



# Purchase Ledger Module

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The SDM Purchase Ledger module operates within the suite of SDM's fully integrated Housing Software.

The SDM Purchase Ledger Module holds a comprehensive Supplier/Contractor database which is automatically available in the Repairs and Maintenance module.

## Key Information

### Supplier Master File

- Alpha numeric supplier reference
- Supplier Payment details
- Supplier Contact information
- Insurance Details
- Credit details
- Supplier Diary
- Credit terms
- GST Compliant

### Transaction File

- Invoice & Purchase Order register
- Automatic Payment due date
- Electronic Invoice Approvals
- Credit notes
- Various payment methods: EFT, Cheque, BPAY
- GST calculation
- Supplier reference details
- Invoice Import
- Invoice Diary



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## Reports

- Daily audit trails
- Supplier Accounts
- Invoice analysis
- Purchase Order Report
- Aged creditors analysis
- Payments pre list
- Payments reports
- BAS/GST Audit reports
- Diary reports
- Supplier Accounts

## Main Features

- Automatic Bank payments
- Bank Payments Facility
- Diary System
- Customisable Remittances for Printing or Emailing
- Scanning of Invoices which automatically attach to the diary
- Purchase Order Facility
- Detailed invoice reporting
- Electronic storage of invoices and remittance advices
- Supplier Master Reports
- Track invoices by Business Unit
- Cancelled payments facility
- Ability to lock Financial Periods
- Invoice Drilldown to Job Order or Maintenance Contract
- Document Management System holds all Communications with Supplier
- Automated Invoice Approvals
- Importing Invoices
- Customisable exports to Excel



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## Integration

The Purchase Ledger integrates with:

- SDM Nominal Ledger Module
- SDM Fixed Asset Register Module
- SDM Document Manager Module
- SDM Repairs & Maintenance Module