Creditor Reporting

Last Modified on 03/11/2025 2:12 pm AEST

The following article contains information regarding creditor/contractor reports. These reports can help you view creditor activity at a local or global level across your portfolio.

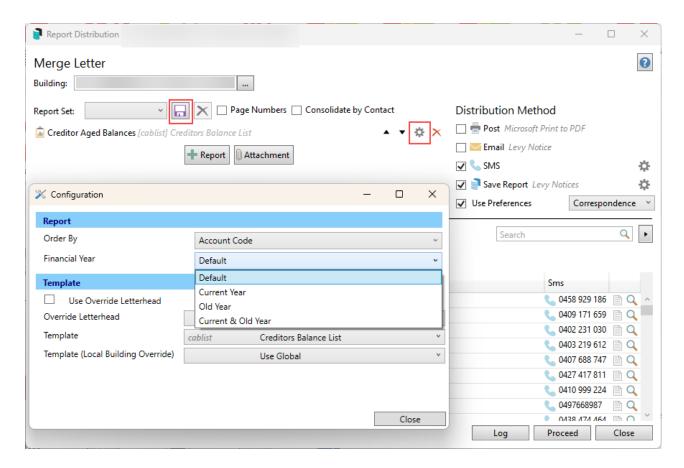
You will also find more payment reports in our Payment Reporting article.

The instructions below relate to v5.6.142 and use Report Distribution (which can be toggled on/off for Preview Features).

Creditors Aged Balances

The *Creditor Aged Balances* report provides the ageing balance for a creditor account. It can be produced from the current year, with options to include the old year, the current year, or both.

- 1. Search or select Report Set.
- 2. Search or select the Creditor Aged Balance report.
- 3. Click the cogwheel, review the Order By and Financial Year settings, and determine whether the template should include the phone numbers.
- 4. Click Close once set.
- 5. This can be saved as a report set with further reports by clicking+Report button and adding further reports. Once all reports are available, click the Save icon. Enter a Report Set name and click OK.
- 6. To run this across multiple buildings, use the Building selector area and tag the buildings.
- 7. The default recipient will be the internal user.
- 8. Drop the recipient type if required, and select the appropriate type. If for sending to a recipient, tag this contact and click *Proceed* to preview.
- In the preview window, click *Proceed* to finalise the distribution, click the save icon to save the
 report to a file location, click the email icon to use *Communications*, or click the DocMax icon to
 save to *DocMax*.



Example:

Page 1	Creditor Aged Ba	Creditor Aged Balances Report aged to 31/1/2025						oct 2025
A/c No Name	Telephone	Balance	Current	30 Days	60 Days	90 Days	90+ Days	Last Activity
08200003		7,108.00	0.00	0.00	0.00	0.00	0.00	20/08/25
08200839		7,926.00	0.00	0.00	0.00	0.00	0.00	02/10/25
08206698		64.93	0.00	0.00	0.00	0.00	0.00	02/10/25
08207046	134290566	645.54	0.00	0.00	0.00	0.00	0.00	02/10/25
08291336	886126198	2,444.55	0.00	0.00	0.00	0.00	0.00	12/02/25
08292470	915617156	-49,398.38	0.00	0.00	0.00	0.00	0.00	14/10/25
08292998	515052505	561.00	0.00	0.00	0.00	0.00	0.00	30/05/25
08293977	453267821	415.25	0.00	0.00	0.00	0.00	415.25	26/06/25

Creditors Info List

This report contains the creditor contacts available in *Creditor Maintenance*, which uses two templates; each includes additional fields of information. The *Creditors Info List* is also available in the *Master Chart*, where all or selected creditors will report.

- 1. Search or select Report Set.
- 2. Search or select the Creditor Info List.
- 3. Click the cogwheel, review the order, tick if Hidden Creditors should be included, and if a specific industry type is required. Review the template which included both the Creditor Info List or Creditors Master List (examples shown below).
- 4. Click Close once set.
- 5. This can be saved as a report set with further reports by clicking the+Report button and adding further reports. Once all reports are available, click the Save icon. Enter a Report Set name and click

OK.

- 6. To run this across multiple buildings, use the *Building* selector area and tag the buildings.
- 7. The default recipient will be the internal user.
- 8. Drop the recipient type if required, and select the appropriate type. If for sending to a recipient, tag this contact and click *Proceed* to preview.
- 9. In the preview window, click *Proceed* to finalise the distribution, click the save icon to save the report to a file location, click the email icon to use *Communications*, or click the DocMax icon to save to *DocMax*.

Example: Creditors Info List

Creditors Info List							
A/c No and Name	Address	Info		Contacts			
08200003 Australian Tax Office							
Eft 093-003 316385			Е	admin@ato.com			
08200006	331 Keshaun Square		Н	251025026			
Dr. Aurelie Yadira Corkery IV	Terrytown Romania		М	172741514			
Eft 124-035 50918663	Romania	ABN 44 093 456 154		ilene@hickle.us			
08200026 Renee Creditor	werwer						
Eft 184-446 25636699		ABN 75 105 998 473					
08200083 Quinton Klocko DVM	864 Rebecca Drives New Julianaburgh Sweden						
BPay	5.11040.1	ABN 33 071 052 287					
0820018\(\sigma\) Dr. Herman Ortiz DDS	592 Amely Meadow East Lazaro United States Virgin Islands		Н	572781142			
Eft 084-917 689753008	Tigin lolando	ABN 99 658 147 534	E	ansel_gottlieb@harveyschimmel.inf			
08200294 Elouise Swaniawski	7420 Christiansen Rue West Ladarius Antarctica (the territory South of	60 de	Н	657337440			
Eft 014-209 482445971		ABN 57 465 367 955	Е	nedra.graham@hartmann.co.u			

Example: Creditors Master List

Page 1	Creditors Master List					
	-	-	-			
Code	Reference Name	P Busir	Telephone ness Mobile	Workers Comp Policy No.	Prof. Indemnity Policy No.	
08200003		Eft				
08200006		Eft	172741514			
08200026		Eft				
08200083		BPay				
08200189		Eft				
08200294		Eft				
08200351		Eft	605664990			
08200400		Eft				
08200423		Eft				
08200532		Eft				
08200559		Eft	818104597			
08200839		Eft	849708435			
08200882		BPay				
08200884		Cheque				
08200959		Eft				
08201132		Eft	125234830			
08201287		Eft	950486576			

Creditor Activity Report

The Creditor Activity Report details the invoice date, creditor account, name, amount, expense code, expense name, details, ref num (D0 reference), invoice number, and whether the invoice is paid.

This report is also available for uploading to the Portal and can be configured from *Creditors Management* (cogwheel icon) to show the number of invoice days.

- 1. Search or select Report Set.
- 2. Click the cogwheel to set the invoice days, and check the *Excluding Hidden Transactions* tickbox.
- 3. Click Close once set.
- 4. This can be saved as a report set with additional reports by clicking the+Report button and adding them. Once all reports are available, click the Save icon. Enter a Report Set name and click OK.
- 5. To run this across multiple buildings, use the *Building* selector area and tag the buildings.
- 6. The default recipient will be the internal user.
- 7. Drop the recipient type if required, and select the appropriate type. If for sending to a recipient, tag this contact and click *Proceed* to preview.
- 8. In the preview window, click *Proceed* to finalise the distribution, click the save icon to save the report to a file location, click the email icon to use *Communications*, or click the DocMax icon to save to *DocMax*.

Example:

			Invoice	Activity Repo	ort		06/07/2025 to	03/11/2025
DIAMONDS FOREVER - KEEP CTS 1563								
Date	Creditor A/o	Creditor Name	Amount Expense A/c	Expense Name	Details	Ref Num	Invoice No	Paid?
		Invoices Processed and On Hold	-					
18/09/2025	08200114	Verner Fisher	395.00 13105	Cleaning	Glass Cleaning	D0000002	00049220	On Hold
		Total Processed and On Hold	395.00					
		Invoices Processed and Unpaid						
18/09/2025	08200014	A & E Gardening And Maint	100.00 13405	Electrical Repairs	Emerg. Lights	D0000001	00004400	Unpaid
		Total Processed and Unpaid	100.00	-				-

Creditors Balance Report

This report contains the balance of a creditor which can be set for the Current Year, Old Year or a combination of both.

- 1. Search or select Report Set.
- 2. Click the cogwheel, review the Financial Year settings, and determine which template.
- 3. Click Close once set.
- 4. This can be saved as a report set with additional reports by clicking the **Report* button and adding them. Once all reports are available, click the **Save* icon. Enter a **Report Set* name and click OK.
- 5. To run this across multiple buildings, use the Building selector area and tag the buildings.
- 6. The default recipient will be the internal user.
- 7. Drop the recipient type if required, and select the appropriate type. If for sending to a recipient, tag this contact and click *Proceed* to preview.
- 8. In the preview window, click *Proceed* to finalise the distribution, click the save icon to save the report to a file location, click the email icon to use *Communications*, or click the DocMax icon to save to *DocMax*.

Example:



CREDITORS BALANCE REPORT

AS AT 31 JANUARY 2025

Account No	Name	<u>Amount</u>
08200001	Brianne Ledner	-114.00
08200002	Lawson Bode	-66,891.50
08200003	Australian Taxation Office	13,511.00
08200005	Aiyana Oberbrunner I	-3,462.00
08200006	Elvie Lubowitz	-1,228.00
08200010	Brett Von	-661.00
08200011	Elbert Stamm	-50.00
08200012	Aileen O'conner	-15,679.67
08200013	Dr. Theo Kling	-484.06
08200015	Eladio Hoeger	-150.00
08200016	Art Buckridge	-738.00
08200017	Margarette Rath	-10.00
08200018	Malachi Ward	-50.00
08200019	Annabelle Ankunding	-346.00
08200020	Bud Torphy	-50.00
08200021	Leonardo Stanton	-6,448.00
08200022	Miss Zena Antonetta Bartell Ph	-17.09
08200024	Robb Mraz	-510.00
08200028	Dr. Harmon Hudson Phd	-1,690.00
08200031	Dr. Dianna Jarrett Heaney Md	-1.00