

Livestock Office – Creditors Aged Trial Balance

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Creditors Aged Trial Balance

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The Creditors Aged Trial Balance is used to report on outstanding payments for purchases for each Creditor (supplier/vendor), and the aging through current, 1 month, 2 months and 3 months.

This report may typically be used for Creditors reconciliation and posting of Creditors payments.

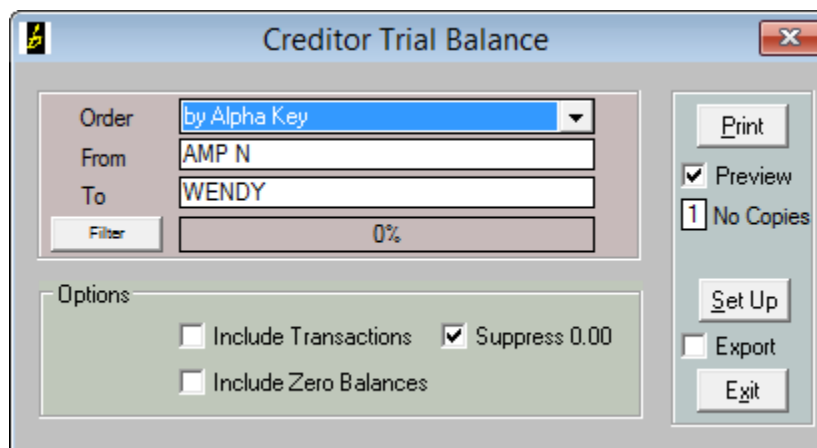


Figure 1: Creditors Aged Trial Balance

Field	Description
Order	Choose between by Alpha Key or by Account No. <i>Note:</i> <ul style="list-style-type: none"> The Account No refers to the internal account number for the creditor, not their bank account number.
From To	Enter the start and end creditors. This will be range of creditors that will be included on the report.
Filter button	Click to open the Simple or Full Search function to further limit the list of creditors included on the report.
Include Transactions	Tick to include details of the outstanding transactions.
Suppress 0.00	Suppresses the printing of 0.00 values so the report is easier to read.
Include Zero Balances	Tick to list all creditors even if no payment is due.

Continued...

Field	Description
Print button	Prints the report for the selected criteria.
Preview	Tick to Preview the report. Defaults to the user's Print Preview setting in File > User File .
No Copies	Enter the number of copies to print. Defaults to 1.
Set Up	Opens the windows Printer Setup dialog box.
Export	Opens the Export dialog box when the Print button is clicked. This allows export of the report to Tab Separated Text, Excel, PDF, Clipboard, Email and Fax. <i>Note:</i> <ul style="list-style-type: none"> <i>PDF, Email and Fax export formats are only available if you have purchased the optional Mass Communications module. Please contact Shebiz Ltd for details.</i>
Exit	Exit

Note:

- The report settings are saved in your user preferences so the next time you open the screen, the last settings you used will automatically be displayed.*

Sample Reports

1. Printed by Alpha Key, no options ticked:

LIVESTOCK OFFICE		CREDITORS AGED TRIAL BALANCE						Wed 17/12/2014 13:37:39
		Livestock Office						
Account No	Name	Outstanding	Sep-14	Aug-14	Jul-14	Jun-14	Fwd Trans	
260	NTAMPS	488.50	0.00	488.50	0.00	0.00	-488.50	
510	BILL BOSSY	2793.68	2793.68	0.00	0.00	0.00	0.00	
550	Farmer Sandy	41285.00	862.50	40422.50	0.00	0.00	0.00	
140	FARMER B BROWN	19803.00	10867.50	8625.00	0.00	310.50	-19803.00	
190	KL & LN BUTLER	31974.50	31974.50	0.00	0.00	0.00	0.00	
500	TOM CHRISTIANSON	2829.83	2829.83	0.00	0.00	0.00	0.00	
300	CC AMD RM CRUMP	1416.21	1416.21	0.00	0.00	0.00	0.00	
380	CHELSEA SALE YARDS	315.97	315.97	0.00	0.00	0.00	0.00	
340	RL & BM DALLEY	3651.25	0.00	3651.25	0.00	0.00	0.00	
280	PJ DICKIE & SONS	15525.00	0.00	15525.00	0.00	0.00	0.00	
310	ELLIOT FAMILY TRUST	3631.13	3631.13	0.00	0.00	0.00	0.00	
490	FARMER JANE	36253.71	36253.71	0.00	0.00	0.00	0.00	
570	ROBERT JONES	25428.85	25428.85	0.00	0.00	0.00	0.00	
120	JOHN SCOTT	1115.71	563.70	526.13	0.00	25.88	0.00	
540	MILLBROOK PARTNERSHIP	1828.67	1828.67	0.00	0.00	0.00	0.00	
110	MICHAEL CROMBIE	30.38	30.38	0.00	0.00	0.00	0.00	
230	K & M TREWEEK	5657.76	5657.76	0.00	0.00	0.00	0.00	
		=====	=====	=====	=====	=====	=====	
		194029.15	124454.39	69238.38	0.00	336.38	-20291.50	
		100.0 %	64.1 %	35.7 %	0.0 %	0.2 %	-10.5 %	

Figure 2: Example 1

2. Same report as above, with Suppress 0.00 ticked:

LIVESTOCK OFFICE		CREDITORS AGED TRIAL BALANCE						Wed 17/12/2014 13:38:17
		Livestock Office						
Account No	Name	Outstanding	Sep-14	Aug-14	Jul-14	Jun-14	Fwd Trans	
260	NTAMPS	488.50		488.50			-488.50	
510	BILL BOSSY	2793.68	2793.68					
550	Farmer Sandy	41285.00	862.50	40422.50				
140	FARMER B BROWN	19803.00	10867.50	8625.00		310.50	-19803.00	
190	KL & LN BUTLER	31974.50	31974.50					
500	TOM CHRISTIANSON	2829.83	2829.83					
300	CC AMD RM CRUMP	1416.21	1416.21					
380	CHELSEA SALE YARDS	315.97	315.97					
340	RL & BM DALLEY	3651.25		3651.25				
280	PJ DICKIE & SONS	15525.00		15525.00				
310	ELLIOT FAMILY TRUST	3631.13	3631.13					
490	FARMER JANE	36253.71	36253.71					
570	ROBERT JONES	25428.85	25428.85					
120	JOHN SCOTT	1115.71	563.70	526.13		25.88		
540	MILLBROOK PARTNERSHIP	1828.67	1828.67					
110	MICHAEL CROMBIE	30.38	30.38					
230	K & M TREWEEK	5657.76	5657.76					
		=====	=====	=====	=====	=====	=====	
		194029.15	124454.39	69238.38		336.38	-20291.50	
		100.0 %	64.1 %	35.7 %		0.2 %	-10.5 %	

Figure 3: Example 2

3. Same report as in Example 1, with Include Transactions ticked:

LIVESTOCK
OFFICE

CREDITORS AGED TRIAL BALANCE

Wed 17/12/2014

13:39:16

Livestock Office

Account No	Name		Outstanding	Sep-14	Aug-14	Jul-14	Jun-14	Fwd Trans
260	NTAMPS		488.50	0.00	488.50	0.00	0.00	-488.50
	Date	Type	Reference	Outstanding	Period	Details		
	16/06/2014	P/Invoice	1068/02	1000.00	3			
	16/06/2014	Payment	1	-1000.00	3			
	30/08/2014	P/Invoice	1070/03	488.50	1			
510	BILL BOSSY		2793.68	2793.68	0.00	0.00	0.00	0.00
	Date	Type	Reference	Outstanding	Period	Details		
	3/09/2014	P/Invoice	1081/12	1470.57				
	10/09/2014	P/Invoice	1076/01	98.35				
	10/09/2014	P/Invoice	1077/01	23.00				
	29/09/2014	P/Invoice	1082/01	1043.63				
	30/09/2014	P/Invoice	1083/02	158.13				
550	Farmer Sandy		41285.00	862.50	40422.50	0.00	0.00	0.00
	Date	Type	Reference	Outstanding	Period	Details		
	6/08/2014	P/Invoice	1071/02	40422.50	1			
	10/09/2014	P/Invoice	1080/02	862.50				
140	FARMER B BROWN		19803.00	10867.50	8625.00	0.00	310.50	-19803.00
	Date	Type	Reference	Outstanding	Period	Details		
	9/09/2013	P/Invoice	1061/03	310.50	12			
	15/08/2014	P/Invoice	1075/03	8625.00	1			
	30/09/2014	P/Invoice	1083/04	10867.50				
190	KL & LN BUTLER		31974.50	31974.50	0.00	0.00	0.00	0.00
	Date	Type	Reference	Outstanding	Period	Details		
	3/09/2014	P/Invoice	1081/14	31542.50				
	10/09/2014	P/Invoice	1077/03	432.00				

Figure 4: Example 3

Notes:

- This shows only page 1, the totals and percentages print at the end of the report.
- You could also tick **Suppress 0.00** along with any other options to make the report clearer to read.
- If **Include Zero Balances** is ticked, ALL creditors will print on the report.