

Creditor Reporting

Last Modified on 20/06/2025 2:00 pm AEST

The following article contains information regarding creditor/contractor reports. These reports can be useful to refer to for creditor activity on a per property basis or globally across your portfolio.

You will also find more payment reports in our [Payment Reporting article](#).

Creditors Aged Balances

The *Creditor Aged Balances* report will provide the ageing balance of a creditor account. It can be produced for the current selected building, in the current year.

1. Search or select ***Creditors Aged Balances***.
2. Set the output method; *Screen, Printer or Excel*.
3. Select either the *Creditor Code Order* or *Creditor Description Order* radio button to determine the sort order of the creditors.
4. Choose a date from the *Aged to Date* to update the column in which the balances report (i.e. Invoice date - 15/01/23 is current until 14/02/23 when it moves to 30 days as is now 30 days old).
 - The date is not for back dating of balances - see below.
5. There are two templates to choose from; one with and one without the creditor's phone number.
6. Click the *Print* button.

If this report needs to be produced for the **old year**, then you can do so by selecting the building's old year, then producing ***Financial Statements*** with the 'Creditors Balance Report' box ticked under the *Report Settings* section on the left.

To produce this report for multiple/all buildings, for a current year a ***Report Set*** can be setup for 'Creditors Balance Report' (this report can only be produced for the current year), however a 'Creditors Balance Report' can be produced for either current or old year.

Creditors Info List

This report contains the creditor information that is available within ***Creditor Maintenance***. The ***Creditors Info List*** is also available in the ***Master Chart***, where all or selected creditors will report.

The **Creditors Info List** screen utilises the **Report Distribution** interface with all the same buttons, icons and features - with a few tweaks where appropriate. Please refer to the [Report Distribution article](#) to learn more about this screen in more depth.

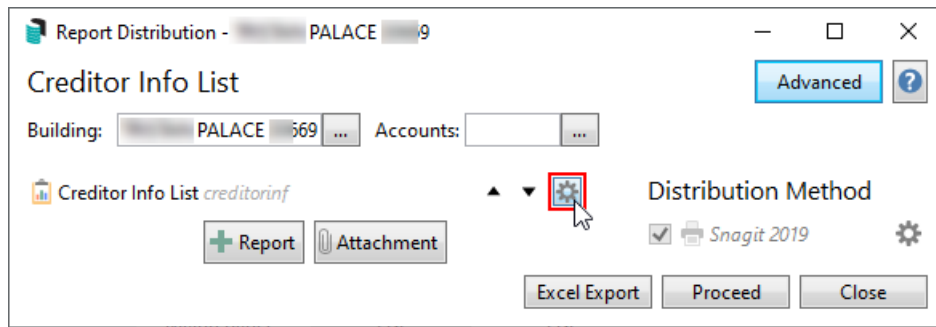
- Account code (08200...).
- Name.
- Payment method and details.
- Address details.
- ABN.
- Insurance details (workers comp policy number and professional indemnity policy details).
- Contact info (phone and email).
- Licensing.
- Contractor industry.

Page 1			
Creditors Info List			
TRISTAN PALACE CTS 987654			
A/c No and Name	Address	Info	Contacts
08200762 #Hillsea Real Estate	Lvl 1/241 Central Street LABRADOR QLD 4215		W 07 5539 7700 E pm4@hillsea.com.au
Cheque			
08200763 ABC STRATA PTY LTD	PO Box 11255 MELBOURNE VIC 3000	ABN 83164059590	E info@abcstrata.com.au
Eft 084-340 112336655			
08200030 Gold Coast Fire Protection	1/33 Jade Drive MOLENDINAR QLD 4214		H 0408 737 080 W 5597 1247
Eft 114-879 423443284		ABN 56615179201	E info@goldcoastfire.com.au
08200019 Pressures On	1 Riverlea Waters Drive NERANG QLD 4211	WC 1224 IND 6789 LIC Builder License Field	H 0408 889 751
Eft 124-186 22112812	Clean/Garden	ABN 95181092524	E mixbiz1@bigpond.com
Example of Creditors Info List Report			

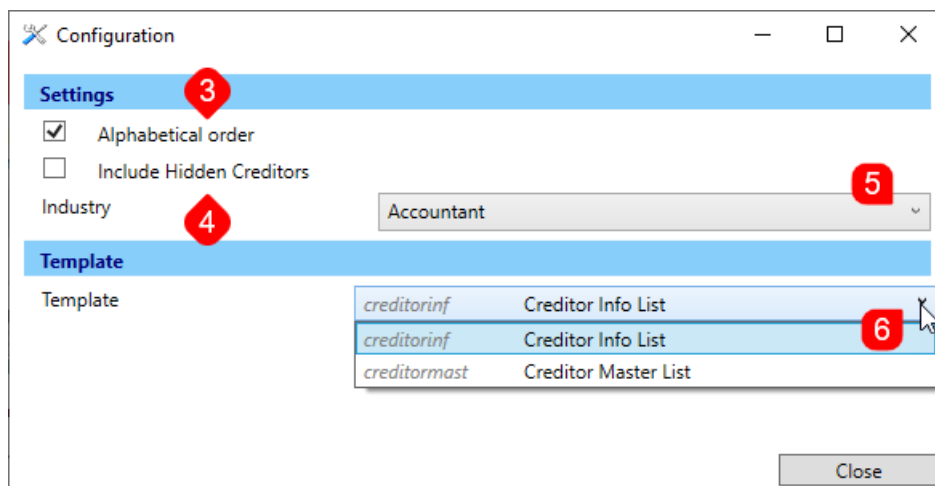
Creditors Info List Configuration

Please refer to the [Report Distribution article](#) to learn more about the buttons, icons, and functionality in this screen in more depth.

1. Search or select **Creditors Info List**.
2. When the **Report Distribution / Creditors Info List** window opens, click the cog wheel icon to the right of the 'Creditor Info List' report.



3. Ticking *Alphabetical order* will sort the list of creditors as such as opposed to account code (0820...).
4. The *Include Hidden Contacts* will also display creditor contacts who have been hidden in *Creditor Maintenance*.
5. *Industry* allows you to narrow down the report by contractor industry.
6. The *Template* drop-down can be used to switch between 'Creditor Info List' and 'Creditor Master List'.



Global Creditor Info List

Please refer to the [Report Distribution article](#) to learn more about the buttons, icons, and functionality in this screen.

1. From the **Building Selector Tool** click *Select Master Chart Building*.
2. Search or select **Creditors Info List**.
3. Select either 'Advanced' or 'Simple' mode. This will affect which buttons and icons are available on the screen, and the functionality.
 - Please refer to [Simple Mode](#) and [Advanced Mode](#) for details on each.
4. Set the *Distribution Method*.
 - [Simple Mode](#) only provides the option for a printer, where the cog wheel icon can be clicked

to change the printer and printer setup preferences.

- [Advanced Mode](#) provides further options.
5. Optionally, click the *Report* button (with the green '+' on it) to add more reports to output/distribute, or the *Attachment* button to attach documents from [DocMax](#).
 6. Clicking the *Excel Export* button will output the report data to Excel.
 7. Click the *Proceed* button and the 'Report Publish' window will open with a preview of the report.
 - Click the *Email* button to email this report using the [Communication](#) screen.
 - Click the [DocMax](#) button to save a copy of this report to [DocMax](#).
 - Click the *Save* button (3.5" Floppy Disk) to save a PDF copy of this report in Windows.
 - Use the navigation and zoom tools at the bottom of the screen as required.
 8. Click *Proceed* to produce the report to the selected *Distribution Method*, or *Cancel* to close the 'Report Publish' window.

Local Creditor Info List

Please refer to the [Report Distribution article](#) to learn more about the buttons, icons, and functionality in this screen.

1. Search or select **Creditors Info List**.
2. Use the *Building* field to select a single or multiple buildings to include in the report.
3. Use the *Accounts* field to select specific creditor accounts to include in the report, or by leaving the field blank all creditors in the selected building/s will be included.
4. Select either 'Advanced' or 'Simple' mode. This will affect which buttons and icons are available on the screen, and the functionality. Please refer to [Simple Mode](#) and [Advanced Mode](#) for details on each.
5. Set the *Distribution Method*.
 - [Simple Mode](#) only provides the option for a printer, where the cog wheel icon can be clicked to change the printer and printer setup preferences.
 - [Advanced Mode](#) provides further options.
6. Optionally, click the *Report* button (with the green '+' on it) to add more reports to output/distribute, or the *Attachment* button to attach documents from [DocMax](#).
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 - Click the *Save* button (3.5" Floppy Disk) to save a PDF copy of this report in Windows.
 - Use the navigation and zoom tools at the bottom of the screen as required.
9. Click *Proceed* to produce the report to the selected *Distribution Method*, or *Cancel* to close the 'Report Publish' window.

Creditor Activity Report

The Creditor Activity Report details the last activity date used for all codes; balance sheet, income and expenditure plus creditor account codes. If the Creditor has an industry entered this will also report.

Local Creditor Activity Report

1. Search or select **Creditor Activity Report**.
2. Set the output method; *Screen, Printer or Excel*
Note that this opens in Excel with a temporary file with a random file name, so if you want to save the file, you should use the 'Save As' option, not the 'Save' option
3. From the *Preview* window, select the appropriate option for saving the report if needed. Close once complete.

Global Creditor Activity Report

1. Search or select **Reports / Utilities (Global)**.
2. Click *Select Buildings* and tag required buildings (Ctrl + A to tag all) then click *OK*.
3. Select *Group* then *Creditor Activity Report* then click *OK*.
4. Set the output method; *Screen, Printer or Excel*
Note that this opens in Excel with a temporary file with a random file name, so if you want to save the file, you should use the 'Save As' option, not the 'Save' option.
5. Complete any *Data Limits* where required and *Proceed*.
6. Assign a *Sort Preference* selections if desired then click *OK*.
7. From the *Preview* window, select the appropriate option for saving the report if needed. Close once complete.

Creditors - Bank Balances Report

This report will detail the Creditor balance plus the available funds for the Bank Balance (012 - Cash at Bank) for the tagged buildings.

1. Search or select **Reports / Utilities (Global)**.
2. Click *Select Buildings* and tag required buildings (Ctrl + A to tag all) then click *OK*.
3. Select *Group* then *Creditor+ Bank Balances Report* then click *OK*.
4. Set the output method; *Screen, Printer or Excel*
Note that this opens in Excel with a temporary file with a random file name, so if you want to save the file, you should use the 'Save As' option, not the 'Save' option
5. Complete any *Data Limits* where required and *Proceed*.
6. Assign a *Sort Preference* selections if desired then click *OK*.
7. From the *Preview* window, select the appropriate option for saving the report if needed. Close once complete.

Creditors Master List

This report lists all creditors that are available within StrataMax. It can also be used to export the list to Excel. When exporting to Excel, all information for the creditor maintenance record, including ABN, BSB, Account Number, BPay Biller Code, GST Registered etc. Saving the report to the 'Screen' or 'Printer' options will offer the PDF version. The PDF version will list the account code, name, telephone and fax numbers, Workers Comp Policy number and Professional Indemnity Policy number.

The **Creditors Master List** screen utilises the **Report Distribution** interface with all the same buttons, icons and features - with a few tweaks where appropriate. Please refer to the [Report Distribution article](#) to learn more about the buttons, icons, and functionality in this screen in more depth.

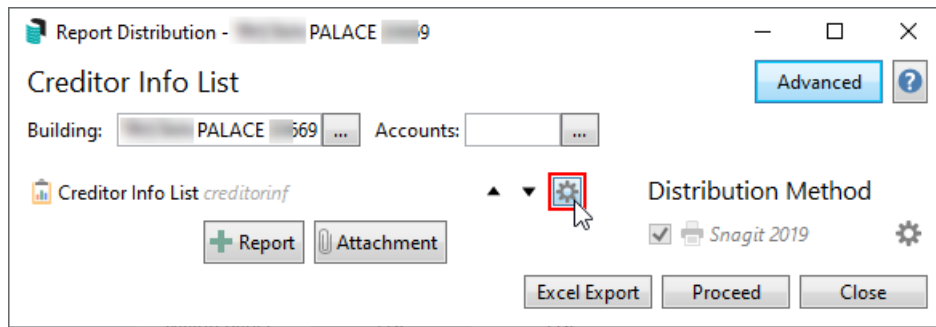
Page 1		Creditors Master List				
Code	Reference Name	P	Telephone	Workers Comp Policy No.	Prof. Indemnity Policy No.	
08200002	#GM Homes	Cheque	0466 6 8	543217	234234	
08200762	#Hillsea Real	Cheque 07 5539				
08200788	#Image Prop	Cheque 07 3263	0457 5 5			
08200767	(DEV) FAMIL	Cheque				
08201009	(IA) DIANE D	BPay H: 5539				
08201008	100% PLUMI	Eft				
08201007	123 HOLDIN	Eft	0419 1 5			
08200735	25 INDUSTR	Cheque 0451 66				
08200736	360 CLEAN I	Eft				
08200769	365 PROPER	BPay 0414 19	0437 7 6	WAD1601		
08200220	9TH CLOUD	Eft				
08200379	A CHAINWIR	Eft 5559 15	0421 0 8			
08200635	A CLASS FE	Eft 5502 74				
08201004	A1 BIN CLEA	Eft	04144			
08200398	ADAM POOL	Eft 5559 24				
08200785	ADD LOGGII	Cheque				

Example of Creditors Master List

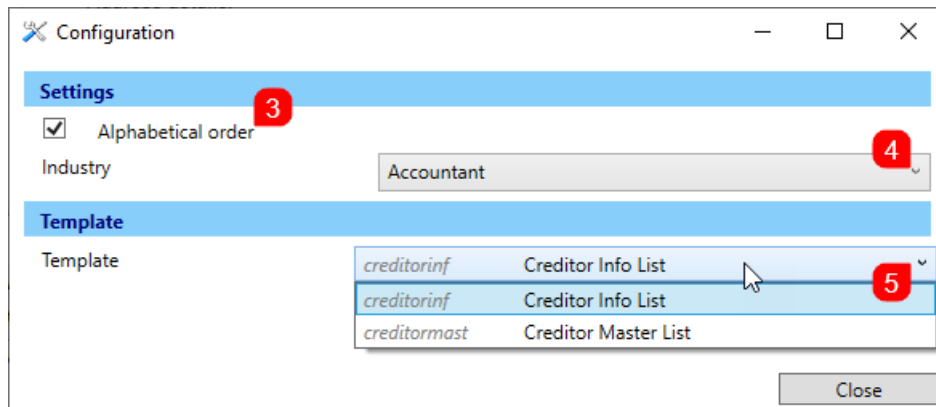
Creditors Master List Configuration

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3. Ticking *Alphabetical order* will sort the list of creditors as such as opposed to account code (0820...).
4. Industry allows you to narrow down the report by contractor industry.
5. The *Template* drop-down can be used to switch between 'Creditor Info List' and 'Creditor Master List'.



Creditors Master List | Global

Please refer to the [Report Distribution article](#) to learn more about the buttons, icons, and functionality in this screen in more depth.

1. From the [Building Selector](#) click the *Select Master Chart Building* link at the bottom of the list.
2. Search or select **Creditors Master List**.
3. Select either 'Advanced' or 'Simple' mode. This will affect which buttons and icons are available on the screen, and the functionality.
 - Please refer to [Simple Mode](#) and [Advanced Mode](#) for details on each.
4. Set the *Distribution Method*.
 - [Simple Mode](#) only provides the option for a printer, where the cog wheel icon can be clicked to change the printer and printer setup preferences.
 - [Advanced Mode](#) provides further options.
5. Optionally, click the *Report* button (with the green '+' on it) to add more reports to output/distribute, or the *Attachment* button to attach documents from [DocMax](#).
6. Clicking the *Excel Export* button will output the report data to Excel.
7. Click the *Proceed* button and the 'Report Publish' window will open with a preview of the report.

- Click the *Email* button to email this report using the **Communication** screen.
 - Click the **DocMax** button to save a copy of this report to **DocMax**.
 - Click the *Save* button (3.5" Floppy Disk) to save a PDF copy of this report in Windows.
 - Use the navigation and zoom tools at the bottom of the screen as required.
8. Click *Proceed* to produce the report to the selected *Distribution Method*, or *Cancel* to close the 'Report Publish' window.

Creditors Master List | Local

Please refer to the [Report Distribution article](#) to learn more about the buttons, icons, and functionality in this screen in more depth.

1. From the [Building Selector](#) select a building.
2. Search or select **Creditors Master List**.
3. Select either 'Advanced' or 'Simple' mode. This will affect which buttons and icons are available on the screen, and the functionality.
 - Please refer to [Simple Mode](#) and [Advanced Mode](#) for details on each.
4. Set the *Distribution Method*.
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