

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

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)

If (and only if) Creditors per function not available, list top 10 creditors by name
To Case File press the following keys at the same time with Case Lock off: Ctrl

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