

Creditors Ledger

Report Module Guide: Creditors Ledger

Module Location

Accounts Payable > Reports > Creditors Ledger

Module Objective

The **Creditors Ledger** report module is used to generate the **Accounts Payable Subsidiary Ledger**. This report presents a detailed list of all transactions (such as purchase invoices, payments, and credit/debit notes) for each supplier (vendor) or all suppliers within a specific time period. It is a fundamental report for managing and reconciling payable accounts.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the Creditors Ledger report that will be generated.

Company Name : PT. UNGGUL INDO MODERN SEJAHTERA

Account Payable | Report | Creditors Ledger

Type of Report

Creditors Ledger

Filter

1. Vendors:

☒ All

☐ Selected

2. Invoice Date:

Start Date **1 August 2025**

To Date **31 August 2025**

3. Status:

All

4. Currency:

☐ Respective Currency

☒ Base Currency

☐ Rate

Currency

AED

AUD

CNY

EUR

Euro

GBP

HKD

KHR

KRW

MMK

MYR

NGN

PHP

SGD

THB

TWD

USD

VND

YEN

IDR

4,075.65 IDR

7,000.00 IDR

2,260.00 IDR

17,079.64 IDR

12,000.00 IDR

19,062.00 IDR

2,067.67 IDR

3.50 IDR

12.00 IDR

8.00 IDR

3,413.00 IDR

35.00 IDR

276.00 IDR

9,800.00 IDR

431.00 IDR

504.40 IDR

9,000.00 IDR

0.63 IDR

11,721.00 IDR

Display Report

Export To MS Excel

Here is an explanation for each parameter:

• Vendors:

- Select **All** to display the creditors ledger for all suppliers.
- Select **Selected** to display the creditors ledger for one specific supplier.

• Invoice Date:

- Specify the **Start Date** and **To Date** range to define the report's period (e.g., August 1, 2025, to August 31, 2025).

• Status:

- Use this dropdown to filter transactions by their status.
- **Currency:**
 - Choose how currency values will be displayed, whether in **Respective Currency** (original transaction currency) or **Base Currency** (company's base currency).

2. Steps to Generate the Report

Step 1: Set Report Parameters

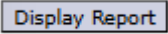
Select all the parameters you need, especially defining the **Invoice Date** range and the scope of **Vendors** you wish to see.

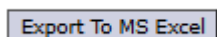


The screenshot shows a form with two sections. The first section, '1. Vendors:', has two radio buttons: 'All' (which is selected) and 'Selected'. The second section, '2. Invoice Date:', has a 'Start Date' field with the value '1 August 2025' and a 'To Date' field with the value '31 August 2025'. Both date fields have a small calendar icon to their right.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons in the bottom-left section of the page:

- **Display Report:** To preview the creditors ledger report directly on your screen. 
- **Export To MS Excel:** To download the report data in an Excel file format.



3. Example of the Report View

After you click, the system will generate a report like the following, which functions as a statement of account for a vendor.

Creditors Ledger												
11 August 2025, 03:48:42												
Name	Invoice Number	Invoice Date	Invoice Due Date	Invoice Amount			Total Paid		Invoice Amount Due			Status
				Amount	Tax	Freight	Amount	Tax	Freight	Amount	Tax	
...::: No Record Found ...:::												
Name	Debit Credit Notes Number			DC Notes Date					Amount		Amount Due	
...::: No Record Found ...:::												

Report Explanation: This report details all payable activity for the selected vendor and is divided into two main parts: a list of invoices and a list of debit/credit notes.

Key Columns:

- **Invoice Number:** A list of purchase invoices from the vendor.
- **Invoice Amount:** The total value of each invoice.
- **Total Paid:** The amount that has already been paid for that invoice.
- **Invoice Amount Due:** The remaining unpaid balance per invoice.
- **Debit Credit Notes Number:** A list of debit or credit notes related to the vendor.

Tips & Important Notes

- The Creditors Ledger report is one of the most important reports in the **Accounts Payable** module.
- Use this report to **reconcile your payable balance with the statement of account** sent by the vendor.
- Use the **Selected Vendor** filter to focus on one vendor when preparing payments or if there is a billing dispute.

Revision #1

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