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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,

- **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

Sales Ledger

Customer Customer salesman Class D account (Customer Datafield) (Invoice datafield) (Invoice datafield)

Time Object PP account Status (Customer Datafield) (Invoice datafield) (Invoice datafield)

Range Divide 0 x 0 days

Show (salesman) (comment)

☐ only prepayment invoices ☐ only overdue ☐ By Transaction time ☐ Currency

Total Overlaps are possible ☐ Sorted by Customer

Customer 1001 Big Client

| Invoice No | Invoice time | Due date | Term | To pay |
|------------|---------------------|------------|------|----------|
| 100001 | 12.01.2020 | | | |
| 100002 | 01.02.2020 | 15.04.2020 | 14 | 600.00 |
| 100004 | 01.04.2020 | 15.04.2020 | 14 | 1 000.00 |
| 100005 | 01.05.2020 | 15.05.2020 | 14 | 1 200.00 |
| 100006 | 01.06.2020 | 15.06.2020 | 14 | 1 200.00 |
| 100022 | 31.05.2021 | 14.06.2021 | 14 | 1 200.00 |
| 100028 | 22.07.2021 06:43:05 | 05.08.2021 | 14 | 1 070.00 |
| 100029 | 22.07.2021 06:44:38 | 05.08.2021 | 14 | 1 070.00 |
| 100030 | 22.07.2021 06:45:06 | 05.08.2021 | 14 | 1 070.00 |
| 100031 | 22.07.2021 06:45:20 | 05.08.2021 | 14 | 1 070.00 |
| 100032 | 22.07.2021 06:45:34 | 05.08.2021 | 14 | 1 070.00 |

Back Save DELETE SETTING Personal

Excel Output With Customer in Header

Split Label Days

Customer data field with invoice receiver e-mail

Client datafields

Currency EUR

Save

Picture (2)

Purchase Ledger

Supplier Time 09.07.2021 Range Class D account (Supplier Datafield) (Supplier Datafield) (Supplier Datafield) (Supplier Datafield) (Purchase invoice Datafield)

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 | Unpaid | Prepayment | Balance |
|--------------|------------|------------|------------|
| 1001 Tamm AS | -12 102.60 | -4 918.45 | -17 021.05 |
| 1003 Pärn | -12 000.00 | 0.00 | -12 000.00 |

Divide text - numbers

Purchase Ledger

Supplier Time 09.07.2021 Range Class D account (Supplier Datafield) (Supplier Datafield) (Supplier Datafield) (Supplier Datafield) (Purchase invoice Datafield)

Object PP account Configure Days -90..30.0 Currency ISEK

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

Total Supplier Sorted by Supplier Invoice No Print REPORT

| Supplier | Unpaid | Prepayment | Balance |
|----------------------------|------------|------------|-------------|
| 1001 Tamm AS | -31 200.00 | -1 440.00 | -29 760.00 |
| 1005 Ahvileivapuu | -5 337.24 | 8 276.78 | 539.53 |
| 1007 Apple OÜ | -10 165.20 | 0.00 | -10 165.20 |
| 1008 Maku- ja Tollamet | -12 350.16 | 0.00 | -12 350.16 |
| 1009 Meditsiiniseadmete OÜ | -20 400.00 | 0.00 | -20 400.00 |
| Total | -67 042.44 | 9 716.78 | -213 315.83 |

Back Save DELETE SETTING Personal

Excel Output With Supplier in Header

Split Label Numbers

Numbers

Days

Currency EUR

Save

Purchase Ledger

Supplier Time 09.07.2021 Range Class D account (Supplier Datafield) (Supplier Datafield) (Supplier Datafield) (Supplier Datafield) (Purchase invoice Datafield)

Object PP account Configure Days -90..30.0 Currency ISEK

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

Total Supplier Sorted by Supplier Invoice No Print REPORT

| Supplier | Unpaid | Prepayment | Balance |
|----------------------------|------------|------------|-------------|
| 1001 Tamm AS | -31 200.00 | -1 440.00 | -29 760.00 |
| 1005 Ahvileivapuu | -5 337.24 | 8 276.78 | 539.53 |
| 1007 Apple OÜ | -10 165.20 | 0.00 | -10 165.20 |
| 1008 Maku- ja Tollamet | -12 350.16 | 0.00 | -12 350.16 |
| 1009 Meditsiiniseadmete OÜ | -20 400.00 | 0.00 | -20 400.00 |
| Total | -67 042.44 | 9 716.78 | -213 315.83 |

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

Object: PP account: Divide: x Currency: Precision: (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: 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: Range: Class: D account: (Supplier Datafield)

Object: PP account: Divide: x Currency: Precision: (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: 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 separated with commas „!EUR,SEK“. Report shows only USD invoices. If you want exclude only SEK invoices, then wrote „!SEK“

Purchase Ledger

Supplier

Object

☐ 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

Time

31.05.2021

Range

Class

D account

(Supplier Datafield)

(Supplier Datafield)

(Supplier Datafield)

(Purchase invoice Datafield)

PP account

Divide

0

x

0

Currency

ISEK

Precision

0,01

| 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 | | | 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 | 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

Purchase Ledger

Supplier

Object

☒ 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

Time

31.05.2021

Range

Class

D account

(Supplier Datafield)

(Supplier Datafield)

(Supplier Datafield)

(Purchase invoice Datafield)

PP account

Divide

0

x

0

Currency

Precision

0,01

| 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

2

3

5

6

7

8

9

13

15

16

PASTE

New

Show All

PASTE

OSAKOND

LADU - Ladu ja logistika

ALAMOSAKOND

ASUKOHT

ISIK

AUTO

OSS JA IOSS ERIKORD

OSS JA IOSS ERIKORRA RIIK

INTERNAL TRANSACTION/EXTERNAL TR

RIIGI RAHAVOOD

DEPARTMENT

SUBDIVISION

Picture (7)

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