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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 x 0 Currency  Precision  0,01

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

Overlaps are possible

Sorted by  Supplier  Invoice No

Total

**Total**  
Supplier  
Country  
Class

- **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 x 0 Currency  Precision  0,01

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

Overlaps are possible

Sorted by  Supplier  Invoice No

Total

**Supplier** **Invoice No**  
**Name** **Invoice time**  
**Due date**

### 3. Links

- **Invoice number** - Opens purchase invoice.
- **Supplier code** - Opens supplier card.
- **To Pay** - Opens invoice balance.
- **Prepayment** - Opens supplier’s prepayment list.
- **Balance** - opens supplier’s periodic statement with the data of the last 2 months
- **Payment schedule** - the invoice payment schedule opens

### 4. Fine tuning

**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

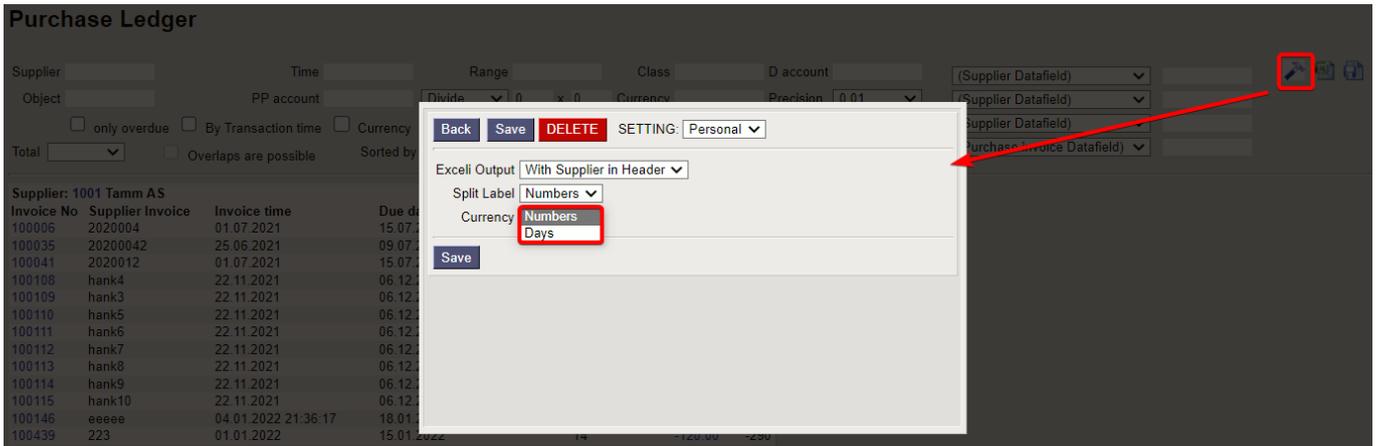
Overlaps are possible

Sorted by  Supplier  Invoice No

Total

- **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



**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	.....90	-89....30	-29...0	1....	Unpaid	Prepayment	Balance
1001 Tamm AS	-12 102.60		-4 918.45		-17 021.05	-8 560.00	-25 581.05
1003 Parn		-12 000.00			-12 000.00	0.00	-12 000.00

*Divide text - numbers*

**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	.....	11.04.2021	10.06.2021	10.07.2021	Unpaid	Prepayment	Balance
1001 Tamm AS	-12 102.60				-17 021.05	-8 560.00	-25 581.05
1003 Parn		-12 000.00			-12 000.00	0.00	-12 000.00

*Divide text - days*

## 5. Samples

### 5.1 Filtering options

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

### Purchase Ledger

Supplier:  Time: 31.05.2021 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)

Supplier: 1001 Tamm AS									
Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	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	PayTerm	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	PayTerm	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				
Supplier balance					-4 857.68				
Where overdue					-4 611.58				

Supplier: 1005 Ahvileivapuu									
Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	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				

### 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“

Supplier:  Time: 31.05.2021 Range:  Class:  D account:

Object:  PP account:  Divide:  0 x 0 Currency: SEK,USD 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)

Supplier: 1004 Palm									
Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	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
Supplier balance					-4 611.58				
Where overdue					-4 611.58				

Supplier: 1005 Ahvileivapuu									
Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	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
Supplier balance					-5 337.24				
Where overdue					-5 337.24				

### 5.1.3 Don't show EUR and SEK purchase invoices

For this selection mark exclusion mark „!“ and add currency codes seperated with commas „!EUR,SEK“. Report shows only USD invoices. If you want exclude only SEK invoices, then wrote „!SEK“

**Purchase Ledger**

Supplier: [ ] Time: 31.05.2021 Range: [ ] Class: [ ] D account: [ ]  
 Object: [ ] PP account: [ ] Divide: [ ] 0 x 0 Currency: EUR, SEK 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 [ ] [Print] [REPORT]

Supplier: 1005 Ahvileivapuu

Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	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>					<b>-5 337.24</b>				
<b>Where overdue</b>					<b>-5 337.24</b>				

Supplier: 1011 DONALD

Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	To pay	Days	Currency	Rate	To pay
100061	87643_x	01.01.2021	08.01.2021	7	-814.93	-143	USD	0.8149	-1 000.00
100062	87643_xxq	01.01.2021	08.01.2021	7	-814.93	-143	USD	0.8149	-1 000.00
100063	87643_xx1	01.01.2021	08.01.2021	7	-814.93	-143	USD	0.8149	-1 000.00
100095	1033	01.03.2021	08.03.2021	7	2 970.05	-84	USD	0.8250	3 600.00
<b>Supplier balance</b>					<b>525.26</b>				
<b>Where overdue</b>					<b>525.26</b>				

### 5.1.4 Show Object „LADU“ (warehouse) overdue invoices

**Purchase Ledger**

Supplier: [ ] Time: 31.05.2021 Range: [ ] Class: [ ] D account: [ ]  
 Object: LADU 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 [ ] [Print] [REPORT]

Supplier: 1001 Tamm AS

Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	To pay	Days
100597	01.01.2021	01.01.2021	15.01.2021	14_5_	-1 440.00	-136
<b>Supplier balance</b>					<b>-1 440.00</b>	
<b>Where overdue</b>					<b>-1 440.00</b>	

Supplier: 1004 Palm

Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	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
<b>Supplier balance</b>					<b>-4 611.58</b>	
<b>Where overdue</b>					<b>-4 611.58</b>	

Supplier: 1012 Directo OÜ

Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	To pay	Days
100225	123125	01.01.2021	08.01.2021	7	-814.93	-143
<b>Supplier balance</b>					<b>-814.93</b>	
<b>Where overdue</b>					<b>-814.93</b>	
<b>Balance as Customer</b>					<b>2 435.60</b>	
<b>Customer balance difference</b>					<b>1 620.67</b>	
<b>Total unpaid</b>					<b>-6 866.51</b>	
<b>Total prepayment</b>					<b>0.00</b>	
<b>Total balance</b>					<b>-6 866.51</b>	
<b>Total overdue</b>					<b>-6 866.51</b>	

Level Type: 0 [ ] 1 **OSAKOND** [LADU - Ladu ja logistika] 2 ALAMOSAKOND 3 ASUKOHT 5 ISIK 6 AUTO 7 OSS JA IOSS ERIKORD 8 OSS JA IOSS ERIKORRA RIIK 9 INTERNAL TRANSACTION/EXTERNAL TR 13 RIIGI RAHAVOOD 15 DEPARTMENT 16 SUBDIVISION

### 5.1.5 Overlaps are possible

Works with filter Total - suppliers. Only suppliers with both debt and prepayment can be filtered out.

<<: Report Purchase Ledger - Work - Microsoft Edge  
 https://login.directo.ee/ocra\_directo.../or\_aru\_reskonto.asp?showall=1&hankija=&aeag=&seeria=&klass=&vkonto=&data1=&data1\_t=&lisav\_sel\_item1=&d\_klass1=HANKIJA&datasisu1=&data2=&data2\_t=&lisav

### Purchase Ledger

Supplier  Time  Range  Class  D account  (Supplier Datafield)

Object  PP account  Divide  0 x 0 Currency  Precision 0,01 (Supplier Datafield)

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

Total **Supplier**  Overlaps are possible Sorted by **Supplier** | Invoice No    (Purchase invoice Datafield)

Supplier	Unpaid	Prepayment	Balance
1001 Tamm AS	-123 320.00	-960.00	-124 280.00
1002 Kuusk	-12 000.00	0.00	-12 000.00
1003 Parn	-13 432.88	1 000.00	-12 432.88
1004 Palm	-8 301.68	107.00	-8 194.68
1005 Ahvileivapuu	-3 575.21	0.00	-3 575.21
1006 Banaanipuu	-87 120.00	300.00	-86 820.00
1007 Apple OU	-53 664.20	347.00	-53 317.20
1008 Maksu- ja Tolliamet	0.00	300.00	300.00
1009 Meditsiiniseadmete OU	-225 120.00	0.00	-225 120.00
1010 Arvutikaubad AS	-20 096.22	0.00	-20 096.22
1011 DONALD	1 240.19	0.00	1 240.19
1012 Directo OU	-1 309 084.03	0.00	-1 309 084.03
1013 Mets AS	-44 264.00	136.00	-44 128.00
1014 Eesti Piimatootus OU	-11 570.95	82.77	-11 488.19
1015 MarkiT Eesti AS	-613 080.82	0.00	-613 080.82
1016 Veho AS	-8 400.00	0.00	-8 400.00
1131 Wood OY	-13 120.00	0.00	-13 120.00
1132 If P&C Insurance AS	-412.00	150.00	-262.00
1133 Aktsiaselts ESTRAVEL	-1 440.00	0.00	-1 440.00
1134 China Production	-1 853.87	0.00	-1 853.87
1135 PLIATS AS	-2 947.60	0.00	-2 947.60
1137 TASS OU	-8 299.49	0.00	-8 299.49
1138 KARIKAS AS	0.00	953.65	953.65
1139 Big Paper	-12 600.55	4 666.61	-7 933.94
1141 Kriit AS	-1 200.00	0.00	-1 200.00
1142 Raamat AS	-2 000.00	0.00	-2 000.00
1143 Auto AS	0.00	882.92	882.92
1144 Salva Kindlustuse AS	0.00	416.20	416.20
1145 Triton Holding OU	-3 031.81	0.00	-3 031.81
<b>Total :</b>	<b>-598 066.27</b>	<b>12 883.63</b>	<b>-585 182.65</b>

<<: Report Purchase Ledger - Work - Microsoft Edge  
 https://login.directo.ee/ocra\_directo.../or\_aru\_reskonto.asp?showall=1&hankija=&aeag=&seeria=&klass=&vkonto=&data1=&data1\_t=&lisav\_sel\_item1=&d\_klass1=HANKIJA&datasisu1=&data2=&data2\_t=&lisav

### Purchase Ledger

Supplier  Time  Range  Class  D account  (Supplier Datafield)

Object  PP account  Divide  0 x 0 Currency  Precision 0,01 (Supplier Datafield)

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

Total **Supplier**  Overlaps are possible Sorted by **Supplier** | Invoice No    (Purchase invoice Datafield)

Supplier	Unpaid	Prepayment	Balance
1001 Tamm AS	-123 320.00	-960.00	-124 280.00
1003 Parn	-13 432.88	1 000.00	-12 432.88
1004 Palm	-8 301.68	107.00	-8 194.68
1006 Banaanipuu	-87 120.00	300.00	-86 820.00
1007 Apple OU	-53 664.20	347.00	-53 317.20
1013 Mets AS	-44 264.00	136.00	-44 128.00
1014 Eesti Piimatootus OU	-11 570.95	82.77	-11 488.19
1132 If P&C Insurance AS	-412.00	150.00	-262.00
1139 Big Paper	-12 600.55	4 666.61	-7 933.94
1146 Swedbank Liising Aktsiaselts	-3 600.00	1 200.00	-2 400.00
1147 Infotark AS	-228 840.00	160.00	-228 680.00
1151 Maasikas OU	-8 440.00	7 194.24	-1 245.76
1154 ETTEID 2	-500.00	-2 500.00	-3 000.00
1162 MTÜ KASSIPULMA AFTEKAS	-2 000.00	1 000.00	-1 000.00
<b>Total :</b>	<b>-598 066.27</b>	<b>12 883.63</b>	<b>-585 182.65</b>

## 5.2 Nettings forecast report from the Purchase Ledger

It is possible to start a [tasaarveldusennustus](#) from the purchase ledger report.

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