

How to view supplier statements

Click Reports, Supplier, Supplier Reports, Supplier Statements.

The initial report will open up like this:

Select range:

Job:

Supplier:

Date:


Account:


- Outstanding Only
 - Bank Details
 - Remittance
 - Show notes
 - Multiple Statements

Your Company

Period: from 01/02/2012 to 06/02/2012

Supplier Statement

Opening Balance (01/02/2012): 9,527.39

Date	Debtor	Due	Type	Status	Reference	Paidfor	Amount	Balance
No Current Transactions								

Invoice by overdue age as of 06/02/2012

Name	overdue 06/02/2012	over 30 days due since 07/01/2012	over 60 days due since 08/12/2011	over 90 days due since 08/11/2011	Total
No Current Transactions					

Created by SortMyBooks On-Line. www.sortmybooksonline.com

Fill in the selection criteria on the left and click apply to view your supplier statements.