

PayBiz – Creditor Aged Trial Balance

13/01/2021

Contents

Creditors Aged Trial Balance	2
Sample Reports.....	4

Creditors Aged Trial Balance

PayBiz main menu > Creditors > Cr Aged Trial Balance

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.

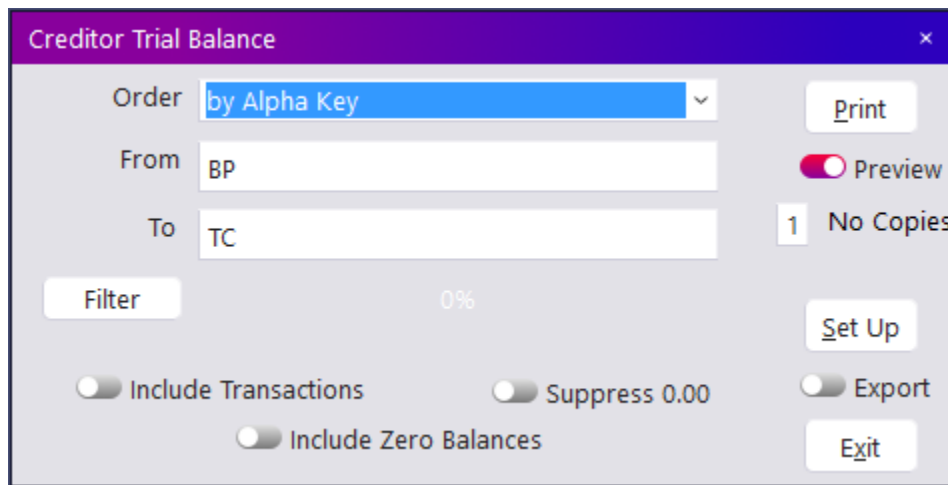


Figure 1: Creditors Aged Trial Balance

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.
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:

PAYBIZ		CREDITORS AGED TRIAL BALANCE					Thu 30/01/2014 10:19:43	
<i>Demo data</i>								
Account No	Name	Outstanding	Jan-14	Dec-13	Nov-13	Oct-13	Fwd Trans	
100	BP WAIMATE	185.85	0.00	0.00	185.85	0.00	0.00	
130	Farmer Brown	50.00	0.00	50.00	0.00	0.00	0.00	
140	Printing Supplies Ltd	102.35	0.00	102.35	0.00	0.00	0.00	
120	Shearing Supplies	365.00	0.00	365.00	0.00	0.00	0.00	
110	Telecom Ltd	170.00	0.00	85.00	85.00	0.00	0.00	
		=====	=====	=====	=====	=====	=====	
		873.20	0.00	602.35	270.85	0.00	0.00	
		100.0 %	0.0 %	69.0 %	31.0 %	0.0 %	0.0 %	

Figure 2: Example 1

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

PAYBIZ		CREDITORS AGED TRIAL BALANCE					Thu 30/01/2014 10:20:57	
<i>Demo data</i>								
Account No	Name	Outstanding	Jan-14	Dec-13	Nov-13	Oct-13	Fwd Trans	
100	BP WAIMATE	185.85			185.85			
130	Farmer Brown	50.00		50.00				
140	Printing Supplies Ltd	102.35		102.35				
120	Shearing Supplies	365.00		365.00				
110	Telecom Ltd	170.00		85.00	85.00			
		=====	=====	=====	=====	=====	=====	
		873.20		602.35	270.85			
		100.0 %		69.0 %	31.0 %			

Figure 3: Example 2

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

Account No		Name		Outstanding	Jan-14	Dec-13	Nov-13	Oct-13	Fwd Trans
100	BP WAIMATE			185.85	0.00	0.00	185.85	0.00	0.00
	Date	Type	Reference	Outstanding	Period	Details			
	18/09/2013	P/Invoice	Sep 13	238.00	4				
	28/09/2013	Payment	51	-238.00	4				
	15/11/2013	P/Invoice		95.95	2				
	22/11/2013	P/Invoice		89.90	2				
130	Farmer Brown			50.00	0.00	50.00	0.00	0.00	0.00
	15/12/2013	P/Invoice	PB 01010	50.00	1				
140	Printing Supplies Ltd			102.35	0.00	102.35	0.00	0.00	0.00
	10/12/2013	P/Invoice	13456	102.35	1				
120	Shearing Supplies			365.00	0.00	365.00	0.00	0.00	0.00
	23/12/2013	P/Invoice	1005	365.00	1				
110	Telecom Ltd			170.00	0.00	85.00	85.00	0.00	0.00
	14/11/2013	P/Invoice	10010123	85.00	2				
	14/12/2013	P/Invoice	10001112	85.00	1				
				=====	=====	=====	=====	=====	=====
				873.20	0.00	602.35	270.85	0.00	0.00
				100.0 %	0.0 %	69.0 %	31.0 %	0.0 %	0.0 %

Figure 4: Example 3

Notes:

- 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.