

Enterprise

by HansaWorld

Integrated Accounting,
CRM and ERP System for
Mac OS X, Windows,
Linux, iOS, Android and AIX

Purchase Ledger Reports

Program version: 7.1 131231

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Preface

The Enterprise by HansaWorld range of products contains a number of powerful accounting, CRM and ERP systems for the Windows, Mac OS X, Linux, iOS, Android and AIX environments.

The programs are designed to make administration and accounting as easy and fast as possible. They are similar in operation regardless of platform. In the specific areas where there are significant differences, these are described and illustrated in full. In all other cases illustrations are taken from the Windows 7 version.

Text in square brackets - [Save], [Cancel] - refers to buttons on screen.

Information in this document is subject to change without notice and does not represent a commitment on the part of HansaWorld. The Software described in this document is a sophisticated information management system. Features are liable to alteration without notice. This documentation is not intended as a *de facto* representation of the system, but as an overview of its facilities. It cannot be exhaustive in all respects. Whilst effort is made to ensure the accuracy of the information published concerning the features and use of HansaWorld software, it is still possible that certain functions mentioned may not be fully implemented, may not be available under certain circumstances, or may possibly relate to a future release of the software. Errors and omissions excepted. HansaWorld accepts no contingent liabilities. All HansaWorld software related transactions are subject to HansaWorld's Conditions of Sale and Software Licence Agreement. All rights reserved.

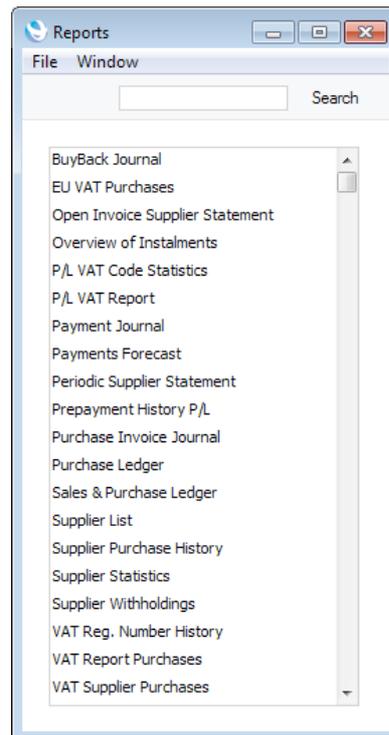
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Reports

Introduction

As with all modules, to print a report in the Purchase Ledger, click the [Reports] button in the Master Control panel or use the Ctrl-R (Windows and Linux)/⌘-R (Mac OS X) keyboard shortcuts. The 'Reports' window will open, listing the reports that are available in the Purchase Ledger—



Double-click the report that you need in the list. A specification window will then appear, where you can decide what is to be included in the report. Leave all the fields in this window blank if the report is to cover all the records in the appropriate register. If you need to restrict the coverage of the report, use the fields as described individually for each report.

Where specified below, you can often report on a selection range, such as a range of Suppliers, or a range of Purchase Invoices. To do this, enter the lowest and highest values of the range, separated by a colon. For example, to report on Suppliers 001 to 010, enter "001:010" in the Supplier field. Depending on the field, the sort used might be alpha or numeric. In the case of an alpha sort, a range of 1:2 would also include 100, 10109, etc.

Use the Media options at the bottom of the specification window to determine the print destination of the report. The default is to print to screen. You can initially print to screen and subsequently send the report to a printer by clicking the Printer icon at the top of the report window.

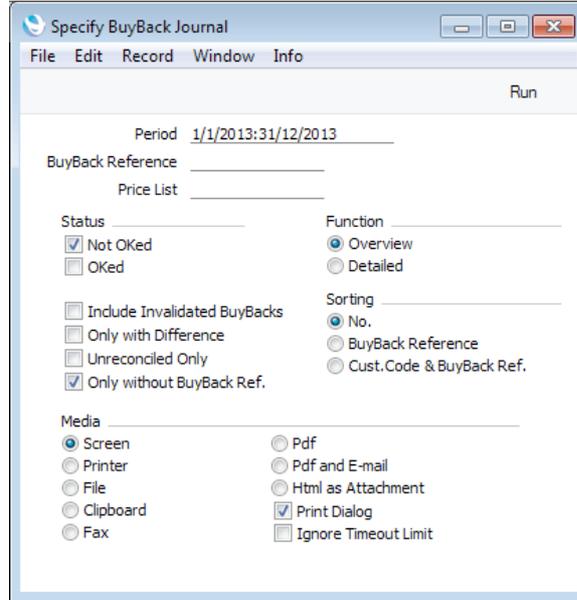
Once you have entered the reporting criteria and have chosen a print destination, click [Run].

With a report in the active window, use the 'Recalculate' command on the Operations menu to update the report after making alterations to background data. The 'Reopen Report Specification' command on the same menu allows you to produce a new report using different reporting criteria.

BuyBack Journal

This report lists the records in the BuyBack register.

If you print this report using the Only Without BuyBack Ref. and NotOKed options, it will act as a useful “to do” list that you can use to register BuyBack sales with Suppliers. When the Suppliers provide BuyBack References, you can drill down from the report to enter the References in each relevant BuyBack record.



Period

Paste Special

Reporting Periods setting,
System module

Enter the start and end dates of the period to be covered by the report. BuyBack records whose Transaction Dates fall in this period will be listed in the report.

BuyBack Reference

Specify a BuyBack Reference here to list the BuyBack records with that Reference.

Price List

Paste Special

Price List register, Pricing module

Specify a Price List here to list the BuyBack records with that Price List.

Status

Use these options to choose whether the report will list approved or unapproved BuyBack records or both.

Function

Two versions of this report are available, each showing different information.

Overview

For each BuyBack record, this option displays the BuyBack Number and the Item Number, followed by the Original Price, the BuyBack Price and the difference between the two figures, and the Actual Credit and Debit Amounts and the Commission. When you print the report to screen, you can click

the BuyBack and Item Numbers to open the corresponding records.

Detailed

For each BuyBack record, this option displays the BuyBack Number, the Item Number, the Serial Number, the Invoice Number, the Orig. Supp. Inv. No., the Quantity and the Customer Name. When you print the report to screen, you can click the BuyBack, Item and Invoice Numbers to open the corresponding records, and the Serial Numbers to open the Serial Number History report.

Include Invalidated Buybacks

Use this option to include invalidated BuyBack records in the report.

A BuyBack record will be invalidated if you create an approved Returned Goods record from its originating Delivery or an approved Credit Note from its originating Invoice before you have received a Buyback Reference. If the Returned Goods record or Credit Note is partial, a new BuyBack record will be created for the remaining quantity.

Only with Difference

This option will remove from the report any BuyBack records where the Original Price - BuyBack Price - Commission is zero.

Unreconciled Only

Use this option if you want the report to list BuyBack records that have not been marked as Reconciled.

Only without BuyBack Ref.

Use this option if you want the report to list BuyBack records without BuyBack References.

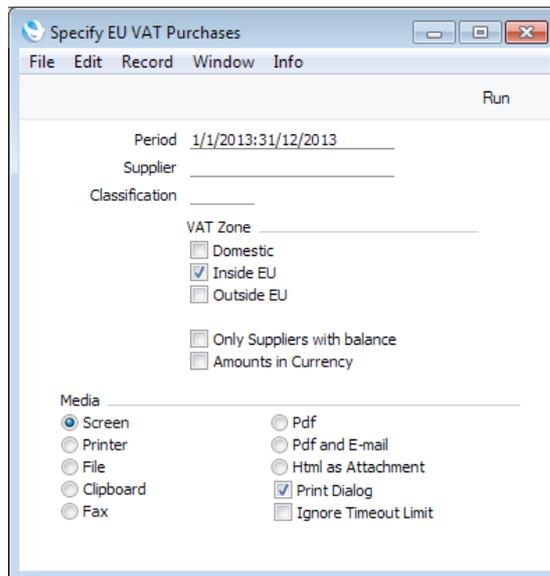
Sorting

Use these options to specify whether the BuyBack records in the report will be sorted by Number, Reference or Customer.

EU VAT Purchases

The EU VAT Purchases report is a simple list of Suppliers, showing the turnover of business conducted by your company with each Supplier during the specified period. For each Supplier, the report shows the Country, Supplier Number and Name, VAT Registration Number and turnover (excluding VAT if any).

The EU VAT Purchases report has the Enterprise by HansaWorld Drill-down feature. Click on any Supplier Number in the report to open the Contact record for an individual Supplier.



Period	Paste Special	Reporting Periods setting, System module
		Specify the period to be covered by the report. The turnover figures for each Supplier will be calculated from Purchase Invoices whose Transaction Dates fall in this period.
Supplier	Paste Special	Suppliers in Contact register
	Range Reporting	Alpha
		Use this field to limit the report to a single Supplier, or range of Suppliers.
Classification	Paste Special	Contact Classifications setting, CRM module
		Enter a Contact Classification to restrict the report to Suppliers with that Classification. If you enter a number of Classifications separated by commas, only those Suppliers featuring all the Classifications listed will be included in the report.
VAT Zone		The report can list Suppliers from any or all of the three Zones. Use these options to specify which ones. The EU option includes the Inside EU (Post VAT) Zone, while the Outside EU option includes the Outside EU (Post VAT) Zone. You must choose at least one option, otherwise the report will be empty.

Only Suppliers with balance

By default the report will list all the Suppliers in the specified range and in the specified VAT Zone(s). Use this option to exclude from the report Suppliers with no turnover during the report period. A Supplier with a Purchase Invoice and Credit Note of equal value will be excluded.

Amounts in Currency

Use this option if you would like each turnover figure in the report to be expressed in the Purchase Currency of the Supplier.

If a Supplier does not have a Purchase Currency, then their turnover figure will be shown in your home Currency (Base Currency 1) even if you use this option, because such a Supplier could have transactions in different Currencies.

If you do not use this option, all turnover figures will be in Base Currency 1.

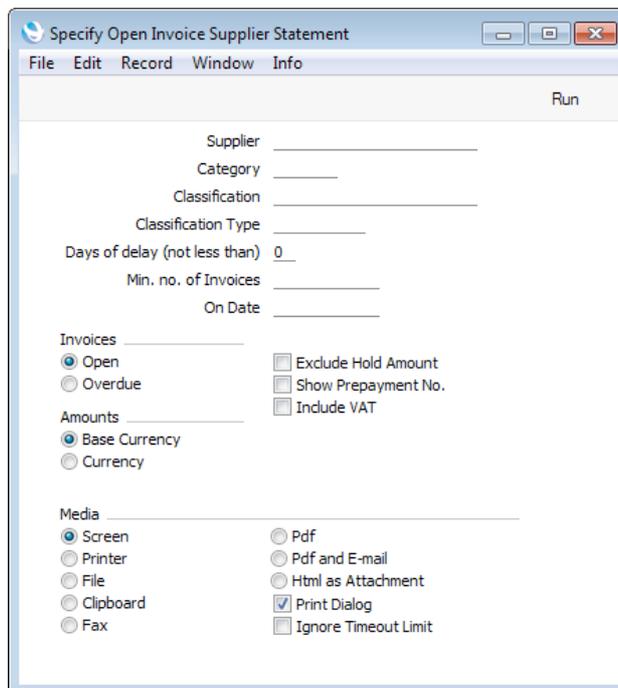
Open Invoice Supplier Statement

The Open Invoice Supplier Statement is a list of the Purchase Invoices from each Supplier that are outstanding. You can therefore use it for payment-planning purposes.

The report lists Suppliers in Supplier Number order. For each Supplier, the Supplier Number and Name, telephone and fax numbers and Salesman are shown. The Supplier's outstanding Purchase Invoices are then listed, with Invoice Numbers, Supplier Invoice Numbers, Due Dates, numbers of days overdue and outstanding amounts being shown.

As in all reports in Enterprise by HansaWorld, if an Invoice is overdue for payment, the number of overdue days will be shown as a negative figure. If an Invoice is not yet due for payment, the number of days until the Due Date will be shown as a positive figure.

When printed to screen, this report has the Enterprise by HansaWorld Drill-down feature. Click on any Purchase Invoice Number to open an individual Purchase Invoice record, and on any Supplier Number to open the Contact record for a particular Supplier.



Supplier **Paste Special** Suppliers in Contact register

Range Reporting Alpha

If necessary, enter here the Supplier Number of the Supplier (or range of Suppliers) you wish to include in the report.

Category **Paste Special** Supplier Categories setting, Purchase Ledger

If you want to restrict the report to Suppliers belonging to a particular Supplier Category, specify that Category here.

Classification	Paste Special	Contact Classifications setting, CRM module
		Enter a Classification Code in this field if you want to list Suppliers with a certain Classification in the report. If you leave the field blank, all Suppliers, with and without Classification, will be included. If you enter a number of Classifications separated by commas, only those Suppliers featuring all the Classifications listed will be included. If you enter a number of Classifications separated by plus signs (+), all Suppliers featuring at least one of the Classifications listed will be included. If you enter a Classification preceded by an exclamation mark (!), all Suppliers featuring any Classification except the one listed will be included.
		For example—
1,2		Lists Suppliers with Classifications 1 and 2 (including Suppliers with Classifications 1, 2 and 3).
1+2		Lists Suppliers with Classifications 1 or 2.
!2		Lists all Suppliers except those with Classification 2.
1,!2		Lists Suppliers with Classification 1 but excludes those with Classification 2 (i.e. Suppliers with Classifications 1 and 2 are not shown). Note the comma before the exclamation mark in this example.
!1,!2		Lists all Suppliers except those with Classification 1 or 2 or both. Again, note the comma.
!(1,2)		Lists all Suppliers except those with Classifications 1 and 2 (Suppliers with Classifications 1, 2 and 3 will not be listed).
!1+2		Lists Suppliers without Classification 1 and those with Classification 2 (Suppliers with Classifications 1 and 2 will be listed).
(1,2)+(3,4)		Lists Suppliers with Classifications 1 and 2, and those with Classifications 3 and 4.
1*		Lists Suppliers with Classifications beginning with 1 (e.g. 1, 10, 100).
1*,!1		Lists Suppliers with Classifications beginning with 1 but not 1 itself.
*1		Lists Suppliers with Classifications ending with 1 (e.g. 1, 01, 001).
1*,*1		Lists Suppliers with Classifications beginning and ending with 1.

Classification Type

Paste Special Classification Types setting, CRM module

Enter a Classification Type in this field if you want the report to list Suppliers with a Classification belonging to that Type. If you leave the field empty, all Suppliers, with and without Classification, will be included. If you enter a

number of Classification Types separated by commas, Suppliers featuring a Classification belonging to any of those Types will be shown.

Days of delay (not less than)

If you only wish to include Invoices in the report that are overdue by more than a certain number of days, enter that number here.

Min. no. of Invoices

If you only want to include in the report Suppliers from whom you have received at least a certain number of Invoices, enter that number here.

On Date

Paste Special

Choose date

Enter a date to produce the report for a specific date. All Invoices that were open or due (depending on the choice made below) on that date will be included in the report, while Invoices and Payments since that date will not be included. Invoices will be aged according to the specified date. If you leave the field blank, the current date will be used.

Invoices

Use these options to determine which Invoices are to be included in the report.

Open

This option lists all unpaid Invoices in the report.

Overdue

This option only lists Invoices that are due for payment in the report. These are Invoices whose Payment Terms have expired (i.e. those whose Due Dates have passed).

Exclude Hold Amount

Usually the full outstanding value of a Purchase Invoice that is On Hold will be shown in the report. If you use this option, any Hold Amount will be subtracted from the full outstanding value, and any Purchase Invoices whose On Hold box has been checked will be shown with a zero value (even if there is a Hold Amount as well).

Show Prepayment No.

If appropriate, the list of outstanding Purchase Invoices for a particular Supplier will be followed by a single On Account total. This total will include both On Account Payments and Prepayments. Use this option if you would like this total to be followed by a list of open Prepayments, showing Prepayment Numbers and open values. You will be able to click on a Prepayment Number to open a Prepayment History P/L report for the Prepayment.

Include VAT

This option will cause an extra column to be added to the list of outstanding Purchase Invoices, showing the VAT total of each Invoice. The full VAT total will be shown, even if a Purchase Invoice has been partially paid.

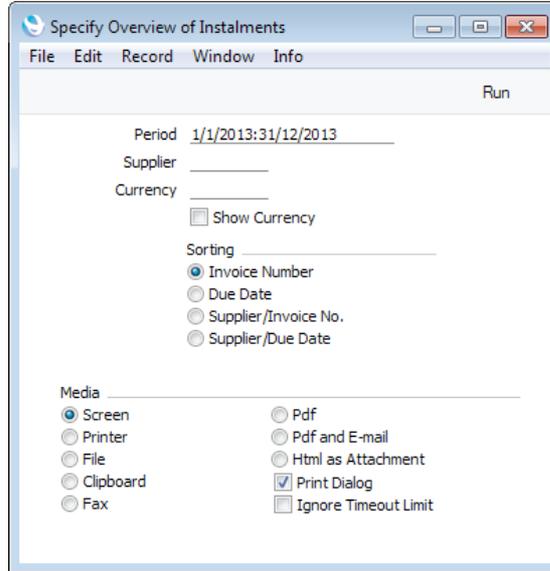
This column will be useful in countries where VAT can only be reclaimed when Purchase Invoices have been fully paid.

Amounts

The outstanding amounts can be shown in your home Currency (Base Currency 1, converted using the Exchange Rate in each Invoice) or in the Currency of each Invoice.

Overview of Instalments

Purchase Invoices will be payable in instalments if they have Payment Terms that are connected to records in the Instalments setting. This report lists the unpaid instalments owed by your company. Paid instalments are not shown.



Period	Paste Special	Reporting Periods setting, System module Enter the report period. The first row of the Reporting Periods setting is used as default. Instalments that become due in the report period will be shown.
Supplier	Paste Special	Suppliers in Contact register Enter a Supplier Number here to list the instalments owed to that Supplier.
Currency	Paste Special	Currency register, System module Enter a Currency here to list the instalments owed on Invoices that were received in that Currency.
Show Currency		This option will add an extra column to the report, showing the Currency of each instalment (i.e. the Currency of each originating Purchase Invoice).
Sorting		The report can be sorted by Invoice Number, Due Date or by Supplier. In the last case, the instalments for each Supplier can be sorted by Invoice Number or Due Date.

P/L VAT Code Statistics

This report contains information about VAT paid to each Supplier. The report is designed for use in countries where detailed VAT reporting is necessary.

The report is a list of Purchase Invoices from the report period, concentrating on the VAT in each one. For each Purchase Invoice, the header information is first shown, including the Purchase Invoice Number, the Supplier's Invoice Number, Transaction and Invoice Dates, Supplier Number, Supplier VAT registration number and Supplier address. This is followed by a VAT breakdown of the Purchase Invoice. The VAT Codes used in the Invoice are listed, showing for each one the total including VAT, the total excluding VAT, the VAT percentage and the VAT total. At the end of the report, totals for each VAT Code are shown.

The Purchase Invoices listed in the report depend on whether you are using the Post Payment VAT option in the Account Usage P/L setting in the Purchase Ledger. If you are not using this option, the report will list the Invoices received during the report period. If you are using this option (i.e. your VAT calculation is based on Payments rather than Invoices), the report will list the Purchase Invoices paid during the report period.

When printed to screen, the P/L VAT Code Statistics report has the Enterprise by HansaWorld Drill-down feature. Click on any Purchase Invoice Number to open an individual Purchase Invoice record.

Period	Paste Special	Reporting Periods setting, System module
		Enter the start and end dates of the period covered by the report.
Header		Enter a title for the report. If you leave this field blank, the title "P/L VAT Code Statistics" will be used.
Invoice No	Range Reporting	Numeric
		If necessary, enter here the internal Purchase Invoice Number of the Purchase Invoice (or range of Purchase Invoices) you wish to include in the report.

Category	Paste Special	Supplier Categories setting, Purchase Ledger
		To restrict the report to Suppliers belonging to a single Supplier Category, enter a Category Code here.
All VAT Codes		By default, the report shows for each Purchase Invoice the VAT Codes used together with the VAT percentage and totals including and excluding VAT. If you would like to show for each Purchase Invoice all VAT Codes, including those not used by the Invoice, use this option.
Specify		Use these options to specify whether the report should list Purchase Invoices that have been approved, unapproved or both.
Invoice Type		Determine here whether Normal and Credit Invoices are to be included in the report. Cash Notes are included as Normal Invoices for this purpose.

P/L VAT Report

This report satisfies a specific requirement of users in Latvia. Before producing the report, be sure to enter an Account in the VAT Accounts setting so that the report can calculate a total figure for VAT paid on imported goods. Please refer to your HansaWorld representative for more details.

Payment Journal

This report is a chronological listing of the Payments entered during the specified period. You can control the selection to show a range of Payment Numbers or Payments with a certain Payment Mode.

When printed to screen, the Payment Journal has the Enterprise by HansaWorld Drill-down feature. Click on any Payment Number in the report to open an individual Payment record.

Period	Paste Special	Reporting Periods setting, System module
Enter the report period. Payments with Transaction Dates that fall in this period will be listed in the report. The first record in the Reporting Periods setting will be used as a default.		
Payment No	Range Reporting	Numeric
Use this field to restrict the report to a single or a range of Payments.		
Payment Mode	Paste Special	Payment Modes setting, Sales/Purchase Ledger
To limit the report to a single Payment Mode, enter the Payment Mode here. This refers to the Payment Mode entered on flip C of each Payment row. In the case of rows with no Payment Mode, that specified in the header will be used.		

Supplier	Paste Special	Suppliers in Contact register
		To list Payments issued to a particular Supplier, enter their Supplier Number here.
Classification	Paste Special	Contact Classifications setting, CRM module
		Enter a Classification Code in this field if you want to list Payments issued to Suppliers with a certain Classification. If you leave the field blank, Payments to all Suppliers, with and without Classification, will be included. If you enter a number of Classifications separated by commas, only Payments to those Suppliers featuring all the Classifications listed will be included. If you enter a number of Classifications separated by plus signs (+), Payments to all Suppliers featuring at least one of the Classifications listed will be included. If you enter a Classification preceded by an exclamation mark (!), Payments to all Suppliers featuring any Classification except the one listed will be included.
		For example—
1,2		Lists Payments to Suppliers with Classifications 1 and 2 (including Payments to Suppliers with Classifications 1, 2 and 3).
1+2		Lists Payments to Suppliers with Classifications 1 or 2.
!2		Lists Payments to all Suppliers except those with Classification 2.
1,!2		Lists Payments to Suppliers with Classification 1 but excludes those to Suppliers with Classification 2 (i.e. Payments to Suppliers with Classifications 1 and 2 are not shown). Note the comma before the exclamation mark in this example.
!1,!2		Lists Payments to all Suppliers except those with Classification 1 or 2 or both. Again, note the comma.
!(1,2)		Lists Payments to all Suppliers except those with Classifications 1 and 2 (Payments to Suppliers with Classifications 1, 2 and 3 will not be listed).
!1+2		Lists Payments to Suppliers without Classification 1 and to those with Classification 2 (Payments to Suppliers with Classifications 1 and 2 will be listed).
(1,2)+(3,4)		Lists Payments to Suppliers with Classifications 1 and 2, and to those with Classifications 3 and 4.
1*		Lists Payments to Suppliers with Classifications beginning with 1 (e.g. 1, 10, 100).
1*,!1		Lists Payments to Suppliers with Classifications beginning with 1 but not 1 itself.
*1		Lists Payments to Suppliers with Classifications ending with 1 (e.g. 1, 01, 001).
1*,*1		Lists Payments to Suppliers with Classifications beginning and ending with 1.

Classification Type

Paste Special Classification Types setting, CRM module

Enter a Classification Type in this field if you want the report to list Payments issued to Suppliers with a Classification belonging to that Type. If you leave the field empty, Payments to all Suppliers, with and without Classification, will be included. If you enter a number of Classification Types separated by commas, Payments to Suppliers featuring a Classification belonging to any of those Types will be shown.

Reference To list Payments with a particular Reference, enter that Reference here.

Cheque Numbers Range Reporting Numeric

Use this field to list Payments with a particular Cheque Number. Cheque Numbers are specified on flip C of each Payment row.

Status Select one or more of the check boxes to specify the types of Payments that are to be included in the report.

Function Three versions of this report are available, with different sort orders and formats.

Overview This option is a list of Payments in Payment Number order. For each Payment, the Number, Registration Date, Transaction Date, Signer (i.e. the Person who first saved the Payment) and Own Bank Account are shown. The Payment rows are listed individually, showing the Purchase Invoice Number, Supplier Bank Account, Cheque Number, Text (usually the Supplier's Invoice Number and the Supplier Name), settlement discount, Sent Value and Sent Currency are shown. Following the listing of the Payment rows, the total value of the Payment in Base Currency 1 is shown. At the end of the report, the total amounts paid using each Payment Mode are shown, and the total amounts paid in each Currency.

By Supplier This option is a list of Payment rows sorted by Supplier Number and Payment Date. For each Payment row, the Supplier, Payment Date, Invoice Date, Purchase Invoice Number, Payment Number, Cheque Number, Sent Value and Sent Currency are shown. A total for each Supplier is also provided. Again, at the end of the report, the total amounts paid using each Payment Mode are shown, and the total amounts paid in each Currency.

By Cheque Number

This option is a list of Payment rows sorted by Cheque Number. For each Payment row, the Payment Number, Purchase Invoice Number, Cheque Number, Payment Registration Date and Transaction Date, Signer (i.e. the Person who first saved the Payment), Own Bank Account, Text

(usually the Supplier's Invoice Number and the Supplier Name), Sent Value and Sent Currency are shown. As with the other options, at the end of the report, the total amounts paid using each Payment Mode are shown, and the total amounts paid in each Currency.

Payments Forecast

This report together with the Receipts Forecast in the Sales Ledger will be very useful for cash flow prediction purposes. It is a list of unpaid approved Purchase Invoices, sorted by Due Date or Settlement Discount Date together with an accumulating total. It therefore provides a payment schedule, showing how much it is expected the company will have to pay out in the near future.

Purchase Invoices booked in foreign Currencies will be recalculated to the home Currency using the current exchange rates, not the rates used when the Invoices were entered.

When printed to screen, the Payments Forecast report has the Enterprise by HansaWorld Drill-down feature. Click on any Purchase Invoice Number in the report to open an individual Purchase Invoice record.

Supplier

Paste Special

Suppliers in Contact register

Use this field to show how much is outstanding to a single Supplier. The report will list the Supplier's outstanding Purchase Invoices, showing the amount outstanding against each Invoice together with an accumulating total.

Classification

Paste Special

Contact Classifications setting, CRM module

Enter a Classification Code in this field if you want to list outstanding Purchase Invoices received from Suppliers with a certain Classification. If you leave the field blank, Purchase Invoices received from all Suppliers, with and without Classification, will be included. If you enter a number of Classifications separated by commas, only Purchase Invoices received from those Suppliers featuring all the Classifications listed will be included. If you enter a number of Classifications separated by plus signs (+), Purchase Invoices received from all Suppliers featuring at least one of the Classifications listed will be included. If

you enter a Classification preceded by an exclamation mark (!),Purchase Invoices received from all Suppliers featuring any Classification except the one listed will be included.

For example—

1,2	Lists Purchase Invoices received from Suppliers with Classifications 1 and 2 (including Purchase Invoices received from Suppliers with Classifications 1, 2 and 3).
1+2	Lists Purchase Invoices received from Suppliers with Classifications 1 or 2.
!2	Lists Purchase Invoices received from all Suppliers except those with Classification 2.
1,!2	Lists Purchase Invoices received from Suppliers with Classification 1 but excludes those from Suppliers with Classification 2 (i.e. Purchase Invoices received from Suppliers with Classifications 1 and 2 are not shown). Note the comma before the exclamation mark in this example.
!1,!2	Lists Purchase Invoices received from all Suppliers except those with Classification 1 or 2 or both. Again, note the comma.
!(1,2)	Lists Purchase Invoices received from all Suppliers except those with Classifications 1 and 2 (Purchase Invoices received from Suppliers with Classifications 1, 2 and 3 will not be listed).
!1+2	Lists Purchase Invoices received from Suppliers without Classification 1 and from those with Classification 2 (Purchase Invoices received from Suppliers with Classifications 1 and 2 will be listed).
(1,2)+(3,4)	Lists Purchase Invoices received from Suppliers with Classifications 1 and 2, and from those with Classifications 3 and 4.
1*	Lists Purchase Invoices received from Suppliers with Classifications beginning with 1 (e.g. 1, 10, 100).
1*,!1	Lists Purchase Invoices received from Suppliers with Classifications beginning with 1 but not 1 itself.
*1	Lists Purchase Invoices received from Suppliers with Classifications ending with 1 (e.g. 1, 01, 001).
1*,*1	Lists Purchase Invoices received from Suppliers with Classifications beginning and ending with 1.

Classification Type

Paste Special Classification Types setting, CRM module

Enter a Classification Type in this field if you want the report to list outstanding Purchase Invoices received from Suppliers with a Classification belonging to that Type. If you leave the field empty, Purchase Invoices received from

all Suppliers, with and without Classification, will be included. If you enter a number of Classification Types separated by commas, Purchase Invoices received from Suppliers featuring a Classification belonging to any of those Types will be shown.

Payments until	Paste Special	Choose date
		<p>By default, all outstanding Purchase Invoices will be listed in the report. If you would like the report to list only those Purchase Invoices that are due to be paid on or before a particular date, specify that date here. This will restrict the report so that it provides a payment schedule for the near future and so will help you predict the cash flow position at a particular date.</p> <p>The date on which a Purchase Invoice is due to be paid will either be its Due Date or its Settlement Discount Date, depending on which Pay Date option (below) you choose.</p>
Object	Paste Special	Object register, Nominal Ledger/System module
		<p>Use this field if you need to list every outstanding Purchase Invoice with a particular Object. This refers to any Objects entered on the 'Terms' card of a Purchase Invoice, not those entered in the Purchase Invoice rows. If you enter a number of Objects separated by commas, only those Purchase Invoices featuring all the Objects listed will be listed.</p>
Object Type	Paste Special	Object types setting, Nominal Ledger
		<p>Use this field if you need to list every outstanding Purchase Invoice with an Object belonging to a particular Object Type. Again, this refers to any Objects entered on the 'Terms' card of a Purchase Invoice.</p>
Function		Use these options to control the appearance of the report.
Detailed		<p>This version of the report lists the outstanding Purchase Invoices individually, in scheduled payment date order. The list shows the scheduled payment date (i.e. Due Date or Settlement Discount Date), Purchase Invoice Number, Supplier Number and Name, outstanding amount and an accumulating payment total. If a Purchase Invoice is payable in instalments, each instalment will be listed individually, with the Purchase Invoice Number and the outstanding amount indented to the left.</p>
Aged		<p>This version of the report does not list outstanding Purchase Invoices individually. Instead, it simply provides total figures that will become payable in each age group. The age groups are determined by the Age Limits setting in the Sales Ledger or the Accounting Periods setting in the Nominal Ledger. For example, if a Purchase Invoice will become payable in 50 days' time, it will be included in the</p>

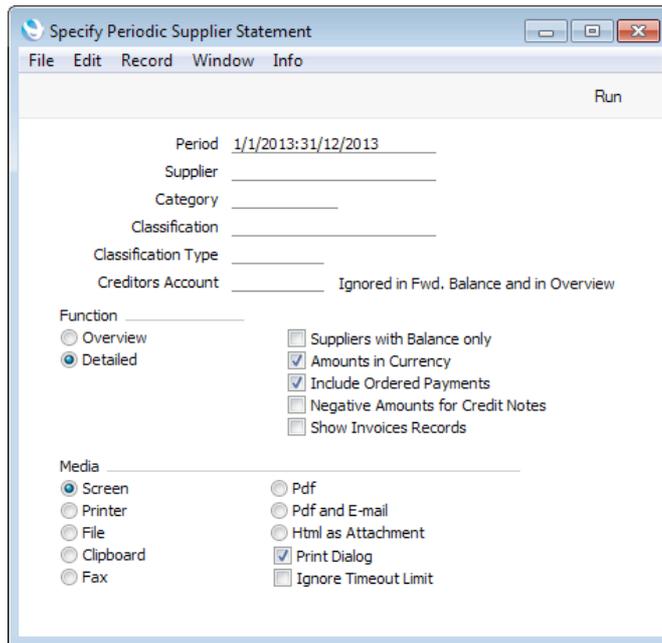
31-60 total (depending on the age groups in the Age Limits setting).

- Pay Date** Use these options to select whether the report is to assume payment will be made on the Due Date of each Purchase Invoice ("Net" option), or on the last day on which any settlement discount is available ("Discount" option).
- If you choose the Net option, the full outstanding amount of each Purchase Invoice will be included in the report. If you choose the Discount option, the outstanding amount less any settlement discount will be shown. A settlement discount will be applied to a Purchase Invoice if its Payment Term has been configured to allow one.
- Status** Use these options to specify whether all outstanding Purchase Invoices should be included in the report, or only those where the On Hold box has not been checked.
- Include** Usually only approved Purchase Invoices will be shown in the report. Check one or both of these boxes if you want unapproved and/or preliminary Purchase Invoices to be shown as well.

Periodic Supplier Statement

The Periodic Supplier Statement prints a list of all the purchase transactions recorded for each Supplier during a specified period. Whereas the Open Invoice Supplier Statement is simply a list of open (unpaid) Purchase Invoices, the Periodic Statement lists paid and unpaid Invoices and Payments in chronological order (together with any other relevant transactions such as Cash transactions and Nominal Ledger Transactions). The Periodic Statement therefore provides a full Purchase Ledger transaction history for each Supplier.

When printed to screen, the Periodic Supplier Statement has the Enterprise by HansaWorld Drill-down feature. Click on any Purchase Invoice or Payment Number to open an individual Purchase Invoice or Payment record.



Period	Paste Special	Reporting Periods setting, System module
		Enter the start and end dates of the period you want to be covered by the report. For each Supplier, the balance at the beginning of the period will be printed, all purchase transactions from the period will be listed, and finally a closing balance for the end of the period will also be printed.
Supplier	Paste Special	Suppliers in Contact register
	Range Reporting	Alpha
		To limit the report to a single Supplier, enter its Supplier Number here. Alternatively you can enter a range of Suppliers.
Category	Paste Special	Supplier Categories setting, Purchase Ledger
		If you want to restrict the report to Suppliers belonging to a particular Supplier Category, specify that Category here.

Classification	Paste Special	Contact Classifications setting, CRM module
		<p>Enter a Classification Code in this field if you want to list Suppliers with a certain Classification in the report. If you leave the field blank, all Suppliers, with and without Classification, will be included. If you enter a number of Classifications separated by commas, only those Suppliers featuring all the Classifications listed will be included. If you enter a number of Classifications separated by plus signs (+), all Suppliers featuring at least one of the Classifications listed will be included. If you enter a Classification preceded by an exclamation mark (!), all Suppliers featuring any Classification except the one listed will be included.</p> <p>For example—</p>
1,2		Lists Suppliers with Classifications 1 and 2 (including Suppliers with Classifications 1, 2 and 3).
1+2		Lists Suppliers with Classifications 1 or 2.
!2		Lists all Suppliers except those with Classification 2.
1,!2		Lists Suppliers with Classification 1 but excludes those with Classification 2 (i.e. Suppliers with Classifications 1 and 2 are not shown). Note the comma before the exclamation mark in this example.
!1,!2		Lists all Suppliers except those with Classification 1 or 2 or both. Again, note the comma.
!(1,2)		Lists all Suppliers except those with Classifications 1 and 2 (Suppliers with Classifications 1, 2 and 3 will not be listed).
!1+2		Lists Suppliers without Classification 1 and those with Classification 2 (Suppliers with Classifications 1 and 2 will be listed).
(1,2)+(3,4)		Lists Suppliers with Classifications 1 and 2, and those with Classifications 3 and 4.
1*		Lists Suppliers with Classifications beginning with 1 (e.g. 1, 10, 100).
1*,!1		Lists Suppliers with Classifications beginning with 1 but not 1 itself.
*1		Lists Suppliers with Classifications ending with 1 (e.g. 1, 01, 001).
1*,*1		Lists Suppliers with Classifications beginning and ending with 1.

Classification Type

Paste Special Classification Types setting, CRM module

Enter a Classification Type in this field if you want the report to list Suppliers with a Classification belonging to that Type. If you leave the field empty, all Suppliers, with and without Classification, will be included. If you enter a

number of Classification Types separated by commas, Suppliers featuring a Classification belonging to any of those Types will be shown.

Creditors Account Paste Special Account register, Nominal Ledger/System module

If you only need to list the Purchase Invoices and Payments that post to a particular Creditor Account, specify that Account here.

This field will not be used when calculating opening balance figures.

Function Specify here the level of detail required in the report.

Overview This option produces a single line summary of your credit situation with each Supplier.

Detailed This option lists each Purchase Ledger transaction from the selected period, including Purchase Invoices and Payments.

Suppliers with Balance Only

Check this box to exclude Suppliers with no current balance.

Amounts in Currency

In the Overview version of the report, this option will cause the balance of each Supplier to be shown in the Supplier's Purchase Currency. If you do not use this option, all turnover figures will be shown in your home Currency (Base Currency 1, converted using the Exchange Rate used in each transaction).

If a Supplier does not have a Purchase Currency, then their balance will be shown in Base Currency 1 even if you use this option, because such a Supplier could have transactions in different Currencies.

In the Detailed version of the report, this option will cause the value of each transaction to be shown in the original Currency of the transaction. The balance of each Supplier will be shown in the Supplier's Purchase Currency. Again, if a Supplier does not have a Purchase Currency, then their balance will be shown in Base Currency 1 even if you use this option.

Include Ordered Payments

Use this option if you want to include Payments that have been Ordered but not approved in the report. Approved Payments are shown with the Type "PAYM", while Payments that have been Ordered but not approved are shown with the Type "PAYORD".

Negative Amounts for Credit Notes

In the Detailed version of the report, Credit Note amounts will by default be printed as debit values. Use this option if you would like them to be printed as negative credit values instead.

Show Invoices Records

By default, transactions will be listed in chronological order in the Detailed version of the report. For example, if you receive three Purchase Invoices from a Supplier and then pay all three, the report will list the three Invoices followed by the Payments.

If you use this option, Purchase Invoices will still be listed in chronological order, but the connected Payment(s) will follow immediately. In the example, a report printed using this option will list the first Purchase Invoice followed by the corresponding Payment, then the second Purchase Invoice followed by its Payment and so on.

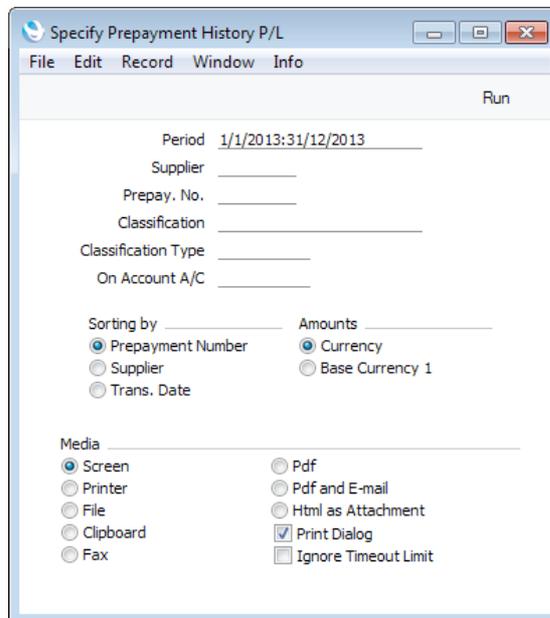
Prepayment History P/L

The Prepayment History P/L report displays the history of each Purchase Ledger Prepayment.

The history of a Prepayment can include any or all of the following transactions: the Payment or Cash Out record in which the Prepayment was issued, the Purchase Invoices that were paid by the Prepayment, and any Cash In record reversing all or part of the Prepayment. All such transactions for each Prepayment will be listed individually in the report.

For each Prepayments showing the Payment Date and Number, the Supplier, the Prepayment Number, the Currency and the Amount. Depending on the report option, if the Prepayment has been allocated to a Purchase Invoice, the Invoice Date, Number and Value are also shown. A total open Prepayment balance is printed at the end of the report.

When printed to screen, the Prepayment History P/L report has the Enterprise by HansaWorld Drill-down feature. Click on any transaction number to open the corresponding Payment, Purchase Invoice, Cash Out or Cash In record.



Period

Paste Special

Reporting Periods setting,
System module

The report period: the first row of the Reporting Periods setting is the default value.

The report will list open Prepayments created before the report period, all Prepayments created during the period and all transactions from the period that affect Prepayments, such as Purchase Invoices and Cash In records.

Supplier

Paste Special

Suppliers in Contact register

To report on Prepayments issued to a particular Supplier, enter their Supplier Number here.

Prepay. No.	Paste Special	Open Prepayments
	<p>To print the history of a single Prepayment, enter its Prepayment Number here. This is the number that you gave to the Prepayment when it was issued (i.e. the number in the Prepayment No. field on flip D of the issuing Payment or in the Number field on flip B of the issuing Cash Out record).</p> <p>Although the 'Paste Special' list shows open Prepayments only, you can enter the Number of a closed Prepayment (i.e. one that has been fully allocated to later Invoices) if necessary.</p>	
Classification	Paste Special	Contact Classifications setting, CRM module
	<p>Enter a Classification Code in this field if you want to list Prepayments issued to Suppliers with a certain Classification. If you leave the field blank, Prepayments to all Suppliers, with and without Classification, will be included. If you enter a number of Classifications separated by commas, only Prepayments to those Suppliers featuring all the Classifications listed will be included. If you enter a number of Classifications separated by plus signs (+), Prepayments to all Suppliers featuring at least one of the Classifications listed will be included. If you enter a Classification preceded by an exclamation mark (!), Prepayments to all Suppliers featuring any Classification except the one listed will be included.</p> <p>For example—</p>	
1,2		Lists Prepayments to Suppliers with Classifications 1 and 2 (including Prepayments to Suppliers with Classifications 1, 2 and 3).
1+2		Lists Prepayments to Suppliers with Classifications 1 or 2.
!2		Lists Prepayments to all Suppliers except those with Classification 2.
1,!2		Lists Prepayments to Suppliers with Classification 1 but excludes those to Suppliers with Classification 2 (i.e. Prepayments to Suppliers with Classifications 1 and 2 are not shown). Note the comma before the exclamation mark in this example.
!1,!2		Lists Prepayments to all Suppliers except those with Classification 1 or 2 or both. Again, note the comma.
!(1,2)		Lists Prepayments to all Suppliers except those with Classifications 1 and 2 (Prepayments to Suppliers with Classifications 1, 2 and 3 will not be listed).
!1+2		Lists Prepayments to Suppliers without Classification 1 and to those with Classification 2 (Prepayments to Suppliers with Classifications 1 and 2 will be listed).

(1,2)+(3,4)	Lists Prepayments to Suppliers with Classifications 1 and 2, and to those with Classifications 3 and 4.
1*	Lists Prepayments to Suppliers with Classifications beginning with 1 (e.g. 1, 10, 100).
1*,!1	Lists Prepayments to Suppliers with Classifications beginning with 1 but not 1 itself.
*1	Lists Prepayments to Suppliers with Classifications ending with 1 (e.g. 1, 01, 001).
1*,*1	Lists Prepayments to Suppliers with Classifications beginning and ending with 1.

Classification Type

Paste Special Classification Types setting, CRM module

Enter a Classification Type in this field if you want the report to list Prepayments issued to Suppliers with a Classification belonging to that Type. If you leave the field empty, Prepayments to all Suppliers, with and without Classification, will be included. If you enter a number of Classification Types separated by commas, Prepayments to Suppliers featuring a Classification belonging to any of those Types will be shown.

On Account A/C **Paste Special** Account register, Nominal Ledger/System module

If you enter an Account here, the report will list Prepayments with the specified Account as their Creditor Account (visible on flip H of Payment rows).

If the Creditor Account field is blank for a particular Prepayment (this may be the case for older Prepayments), then the On Account A/C used by the Supplier will be used to determine whether the Prepayment should appear in the report. This will be one of the following—

1. The Cred. On Acc. A/C specified in the Contact record for the Supplier.
2. The On Account A/C in the Supplier Category to which the Supplier belongs.
3. The Creditors On Account A/C in the Customer Category to which the Supplier belongs (only if the Supplier does not belong to a Supplier Category).
4. The On Account A/C specified in the Account Usage P/L setting.

Sorting by Use these options to control the appearance of the report.

Prepayment Number

This option lists the Prepayments in Prepayment Number order. If a Prepayment was created before the report period, an opening balance will be shown. Transactions from the period that use the Prepayment will then be listed together with dates, transaction numbers and amounts. For example, the originating Payment or Cash Out if that

occurred during the report period, and any Purchase Invoices to which the Prepayment has been connected will be listed. Finally for an individual Prepayment, the balance at the end of the report period will be shown. At the end of the report, total open Prepayment balances in each used Currency will be shown (if you produce the report using the Currency option), together with an overall balance converted to your home Currency (Base Currency 1).

Supplier	This option lists the Prepayments in Supplier Number order. The information shown will be the same as for the Prepayment Number option above.
Trans. Date	This option lists the transactions in date order. This means the original Payment or Cash Out that created a Prepayment may be separated in the report from any Purchase Invoices to which the Prepayment has been connected.
Amounts	By default, figures in the report are shown in Currency, and total open Prepayment balances in each used Currency will be shown at the end of the report. There will also be an overall total in Base Currency 1. Use the Base Currency 1 option if you would like all figures to be shown in Base Currency 1.

Purchase Book for Russia

This report satisfies a specific requirement of users in Russia, and is only available if the VAT Law in the Company Info setting is set to "Russian". Please refer to your HansaWorld representative for more details.

Purchase Invoice Journal

This report is a chronological listing of the Supplier Invoices entered during the specified period. You can control the selection to list a range of Invoices or Invoices received from a particular Supplier. You can also select the type of Invoice.

When printed to screen, this report has the Enterprise by HansaWorld Drill-down feature. Click on any Purchase Invoice Number in the report to open an individual Purchase Invoice record.

Header

No. **Range Reporting** Numeric
 Enter a Purchase Invoice Number or a range of Numbers separated by a colon (:) here if you would like specific Purchase Invoices to be shown in the report.

Card 1

Period **Paste Special** Reporting Periods setting, System module
 Enter the report period. Purchase Invoices whose Transaction Dates fall in the period specified here will be listed in the report. The first period listed in the Reporting Periods setting will be used as a default.

Supplier **Paste Special** Suppliers in Contact register
 Use this field if you need to limit the report to Purchase Invoices received from a single Supplier.

Classification	Paste Special	Contact Classifications setting, CRM module
		<p>Enter a Classification Code in this field if you want to list Purchase Invoices received from Suppliers with a certain Classification. If you leave the field blank, Purchase Invoices received from all Suppliers, with and without Classification, will be included. If you enter a number of Classifications separated by commas, only Purchase Invoices received from those Suppliers featuring all the Classifications listed will be included. If you enter a number of Classifications separated by plus signs (+), Purchase Invoices received from all Suppliers featuring at least one of the Classifications listed will be included. If you enter a Classification preceded by an exclamation mark (!), Purchase Invoices received from all Suppliers featuring any Classification except the one listed will be included.</p> <p>For example—</p>
1,2		Lists Purchase Invoices received from Suppliers with Classifications 1 and 2 (including Purchase Invoices received from Suppliers with Classifications 1, 2 and 3).
1+2		Lists Purchase Invoices received from Suppliers with Classifications 1 or 2.
!2		Lists Purchase Invoices received from all Suppliers except those with Classification 2.
1,!2		Lists Purchase Invoices received from Suppliers with Classification 1 but excludes those from Suppliers with Classification 2 (i.e. Purchase Invoices received from Suppliers with Classifications 1 and 2 are not shown). Note the comma before the exclamation mark in this example.
!1,!2		Lists Purchase Invoices received from all Suppliers except those with Classification 1 or 2 or both. Again, note the comma.
!(1,2)		Lists Purchase Invoices received from all Suppliers except those with Classifications 1 and 2 (Purchase Invoices received from Suppliers with Classifications 1, 2 and 3 will not be listed).
!1+2		Lists Purchase Invoices received from Suppliers without Classification 1 and from those with Classification 2 (Purchase Invoices received from Suppliers with Classifications 1 and 2 will be listed).
(1,2)+(3,4)		Lists Purchase Invoices received from Suppliers with Classifications 1 and 2, and from those with Classifications 3 and 4.
1*		Lists Purchase Invoices received from Suppliers with Classifications beginning with 1 (e.g. 1, 10, 100).
1*,!1		Lists Purchase Invoices received from Suppliers with Classifications beginning with 1 but not 1 itself.

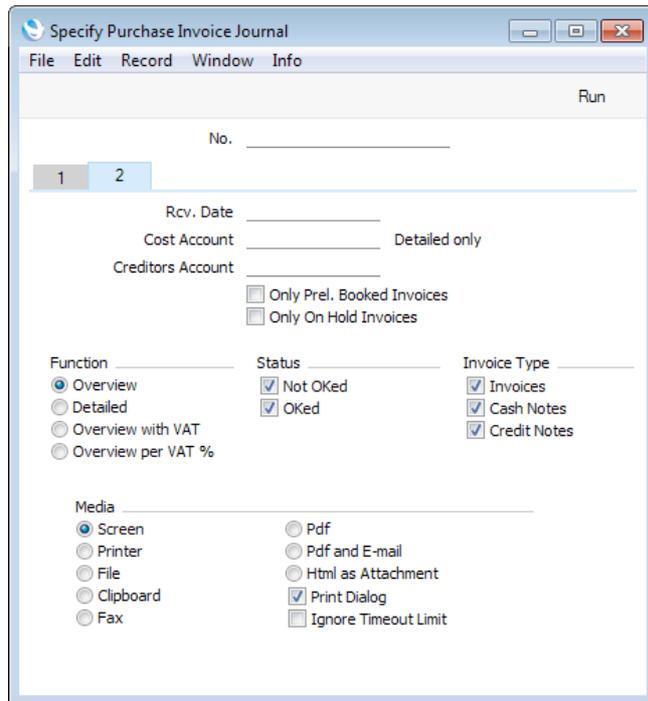
- *1 Lists Purchase Invoices received from Suppliers with Classifications ending with 1 (e.g. 1, 01, 001).
- 1*,*1 Lists Purchase Invoices received from Suppliers with Classifications beginning and ending with 1.

Classification Type

	Paste Special	Classification Types setting, CRM module
		Enter a Classification Type in this field if you want the report to list Purchase Invoices received from Suppliers with a Classification belonging to that Type. If you leave the field empty, Purchase Invoices received from all Suppliers, with and without Classification, will be included. If you enter a number of Classification Types separated by commas, Purchase Invoices received from Suppliers featuring a Classification belonging to any of those Types will be shown.
Signer	Paste Special	Person register, System module
		Enter a Person's Signature to list all Purchase Invoices signed by that Person during the report period.
Object	Paste Special	Object register, Nominal Ledger/System module
		Use this field to list Purchase Invoices with a particular Object. This refers to any Objects entered on the 'Terms' card of a Purchase Invoice, not those entered in the Purchase Invoice rows. If you enter a number of Objects separated by commas, only those Purchase Invoices featuring all the Objects listed will be shown.
Object Type	Paste Special	Object types setting, Nominal Ledger
		This field allows you to list every Purchase Invoice with an Object belonging to a particular Object Type. Again, this refers to any Objects entered on the 'Terms' card of a Purchase Invoice.
Row Object	Paste Special	Object register, Nominal Ledger/System module
		Use this field if you need to list every Purchase Invoice with a particular Object entered in at least one Purchase Invoice row. Only figures from those rows with the specified Object will be shown in the report. If you enter a number of Objects separated by commas, only figures from those rows featuring all the Objects listed will be included.
Project	Paste Special	Project register, Job Costing module
		Use this field to list Purchase Invoices related to a single Project. Only figures from those rows with the specified Project Number entered on flip B will be shown in the report.

- Salesman** **Paste Special** Person register, System module
 To list Purchase Invoices with a particular Salesman, enter their Signature here.
- Sales Group** **Paste Special** Sales Groups setting, System module
 To list Purchase Invoices with a particular Sales Group (shown on the 'Comment' card), enter that Sales Group here.
- Min. amount** If you enter a figure here, every Purchase Invoice whose TOTAL (converted to Base Currency 1) is greater than that figure will be listed in the report.

Card 2



- Rcv. Date** **Paste Special** Choose date
 If you enter a date in this field, the report will list every Purchase Invoice with a Receiving Date that is on or after that date.
- Cost Account** **Paste Special** Account register, Nominal Ledger/System module
 Range Reporting Alpha
 The Detailed version of the report will usually list every Purchase Invoice row individually. If you specify an Account or range of Accounts here, only the rows with those Accounts will be listed.

Creditors Account Paste Special Account register, Nominal Ledger/System module

Range Reporting Alpha

If you would like to list Purchase Invoices with a particular Creditors Account, specify that Account here.

Only Prel. Booked Invoices

Check this box to list only those Purchase Invoices whose Prel. Booking box has been checked.

Only On Hold Invoices

Use this option to list only those Purchase Invoices whose On Hold box has been checked.

Function Specify here the level of detail required in the report.

Overview This choice gives a report with one row per Invoice, showing the Purchase Invoice Number, Date, Supplier's Invoice Number, Supplier Name, Total, Currency and Signers. Purchase Invoices in Currency are not converted to your home Currency.

Detailed In addition to the information shown in the Overview, this option shows the Transaction and Receiving Dates and the total VAT amount. It also lists the Purchase Invoice rows individually, showing the Account Number, Objects, Description, Amount and VAT Code. You can use this report as an archive file instead of a copy of each Invoice.

Overview with VAT

This option is similar to the Overview, but the Signers column is replaced by columns showing the total VAT amount and total excluding VAT of each Purchase Invoice.

Overview with VAT %

This option is similar to the Overview with VAT, with the addition of a section at the end of the report showing report totals for each VAT percentage (VAT amount and totals including and excluding VAT).

The Overview with VAT report takes its VAT figures from the VAT field in the header of each Purchase Invoice or, if blank, from the Calculated VAT field in the footer. This option calculates VAT using the VAT Codes and Amounts in each Purchase Invoice row and so there may be some differences in the figures in the two versions of the report.

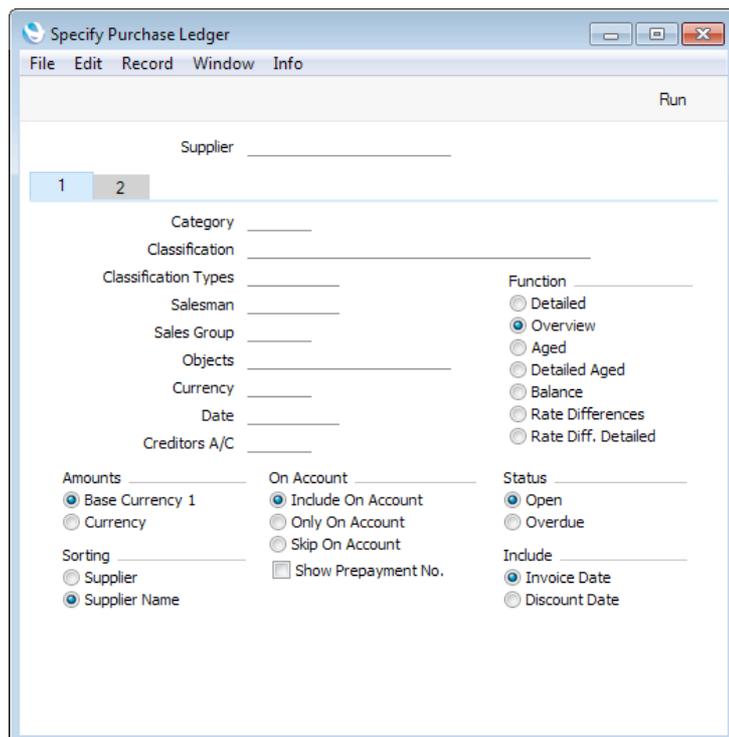
Status Specify here whether approved and unapproved Purchase Invoices are to be included in the report.

Invoice Type Check the boxes to include Purchase Invoices of different types in the report.

Purchase Ledger

The Purchase Ledger report is a summary of your account position with each Supplier. It lists the Suppliers' Invoices that have been issued to your company that you have not yet paid. For each Invoice, the Due Date, the outstanding amount and the number of days by which it is overdue are shown, so, together with the Payments Forecast and Periodic Supplier Statement reports, it is a very useful tool for payment scheduling purposes.

When printed to screen, this report has the Enterprise by HansaWorld Drill-down feature. Click on any Supplier Number in the report to open the Contact record for a Supplier, or on a Purchase Invoice or Payment Number to open an individual Purchase Invoice or Payment record.



Header

Supplier **Paste Special** Suppliers in Contact register
Range Reporting Alpha

To limit the report to outstanding Purchase Invoices received from a single Supplier, enter their Supplier Number here. You can also enter a range of Supplier Numbers separated by a colon (:).

Card 1

Category **Paste Special** Supplier Categories setting, Purchase Ledger

If you want to restrict the report to Suppliers belonging to a particular Supplier Category, specify that Category here.

Classification	Paste Special	Contact Classifications setting, CRM module
		<p>Enter a Classification Code in this field if you want to list outstanding Purchase Invoices received from Suppliers with a certain Classification. If you leave the field blank, Purchase Invoices received from all Suppliers, with and without Classification, will be included. If you enter a number of Classifications separated by commas, only Purchase Invoices received from those Suppliers featuring all the Classifications listed will be included. If you enter a number of Classifications separated by plus signs (+), Purchase Invoices received from all Suppliers featuring at least one of the Classifications listed will be included. If you enter a Classification preceded by an exclamation mark (!), Purchase Invoices received from all Suppliers featuring any Classification except the one listed will be included.</p> <p>For example—</p>
1,2		Lists Purchase Invoices received from Suppliers with Classifications 1 and 2 (including Purchase Invoices received from Suppliers with Classifications 1, 2 and 3).
1+2		Lists Purchase Invoices received from Suppliers with Classifications 1 or 2.
!2		Lists Purchase Invoices received from all Suppliers except those with Classification 2.
1,!2		Lists Purchase Invoices received from Suppliers with Classification 1 but excludes those from Suppliers with Classification 2 (i.e. Purchase Invoices received from Suppliers with Classifications 1 and 2 are not shown). Note the comma before the exclamation mark in this example.
!1,!2		Lists Purchase Invoices received from all Suppliers except those with Classification 1 or 2 or both. Again, note the comma.
!(1,2)		Lists Purchase Invoices received from all Suppliers except those with Classifications 1 and 2 (Purchase Invoices received from Suppliers with Classifications 1, 2 and 3 will not be listed).
!1+2		Lists Purchase Invoices received from Suppliers without Classification 1 and from those with Classification 2 (Purchase Invoices received from Suppliers with Classifications 1 and 2 will be listed).
(1,2)+(3,4)		Lists Purchase Invoices received from Suppliers with Classifications 1 and 2, and from those with Classifications 3 and 4.
1*		Lists Purchase Invoices received from Suppliers with Classifications beginning with 1 (e.g. 1, 10, 100).
1*,!1		Lists Purchase Invoices received from Suppliers with Classifications beginning with 1 but not 1 itself.

- *1 Lists Purchase Invoices received from Suppliers with Classifications ending with 1 (e.g. 1, 01, 001).
- 1*,*1 Lists Purchase Invoices received from Suppliers with Classifications beginning and ending with 1.

Classification Type

Paste Special	Classification Types setting, CRM module
	Enter a Classification Type in this field if you want the report to list outstanding Purchase Invoices received from Suppliers with a Classification belonging to that Type. If you leave the field empty, Purchase Invoices received from all Suppliers, with and without Classification, will be included. If you enter a number of Classification Types separated by commas, Purchase Invoices received from Suppliers featuring a Classification belonging to any of those Types will be shown.
Salesman	Paste Special Person register, System module
	To list Purchase Invoices with a particular Salesman, enter their Signature here.
Sales Group	Paste Special Sales Groups setting, System module
	To list Purchase Invoices with a particular Sales Group (shown on the 'Comment' card), enter that Sales Group here.
Objects	Paste Special Object register, Nominal Ledger/System module
	If you need to list Purchase Invoices with a single Object, enter that Object here. This refers to Objects entered at Invoice level, not those entered in the Invoice rows. If you enter a number of Objects separated by commas, only those Invoices featuring all the Objects listed will be shown.
	The totals for On Account Payments and Prepayments shown for each Supplier will be calculated from Payment rows with the appropriate Object(s) specified on flip F.
Currency	Paste Special Currency register, System module
	To list Purchase Invoices in a particular Currency, enter that Currency here.
	The totals for On Account Payments and Prepayments shown for each Supplier will be calculated from Payment rows with the appropriate Currency specified in the Sent Currency field.
	This field is also used in combination with the Rate Differences option (below). Please refer to the description of that option for details.

Date	<p>Paste Special Choose date</p> <p>Enter a date to show the status of the Purchase Ledger on that date. If you leave the field blank, the current date will be used.</p>
Creditors A/C	<p>Paste Special Account register, Nominal Ledger/System module</p> <p>If you would like to list Purchase Invoices with a particular Creditors Account, specify that Account here.</p> <p>The totals for On Account Payments and Prepayments shown for each Supplier will be calculated from Payment rows posting to the specified Account (visible on flip H of each Payment row).</p>
Function	<p>Use these options to control the level of detail shown in the report.</p> <p>In all cases, as in all Enterprise by HansaWorld reports, if an Invoice is overdue for payment, the number of overdue days will be shown as a negative figure. If an Invoice is not yet due for payment, the number of days until the Due Date will be shown as a positive figure. The age of each Invoice can be calculated from the Due Date, Invoice Date or Transaction Date, depending on which Aged Base option you choose on card 2.</p> <p>A Purchase Invoice whose On Hold box has been checked will be marked with an asterisk (*).</p>
Detailed	<p>Where the Overview simply shows the outstanding balance of each Purchase Invoice, this option provides more detail, listing for each open Invoice any partial Payments and Credits.</p>
Overview	<p>The Overview shows each Supplier's Number, Name and Telephone Number and, for each outstanding Purchase Invoice, the Purchase Invoice and Supplier's Invoice Numbers, the Invoice or Discount Date (depending on the Include options below), the Payment Terms, the Due Date, the age or number of days overdue, and the outstanding balance.</p>
Aged	<p>The Aged report shows the balances payable to each Supplier, broken down into ageing periods. The age groups are defined in the Age Limits setting in the Sales Ledger module or the Accounting Periods setting in the Nominal Ledger.</p>
Detailed Aged	<p>This option is similar to the Aged option, but lists the unpaid Invoices received from each Supplier individually, showing the ageing period into which each falls. The telephone numbers of each Supplier are also shown.</p>
Balance	<p>This option simply prints the total balance payable to each Supplier. For each Supplier, a balance in your home Currency will first be shown, followed by separate balances for each Currency you have used with the Supplier.</p>

Rate Differences

This option produces a report showing the difference between booked values and values at the current Exchange Rate, for Purchase Invoices made out in foreign Currencies.

For each Supplier, the report shows an outstanding total in Currency, a "Current" figure (the outstanding total converted to Base Currency 1 using the current Exchange Rate), a "Booked" figure (the outstanding total converted to Base Currency 1 using the Exchange Rate in the Invoice(s)) and the difference between the Current and Booked figures. A Supplier will only be included in the report if the difference figure is not zero.

If the Currency field above is empty, rate differences will be calculated for Purchase Invoices in all Currencies. Otherwise, rate differences will only be calculated for Purchase Invoices in the specified Currency.

Rate Diff. Detailed This option is similar to the Rate Differences option, but lists the unpaid Invoices received from each Supplier individually, showing the exchange rate differences for each one.

Amounts Use these options to determine what figures are to be shown in the report.

Base Currency 1

All figures in the report will be converted to your home Currency (i.e. Base Currency 1), using the relevant Exchange Rate for each Transaction Date.

Currency Select this option if you want the report to show amounts in the Currencies used in Invoices and Payments. Note: the Aged version of the report will always show figures in your home Currency.

Sorting The report can be sorted by Supplier Number or Name.

On Account Use these options to control how On Account Payments and Prepayments will be included in the report.

Include On Account

The Overview and Detailed options will first list the outstanding Invoices for each Supplier, followed by a total On Account Payment and Prepayment figure. In the other versions of the report, On Account Payments and Prepayments will be included in the figures.

Only On Account The Overview and Detailed options will only display total On Account Payment and Prepayment figures for each Supplier. In the other versions of the report, the figures shown will only be calculated from On Account Payments and Prepayments.

Skip On Account The Overview and Detailed options will only list the outstanding Invoices for each Supplier. No On

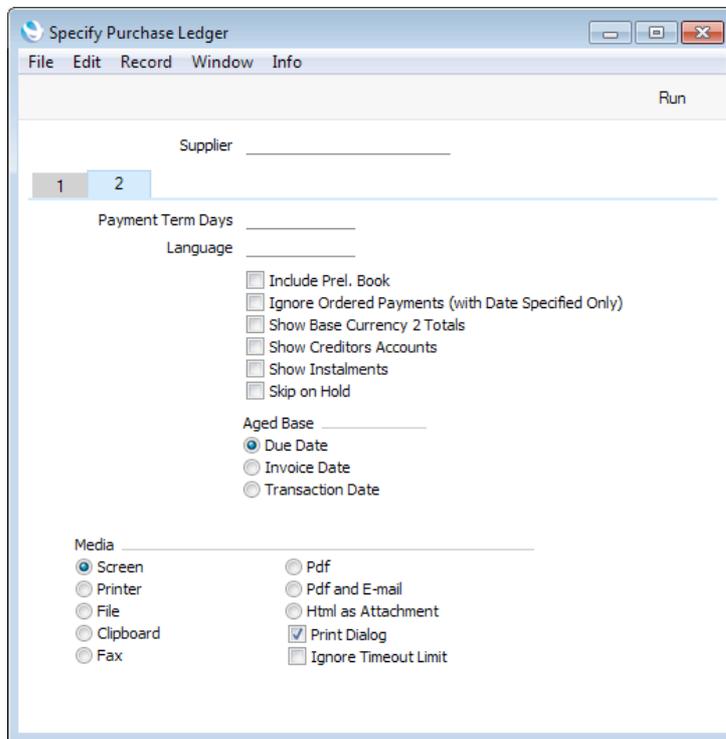
Account Payment and Prepayment figures will be shown. In the other versions of the report, On Account Payments and Prepayments will not be included in the figures.

Show Prepayment No

The Overview and Detailed versions of the report will include a total On Account Payment and Prepayment figure for each Supplier, if you use the Include On Account or Only On Account options above. Check this box if you would like the Prepayments to be listed individually as well. The Prepayment Number from flip D of the relevant Payment row will be shown for each Prepayment. These Prepayment Numbers will have the Enterprise by HansaWorld Drill-down feature: click a Prepayment Number to open a Prepayment History P/L report for the Prepayment.

- Status** Use these options to determine the Purchase Invoices that will be included in the report.
- Open** The report will list all unpaid Purchase Invoices.
- Overdue** The report will be limited to those Invoices that are due for payment.
- Include** The Overview and Detailed versions of the report can show the Invoice Date or the Discount Date (the date any settlement discount expires) for each Purchase Invoice. Use these options to choose the date that is to be shown.

Card 2



Payment Term Days

Range Reporting Numeric

Use this field if you would like to list Purchase Invoices whose Payment Terms extend credit for a particular number of days. For example, enter "30" to list Purchase Invoices with a 30-day Payment Term, or "30:60" to list Purchase Invoices with Payment Terms of between 30 and 60 days.

Language **Paste Special** Languages setting, System module

If you would like to list Purchase Invoices with a particular Language, specify that Language here.

Include Prel. Book

Use this check box to include in the report Purchase Invoices whose Prel. Booking box has been checked.

Ignore Ordered Payments

Use this option if you do not want Ordered Payments to be taken into account when calculating the outstanding balance on each Purchase Invoice. For example, there is a Purchase Invoice with an outstanding balance of 100.00 and there is an Ordered Payment to the value of 50.00. If you do not use this option, the Invoice will be shown in the report with an outstanding value of 50.00. If you use this option, the Ordered Payment will be ignored, so the outstanding value shown in the report will be 100.00. Ordering a Payment does not create a Nominal Ledger Transaction, so this option will be useful if you have Ordered Payments and you want to compare the report total with the balance of the Creditor Account in the Nominal Ledger.

To use this option, you must also specify a Date on card 1 of the specification window. You can specify the current date if you need to activate this option and report on the current credit situation.

Show Base Currency 2 Totals

By default, the total figures at the end of the report showing the overall outstanding balance, the total due (i.e. the amount that is outstanding where the Payment Terms have expired) and the total that is not yet due will all be displayed in your home Currency (Base Currency 1). Check this box if you would like these figures to be expressed in Base Currency 2 as well.

Choosing this option will have no effect in the two Rate Difference versions of the report.

Show Creditors Accounts

Use this option if you would like a section to be added to the end of the report, listing the Creditor Accounts used in the Purchase Invoices in the main part of the report, together with balances (calculated from the Invoices shown in the report only).

Choosing this option will have no effect in the two Rate Difference versions of the report.

Show Instalments Purchase Invoices will be payable in instalments if they have Payment Terms that are connected to records in the Instalments setting. These Invoices will be shown in the report as being due on their Due Date, which is also the Due Date of the final instalment. Check this box if you would like to see the instalments listed individually, with their own Due Dates and outstanding balances.

Skip on Hold Use this option exclude from the report Purchase Invoices whose On Hold box has been checked. If you do not use this option, Purchase Invoices that are on hold will be included in the report, marked with an asterisk (*).

Aged Base Use these options to control the ageing calculation used in the report (Overview, Aged and Detailed Aged options). The ageing calculation can start from the Due Date of an Invoice (i.e. the date when the Payment Terms expire), the Invoice Date of an Invoice, or the Transaction Date.

If you are use the Invoice Date option, all Open Invoices (except any with future dates) will be included in the report if you choose the Overdue option on card 1. The Invoice Date option treats an Invoice as becoming due for payment on its Invoice Date.

Sales & Purchase Ledger

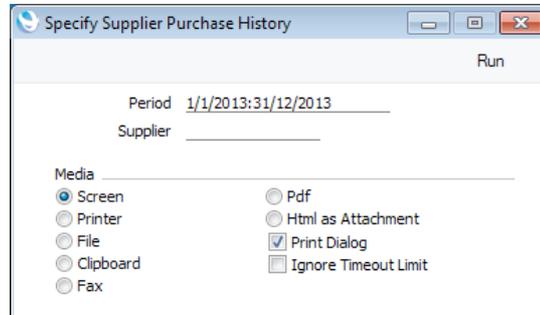
This report is also available in the Sales Ledger. Please refer to the 'Sales Ledger' manual for a description.

Supplier List

Please refer [here](#) for full details of this report.

Supplier Purchase History

The Supplier Purchase History provides monthly purchase statistics for a particular Supplier. For each month, a figure representing the total purchases from the Supplier is shown. This figure is the sum of the Purchase Invoice totals for the Supplier, excluding VAT.



Period	Paste Special	Reporting Periods setting, System module
		Enter the start and end date of the reporting period.
		The report provides monthly purchase statistics for a particular Supplier, starting with the month when the report period begins.
		The report is arranged using a columnar format, with a separate column for each year. For this reason, it is recommended that you use a calendar year, or a number of calendar years as the report period. With such a report period, the columns will contain figures for January-December for each year. If the period begins in April, for example, the columns will contain figures for April year 1 - March year 2.
Supplier	Paste Special	Suppliers in Contact register
		Specify here the Supplier whose purchase statistics are to be shown in the report. You must specify a single Supplier, otherwise the report will be empty.

Supplier Statistics

Please refer [here](#) for full details of this report.

Supplier Withholdings

The Supplier Withholdings report is a list of Withholding Certificates from the Withholding Certificates setting.

Period	Paste Special	Reporting Periods setting, System module
		The report period. Withholding Certificates whose Pay. Dates fall in the period specified here will be listed in the report.
Header		Enter a title for the report. If you leave this field blank, the title "Supplier Withholdings" will be used.
Withholding Tax	Paste Special	Withholding Taxes setting, Purchase Ledger
		Use this field if you need to restrict the report to Withholding Certificates with a particular Withholding Tax Code.
Calculation Formulae		
	Paste Special	Withholding Calculation Formulae setting, Purchase Ledger
		Use this field if you need to restrict the report to Withholding Certificates with a particular Withholding Calculation Formula.
	Show Withholding Calculation Formulae Code	
		This option only affects the Detailed version of the report. It adds the Withholding Calculation Formula Code and Name of each Withholding Certificate, and also adds a summary section to the end of the report showing the total tax amount for each Withholding Calculation Formula.

Include Suppliers Without VAT Reg No.

Use this option if you would like Withholding Certificates connected to Suppliers that do not have VAT Numbers to be listed in the report.

Values in

Use these options to specify whether you would like all values in the report to be expressed in Base Currency 1 or Base Currency 2. Conversions will use the Exchange Rates for the Pay. Dates.

Function

Two versions of the report are available—

Overview

The Overview contains one line for each Supplier/Calculation Formula combination, showing for each one a line number, the Supplier's VAT Number, the Supplier Name, the Withholding Calculation Formula Code, the sum of the Base figures from the relevant Withholding Certificates (i.e. the figure from which Withholding Tax was calculated), the tax percentage and the sum of the tax amounts.

Detailed

The Detailed version of the report lists the Withholding Certificates individually in date order, and shows for each one the Payment Date, the No. of the Withholding Certificate record, the Supplier Invoice Number, the Supplier's VAT Number, the Supplier Name and the tax amount.

VAT Reg. Number History

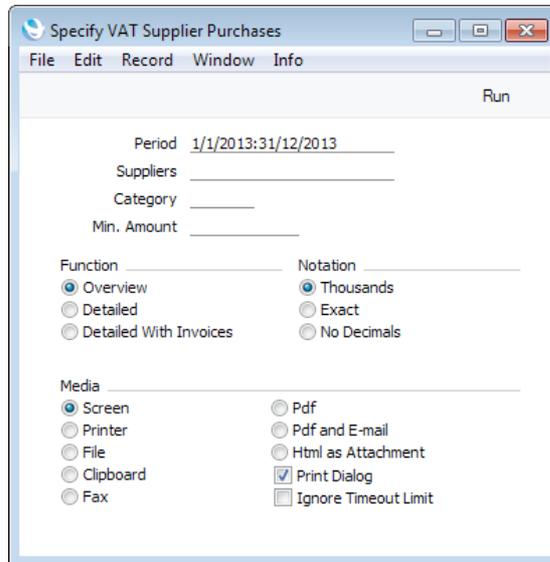
This report is also available in the Sales Ledger. Please refer [here](#) for a description.

VAT Report Purchases

This report satisfies a specific requirement for a monthly VAT report in Poland. Please refer to your HansaWorld representative for more details.

VAT Supplier Purchases

This report is a simple list of Suppliers showing total purchases including VAT during the report period. The Suppliers are listed in VAT Registration Number order. The information is taken from approved Purchase Invoices. Purchase Invoice rows using VAT Codes whose Real Sales field on flip B is set to 'Exclude from Official Invoices' will not be included.



Period	Paste Special	Reporting Periods setting, System module
		Enter a start and end date for the report. Approved Purchase Invoices from the period specified here will be included in the report calculations.
Supplier	Paste Special	Suppliers in Contact register
	Range Reporting	Alpha
		If necessary, enter here the Supplier Number of the Supplier (or range of Suppliers) you wish to have shown in the report.
		Note: all Suppliers in the range should have VAT Registration Numbers specified. The report calculates purchases from each VAT Number, not from each Supplier. If more than one Supplier in the range is without a VAT Number, each of their purchase totals will be the total for all Suppliers without a VAT Number, and some such Suppliers may be included in the report even if nothing has been purchased from them during the report period.
Category	Paste Special	Supplier Categories setting, Purchase Ledger
		If you want to restrict the report to Suppliers belonging to a particular Supplier Category, specify that Category here.

Min. Amount If you enter a figure here, the report will only list the Suppliers whose total purchases including VAT during the report period exceed that figure.

If you choose to print using the Exact Notation (below), you should enter an exact figure in this field. If you choose to print using the Thousands Notation, enter the exact figure divided by one thousand. For example, if you want to list Suppliers whose sales total including VAT exceeds 10,000 during the report period, enter "10,000" if you are using the Exact Notation or "10" if you are using the Thousands Notation.

Function Use these options to control the level of detail shown in the report.

Overview This is a simple list of Suppliers, showing for each their Name, VAT Registration Number and total purchases including VAT for the report period.

Detailed In addition to the information shown in the Overview, this option lists per Supplier the Supplier Number, total purchases excluding VAT and total VAT.

Detailed With Invoices

This is similar to the Detailed option, but also lists the Purchase Invoices that contribute towards the total figures. For each Purchase Invoice, the Purchase Invoice Number, Date, total excluding VAT, VAT and total including VAT are shown.

Notation The report can show exact amounts, exact amounts without decimals or amounts divided by one thousand.

If you choose the Thousands option and leave the Min. Amount (above) blank, the Min. Amount will effectively be set to 500.00 as Suppliers whose total purchases are less than that will not be listed (499.99 and less will be divided by one thousand and then rounded down to zero).

The No Decimals option will remove any decimals by truncation. For example, 312.77 will be printed as 312.