How to Generate the Creditor Insurance Due Report

Overview

On the payment tab of the creditor details there is a field for insurance renewal of the creditor's public liability, professional indemnity or other insurance coverage. The Creditor Insurance Due Report lists the creditors with insurance policies expiring as at the entered date or a list of creditors with no date entered.

This document will cover:

- How to Enter the Insurance Renewal Date

- How to Generate the Creditor Insurance Due Report

How to Enter the Insurance Renewal Date

1. Go to **Files > Creditor** and enter creditor alpha index and press **Enter**

2. Click on the **Payment tab** and enter the date in the Insurance Renewal field

3. Click **OK-F12**

How to Generate the Creditor Insurance Due Report

1. Go to **Reports > Creditor > Insurance Due**

2. Select criteria:

   - **Creditor Category –** select from the drop-down menu or eave on **ALL**

   - **Due Date** – Enter a due date or this will default to today's date. Tick **None** to print the report to show creditors with no insurance date

3. Click **Preview-F11 or Print-F12**

Date: 18/01/16   Page: 001

CREDITOR INSURANCE DUE REPORT

As At 28/02/16

Alpha	Name	Address	Contact Details	Expiry Date
GEORGES	George's Handyman Services	225 Balmain Road BALMAIN NSW 2041 George Martins	Mobile: 0416 234 876 Work: 9908 7656 Home: 9908 5434 Email: george@ghs.com.au	31/01/16
OBRIEN	O'Brien Locksmiths Pty Ltd	P O BOX 456 PETERSHAM NSW 2000	Mobile: N/A Work: 9450 5645 Home: N/A Email: obrien@locks.com.au	27/09/15
SPARKY	Sparky Electrical	27 Rivers Rd Frenches Forest NSW 2086 Bob	Mobile: 0412 345 123 Work: 9987 6678 Home: Email: bob@sparkyelectrical.com.au	04/10/15
TREVS	Trev's Garden Services	123 Mona Vale Rd Frenchs Forest NSW 2086 Trevor Smith	Mobile: 0414 243 567 Work: 02 9453 8456 Home: Email: trev@trevs.com.au	14/12/14

Number of items -   4

NOTE: The report will print in Creditor alpha index order.

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