

Livestock Office – Creditor Transaction Report

7/04/2017

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Creditors Transactions

Livestock Office main menu > Creditors > Cr Transactions

Allows you to print a breakdown of the Creditor transactions within a specified date range.

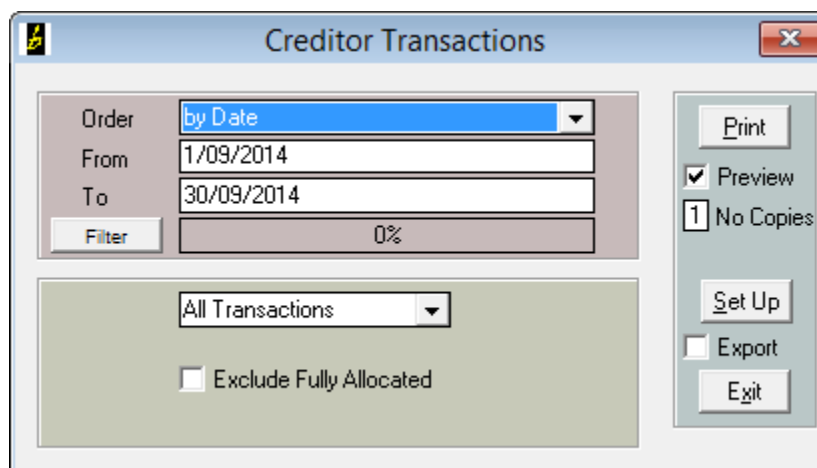
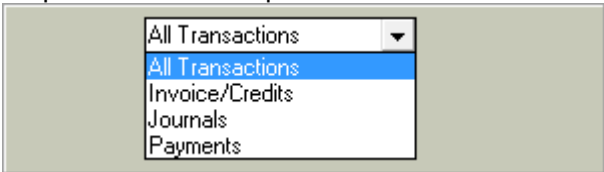


Figure 1: Creditor Transaction Report

Field	Description
Order	By Date is the only option for this report.
From To	Enter the start and end dates for the report. Double click or F8 will open a Creditor Transactions lookup screen to pick from. <i>Notes:</i> <ul style="list-style-type: none"> From defaults to the start date of the current period To defaults to the date of the last transaction within the current period.
Filter button	Click to open the Simple or Full Search function to limit the list of transactions included on the report.
All Transactions	Select the desired option from the drop down list: <div data-bbox="630 1558 1230 1728" data-label="Form">  </div>

Continued...

Field	Description
Exclude Fully Allocated	If ticked, only transactions (invoices, payments, journals etc) that are not fully allocated will print on the report.
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. All Transactions:

TRANSACTION REPORT					
Livestock Office					
Wed 17/12/2014 14:07:08					
Date	Type	Reference	Gross	Gst	Creditor Name
30/9/2014	PInvoice	1081/02	25428.85	3316.78	ROBERT JONES
30/9/2014	PInvoice	1081/12	1470.57	191.81	BILL BOSSY
30/9/2014	PInvoice	1081/14	31542.50	0.00	KL&LN BUTLER
10/09/2014	PInvoice	1076/01	98.35	12.83	BILL BOSSY
10/09/2014	PInvoice	1076/03	4674.71	609.74	FARMER JANE
10/09/2014	PInvoice	1076/05	30.38	3.97	MICHAEL CROMBIE
10/09/2014	PInvoice	1076/07	1416.21	184.72	CCAMD RM CRUMP
10/09/2014	PInvoice	1076/10	5657.76	737.97	K & M TREWEEK
10/09/2014	PInvoice	1076/12	1828.67	238.52	MILLBROOK PARTNERSHIP
10/09/2014	PInvoice	1076/15	315.97	41.22	CHELSEA SALE YARDS
10/09/2014	PInvoice	1077/01	23.00	3.00	BILL BOSSY
10/09/2014	PInvoice	1077/03	432.00	0.00	KL&LN BUTLER
10/09/2014	PInvoice	1080/02	862.50	112.50	Farmer Sandy
11/09/2014	PInvoice	1078/01	326.51	42.59	JOHNSCOTT
11/09/2014	PInvoice	1078/03	2829.83	369.11	TOM CHRISTIANSON
25/09/2014	PInvoice	1079/02	3631.13	-76.72	ELLIOT FAMILY TRUST
29/09/2014	PInvoice	1082/01	1043.63	136.13	BILL BOSSY
29/09/2014	PInvoice	1082/03	31579.00	4119.00	FARMER JANE
30/09/2014	PInvoice	1083/01	237.19	30.94	JOHNSCOTT
30/09/2014	PInvoice	1083/02	158.13	20.63	BILL BOSSY
30/09/2014	PInvoice	1083/04	10867.50	1417.50	FARMER B BROWN
			=====	=====	
			124454.39	11512.24	
5/09/2014	Payment	SANDY	-30437.56	-3970.09	Farmer Sandy
5/09/2014	Payment	SANDY	-18493.25	0.33	N T AMPS
10/09/2014	Payment	TONY POLL	-5157.75	-672.75	TONY POLLARD
10/09/2014	Payment	TONY POLL	-1444.69	-188.44	MICHAEL CROMBIE
10/09/2014	Payment	TONY POLL	-144.69	-18.87	JOHNSCOTT
15/09/2014	Payment		-4600.00	-600.00	LESTER BROOME
15/09/2014	Payment		-9655.97	-1259.47	FARMER B BROWN
20/09/2014	Payment		-1300.00	-169.57	JOHNSCOTT
20/09/2014	Payment		-23.00	-3.00	SOUTHERN HAULAGE LTD
20/09/2014	Payment		-152.38	-19.88	NEW ZEALAND YARDS
21/09/2014	Payment		-11928.37	-1555.87	Farmer Sandy
			=====	=====	
			-83337.66	-8457.61	
			=====	=====	
			41116.73	3054.63	

Figure 2: All Transactions

All the transactions within the date range are printed in date order, grouped by type (Invoices, Journals and Payments).

2. All Transactions and Exclude Fully Allocated:

		TRANSACTION REPORT			Wed 17/12/2014	
		<i>Livestock Office</i>			14:08:04	
Date	Type	Reference	Gross	Gst	Creditor Name	
3/09/2014	PInvoice	1081/02	25428.85	3316.78	ROBERT JONES	
3/09/2014	PInvoice	1081/12	1470.57	191.81	BILL BOSSY	
3/09/2014	PInvoice	1081/14	31542.50	0.00	KL&LN BUTLER	
10/09/2014	PInvoice	1076/01	98.35	12.83	BILL BOSSY	
10/09/2014	PInvoice	1076/03	4674.71	609.74	FARMER JANE	
10/09/2014	PInvoice	1076/05	30.38	3.97	MICHAEL CROMBIE	
10/09/2014	PInvoice	1076/07	1416.21	184.72	CCAMD RM CRUMP	
10/09/2014	PInvoice	1076/10	5657.76	737.97	K & M TREWEEK	
10/09/2014	PInvoice	1076/12	1828.67	238.52	MILLBROOK PARTNERSHIP	
10/09/2014	PInvoice	1076/15	315.97	41.22	CHELSEA SALE YARDS	
10/09/2014	PInvoice	1077/01	23.00	3.00	BILL BOSSY	
10/09/2014	PInvoice	1077/03	432.00	0.00	KL&LN BUTLER	
10/09/2014	PInvoice	1080/02	862.50	112.50	Farmer Sandy	
11/09/2014	PInvoice	1078/01	326.51	42.59	JOHNSCOTT	
11/09/2014	PInvoice	1078/03	2829.83	369.11	TOM CHRISTIANSON	
25/09/2014	PInvoice	1079/02	3631.13	-76.72	ELLIOT FAMILY TRUST	
29/09/2014	PInvoice	1082/01	1043.63	136.13	BILL BOSSY	
29/09/2014	PInvoice	1082/03	31579.00	4119.00	FARMER JANE	
30/09/2014	PInvoice	1083/01	237.19	30.94	JOHNSCOTT	
30/09/2014	PInvoice	1083/02	158.13	20.63	BILL BOSSY	
			=====	=====		
			113586.89	10094.74		
			=====	=====		
			113586.89	10094.74		

Figure 3: All Transactions and Exclude Fully Allocated

Prints only the transactions that have not been fully allocated.