

Livestock Office – Creditor Statements

7/04/2017

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Creditor Statements

Livestock Office main menu > Creditors > Cr Statements

The Creditor Statements option allows you to print/email/export Creditor Statements for creditors with outstanding amounts.

The statements will honour the settings in **Company Details > Identity tab** with respect to printing the Company Details and Remit To address the same as for Invoices, and also the settings on the **Constants tab** relating to invoice header formatting (eg, Herd Info Box, Invoice No Text, Shareholder No etc).

Statements that are faxed or emailed using the Mass Communications optional module will automatically have the company details (name, address, logo etc) included on the statement regardless of the settings in **Company Details > Identity tab**.

Note:

- Please contact SheBiz Ltd for information on the Mass Communications module.

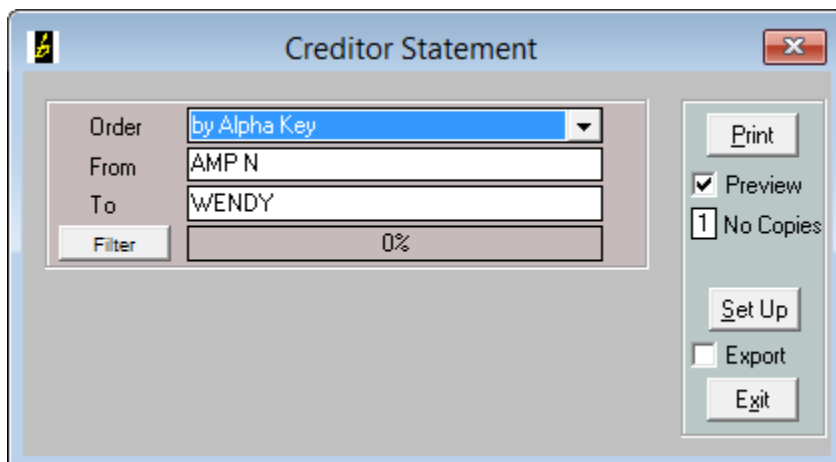


Figure 1: Creditor Statements

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.
Filter button	Click to open the Simple or Full Search function to further limit the list of creditors to print.

Continued...

Field	Description
Print button	Prints the report for the selected creditors.
Preview	Tick to Preview the statements. <i>Notes:</i> <ul style="list-style-type: none"> • Defaults to the user's Print Preview setting in File > User File. • Must be NOT ticked in order to auto-email statements to Creditors set up for emails.
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>Notes:</i> <ul style="list-style-type: none"> • This option will generate a single report containing ALL the statements. To auto-email individual statements set the Statement Method on the Creditor to email, then print the statements without Preview ticked. • PDF, Email and Fax export formats are only available if you have purchased the Mass Communications optional module. Please contact Shebiz Ltd for more information.
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

Livestock Office
P.O. BOX 78
CROMWELL
CENTRAL OTAGO

GST No: 123123123



**LIVESTOCK
OFFICE**
TDL

N T AMPS
30ADPINSELL LANE
RD 6
STILLWATER

Statement at 30 Sep 2014

Acct No

Page No 1

Date	Type	Reference	Debit	Credit	Balance	
16/06/2014	P/Invoice	1068/02	1774.25	0.00	1000.00	
16/06/2014	Payment	1	0.00	1000.00	1000.00	Cr
30/08/2014	P/Invoice	1070/03	488.50	0.00	488.50	
Total Due \$					488.50	Dt

Livestock Office
P.O. BOX 78
CROMWELL
CENTRAL OTAGO

Total Due \$ 488.50

PaymentAmount \$

Creditor 260 30 Sep 2014

NTAMPS

AMPN

Figure 2: Creditor Statement