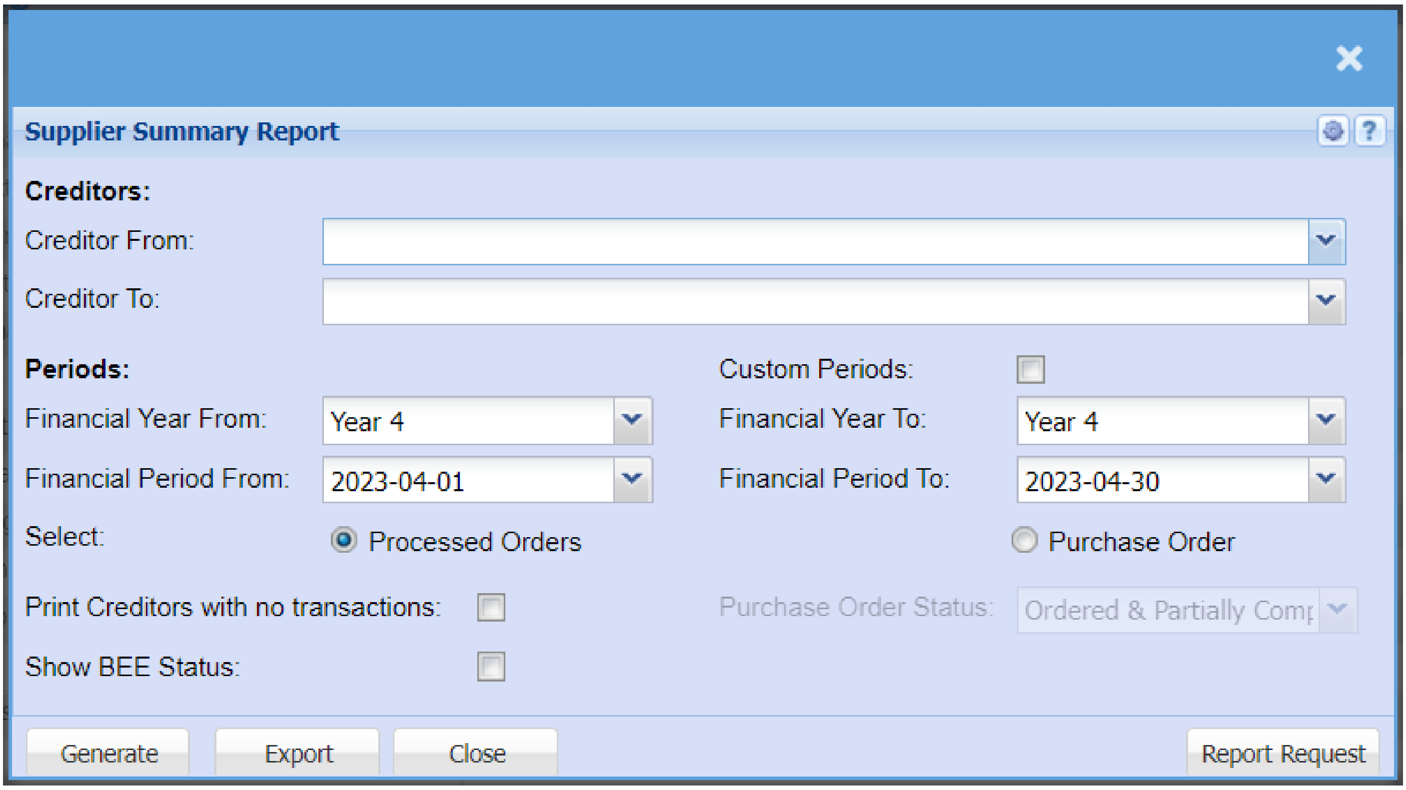
Supplier Summary Report

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

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