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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 allso 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 🎤 🕙 🔒 (Supplier Datafield) ~ Divide ✔ 0 Precision 0,01 Object PP account x 0 Currency (Supplier Datafield) 🗋 only overdue 🛑 By Transaction time 🛑 Currency 📄 Supplier Data 💭 Invoice project 💭 Invoice object 💭 D account (Supplier Datafield) (Purchase invoice Datafield) V Overlaps are possible Sorted by Supplier V Invoice No V Print REPORT Total \mathbf{v}

- 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

	.gei					
Supplier	Time	Range	Class	D account	(Supplier Datafield)	2
Object	PP account	Divide V 0 x	Currency	Precision 0,01 V	(Supplier Datafield)	
only overda	ue 🔲 By Transaction tim	e Currency Supplier	Data 🗌 Invoice pro	ject 🗌 Invoice object 🗌 D	(Supplier Datafield)	
Supplier	Overlaps Sorted by are possible	/ Supplier V Invoice No V	F	Print REPORT	(Purchase invoice Datafield) 🗸	
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 Lee	dger					
Supplier Object	Time PP account	Range	Class	D account Precision 0,01 V	(Supplier Datafield)	2
		0		project D Invoice object D	(Supplier Datafield)	
Total 🔽 🗸	Overlaps are possible	d by Supplier V Invoice No Supplier Invoice No Name Invoice time		Print REPORT	(Purchase invoice Datafield) 🗸	
		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 Object PP account	Range Divide V 0 x 0	Class	D account Precision 0,01 V	(Supplier Datafield)	
Image: Only overdue Image: By Transaction time Total Image: Overlaps are possible	Currency Supplier Data Invoid Sorted by Supplier V Invoice No V			(Supplier Datafield) ✓ (Purchase invoice Datafield) ✓	1

Picture (1)

• Setting 🕗 - possibility to choose personal settings

• Save report 💷 (shortcut Alt+A)- Save report to your own menu with selected name

upplier	Time 09.07.	2021	Range	0	lass	D accourt	st.	(Supplier Dat	afield) 👻		2 🖸 🕄
Object	PP account	Config	re 🗸 Days -S	030.0 Curre	ncy ISEK			(Supplier Dat	afield) 👻		
	only overdue D By Transa							(Supplier Dat			
	ppler V Sorted by Suppl			P		REPORT			oice Datafield) 🗸		
20101 0 0 0 0 0			0 ¥			100PORG					
_					_		-				
Supplier			-69	-290	1	Unpaid	Prepayment	Balance			
001		_	-8930	-290	1	Unpaid 51 200.00	Prepayment 1 440.00	Balance -29 760.00	Divide text	- numbers	
001			-8930 -1 200.00	-290	1				Divide text	- numbers	
001	Tamm AS				1	-54 200.00	1 440.00	-29 760.00	Divide text	- numbers	
001 005 007	Tamm AS Ahvileivapuu	90 -5 337.24	-1 200.00	-1 200.00	1	-31 200.00 -7 737.24	1 440.00 8 276.78	-29 760.00 539.53	Divide text	- numbers	
	Tamm AS Ahvileivapuu Apple OÜ	90 -5 337.24	-1 200.00 -25 200.00	-1 200.00	1	-34 200.00 -7 737.24 -40 825.20	1 440.00 8 276.78 0.00	-29 760.00 539.53 -40 825.20	Divide text	- numbers	

Picture (2)

Purchase Ledger	
Suppler Time 00.07.2021 Range Class D account (Suppler Datafield) v Object PP account Configure v Days -00-30.0 Currency ISEK (Suppler Datafield) v Image: Solid only overdue Dry Transaction time Currency Suppler Data (Suppler Datafield) v Total Suppler v Sorted by Suppler v Invoice No Print REPORT (Purchase Invoice Datafield) v	
Supplier -50 Back Save DELETE SETTING: 1001 Tamm AS -31 200 00 1 1005 Abple OU -95 337 24 Excel Output 1007 Apple OU -10 105 20 -55 1008 Matsus ja Tollamet -17 1009 Total : 67 042.44 -0 Days Days Payment graph	
Speri Diecons	
Suppler Time 00 07 2021 Range Class D account (Suppler Datafield) v Object PP account Configure v Days -00-30.0 Currency (SEK (Suppler Datafield) v If only overdue By Transaction time Currency Suppler Data (Suppler Datafield) v Total Suppler v Sotted by Suppler v Invoice No v Peer PEXXET (Purchase invoice Datafield) v	2 1 2
Supplier	

Picture (3)

5. Samples

5.1 Filtering options

5.1.1 Purchase Ledger regular report with currency option

are possible Due date PayTerm To pay Days Currency Rate To pay 003 2020001 01 01 2020 15 01 2020 14 -1 440.00 -502 004 2020002 01 02 2020 15 04 2020 14 -1 440.00 -502 004 2020003 01 03 2020 15 04 2020 14 -1 440.00 -442 005 2020005 01 05 2020 15 05 2020 14 -1 440.00 -381 198 234 10.01 2021 21.07.40 24.01.2021 14 -5 637.00 -127 997 01.01 2021 01.01 2021 15.01.2021 14.5_ -1 440.00 -381 plier: 1003 Pärn idce No Supplier Invoice Invoice time Due date PayTerm To pay -12 102.60 plier: 1003 Pärn idce No Supplier Invoice Invoice time Due date PayTerm To pay -136 plier 1004 Palm -1000.00 -136 -136 -12 000.00 -136 plier 1004 Palm											
pier	urcha	ase Ledger									
pier											
ject PP account Divide ↓ 0 X Currency Precision 0.01 ↓ (Supplier Datafield) ↓ i only overdue By Transacton time Currency Supplier Data Invoice project Invoice object D account (Purchase invoice Datafield) ↓ i ✓ Overlaps Sorted by Supplier / Invoice No ✓ Print REPORT (Purchase invoice Datafield) ↓ plier: 1001 Tamm AS Invoice time Due date Pay Term To pay Days Currency Rate To pay 004 2020002 01 01 2020 15 01 2020 14 -14 4000 -562 Payment schedule 005 202003 01 03 2020 15 03 2020 14 -14 4000 -442 007 2020005 01 05 2020 15 05 2020 14 -14 4000 -381 0101 2021 01 01 2021 15 01 2021 14 -5637 00 -11 0101 2021 01 01 2021 15 01 2021 14 -5637 00 -12 0101 2021 01 01 2021 15 01 2021 14 -12 402.00 -136 0101 2021 15 01 2021 14 -12 200			Time 24.05.0004	Danas	Class		D			Supplier Datafiel	d) 🗸
pject PP account Divide 0 0 X Currency Precision 0.01 Image: Comparison of the comparison of t			Time 31.05.2021	Range	Class	acc	ount				
PP account Divide 0 Currency Precision (Supplier Datafield) only overdue By Transaction time Currency Supplier Data Invoice project Invoice object D account (Purchase invoice Datafield) (Purchase invoice Datafield) piler: 1001 Tamm AS Invoice time Due date PayTerm To pay Days Currency Rate To pay 003 2020001 01.01.2020 15.01.2020 14 -1.440.00 -502 004 2020002 01.02.2020 15.04.2020 14 -1.440.00 -442 005 2020003 01.03.2020 15.04.2020 14 -1.440.00 -381 005 2020003 01.01.2021 15.05.2020 14 -1.440.00 -381 0101 2021 01.01.2021 15.05.2020 14 -1.440.00 -381 998 234 10.01.2021 15.01.2021 14 -5.02 910er: 1003 Parm Invoice time Due date PayTerm To pay Days Currency Rate To pay 910er balance -12 102.60 -12										Supplier Datafiel	d) 🗸
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004 2020002 01.02.2020 15.04.2020 14 -705.60 -411 Payment schedule 005 2020003 01.03.2020 15.03.2020 14 -1440.00 -442 007 2020005 01.05.2020 15.05.2020 14 -1440.00 -442 007 2020005 01.05.2021 15.05.2020 14 -1440.00 -381 998 234 10.01.2021 21.07.40 24.01.2021 14 -5.637.00 -127 997 01.01.2021 01.01.2021 15.01.2021 14_5_ -1440.00 -136 916 Payment schedule -12 102.60 -12 102.60 -12 -12 -12 -12 -12 -12 -12 -12 -12 -12 -12 -12 -12 -12 -136 -12 -12 -136 -12 -12 -136 -12 -12 -136 -12 -12 -12 -136 -12 -12 -12 -136 -12 -12 -12 -136 -12 -12 -12 -136 -12 -12 -136	00003							arency	nute	io puy	
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No. Supplier Invoice Invoice time Due date PayTerm To pay Days Currency Rate To pay 010 elevant 01.01.2021 15.01.2021 14 -12 000.00 -136 -136 -12 000.00 -146 -1166 92 -381 SEK 0.097 -12 000.00 -136 -12 000.00 -148 -146 457.58 -12 000.00	here ove/	rdue				-12 102.60					
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Dier balance pre overdue -12 000.00 -12 000.00 Dier overdue Due date PayTerm To pay Days Currency Rate To pay plier: 1004 Palm	nvoice No	Supplier Invoice	Invoice time	Due date	PayTerm	То рау	Days Cu	irrency	Rate	То рау	
Pre overdue -12 000.00 plier: 1004 Palm Due date PayTerm To pay Days Currency Rate To pay 015 200002 01.05.2020 15.05.2020 14 -1125.29 -381 SEK 0.0938 -12 000.00 016 200003 01.08.2020 15.08.2020 14 -1166.92 -289 SEK 0.0954 -12 000.00 017 200004 01.10.2020 15.10.2020 14 -1144.46 -228 SEK 0.0954 -12 000.00 018 200005 01.12.2020 15.12.2020 14 -1174.429 -167 SEK 0.0979 -12 000.00 018 200005 01.12.2020 15.12.2020 14 -1174.429 -167 SEK 0.0979 -12 000.00 018 87643_x 31.01.2021 -246.10 -246.10 -246.10 -4 857.68	00070	elevant	01.01.2021	15.01.2021	14	-12 000.00	-136				
plier: 1004 Palm To pay Days Currency Rate To pay 105 200002 01.05.2020 15.05.2020 14 -1.125.29 -381 SEK 0.0938 -12 000.00 106 200003 01.08.2020 15.08.2020 14 -1.166.99 -289 SEK 0.0973 -12 000.00 017 200004 01.10.2020 15.10.2020 14 -1.146.49 -288 SEK 0.0974 -12 000.00 017 200005 01.12.2020 15.10.2020 14 -1.174.92 -167 SEK 0.0979 -12 000.00 018 200005 01.12.2020 15.12.2020 14 -1.174.92 -167 SEK 0.0979 -12 000.00 018 87643_x 31.01.2021 -246.10 -246.10 -246.10											
Note No Supplier Invoice Invoice time Due date PayTerm To pay Days Currency Rate To pay 115 200002 01.05.2020 15.05.2020 14 -1125.29 -381 SEK 0.0938 -12.000.00 106 200003 01.08.2020 15.08.2020 14 -1166.92 -289 SEK 0.0972 -12.000.00 017 200004 01.10.2020 15.10.2020 14 -1144.46 -228 SEK 0.0974 -12.000.00 018 200005 01.12.2020 15.12.2020 14 -1174.92 -167 SEK 0.0979 -12.000.00 018 87643_x 31.01.2021 -246.10 -246.10 -246.10 -248.15	/here ove	rdue				-12 000.00					
015 200002 01.05.2020 15.05.2020 14 -1.125.29 -381 SEK 0.0938 -12.000.00 016 200003 01.08.2020 15.08.2020 14 -1.166.92 -289 SEK 0.0972 -12.000.00 017 200004 01.10.2020 15.10.2020 14 -1.144.46 -228 SEK 0.0954 -12.000.00 018 200005 01.12.2020 15.12.2020 14 -1.174.92 -167 SEK 0.0979 -12.000.00 018 87643_x 31.01.2021 -246.10 -246.10 -246.10 -246.10 -4 857.68	upplier: 1	004 Palm									
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017 200004 01.10.2020 15.10.2020 14 -1.144.46 -228 SEK 0.0954 -1.2 000.00 018 200005 01.12.2020 15.12.2020 14 -1.174.92 -167 SEK 0.0979 -12 000.00 080 87643_x 31.01.2021 -246.10 -246.10 -246.788	00015										
018 200005 01.12.2020 15.12.2020 14 -1.174.92 -167 SEK 0.0979 -12.000.00 060 87643_x 31.01.2021 -246.10 -246.10 plier balance -4 857.68	00016										
b60 87643_x 31.01.2021 -246.10 plier balance -4857.68	00017										
plier balance -4 857.68	00018			15.12.2020	14		-167	SEK	0.0979	-12 000.00	
	00060		31.01.2021								
re overdue -4 611.58											
	here ove	rdue				-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"

Purcha	ase Ledger											
Supplier		Time 3	1.05.2021 Rang	e	Class	Da	ccount		(Supp	olier Datafield) 🗸		- 🎤 🕙 🔒
Object		PP account	Divide 🗸	0 x 0 C	urrency SEK,USI	D Pre	cision 0	0,01	 (Supp 	olier Datafield)	_	
	only overdue	By Transaction time	Currency Supplier	Data Dinvoice pro	oject 🗌 Invoice d	biect	Daccou	int	(Supp	olier Datafield) 🗸		
Total	· ·		Sorted by Supplier V	· ·	· _	Print	Daccou	REPO	PT (Purc	hase invoice Datafield) 🗸		
IUtai	U 0\	erlaps are possible	Solited by Supplier •			THIC		IKEI OI				
Supplier: 1	004 Palm											
Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	То рау	Days Cu	irrency	Rate	То рау			
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 ba	alance				-4 611.58							
Where ove	rdue				-4 611.58							
Supplier: 1	005 Ahvileivapuu											
Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	То рау	Days Cu	irrency	Rate	То рау			
100009	20200101	01.01.2020	15.01.2020	14	-1 068.19	-502		0.8902	-1 200.00			
100010	20200102	01.03.2020	15.03.2020	14	-1 093.19	-442		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 ba	alance				-5 337.24							
Where ove	rdue				-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 seperated with commas "!EUR,SEK". Report shows only USD invoices. If you want exclude only SEK invoices, then wrote "!SEK"

Purcha	ase Ledger													
Supplier		Time 31.0	5.2021	Range		Class	D ac	count		(Sup	blier Datafield)	~		2 🗐 🔂
Object		PP account		Divide 🗸 0	x 0	Currency ISEK	Prec	ision (),01 🗸	(Sup	lier Datafield)	~		
ſ	only overdue	By Transaction time	Currency	Supplier Data		roject 🗌 Invoice d	biect 🗌 I	D accou	nt	(Sup	lier Datafield)	~		
Total		erlaps are possible		Supplier V Invoid			Print	5 00000	REPORT	(Purc	hase invoice Da	tafield) 🗸]	
Supplier: 1	001 Tamm AS													
	Supplier Invoice 2020001	Invoice time 01.01.2020	Due da 15.01.2		Pay Term 14	To pay -1 440.00	Days Cui -502	rrency	Rate	То рау				
100004	2020002	01.02.2020	15.04.2		14	-705.60	-411				Payment sched	ule		
100005	2020003	01.03.2020	15.03.2	020	14	-1 440.00	-442							
100007	2020005	01.05.2020	15.05.2	020	14	-1 440.00	-381							
100098	234	10.01.2021 21:07:40	24.01.2	021	14	-5 637.00	-127							
100597	01.01.2021	01.01.2021	15.01.2	021	14_5_	-1 440.00	-136							
Supplier ba Where ove						-12 102.60 -12 102.60								
Supplier: 1	003 Pärn													
	Supplier Invoice	Invoice time	Due da	te	PayTerm	То рау	Days Cu	rrency	Rate	To pay				
100070	elevant	01.01.2021	15.01.2		14	-12 000.00	-136	,						
Supplier ba	alance					-12 000.00								
Where ove						-12 000.00								
Supplier: 1	004 Palm													
	Supplier Invoice	Invoice time	Due da	te	PayTerm	To pay	Days Cu	rrencv	Rate	To pay				
100060	87643 x	31.01.2021				-246.10								
Supplier ba						-246.10								
Supplier: 1	005 Ahvileivapuu													
	Supplier Invoice	Invoice time	Due da	te	PayTerm	To pay	Days Cu	rrency	Rate	To pay				
100009	20200101	01.01.2020	15.01.2		14	-1 068.19	-502		0.8902	-1 200.00				
100010	20200102	01.03.2020	15.03.2		14	-1 093.19	-442		0.9110	-1 200.00				
100011	20200103	01.05.2020	15.05.2		14	-1 103.35	-381		0.9195	-1 200.00				
100012	20200104	01.07.2020	15.07.2		14	-1 071.43	-320	USD		-1 200.00				
100013	20200105	01.09.2020	15.09.2		14	-1 001.08	-258	USD		-1 200.00				
100033	23m	01.05.2021	15.05.2		14	-1 200.00	-16	تت						
Supplier ba						-6 537.24								
Where ove						-6 537.24								

Picture (6)

5.1.4 Show Object "LADU" (warehouse) overdue invoices

Supplier	Tim	ne 09.07.2021	Range	Class	() account		(Supplier	Datafield)
Object LAD	DU PP accou	nt Divi	de 💙 0 🛛 x	0 Currency !	SEK			(Supplier	Datafield)
	only overdue 🛛 E	By Transaction time	Currency Sur	olier Data				(Supplier	Datafield)
Total		by Supplier 🗸 Invoic		Print	R	EPORT		(Purchase	e invoice Dat
Supplier: 100									
	Supplier Invoice	Invoice time	Due date		Term	To pay	Days Currency	Rate	To pa
	2020009 20200042	25.06.2021 13:52:02 25.06.2021	09.07.2021			1 440.00	0		
Supplier bala		23.00.2021	05.07.2021			2 880.00			
1	Total unpaid				4	2 880.00			
	Total prepayment					0.00			
	Total balance				4	2 880.00			
	Total overdue					0.00			
Currency	Prepayn	nent I	Unpaid	Balance	Base curre	ency	09.07.2021 Balance		09.07.20 Unp
					C. C				
-		0.00 -2	880.00	-2 880.00	-2 88	0.00	-2 880.00)	-2 880
EUR		0.00 -2	880.00	-2 880.00	-2 88 -2 88		-2 880.00 -2 880.00		
EUR TOTAL	Objects 42 - Googl		880.00	-2 880.00					-2 880
EUR TOTAL		le Chrome	880.00	-2 880.00					-2 880
EUR TOTAL 1 <<: Paste 1 login.d	Objects 42 - Googl	le Chrome firecto_	880.00						-2 880
EUR TOTAL 1 <<: Paste 1 login.d Level Type	: Objects _{v2} - Googl lirecto.ee/ocra_c	le Chrome firecto_ Object		-2 880.00					-2 880
EUR TOTAL Content Cont	: Objects _{v2} - Googl lirecto.ee/ocra_c	le Chrome firecto_							-2 880
EUR TOTAL Common	: Objects _{v2} - Googi firecto.ee/ocra_o	le Chrome firecto_ Object	jistika 🗸						-2 880
EUR TOTAL Content Cont	: Objects _{v2} - Googi firecto.ee/ocra_o	le Chrome firecto_ Object	jistika V						-2 880 -2 880 X
EUR TOTAL Content Cont	: Objects _{v2} - Googi firecto.ee/ocra_o	le Chrome firecto_ Object	jistika V	2					-2 880
EUR TOTAL Content C	: Objects _{v2} - Googl lirecto.ee/ocra_c DND DSAKOND	le Chrome directo Object LADU - Ladu ja log	jistika V	2					-2 880
EUR TOTAL Content C	Cobjects ₂₂ - Googi lirecto.ee/ocra_c DND DSAKOND	le Chrome directo Object LADU - Ladu ja log	jistika V	2					-2 880

Picture (7)

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