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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 Led	lger					
Supplier Object	Time PP account	Range	Class	D account Precision 0,01 V	(Supplier Datafield)	
	ue By Transaction time Curren		,		(Supplier Datafield)	ſ
Total 🔽	Overlaps are possible Sorted	Supplier V Invoice No V]]	Print REPORT	(Purchase invoice Datafield) V	

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

opler (Time 09.07.	2021	Range	C	lass	D accou	st.	(Supplier Data	nfeid) 👻		2 🕤 🖓
Object	PP account	Configu	re 🗸 Days -5	0,-30,0 Curr	ency ISEK			(Supplier Data	nfeid) 👻		
	only overdue 🗌 By Transa	ction time	urrency S	upplier Data	D			(Supplier Data	nfeid) 👻		
	coller V Sorted by Suppl				ent.	REPORT		(Purchase inv	oice Datafield) 👻		
Supplier			-69	-290	1	Unpaid	Prepayment	Balance	Block and		
001	Tamm AS		-6930	-290	٩	Unpaid	Prepayment 1 440.00	Balance -29 760.00	Divide text	t - numbers	
	Tamm AS Ahvileivapuu		-8930 -1 200.00	-290	1				Divide text	t - numbers	
001		-51 200.00			1	-54 200.00	1 440.00	-29 760.00	Divide text	t - numbers	
001 005 007	Ahvileivapuu	-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	t - numbers	
001 005	Ahvileivapuu Apple OÜ	-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	t - numbers	

Picture (2)

Purchase Ledger	
Supplier Time 00 07 2021 Range Class D account (Supplier Datafield) v Object PP account Configure v Days -0030 0 Currency ISEK (Supplier Datafield) v If Supplier v Dry Transaction time Ourrency Supplier Data (Supplier Datafield) v Total Supplier v Supplier v Invoice No Part FREACHER (Purchase invoice Datafield) v	
Supplier 0 1001 Tarma AS -01 200 00 1005 Arbitels rapus -532 24 1007 Apple OU -10 105 20 1008 Matrus ja Toltarret -11 1009 Matrus ja Toltarret -12 1009 Total : 67 042.44 100 Total : 67 042.44	
Spert Ledger	
Supplier Time 09 07 2021 Range Class D account [Supplier Datafield] V Object PP account Configure V Days -90 -30.0 Currency (SEK [Supplier Datafield] V If any overdue By Transaction time Currency Supplier Data [Supplier Datafield] V Total Supplier V Invoice No V Pref REPORT (Purchase invoice Datafield) V	200
Supplier 11.04.2021 10.06.2021 10.07.2021 Unpaid Prepayment Balance Divide text - days 1001 Tamm AS -31 200.00 -31 200.00 -31 200.00 -29 760.00 -29 760.00 1005 Ahvileivapuu -5 337.24 -1 200.00 -7 737.24 8 276.78 539.53 1007 Apple OU -10 105.20 -25 200.00 -5 520.00 -40 825.20 0.00 -40 825.20 1008 Maxu- ja Tolliamet -12 250.16 -12 550.16 -12 550.16 0.00 -130 920.00 1009 Meditsiniseadmete OU -30 400.00 -300.00 -110 106.00 -130 920.00 9 716.78 -213 315.83	

Picture (3)

5. Samples

5.1 Filtering options

5.1.1 Purchase Ledger regular report with currency option

Purcha	ase Ledger										
Supplier [Time 31.05.2021	Range	Class	acc	D ount			Supplier Datafield		
Object	PI	Paccount	Divide V 0 x	Currency	Preci	sion 0,0'	1 🗸	1	Supplier Datafield Supplier Datafield		(
Total	· · · · · · · · · · · · · · · · · · ·	erlaps Sorted by	Currency Supplier Dat		ect Invoice o	· _	D accou REPORT	(Purchase invoice	Datafield) 🗸	
	001 Tamm AS Supplier Invoice	Invoice time	Due date	PayTerm	To pay	Days Cu	irrency	Rate	То рау		
100003	2020001	01.01.2020	15.01.2020	14	-1 440.00	-502			ie puj		
100004	2020002	01.02.2020	15.04.2020	14	-705.60	-411				Payment schedule	
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					
Supplier ba Where ove	alance			•_	-12 102.60 -12 102.60						
Supplier: 1	003 Pärn Supplier Invoice	Invoice time	Due date	PayTerm	То рау	Days Cu		Rate	To pay		
100070 Supplier ba Where ove	elevant alance	01.01.2021	15.01.2021	14	-12 000.00 -12 000.00 -12 000.00	-136	litelicy	Rate	io pay		
Supplier: 1	004 Palm										
	Supplier Invoice	Invoice time	Due date	PayTerm	To pay	Days Cu	irrencv	Rate	To pay		
100015	200002	01.05.2020	15.05.2020	14	-1 125.29	-381		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		0.0954	-12 000.00		
100018	200005	01.12.2020	15.12.2020	14	-1 174.92	-167		0.0979	-12 000.00		
100060	87643 x	31.01.2021			-246.10						
Supplier b					-4 857.68						
	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	ise Ledger											
_												
Supplier 🚺		Time 31	1.05.2021 Rang	ge	Class	Da	ccount		(Supp	olier Datafield) 🗸		- 🎤 🕙 🔒
Object		PP account	Divide	• 0 x 0	Currency SEK,USI	D Pre	cision 0	0,01	 (Supr 	olier Datafield)	_	
	only overdue	By Transaction time								olier Datafield)	_	
		By Transaction time		· · ·	oject 🗀 Invoice d		D accou			hase invoice Datafield) V	_	
Total	✓ Ov	erlaps are possible	Sorted by Supplier V	Invoice No 🗸		Print		REPOR	RT (Fuic			
Supplier: 10		1	Dura da fa		-			B -4-	-			
	Supplier Invoice	Invoice time	Due date	PayTerm	То рау		urrency	Rate	То рау			
100015	200002	01.05.2020	15.05.2020	14	-1 125.29	-381		0.0938	-12 000.00			
100016	200003	01.08.2020	15.08.2020	14	-1 166.92	-289		0.0972	-12 000.00			
100017	200004	01.10.2020	15.10.2020	14	-1 144.46	-228		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	lance				-4 611.58							
Where over	due				-4 611.58							
Supplier: 10	005 Ahvileivapuu											
Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	To pay	Days Cu	urrency	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 ba	lance				-5 337.24		لتت					
Where over					-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 Rang	je	Class	Dao	count		(Suppl	er Datafield)	~	2 🗐 🔒
Object		PP account	Divide 🗸	• 0 x 0 Cur	rency ISEK	Pred	ision 0	0,01 🗸	(Suppl	er Datafield)	~	
		By Transaction time			ct 🗌 Invoice d	abiact	D accou	nt	(Suppl	er Datafield)	~	
					_		Daccou		- (Durah	ase invoice Data	afield) 🗸	
Total	□ ov	erlaps are possible	Sorted by Supplier V	Invoice No 🗸		Print		REPORT				
Supplier: 1	001 Tamm AS											
	Supplier Invoice	Invoice time	Due date	PayTerm	То рау	Days Cu	rrency	Rate	То рау			
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			P	ayment schedul	e	
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						
Supplier ba	lance				-12 102.60							
Where over	rdue				-12 102.60							
Supplier: 1	003 Pärn											
	Supplier Invoice	Invoice time	Due date	PayTerm	То рау	Days Cu	rrency	Rate	То рау			
100070	elevant	01.01.2021	15.01.2021	14	-12 000.00	-136	,					
Supplier ba					-12 000.00							
Where over					-12 000.00							
Supplier: 1	004 Palm											
Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	To pay	Days Cu	rrency	Rate	То рау			
100060	87643_x	31.01.2021			-246.10							
Supplier ba	lance				-246.10							
Supplier: 1	005 Ahvileivapuu											
Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	То рау	Days Cu	rrency	Rate	To pay			
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		0.9195	-1 200.00			
100012	20200104	01.07.2020	15.07.2020	14	-1 071.43	-320		0.8929	-1 200.00			
100013	20200105	01.09.2020	15.09.2020	14	-1 001.08	-258		0.8342	-1 200.00			
100033	23m	01.05.2021	15.05.2021	14	-1 200.00	-16	ت ا					
Supplier ba					-6 537.24							
Where over					-6 537.24							

Picture (6)

5.1.4 Show Object "LADU" (warehouse) overdue invoices

Purchase Ledger

_									
Supplier		Time	31.05.2021 Range		Class	C	D account	(Supplier Datafield)	2 😢 🛃
Object LA	ADU	PP account	Divide 🗸	0 x 0 Cu	rrency	F	Precision 0,01 V	(Supplier Datafield)	
	only overdue	By Transaction time	e 🗌 Currency 🗌 Supplier [ata 🗌 Invoice proje	ect 🗌 Invoice d	bject (D account	(Supplier Datafield)	
Total		erlaps are possible	Sorted by Supplier V	nvoice No 🗸		Print	REPORT	(Purchase invoice Datafield) 🗸	
			· · · · · · ·		-				
	001 Tamm AS				_	_			
1VOICE NO 00597	Supplier Invoice 01.01.2021	Invoice time 01.01.2021	Due date 15.01.2021	Pay Term 14_5_	To pay -1 440.00	Days -136			
upplier ba		01.01.2021	10.01.2021	14_0_	-1 440.00	-100	·		
vhere over	rdue				-1 440.00				
upplier: 10									
00015	Supplier Invoice 200002	Invoice time 01.05.2020	Due date 15.05.2020	PayTerm 14	To pay -1 125.29	Days -381			
00015	200002	01.08.2020	15.08.2020	14	-1 125.29	-289			
00017	200004	01.10.2020	15.10.2020	14	-1 144.46	-228			
00018	200005	01.12.2020	15.12.2020	14	-1 174.92	-167			
upplier ba /here over					-4 611.58 -4 611.58				
	012 Directo OÜ				-4 011.00				
voice No	Supplier Invoice	Invoice time	Due date	Pay Term	То рау	Days			
00225	123125	01.01.2021	08.01.2021	7	-814.93	-143			
upplier ba /here over					-814.93 -814.93				
	Customer				2 435.60				
Customer b	balance difference				1 620.67				
	Total unpaid				-6 866.51				
	Total prepayment Total balance				0.00 -6 866.51				
	Total overdue				-6 866.51				
< <: Paste Ob	bjects _{vš} - Work - Microsoft E	dge			-	0	×		
🙃 https://	//login.directo.ee/ocra_di	recto_jane/yld_m_obje	kt_aseta.asp?unit=put_objekt&kuhu	or_aru_reskontro.objekt	&otsing=LADU&a	A [®]	⊕_		
Level Type	e		Object			2			
)		[object	~		2			
		Ĩ	LADU - Ladu ja logistika	$\overline{\mathbf{v}}$					
2 ALA	MOSAKOND			~					
3 ASU	JKOHT	[~						
5 ISIK	[[~					
6 AUT		[~					
	5 JAIOSS ERIKORD	[~						
				~					
8 OSS	S JA IOSS ERIKORRA	L							
8 OSS 9 INTE	S JA IOSS ERIKORRA ERNAL TRANSACTIO	L	~						
8 OSS 9 INTE 13 RIIG	S JA IOSS ERIKORRA ERNAL TRANSACTIO SI RAHAVOOD	L	~			~			
8 OSS 9 INTE 13 RIIG 15 DEP	S JA IOSS ERIKORRA ERNAL TRANSACTIO BI RAHAVOOD PARTMENT	L	~	~		~			
8 OSS 9 INTE 13 RIIG 15 DEP	S JA IOSS ERIKORRA ERNAL TRANSACTIO SI RAHAVOOD	DN/EXTERNAL TR		× ×	PAS				

Picture (7)

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