The line colours in PS Accounting indicate the current status of a particular line on a document. The colours are as follows:

## Blue

This indicates the line is unallocated or unpaid if on a Sales or Purchase Ledger account. These lines will have a **Status** of **O** as shown in the following example:



The previous example shows an LLPI - Non-Order Invoice. The middle line is the Purchase Ledger line which is unpaid as the **Status** column displays an **O**.

An **O** on a VAT line indicates the line has not been included on a VAT return. In the previous example, the bottom line is the VAT element.

## Yellow/Cream

This indicates that the line is allocated and/or paid if on a Sales or Purchase Ledger account. These lines will have a **P** in the **Status** column as shown in the following example:



The previous example shows an LLPI - Non-Order Invoice. The Purchase Ledger line at the top has a **P** in the **Status** column which indicates the invoice has been paid.

The bottom line is the VAT element which also has a **P** in the **Status** column. This indicates the document has been included in a VAT return which is submitted to HMRC.

**IMPORTANT:** If the **Status** column for a VAT line shows a **P**, please do not amend the document as it may leave a balance on the VAT account.

## Magenta

This indicates the line is on a paylist which has not been completed/posted to the books.

To identify the paylist in question, check the **Paylist** column as shown in the following graphic. You can then select **Options** > **Payments** and complete the paylist if required. Additionally, if the document is removed from the paylist, it will revert back to a blue - open status if the document is removed from the paylist.
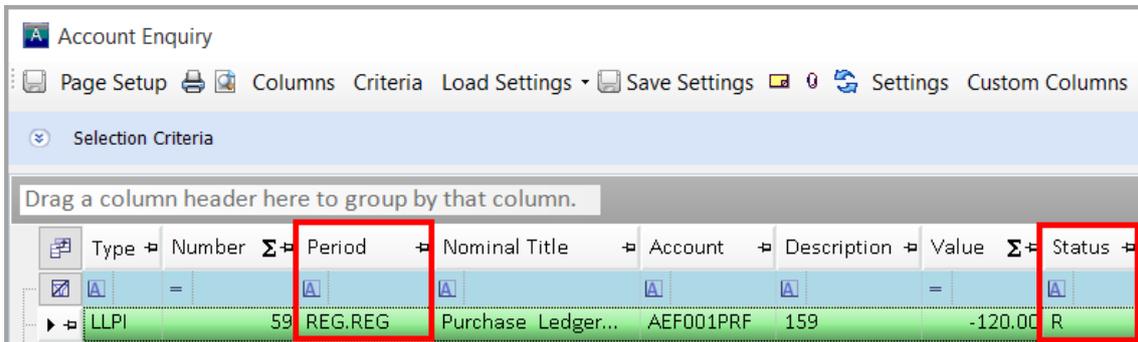
If you cannot see the paylist column, click on the **Columns** heading to display a list of additional fields, from which **Paylist** can be selected.
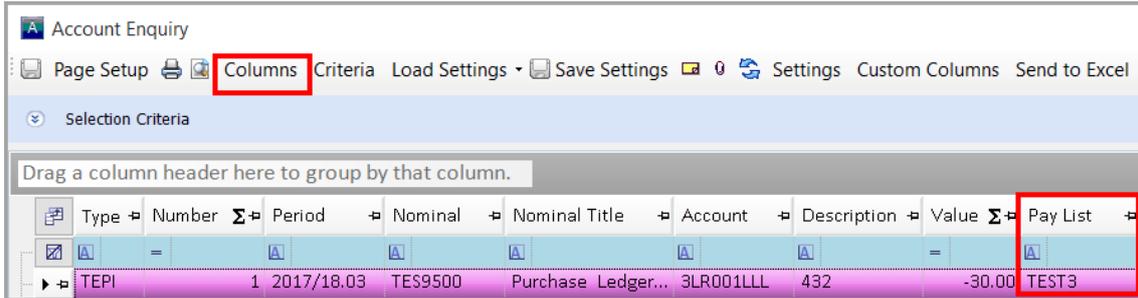


## Green

This is where a document is in the Register period. These documents will always have a **Status** of **R** as shown in the following graphic.



These documents are unauthorised documents, which will not pull through to a paylist until they have been authorised.

## Red

This is where a document is in **dispute**. These documents will not pull through to a paylist until they have been undisputed. Documents in dispute will have a status of **D** as shown in the following graphic.