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5.1 Filtering options

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# Purchase Ledger

Purchase ledger is a report of suppliers, purchase invoices and balances at a selected time.

## 1. Filters and filter options

- **Supplier** – supplier code on document, will be filtered by chosen code.
- **Time** – the time at which the report is displayed.
- **Range** – document number range or separate number range with colon. E.g. 1000:1020.
- **Class** – supplier class on the document. Can be range separated with colon.
- **D account** – report will only show purchase invoices with the selected debt account (Cred account on purchase invoice).
- **Object** – shows purchase invoices with selected object, function exclusion mark !OBJECT is added.
- **PP account** – supplier prepayment account.
- **Divide/ Configure** – distributes the amount of unpaid purchase invoices over time. E.g divide by 3 x 7 shows expected payments for the previous three and the following three weeks, based on payment term.
- **Currency** – only shows purchase invoices in the selected currency e.g invoices made with currency of USD.
- **Supplier datafield** - selection of supplier datafields. If datafield is selected, it is shown in the report with suppliers data (if Supplier Data is selected from choices). If datafield is selected and filter is also filled, only those suppliers that have a match in that datafield are filtered.
- **Purchase invoice datafield** – selection of purchase invoice datafields. Purchase invoices can be filtered by the value of the selected datafield.

## 2. Choices

**Purchase Ledger**

Supplier  Time  Range  Class  D account

Object  PP account  Divide  0 x 0 Currency  Precision  0.01

☐ only overdue ☐ By Transaction time ☐ Currency ☐ Supplier Data ☐ Invoice project ☐ Invoice object ☐ D account

Total  Overlaps are possible ☐ Sorted by  Supplier  Invoice No

(Supplier Datafield)

(Supplier Datafield)

(Supplier Datafield)

(Purchase invoice Datafield)

- **Only overdue** – Report shows only overdue purchase invoices.
- **By transaction time** – report shows by purchase invoice transaction time not by purchase invoice date.
- **Currency** – in addition to the balance, the currency column, prepayments by exchange rate and currencies in total and compared to the current exchange rate are shown in report.
- **Supplier Data** – Report shows supplier information.
- **Invoice project** - Report shows project related to the invoice.
- **Invoice object** - Report shows object related to the invoice.
- **D account** - Report shows debt account.
- **Total (Supplier/Country/Class)** – Supplier - shows total amount of unpaid invoices, prepayment and current balance by supplier. Country - shows total amount of unpaid invoices,

prepayment and current balance by country. Vendors without a country are displayed together without the country code. Class - shows total amount of unpaid invoices, prepayment and current balance by class.

Purchase Ledger

Supplier

Time

Range

Class

D account

Object

PP account

Divide

0

0

x

Currency

Precision

0,01

☐ only overdue account

☐ By Transaction time

☐ Currency

☐ Supplier Data

☐ Invoice project

☐ Invoice object

☐ D

Total

Supplier

Country

Class

☐ Overlaps are possible

Sorted by

Supplier

Invoice No

Print

REPORT

(Supplier Datafield)

(Supplier Datafield)

(Supplier Datafield)

(Purchase invoice Datafield)

- **Overlaps are possible** - with this option only lines with prepayment and balance remain in the Total view
- **Sorted By** – Sorting options. First drop-down: Supplier sorts by supplier codes and name by supplier names. Second drop-down is for sorting suppliers invoices by invoice number, invoice time or invoice due date.

Purchase Ledger

Supplier

Time

Range

Class

D account

Object

PP account

Divide

0

0

x

Currency

Precision

0,01

☐ only overdue account

☐ By Transaction time

☐ Currency

☐ Supplier Data

☐ Invoice project

☐ Invoice object

☐ D

Total

Supplier

Country

Class

☐ Overlaps are possible

Sorted by

Supplier

Invoice No

Supplier Name

Invoice No

Invoice time

Due date

Print

REPORT

(Supplier Datafield)

(Supplier Datafield)

(Supplier Datafield)

(Purchase invoice Datafield)

3. Links

- **Invoice number** – Opens purchase invoice.
- **Supplier code** – Opens supplier card.
- **To Pay** – Opens invoice balance.
- **Prepayment** – Opens supplier’s prepayment list.

4. Fine tuning

Purchase Ledger

Supplier

Time

Range

Class

D account

Object

PP account

Divide

0

0

x

Currency

Precision

0,01

☐ only overdue account

☐ By Transaction time

☐ Currency

☐ Supplier Data

☐ Invoice project

☐ Invoice object

☐ D account

Total

Supplier

Country

Class

☐ Overlaps are possible

Sorted by

Supplier

Invoice No

Print

REPORT


(Supplier Datafield)



(Supplier Datafield)

(Supplier Datafield)

(Purchase invoice Datafield)

Picture (1)

- **Setting**  - possibility to choose personal settings

- **Excel sheet**  (shortcut F12 or Alt+E) - options : With customer information (same as on the screen), as table (allows to combine data from columns)
- **Save report**  (shortcut Alt+A)- Save report to your own menu with selected name

Sales Ledger

Customer

Customer salesman

Time

Range

Show (salesman)

only prepayment invoices

only overdue

By Transaction time

Total

Overlaps are possible

Sorted by

Customer

Class

D account

PP account

Status (full)

Customer datafield

Invoice datafield

Invoice datafield

Show delivery name

REPORT

Customer 1001 Big Client

Invoice No	Invoice time	Due date	Term	To pay
100001	12.01.2020			
100002	01.02.2020	15.04.2020	14	600.00
100004	01.04.2020	15.04.2020	14	1 000.00
100005	01.05.2020	15.05.2020	14	1 200.00
100006	01.06.2020	15.06.2020	14	1 200.00
100022	31.05.2021	14.06.2021	14	1 200.00
100028	22.07.2021 06:43:05	05.08.2021	14	1 070.00
100029	22.07.2021 06:44:38	05.08.2021	14	1 070.00
100030	22.07.2021 06:45:06	05.08.2021	14	1 070.00
100031	22.07.2021 06:45:20	05.08.2021	14	1 070.00
100032	22.07.2021 06:45:34	05.08.2021	14	1 070.00

Back

Save

DELETE

SETTING: Personal

Excel Output With Customer in Header

Split Label Days

Customer data field with invoice receiver e-mail Numbers

Client datafields Days

Currency EUR

Save

Picture (2)

Purchase Ledger

Supplier

Time 09.07.2021

Range

Class

D account

Object

PP account

Configure Days -90..30.0

Currency

Precision 0.01

only overdue

By Transaction time

Currency

Supplier Data

Invoice project

Invoice object

D account

Total Supplier

Overlaps are possible

Sorted by Supplier Invoice No

Print

REPORT

(Supplier Datafield)

(Supplier Datafield)

(Supplier Datafield)

(Purchase invoice Datafield)

Supplier	Unpaid	Prepayment	Balance
1001 Tamm AS	-12 102.60	-4 918.45	-17 021.05
1003 Pärn	-12 000.00	0.00	-25 581.05

Purchase Ledger

Supplier

Time 09.07.2021

Range

Class

D account

Object

PP account

Configure Days -90..30.0

Currency ISEK

only overdue

By Transaction time

Currency

Supplier Data

Total Supplier

Sorted by Supplier Invoice No

Print

REPORT

(Supplier Datafield)

(Supplier Datafield)

(Supplier Datafield)

(Purchase invoice Datafield)

Back

Save

DELETE

SETTING: Personal

Excel Output With Supplier in Header

Split Label Numbers

Numbers

Days

Currency EUR

Save

Supplier	Unpaid	Prepayment	Balance
1001 Tamm AS	-31 200.00	-1 440.00	-29 760.00
1005 Ahvileivapuu	-5 337.24	8 276.78	539.53
1007 Apple OÜ	-10 165.20	0.00	-40 825.20
1008 Maku- ja Tolkamet	-12 350.16	0.00	-12 350.16
1009 Meditsiiniseadmete OÜ	-20 400.00	0.00	-130 920.00
Total	-67 042.44	9 716.78	-213 315.83

Purchase Ledger

Supplier

Time 09.07.2021

Range

Class

D account

Object

PP account

Configure Days -90..30.0

Currency ISEK

only overdue

By Transaction time

Currency

Supplier Data

Total Supplier

Sorted by Supplier Invoice No

Print

REPORT

(Supplier Datafield)

(Supplier Datafield)

(Supplier Datafield)

(Purchase invoice Datafield)

Supplier	Unpaid	Prepayment	Balance
1001 Tamm AS	-31 200.00	-1 440.00	-29 760.00
1005 Ahvileivapuu	-5 337.24	8 276.78	539.53
1007 Apple OÜ	-10 165.20	0.00	-40 825.20
1008 Maku- ja Tolkamet	-12 350.16	0.00	-12 350.16
1009 Meditsiiniseadmete OÜ	-20 400.00	0.00	-130 920.00
Total	-67 042.44	9 716.78	-213 315.83

Picture (3)

## 5. Samples

### 5.1 Filtering options

#### 5.1.1 Purchase Ledger regular report with currency option

**Purchase Ledger**

Supplier:  Time:  Range:  Class:  D account:  (Supplier Datafield)

Object:  PP account:  Divide:  x  Currency:  Precision:  (Supplier Datafield)

☐ only overdue ☐ By Transaction time ☒ **Currency** ☐ Supplier Data ☐ Invoice project ☐ Invoice object ☐ D account (Purchase invoice Datafield)

Total:  Overlaps are possible ☐ Sorted by:

**Supplier: 1001 Tamm AS**

Invoice No	Supplier Invoice	Invoice time	Due date	Pay Term	To pay	Days	Currency	Rate	To pay
100003	2020001	01.01.2020	15.01.2020	14	-1 440.00	-502			
100004	2020002	01.02.2020	15.04.2020	14	-705.60	-411			
100005	2020003	01.03.2020	15.03.2020	14	-1 440.00	-442			
100007	2020005	01.05.2020	15.05.2020	14	-1 440.00	-381			
100098	234	10.01.2021 21:07:40	24.01.2021	14	-5 637.00	-127			
100597	01.01.2021	01.01.2021	15.01.2021	14_5	-1 440.00	-136			
<b>Supplier balance</b>					-12 102.60				
<b>Where overdue</b>					-12 102.60				

**Supplier: 1003 Pärn**

Invoice No	Supplier Invoice	Invoice time	Due date	Pay Term	To pay	Days	Currency	Rate	To pay
100070	elevant	01.01.2021	15.01.2021	14	-12 000.00	-136			
<b>Supplier balance</b>					-12 000.00				
<b>Where overdue</b>					-12 000.00				

**Supplier: 1004 Palm**

Invoice No	Supplier Invoice	Invoice time	Due date	Pay Term	To pay	Days	Currency	Rate	To pay
100015	200002	01.05.2020	15.05.2020	14	-1 125.29	-381	SEK	0.0938	-12 000.00
100016	200003	01.08.2020	15.08.2020	14	-1 166.92	-289	SEK	0.0972	-12 000.00
100017	200004	01.10.2020	15.10.2020	14	-1 144.46	-228	SEK	0.0954	-12 000.00
100018	200005	01.12.2020	15.12.2020	14	-1 174.92	-167	SEK	0.0979	-12 000.00
100060	87643_x	31.01.2021			-246.10				
<b>Supplier balance</b>					-4 857.68				
<b>Where overdue</b>					-4 611.58				

Picture (4)

**5.1.2 Show only SEK and USD purchase invoices** - for this selection divide currency codes with commas „SEK,USD“. If you want to see only USD invoices then wrote „USD“

**Purchase Ledger**

Supplier:  Time:  Range:  Class:  D account:  (Supplier Datafield)

Object:  PP account:  Divide:  x  Currency:  Precision:  (Supplier Datafield)

☐ only overdue ☐ By Transaction time ☒ **Currency** ☐ Supplier Data ☐ Invoice project ☐ Invoice object ☐ D account (Supplier Datafield)

Total:  Overlaps are possible ☐ Sorted by:

**Supplier: 1004 Palm**

Invoice No	Supplier Invoice	Invoice time	Due date	Pay Term	To pay	Days	Currency	Rate	To pay
100015	200002	01.05.2020	15.05.2020	14	-1 125.29	-381	SEK	0.0938	-12 000.00
100016	200003	01.08.2020	15.08.2020	14	-1 166.92	-289	SEK	0.0972	-12 000.00
100017	200004	01.10.2020	15.10.2020	14	-1 144.46	-228	SEK	0.0954	-12 000.00
100018	200005	01.12.2020	15.12.2020	14	-1 174.92	-167	SEK	0.0979	-12 000.00
<b>Supplier balance</b>					-4 611.58				
<b>Where overdue</b>					-4 611.58				

**Supplier: 1005 Ahvileivapuu**

Invoice No	Supplier Invoice	Invoice time	Due date	Pay Term	To pay	Days	Currency	Rate	To pay
100009	20200101	01.01.2020	15.01.2020	14	-1 068.19	-502	USD	0.8902	-1 200.00
100010	20200102	01.03.2020	15.03.2020	14	-1 093.19	-442	USD	0.9110	-1 200.00
100011	20200103	01.05.2020	15.05.2020	14	-1 103.35	-381	USD	0.9195	-1 200.00
100012	20200104	01.07.2020	15.07.2020	14	-1 071.43	-320	USD	0.8929	-1 200.00
100013	20200105	01.09.2020	15.09.2020	14	-1 001.08	-258	USD	0.8342	-1 200.00
<b>Supplier balance</b>					-5 337.24				
<b>Where overdue</b>					-5 337.24				

Picture (5)

**5.1.3 Don't show EUR and SEK purchase invoices** - for this selection mark exclusion mark „!“ and add currency codes separated with commas „!EUR,SEK“. Report shows only USD invoices. If you want exclude only SEK invoices, then wrote „!SEK“

Purchase Ledger

Supplier

Object

☐ only overdue

☐ By Transaction time

☒ Currency

☐ Supplier Data

☐ Invoice project

☐ Invoice object

☐ D account

Total

☐ Overlaps are possible

Sorted by

Supplier

Invoice No

Print

REPORT

Time

31.05.2021

Range

Class

D account

(Supplier Datafield)

(Supplier Datafield)

(Supplier Datafield)

(Purchase invoice Datafield)

PP account

Divide

0

x

0

Currency

ISEK

Precision

0,01

Supplier: 1001 Tamm AS									
Invoice No	Supplier Invoice	Invoice time	Due date	Pay Term	To pay	Days	Currency	Rate	To pay
100003	2020001	01.01.2020	15.01.2020	14	-1 440.00	-502			
100004	2020002	01.02.2020	15.04.2020	14	-705.60	-411			
100005	2020003	01.03.2020	15.03.2020	14	-1 440.00	-442			Payment schedule
100007	2020005	01.05.2020	15.05.2020	14	-1 440.00	-381			
100098	234	10.01.2021 21:07:40	24.01.2021	14	-5 637.00	-127			
100597	01.01.2021	01.01.2021	15.01.2021	14_5	-1 440.00	-136			
Supplier balance					-12 102.60				
Where overdue					-12 102.60				
Supplier: 1003 Pärn									
Invoice No	Supplier Invoice	Invoice time	Due date	Pay Term	To pay	Days	Currency	Rate	To pay
100070	elevant	01.01.2021	15.01.2021	14	-12 000.00	-136			
Supplier balance					-12 000.00				
Where overdue					-12 000.00				
Supplier: 1004 Palm									
Invoice No	Supplier Invoice	Invoice time	Due date	Pay Term	To pay	Days	Currency	Rate	To pay
100060	87643_x	31.01.2021			-246.10				
Supplier balance					-246.10				
Supplier: 1005 Ahvileivapuu									
Invoice No	Supplier Invoice	Invoice time	Due date	Pay Term	To pay	Days	Currency	Rate	To pay
100009	20200101	01.01.2020	15.01.2020	14	-1 068.19	-502	USD	0.8902	-1 200.00
100010	20200102	01.03.2020	15.03.2020	14	-1 093.19	-442	USD	0.9110	-1 200.00
100011	20200103	01.05.2020	15.05.2020	14	-1 103.35	-381	USD	0.9195	-1 200.00
100012	20200104	01.07.2020	15.07.2020	14	-1 071.43	-320	USD	0.8929	-1 200.00
100013	20200105	01.09.2020	15.09.2020	14	-1 001.08	-258	USD	0.8342	-1 200.00
100033	23m	01.05.2021	15.05.2021	14	-1 200.00	-16			
Supplier balance					-6 537.24				
Where overdue					-6 537.24				

Picture (6)

5.1.4 Show Object „LADU“ (warehouse) overdue invoices

Purchase Ledger

Supplier

Object

☒ only overdue

☐ By Transaction time

☐ Currency

☐ Supplier Data

☐ Invoice project

☐ Invoice object

☐ D account

Total

☐ Overlaps are possible

Sorted by

Supplier

Invoice No

Print

REPORT

Time

31.05.2021

Range

Class

D account

(Supplier Datafield)

(Supplier Datafield)

(Supplier Datafield)

(Purchase invoice Datafield)

PP account

Divide

0

x

0

Currency

Precision

0,01

Supplier: 1001 Tamm AS						
Invoice No	Supplier Invoice	Invoice time	Due date	Pay Term	To pay	Days
100597	01.01.2021	01.01.2021	15.01.2021	14_5	-1 440.00	-136
Supplier balance					-1 440.00	
Where overdue					-1 440.00	
Supplier: 1004 Palm						
Invoice No	Supplier Invoice	Invoice time	Due date	Pay Term	To pay	Days
100015	200002	01.05.2020	15.05.2020	14	-1 125.29	-381
100016	200003	01.08.2020	15.08.2020	14	-1 166.92	-289
100017	200004	01.10.2020	15.10.2020	14	-1 144.46	-228
100018	200005	01.12.2020	15.12.2020	14	-1 174.92	-167
Supplier balance					-4 611.58	
Where overdue					-4 611.58	
Supplier: 1012 Directo OÜ						
Invoice No	Supplier Invoice	Invoice time	Due date	Pay Term	To pay	Days
100225	123125	01.01.2021	08.01.2021	7	-814.93	-143
Supplier balance					-814.93	
Where overdue					-814.93	
Balance as Customer					2 435.60	
Customer balance difference					1 620.67	
Total unpaid					-6 866.51	
Total prepayment					0.00	
Total balance					-6 866.51	
Total overdue					-6 866.51	

Level Type

Object

0

1

2

3

5

6

7

8

9

13

15

16

PASTE

New

Show All

PASTE

OSAKOND

LADU - Ladu ja logistika

ALAMOSAKOND

ASUKOHT

ISIK

AUTO

OSS JA IOSS ERIKORD

OSS JA IOSS ERIKORRA RIIK

INTERNAL TRANSACTION/EXTERNAL TR

RIIGI RAHAVOOD

DEPARTMENT

SUBDIVISION

Picture (7)

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