Chapter Eleven

DISPLAYING PURCHASE ACCOUNTS AND TRANSACTIONS

About this Chapter

This Chapter shows you how to use the **Display account details** command to display and print out details of Purchase Ledger accounts and transactions.

Introduction

The **Display account details** command enables you to display or print out information which has been posted to the Purchase Ledger. You cannot change account or transactions details with this command; it is for reporting purposes only.

For a specified account, the **Display account details** command provides information under three levels of detail:

- Firstly, it shows basic Purchase Ledger account information, including age analysis details.

- Secondly, if required, you may obtain a listing of all uncleared invoices on that account, showing the original amount and the amount still outstanding credit notes, adjustments and On Account payments are also displayed.

- Thirdly, you may obtain fuller details of each transaction, such as the total amount paid, the date of last payment, the Daybook Number and various references.

Selecting a Purchase Account

To display on screen or print out information regarding a particular account, first select the **Display account details** command from the Purchase Ledger Menu. You are shown the following prompt:

> Enter Account no '?' for short name index or 'E' if end
> ?__

If you do not wish to continue with the **Display account details** command, type the letter **E** (in upper-case) and press **Return**. The system then returns you to the Purchase Ledger Menu.

To continue with this command, respond to the screen prompt by typing the Account Code and pressing **Return**. Alternatively, enter the Short Name of the account; if you do not know the Short Name, press the **?** key to be shown the Short Names of all the accounts set up on the Purchase Ledger. The Short Name Search facility is explained in detail in Chapter Three of this User Manual.

Purchase Account Details

Once you have specified the Purchase Ledger account, either by its Account Code or Short Name, a screen resembling that in Figure 12.1 is now shown.

In addition to showing basic supplier and account information, the screen also provides an age analysis for the selected account, showing how much is currently outstanding and how much is due within 30 days, 60 days, 90 days and 120 days.

The number of outstanding invoices (**Items O/S**) and their total value (**Total O/S**) is displayed in the lower right-hand corner of the screen. The age analysis includes:

- **ATD total**: The accumulated to date total. Depending on how your system is set up, this field shows either the sum for all previous transactions on the account or the sum accumulated in the previous financial year, as calculated on the Nominal Ledger.

- **YTD total**: This is the current Nominal Ledger year to date total.

- **PTD total**: This is the turnover in the current Nominal Ledger accounting period.

Note that all age analysis amounts exclude VAT.

```
        Key 'D' for detail, 'N' for next a/c, 'P' to print, 'E' to end
  ■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■

  Account  Eastern Finance Ltd.   Code      A27
           Card Services          Type      Age      0
           PO Box 70              Control   00000000 Terms  MN
           Brighton BN2 1YP       CL        5000.00  Disc   E
  Contact  Customer Services      Area      12       Cat    P
  Tel.     0494 45005             Last Cheque 17/10/98  214.00
  Currency


  ■■■■■■■■■■■■■■■ AGE ANALYSIS ■■■■■■■■■■■■■■■
  Current       500.00       ATD total    23721.00
  30 days         0.00       YTD total     1239.00
  60 days         0.00       PTD total      845.00
  90 days         0.00       Items O/S        1.00
  120 days        0.00
  On account      0.00       Total O/S      500.00
```

Figure 12.1. A Sample Account Details Screen

Furthermore, the dates used by the system in calculating age analysis amounts are the system dates rather than the transaction dates. As the system date is typically set at the current calendar date, the age analysis amounts reflect the date on which the transaction was entered into the system.

The PTD total field is reset to zero by running the **Carry forward NL a month end** command on the Nominal Ledger at the end of each monthly period. The YTD total field is reset to zero by running the **Carry forward NL at month end** command at the year-end period.

If you are inspecting a foreign currency account, the age analysis is also displayed in that currency, at the bottom of the screen.

At this point, the system prompts you to press either of the keys **D**, **N**, **P**, **T** or **E**, followed by **Return**. Respond with **D** for more details of the account; see the next section of this Chapter. Press **N** (Next account) to request a different account for display.

Press **P** (Print) to print out the details of the account you are currently viewing. Press **T** (Text) to view any text about this account. Text may be entered through the **Extra text on accounts** command on the Purchase Ledger Menu, as described in Chapter Eighteen of this User Manual

To exit from the command, select **E** (to End) at this screen and you are returned to the Purchase Ledger Menu.

Purchase Account Transactions

If you respond to the prompt at the top of the screen shown in Figure 12.1 by typing **D** for Details, the system lists all uncleared invoices, credit notes, adjustments and On Account payments on that account. Figure 12.2 shows a sample screen display. If the transactions on the account extend to more than one screen or page, pressing **Return** displays the next page of details. Information is displayed under the following six headings:

- **Inv Date**: The date of the transaction, whether the transaction is an uncleared invoice, credit note, adjustment or On Account payment.

- **T**: The type of transaction, either **InV** (invoice), **CN** (credit note), **Adj** (adjustment) or **Csh** (On Account payment).

- **Invoice**: The number of the purchase invoice, credit note, adjustment or On Account payment receipt.

- **Reference**: The supplier's order number or other reference information associated with the transaction, this field may contain both numeric and alphabetic characters.

- **Amount**: The amount of the original transaction.

- **Outstanding**: The amount outstanding.

In addition, PX appears beside all fully paid invoices. Such paid invoices may be cleared from the Ledger to the Invoice Log by running the **Clear paid invoices** command, as described in Chapter Nineteen of this User Manual.

```
        DETAILS OF PL ACCOIJNT E01

     Inv date   T    Invoice    Reference    Amount   Outstanding
  1.  27/08/98  Csh  007819    On a/c        -100,00   320.00
  2.  08/09/98  Inv  007930    23816198      103.00     00.00      PX
  3.  12/09/98  Inv  008002    Consultancy   115.00     42.25


               *** End of Account ***




  SPACE-move cursor, RETURN-next page, RUN-select invoices, S-search
```

Figure 12.2 Sample Account Transactions

If you select option **S** at this screen, you may specify a transaction for display in either of the following terms: Invoice Number, Invoice Date, Reference or Amount. This search facility is particularly useful when a Purchase Ledger account has a lengthy list of uncleared transactions, extending to more than a single screen.