

Creditor Reporting

Last Modified on 02/03/2026 3:31 pm AEST

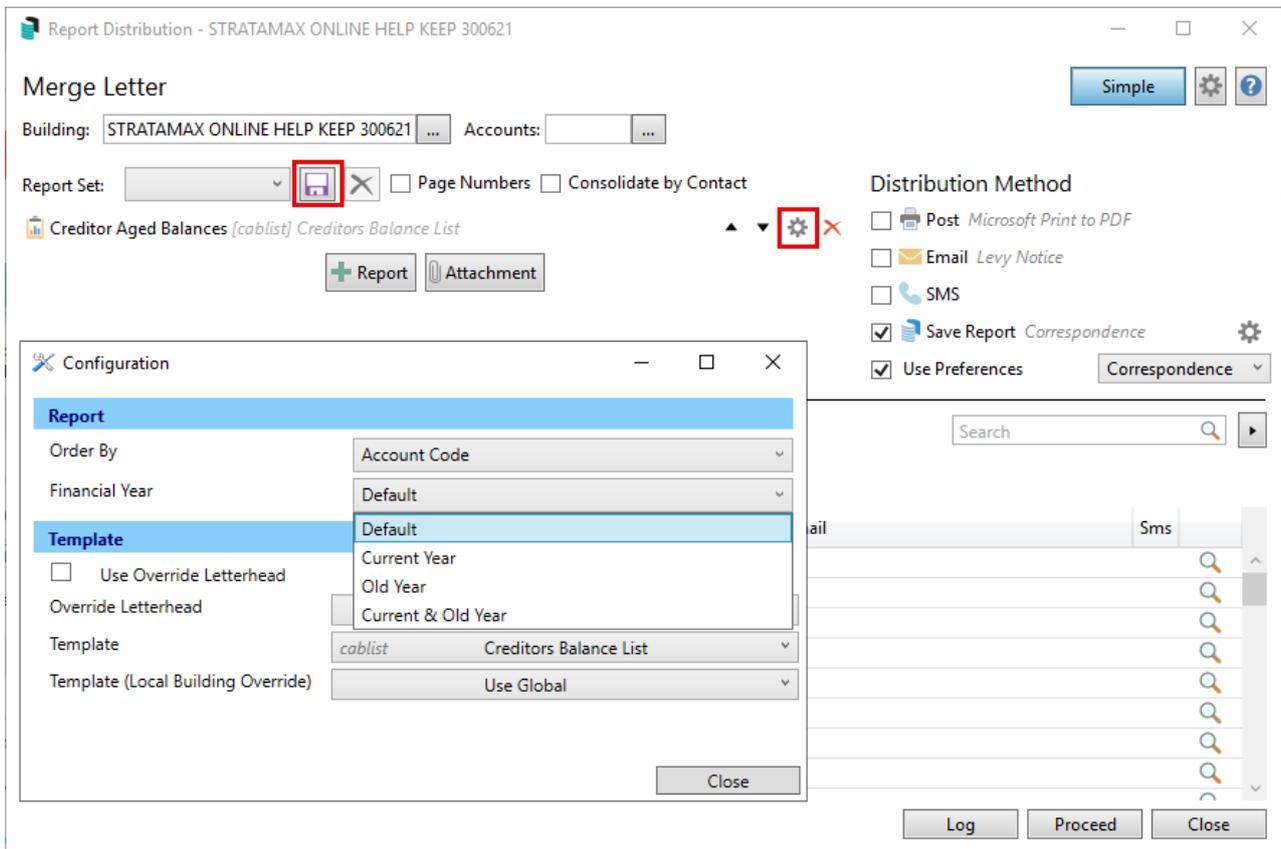
The following article contains information regarding creditor/contractor reports. These reports can help you view creditor activity at a local or global level across your portfolio.

You will also find more payment reports in our [Payment Reporting article](#).

Creditors Aged Balances

The *Creditor Aged Balances* report provides the ageing balance for a creditor account. It can be produced from the current year, with options to include the old year, the current year, or both.

1. Search or select **Report Set**.
2. Search or select the *Creditor Aged Balance* report.
3. Click the cogwheel, review the Order By and Financial Year settings, and determine whether the template should include the phone numbers.
4. Click *Close* once set.
5. This can be saved as a report set with further reports by clicking **+Report** button and adding further reports. Once all reports are available, click the *Save* icon. Enter a *Report Set* name and click OK.
6. To run this across multiple buildings, use the *Building* selector area and tag the buildings.
7. The default recipient will be the internal user.
8. Drop the recipient type if required, and select the appropriate type. If for sending to a recipient, tag this contact and click *Proceed* to preview.
9. In the preview window, click *Proceed* to finalise the distribution, click the save icon to save the report to a file location, click the email icon to use **Communications**, or click the DocMax icon to save to **DocMax**.



Example:

Page 1		Creditor Aged Balances Report aged to 31/1/2025							31 Oct 2025	
A/c No	Name	Telephone	Balance	Current	30 Days	60 Days	90 Days	90+ Days	Last Activity	
08200003			7,108.00	0.00	0.00	0.00	0.00	0.00	20/08/25	
08200839			7,926.00	0.00	0.00	0.00	0.00	0.00	02/10/25	
08206698			64.93	0.00	0.00	0.00	0.00	0.00	02/10/25	
08207046		134290566	645.54	0.00	0.00	0.00	0.00	0.00	02/10/25	
08291336		886126198	2,444.55	0.00	0.00	0.00	0.00	0.00	12/02/25	
08292470		915617156	-49,398.38	0.00	0.00	0.00	0.00	0.00	14/10/25	
08292998		515052505	561.00	0.00	0.00	0.00	0.00	0.00	30/05/25	
08293977		453267821	415.25	0.00	0.00	0.00	0.00	415.25	26/06/25	

Creditors Info List

This report contains the creditor contacts available in **Creditor Maintenance**, which uses two templates; each includes additional fields of information. The **Creditors Info List** is also available in the **Master Chart**, where all or selected creditors will report.

1. Search or select **Report Set**.
2. Search or select the **Creditor Info List**.
3. Click the cogwheel, review the order, tick if Hidden Creditors should be included, and if a specific industry type is required. Review the template which included both the Creditor Info List or Creditors Master List (examples shown below).
4. Click **Close** once set.
5. This can be saved as a report set with further reports by clicking the **+Report** button and adding further reports. Once all reports are available, click the **Save** icon. Enter a **Report Set** name and click

OK.

- To run this across multiple buildings, use the *Building* selector area and tag the buildings.
- The default recipient will be the internal user.
- Drop the recipient type if required, and select the appropriate type. If for sending to a recipient, tag this contact and click *Proceed* to preview.
- In the preview window, click *Proceed* to finalise the distribution, click the save icon to save the report to a file location, click the email icon to use **Communications**, or click the DocMax icon to save to **DocMax**.

Example: Creditors Info List

Page 1		Creditors Info List	
A/c No and Name	Address	Info	Contacts
08200003 Australian Tax Office Eft 093-003 316385			E admin@ato.com H 251025026
08200006 Dr. Aurelie Yadira Corkery IV Eft 124-035 50918663	331 Keshoun Square Terrytown Romania	ABN 44 093 456 154	M 172741514 E ilene@hickle.us
08200026 Renee Creditor Eft 184-446 25636699	werwer	ABN 75 105 998 473	
08200083 Quinton Klocko DVM BPay	864 Rebecca Drives New Julianaburgh Sweden	ABN 33 071 052 287	
08200188 Dr. Herman Ortiz DDS Eft 084-917 689753008	592 Amely Meadow East Lazaro United States Virgin Islands	ABN 99 658 147 534	H 572781142 E ansel_gottlieb@harveyschimmel.info
08200294 Elouise Swaniawski Eft 014-209 482445971	7420 Christiansen Rue West Ladarius Antarctica (the territory South of 60 de	ABN 57 465 367 955	H 657337440 E nedra.graham@hartmann.co.uk

Example: Creditors Master List

Page 1		Creditors Master List				
[Redacted]						
Code	Reference Name	P	Telephone Business	Telephone Mobile	Workers Comp Policy No.	Prof. Indemnity Policy No.
08200003	[Redacted]	Eft				
08200006	[Redacted]	Eft		172741514		
08200026	[Redacted]	Eft				
08200083	[Redacted]	BPay				
08200189	[Redacted]	Eft				
08200294	[Redacted]	Eft				
08200351	[Redacted]	Eft		605664990		
08200400	[Redacted]	Eft				
08200423	[Redacted]	Eft				
08200532	[Redacted]	Eft				
08200559	[Redacted]	Eft		818104597		
08200839	[Redacted]	Eft		849708435		
08200882	[Redacted]	BPay				
08200884	[Redacted]	Cheque				
08200959	[Redacted]	Eft				
08201132	[Redacted]	Eft		125234830		
08201287	[Redacted]	Eft		950486576		

Creditor Activity Report

The Creditor Activity Report details the invoice date, creditor account, name, amount, expense code, expense name, details, ref num (D0 reference), invoice number, and whether the invoice is paid.

This report is also available for uploading to the [Portal](#) and can be configured from [Creditors Management](#) (cogwheel icon) to show the number of invoice days.

1. Search or select **Report Set**.
2. Click the cogwheel to set the invoice days, and check the *Excluding Hidden Transaction* checkbox.
3. Click *Close* once set.
4. This can be saved as a report set with additional reports by clicking the *+Report* button and adding them. Once all reports are available, click the *Save* icon. Enter a *Report Set* name and click OK.
5. To run this across multiple buildings, use the *Building* selector area and tag the buildings.
6. The default recipient will be the internal user.
7. Drop the recipient type if required, and select the appropriate type. If for sending to a recipient, tag this contact and click *Proceed* to preview.
8. In the preview window, click *Proceed* to finalise the distribution, click the save icon to save the report to a file location, click the email icon to use **Communications**, or click the DocMax icon to save to **DocMax**.

Example:

Invoice Activity Report							06/07/2025 to 03/11/2025			
DIAMONDS FOREVER - KEEP CTS 1563										
Date	Creditor A/c	Creditor Name	Amount	Expense A/c	Expense Name	Details	Ref Num	Invoice No	Paid?	
Invoices Processed and On Hold										
18/09/2025	08200114	Verner Fisher	395.00	13105	Cleaning	Glass Cleaning	D0000002	00049220	On Hold	
Total Processed and On Hold			395.00							
Invoices Processed and Unpaid										
18/09/2025	08200014	A & E Gardening And Maint	100.00	13405	Electrical Repairs	Emerg. Lights	D0000001	00004400	Unpaid	
Total Processed and Unpaid			100.00							

Creditors Balance Report

This report contains the balance of a creditor which can be set for the Current Year, Old Year or a combination of both.

1. Search or select **Report Set**.
2. Click the cogwheel, review the Financial Year settings, and determine which template.
3. Click *Close* once set.
4. This can be saved as a report set with additional reports by clicking the **+Report** button and adding them. Once all reports are available, click the *Save* icon. Enter a **Report Set** name and click OK.
5. To run this across multiple buildings, use the **Building** selector area and tag the buildings.
6. The default recipient will be the internal user.
7. Drop the recipient type if required, and select the appropriate type. If for sending to a recipient, tag this contact and click *Proceed* to preview.
8. In the preview window, click *Proceed* to finalise the distribution, click the save icon to save the report to a file location, click the email icon to use **Communications**, or click the DocMax icon to save to **DocMax**.

Example:



CREDITORS BALANCE REPORT
AS AT 31 JANUARY 2025

<u>Account No</u>	<u>Name</u>	<u>Amount</u>
08200001	Brianne Ledner	-114.00
08200002	Lawson Bode	-66,891.50
08200003	Australian Taxation Office	13,511.00
08200005	Aiyana Oberbrunner I	-3,462.00
08200006	Elvie Lubowitz	-1,228.00
08200010	Brett Von	-661.00
08200011	Elbert Stamm	-50.00
08200012	Aileen O'conner	-15,679.67
08200013	Dr. Theo Kling	-484.06
08200015	Eladio Hoeger	-150.00
08200016	Art Buckridge	-738.00
08200017	Margarette Rath	-10.00
08200018	Malachi Ward	-50.00
08200019	Annabelle Ankunding	-346.00
08200020	Bud Torphy	-50.00
08200021	Leonardo Stanton	-6,448.00
08200022	Miss Zena Antonetta Bartell Ph	-17.09
08200024	Robb Mraz	-510.00
08200028	Dr. Harmon Hudson Phd	-1,690.00
08200031	Dr. Dianna Jarrett Heaney Md	-1.00