Payment Practices Reporting

How to Use the Payment Practices Report in Gold Purchase Ledger to Generate a List of Payments

The Department of Business, Energy and Industrial Strategy have released guidelines for reporting on payment practices and performance. Refer to the [Duty to Report on Payment Practices and Performance](#) for detailed guidance.

Businesses are required to **report twice a year on supplier payment practices** if, on their last two balance sheet dates, exceeded two or more of the thresholds below for qualifying as a medium-sized company under the Companies Act 2006:

- £54 million turnover
- £27 million balance sheet total
- 250 employees

The following information is required for this reporting:

- [x] Average days taken to pay invoices (from date of receipt of invoice to date of cleared payment)
- [x] Percentage of payments made <30 days, 31-60 days, >60 days
- [x] Percentage of payments not paid within agreed terms
- [x] The sum total of payments made during the reporting period
- [x] The percentage of payments that were paid during the reporting period which were not paid within agreed terms because of a dispute

Our Payment Practices Report on the Gold Purchase Ledger menu can be used to provide the base data for reporting Payment Practices. Follow the steps below to extract this information accurately.

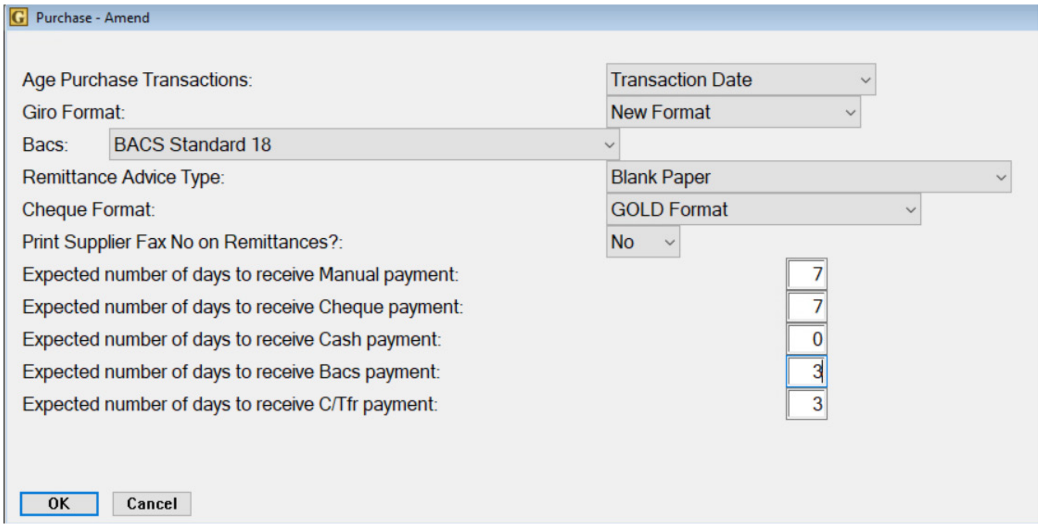
1. SET UP

1.1 Company Control Settings for Supplier Payment

The number of days for a supplier to receive a cleared payment must be set as this is used to determine the actual date of payment received.

In Gold, navigate to
Company Control File > Accounts > Purchase

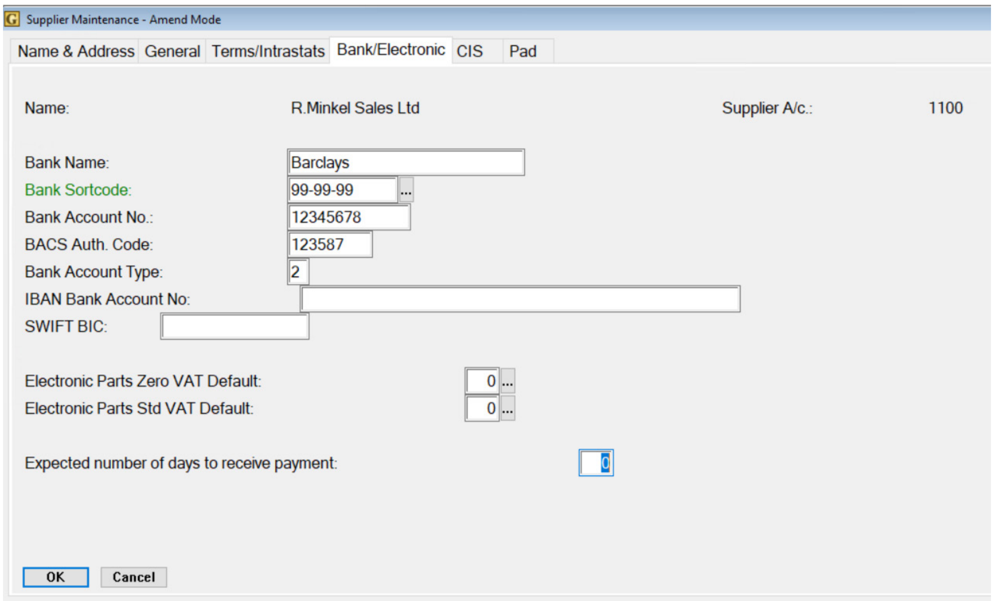
Enter the number of days to receive payment for each payment type. Allow for postal times and base on calendar days to account for non-working days.



1.2 Supplier Account Maintenance

If an expected number of days to receive payment is set against a supplier account, this is the number that will be used in the calculation of the report statistics. If this is 0, it will refer to the payment method days set on the company control file.

In Gold, navigate to
Purchase Ledger > Supplier Maintenance > Bank/Electronic

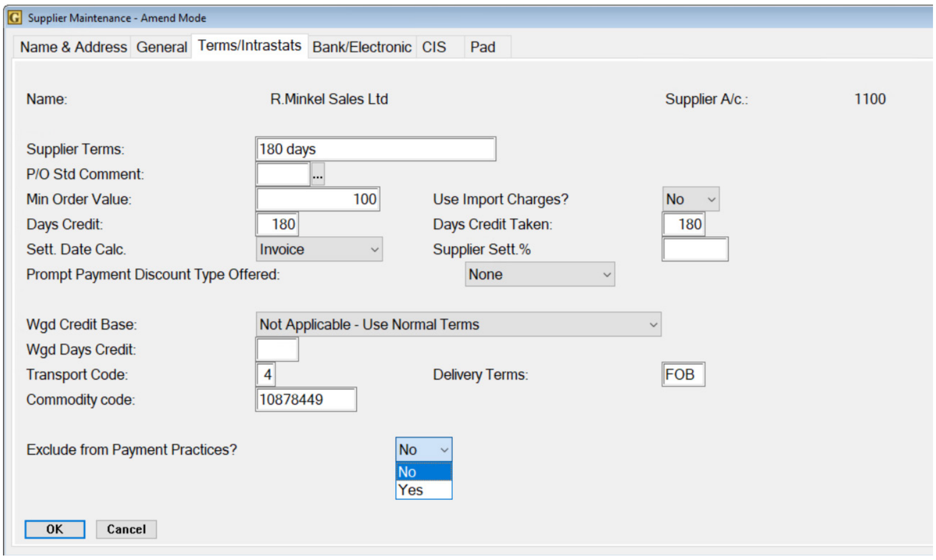


1.3 Excluding Suppliers

If a supplier falls outside of the Payment Practices Reporting requirements, for example Financial Services, the account can be excluded.

In Gold, navigate to
Purchase Ledger > Supplier Maintenance > Terms/Intrastats

Select **Yes** from the dropdown menu for **Exclude from Payment Practices?**

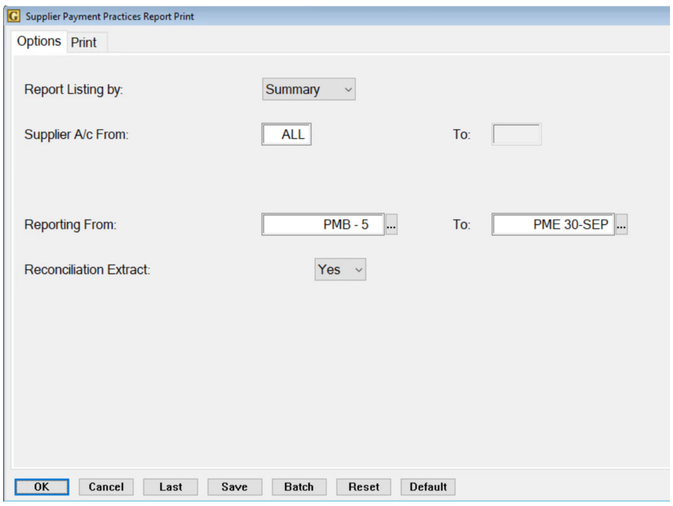


2. RUNNING THE REPORT

2.1 Payment Practices Report

The report will produce the statistics required for entry onto the website by companies matching the criteria set by the Department for Business, Energy & Industrial Strategy. Other static information must be recorded on the website, such as standard payment period and standard payment terms, etc. Follow the steps below to produce the report.

In Gold, navigate to
Purchase Ledger > Further Reports > Payment Practices Report > Options



Enter the required details using the table below:

Field	Option	Description
Report Listing	Summary Detail	Reports company totals only to be provided to the DBE&IS. Shows the information for each supplier
Supplier Account	From/To	Enter a range of supplier accounts to report, the default is **All**
Reporting Dates	From/To	Enter the date range to report. This will either be the first or last 6 months of the financial year.
Reconciliation Extract	Yes/No	Set this to **Yes** to create a CSV file containing the raw data used to calculate the report including payment values. This is exported using file transfer after the printed report.

Select **OK** to run the report. For each Supplier, the report will show the following information:

Payments	Avg. Days	<31 %	31-60 %	>60 %	Late & Unpaid %	Total
4	60	1 25%	0 0%	3 75%	5 83%	6

The values to be entered online are the Summary Totals for the Company:

- **Payments** - the number of invoices paid within the period
- **Avg. Days** - the average number of days taken to pay invoices
- **% <31** - the number and percentage of invoices paid within 30 days
- **% 31-60** - the number and percentage of invoices paid between 31-60 days
- **% >60** - the number and percentage of invoices paid after more than 60 days
- **Late & Unpaid** - the number and percentage of invoices due to be paid within the reporting period which were either not paid or were paid late

Note – number of days to pay is calculated using the system posting date of the invoice to the payment date plus the number of days specified for a supplier to receive the cleared payment.

2.2 Reconciliation Extract

This report is generated only if you selected **Yes** in the previous step. The report must be extracted to a CSV file to view the payment values and any dispute codes associated with the payments.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Supplier	Supplier Ri	Doc Ref	Terms	Days Credi	Invoice Da	Due Date	Invoice System Date	Payment R	Payment T	Transactio	Dispute Co	Add days	Days to make Payment	<31 Days	31-60 Days	>60 Days	Transaction Status	Days Late
2	1020	1024	P97495	30 days in	30	30-Jun-25	03-Jul-25	03-Jul-25	P97889	04-Jul-25	1	Z	3	7	-45000	0	0	Paid	1
3	1025	77326	P67676	30 days in	30	########	24-Apr-25	25-Mar-25	P77244	30-Apr-25	1		3	39	0	-132.3	0	Paid	6
4	1025	78777	P84243	30 days in	30	########	11-Jun-25	21-May-25	P90525	16-Jun-25	1		3	38	0	-45.24	0	Paid	5
5	1025	82015	P13483	30 days in	30	########	26-Sep-25	28-Aug-25			1		3	0				Stop	Unpaid
12	1032	111246	P15812	Days From	28	########	28-Sep-25	05-Sep-25			1		3	0				Stop	Unpaid
13	1034	291081	P71889	30 days in	30	########	05-Apr-25	08-Apr-25	P73308	16-Apr-25	1		3	44	0	-61.93	0	Paid	11
14	1034	291587	P71888	30 days in	30	########	30-Apr-25	08-Apr-25	P77244	30-Apr-25	1		3	33	0	-11.34	0	Paid	0
15	1034	291781	P79881	30 days in	30	08-Apr-25	08-May-25	07-May-25	P82103	########	1		3	41	0	-5.08	0	Paid	8
16	1034	291779	P79882	30 days in	30	08-Apr-25	08-May-25	07-May-25	P82103	########	1		3	41	0	-91.84	0	Paid	8
17	1034	291828	P79879	30 days in	30	10-Apr-25	10-May-25	07-May-25	P82103	########	1		3	39	0	-32.62	0	Paid	6
18	1034	291845	P79884	30 days in	30	11-Apr-25	11-May-25	07-May-25	P82103	########	1		3	38	0	-35	0	Paid	5

- Column O (the payment value of invoice paid within 30 days), Column P (the payment value of invoice paid between 31-60 days), and Column Q (the payment value of invoice paid after more than 60 days) can be totaled to get the total payment value.

- Column N shows the dispute code, so this can be used to filter payments where there was a dispute.

- Column S (Days Late) can also be filtered to get the number of payments not made within the agreed terms.

Please note, currently split payments and partial payments processed are not included. Work is being carried out so that split payments and partial payments will be included on the report print and displayed on the Excel extract.

3. USEFUL INFORMATION

Support Number:	Support Email:	Document Version:
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