

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

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
 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

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


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

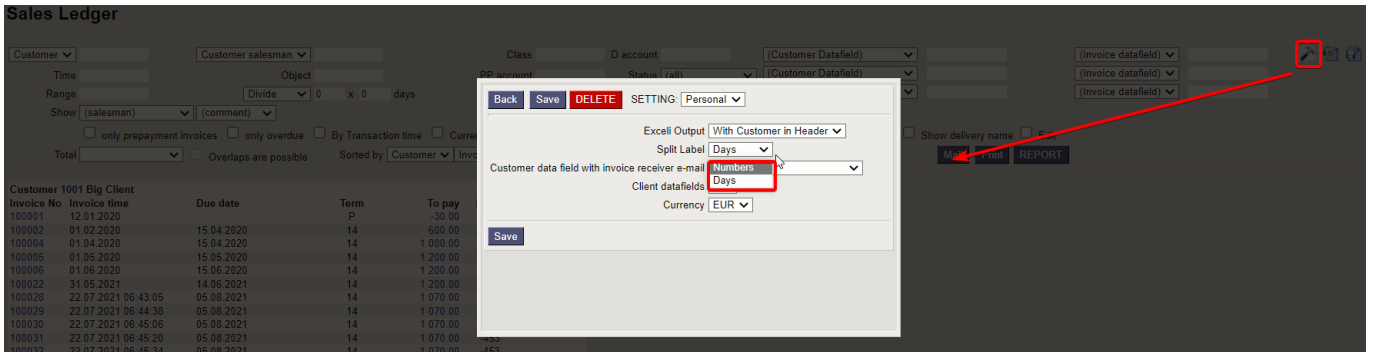
Overlaps are possible

Sorted by Supplier Invoice No

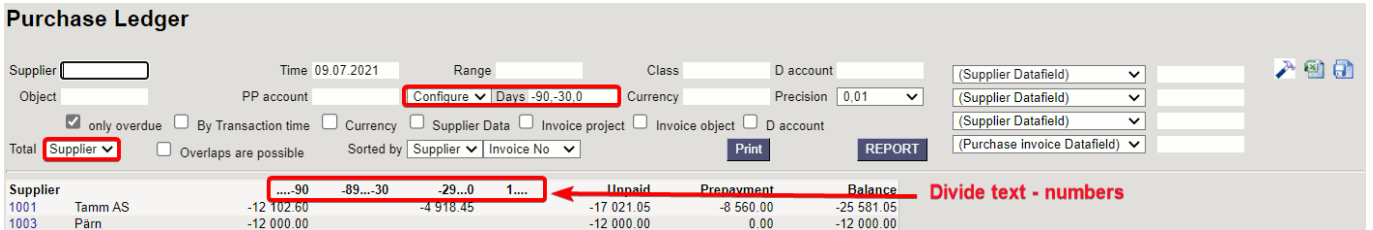
Picture (1)

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

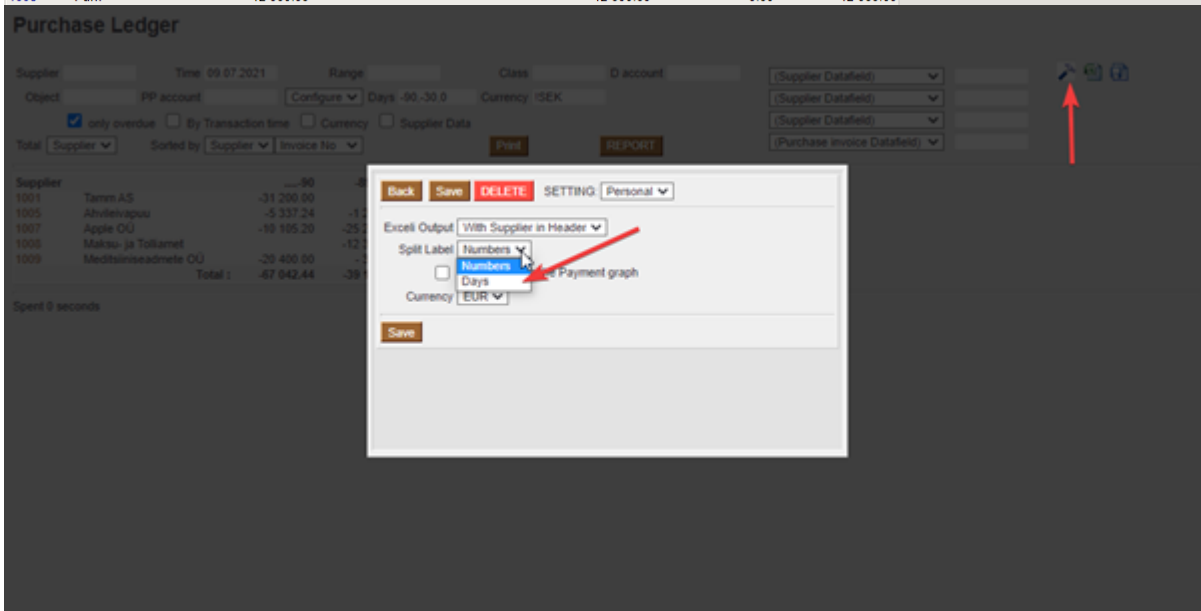
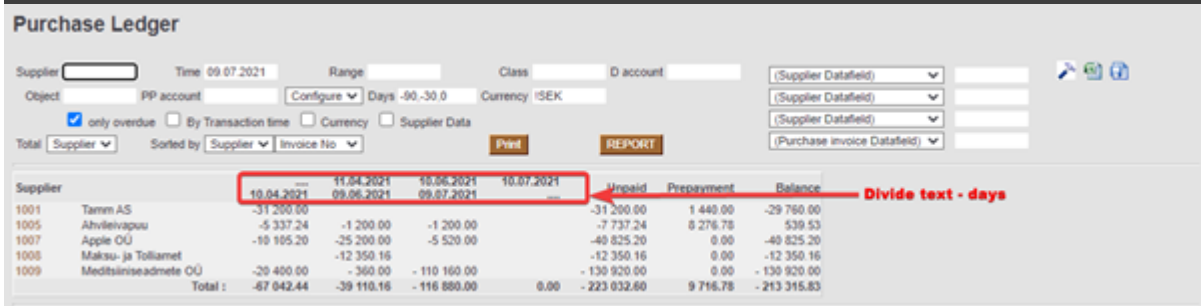
- **Excel sheet**  (shortcut F12 or Alt+E) - options : With customer information (same as on the screen), as table (allows to combine data from columns)
- **Save report**  (shortcut Alt+A)- Save report to your own menu with selected name



Picture (2)



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

| Supplier | 10.04.2021 | 11.04.2021 | 10.06.2021 | 10.07.2021 | Unpaid | Prepayment | Balance |
|---------------------------|------------|------------|-------------|------------|-------------|------------|-------------|
| 1001 Tamm AS | -31 200.00 | | | | -31 200.00 | 1 440.00 | -29 760.00 |
| 1005 Ahvileivapuu | -5 337.24 | -1 200.00 | -1 200.00 | | -7 737.24 | 0 276.78 | 539.53 |
| 1007 Apple OÜ | -10 105.20 | -25 200.00 | -5 520.00 | | -40 825.20 | 0.00 | -40 825.20 |
| 1008 Maku- ja Tollamet | | -12 350.16 | | | -12 350.16 | 0.00 | -12 350.16 |
| 1009 Meditsinsiaadmete 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 |

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)

Object: PP account: Divide: 0 x Currency: Precision: 0,01 (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 Invoice No

| 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 | | | |
| 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 |
| 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 | | | | |

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: 31.05.2021 Range: Class: D account: (Supplier Datafield)

Object: PP account: Divide: 0 x Currency: SEK,USD Precision: 0,01 (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 Invoice No (Purchase invoice Datafield)

| 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 |
| Supplier balance | | | | | -4 611.58 | | | | |
| Where overdue | | | | | -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 |
| Supplier balance | | | | | -5 337.24 | | | | |
| Where overdue | | | | | -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“

Purchase Ledger

Supplier: [] Time: 31.05.2021 Range: [] Class: [] D account: [] (Supplier Datafield) []

Object: [] PP account: [] Divide: [] 0 x 0 Currency: ISEK Precision: 0,01 (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 | Invoice No [] [Print] [REPORT] (Purchase invoice Datafield) []

| 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 | | | 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 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

Supplier: [] Time: 31.05.2021 Range: [] Class: [] D account: [] (Supplier Datafield) []

Object: LADU 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: [] Overlaps are possible: Sorted by: Supplier | Invoice No [] [Print] [REPORT] (Purchase invoice Datafield) []

| 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 **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 []

[PASTE] [New] [Show All] [PASTE]

Picture (7)

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