

## **Supplier details**

The purchase ledger provides additional menu options from within supplier details that are relevant to the functions of a purchase ledger.

You may specify default nominal and VAT codes, payment terms and alternative address/payee details

Account 1			
CONSTRUCTION SUPPLIES NETHERCROFT ROAD DARTFORD KENT OX10 9AT		Opened	New supplier
		Status OK	Change details
		Balance 1828.75	Status
		Aged	Purchase details
		c 1 2 3 1828.75 +	Bank account
Tel 1 9998 123451      Fax No.		Notes	
Tel 2		Outstanding orders	
General		Purchase activity	
Contact: DAVID JARVIS		History	
Order No. Optional		Delete	
Area		Browse	
VAT No 231 4134 13		Find	
Last used		Items supplied	
Default codes		Print Details	
Nominal 5000		Exit	
VAT T1 (17.50%)			
Hire			
Days/week			
Discount 25.00%			
Holiday credit No			
Terms			
Credit account Yes			
Payment 30 days			
From Month end			
Settlement 2.00%			
Limit			
Turnover			

## **Purchase Ledger**

- Add Invoices/Credit Notes**
- Process Invoices/Credits**
  
- Payments**
- Remittance Advices**
- Account History**
- Statements**
- Aged Creditors**
- Day Books**
  
- Cheque run**
  
- Turnover**
  
- Exit**

- *Enter invoices and/or credit notes - transfer previously entered items*
  - *Process ledger entries - adjust status, bulk pay*
  - *Post payments to individual accounts*
  - *Print a remittance advice for any account or a range of accounts*
  - *History of any supplier account to screen, printer or file*
  - *Prints purchase statements for one or a range of suppliers*
  - *A list of current outstanding debts due to suppliers*
  - *Day book listings of Invoices, Credit Notes, Receipts etc.*
  - *Show turnover figures, numerically & graphically, over a year or between dates*

## **ADD INVOICES/CREDIT NOTES**

The *Add Invoices/Credit Notes* option purchase ledger allows invoices and credit notes for multiple months to be entered and checked prior to transferring the data selectively (by date) to the main purchase ledger for further processing.

The input screen shows the current value of entries awaiting transfer together with information on the status of each invoice/credit note entered.

Purchase Ledger

Add/edit invoices & credits  
transfer data to ledger

Exit

PURCHASE LEDGER - Invoices & Credit Notes							21 May 96			
Supplier Account Details			Nominal Account Name			Summary				
<b>CONSTRUCTION SUPPLIES</b>			<b>SALES</b>			Invoices 100.00				
<b>NETHERCROFT ROAD</b>			1 line - £117.15			Credits				
DARTFORD	KENT	0X10 9AT	Order No	Status	Discount	V.A.T.	17.15			
			P	TBC	2.00	TOTAL	£117.15			
A/C No.	Date	Doc Number	Details	N/Code	Nett Amnt	TC	UAT Amnt			
1	21/05/96	Inv 456		4000	100.00	T1	17.15			

Add new entries

Enter the supplier account number or input the first part of the account name (you will then be able to pick from

Enter the document date  
Use the space bar or the  
End of the type of  
document (Invoice or  
Bill)

Enter the document  
number

er a reference under details heading desk is able to sort erically on this entry - further entries in this on being numbered entially)

the default nominal code

een specified against the supplier this code will initially be selected. An alternative code may be used if required  
code can be entered directly or codes can be listed by number or name by entering part of the nominal code or  
option. If the invoice or credit note contains more than one nominal code, then by entering a blank nominal code  
-up box will appear allowing you to enter upto 15 different codes for each document.

If a settlement discount percentage has been recorded against the supplier then the discount will be calculated and entered in the next box - this may be overwritten to match the suppliers invoice.

The order type is used to record whether or not the invoice refers to a *Purchase* or a *Cross Hire* order - to switch between order types press the space bar or the initial.

Entering the order number used (without the prefix), providing the inbuilt Purchase ordering system and Cross system have been used a summary of the order will be shown and the order itself may be viewed.

The status of the invoice is then recorded - *On hold*, *Passed* or *To be checked* (the default can be set within *Default Settings/Options*).

Concerning the invoice can be recorded by pressing F7.

AT will be calculated on the discounted invoice value and can be overridden as necessary.

PURCHASE LEDGER - Invoices & Credit Notes					21 May 90	
Supplier Account Details		Nominal Account Name		Summary		
CONSTRUCTION SUPPLIES		SALES			Invoices	100.00
NETHERCROFT ROAD		Line 1 of 1 - £117.15			Credits	
DARTFORD					U.A.T.	17.15
KENT		Order No	Status	Discount		
DX10 9AT		P	TBC	2.00	TOTAL	£117.15
A/C No.	Accounts starting with "T"			N/Code	Nett Amnt	TC VAT Amnt
1	Account Name	A/C No.	1000		100.00	T1 17.15
T	TANGO POWER TOOLS	3			0.00	T1 0.00
	THE DIAMOND DRILL CO. LTD.	DIA001				
	THE DRILL BIT SUPPLY CO					
	THE HIRE COMPANY					
	THIS IS THE WAY					
Accounts starting with "P"						
	A/C No.	Nominal A/C Name				
	7399	PRINTING				
	5000	PURCHASES FOR RESALE				
Analysis						
		80.00	13.00			
N/Code	Details	Nett Amnt	TC	VAT Amnt		
5000	WELLINGTON BOOTS	70.00	T1	12.00		
7399	LOGO PRINTING	10.00	T1			
Invoice 56						
Discount		2.00				
Order type		Purchase				
Order number		5037				
Status		To be checked				
Note	F7					
Del Remove line	Esc Exit					

Those items already entered can be viewed, changed and deleted as required up until the time that they are transferred to the main purchase ledger.

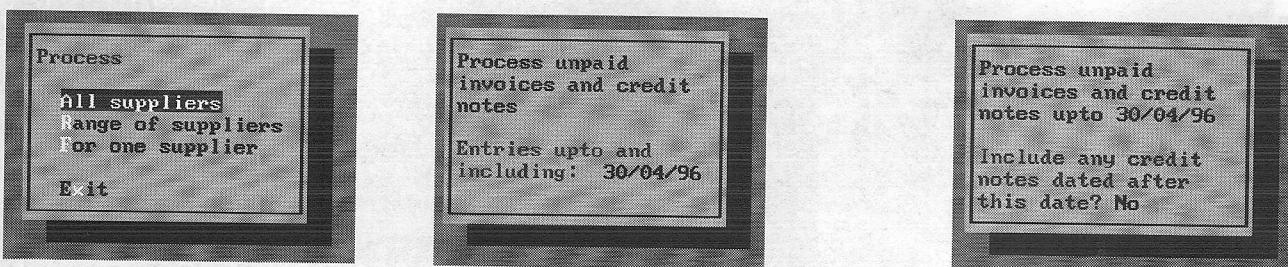
Pressing *F6* allows the order in which entries have been entered to be displayed in either *Account*, *Date* or *Details* order.

Pressing *F8* will swap the *Details* and *Nominal Code* columns with the *Order No.*, *Status* and *Discount*.

LEDGER - Invoices & Credit Notes							21 May 96
Account Details		Nominal Account Name			Summary		
ACTION SUPPLIES		PURCHASES FOR RESALE			Invoices		300.00
SOFT ROAD		Line 3 of 3 - £117.15			Credits		
Date	Doc Number	Details	Order No	Status	Discount	V.A.T.	51.86
21/05/96	Inv 456		5037	P TBC	2.00	TOTAL	£351.80
21/05/96	Inv 566				4000	100.00	T1 17.15
21/05/96	Inv 56				5000	100.00	T1 17.50
					5000	100.00	T1 17.15

## PROCESS INVOICES/CREDITS

This option is used for maintaining the status of unpaid purchase ledger transactions, and selecting invoices to be paid. All suppliers, a range of suppliers, or a single supplier can be specified. Transactions can be loaded up to a given date with the option of loading all outstanding credit notes.



F6 accesses the order type and details and can show the Purchase or Cross Hire order. F7 To add/edit an note (Entries with existing notes will be marked with a "+" in the Status column) F8 switches the display to show either the Details and Nominal Code or the Order Number, Status and Discount columns. F9 Adjusts the status of an entry (On Hold, Passed, To Be Checked) F10 Shows a summary listing total payments selected by supplier.

PURCHASE LEDGER - Invoices & Credit Notes							21 May 96
Supplier Account Details			Nominal Account Name				
CONSTRUCTION SUPPLIES			PURCHASES FOR RESALE				
NETHERCROFT ROAD			Line 2 of 546				
Order No	Status	Discount					
15037	P Pass	2.00	Total				
1			To Pay				
1			230.30				
4U	21/05/96	Inv 501616	7007 D/D 16/2	7502	117.15	117.15	
ACC	29/02/96	Inv 61252	7243	5001	51.76	51.76	
ALL	29/02/96	Inv 86632	7308	5000	146.80	146.80	
ALL	29/02/96	Inv 86590	7309	5000	304.21	304.21	
ALL	29/02/96	Inv 86574	7310	5000	97.53	97.53	
ALL	29/02/96	Inv 86645	7311	5000	146.88	146.88	
AND2	29/02/96	Inv 1758	7289	5001	155.77	155.77	
AND2	29/02/96	Inv 1759	7290	5001	109.58	109.58	
ARCU	19/02/96	Inv 355441	7117	5000	120.57	120.57	
ARCO	21/02/96	Inv 355749	7136	5000	100.47	100.47	
ARCO	23/02/96	Inv 355778	7158	5000	150.47	150.47	
ARCU	23/02/96	Inv 355810	7159	5000	42.35	42.35	
	Order F6	Note F7	Display F8	Status F9	Payments F10	Pay Enter	Exit Esc

Enter Mark an invoice to be paid - Only those items with the status of "Pass" will be allowed to be paid. As invoices are marked to total assigned to be paid will be shown in red to the bottom right of the suppliers address.

Payments	Account	Payment
1	CONSTRUCTION SUPPLIES DIAC001 THE DIAMOND DRILL CO. LTD.	230.30 115.00

Print list of payments	Yes
Date of payments	21/05/96
UAT Code for settlement discounts	11
Make payments from Bank Account	1200
Method of payment	Cheque
Are cheques to be printed	No
First cheque number or reference	000234

OK
Cancel

Esc Complete a session.

If some entries have been marked to be paid, then you will be given the option of choosing the bank nominal code from which payments should be made, whether or not to list payments and finally asked to confirm the payment process. If "OK" is selected each payment value is posted to the account against those invoices and credit notes specified.

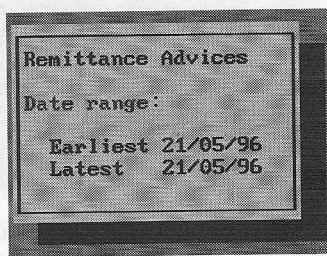
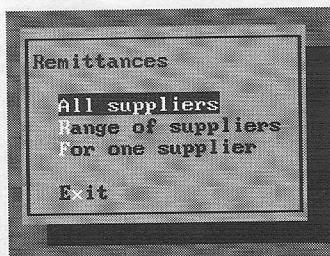
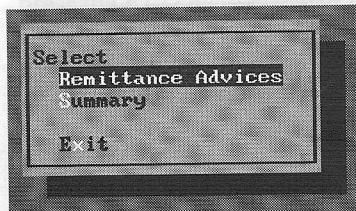
Cancel abandons all payments.

## PAYMENTS

For posting an individual payment to an account.  
Performed in a similar way to Receipts - see the section under *Sales Ledger*.

## REMITTANCE ADVICES

A remittance advice can be printed for all suppliers, a range of suppliers or a particular supplier. Specify the date range, and a remittance advice will be produced for all payments made within the date span.



## ACCOUNT HISTORY

The history of any account can be displayed on screen, printed or output to a file name of your choice.

Account 1 CONSTRUCTION SUPPLIES Tel 9998 123451 Contact DAVID JARVIS	Balance May 96 Apr 96 Mar 96 Feb 96 Older	Limit																																																																																	
<table border="1"><thead><tr><th>Date</th><th>Trn Ref</th><th>Nominal</th><th>Total</th><th>Allocated</th><th>Debit</th><th>O/S</th><th>Credit</th></tr></thead><tbody><tr><td>13/05/96</td><td>Acc</td><td></td><td>600.00</td><td>600.00</td><td></td><td></td><td></td></tr><tr><td>13/05/96</td><td>Acc</td><td>1200</td><td>500.00</td><td>500.00</td><td></td><td></td><td></td></tr><tr><td>17/05/96</td><td>Dsc 4535</td><td></td><td>50.00</td><td>50.00</td><td></td><td></td><td></td></tr><tr><td>17/05/96</td><td>Pmt 123456</td><td>1200</td><td>1726.75</td><td>1828.75</td><td></td><td></td><td></td></tr><tr><td>21/05/96</td><td>Inv 456</td><td>4000</td><td>117.15</td><td>117.15</td><td></td><td></td><td></td></tr><tr><td>21/05/96</td><td>Inv 56</td><td>5000</td><td>117.15</td><td>117.15</td><td></td><td></td><td></td></tr><tr><td>21/05/96</td><td>Dsc 456</td><td></td><td>2.00</td><td>2.00</td><td></td><td></td><td></td></tr><tr><td>21/05/96</td><td>Dsc 56</td><td></td><td>2.00</td><td>2.00</td><td></td><td></td><td></td></tr><tr><td>21/05/96</td><td>Pmt 000234</td><td>1200</td><td>230.30</td><td>234.30</td><td></td><td></td><td></td></tr></tbody></table>	Date	Trn Ref	Nominal	Total	Allocated	Debit	O/S	Credit	13/05/96	Acc		600.00	600.00				13/05/96	Acc	1200	500.00	500.00				17/05/96	Dsc 4535		50.00	50.00				17/05/96	Pmt 123456	1200	1726.75	1828.75				21/05/96	Inv 456	4000	117.15	117.15				21/05/96	Inv 56	5000	117.15	117.15				21/05/96	Dsc 456		2.00	2.00				21/05/96	Dsc 56		2.00	2.00				21/05/96	Pmt 000234	1200	230.30	234.30						
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Select the account and the data will be compiled.

Any outstanding or unallocated amount will appear in either the *Debit* or *Credit* column depending on whether it is an Invoice or a Credit Note.

The current aged debt position is also displayed.

To move through the account display, *Home* will highlight the first record, *End* the last.

Pressing *Enter* on a Payment will show all those invoices/credit notes that the payment covers.

Pressing *Enter* on an Invoice/Credit with a split nominal code will show that split.

Pressing *F10* on an Invoice or Credit will show any notes and the status of that entry.

Press *Esc* to clear the screen and return to the *Purchase Ledger* menu.

Date	Reference	Total	Value	Discount
13/05/96	Payment 000234	234.30	234.30	1.00
Date	Trn Reference	Total	Value	Discount
21/05/96	Inv 456	117.15	115.15	2.00
21/05/96	Inv 56	117.15	115.15	2.00

The remainder of the *Purchase Ledger* options work in a similar manner to equivalent option of the *Sales Ledger*, so please look under that section for further details.