


## Accounts Payable Ledger

The Accounts Payable Ledger, also sometimes known as the Purchase Ledger or Trade Creditors Ledger, is where the accounting aspects of the relationship with suppliers comes together and can be referred to.






Each supplier, once set up, will have a **Supplier Account** in which all transactions from bills, credit notes, payments to other miscellaneous items can be seen. Any balance should represent the true amount of money owed to your supplier; exceptionally it could represent an amount your supplier needs to repay to you.

### Where to find a Supplier Account?

A supplier account is found under the **ACCOUNTS** menu

**ACCOUNTS** → **LIABILITY ACCOUNTS** → **ACCOUNTS PAYABLE** →  the relevant **Supplier** from the list.

The screen will display the details of all transactions that have impacted and the balance on that Supplier Account between the selected dates.

Date	Reference	Account	Name	Memo	Increase	Decrease	Balance
10/01/2006		Phone Company			£434.75	£0.00	£434.75
	Bill	Telephone (Fixed)					
19/01/2006		Phone Company			-£82.25	£0.00	£352.50
 	Credit Note	Telephone (Fixed)					
13/02/2006		Phone Company			£0.00	£352.50	£0.00
 	Online Payment	Current Account	Bill Payment				

### What appears in the Suppliers Account?

Essentially any transaction recorded as between the Supplier and your entity will be shown in the Supplier Account.

Transactions are entered in the usual way as described in the user guides.

#### Cash Transactions

- ◆ Supplier Bills                                    See **Receiving Supplier Bills** user guide
- ◆ Supplier Credit Notes                        See **Receiving Supplier Bills** user guide
- ◆ Miscellaneous Deposits                      See **Miscellaneous Deposits** user guide
- ◆ Payments    See **Paying Supplier Bills** user guide
  - Cheques    See **Writing Cheques** user guide
  - Debit/Credit Cards                            See **Using Debit / Credit cards** user guides
  - Electronic payments                         See **Electronic Payments** user guide

#### Non Cash Transactions

- ◆ Journal Entries                                    See **Using Journal Entry** user guide

In simple terms you can use these transactions to manage the accounting relationship with your supplier.

In the context of a Supplier Account in the Accounts Payable ledger, miscellaneous deposits and journal entries are unusual transactions and care is required in their handling and understanding the implications. If you are in doubt please consult your accountant or advisor.

Note that a journal entry transaction is not available to be consumed in the bill payments screen, unlike all the other cash type transactions mentioned above. See **Receiving Supplier Bills** and **Paying Supplier Bills** user guides.

It is good practice to regularly review the balances on Supplier Accounts to ensure that the figures do represent the actual situation of what you owe (or you are owed) and that will be payable to your customer.

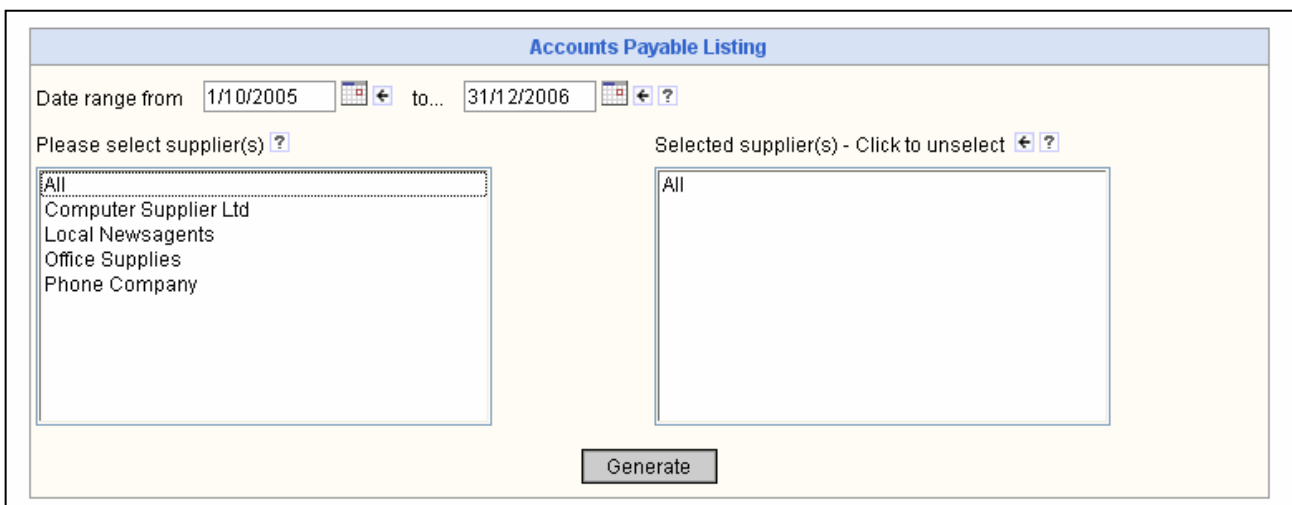
To help you do this you can both look at the situation on the screen, as described above, or print out a hard copy report as described below.

## Getting a Supplier Account Transactions Report

A report showing all transactions, including the non cash journal entry is available under the **REPORTS** menu.

### REPORTS → ACCOUNTS PAYABLE → AP LISTING

Enter the date range required and select the Supplier or Suppliers required



The screenshot shows a web interface titled "Accounts Payable Listing". At the top, there is a header bar with the title. Below the header, there are two date pickers: "Date range from" followed by a date field containing "1/10/2005" and a "to..." field followed by a date field containing "31/12/2006". Below the date pickers, there are two selection areas. The first is labeled "Please select supplier(s) ?" and contains a list box with the following items: "All", "Computer Supplier Ltd", "Local Newsagents", "Office Supplies", and "Phone Company". The second is labeled "Selected supplier(s) - Click to unselect" and contains a list box with the item "All". At the bottom center of the form, there is a "Generate" button.

A report in Adobe pdf format is prepared which may be printed at a local printer, saved locally or even emailed.

Consulting Company Ltd							
Accounts Payable Listing							
October 1, 2005 through December 31, 2006							
Date	Reference	Type	Account	Memo	Charge	Payment	Balance
<b>Computer Supplier Ltd</b>							
02/01/2006		Bill	Asset Additions		1,022.25	0.00	1,022.25
01/02/2006		Online Payment	Current Account	Bill Payment	0.00	705.00	317.25
<b>Local Newsagents</b>							
09/01/2006	200406	Cheque	Current Account		0.00	705.00	(705.00)
09/01/2006		Bill	Reference Books & Periodicals		58.75	0.00	(646.25)
13/02/2006		Misc Deposit	Current Account		646.25	0.00	0.00
<b>Office Supplies</b>							
29/11/2005	Inv 4532	Bill	Suspense	Supplier Opening Balance	323.13	0.00	323.13
10/01/2006		Online Payment	Current Account	Bill Payment	0.00	200.00	123.13
13/02/2006		Online Payment	Current Account	Bill Payment	0.00	123.13	0.00
13/02/2006		Bill	Office Supplies		235.00	0.00	235.00
13/02/2006	200407	Cheque	Current Account	Bill Payment	0.00	235.00	0.00
<b>Phone Company</b>							
10/01/2006		Bill	Telephone (Fixed)		434.75	0.00	434.75
19/01/2006		Credit Note	Telephone (Fixed)		(82.25)	0.00	352.50
13/02/2006		Online Payment	Current Account	Bill Payment	0.00	352.50	0.00

## An example from the Paying Supplier Bills screen

### ACTIVITIES → PAY BILLS

Supplier: Mercury Office Supplies Ltd									
Payment Date	Method of Payment	Bank Account	Reference	Amount To Pay					
15/02/2006	Online Payment	Current Account	pjt	£464.12	Apply To All				
<b>Bills</b>									
Pay	Due Date	Reference	Bill Amount	Amount Due ?	Amount Paid ?	Amount	Reference		
<input checked="" type="checkbox"/>	08/02/2006	ref 1/06	£493.50	£493.50	493.50	305.49	pjt		
<input checked="" type="checkbox"/>	04/03/2006		£158.63	£158.63	158.63	158.63	pjt		
<b>Unapplied Items</b>									
Use	Date	Document	Reference	Memo	Credit Amount	Unused Amt. ?	Amount To Use ?	Hide ?	
<input checked="" type="checkbox"/>	01/02/2006	Credit Note			£29.38	£29.38	29.38	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	03/02/2006	Debit Card			£158.63	£158.63	158.63	<input type="checkbox"/>	
					Submit	Cancel			

In the example above £464.12 is being paid made up of a bill offset by the credit note, and a debit card payment for the other bill possibly paid at the time the goods were collected and before the bill had been received.