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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,



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

Purchase Ledger

Supplier

Object

Total

Time

PP account

only overdue

By Transaction time

Currency

Overlaps are possible

Sorted by

Supplier: 1001 Tamm AS

Invoice No

Supplier Invoice

Invoice time

Due d

100006

2020004

01.07.2021

15.07.21

100035

20200042

25.06.2021

09.07.21

100041

2020012

01.07.2021

15.07.21

100108

hank4

22.11.2021

06.12.21

100109

hank3

22.11.2021

06.12.21

100110

hank5

22.11.2021

06.12.21

100111

hank6

22.11.2021

06.12.21

100112

hank7

22.11.2021

06.12.21

100113

hank8

22.11.2021

06.12.21

100114

hank9

22.11.2021

06.12.21

100115

hank10

22.11.2021

06.12.21

100146

eeee

04.01.2022 21:36:17

18.01.22

100439

223

01.01.2022

15.01.22

Range

Class

D account

Divide

Currency

Precision

Back

Save

DELETE

SETTING: Personal

Excel Output

With Supplier in Header

Split Label

Numbers

Currency

Numbers

Days

Save

(Supplier Datafield)

(Supplier Datafield)

(Supplier Datafield)

(Purchase Invoice Datafield)

Purchase Ledger

Supplier

Object

Total

Time

PP account

only overdue

By Transaction time

Currency

Overlaps are possible

Sorted by

Supplier: 1001 Tamm AS

Invoice No

Supplier Invoice

Invoice time

Due d

100006

2020004

01.07.2021

15.07.21

100035

20200042

25.06.2021

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100111

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100112

hank7

22.11.2021

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hank8

22.11.2021

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hank9

22.11.2021

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22.11.2021

06.12.21

100146

eeee

04.01.2022 21:36:17

18.01.22

100439

223

01.01.2022

15.01.22

Range

Class

D account

Divide

Currency

Precision

Back

Save

DELETE

SETTING: Personal

Excel Output

With Supplier in Header

Split Label

Numbers

Currency

Numbers

Days

Save

(Supplier Datafield)

(Supplier Datafield)

(Supplier Datafield)

(Purchase Invoice Datafield)

## 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:

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)

Supplier: 1001 Tamm AS

Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	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	PayTerm	To pay	Days	Currency	Rate	To pay
100070	elevalt	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	PayTerm	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				

Supplier: 1005 Ahvileivapuu

Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	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				

**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“

Supplier:  Time: 31.05.2021 Range:  Class:  D account:

Object:  PP account:  Divide:  0 x 0 Currency: **SEK,USD** 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)

Supplier: 1004 Palm

Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	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	PayTerm	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				

**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:  Time: 31.05.2021 Range:  Class:  D account:

Object:  PP account:  Divide:  0 x 0 Currency: **EUR, SEK** 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  **Print** **REPORT**

(Supplier Datafield)  (Supplier Datafield)  (Supplier Datafield)  (Purchase invoice Datafield)

Supplier: 1005 Ahvileivapuu

Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	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				

Supplier: 1011 DONALD

Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	To pay	Days	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 balance					525.26				
Where overdue					525.26				

### 5.1.4 Show Object „LADU“ (warehouse) overdue invoices

**Purchase Ledger**

Supplier:  Time: 31.05.2021 Range:  Class:  D account:

Object: **LADU** 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  **Print** **REPORT**

(Supplier Datafield)  (Supplier Datafield)  (Supplier Datafield)  (Purchase invoice Datafield)

Supplier: 1001 Tamm AS

Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	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	PayTerm	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	PayTerm	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**

2 **ALAMOSAKOND**

3 ASUKOHT

5 ISIK

6 AUTO

7 OSS JA IOSS ERIKORD

8 OSS JA IOSS ERIKORRAIK

9 INTERNAL TRANSACTION/EXTERNAL TR

13 RIIGI RAHAVOOD

15 DEPARTMENT

16 SUBDIVISION

**PASTE** **New** **Show All** **PASTE**

## 5.2 Nettings forecast report from the Purchase Ledger

It is possible to start a [tasaarveldusennustus](#) from the purchase ledger report.

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