

# Livestock Office – Payments Due Report

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7/04/2017

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## Payments Due Report

Livestock Office main menu > Creditors > Payments Due

Prints a list of payments due by creditor.

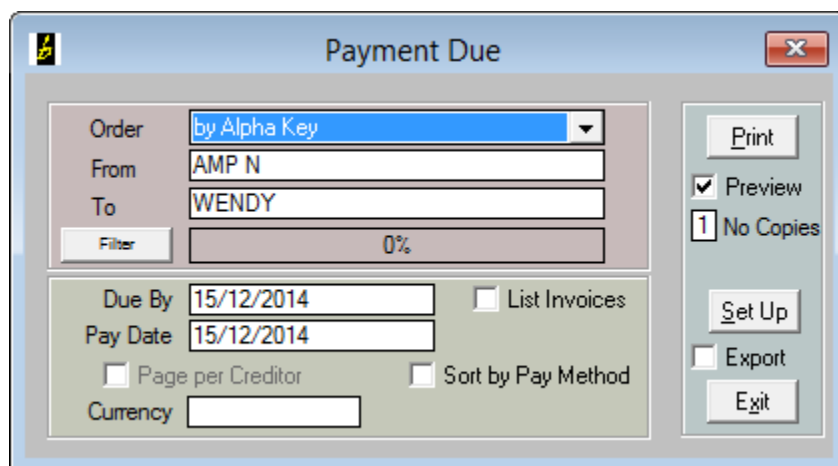


Figure 1: Cashbook Other Report

Field	Description
Order	Choose between <b>by Alpha Key</b> or <b>by Account No.</b> <i>Note:</i> <ul style="list-style-type: none"> <li>The Account No refers to the internal account number for the creditor, not their bank account number.</li> </ul>
From To	Enter the start and end creditors. This will be range of creditors that will be included on the report.
Filter	Click to open the Simple or Full Search function to further limit the list of creditors included on the report.
Due By	Enter the Due Date. The system will search for unpaid invoices due on or before this date.
Pay Date	Enter the date these invoices will be paid.
List Invoices	Tick to list each invoice. Leave un-ticked to print totals only.
Page per Creditor	Enabled only if <b>List Invoices</b> is ticked. Tick to print the invoice list for each creditor will print on a new page.
Sort by Pay Method	Tick to group the totals by Pay Method.

Continued...

Field	Description
Currency	Enabled only if using multi-currency. Enter the desired currency. Double click or F8 for a lookup.
Print button	Prints the report for the selected criteria.
Preview	Tick to Preview the report. Defaults to the user's Print Preview setting in <b>File &gt; User File</b> .
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 <b>Print</b> 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"> <li><i>PDF, Email and Fax export formats are only available if you have purchased the Mass Communications optional module for Livestock Office.</i> <i>Please contact Shebiz Ltd for more details.</i></li> </ul>
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. Report printed by Alpha Key, no options ticked.


		<b>Payments Due Report</b>		Mon 15/12/2014
		<i>Livestock Office</i>		14:49:46
		Due By : 15/12/2014 Pay on : 15/12/2014		
Account No	Name	Method	Due	
260	NT AMPS	D/Credit	1000.00	
510	BILL BOSSY	Cheque	2793.68	
550	Farmer Sandy	Cheque	41285.00	
190	KL & LN BUTLER	D/Credit	31974.50	
500	TOM CHRISTIANSON	D/Credit	2829.83	
300	CC AMD RM CRUMP	D/Credit	1416.21	
380	CHELSEA SALE YARDS	D/Credit	315.97	
340	RL & BM DALLEY	D/Credit	3651.25	
280	PJ DICKIE & SONS	D/Credit	15525.00	
310	ELLIOT FAMILY TRUST	Cheque	3631.13	
490	FARMER JANE	D/Credit	36253.71	
570	ROBERT JONES	Cheque	25428.85	
120	JOHN SCOTT	D/Credit	1115.71	
540	MILLBROOK PARTNERSHIP	Cheque	1828.67	
110	MICHAEL CROMBIE	D/Credit	30.38	
230	K & M TREWEEK	D/Credit	5657.76	
			=====	
			174737.65	

Figure 2: Sample 1

2. Same report as above, this time with **Sort by Pay Method** ticked.


<div>  <div> <b>Payments Due Report</b>  <i>Livestock Office</i>  Due By : 15/12/2014 Pay on : 15/12/2014 </div> <div> Mon 15/12/2014 14:50:36 </div> </div>			
Account No	Name	Method	Due
260	N T AMPS	D/Credit	1000.00
190	KL & LN BUTLER	D/Credit	31974.50
500	TOM CHRISTIANSON	D/Credit	2829.83
300	CC AMD RM CRUMP	D/Credit	1416.21
380	CHELSEA SALE YARDS	D/Credit	315.97
340	RL & BM DALLEY	D/Credit	3651.25
280	PJ DICKIE & SONS	D/Credit	15525.00
490	FARMER JANE	D/Credit	36253.71
120	JOHN SCOTT	D/Credit	1115.71
110	MICHAEL CROMBIE	D/Credit	30.38
230	K & M TREWEEK	D/Credit	5657.76
			=====
			99770.32
510	BILL BOSSY	Cheque	2793.68
550	Farmer Sandy	Cheque	41285.00
310	ELLIOT FAMILY TRUST	Cheque	3631.13
570	ROBERT JONES	Cheque	25428.85
540	MILLBROOK PARTNERSHIP	Cheque	1828.67
			=====
			74967.33
			=====
			174737.65

Figure 3: Sample 2

3. Same report as above, this time with both **Sort by Pay Method** and **List Invoices** ticked.

LIVESTOCK OFFICE

Payments Due Report

Mon 15/12/2014

14:51:23

Livestock Office

Due By: 15/12/2014 Pay on: 15/12/2014

Account No	Name	Method	Due					
260	N T AMPS	D/Credit	1000.00					
	Date Type Reference	Nett	Gst	Gross	Due	Due By		
	16/06/2014 P/in 1068/02	1775.00	-0.75	1774.25	1000.00	16/06/2014		
					=====			
					1000.00			
190	KL & LN BUTLER	D/Credit	31974.50					
	Date Type Reference	Nett	Gst	Gross	Due	Due By		
	3/09/2014 P/in 1081/14	31542.50	0.00	31542.50	31542.50	20/09/2014		
	10/09/2014 P/in 1077/03	432.00	0.00	432.00	432.00	27/09/2014		
					=====			
					31974.50			
500	TOM CHRISTIANSON	D/Credit	2829.83					
	Date Type Reference	Nett	Gst	Gross	Due	Due By		
	11/09/2014 P/in 1078/03	2460.72	369.11	2829.83	2829.83	20/10/2014		
					=====			
					2829.83			
300	CCAMD RM CRUMP	D/Credit	1416.21					
	Date Type Reference	Nett	Gst	Gross	Due	Due By		
	10/09/2014 P/in 1076/07	1231.49	184.72	1416.21	1416.21	27/09/2014		
					=====			
					1416.21			
380	CHELSEA SALE YARDS	D/Credit	315.97					
	Date Type Reference	Nett	Gst	Gross	Due	Due By		
	10/09/2014 P/in 1076/15	274.75	41.22	315.97	315.97	27/09/2014		
					=====			
					315.97			
340	RL & BM DALLEY	D/Credit	3651.25					
	Date Type Reference	Nett	Gst	Gross	Due	Due By		
	1/08/2014 P/in 1074/03	3175.00	476.25	3651.25	3651.25	20/09/2014		
					=====			
					3651.25			
280	PJ DICKIE & SONS	D/Credit	15525.00					
	Date Type Reference	Nett	Gst	Gross	Due	Due By		
	6/08/2014 P/in 1072/02	13500.00	2025.00	15525.00	15525.00	20/08/2014		
					=====			
					15525.00			
490	FARMER JANE	D/Credit	36253.71					
	Date Type Reference	Nett	Gst	Gross	Due	Due By		
	10/09/2014 P/in 1076/03	4064.97	609.74	4674.71	4674.71	27/09/2014		
	29/09/2014 P/in 1082/03	27460.00	4119.00	31579.00	31579.00	16/10/2014		
					=====			
					36253.71			
120	JOHNSCOTT	D/Credit	1115.71					
	Date Type Reference	Nett	Gst	Gross	Due	Due By		
	9/09/2013 P/in 1061/01	22.50	3.38	25.88	25.88	26/09/2013		
	1/08/2014 P/in 1074/01	168.75	25.31	194.06	194.06	20/09/2014		
	15/08/2014 P/in 1075/01	281.25	42.19	323.44	323.44	20/09/2014		
	30/08/2014 P/in 1070/01	7.50	1.13	8.63	8.63	16/09/2014		
	11/09/2014 P/in 1078/01	283.92	42.59	326.51	326.51	20/10/2014		

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Figure 4: Sample 3