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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

	3					
Supplier	Time	Range	Class	D account	(Supplier Datafield)	2
Object	PP account	Divide V 0 X	Currency	Precision 0,01 V	(Supplier Datafield)	
only o account	overdue 🗌 By Transaction tin	ne 🗌 Currency 🗌 Supplie	er Data 🗌 Invoice	project 🗌 Invoice object 🗌 D	(Supplier Datafield)	
Total V Supplier	Overlaps Sorted b are possible	y Supplier ✓ Invoice No 💉	~	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 Ledger			
Supplier Tim-	e Range	Class D account	(Supplier Datafield)
Object PP accour	t Divide V 0 X Transaction time Currency Supplier D	Currency Precision 0,01	✓ (Supplier Datafield) ✓ (Supplier Datafield) ✓
Total V Overlaps are possible	Sorted by Supplier Invoice No Supplier Invoice No Name Invoice time Due date	Print REPOR	(Purchase invoice Datafield) V

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	ger					
Supplier Object only overdu	Time PP account By Transaction time Curr	Range Divide V 0 x 0 rency Supplier Data Invoice	Class Currency e project Invoice	D account Precision 0,01 v object D account	(Supplier Datafield) V (Supplier Datafield) V (Supplier Datafield) V	● ● ●
Total 🗸	Overlaps are possible Sort	ed by Supplier 🗸 Invoice No 🗸		Print REPORT	(Purchase invoice Datafield) V	

Picture (1)

• Setting 🕗 - possibility to choose personal settings

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

_										
Purch	iase Lede	ger								
Supplier		Time		Range	Class	D account	nt	(Supplier Datafield)		2 🖻 🗈
Object		PP account		Divide 🗸 0 x	0 Currency	Precision	0.01 🗸	(Supplier Datafield)		
(e 🔲 By Transaction time	Currency	Back Save DEL		Personal 🗸		Supplier Datafield)		
Total	×		Sorted by					Purchase invoice Datafield) 🗸		
,			,	Exceli Output With Su	pplier in Header 🗸					
Supplier:	1001 Tamm AS			Split Label Number	s 🗸					
Invoice No	o Supplier Inv	oice Invoice time	Due da	Currency Numbers	Б					
100008	2020004	25.06.2021	09.07.1	Days						
100041	2020012	01.07.2021	15.07.2	Save						
100108	hank4	22.11.2021	06.12.							
100109	hank5	22.11.2021	06.12.							
100111	hank6	22.11.2021	06.12.2							
100112	hank7	22.11.2021	06.12.							
100113	hanko	22.11.2021	06.12.							
100115	hank10	22.11.2021	06.12.2							
100146	eeeee 223	04.01.2022 21:36:1	7 18.01.1							
100435	(2)	01.01.2022	13.01.2		14 -12	0.00 -2.50				
Pictu	re (2)									
Purch	ase Ledo	ier								
		,0.								
Supplier		Time 09	07 2021	Range	Class	D accou	int	(Curreline Detellated)		2 🛛 🖨
Object		PR account		Configure M Dave 90 30	Curroney	Procisio	0.01	(Supplier Datafield)		· · · · ·
Object	2			oringure V Days -30,-30	Currency	Frecisio	un <u>0,01</u> ♥	(Supplier Datafield)		
	only overdue	By Transaction time	Currency	J Supplier Data 🖵 Invoi	ce project 🖵 Invoic	e object 💛 D accoun	it	(Supplier Datafield)		
Total Sup	plier 🗸 🗌	Overlaps are possible	Sorted by S	Supplier 🗸 Invoice No 💊	<u> </u>	Print	REPORT	(Purchase invoice Datalield)		
Supplier		90	-8930	-290 1	Unpaid	Prepayment	Balance	Divide text - numbers		
1001	Tamm AS	-12 102.60		-4 918.45	-17 021.05	-8 560.00	-25 581.05	Divide text - numbers		
1003	Pärn	-12 000.00			-12 000.00	0.00	-12 000.00			
Purch	ase Ledg	ger								
Supplier		Time 0	9.07.2021	Range	Class	D acco	unt	(Supplier Datafield)	/	2 😢 🔂
Object		PP account		Configure 🗸 Days -90,-30	0,0 Currency	Precisi	on 0,01 🗸	(Supplier Datafield)	/	
t t	only overdue	By Transaction time	Currency	🗌 Supplier Data 🔲 Invoi	ice project 🗌 Invoid	ce object 🗆 D accour	nt	(Supplier Datafield)	 Image: A set of the set of the	
Total Sup	oplier 🗸 🛛	Overlaps are possible	Sorted by	Supplier 🗸 Invoice No 🔹	~	Print	REPORT	(Purchase invoice Datafield)	/	
-										
Supplier		11. 10.04.2021 09.	.04.2021 10.06 .06.2021 09.07	.2021 10.07.2021 7.2021	Unpaid	Prepayment	Balance	-Divide text - days		
1001	Tamm AS	-12 102.60	-4 9	018.45	-17 021.05	-8 560.00	-25 581.05			
1003	Pärn	-12 000.00			-12 000.00	0.00	-12 000.00			

Picture (3)

5. Samples

5.1 Filtering options

5.1.1 Purchase Ledger regular report with currency option

Purch	ase Ledger												
Supplier		Time 31.0)5.2021 Ra	inge	Class	Da	account		(Supp	lier Datafield)	×		۵ 🔍 🔁
Object		DD account	Divide	v 0 v 0	Currenew	Dr		0.01	(Oupp	lier Datafield)	•	_	•
Object	_	PP account	Divide	• 0 × 0	Currency	FI	cision	0,01	✓ (Supp	lier Datafield)		_	
L	🗆 only overdue 🛛	By Transaction time 🔽	Currency 🗆 Suppli	er Data 💛 Invoice p	project 🗆 Invoice (object 🗆	D accou	int	(Supp	lier Datafield)	~		
Total	✓ □ 0 ¹	verlaps are possible	Sorted by Supplier	✓ Invoice No ✓	I	Print		REPO	RT (Purc	nase invoice Dataf	ield) 🗸		
Supplier: 1	1001 Tamm AS												
Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	То рау	Days C	urrency	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				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 b	alance				-12 102.60								
where ove	eraue				-12 102.00								
Supplier: 1	1003 Pärn												
Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	To pay	Days C	urrency	Rate	To pay				
100070	elevant	01.01.2021	15.01.2021	14	-12 000.00	-136							
Supplier b	alance				-12 000.00								
Where ove	erdue				-12 000.00								
Supplier: 1	1004 Palm												
Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	To pay	Days C	urrency	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 b	alance				-4 857.68								
Where ove	erdue				-4 611.58								
Supplier: 1	1005 Ahvileivapuu												
Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	To pay	Days C	urrency	Rate	To pay				
100009	20200101	01.01.2020	15.01.2020	14	-1 068.19	-502	USĎ	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 b	alance				-6 537.24								
Where ove	rdue				-6 537 24								

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"

Purchas	e Led	lger	

Supplier Diject	only overdue	Time PP account By Transaction time erlaps are possible	31.05.2021	Range ide v 0 x 0 Supplier Data Invoice poplier v Invoice No v	Class Currency SEK,U e project Invoice	Da SDPre object	ccount cision (D accou	0,01	(Supp (Supp (Supp (Supp (Purc	olier Datafield) olier Datafield) olier Datafield) hase invoice Data	✓ ✓ afield) ✓	2 🗐 🕄
Supplier: 1 Invoice No 100015 100016 100017 100018 Supplier ba Where over	004 Palm Supplier Invoice 200002 200003 200004 200005 alance rdue	Invoice time 01.05.2020 01.08.2020 01.10.2020 01.12.2020	Due date 15.05.2020 15.08.2020 15.10.2020 15.12.2020	Pay Ter 14 14 14 14	m To pay -1 125 25 -1 166.92 -1 144.46 -1 174.92 -4 611.58 -4 611.58	Days C -381 -289 -228 -167	SEK SEK SEK SEK SEK	Rate 0.0938 0.0972 0.0954 0.0979	To pay -12 000.00 -12 000.00 -12 000.00 -12 000.00			
Supplier: 1 Invoice No 100009 100010 100011 100012 100013 Supplier ba Where over	005 Ahvileivapuu Supplier Invoice 20200101 20200102 20200103 20200104 20200105 alance rdue	Invoice time 01.01.2020 01.03.2020 01.05.2020 01.07.2020 01.09.2020	Due date 15.01.2020 15.03.2020 15.05.2020 15.07.2020 15.09.2020	PayTer 14 14 14 14 14 14	m To pay -1 068.19 -1 093.19 -1 103.35 -1 071.43 -1 001.08 -5 337.24 -5 337.24	Days C -502 -442 -381 -320 -258	USD USD USD USD USD USD	Rate 0.8902 0.9110 0.9195 0.8929 0.8342	To pay -1 200.00 -1 200.00 -1 200.00 -1 200.00 -1 200.00			

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	.05.2021 Rar	nge	Class	D	account		(Supp	lier Datafield)	~	2 🛙 🔒
Object		PP account	Divide	✓ 0 × 0	Currency IEUR,SE	EK Pi	recision [),01	 (Supp) 	lier Datafield)	~	
	only overdue	By Transaction time	🛛 Currency 🔲 Supplie	r Data 🗆 Invoice p	oroject 🗆 Invoice (object 🗌	D accour	nt	(Supp	lier Datafield)	~	
Total	✓ □ 0	verlaps are possible	Sorted by Supplier N	Invoice No 🗸	I	Print		REPOR	RT (Purcl	ase invoice Data	afield) 🗸	
Supplier: 1	005 Ahvileivapuu											
Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	То рау	Days C	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 ba	lance				-5 337.24							
Where over	due				-5 337.24							
Supplier: 1	011 DONALD											
Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	To pay	Days C	Currency	Rate	To pay			
100061	87643 x	01.01.2021	08.01.2021	7	-814.93	-143	USD	0.8149	-1 000.00			
100062	87643 xxq	01.01.2021	08.01.2021	7	-814.93	-143	USD	0.8149	-1 000.00			
100063	87643 xx1	01.01.2021	08.01.2021	7	-814.93	-143	USD	0.8149	-1 000.00			
100095	1033	01.03.2021	08.03.2021	7	2 970.05	-84	USD	0.8250	3 600.00			
Supplier ba	lance				525.26							
Where over	due				525.26							

Picture (6)

5.1.4 Show Object "LADU" (warehouse) overdue invoices

Pur	chase Ledger										
Suppl	ier 🚺	Time	31.05.2021	Range	Class	D	account		(Supplier Datafield)	×	- 🥕 🗐 🔒
Obje	ect LADU	PP account	Divid	de 🗸 0 x 0	Currency	P	recision 0,01	~	(Supplier Datafield)	~	
		By Transaction time		Supplier Data D Invoice		obiect [Daccount		(Supplier Datafield)	~	
Total		erlaps are possible	Sorted by Sup	plier V Invoice No V		Print	RE	PORT	(Purchase invoice Datafi	eld) 🗸	
Suppl Invoid 10059 Suppl When	lier: 1001 Tamm AS ce No Supplier Invoice 17 01.01.2021 lier balance e overdue	Invoice time 01.01.2021	Due date 15.01.2021	Pay Terr 14_5_	n To pay -1 440.00 -1 440.00 -1 440.00	Days -136					
Suppl Invoid 10001 10001 10001 10001 Suppl	lier: 1004 Palm 20002 Supplier Invoice 5 20002 6 200003 7 200004 8 200005 lier balance	Invoice time 01.05.2020 01.08.2020 01.10.2020 01.12.2020	Due date 15.05.2020 15.08.2020 15.10.2020 15.12.2020	PayTerr 14 14 14 14 14	m To pay -1 125.29 -1 166.92 -1 144.46 -1 174.92 -4 611.58	Days -381 -289 -228 -167					
When Suppl Invoid 10022 Suppl	e overdue lier: 1012 Directo OÜ te No Supplier Invoice 15 123125 lier balance	Invoice time 01.01.2021	Due date 08.01.2021	PayTerr 7	-4 611.58 m To pay -814.93 -814.93	Days -143					
When Balan Custo	e overdue ice as Customer omer balance difference				-814.93 2 435.60 1 620.67						
	Total unpaid Total prepayment Total balance Total overdue				-6 866.51 0.00 -6 866.51 -6 866.51						
D <<:	Paste Objects _{v8} - Work - Microsoft B	Edge			-	0	×				
÷	https://login.directo.ee/ocra_di	irecto_jane/yld_m_obje	kt_aseta.asp?unit=put_obj	jekt&kuhu=or_aru_reskontro.	objekt&otsing=LADU&a	e A [%]	⊕,				
Leve 0	ы Туре	(Dbject	~]		2					
1	OSAKOND	[LADU - Ladu ja logisti	ka 🗸							
2		L		<u> </u>							
5	ISIK	_		~							
6	AUTO			- *]						
7	OSS JA IOSS ERIKORD			~							
8 9	INTERNAL TRANSACTIO	ON/EXTERNAL TR		~							
13	RIIGI RAHAVOOD					~					
15	DEPARTMENT			~							
16	SUBDIVISION	[~							
PA	STE New Show	All	~		PAS	STE					

Picture (7)

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