

# PURCHASE LEDGER

Manage your supplier invoices logically with Partner for Windows Purchase Ledger

Most practices now use a purchase ledger to keep track of their suppliers' invoices, credit notes and all transactions. With the Partner for Windows Purchase Ledger this is made simple by having flexible and easy-to-use data screens which are designed with the busy Accounts/Cashier user in mind. The entries are linked to the nominal ledger via cost centres and account codes, ensuring that postings to the purchase ledger update the appropriate nominal ledger accounts automatically.

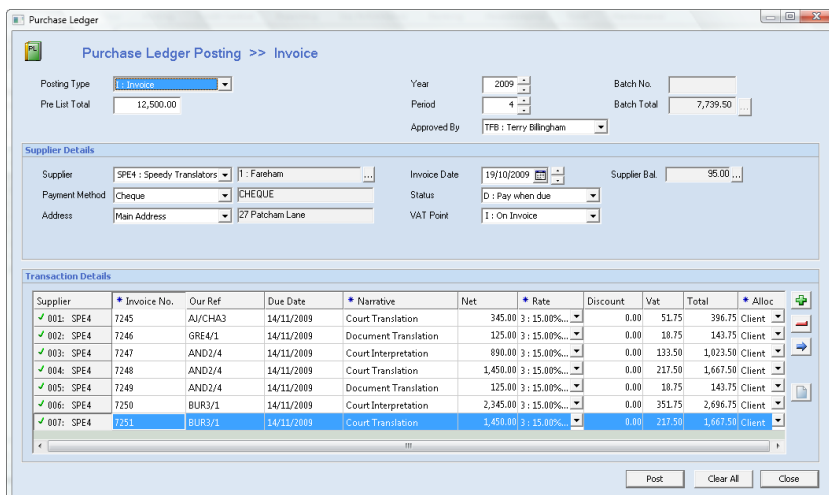
The Partner for Windows Purchase Ledger will enable the practice to keep good records and analysis for all suppliers:

- It has support for pre-payment of invoices, e.g. a purchase invoice for rent could be automatically split over three periods.
- Suppliers can be rated when a payment is posted, which will allow practices to monitor performance of suppliers over time.
- Office costs can be broken down, i.e. one supplier invoice covering photocopier costs could be analysed against repairs, consumables and lease costs, which allows for reporting by supplier by analysis code by period.

## ABOUT PARTNER FOR WINDOWS

Partner for Windows is a comprehensive practice and case management system including accounting, case and document management, time recording and billing which together form a complete system to meet the back and front office requirements of a modern legal practice.

The extensive functionality of Partner for Windows can further be enhanced using a range of specialist third party solutions designed to address key business issues for the legal profession. Each of these solutions is seamlessly integrated into Partner for Windows to ensure that the single practice and case management database remains at the core of the system.



Supplier	Invoice No.	Our Ref	Due Date	Narrative	Net	Rate	Discount	Vat	Total	Alloc
✓ 001: SPE4	7245	AJ/CHA3	14/11/2009	Court Translation	345.00	3 : 15.00%	0.00	51.75	396.75	Client
✓ 002: SPE4	7246	GRE4/1	14/11/2009	Document Translation	125.00	3 : 15.00%	0.00	18.75	143.75	Client
✓ 003: SPE4	7247	AND2/4	14/11/2009	Court Interpretation	890.00	3 : 15.00%	0.00	133.50	1,023.50	Client
✓ 004: SPE4	7248	AND2/4	14/11/2009	Court Translation	1,450.00	3 : 15.00%	0.00	217.50	1,667.50	Client
✓ 005: SPE4	7249	AND2/4	14/11/2009	Document Translation	125.00	3 : 15.00%	0.00	18.75	143.75	Client
✓ 006: SPE4	7250	BUR3/1	14/11/2009	Court Interpretation	2,345.00	3 : 15.00%	0.00	351.75	2,696.75	Client
✓ 007: SPE4	7251	BUR3/1	14/11/2009	Court Translation	1,450.00	3 : 15.00%	0.00	217.50	1,667.50	Client

Posting an invoice in Partner for Windows Purchase Ledger

## FEATURES

- Ability to match unallocated cash, invoices and credit notes on one screen which lists all outstanding items and allows them to be manually matched
- Postings can be made against specific periods, including forward posting as required
- Write-off facility for writing off part or all of an invoice
- Notes can be stored against individual postings
- Purchase analysis
- Nominal ledger apportionments functionality
- Ability to post invoices as registered invoices pending approval

## CONTACT

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**Email:** tfb@tikittfb.com

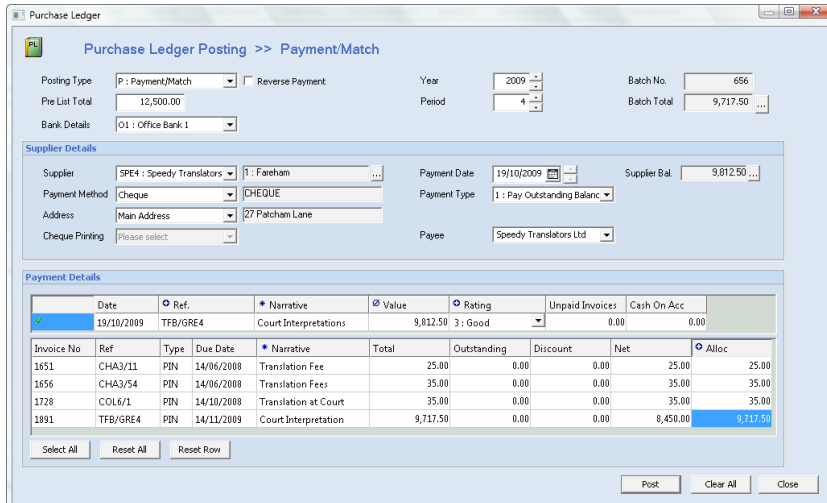
**Web:** www.tikittfb.com

### Postal Address:

1-2 Kingdom Close  
Kingdom Business Park  
Segensworth East  
Fareham  
PO15 5TJ

## A PARTNER FOR WINDOWS FACT SHEET

- Postings can be net from gross or gross from net
- Supports variable payment methods



**Purchase Ledger Posting >> Payment/Match**

Posting Type: P: Payment/Match  Reverse Payment Year: 2009 Batch No: 656  
 Pre List Total: 12,500.00 Period: 4 Batch Total: 9,717.50  
 Bank Details: O1: Office Bank 1

**Supplier Details**

Supplier: SPE4: Speedy Translators Ltd | F: Fareham | ... Payment Date: 19/10/2009 Supplier Bal: 9,812.50  
 Payment Method: CHEQUE Payment Type: 1: Pay Outstanding Balance  
 Address: Main Address | 27 Palcham Lane Payee: Speedy Translators Ltd  
 Cheque Printing: Please select

**Payment Details**

Date	Ref	* Narrative	Value	Rating	Unpaid Invoices	Cash On Acc			
19/10/2009	TFB/GRE4	Court Interpretations	9,812.50	3: Good	0.00	0.00			
Invoice No	Ref	Type	Due Date	* Narrative	Total	Outstanding	Discount	Net	Alloc
1651	CHA3/11	PIN	14/06/2008	Translation Fee	25.00	0.00	0.00	25.00	25.00
1656	CHA3/54	PIN	14/06/2008	Translation Fees	35.00	0.00	0.00	35.00	35.00
1728	COL6/1	PIN	14/10/2008	Translation at Court	35.00	0.00	0.00	35.00	35.00
1891	TFB/GRE4	PIN	14/11/2009	Court Interpretation	9,717.50	0.00	0.00	9,450.00	9,717.50

Select All | Reset All | Reset Row | Post | Clear All | Close

Matching payments in Partner for Windows Purchase Ledger

## ABOUT TIKITTFB

With more than 30 years of dedication to the legal profession, TikitTFB supports over 600 legal practices throughout the UK with managing risk, ensuring compliance and enhancing profitability using our award-winning Partner for Windows Practice and Case Management system.

Partner for Windows uses industry standard Microsoft technology, enabling the software to be smoothly integrated into existing infrastructures. Catering for firms of all shapes and sizes, Partner for Windows provides a flexible and comprehensive solution which can be readily tailored to meet the needs of practices now and in the future.

Part of the Tikit Group, provider of IT services and software to 90% of the UK's top 100 law firms, TikitTFB is well positioned to make magic circle technology accessible and affordable to large regional and high street firms.

To view the latest fact sheet on Purchase Ledger please visit [http://www.tfbplc.co.uk/assets/library/documents/Purchase\\_Ledger.pdf](http://www.tfbplc.co.uk/assets/library/documents/Purchase_Ledger.pdf)

### OTHER SOLUTIONS THAT INTEGRATE WITH PARTNER FOR WINDOWS PURCHASE LEDGER ARE:

- Accounting Partner for legal accounts
- Accounting Partner for desktop environment

### CONTACT

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