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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    x  Currency  Precision

☐ only overdue account ☐ By Transaction time ☐ Currency ☐ Supplier Data ☐ Invoice project ☐ Invoice object ☐ D

Total  Overlaps are possible ☐ Sorted by

- **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 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 Name  Invoice No  Invoice time  Due date

(Supplier Datafield)

(Supplier Datafield)

(Supplier Datafield)

(Purchase invoice Datafield)

### 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

Total  ☐ Overlaps are possible Sorted by  Supplier  Invoice No

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

- **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

**Purchase Ledger**

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

Back Save DELETE SETTING: Personal

Excel Output With Supplier in Header

Split Label Numbers

Currency Numbers

Days

Save

**Purchase Ledger**

Supplier: Time: 09.07.2021 Range: Class: D account: (Supplier Datafield)

Object: PP account: Configure Days: -90,-30,0 Currency: Precision: 0,01 (Supplier Datafield)

☒ only overdue ☐ By Transaction time ☐ Currency ☐ Supplier Data ☐ Invoice project ☐ Invoice object ☐ D account (Supplier Datafield)

Total: Supplier Overlaps are possible Sorted by: Supplier Invoice No Print REPORT (Purchase invoice Datafield)

Supplier	Unpaid	Prepayment	Balance
1001 Tamm AS	-12 102.60	-8 560.00	-25 581.05
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)

Object: PP account: Configure Days: -90,-30,0 Currency: Precision: 0,01 (Supplier Datafield)

☒ only overdue ☐ By Transaction time ☐ Currency ☐ Supplier Data ☐ Invoice project ☐ Invoice object ☐ D account (Supplier Datafield)

Total: Supplier Overlaps are possible Sorted by: Supplier Invoice No Print REPORT (Purchase invoice Datafield)

Supplier	Unpaid	Prepayment	Balance
1001 Tamm AS	-17 021.05	-8 560.00	-25 581.05
1003 Pärn	-12 000.00	0.00	-12 000.00

Divide text - days

## 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	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	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“

## Purchase Ledger

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
<b>Supplier balance</b>					-5 337.24				
<b>Where overdue</b>					-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
<b>Supplier balance</b>					525.26				
<b>Where overdue</b>					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
<b>Supplier balance</b>					-1 440.00	
<b>Where overdue</b>					-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
<b>Supplier balance</b>					-4 611.58	
<b>Where overdue</b>					-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
<b>Supplier balance</b>					-814.93	
<b>Where overdue</b>					-814.93	
<b>Balance as Customer</b>					2 435.60	
<b>Customer balance difference</b>					1 620.67	
<b>Total unpaid</b>					-6 866.51	
<b>Total prepayment</b>					0.00	
<b>Total balance</b>					-6 866.51	
<b>Total overdue</b>					-6 866.51	

**Level Type**

Level Type	Object
0	<input type="text"/>
1	<b>OSAKOND</b> <input type="text"/> LADU - Ladu ja logistika
2	ALAMOSAKOND <input type="text"/>
3	ASUKOHT <input type="text"/>
5	ISIK <input type="text"/>
6	AUTO <input type="text"/>
7	OSS JA IOSS ERIKORD <input type="text"/>
8	OSS JA IOSS ERIKORRA RIIK <input type="text"/>
9	INTERNAL TRANSACTION/EXTERNAL TR <input type="text"/>
13	RIIGI RAHAVOOD <input type="text"/>
15	DEPARTMENT <input type="text"/>
16	SUBDIVISION <input type="text"/>

**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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