

Livestock Office – Creditors ATB by Due Date

9/02/2024

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Creditors Aged Trial Balance

Livestock Office main menu > Creditors > Cr ATB by Due Date

The Creditors Aged Trial Balance is used to report on outstanding payments for purchases for each Creditor (supplier/vendor), by the payment 1 Due Date.

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

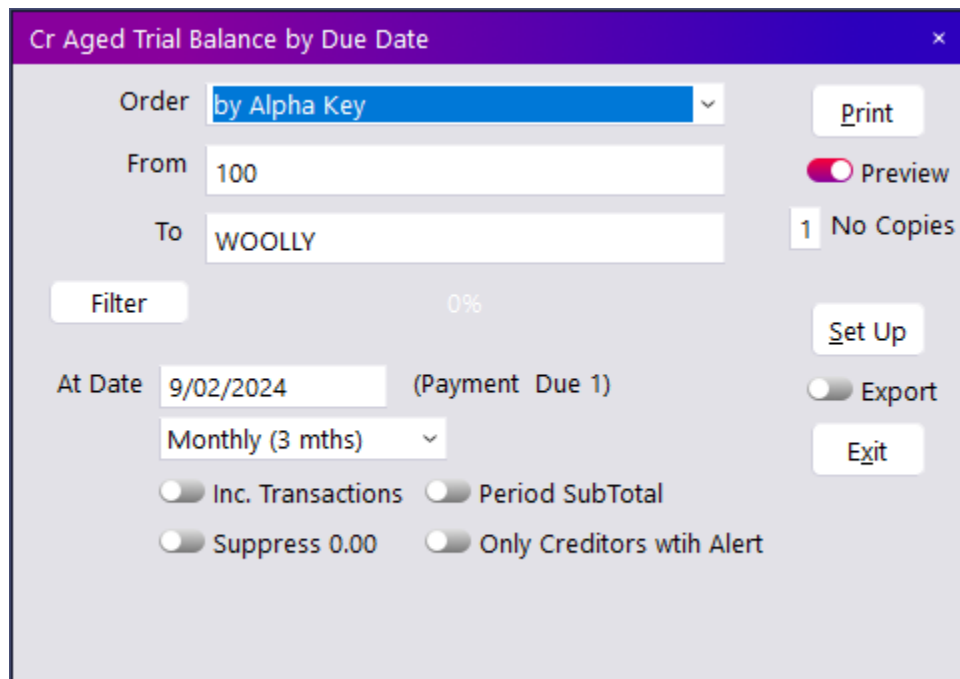


Figure 1: Creditors Aged Trial Balance

Field	Description
Order	Choose between by Alpha Key or by Account No. <i>The Account No refers to the internal account number for the creditor, not their bank account number.</i>
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.

Continued...

Field	Description
At Date	Specify the date to report up to. This will be the Due Date of payment 1 on creditor invoices.
Report basis	Select the report option: monthly (3 mths), Weekly Balances, Daily Balances, Monthly (6 mths) or Outstanding + GST. <i>These are the same options as on the Db/Cr Aged Trial Balance At in the Reports menu, but this report is by Due Date whereas the other is by Invoice Date.</i>
Inc. Transactions Period SubTotal	Set to include details of the outstanding transactions. Set to subtotal the transactions by period.
Suppress 0.00	Suppresses the printing of 0.00 values so the report is easier to read.
Only Creditors with Alert	Limit the report only to those creditors who have Alert set.
Print button	Prints the report for the selected criteria.
Preview	Set 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 and Email.
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, Monthly (3 mths), no other options set:

LIVESTOCK OFFICE		CREDITORS AGED TRIAL BALANCE BY DUE DATE					Fri 9/02/2024 15:10:27	
		Livestock Office TEST						
		At Due Date : 9/02/2024						
Alpha Key	Name	Outstanding	9/02/2024	Jan 24	Dec 23	Nov 23+		
100	Test 100	6,614.50	0.00	0.00	0.00	6,614.50		
86	Maxwell Smart	896.93	0.00	0.00	0.00	896.93		
A1	Andy N Farmer	171,712.81	0.00	0.00	0.00	171,712.81		
AA	GLENATKIN	-47.47	920.00	0.00	0.00	-967.47		
AAA	AAA	2,793.05	0.00	0.00	0.00	2,793.05		
AB	Agent Brown	5,759.47	0.00	0.00	0.00	5,759.47		
ADAMSC	Carl Adams	11,482.50	11,482.50	0.00	0.00	0.00		
AITKG	G Aitken	700.00	0.00	0.00	0.00	700.00		
APPLES	APPLES	10,716.70	0.00	0.00	0.00	10,716.70		
AVERYLS	LSAVERY	12,550.00	12,550.00	0.00	0.00	0.00		
BAILEYP	Paul Bailey	27,772.50	10,982.50	0.00	0.00	16,790.00		
BEACHCS	Rob Allan	1,088.25	0.00	0.00	0.00	1,088.25		
		=====	=====	=====	=====	=====		
		252039.24	35935.00	0.00	0.00	216104.24		

Figure 2: Example 1

2. Same report as above, Inc Transactions set:

LIVESTOCK OFFICE		CREDITORS AGED TRIAL BALANCE BY DUE DATE					Fri 9/02/2024 15:11:08	
		Livestock Office TEST						
		At Due Date : 9/02/2024						
Alpha Key	Name	Outstanding	9/02/2024	Jan 24	Dec 23	Nov 23+		
100	Test 100	6,614.50				6,614.50		
	Date Type Reference Due Date Gross Outstanding Sub A/C Account Name							
	4/04/2013 P/Invoice gst test 20/05/2013 400.00 310.00							
	20/04/2017 P/Invoice 1808/04 1/09/2019 6304.50 6,304.50							
86	Maxwell Smart	896.93				896.93		
	Date Type Reference Due Date Gross Outstanding Sub A/C Account Name							
	9/10/2012 P/Invoice 1804/01 23/10/2012 3.13 3.13							
	3/05/2017 P/Invoice 1843/01 19/05/2017 652.05 652.05							
	26/02/2018 P/Invoice 1859/02 14/03/2018 100.63 100.63							
	3/03/2019 P/Invoice 1876/03 19/03/2019 60.62 60.62							
	26/03/2019 P/Invoice 1875/01 11/04/2019 80.50 80.50							
A1	Andy N Farmer	171,712.81				171,712.81		
	Date Type Reference Due Date Gross Outstanding Sub A/C Account Name							
	12/12/2011 P/Invoice 1775/02 14/03/2012 2087.87 2,032.00							
	5/07/2012 P/Invoice 1777/05 19/07/2012 862.50 862.50							
	30/08/2012 P/Invoice 1784/02 13/09/2012 258.75 258.75							
	19/10/2012 P/Invoice 1786/02 2/11/2012 1265.00 1,265.00							

Figure 3: Example 2

3. Same report as in Example 1, Outstanding + GST, Suppress 0.00 set:

		CREDITORS AGED TRIAL		Fri 9/02/2024 15:12:41	
		<i>Livestock Office TEST</i>			
		At Due Date : 9/02/2024			
Alpha Key	Name	Outstanding	G.S.T.		
100	Test 100	6,614.50	-25.50		
86	Maxwell Smart	896.93	117.00		
A1	Andy N Farmer	171,712.81	22,347.72		
AA	GLEN ATKIN	-47.47	-6.18		
AAA	AAA	2,793.05	364.31		
AB	Agent Brown	5,759.47	751.26		
ADAMSC	Carl Adams	11,482.50	-67.50		
AITKG	GAitken	700.00			
APPLES	APPLES	10,716.70	1,358.70		
AVERYLS	LSAVERY	12,550.00			
BAILEYP	Paul Bailey	27,772.50	3,622.50		
BEACHCS	Rob Allan	1,088.25	143.25		
		=====	=====		
		252039.24	28605.56		

Figure 4: Example 3