

# PayBiz – Outstanding by GL Code

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## Contents

Outstanding by GL Code .....	2
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**Note:**

- *Applies only if using the General Ledger optional module.*
- *Please contact Shebiz Ltd for details.*

## Outstanding by GL Code

PayBiz main menu > Creditors > Outstanding by GL Code

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

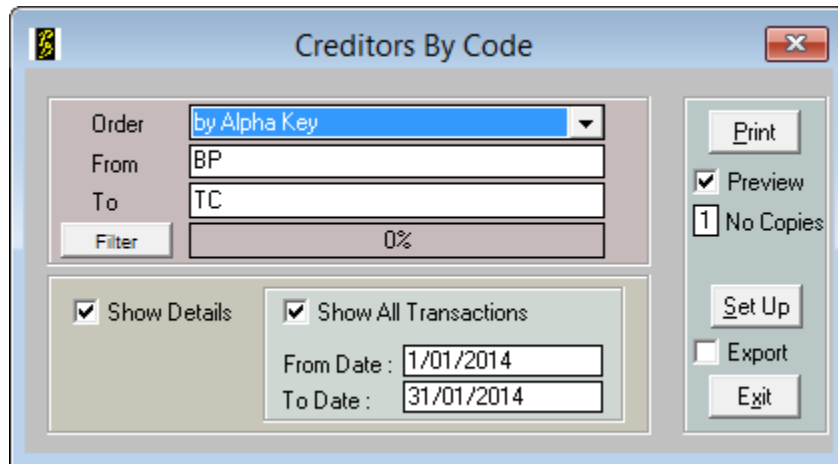


Figure 1: Outstanding by GL Code

Field	Description
Order	Choose between <b>by Alpha Key</b> or <b>by Account No.</b>
From To	<p><i>Note:</i></p> <ul style="list-style-type: none"> <li><i>The Account No refers to the internal account number for the debtor, not their bank account number.</i></li> </ul> <p>Enter the start and end debtors. This will be range of debtors that will be included on the report.</p>
Filter button	Click to open the Simple or Full Search function to further limit the list of debtors included on the report.
Show Details	Tick to print details of every outstanding transaction for each GL code with an outstanding balance.
Show All Transactions From Date To Date	<p>Tick to limit the report to outstanding transactions within the specified date range.</p> <p>If <b>Show Details</b> is also ticked, each GL code with an outstanding balance will also print a breakdown of the transactions that makeup the outstanding amount.</p>

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 <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 appropriate optional module for PayBiz.</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.*