

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

Purchase Ledger Reports

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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 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.

	👏 Specify BuyBack Journal	
	File Edit Record Window Info	
	Run	
	Period <u>1/1/2013:31/12/2013</u>	
	Price List	
	Status Function	
	✓ Not OKed Overview OKed Detailed Not OKed Otexailed Not OKed Otexailed Not OKed Otexailed OKed Otexailed OKed Otexailed Not OKed Otexailed Otexailed Otexailed 	
	Include Invalidated BuyBacks Only with Difference Unreconciled Only Only without BuyBack Ref. Only without BuyBack Ref.	
	O Pdf	
	Printer Pdf and E-mail File Html as Attachment	
	Clipboard V Print Dialog	
	Pax Ignore limeout Limit	
Period	Paste SpecialReporting 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 BuyBac 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, follower by the Original Price, the BuyBack Price and th difference between the two figures, and the Actua Credit and Debit Amounts and the Commission When you print the report to screen, you can clic	

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.

	📎 Specify EU VAT F	Purchases
	File Edit Record	Window Info
		Run
	Perioo Supplie	1/1/2013:31/12/2013
	Classification	n
		VAT Zone
		☑ Inside EU
		Amounts in Currency
	Media	@ p.#
	Printer	Pdf Pdf and E-mail
	 File Clipboard 	 Html as Attachment Print Dialog
	○ Fax	Ignore Timeout Limit
Period	Paste Special	Reporting Periods setting, System module
	Creatify the regularity	
	turnover figures for e Purchase Invoices w period.	ach Supplier will be calculated from hose Transaction Dates fall in this
Supplier	Paste Special	Suppliers in Contact register
	Range Reporting	Alpha
	Use this field to limit range of Suppliers.	the report to a single Supplier, or
Classification	Paste Special	Contact Classifications setting, CRM module
	Enter a Contact Cla Suppliers with that Cl Classifications separa featuring all the Class report.	ssification to restrict the report to assification. If you enter a number of ted by commas, only those Suppliers ifications listed will be included in the
VAT Zone	The report can list Si Zones. Use these op option includes the Ir Outside EU option ir Zone. You must choo report will be empty.	uppliers from any or all of the three tions to specify which ones. The EU nside EU (Post VAT) Zone, while the ncludes the Outside EU (Post VAT) se at least one option, otherwise the

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 hone 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.

📚 Specify Open Invoice Supplie	r Statement
File Edit Record Window	Info
	Run
Supplier	
Classification	
Classification Type	
Days of delay (not less than)	0
Min. no. of Invoices	
On Date	
Invoices Open Overdue Amounts Base Currency Currency Media Screen Printer File	Exclude Hold Amount Show Prepayment No. Include VAT Pdf Pdf Hml as Attachment
 Clipboard Fax 	Print Dialog Ignore Timeout Limit
Paste Special	Suppliers in Contact register
Range Reporting	Alpha
If necessary, enter he Supplier (or range of Su report.	ere the Supplier Number of th uppliers) you wish to include in th
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.

Supplier

Category

Classification	Paste Special	Contact Classifications setting, CRM module
	Enter a Classificati Suppliers with a ce leave the field bl Classification, will Classifications sepa featuring all the Cla enter a number of (+), all Supplier Classifications list Classification prece Suppliers featuring will be included.	on Code in this field if you want to list ertain Classification in the report. If you ank, all Suppliers, with and without be included. If you enter a number of arated by commas, only those Suppliers ssifications listed will be included. If you Classifications separated by plus signs rs featuring at least one of the red will be included. If you enter a eded by an exclamation mark (!), all any Classification except the one listed
	For example—	
1,2	Lists Supp (including Si	liers with Classifications 1 and 2 uppliers with Classifications 1, 2 and 3).
1+2	Lists Supplie	ers with Classifications 1 or 2.
!2	Lists all Sup	pliers except those with Classification 2.
1,!2	Lists Suppli those with Classificatio comma be example.	ers with Classification 1 but excludes Classification 2 (i.e. Suppliers with ins 1 and 2 are not shown). Note the fore the exclamation mark in this
!1,!2	Lists all Sup or 2 or both.	pliers except those with Classification 1 Again, note the comma.
!(1,2)	Lists all Sup 1 and 2 (Su will not be lis	pliers except those with Classifications uppliers with Classifications 1, 2 and 3 sted).
!1+2	Lists Suppli with Classifi 1 and 2 will I	ers without Classification 1 and those cation 2 (Suppliers with Classifications pe listed).
(1,2)+(3,4)	Lists Suppli those with C	ers with Classifications 1 and 2, and lassifications 3 and 4.
1*	Lists Supplie (e.g. 1, 10, 1	ers with Classifications beginning with 1 00).
1*,!1	Lists Supplie but not 1 itse	ers with Classifications beginning with 1 elf.
*1	Lists Suppli (e.g. 1, 01, 0	ers with Classifications ending with 1 001).
1*,*1	Lists Suppli ending with	ers with Classifications beginning and 1.
Classification Type		

Paste Special Classification Types setting, CRM module Restance

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.

📚 Specify Overview	of Instalme	nts	- • ×
File Edit Record	Window	Info	
			Run
Period	1/1/2013:3	31/12/2013	
Supplier		_	
Currency		_	
	Show C	urrency	
	Sortina		
	Invoice	Number	
	Due Dat	e	
	Supplier	/Invoice No.	
	Supplier	/Due Date	
Media			
Screen		Pdf	
Printer		Pdf and E-mail	
Cliphoprd		Html as Attachme Driet Dieles	ent
Cipboard Eax		Print Dialog	imit
0.34		in ignore finebuce	

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

	👏 Specify P/L VAT Co	Specify P/L VAT Code Statistics	
	File Edit Record	File Edit Record Window Info	
			Run
	Period Header	1/1/2013:31/12/2013	
	Invoice No.		-
	Category		
		All VAT Codes	
	Specify OKed Not OK	Invoice Type Vormal Ved Voredit	
	Media		
	Screen Printer	Pdf Pdf and E-mail	
	File Clipboard	Html as Attachment Print Dialog	
	○ Clipboard	Ignore Timeout Limit	
eriod	Paste Special	Reporting Perio System module	ods setting,
	Enter the start a report.	and end dates of the per	od covered by the
leader	Enter a title for the report. If you leave this field blank, the title "P/L VAT Code Statistics" will be used.		
nvoice No	Range Reporti	ng Numeric	
	If necessary, e Number of the Invoices) you w	enter here the internal Purchase Invoice (or r ish to include in the repor	Purchase Invoice ange of Purchase t.

Category	Paste Special	Supplier Categories setting, Purchase Ledger
	To restrict the report t Supplier Category, ente	o Suppliers belonging to a single r 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 whethe be included in the rep Normal Invoices for this	r Normal and Credit Invoices are to port. Cash Notes are included as 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.

👏 Specify P/L VAT Declaratio	n Annex VAT1	- • ×		
File Edit Record Windo	w Info			
		Run		
Period	1/1/2013:31/12/2013			
Min.Sum				
Max Sum				
Exclude				
	Show VAT1-1			
	Show VAT1-2			
	Show VAT1-3			
	Format until 01.03.2012	2		
✓ Include Reversed Paym ✓ Include Credit Notes	ents			
Exclude	values Values Values Values	ency 1		
Expenses	Base Curre	ency 2		
Transactions				
Cash Outs	Show			
Purchase Invoices	Purchase 1	Invoices		
Media				
Screen	Pdf			
Printer File	Pdf and E-mail			
Clipboard	Print Dialog			
 Fax 	Ignore Timeout Limit	t		

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.

	Specify Payment Jour	nal	
	File Edit Record W	indow Info	
			Run
	Period Payment No.	1/1/2013:31/12/2013	
	Payment Mode		
	Supplier		
	Classification		
	Classification Type		
	Cheque Numbers		
		Status Not Ordered Ordered	
		OKed	
		Overview	
		By Supplier By Cheque Number	
	Media	Pdf	
	O Printer	Pdf and E-mail	
	Clipboard	Html as Attachment	
	○ Fax	Ignore Timeout Limit	
Period	Paste Special	Reporting Perioc System module	ls setting,
	Enter the report per that fall in this per record in the Repo default.	eriod. Payments with T iod will be listed in the orting Periods setting v	ransaction Dates e report. The first will be used as a
Payment No	Range Reporting	Numeric	
	Use this field to rea Payments.	strict the report to a sir	igle or a range of
Payment Mode	Paste Special	Payment Modes Sales/Purchase	setting, Ledger
	To limit the report Payment Mode he entered on flip C o with no Payment M used.	to a single Payment ere. This refers to the f each Payment row. In fode, that specified in t	Mode, enter the Payment Mode the case of rows he header will be

Supplier	Paste Special	Suppliers in Contact register	
	To list Payments iss Supplier Number he	ued to a particular Supplier, enter their re.	
Classification	Paste Special	Contact Classifications setting, CRM module	
	Enter a Classification Payments issued to If you leave the field and without Classifin number of Classific Payments to the Classifications listed of Classifications set to all Suppliers feature listed will be incl preceded by an ex Suppliers featuring a will be included.	on Code in this field if you want to list Suppliers with a certain Classification. I blank, Payments to all Suppliers, with cation, will be included. If you enter a cations separated by commas, only ose Suppliers featuring all the I will be included. If you enter a number eparated by plus signs (+), Payments uring at least one of the Classifications uded. If you enter a Classification kclamation mark (!), Payments to all any Classification except the one listed	
	For example—		
1,2	Lists Paymer and 2 (incl Classification	nts to Suppliers with Classifications 1 uding Payments to Suppliers with is 1, 2 and 3).	
1+2	Lists Paymer 2.	Lists Payments to Suppliers with Classifications 1 or 2.	
!2	Lists Payme Classification	Lists Payments to all Suppliers except those with Classification 2.	
1,!2	Lists Paymer excludes the (i.e. Paymen and 2 are no exclamation	nts to Suppliers with Classification 1 but ose to Suppliers with Classification 2 its to Suppliers with Classifications 1 ot shown). Note the comma before the mark in this example.	
!1,!2	Lists Paymer Classificatio comma.	nts to all Suppliers except those with n 1 or 2 or both. Again, note the	
!(1,2)	Lists Paymer Classification Classification	nts to all Suppliers except those with ns 1 and 2 (Payments to Suppliers with ns 1, 2 and 3 will not be listed).	
!1+2	Lists Paymer and to thos Suppliers wit	nts to Suppliers without Classification 1 e with Classification 2 (Payments to h Classifications 1 and 2 will be listed).	
(1,2)+(3,4)	Lists Paymer and 2, and to	nts to Suppliers with Classifications 1 those with Classifications 3 and 4.	
1*	Lists Payme beginning wit	nts to Suppliers with Classifications th 1 (e.g. 1, 10, 100).	
1*,!1	Lists Payme beginning wit	ents to Suppliers with Classifications th 1 but not 1 itself.	
*1	Lists Payme ending with 1	ents to Suppliers with Classifications (e.g. 1, 01, 001).	
1*,*1	Lists Payme beginning an	ents to Suppliers with Classifications d ending with 1.	

Classification Type

	Paste Special	Classification Types setting, CRM module
	Enter a Classification report to list Paym Classification belongin empty, Payments to Classification, will be Classification Types s Suppliers featuring a those Types will be sh	Type in this field if you want the ents issued to Suppliers with a ng to that Type. If you leave the field o all Suppliers, with and without included. If you enter a number of separated by commas, Payments to Classification belonging to any of own.
Reference	To list Payments with Reference here.	n a particular Reference, enter that
Cheque Numbers	Range Reporting	Numeric
	Use this field to list Number. Cheque Nur Payment row.	Payments with a particular Cheque nbers are specified on flip C of each
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 order. For each Date, Transact first saved the are shown. individually, sh Supplier Bank (usually the S Supplier Name and Sent Curre of the Payment in Base Curre report, the tota Mode are sho each Currency.	I list of Payments in Payment Number on Payment, the Number, Registration ion Date, Signer (i.e. the Person who e Payment) and Own Bank Account The Payment rows are listed owing the Purchase Invoice Number, & Account, Cheque Number, Text supplier's Invoice Number and the e), settlement discount, Sent Value ency are shown. Following the listing t rows, the total value of the Payment ncy 1 is shown. At the end of the al amounts paid using each Payment wn, and the total amounts paid in
By Supplier	This option is Supplier Num Payment row, Date, Purchase Cheque Numb shown. A total Again, at the e paid using eac total amounts p	a list of Payment rows sorted by ber and Payment Date. For each the Supplier, Payment Date, Invoice e Invoice Number, Payment Number, er, Sent Value and Sent Currency are for each Supplier is also provided. end of the report, the total amounts h Payment Mode are shown, and the baid 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

Purchase Ledger - Reports - Payment Journal

(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

Supplier

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.

File Edit Record Window	v Info	
		Bu
Supplier		
Classification		
Classification Type		
Payments until		
Object		
Object Type		
Function	Pay Date	
Oetailed	Net	
Aged	Discount	
Status	Include	
All	Prel. Book.	
Only Not on Hold	Not OK	
Media		
Screen	Pdf	
Printer	Pdf and E-mail	
File Cliphoard	Html as Attachment Drint Diplog	
Fax	Ignore Timeout Limit	
Paste Special	Suppliers in Con	tact register

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
	By default, all outstandin in the report. If you wou Purchase Invoices that a particular date, specify t report so that it provides future and so will help yo a particular date.	ng Purchase Invoices will be listed ild like the report to list only those are due to be paid on or before a that date here. This will restrict the s a payment schedule for the near bu predict the cash flow position at
	The date on which a Pure either be its Due Date depending on which Pay	chase Invoice is due to be paid will or its Settlement Discount Date, 2 Date option (below) you choose.
Object	Paste Special	Object register, Nominal Ledger/System module
	Use this field if you need Invoice with a particular entered on the 'Terms' those entered in the Pur number of Objects sep Purchase Invoices feature listed.	I to list every outstanding Purchase Object. This refers to any Objects card of a Purchase Invoice, not rchase Invoice rows. If you enter a parated by commas, only those uring all the Objects listed will be
Object Type	Paste Special	Object types setting, Nominal Ledger
	Use this field if you need Invoice with an Object Type. Again, this refers 'Terms' card of a Purcha	I to list every outstanding Purchase belonging to a particular Object s to any Objects entered on the se Invoice.
Function	Use these options to cor	ntrol the appearance of the report.
Detailed	This version of Purchase Invoir payment date or payment date (i.e Date), Purchase and Name, o accumulating pa is payable in ins listed individua Number and the the left.	the report lists the outstanding ces individually, in scheduled der. The list shows the scheduled e. Due Date or Settlement Discount Invoice Number, Supplier Number putstanding amount and an yment total. If a Purchase Invoice talments, each instalment will be Ily, with the Purchase Invoice outstanding amount indented to
Aged	This version of th Purchase Invoice provides total fig each age group. the Age Limits s Accounting Perio For example, if payable in 50 da	he report does not list outstanding es individually. Instead, it simply gures that will become payable in The age groups are determined by tetting in the Sales Ledger or the ods setting in the Nominal Ledger. a Purchase Invoice will become ays' time, it will be included in the

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

Pay DateUse 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.

- StatusUse these options to specify whether all otustanding
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.

	👏 Specify Periodic Supplier Sta	tement 🗖 💌
	File Edit Record Window	Info
		Run
	Period <u>1/1</u> Supplier	/2013:31/12/2013
	Classification	
	Classification Type Creditors Account	Ignored in Fwd. Balance and in Overview
	Function Overview © Detailed	 Suppliers with Balance only Amounts in Currency Include Ordered Payments Negative Amounts for Credit Notes Show Invoices Records
	Media Screen Printer File Clipboard Fax	 Pdf Pdf and E-mail Html as Attachment Print Dialog Ignore Timeout Limit
Period	Paste Special	Reporting Periods setting, System module
	Enter the start and covered by the rep the beginning of the transactions from closing balance for printed.	end dates of the period you want to be port. For each Supplier, the balance at he period will be printed, all purchase the period will be listed, and finally a pr the end of the period will also be
Supplier	Paste Special	Suppliers in Contact register
	Range Reporting	Alpha
	To limit the report Number here. Alt Suppliers.	to a single Supplier, enter its Supplier ernatively you can enter a range of
Category	Paste Special	Supplier Categories setting, Purchase Ledger
	If you want to restri particular Supplier (ct the report to Suppliers belonging to a Category, specify that Category here.

Classification	Paste Special	Contact Classifications setting, CRM module
	Enter a Classifi Suppliers with a leave the field Classification, v Classifications a featuring all the enter a number (+), all Supp Classifications Classification p Suppliers featur will be included.	cation Code in this field if you want to list a certain Classification in the report. If you blank, all Suppliers, with and without will be included. If you enter a number of separated by commas, only those Suppliers Classifications listed will be included. If you of Classifications separated by plus signs bliers featuring at least one of the listed will be included. If you enter a receded by an exclamation mark (!), all ing any Classification except the one listed
	For example—	
1,2	Lists Si (includin	uppliers with Classifications 1 and 2 g Suppliers with Classifications 1, 2 and 3).
1+2	Lists Sup	ppliers with Classifications 1 or 2.
!2	Lists all S	Suppliers except those with Classification 2.
1,!2	Lists Su those w Classific comma example	ppliers with Classification 1 but excludes ith Classification 2 (i.e. Suppliers with ations 1 and 2 are not shown). Note the before the exclamation mark in this
!1,!2	Lists all or 2 or b	Suppliers except those with Classification 1 oth. Again, note the comma.
!(1,2)	Lists all 1 and 2 will not b	Suppliers except those with Classifications (Suppliers with Classifications 1, 2 and 3 e listed).
!1+2	Lists Su with Clas 1 and 2 v	opliers without Classification 1 and those ssification 2 (Suppliers with Classifications will be listed).
(1,2)+(3,4)	Lists Su those wit	ppliers with Classifications 1 and 2, and h Classifications 3 and 4.
1*	Lists Sup (e.g. 1, 1	opliers with Classifications beginning with 1 0, 100).
1*,!1	Lists Sup but not 1	ppliers with Classifications beginning with 1 itself.
*1	Lists Su (e.g. 1, C	ppliers with Classifications ending with 1 1, 001).
1*,*1	Lists Su ending w	opliers with Classifications beginning and ith 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

Period

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.

	<u></u>						
	👏 Sp	becify	Prepayme	nt History	P/L		×
	File	Edit	Record	Window	Info		
						Run	
			Pe	riod <u>1/1/2</u>	013:31/12/201	3	
			Supp	olier			
			Prepay.	No			
			Classifica	tion			
		Class	sification I	ype			
		0	n Account	А/С			
		Sor	ting by		Amounts		
		۲	Prepaymer	nt Number	Ourre	ncy	
			Supplier	-	Base	Currency 1	
		0	Trans, Dai	.e			
		Media					
	(Screen	en		Pdf		
	(🔘 Prin	ter		Pdf and E	-mail	
		🔘 File			Html as At Drink Dial	tachment	
		E Clipt	Joard		Print Diak	ng meoutlimit	
		<u> </u>			ignore in		
I							
Pasto	Snor	leid		Ron	ortina Pori	ode sattina	
1 4510	oper	Jai				ous setting,	
				Syst	em modul	e	
The re setting	eport g is th	peri e de	od: the fault va	e first ro Ilue.	ow of the	Reporting Per	iods
				_			

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 SpecialOpen PrepaymentsTo 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).

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.

Classification	Paste Special	Contact Classifications setting,	
		CRM module	

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.

For example—

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.
- 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).

- SupplierThis option lists the Prepayments in SupplierNumber order. The information shown will be the
same as for the Prepayment Number option above.
- Trans. DateThis 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.

👏 Specify Purchase Invoice Journal	
File Edit Record Window Info	
	Run
No	
1 2	
Period <u>1/1/2013:31/12/2013</u>	
Supplier	
Classification	
Classification Type	
Signer	
Object	
Object Type	
Row Object	
Project	
Salesman	
Sales Group	
Min. amount	

Header

No.	Range Reporting	Numeric
	Enter a Purchase Invoic separated by a colon (Purchase Invoices to be	e Number or a range of Numbers :) here if you would like specific shown in the report.
Card 1		
Period	Paste Special	Reporting Periods setting, System module
	Enter the report peri Transaction Dates fall in listed in the report. The Periods setting will be us	od. Purchase Invoices whose the period specified here will be first period listed in the Reporting ed as a default.
Supplier	Paste Special	Suppliers in Contact register
	Use this field if you nee Invoices received from a	ed to limit the report to Purchase single Supplier.

Classification	Paste Special	Contact Classifications setting, CRM module
	Enter a Classification Purchase Invoices re Classification. If yo Invoices received fr Classifications will be Classifications sepa Invoices received fro Classifications listed of Classifications see Invoices received fro of the Classifications Classification prece (!),Purchase Invoices any Classification exc	n Code in this field if you want to list aceived from Suppliers with a certain u leave the field blank, Purchase om all Suppliers, with and without e included. If you enter a number of rated by commas, only Purchase om those Suppliers featuring all the will be included. If you enter a number parated by plus signs (+),Purchase m all Suppliers featuring at least one listed will be included. If you enter a eded by an exclamation mark a received from all Suppliers featuring the included.
	For example—	
1,2	Lists Purchas with Classific Invoices re Classifications	te Invoices received from Suppliers ations 1 and 2 (including Purchase acceived from Suppliers with s 1, 2 and 3).
1+2	Lists Purchas with Classifica	e Invoices received from Suppliers tions 1 or 2.
!2	Lists Purchase except those v	e Invoices received from all Suppliers with Classification 2.
1,!2	Lists Purchas with Classific Suppliers wir Invoices re Classifications comma befo example.	the Invoices received from Suppliers cation 1 but excludes those from th Classification 2 (i.e. Purchase ecceived from Suppliers with is 1 and 2 are not shown). Note the ore the exclamation mark in this
!1,!2	Lists Purchase except those Again, note th	e Invoices received from all Suppliers with Classification 1 or 2 or both. e comma.
!(1,2)	Lists Purchase except those v Invoices re Classifications	e Invoices received from all Suppliers with Classifications 1 and 2 (Purchase eccived from Suppliers with s 1, 2 and 3 will not be listed).
!1+2	Lists Purchas without Clas Classification Suppliers with	se Invoices received from Suppliers sification 1 and from those with 2 (Purchase Invoices received from Classifications 1 and 2 will be listed).
(1,2)+(3,4)	Lists Purchas with Classifica Classifications	e Invoices received from Suppliers ations 1 and 2, and from those with 3 and 4.
1*	Lists Purchas with Classific 100).	e Invoices received from Suppliers ations beginning with 1 (e.g. 1, 10,
1*,!1	Lists Purchas with Classifica	e Invoices received from Suppliers tions beginning with 1 but not 1 itself.

V ond		
*1	Lists Purchase with Classificatio	Invoices received from Suppliers ns 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 report to list Purchase with a Classification belo field empty, Purchase Ir with and without Classifi a number of Classificat Purchase Invoices rec Classification belongin shown.	Type in this field if you want the Invoices received from Suppliers onging to that Type. If you leave the nvoices received from all Suppliers, cation, will be included. If you enter tion Types separated by commas, eived from Suppliers featuring a g to any of those Types will be
Signer	Paste Special	Person register, System module
	Enter a Person's Signa signed by that Person d	ature to list all Purchase Invoices uring the report period.
Object	Paste Special	Object register, Nominal Ledger/System module
	Use this field to list Pu Object. This refers to a card of a Purchase In Purchase Invoice rows. separated by commas featuring all the Objects	urchase Invoices with a particular ny Objects entered on the 'Terms' nvoice, not those entered in the If you enter a number of Objects s, only those Purchase Invoices listed will be shown.
Object Type	Paste Special	Object types setting, Nominal Ledger
	This field allows you to Object belonging to a refers to any Objects Purchase Invoice.	list every Purchase Invoice with an particular Object Type. Again, this entered on the 'Terms' card of a
Row Object	Paste Special	Object register, Nominal Ledger/System module
	Use this field if you need a particular Object enter row. Only figures from the will be shown in the Objects separated by rows featuring all the Objects	d to list every Purchase Invoice with red in at least one Purchase Invoice nose rows with the specified Object report. If you enter a number of commas, only figures from those ojects listed will be included.
Project	Paste Special	Project register, Job Costing module
	Use this field to list Pur Project. Only figures fr	rchase Invoices related to a single om 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 their Signature here.	s with a particular Salesman, enter
Sales Group	Paste Special	Sales Groups setting, System module
	To list Purchase Invoice (shown on the 'Comme here.	es with a particular Sales Group ant' card), enter that Sales Group
Min. amount	If you enter a figure her TOTAL (converted to Bas figure will be listed in the	e, every Purchase Invoice whose se Currency 1) is greater than that report.

Card 2

Rcv. Date

🜔 Specify Purchase Invoice Journal	
File Edit Record Window Info	
	Run
No	
1 2	
Rcv. Date	
Cost Account	Detailed only
Creditors Account	
Only Prel.	Booked Invoices
	old Invoices
Function Status	Invoice Type
Overview Not OKe	d 📝 Invoices
Detailed VAT Overview with VAT	Cash Notes
Overview per VAT %	Creat Notes
Media Ddf	
Printer Pd	and E-mail
🔘 File 💮 Html	as Attachment
Clipboard V Prin	t Dialog
Fax Igne	ore Timeout Limit
Paste Special Ch	oose date
If you optor a data in this	field the report will list ave

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.

👏 Specify Purchase Ledger		
File Edit Record Windo	w Info	
		Run
Supplier		
Category Classification Classification Types Salesman Sales Group Objects Currency Date Creditors A/C Amounts @ Base Currency 1 Currency Sorting Supplier @ Supplier @ Supplier Name	On Account Include On Account Only On Account Skip On Account Skip On Account Show Prepayment No.	Function Detailed Overview Aged Detailed Aged Balance Rate Differences Rate Diff. Detailed Status Open Overdue Indude Invoice Date Discount Date

Header

Supplier	Paste Special	Suppliers in Contact register
	Range Reporting	Alpha
	To limit the report to received from a single Number here. You car Numbers separated by a	outstanding Purchase Invoices e Supplier, enter their Supplier n also enter a range of Supplier 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

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,!2Lists 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*,!1Lists 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

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 T report to list outstanding Suppliers with a Classifi you leave the field empty all Suppliers, with and included. If you enter a separated by commas, Suppliers featuring a C those Types will be show	Type in this field if you want the g Purchase Invoices received from fication belonging to that Type. If y, Purchase Invoices received from d without Classification, will be a number of Classification Types Purchase Invoices received from Classification belonging to any of <i>r</i> n.
Salesman	Paste Special	Person register, System module
	To list Purchase Invoice: their Signature here.	s with a particular Salesman, enter
Sales Group	Paste Special	Sales Groups setting, System module
	To list Purchase Invoic (shown on the 'Comme here.	es with a particular Sales Group ent' card), enter that Sales Group
Objects	Paste Special	Object register, Nominal Ledger/System module
	If you need to list Purch enter that Object here. Invoice level, not those enter a number of Object those Invoices featuring shown.	ase Invoices with a single Object, This refers to Objects entered at entered in the Invoice rows. If you ects separated by commas, only ng all the Objects listed will be
	The totals for On Acco shown for each Supplie rows with the appropriate	ount Payments and Prepayments r will be calculated from Payment e Object(s) specified on flip F.
Currency	Paste Special	Currency register, System module
	To list Purchase Invoice that Currency here.	es in a particular Currency, enter
	The totals for On Accorshown for each Supplie rows with the appropria Currency field.	ount Payments and Prepayments r will be calculated from Payment ate Currency specified in the Sent
	This field is also used Differences option (belo of that option for details.	d in combination with the Rate w). Please refer to the description

Date	Paste Special	Choose date
	Enter a date to sho that date. If you lead be used.	ow the status of the Purchase Ledger on ave the field blank, the current date will
Creditors A/C	Paste Special	Account register, Nominal Ledger/System module
	If you would like to Creditors Account,	list Purchase Invoices with a particular specify that Account here.
	The totals for On shown for each Su rows posting to the each Payment row)	Account Payments and Prepayments upplier will be calculated from Payment e specified Account (visible on flip H of).
Function	Use these options report.	to control the level of detail shown in the
	In all cases, as in an Invoice is overd days will be shown yet due for paymer will be shown as a can be calculated Transaction Date, you choose on care	all Enterprise by HansaWorld reports, if lue for payment, the number of overdue as a negative figure. If an Invoice is not nt, the number of days until the Due Date positive figure. The age of each Invoice I from the Due Date, Invoice Date or depending on which Aged Base option d 2.
	A Purchase Invoice will be marked with	whose On Hold box has been checked an asterisk (*).
Detailed	Where the 0 balance of provides m any partial F	Overview simply shows the outstanding each Purchase Invoice, this option ore detail, listing for each open Invoice Payments and Credits.
Overview	The Overvi Name and outstanding and Suppli Discount D below), the or number balance.	iew shows each Supplier's Number, Telephone Number and, for each Purchase Invoice, the Purchase Invoice er's Invoice Numbers, the Invoice or ate (depending on the Include options Payment Terms, the Due Date, the age of days overdue, and the outstanding
Aged	The Aged n each Suppl The age g setting in Accounting	report shows the balances payable to lier, broken down into ageing periods. roups are defined in the Age Limits the Sales Ledger module or the Periods setting in the Nominal Ledger.
Detailed Ag	red This option the unpaid individually, each falls. T are also sho	is similar to the Aged option, but lists Invoices received from each Supplier showing the ageing period into which The telephone numbers of each Supplier own.
Balance	This option to each Sup your home separate b used with th	simply prints the total balance payable pplier. For each Supplier, a balance in Currency will first be shown, followed by alances for each Currency you have be Supplier.

Diffe Ra

Rate Differer	ices	
		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. De	tailed	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 th shown	nese options to determine what figures are to be in the report.
Base Curren	cy 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 rep	port can be sorted by Supplier Number or Name.
On Account	Use th and Pr	ese options to control how On Account Payments epayments will be included in the report.
Include On A	ccoun	t
		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 Acc	count	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

👏 Specify Purchase Led	ger 🗖 🗖 💌
File Edit Record W	indow Info
	Run
Sup	Dier
Payment Term D	Days
Langu	age
-	Tachuda Dral, Baak
	Include Prei, book
	Show Base Currency 2 Totals
	Show Creditors Accounts
	Show Instalments
	Skip on Hold
	Aged Base
	Due Date
	Invoice Date
	Transaction Date
Media	
Screen	Pdf
Printer	Pdf and E-mail
) File	Html as Attachment
Clipboard	V Print Dialog
_ ⊢ax	Ignore Timeout Limit

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.

	📎 Specify Supplier	Purchase History	
			Run
	Period	1/1/2013:31/12/2013	
	Supplie		
	Media Screen Printer File Clipboard Fax	 Pdf Html as Attachme Print Dialog Ignore Timeout Li 	nt
Period	Paste Special	Reporting Periods so System module	etting,
	Enter the start and end	date of the reporting p	eriod.
	The report provides particular Supplier, sta period begins.	monthly purchase st rting with the month wh	atistics for a nen the report
	The report is arrange separate column for recommended that you of calendar years as t period, the columns December for each ye example, the columns March year 2.	d using a columnar f each year. For this u use a calendar year he report period. With will contain figures ear. If the period begin will contain figures for	ormat, with a reason, it is , or a number such a report for January- ns in April. for April year 1 -
Supplier	Paste Special	Suppliers in Contact	register
	Specify here the Supp be shown in the report otherwise the report wi	lier whose purchase st . You must specify a si Il be empty.	atistics are to ngle Supplier,

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.

	Specify Supplier Withho	Idings 📃 🗉 💌
		Run
	Period	1/1/2013:31/12/2013
	Header	Supplier Withholdings
	Withholding Tax	
	Calculation Formulae	Show Withholding Calculation Formulae Code
		Include Suppliers Without VAT Reg. No.
		Values in
		Base Currency 1
		Base Currency 2
		Function
		Overview Detailed
		- Detailed
	Media	
	Screen	O Pdf
	File	Print Dialog
	Clipboard	Ignore Timeout Limit
) Fax	
eriod	Paste Special	Reporting Periods setting,
		System module
	The report period. Dates fall in the peri report.	Withholding Certificates whose Pay. od specified here will be listed in the
leader	Enter a title for the re title "Supplier Withho	eport. If you leave this field blank, the Idings" will be used.
/ithholding Tax	Paste Special	Withholding Taxes setting, Purchase Ledger
	Use this field if y Withholding Certifica Code.	ou need to restrict the report to ates with a particular Withholding Tax

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—
 - OverviewThe 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.DetailedThe Detailed version of the report lists the
 - 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.

🜔 Specify VAT Suppl	ier Purchases	
File Edit Record	Window Info	
		Bun
Period	1/1/2013:31/12/2013	
Suppliers		
Category		
Min. Amount		
E	Matakar	
Punction	Notation Notation	
Overview Overview	Fridusarius	
Detailed With It	voices 🔘 No Decimals	
Ŭ	- -	
Media		
Screen	Pdf	
Printer	Pdf and E-mail	
🔘 File	Html as Attachm	lent
Clipboard	📝 Print Dialog	
) Fax	Ignore Timeout	Limit
0		
Special	Reporting Periods	setting,

Period	Paste Special	Reporting Periods setting, System module
	Enter a start and end Purchase Invoices from included in the report cal	date for the report. Approved the period specified here will be culations.
Supplier	Paste Special	Suppliers in Contact register
	Range Reporting	Alpha
	If necessary, enter he Supplier (or range of Sup the report.	re the Supplier Number of the opliers) you wish to have shown in
	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
	16	

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

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

than that will not be listed (499.99 and less will be divided

by one thousand and then rounded down to zero).