



Slide 1

Slide notes: One always needs an AP Creditor Account listing report, and we have 2 options for this: Account Listing and Account Listing with indicators.



Slide 2

Slide notes:



Slide 3
Slide notes:

Account #	Company Name	Form	Category	Group
C00004	GST Receiver		tc Trade AP Creditors	1
C00017	1st National Insurance		INS Insurance	a Any
C00018	1st National Insurance	USD	ins Insurance	a Any
C00019	Klaus Donohoe		INS Insurance	a Any
C00021	Lesmor		pm Property Management	a Any
C000215	Lesmor	USD	pm Property Management	a Any
1000	World Space	USD	tc Trade AP Creditors	a Any
c00005	SD Spares		tc Trade AP Creditors	a Any
C00007	Perfect Haulage Inc		tc Trade AP Creditors	a Any
c00008	Load Haulers Inc		tc Trade AP Creditors	a Any
C00013	Supplier 13th St	USD	tc Trade AP Creditors	a Any
c00014	Hoskins Inc.	USD	tc Trade AP Creditors	a Any
C00015	Supplier C00015		tc Trade AP Creditors	a Any
C00016	Supplier C00016		tc Trade AP Creditors	a Any
C00020	Fabric Supplier Inc		tc Trade AP Creditors	a Any
c0000	SUPPLY CO		tc Trade AP Creditors	a Any
c9000	One Time Vendors	USD	tc Trade AP Creditors	a Any
c9001	Creditor Co	USD	tc Trade AP Creditors	a Any
cent	Century Graphics		tc Trade AP Creditors	a Any
cent01	Century Graphics Artwork		tc Trade AP Creditors	a Any
msa1000	Kalspagoda		tc Trade AP Creditors	a Any
				Any Any
c00001	Amend & Withdraw		nc Better AP Creditors	def
c00002	ABC Stationery	USD	tc Trade AP Creditors	def
C000025	ABC Stationery	USD	tc Trade AP Creditors	def

Slide 4

Slide notes: And this is a sample of the standard version of the Account listing report, but actually it is available in many formats.

IES Navigator Client v8.1B : Macbook ILS : [modul-2]

Help Submit Quit Functions Comments

IES REPORTS AND QUERIES - User Instructions

NAME: CREDITOR LISTING (NAME AND CODE ONLY)

1 - CHOOSE VERSION [Versions](#)
 Report Version: System Version: AP / Creditor Accounts Listing

2 - CHOOSE SETTINGS
 Format: REPORT
 Output: FILE
 Print Type: html HTML FILE
 Printer: 04: Infolab
 Report Header: AP / Creditor Accounts Listing

3 - CHOOSE DATA SELECTOR [Change Selector](#)
 Choose from 4 Data Selectors
 Data Selector: html-opens WITH CREDITORS

4 - TO e-MAIL THE RESULTS. Print: Normal
 Dispatch By E-Mail
 Mail To: Creditor listing (name and code only)
 Mail Type: Report by Mail

5 - ADAPT DATA SELECTOR (if groups are present)
 HOW TO USE MY CHECK

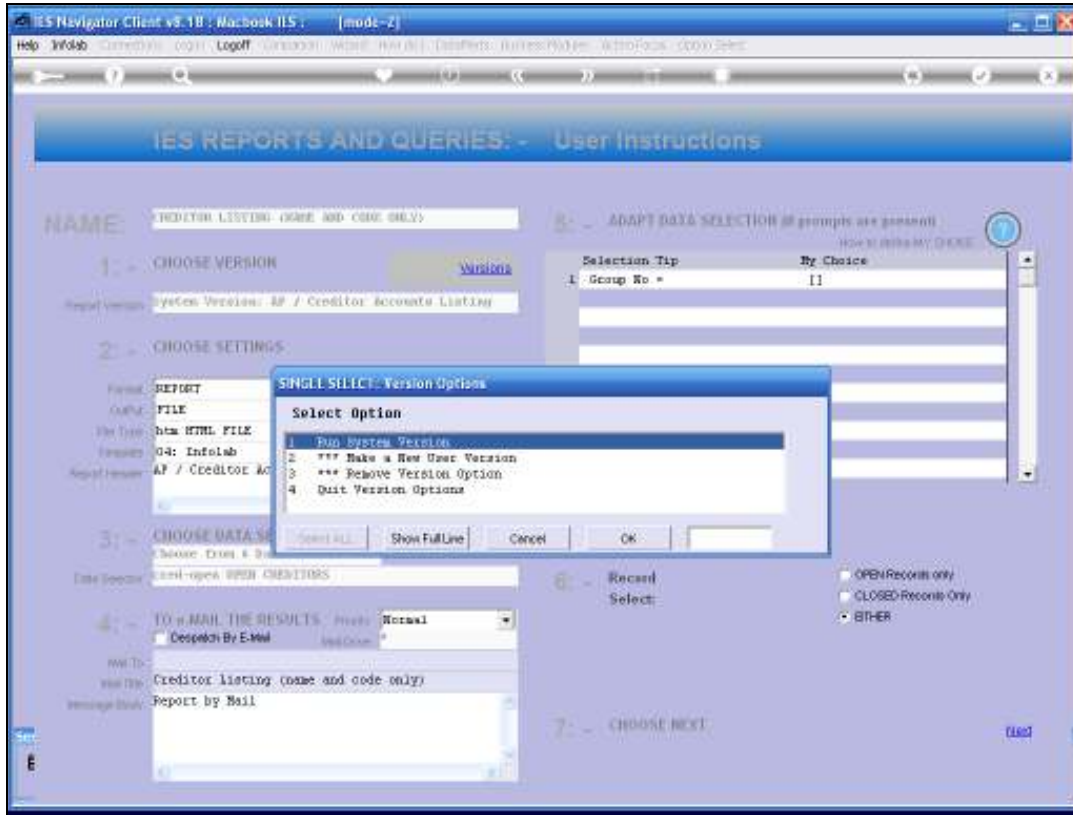
Selection Tip	My Choice
1 Group No =	11

6 - Record Select:
 OPEN Records only
 CLOSED Records Only
 EITHER

7 - CHOOSE NEXT [Next](#)

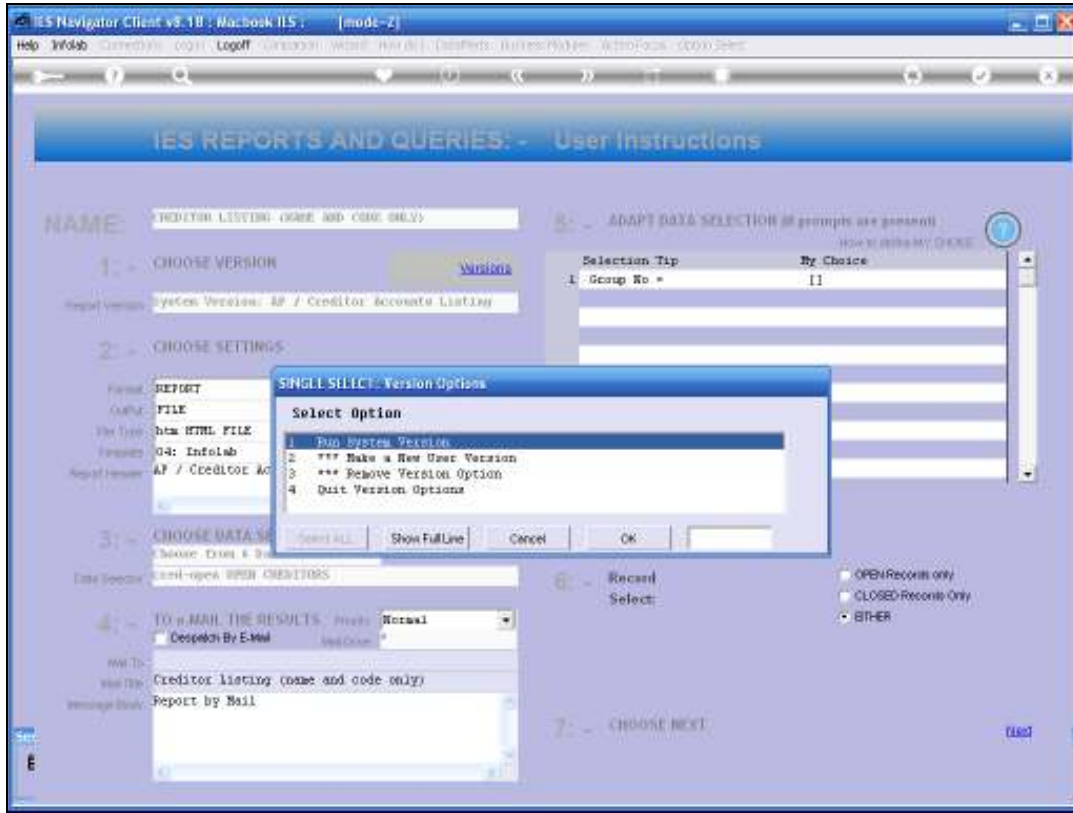
Slide 5

Slide notes: When we execute the Report, then at the pre run step, we have access to the 'versions' option, and that means that on this Account listing we can have as many versions of the report as we want. We can include any columns that we want to indicate, sort in any way desired, etc.



Slide 6

Slide notes:



Slide 7
Slide notes: