

# PayBiz – Payments Due

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## Payments Due Report

PayBiz main menu > Creditors > Payments Due

Prints a list of payments due by creditor.

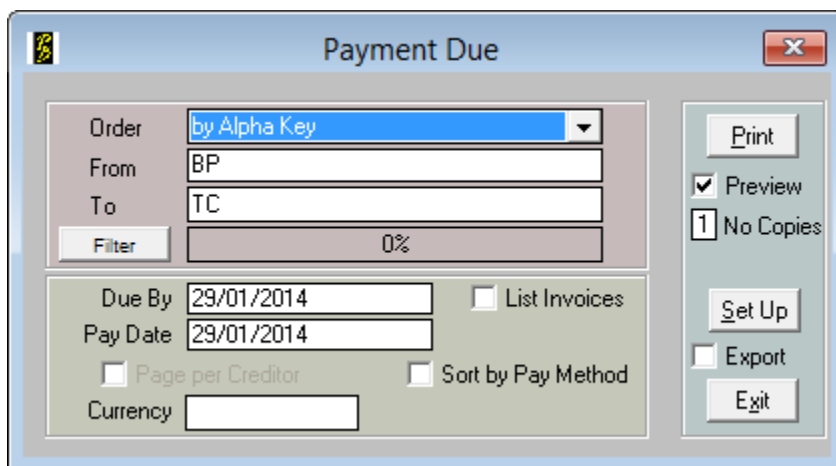


Figure 1: Cashbook Other Report

| Field              | Description  |
|--------------------|--|
| Order              | Choose between <b>by Alpha Key</b> or <b>by Account No.</b><br><i>Note:</i> <ul style="list-style-type: none"> <li>The <i>Account No</i> refers to the internal account number for the creditor, not their bank account number.</li> </ul> |
| From<br>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.<br>Leave un-ticked to print totals only.  |
| Page per Creditor  | Enabled only if <b>List Invoices</b> is ticked.<br>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.<br>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.<br>Defaults to the user's Print Preview setting in <b>File &gt; User File</b> .   |
| No Copies    | Enter the number of copies to print.<br>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.<br>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. Report printed by Alpha Key, no options ticked.

| PAYBIZ     |                       | <b>Payments Due Report</b>              |        | Thu 30/01/2014 |
|------------|-----------------------|---|--------|----------------|
|            |                       | <i>Demo data</i>                        |        | 08:34:30       |
|            |                       | Due By : 29/01/2014 Pay on : 29/01/2014 |        |                |
| Account No | Name                  | Method                                  | Due    |                |
| 100        | BP WAIMATE            | D/Credit                                | 185.85 |                |
| 130        | Farmer Brown          | Cheque                                  | 50.00  |                |
| 140        | Printing Supplies Ltd | Cheque                                  | 102.35 |                |
| 120        | Shearing Supplies     | D/Credit                                | 365.00 |                |
| 110        | Telecom Ltd           | D/Credit                                | 170.00 |                |
|            |                       |   | =====  |                |
|            |                       |   |        | 873.20         |

Figure 2: Sample 1

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

| PAYBIZ     |                       | <b>Payments Due Report</b>              |        | Thu 30/01/2014 |
|------------|-----------------------|---|--------|----------------|
|            |                       | <i>Demo data</i>                        |        | 08:36:45       |
|            |                       | Due By : 29/01/2014 Pay on : 29/01/2014 |        |                |
| Account No | Name                  | Method                                  | Due    |                |
| 100        | BP WAIMATE            | D/Credit                                | 185.85 |                |
| 120        | Shearing Supplies     | D/Credit                                | 365.00 |                |
| 110        | Telecom Ltd           | D/Credit                                | 170.00 |                |
|            |                       |   | =====  |                |
|            |                       |   |        | 720.85         |
| 130        | Farmer Brown          | Cheque                                  | 50.00  |                |
| 140        | Printing Supplies Ltd | Cheque                                  | 102.35 |                |
|            |                       |   | =====  |                |
|            |                       |   |        | 152.35         |
|            |                       |   | =====  |                |
|            |                       |   |        | 873.20         |

Figure 3: Sample 2

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

| Account No |            | Name                  |           | Method   |       | Due    |        |            |
|------------|------------|-----------------------|-----------|----------|-------|--------|--------|------------|
| 100        |            | BP WAIMATE            |           | D/Credit |       | 185.85 |        |            |
|            | Date       | Type                  | Reference | Nett     | Gst   | Gross  | Due    | Due By     |
|            | 16/01/2013 | P/In                  |           | 83.43    | 12.52 | 95.95  | 95.95  | 20/02/2013 |
|            | 22/11/2013 | P/In                  |           | 78.17    | 11.73 | 89.90  | 89.90  | 20/12/2013 |
|            |            |                       |           |          |       | =====  |        |            |
|            |            |                       |           |          |       |        | 185.85 |            |
| 120        |            | Shearing Supplies     |           | D/Credit |       | 365.00 |        |            |
|            | Date       | Type                  | Reference | Nett     | Gst   | Gross  | Due    | Due By     |
|            | 23/12/2013 | P/In                  | 1005      | 317.39   | 47.61 | 365.00 | 365.00 | 20/01/2014 |
|            |            |                       |           |          |       | =====  |        |            |
|            |            |                       |           |          |       |        | 365.00 |            |
| 110        |            | Telecom Ltd           |           | D/Credit |       | 170.00 |        |            |
|            | Date       | Type                  | Reference | Nett     | Gst   | Gross  | Due    | Due By     |
|            | 14/11/2013 | P/In                  | 10010123  | 73.91    | 11.09 | 85.00  | 85.00  | 20/12/2013 |
|            | 14/12/2013 | P/In                  | 10001112  | 73.91    | 11.09 | 85.00  | 85.00  | 20/01/2014 |
|            |            |                       |           |          |       | =====  |        |            |
|            |            |                       |           |          |       |        | 170.00 |            |
|            |            |                       |           |          |       | =====  |        |            |
|            |            |                       |           |          |       |        | 720.85 |            |
| 130        |            | Famer Brown           |           | Cheque   |       | 50.00  |        |            |
|            | Date       | Type                  | Reference | Nett     | Gst   | Gross  | Due    | Due By     |
|            | 15/12/2013 | P/In                  | PB 01010  | 43.48    | 6.52  | 50.00  | 50.00  | 20/01/2014 |
|            |            |                       |           |          |       | =====  |        |            |
|            |            |                       |           |          |       |        | 50.00  |            |
| 140        |            | Printing Supplies Ltd |           | Cheque   |       | 102.35 |        |            |
|            | Date       | Type                  | Reference | Nett     | Gst   | Gross  | Due    | Due By     |
|            | 10/12/2013 | P/In                  | 13456     | 89.00    | 13.35 | 102.35 | 102.35 | 20/01/2014 |
|            |            |                       |           |          |       | =====  |        |            |
|            |            |                       |           |          |       |        | 102.35 |            |
|            |            |                       |           |          |       | =====  |        |            |
|            |            |                       |           |          |       |        | 152.35 |            |
|            |            |                       |           |          |       | =====  |        |            |
|            |            |                       |           |          |       |        | 873.20 |            |

Figure 4: Sample 3