

## 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**

Creditor Details

Alpha index: GEORGES Active

Name: George's Handyman Services

General | Payment | Notes | Barcode | Maintenance

Payment method: Auto deposit (EFT) consolidated

Deposit account name: George's Handyman Services

Account number: 865557776

BSB: 082-980

Comment: WBC Newtown

ABN: 24-548-758-374

Email remittance to: \_\_\_\_\_

GST exempt  
 ABN confirmed  
 Charge supervision fee  
 Show GST in creditor remittance  
 Revenue Recovery  
 Prompt for Tenant Invoicing

Email work orders and quotes  
 Email remittances  
 Charge disbursement fee  
 Save reference numbers  
 REST DEFT Creditor

Insurance Renewal: 31/01/16 Date of last payment: 09/11/15

B/F	Disbursement	Payment	Balance
0.00	0.00	0.00	0.00

Cancel - ESC  
 Action - F1  
 Clear - F2  
 Delete - F3  
 Add Mode - F4  
 Search - F7  
 Last Edits - F9  
 OK - F12

## How to Generate the Creditor Insurance Due Report

- Go to **Reports > Creditor > Insurance Due**
- Select criteria:
  - Creditor Category** - select from the drop-down menu or leave 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

Creditor Insurance Due Report

**Selection**

Month to Print: Current

All  
 Range Start at Alpha Index: \_\_\_\_\_  
 Finish at Alpha Index: \_\_\_\_\_  
 Select: \_\_\_\_\_

**Advanced**

Creditor Category: ALL

Due Date: 28/02/16 OR  None

Orientation F1  
 Font Select F2  
 Printer Select F3  
 Print - F12  
 Preview - F11  
 Export - F10  
 Cancel - ESC

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

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 234 878 Work: 9908 7656 Home: 9908 5434 Email: george@ghs.com.au	31/01/16
O BRIEN	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 FRENCHS 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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