



Purchase Ledger

Reports

13



Purchase Reporting

Bottom Line provides a set of printable reports enabling you to provide information for the following purposes:

- 1. Payment Control** These reports enable you to deal with the payment or non-payment of invoices.
- 2. Supplies** Once you have built up a database of suppliers, these reports enable you to print details about them.
- 3. Audit Reports** If your business requires a statutory annual audit, there are certain vital documents that an auditor needs to follow the sequence of transactions which have lead to the final statement of your business. A well documented **Audit Trail** will speed the auditor's progress.

Whether or not your business meets the criteria for a statutory audit, the audit reports are a vital record enabling you to investigate the progress of purchase transactions as time passes.

4. Purchase Analysis

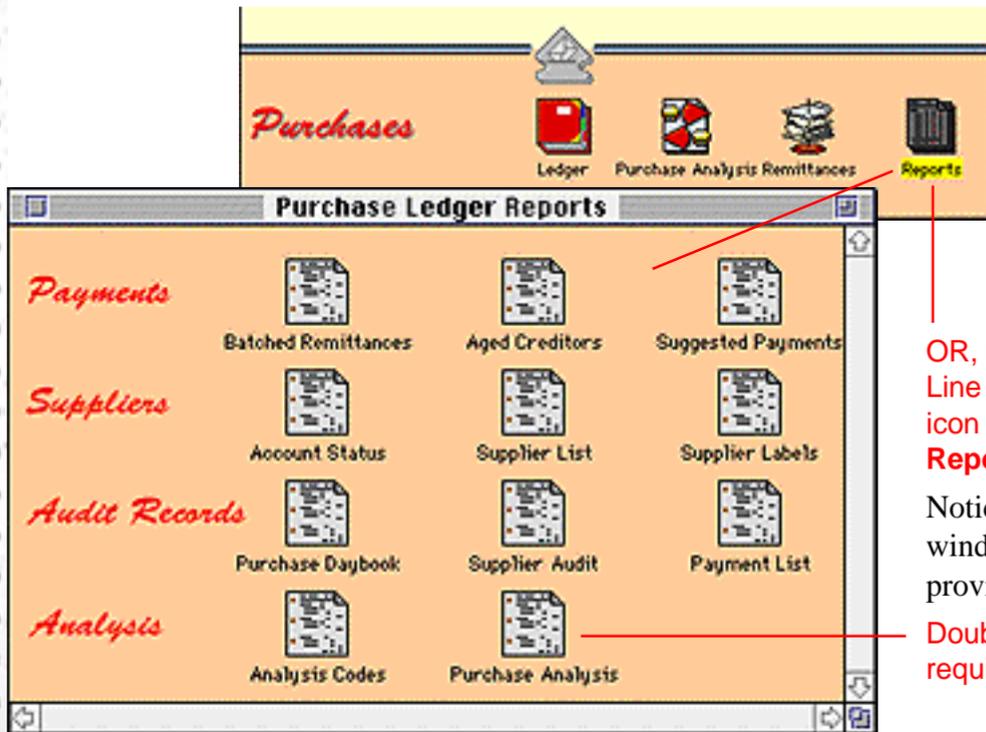
Finally, the Purchase Analysis report enables you to record the progress of purchases in each analysis category on a period by period basis.

[Chapter 5](#) looked at reports in general and how you prepare, preview and print them. This chapter looks at Purchase Reports, examining the objective and format of each of them. We should start by selecting and opening them...

Opening Purchase Reports

There are two ways of choosing a Purchase Ledger report...

EITHER, click one of the Purchase icons to reveal the Purchase (and Purchase Reports) menus. Then choose the required report from the **Reports** menu to open it.



Reports

Batched Remittance Notes...
Aged Creditors...
Suggested Payments...

Account Status...
Supplier List...
Supplier Labels...

Purchase Daybook...
Supplier Audit...
Payment List...

Analysis Codes...
Purchase Analysis...

OR, in the Purchase area of the Bottom Line desktop, double click the **Reports** icon to reveal the **Purchase Ledger Reports** window.

Notice that the Purchase Ledger Reports window lays out the reports in categories providing a clue to each report's purpose.

Double click the icon representing the required report to open it.

Selecting Suppliers...

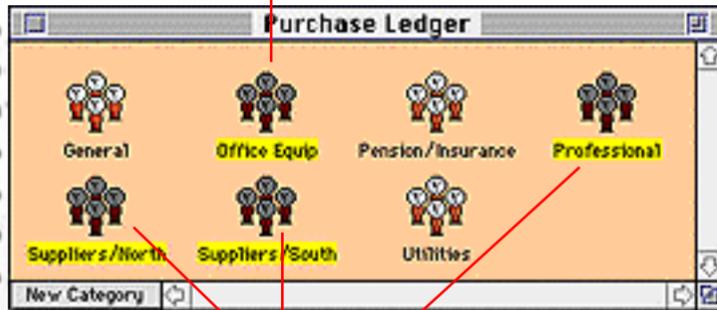
When you open a Purchase Ledger report, Bottom Line selects the available information and presents it in a standard form. However, when viewing information from the supplier database you may want to focus on specific supplier categories or an individual supplier.

Selecting Categories

First, let's look at how you select all the suppliers in a particular category or categories...

Double click the **Purchase Ledger** icon to open it.

Click the category that you wish to select.

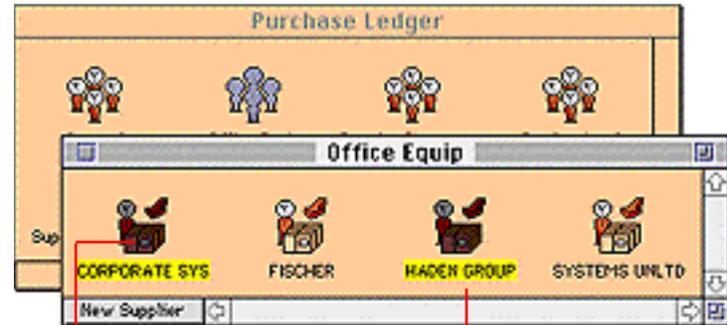


To select additional categories, hold down the Shift key and click each category in turn.

Selecting Individual Supplier(s)

You can select one or more suppliers from a single category like this...

Double click the appropriate category to open it



Click the supplier that you want to select.

To select additional suppliers, hold down the Shift key and click each supplier in turn.

Opening a selective report

Once you have selected the supplier(s) by either of the above methods, choose the desired report from the **Reports menu**. The report preview now appears, containing only those suppliers that you have selected.

Selection of suppliers is not available when opening the report from the [Purchase Ledger Reports window](#).

Batched Remittance Notes

The last chapter describes how you can prepare [Remittance Notes](#). It also explains how you can print these documents immediately or click the Batch button to queue them for printing later. This facility enables you to prepare a batch of payments without continually breaking off to print each remittance note.

Once the remittance notes have been placed in the queue, you are able to preview and print the whole batch together or you can access the queue and print individual documents as necessary.

Printing the whole batch

- Open the Batched Remittances report as described [on the previous pages](#).
- If there are un-printed documents, the print preview opens all of them as a continuous report.
- Scroll through the complete batch if you need to check what will be printed.

Remittance notes that have already been printed will be excluded from the batch.

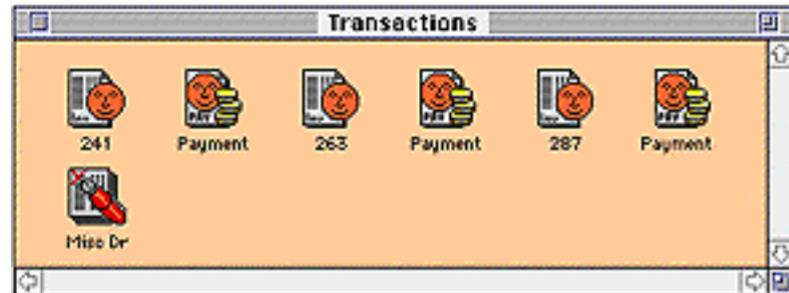
Hand picking Remittance Notes

To select a remittance note for a particular supplier, do this...

Locate the required supplier account as described in the [last chapter](#) then double click its icon (or name) to open it.



Double click the **Current Transactions icon to reveal all the transactions retained against the supplier's account...**



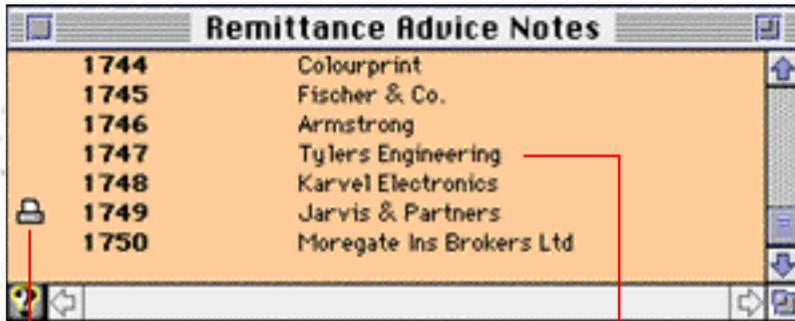
Here you will see all the current (or open) items for this supplier. To open a Remittance Note (or other transaction) double click its icon.

Hand picking batched Remittance Notes

Furthermore, you can access an individual Remittance Note within a batch. To do this...



Double click the **Remittances** icon from the desktop window to open it...



This remittance note has already been printed.

Double click the required remittance note to open it.

Preview and Print Remittance Notes

Once you have opened your remittance note(s) you specify the printing options as described in [Chapter 5](#). To recap...

- Complete any appropriate [Report Options](#).
- Use the [Page Setup](#) facilities to modify the scale, paper size or orientation of all the remittance notes.
- Click the [font button](#) to choose any particular fonts and sizes.
- Revisit the Report Options if necessary to set any further options.
- [Print](#) the report — choosing 2 copies if you wish to retain copies for your files.

This is an example of a [Remittance Note...](#)

Remittance Note Example

Rock Solid Limited

The Old Quarry,
Hillfield,
Borchester,
BC9 2ZY

Tel: 01234 567890
Fax: 01234 356791



Rock Solid

Your Business Details

VAT REG No. GB 678 4030 03

REMITTANCE ADVICE

Colourprint Limited
40 Owls Lane
Truro
Devon DH7 5JS

Payee Supplier's address

Date : 1-Mar-1997

Page : 1 of 1

DATE	TYPE	REFERENCE	DEBIT	CREDIT
12-Feb-1997	Invoice	7/16321	35.30	
14-Feb-1997	Invoice	7/16489	35.23	
20-Feb-1997	Invoice	7/16700	35.23	
21-Feb-1997	Invoice	7/16776	43.43	
26-Feb-1997	Cr. note	7/C01596		35.23
28-Feb-1997	Invoice	7/17239	31.18	

Invoice references

Value of each invoice being paid...

...and value of each credit note to be deducted.

Payments for items above

£ 145.14

Report Options for Remittance Notes

Use of [Report Options](#) is discussed in Chapter 5. The following options are appropriate for remittance notes...

Headed Paper

When you check this option the program assumes that you are using stationery with your company name and address already supplied. It therefore does not print these — but it still supplies your VAT registration number.

Margins (Top and Bottom)

When you use pre-printed and/or Headed stationery you may want to adjust the top and bottom margins in order to leave enough space for pre-printed information which appears at either the top or bottom of the page. You should carry out a test print on the required paper then, if necessary, return to these options to make any fine adjustments.



Removing outdated Remittance Notes

Once a remittance note has been printed it remains in the batch list. You can tell that it has been printed by the small printer icon shown next to the remittance number (or icon). These printed remittance notes remain in case you need to reproduce them for any reason. To clear them this is what you do...

- Click on a remittance note to select it.
- If you want to select additional remittance notes then hold down the shift key while you select them.
- Choose Delete Item from the Edit menu.

You will be warned before you remove an un-printed remittance note.



Window envelopes

The Address box is positioned to take advantage of window envelopes when you print at 100% scale. However, as differing printers have differing margin sizes the box may not be correctly positioned by your printer. You can, of course use the above Margin option to tinker with the vertical positioning.

Aged Creditors Report

It is important for you to keep track of the money you owe — who you owe it to, whether you are paying on time and if not, how overdue are the late payments. The Aged Creditors report is the one that helps you keep on top of all that.

Open this report by choosing Aged Creditors from the (Purchase) Report menu or by double clicking its icon in the Purchase Ledger Reports window. Set the [Report Options](#), [Page Setup](#) options and [fonts](#) as described in Chapter 5 and [print the report](#) as required.

To prepare an Aged Creditors report for specific supplier(s) select the categories or supplier(s) as described in the earlier section entitled [Selecting Suppliers](#).

Report Options for Aged Creditors

Use of Report Options is discussed in [Chapter 5](#). The following options are appropriate for the Aged Creditor Report...

Show Detail

Click this option so that a cross appears in the check box when you want to show the details (and age) of all open items — invoices, credit notes, payments etc.. If this option is not selected then the report shows only the totals.

Show Pence

If you are not interested in checking these figures to the penny then click this check box to de-select it.

Rock Solid Limited		Detailed Aged Creditors					Date : 30-Apr-1997	
Supplier Category heading		61+ days overdue	31-60 days overdue	1-30 days overdue	Current month	Unallocated Pay	Total Outstanding	
General		These columns show how much these debts are in arrears (relative to the credit terms entered for each supplier)					These amounts have been paid on account	
COLOURPRINT								
286	31-Mar-1997				3,300.00			
Treena Brown 0943 568264		0.00	0.00	0.00	3,300.00	0.00	3,300.00	
CROXFORDS								
291	15-Apr-1997			165.62				
0272 745365		0.00	0.00	165.62	0.00	0.00	165.62	
Office Equip								
SYSTEMS UNLTD								
260	3-Mar-1997		3,569.53					
PYMNT 1-Mar-1997						3,522.65		
268	5-Apr-1997			485.40				
Totals for each supplier		0.00	3,569.53	485.40	0.00	3,522.65	532.28	
Suppliers/North								
ACCESS DATA								
PYMNT	24-Mar-1997						34.63	
275	31-Mar-1997			212.69				
				212.69	0.00		14.63	
PYMNT	7-Oct-1996					64.84		
PYMNT	22-Nov-1996					109.28		
		0.00	0.00	0.00	0.00	174.12	-174.12	
UK FUELS								
289	7-Apr-1997				53.81			
290	7-Apr-1997				291.58			
		0.00	0.00	0.00	345.39	0.00	345.39	
Total amounts in each column		0.00	4,683.85	2,525.10	4,446.09	5,039.36	6,615.68	

Suggested Payments

In the last chapter you will have noticed a section headed [Automatic Payments](#) which is designed to prepare a selection of purchase invoices which are ripe for payment, listing them showing the amounts due to be paid and totalling those payments.

If you do not want to use the automatic payment facility but would like a list of suggested payments instead to pour over at your leisure then this is the report that you want.

To prepare a this report, choose Suggested Payments from the (Purchase) Report menu or double click its icon in the Purchase Ledger Reports window. To establish which payments are due, Bottom Line needs to confirm the relevant due dates and this dialogue appears...

Bottom Line assumes your system date (today) to set the **Payment Date**. The two end dates **Early Settlement Date** and **Latest date** — are both set one week later than your system date.

These dates, are used to select all invoices that you should pay over the next week (because they are due) — or want to pay (before the discount period expires). You can change these dates to simulate what will be due on a future date or you may prefer to look at payments which are overdue from an earlier date.

You now have the opportunity to set the [Report Options](#), [Page Setup](#) options and [fonts](#) as described in Chapter 5 and [print the report](#) which appears [overleaf...](#)

The screenshot shows a dialog box titled "Suggested Payment". It has a standard Windows-style title bar with a question mark icon and a red close button. The dialog contains three date input fields, each with a date value: "Payment Date: 12-Aug-1997", "Latest ES date: 19-Aug-1997", and "Latest date: 19-Aug-1997". At the bottom of the dialog are two buttons: "Cancel" and "OK". Red lines originate from the text below and point to the "OK" button and the three date input fields.

Click OK to proceed.

Change these dates if required.

Suggested Payments Example

To prepare Suggested Payments for specific supplier(s) select the categories or supplier(s) as described in the earlier section entitled [Selecting Suppliers](#).

Rock Solid Limited							Date : 25-Apr-1997
Suggested Open Item Payments							Apr 1997
	INVOICE		DUE		Unallocate		
	Date	Total Value	ESD	Date	Total Value	Payment	
General							
COLOURPRINT							
286	31-Mar-1997	3,300.00		30-Apr-1997	3,300.00		
		3,300.00			3,300.00		
CROXFORDS							
291	15-Apr-1997	165.62	7.05	1-May-1997	158.57		
		165.62			158.57		
Office Equip							
FISCHER							
265	17-Mar-1997	98.70		17-Mar-1997	98.70		
		98.70			98.70		
SYSTEMS UNLTD							
260	3-Mar-1997	3,569.53		3-Mar-1997	3,569.53		
288	5-Apr-1997	485.40		5-Apr-1997	485.40		
		4,054.93			4,054.93	3,522.65	
Suppliers/North							
ACCESS DATA							
275	31-Mar-1997	212.69		31-Mar-1997	212.69		
		212.69			212.69	34.63	
ARMSTRONG							
248	28-Feb-1997	1,015.62		14-Mar-1997	1,015.62		
274	31-Mar-1997	758.99		14-Apr-1997	758.99		
		1,774.61			1,774.61	826.96	
DOUGLAS BRO							
95J04/000987	9-Nov-1996	658.00		9-Nov-1996	658.00		
		658.00			658.00		
Suppliers/South							
COUNTERPOINT							
279	31-Mar-1997	902.40		31-Mar-1997	902.40		
		902.40			902.40	481.00	

Invoice date and amount | Early Settlement Discount available | Amounts due | Payments already made on account

This discount can be taken if you pay by this date

Pay this total less the amount paid on account

Due Date (or date to take advantage of Early Settlement Discount)

Supplier Account Status Reports

The Aged Creditor and Suggested Payment reports show you which suppliers are owed money and how old these debts are. This report allows you to prepare a full report for each supplier in order to reveal the recent history.

To prepare a full set of status reports, either choose Account Status from the (Purchase) Report menu or double click its icon in the Purchase Ledger Reports window. Set the [Report Options](#), [Page Setup](#) options and [fonts](#) as described in Chapter 5 and [print the reports](#) as required.

To prepare a status report for specific supplier(s) select the categories or supplier(s) as described in the earlier section entitled [Selecting Suppliers](#).

Rock Solid Limited Date : 30-Apr-1997

Supplier Account Status Apr 1997

XL SERVICES Supplier's VAT Number

ACCOUNT XL Services Enterprise House 127-129 King's Street Oxford OX4 5BY CONTACT G. Matthews TEL No. 0123 456 7890 FAX No. 0123 456 7891	Supplier Details	VAT NUMBER GB 123 456789 No. OF DAYS BEFORE PAYMENT 30 ES DISCOUNT DAYS 14 ES DISCOUNT % 5.00 TURNOVER THIS YEAR 197.79 TURNOVER LAST YEAR 0.00	Credit Details Volume of business
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------

DATE	TYPE	REFERENCE	STATUS	DEBIT	CREDIT	BALANCE
8-Feb-1997	Invoice 2229	7/19231	Paid	78.20		78.20
24-Feb-1997	Payment	Cq 503	Allocated		78.20	0.00
5-Mar-1997	Invoice 2242	7/19464	Paid	59.41		59.41
7-Mar-1997	Invoice 2251	7/19772	Outstanding	275.76		335.17
19-Mar-1997	Payment	Cq 523	Allocated		59.41	275.76
5-Apr-1997	Invoice 2254	7/19863	Paid	60.18		335.94
20-Apr-1997	Payment	Cq 544	Allocated		60.18	275.76

List of all recent transactions

Cumulative balance of outstanding moneys.

Status: Invoices can be paid or outstanding. A payment which is allocated means that it is matched with an invoice (or invoices).

Unallocated pay 0.00 61+ days overdue 0.00 31 - 60 days overdue 0.00 1 - 30 days overdue 275.76 Current month 0.00	TOTAL OUTSTANDING £ 275.76
--------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------

Summary of aged debts

Page : 1 of 1



Preserve Trees

The Supplier Account Status report is the one that you will require when dealing with queries about supplier accounts. In a paperless office you may prefer not to print the report but to use the report, on-screen as the preview.

Supplier List

This report is designed to provide a brief list of your suppliers with their addresses and main trading statistics. To prepare a full list, either choose Supplier List from the (Purchase) Report menu or double click its icon in the Purchase Ledger Reports window. Set the [Report Options](#), [Page Setup](#) options and [fonts](#) as described in Chapter 5 and [print the report](#) as required.

To prepare a Supplier List for specific suppliers select the categories or suppliers as described in the earlier section entitled [Selecting Suppliers](#).

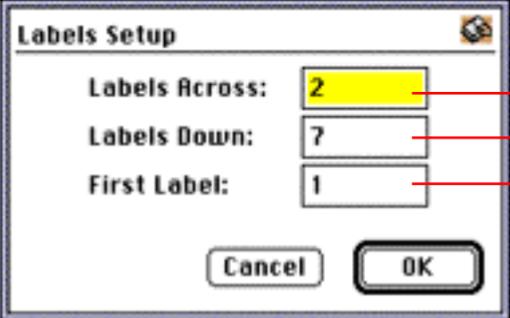
Rock Solid Limited		Date : 18-Apr-1997			
		Supplier List			Apr 1997
		Total Outstanding	Turnover 1997	Turnover 1996	
General		These figures are gross (including VAT)			
BSV MOTORS					
BSV Motors Ltd Church Road Staple Hill Bristol, BS5 9LU	Days Credit ESD%	30 0.00%	0.00	0.00	133.42
Lawrence Box					
COLOURPRINT					
ColourPrint 40 Owls Lane, Truro Devon DH7 5JS	Days Credit ESD%	30 5.00%	3,300.00	3,300.00	117.50
Treena Brown 0943 568264					
UK FUELS					
UK Fuels	Days Credit ESD%	30 0.00%	345.39	772.51	479.79
XL SERVICES					
XL Services Enterprise House 127-129 King's Street Oxford OX4 5BY	Days Credit ESD%	30 0.00%	0.00	197.79	0.00
Total			6,615.68	51,273.83	85,281.21

Supplier Labels

This option is designed so that you can print your suppliers' addresses on adhesive labels. The labels to use are those which come on backing sheets and can be peeled off individually.

You will often want to prepare addresses for just one or two suppliers, to do this select the categories or supplier(s) as described in the earlier section entitled [Selecting Suppliers](#).

To prepare a full set of labels, choose Supplier Labels from the (Purchase) Report menu or, in the Purchase Ledger Reports window, double click the Supplier Labels icon. Whichever way you select the labels you will see this dialogue which the program uses to assess the label layout...



The 'Labels Setup' dialog box contains three input fields: 'Labels Across' with the value '2', 'Labels Down' with the value '7', and 'First Label' with the value '1'. There are 'Cancel' and 'OK' buttons at the bottom.

Enter here the number of labels across the sheet

Enter here the number of labels down the sheet

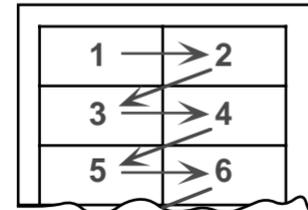
If none of the labels on the first sheet have been used, enter 1 in this box. However if some of the labels have already been used, enter the number of the first label position to be printed.

Once you have set the [Report Options](#), [Page Setup](#) options and [fonts](#) as described in Chapter 5 [print](#) the label(s) as required.



Numbering Labels

When selecting the first label to be printed you should count first from left to right then row by row.



Audit Reports

When your auditor calls or when you need to trace back through your purchase transactions to see what happened, Bottom Line provides you with an audit trail.

There are three reports — the **Purchase Day Book**, the **Supplier Audit Report** and the **Payment List**—which detail your purchase transactions...

1. The [Purchase Day Book](#) is designed to record each transaction in the order in which it was entered into the accounts. This report enables you to follow every transaction as it happened.
2. The [Supplier Audit Report](#) is designed to show these same transactions but sorted by suppliers. This report enables you to establish the sequence of transactions for each supplier.
3. The [Payment List](#) is designed to record all payments made from the Purchase Ledger. This report is not strictly an audit report and is not subject to the strict controls required of the other two.

Each of the above reports are examined in more detail on the following pages...

Check Numbers

To maintain the integrity of your audit reports, Bottom Line numbers them so that anyone auditing your accounts can be sure that there is a full audit trail available.

Printing and Clearing Audit Reports

You are able to Preview and print an audit report at any time and once you have printed it the program offers you the option to clear the transactions that are listed on it. You should remember the following points about audit reports...

- When you clear the transactions the program starts a new report with the next number. You should file the numbered copy that you have printed because you will not be able to regenerate it.
- If you do not clear the transactions then the report number remains the same and new transactions are appended to the end of the same report.
- Bottom Line insists that you print and clear the Purchase Daybook and Supplier Audit reports before you can carry out an [End Of Period](#) for the Purchase Ledger — as discussed in Chapter 18.

The Purchase Daybook

To prepare a Purchase Daybook report, either choose it from the (Purchase) Report menu or double click its icon in the Purchase Ledger Reports window. Set the [Report Options](#), [Page Setup](#) options and [fonts](#) as described in Chapter 5 and [print the report](#) as required.

Rock Solid Limited				Date : 15-Mar-1997			
Purchase Day Book No. 12				February 1997			
				Report Number			
Date	Reference	Type	Account ID	Net Value	VAT	Total Value	
28-Feb-1997	7817239	Invoice 2144	XL Services	31.18	0.00	31.18	
29-Feb-1997	75284	Invoice 2145	BSY Motors	299.00	52.33	351.33	
	97835	Invoice 2146	Jarvis	1,700.00	297.50	1,997.50	
	97838	Invoice 2147	Jarvis	5,525.00	968.88	6,493.88	
	1028	Invoice 2148	Tylers	850.00	0.00	850.00	
10-Jan-1997	L0945480	Invoice 2149	Bells	50.71	8.87	59.58	
22-Jan-1997	1408215730	Cr. note 2150	Systems Unltd	-44.75	-7.83	-52.58	
29-Feb-1997	KP1983	Invoice 2151	Monegate	473.16	14.67	487.83	
	A50983	Invoice 2152	Armstrong	53.18	0.00	53.18	
	BB983	Invoice 2153	Youngs	599.87	86.90	686.77	
	T71562	Invoice 2154	Fischer	817.93	9.90	827.83	
	J8765	Invoice 2155	Copytec	756.34	3.38	759.72	
	SW996385	Invoice 2156	Healthcare	207.35	0.00	207.35	
	SW996458	Invoice 2157	Healthcare	877.98	5.21	883.19	
	57953	Invoice 2158	Tradeline	74.00	5.59	80.19	
	L555976	Invoice 2159	UK Fuels	732.12	2.98	735.10	
	A31795	Invoice 2160	Colourprint	506.96	85.37	592.33	
	888560	Invoice 2161	Maybright	61.45	5.50	66.95	
3-Mar-1997	PA0027	Invoice 2162	Parkfield	2,380.00	0.00	2,380.00	
29-Feb-1997	57988	Misc Cr	Tradeline	-95.59	0.00	-95.59	
22-Jan-1997	1408216168	Invoice 2163	Systems Unltd	119.53	20.92	140.45	
29-Feb-1997	146598	Invoice 2164	Pitmans	358.52	4.47	362.99	
	BB1056	Invoice 2165	Youngs	114.51	1.04	115.55	
27-Feb-1997	91411	Invoice 2166	Greeves	59.00	10.33	69.33	
29-Feb-1997	1619	Invoice 2167	Tylers	297.00	51.97	348.97	
	111	Invoice 2168	Karvel	5,464.07	956.21	6,420.28	
Summary of transaction values				Total Invoiced	40,560.89	4,083.65	44,644.54
				Total Credit Notes	-158.80	-26.87	-185.67
				Total Payments	-40,403.36		-40,403.36
				Total Refunds	22.50		22.50
				Total Miscellaneous Credits	-95.61	0.00	-95.61
				Total Miscellaneous Debits	0.01	0.00	0.01
				ES Discount Taken	0.00		0.00
				TOTALS	-74.37	4,056.78	3,982.41

Click **Remove** to remove the transactions and increment the Purchase Daybook number

Once you have printed the report you are invited to clear the listed transactions from the Daybook...

Click **No** to retain the transactions listed



Do you want to remove these transactions from the Purchase Daybook?

The Supplier Audit Report

To prepare this report, either choose Supplier Audit from the (Purchase) Report menu or double click its icon in the Purchase Ledger Reports window. Set the [Report Options](#), [Page Setup](#) options and [fonts](#) as described in Chapter 5 and [print the report](#) as required.

Rock Solid Limited		Supplier Audit Report No. 12					Date : 15-Mar-1997
Supplier Category heading		Report Number					February 1997
Supplier's Name	Date	Type	Reference	Net Value	VAT	Total Value	
Utilities/Office							
JW Fraser	29-Jan-1997	Invoice	B67562	6.79	0.00	6.79	
	9-Feb-1997	Payment	AMEX	-6.79		-6.79	
Karvel Electronics	16-Feb-1997	Payment	cq 701	-595.75		-595.75	
Nexus	1-Feb-1997	Invoice	45689	30.00	0.00	30.00	
	21-Feb-1997	Payment	cq 714	-30.00		-30.00	
Petty Cash	29-Feb-1997	Invoice	Cash/Feb	90.15	2.22	92.37	
	29-Feb-1997	Payment	cash	-92.37		-92.37	
Star Systems	9-Feb-1997	Invoice	9214163231	64.79	11.34	76.13	
	29-Feb-1997	Payment	DD/Star	-76.13		-76.13	
Viatron	9-Feb-1997	Invoice	9602080337	18.03	3.16	21.19	
	16-Feb-1997	Payment	cq 702	-21.19		-21.19	
TN Youngs Ltd	15-Feb-1997	Invoice	0202778232	30.60	5.36	35.96	
	28-Feb-1997	Payment	cq 729	-35.96		-35.96	
Utilities							
NT Information Services Ltd.	14-Feb-1997	Invoice	00000028	48.37	8.46	56.83	
	28-Feb-1997	Payment	DD/NT	-56.83		-56.83	
Tradeline	7-Feb-1997	Invoice	I1019056	20.69	3.62	24.31	
	11-Feb-1997	Invoice	V5396438	39.01	6.83	45.84	
	13-Feb-1997	Invoice	L0982132	38.06	6.66	44.72	
	13-Feb-1997	Invoice	I 562679	53.62	9.39	63.01	
	21-Feb-1997	Payment	cq 705	-114.87		-114.87	
	10-Nov-1996	Invoice	L0945480	50.71	8.87	59.58	
UK Fuels	5-Feb-1997	Invoice	FP-203330	62.08	10.87	72.95	
	21-Feb-1997	Payment	cq 713	-72.95		-72.95	
XL Services	16-Feb-1997	Invoice	40038316	195.00	34.13	229.13	
	21-Feb-1997	Payment	DD/XL	-229.13		-229.13	
Summary of transaction values				Total Invoiced	40,560.89	4,083.65	44,644.54
				Total Credit Notes	-158.80	-26.87	-185.67
				Total Payments	-40,403.36		-40,403.36
				Total Refunds	22.50		22.50
				Total Miscellaneous Credits	-95.61	0.00	-95.61
				Total Miscellaneous Debits	0.01	0.00	0.01
				ES Discount Taken	0.00		0.00
				TOTALS	-74.37	4,056.78	3,982.41

Click **Remove** to remove the transactions and increment the Supplier Audit number.

Once you have printed the report you are invited to clear the listed transactions from the Audit report...

Click **No** to retain the transactions listed



Do you want to remove these transactions from the Supplier audit report?

The Payment List

To prepare this report, either choose Payment List from the (Purchase) Report menu or double click its icon in the Purchase Ledger Reports window. Set the [Report Options](#), [Page Setup](#) options and [fonts](#) as described in Chapter 5 and [print the report](#) as required.

Rock Solid Limited Date : 15-Mar-1997

Payment List February 1997

Supplier Category heading

Reference	Date	Cash	Cheque	Credit	Standing Order	
Staff Expenses						
Bells & Sons cq 711	21-Feb-1997		786.87			
Counterpoint AMEX	9-Feb-1997				290.94	
Utilities/Office						
JW Fraser AMEX	9-Feb-1997				6.79	
Karvel Electronics cq 701	16-Feb-1997		595.75			
Nexus cq 714	21-Feb-1997		30.00			
Petty Cash cash	29-Feb-1997	92.37				
Star Systems DD/Cellocom	29-Feb-1997				76.13	
Viatron cq 702	16-Feb-1997		21.19			
Utilities						
NT Information Services Ltd. DD/Uniqueair	28-Feb-1997				56.83	
Tradeline cq 705	21-Feb-1997		114.87			
UK Fuels cq 713	21-Feb-1997		72.95			
XL Services DD/XL	21-Feb-1997				229.13	
Totals for this report		TOTALS	92.37	10,256.87	0.00	30,031.62

Note: Payments made directly from the General Ledger will not appear here.

Page : 3 of 3

Click **Remove** to remove the transactions and start a new report.

Once you have printed the report you are invited to clear the listed transactions from the Payment List...

Click **Cancel** to retain the transactions listed


Do you wish to remove these transactions from the payment list?

Purchase Analysis Codes

Chapter 10 explains how you prepare a [Purchase Allocation Structure](#) which has the twofold purpose of providing a means of analysing your purchases and also of directing the purchase transactions to the General Ledger.

This report allows you to list the code structure that you have set up. It lists all the codes that you have allocated and provides a convenient pad for you to note down any new analysis records as you expand the structure.

To prepare this report, either choose Analysis Codes from the (Purchase) Report menu or double click its icon in the Purchase Ledger Reports window. Set the [Report Options](#), [Page Setup](#) options and [fonts](#) as described in Chapter 5 and [print the report](#) as required.

Rock Solid Limited			Date : 19-May-96		
Purchase Analysis Codes					
GL a/c code	Description	Code	GL a/c code	Description	Code
20800	Zero Rated VAT	0	72400	Training	39
20800	Standard Rate VAT	1	73300	Sales Expenses	13
		2	74300	Entertainment	14
		3	75300	Pensions	17
		4	75400	Prtg/stationery	10
		5	75500	Postage	36
10400	License Rights	40	75600	Audit/Accounts	11
11000	Furniture	35	75700	Legal Fees	12
11100	Capital Equipmt	34	76000	Telecomms	15
11200	Motor Vehicle	42	76100	Insurance	
16500	Misc. Dr/Cr	47	76600	Admin Service	
60104	Exps - Dept 4	27	76900	Per	
60105	Exps - Dept 5	28	77300		
60106	Training Mtrls	44			
60501	Exps - Dept 1	29			
60503	Exps - Dept 3				

You may want to keep this report handy as a reference for Purchase codes when you are entering invoices. Notice that the items are sorted into order of the General Ledger codes. This means that the sequence will make sense even if the Analysis code numbers have been allocated in a random manner.

Purchase Analysis

next chapter 

This final report is the actual analysis of purchases. It is arranged so that each Purchase Analysis record shows its costs on a period by period basis. The analysis shows figures for two years one above the other — this year and last year.

To prepare this report, either choose Purchase Analysis from the (Purchase) Report menu or double click its icon in the Purchase Ledger Reports window. Set the [Report Options](#), [Page Setup](#) options and [fonts](#) as described in Chapter 5 and [print the report](#) as required. This report may be more readable if you use landscape orientation.

Rock Solid Limited		Purchase Analysis Report												Date : 19-May-1997
Analysis codes and titles		January	February	March	April	May	June	July	August	September	October	November	December	
1	Standard Rate VAT													
	1997	1,046.48	1,185.43	2,924.69	254.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	1996	1,361.45	342.43	2,306.04	699.89	443.88	1,319.17	256.75	698.69	354.30	517.16	586.98	1,267.72	
6	Equipmt Maintce													
	1997			576.46	0.00	0.00								
	1996			0.00	0.00	50.00								
23	Heat/Light/Power													
	1997	0.00	0.00	0.00	0.00	0.00								
	1996	0.00	47.85	0.00	0.00	0.00								
24	Cleaning													
	1997	0.00	40.00	60.00	0.00	0.00								
	1996	20.00	0.00	20.00	0.00	40.00	20.00	0.00	20.00	20.00	0.00	20.00	20.00	
25	Domestic Exps													
	1997	34.28	22.44	37.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	1996	248.75	20.37	10.88	58.27	3.99	6.33	12.38	48.41	16.09	13.88	0.00	100.00	
26	Bank Charges													
	1997	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	1996	0.00	0.00	0.00	0.00	0.00	0.00	15.00	0.00	0.00	0.00	0.00	0.00	
27	Exps - Dept 4													
	1997	0.00	138.00	9,465.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	1996	2,772.00	0.00	5,177.00	2,830.00	639.00	105.00	0.00	0.00	0.00	23.90	0.00	1,185.00	
46	Staff Recruit.													
	1997	145.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	1996	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,516.40	153.07	
TOTAL PURCHASES														
	1997	10,376.76	12,815.98	24,692.66	5,014.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	1996	12,449.26	5,297.21	18,646.14	8,654.74	11,176.96	13,384.86	11,228.56	10,220.25	7,728.18	4,783.45	7,847.61	13,318.07	
CUMULATIVE PURCHASES														
	1997	10,376.76	23,192.74	47,885.40	52,899.99	52,899.99	52,899.99	52,899.99	52,899.99	52,899.99	52,899.99	52,899.99	52,899.99	
	1996	12,449.26	17,746.47	36,392.61	45,047.35	56,224.31	69,609.17	80,837.73	91,057.98	98,786.16	103,569.61	111,417.22	124,735.29	

Recycling Purchase Results



You may wish to analyse the figures that are contained in this report in further ways — perhaps to graph them or analyse trends from them. For this reason Bottom Line allows you to export these reports for use in spreadsheets or elsewhere. [Exporting data](#) is explained in Chapter 19.

Individual cost analysis record (figures are net - excluding VAT)

Periodic and cumulative totals