

# PayBiz – Creditor Transactions

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29/09/2021

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## Creditors Transactions

PayBiz main menu > Creditors > Cr Transactions

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

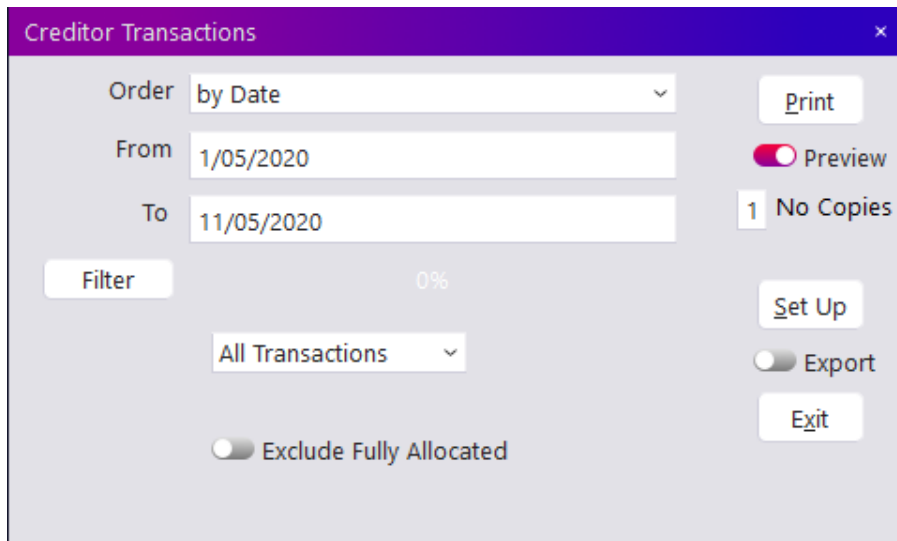


Figure 1: Creditor Transaction Report

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"> <li>From defaults to the start date of the current period</li> <li>To defaults to the date of the last transaction within the current period.</li> </ul>
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 style="border: 1px solid black; padding: 5px; margin-top: 5px;">             All Transactions ^              All Transactions              Invoice/Credits              Journals              Payments           </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	Set 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 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. All Transactions:

PAYBIZ		TRANSACTION REPORT			Wed 8/09/2021	
		PayBiz DEMO			14:45:21	
Date	Type	Reference	Gross	Gst	Creditor Name	
1/04/2020	P/Invoice	12345698	1800.00	0.00	Shearing Supplies	
14/04/2020	P/Invoice	FL & BB	175.00	22.83	Crom-Tel Ltd	
20/04/2020	P/Invoice	1236549	1250.00	163.04	Foodstuffs	
			=====	=====		
			3225.00	185.87		
27/04/2020	Payment	GEAR	-90.00	0.00	Shearing Supplies	
29/04/2020	Payment	1002031	-117.00	-15.26	Foodstuffs	
30/04/2020	Payment	1002031	-57.80	-7.54	Foodstuffs	
30/04/2020	Payment	FixedLine B	-175.10	-22.83	Crom-Tel Ltd	
6/05/2020	Payment	1002031	-129.44	-16.88	Foodstuffs	
6/05/2020	Payment	FUEL	-128.18	-16.72	BP WAIMATE	
10/05/2020	Payment	1002031	-62.57	-8.16	Foodstuffs	
10/05/2020	Payment	1002031	-50.00	-6.52	Foodstuffs	
11/05/2020	Payment	1002031	-28.46	-3.71	Foodstuffs	
			=====	=====		
			-838.55	-97.62		
			=====	=====		
			2386.45	88.25		

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:

PAYBIZ		TRANSACTION REPORT			Wed 8/09/2021	
		PayBiz DEMO			14:45:59	
Date	Type	Reference	Gross	Gst	Creditor Name	
1/04/2020	P/Invoice	12345698	1800.00	0.00	Shearing Supplies	
20/04/2020	P/Invoice	1236549	1250.00	163.04	Foodstuffs	
			=====	=====		
			3050.00	163.04		
30/04/2020	Payment	FixedLine B	-175.10	-22.83	Crom-Tel Ltd	
			=====	=====		
			-175.10	-22.83		
			=====	=====		
			2874.90	140.21		

Figure 3: All Transactions and Exclude Fully Allocated

Prints only the transactions that have not been fully allocated.