

# Sisukord

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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  (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  Sorted by  Supplier  Invoice No    (Purchase invoice Datafield)

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  (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  Sorted by  Supplier  Invoice No    (Purchase invoice Datafield)

Supplier  
Name  
Invoice No  
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.

### 4. Fine tuning

**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  Sorted by  Supplier  Invoice No    (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

Purchase Ledger

Supplier

Time: 09.07.2021

Range

Class

D account

(Supplier Datafield)

Object

PP account

Configure

Days -90..30.0

Currency ISEK

(Supplier Datafield)

☒ only overdue

☐ By Transaction time

☐ Currency

☐ Supplier Data

(Supplier Datafield)

Total

Supplier

Sorted by

Supplier

Invoice No

Print

REPORT

(Purchase invoice Datafield)

Supplier	...	90	...	30	...	29	...	1	...	Unpaid	Prepayment	Balance
1001	Tamm AS	-31 200.00		-1 200.00		-1 200.00				-31 200.00	1 440.00	-29 760.00
1005	Ahvileivapuu	-5 337.24		-1 200.00		-1 200.00				-7 737.24	8 276.78	539.53
1007	Apple OÜ	-10 105.20		-25 200.00		-5 520.00				-40 825.20	0.00	-40 825.20
1008	Maksu- ja Tolliamet			-12 350.16						-12 350.16	0.00	-12 350.16
1009	Meditsiiniseadmete OÜ	-20 400.00		-360.00		-110 160.00				-130 920.00	0.00	-130 920.00
Total :		-67 042.44		-39 110.16		-116 880.00		0.00		-223 032.60	9 716.78	-213 315.83

Spent 0 seconds

Divide text - numbers

Picture (2)

Purchase Ledger

Supplier

Time: 09.07.2021

Range

Class

D account

(Supplier Datafield)

Object

PP account

Configure

Days -90..30.0

Currency ISEK

(Supplier Datafield)

☒ only overdue

☐ By Transaction time

☐ Currency

☐ Supplier Data

(Supplier Datafield)

Total

Supplier

Sorted by

Supplier

Invoice No

Print

REPORT

(Purchase invoice Datafield)

Supplier	...	90	...	30	...	29	...	1	...	Unpaid	Prepayment	Balance
1001	Tamm AS	-31 200.00		-1 200.00		-1 200.00				-31 200.00	1 440.00	-29 760.00
1005	Ahvileivapuu	-5 337.24		-1 200.00		-1 200.00				-7 737.24	8 276.78	539.53
1007	Apple OÜ	-10 105.20		-25 200.00		-5 520.00				-40 825.20	0.00	-40 825.20
1008	Maksu- ja Tolliamet			-12 350.16						-12 350.16	0.00	-12 350.16
1009	Meditsiiniseadmete OÜ	-20 400.00		-360.00		-110 160.00				-130 920.00	0.00	-130 920.00
Total :		-67 042.44		-39 110.16		-116 880.00		0.00		-223 032.60	9 716.78	-213 315.83

Spent 0 seconds

Back

Save

DELETE

SETTING

Personal

Excel Output

With Supplier in Header

Split Label

Numbers

Numbers

Days

Use Payment graph

Currency

EUR

Save

Divide text - days

Picture (3)

## 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

(Supplier Datafield)

(Supplier Datafield)

(Supplier Datafield)

(Purchase Invoice Datafield)

Object

PP

account

Divide

0

x

0

Currency

only overdue

By Transaction time

Currency

Supplier Data

Total

Sorted by

Supplier

Invoice No

Print

REPORT

Supplier: 1001 Tamm A S

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	15.02.2020	14	-1 440.00	-471			
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			
100008	2020006	01.06.2020	15.06.2020	14	-1 440.00	-350			
100032	121	01.01.2021	15.01.2021	14	-24 000.00	-136			
PREPAYMENT		01.05.2021			10000.00		EUR	1.000000000	10000.00
PREPAYMENT AT 31.05.2021:					10 000.00				
Supplier balance					-21 200.00				
Where overdue					-31 200.00				

Supplier: 1004 Palm

Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	To pay	Days	Currency	Rate	To pay
100014	200001	01.02.2020	15.02.2020	14	-1 123.93	-471	SEK	0.093661022	-12 000.00
100015	200002	01.05.2020	15.05.2020	14	-1 125.29	-381	SEK	0.093774323	-12 000.00
100016	200003	01.08.2020	15.08.2020	14	-1 166.92	-289	SEK	0.097243157	-12 000.00
100017	200004	01.10.2020	15.10.2020	14	-1 144.46	-228	SEK	0.095371615	-12 000.00
100018	200005	01.12.2020	15.12.2020	14	-1 174.92	-167	SEK	0.097909629	-12 000.00
PREPAYMENT		01.05.2021			983.86		SEK	0.098306462	10000.00
PREPAYMENT AT 31.05.2021:					983.86				
Supplier balance					-4 751.65				
Where overdue					-5 735.51				

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	0.890154887	-1 200.00
100010	20200102	01.03.2020	15.03.2020	14	-1 093.19	-442	USD	0.910995718	-1 200.00
100011	20200103	01.05.2020	15.05.2020	14	-1 103.35	-381	USD	0.919455682	-1 200.00
100012	20200104	01.07.2020	15.07.2020	14	-1 071.43	-320	USD	0.882857143	-1 200.00
100013	20200105	01.09.2020	15.09.2020	14	-1 001.00	-258	USD	0.834237090	-1 200.00
PREPAYMENT		01.05.2021			8276.78		USD	0.827677537	10000.00
PREPAYMENT AT 31.05.2021:					8 276.78				
Supplier balance					2 939.54				
Where overdue					-5 337.24				
Total unpaid					-11 072.76				
Total prepayment					9 266.64				
Total balance					-1 812.12				
Total overdue					-11 072.76				

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

SupplierTime31.05.2021RangeClassD account

ObjectPP accountDivide0x0Currency

SEK,USD

☐ only overdue☐ By Transaction time☒ Currency☐ Supplier Data

TotalSorted by

Supplier

Invoice No

Print

REPORT

Supplier: 1004 Palm

Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	To pay	Days	Currency	Rate	To pay
100014	200001	01.02.2020	15.02.2020	14	-1 123.93	-471	SEK	0.093661022	-12 000.00
100015	200002	01.05.2020	15.05.2020	14	-1 125.29	-381	SEK	0.093774323	-12 000.00
100016	200003	01.08.2020	15.08.2020	14	-1 166.92	-289	SEK	0.097243157	-12 000.00
100017	200004	01.10.2020	15.10.2020	14	-1 144.46	-228	SEK	0.095371615	-12 000.00
100018	200005	01.12.2020	15.12.2020	14	-1 174.92	-167	SEK	0.097909629	-12 000.00
PREPAYMENT		01.05.2021			983.86		SEK	0.098306462	10000.00
PREPAYMENT AT 31.05.2021:					983.86				
Supplier balance					-4 751.65				
Where overdue					-5 735.51				

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	0.890154887	-1 200.00
100010	20200102	01.03.2020	15.03.2020	14	-1 093.19	-442	USD	0.910995718	-1 200.00
100011	20200103	01.05.2020	15.05.2020	14	-1 103.35	-381	USD	0.919455682	-1 200.00
100012	20200104	01.07.2020	15.07.2020	14	-1 071.43	-320	USD	0.882857143	-1 200.00
100013	20200105	01.09.2020	15.09.2020	14	-1 001.00	-258	USD	0.834237090	-1 200.00
PREPAYMENT		01.05.2021			8276.78		USD	0.827677537	10000.00
PREPAYMENT AT 31.05.2021:					8 276.78				
Supplier balance					2 939.54				
Where overdue					-5 337.24				

Total unpaid

-11 072.76

Total prepayment

9 266.64

Total balance

-1 812.12

Total overdue

-11 072.76

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

Time

Range

Class

D account

(Supplier Datafield)

Object

PP account

Divide

0

x

0

Currency

ISEK

(Supplier Datafield)

☐ only overdue

☐ By Transaction time

☒ Currency

☐ Supplier Data

(Supplier Datafield)

Total

Sorted by

Supplier

Invoice No

Print

REPORT

(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	-541			
100004	2020002	01.02.2020	15.02.2020	14	-1 440.00	-510			
100005	2020003	01.03.2020	15.03.2020	14	-1 440.00	-481			
100006	2020004	01.07.2021	15.07.2021	14	-1 440.00	6			
100007	2020005	01.05.2020	15.05.2020	14	-1 440.00	-420			
100008	2020006	01.06.2020	15.06.2020	14	-1 440.00	-389			
100032	121	01.01.2021	15.01.2021	14	-24 000.00	-175			
100034	2020009	25.06.2021 13:52:02	09.07.2021	14	-1 440.00	0			
100035	20200042	25.06.2021	09.07.2021	14	-1 440.00	0			
100041	2020012	01.07.2021	15.07.2021	14	-3 440.00	6			
PREPAYMENT					1440.00		EUR 1.000000000		1440.00
PREPAYMENT :					1 440.00				
Supplier balance					-37 520.00				
Where overdue					-31 200.00				

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	-541	USD 0.890154887		-1 200.00
100010	20200102	01.03.2020	15.03.2020	14	-1 093.19	-481	USD 0.910995718		-1 200.00
100011	20200103	01.05.2020	15.05.2020	14	-1 183.35	-420	USD 0.919455682		-1 200.00
100012	20200104	01.07.2020	15.07.2020	14	-1 071.43	-359	USD 0.892857143		-1 200.00
100013	20200105	01.09.2020	15.09.2020	14	-1 081.08	-297	USD 0.834237090		-1 200.00
100030	23	14.06.2021 8:35:29	28.06.2021	14	-1 200.00	-11			
100033	23m	01.05.2021	15.05.2021	14	-1 200.00	-55			
PREPAYMENT					8276.78		USD 0.827677537		10000.00
PREPAYMENT :					8 276.78				
Supplier balance					539.54				

Picture (6)

5.1.4 Show Object „LADU“ (warehouse) overdue invoices

Purchase Ledger

Supplier

Time 09.07.2021

Range

Class

D account

(Supplier Datafield)

Object LADU

PP account

Divide

0

x

0

Currency ISEK

(Supplier Datafield)

☒ only overdue

☐ By Transaction time

☒ Currency

☐ Supplier Data

(Supplier Datafield)

Total

Sorted by

Supplier

Invoice No

Print

REPORT

(Purchase invoice Datafield)

Supplier: 1001 Tamm AS

Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	To pay	Days	Currency	Rate	To pay
100034	2020009	25.06.2021 13:52:02	09.07.2021	14	-1 440.00	0			
100035	20200042	25.06.2021	09.07.2021	14	-1 440.00	0			
Supplier balance					-2 880.00				
Total unpaid					-2 880.00				
Total prepayment					0.00				
Total balance					-2 880.00				
Total overdue					0.00				

Currency	Prepayment	Unpaid	Balance	Base currency	09.07.2021	09.07.20
EUR	0.00	-2 880.00	-2 880.00	-2 880.00	-2 880.00	-2 880.
TOTAL				-2 880.00	-2 880.00	-2 880.

login.directo.ee/ocra\_directo

Level Type

Object

1

OSAKOND

LADU - Ladu ja logistika

2

ALAMOSAKOND

5

ISIK

6

AUTO

7

OSS JA IOSS ERIKORD

8

OSS JA IOSS ERIKORRA RIIK

PASTE

New

Show All

PASTE

Picture (7)

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