

Save File as : Muncde\_AC\_ccyy\_Mnn.XLS (e.g.: GT411\_AC\_2005\_M10)  
 Change Year End (ccyy) to Financial Year End (e.g.: 2005 for year 2004/2005) and Month End (Mnn) to Active Month (M01=July...M12=June)(e.g.: M10)  
 Change Muncde to your own municipal code (e.g.: GT411)  
 If (and only if) Creditors per function not available, list top 10 creditors by name  
 To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

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Year	Month			0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total -
End	End	Mun	Item	Detail								
2014	M12	NC072	0100	Bulk Electricity	2,698,061	0	0	0	0	0	0	2,698,061
			0200	Bulk Water	0	0	0	0	0	0	0	0
			0300	PAYE deductions	0	0	0	0	0	0	0	0
			0400	VAT (output less input)	0	0	0	0	0	0	0	0
			0500	Pensions / Retirement deductions	0	0	0	0	0	0	0	0
			0600	Loan repayments	0	0	0	0	0	0	0	0
			0700	Trade Creditors	0	0	0	0	0	0	0	0
			0800	Auditor General	0	0	0	0	0	0	0	0
			0900	Other	689,745	0	0	0	0	0	0	689,745
			1000	Total	3,387,806	0	0	0	0	0	0	3,387,806
			TP01	Top 1 Creditor	500,000	0	0	0	0	0	0	500,000
			TP02	Top 2 Creditor	41,644	0	0	0	0	0	0	41,644
			TP03	Top 3 Creditor	41,009	0	0	0	0	0	0	41,009
			TP04	Top 4 Creditor	40,703	0	0	0	0	0	0	40,703
			TP05	Top 5 Creditor	17,915	0	0	0	0	0	0	17,915
			TP06	Top 6 Creditor	17,561	0	0	0	0	0	0	17,561
			TP07	Top 7 Creditor	13,224	0	0	0	0	0	0	13,224
			TP08	Top 8 Creditor	6,234	0	0	0	0	0	0	6,234
			TP09	Top 9 Creditor	5,882	0	0	0	0	0	0	5,882
			TP10		5,573	0	0	0	0	0	0	5,573
			TOT	Total	689,745	0	0	0	0	0	0	689,745
					Incorrect						Incorrect	