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Sales Ledger

Sales ledger is a report, that shows customers, invoices and balance reports in chosen time period. It is possible to export the information into Excel and the reports can be saved.

1. Filters and filter options

<<: Report Sales Ledger _{v4} - Work - Microsoft Edge

https://login.dire	cto.ee/ocra_directo_jane/mr_aru_reskontro.asp?showall	l=1&klient_tyyp=0&klient=&kaart=0&show	vall=jee&viide=&klass=&vkonto	p=&data1=&data1_t=&lisav_sel_item1=&d_klass1=klient&datasisu1=&c
Sales Ledger				
Customer 🗸	Customer salesman 🗸	Class	D account	(Customer Datafield)
Time	Object	PP account	Status (all)	✓ (Customer Datafield) ✓
Range	Divide 🗸 0 x 0	days	Type (all)	✓ (Customer Datafield) ✓
Show (salesn	an) 🗸 (comment) 🗸	Currency	Precision 0,01 V	
	prepayment invoices 🗌 only overdue 🔲 By Transa	action time 🛛 Currency 🗍 Customer dat	a 🗌 Invoice project 🗌 Invoic	e object 🗌 D account 🗋 Orderer 🗌 Show delivery name 🗌 Edit
Total	✓ Overlaps are possible Sorted b	oy Customer 🗸 Invoice No 🖌		Mail Print REPORT
D' 1 (1)				

Picture(1)

- **Customer** Customer's code on Document (invoice or proceeding).
- Orderer Orderer's code on Document (invoice or proceeding).
- Both- Customer and Orderer both in the document (invoice or proceeding).
- **Customer salesman** invoices where customer is marked and whom client card has selected salesman.
- Invoice salesman shows invoices that have salesman marked on Document.
- Account manager shows invoices that have account manager marked on Document.
- Reg No Customer's registration number.
- **Class** Customer's class on the Document. Can be separated interval with colon. Also takes into account additional customer classes. Character to search empty field works.
- **D** account Customer's debt account on the invoice. The D account filter works with both a comma list (for example 12000,12001) and an account selection (for example, 12000:14000).
- Time the time of report.
- **Object** invoices that have selected an object in Document.
- PP account Customer's prepayment account.
- Status Status of the invoice.
- Range Document range.
- **Divide/Configure** distributes report summary overdue invoices sum by the temporal matter. E.g., divide by 3 x 7 shows expected proceedings for the last three and the next three weeks, based on payment term.
- **Type** invoice type
- Currency can be chosen currency e.g., invoices made with currency USD.
- Customer Datafield shows customers, who have been added a data field on the client card
- **Customer Datafield** includes searches according to the data field content.
- Total "total sums by" Customer, Class, Country, Salesman, Account manager, Reg no.
- **Overlaps are possible** with this option only lines with prepayment and balance remain in the Total view
- Sorted by report can be sorted by conditions in the options Customer code, Customer name,

Invoice No, Invoice Time, Invoice due date.

2. Choices

- **Only prepayment invoices** shows invoices that have been marked as prepayment on article.
- **Only overdue** shows only these invoices that are unpaid and overdue.
- **By Transaction time** report shows invoices according to the invoice transaction time not invoice creating time.
- **Currency** besides balance currency is added to the report. By the prepayment currency and currency together and compared to current rate.
- Customer data report shows customers address, phone number, fax number and e-mail.
- Invoice project the project in the invoice header is displayed.
- Invoice object the object in the invoice header is displayed.
- **D** account Report shows debt account.
- Orderer Report shows Orderer on the invoice.
- Show delivery name report shows delivery name on the invoice.
- Edit can write and edit Customer internal comment.

Write the text (or edit the text), leave the cell with the mouse, click on the coloured surface of the report and the text will be saved.

If the right to change 'customers' module is removed, the option to 'edit' the sales ledger will disappear. If you have this right and the edit box is checked, can write a comment after the customer int comment in the report, which is saved automatically.

Change g	roup rig	hts		Save	ා Vie	w changelo	g									
Documents	Reports	Setting	Other													
Delete row																
NO Mo	dule	Na	ame	How			Browse	Columns	View	Add	Direct	Change	Delete	Confirm	Attachments	Folders
🗆 1 kli	ent	C	ustomers	all	~	All			~							

3. Links

- Invoice No opens invoice
- Customer code opens customer card
- To Pay opens invoice balance
- Prepayment opens customer's prepayment list
- Balance opens customer's periodic statement with the data of the last 2 months
- Payment schedule the invoice payment schedule opens

4. Fine tuning

2023/00/10 21	.57			5/10			Sules Leager
Sales Ledger							
Customer 🗸 Time Range	Customer salesman V Object Divide V 0 x 0	Class PP account days	D account Status (all) Type (all)	Customer Data Customer Data Customer Data	afield) v afield) v afield) v	(Invoice datafield) ✔ (Invoice datafield) ✔ (Invoice datafield) ✔	2 1
Show (salesman) Only prepa Total	(comment) v (comment) v only overdue By Tran Overlaps are possible Sorted	Currency saction time Currency Customer date by Customer V Invoice No V	Precision 0,01 ta Invoice project I	voice object D account	Orderer Show delivery	rname Edit Print REPORT	

5/16

Sales Ledger

Picture(2)

2025/08/10 21.57

- Setting possibility to choose personal settings.
- Excel sheet (shortcut F12 or Alt+E) options: with customer information (same as on the screen), as table (allows to combine data from columns).
- Save report (shortcut Alt+A) save report to your own menu with selected name.

Sales I	Ledger											
Customer	~	Customer salesman 🗸			Class	D account		(Customer Datafield)	~		nvoice datafield) 🗸	
Ti	me				PP account		×		~		nvoice datafield) 🗸	
Rar	nge	Divide 🗸	0 x 0				~		×		nvoice datafield) 🗸	
Sh		V (comment) V					~					
									ter 🕒 Show derivery ha			
T		Overlaps are possible		Customer 🗸 Inv	oice No 🗸				Mail Prin	t REPORT		
Customer		Dura data		T								
Invoice No	12.01.2020	Due date	Term	10 pay	Days							
100007												
100002			14									
100005			14		- 000							
100006			14									
100022			14		Back Save DEL	ETE SETTING: Per	rsonal 🗸					
100028			14		·				-			
100029			14			Exceli Outpu	It With Custo	omer in Header 🗸				
100030			14			Split Labe	Numbers	<u> </u>				
100031	22.07.2021 6:45:20		14				- Transoro					
100032	22.07.2021 6:45:34		14		Customer data field wit	h invoice receiver e-ma	Numbers	~				
100033	22.07.2021 6:45:47		14			Client datafield	s Days					
100034	22.07.2021 6:46:22		14			Currenc						
100035			14			ounone	, control					
100036			14									
100037			14		Save							
100051			14									
100061			14									
100063			14									
100072			14									
100073		14.10.2021	14									
100074			E									
100075	30.11.2021	14.12.2021	14	2 400.00								

Picture(3)

• Split label - choices: numbers, days

Sales Ledger				
Customer V	Customer salesman 🗸	Class	D account	(Customer Datafield)
Time	Object	PP account	Status (all)	(Customer Datafield)
Range	Configure V Days -180,-90,0		Type (all)	Customer Datafield)
Show (salesman)	✓ (comment) ✓	Currency	Precision 0,01 V	
only prepayment	ent invoices 🗌 only overdue 🔲 By Transaction time	Currency 🗌 Customer data	a 🗌 Invoice project 🗌 Invoi	ice object 🗆 D account 🗋 Orderer 📄 Show delivery name 🗌 Edit
Total Customer	✓ ○ Overlaps are possible Sorted by Custor	mer 🗸 Invoice No 🗸		Mail Print REPORT
Customer Name 1001 Big Client 1002 Baltic Telemarketing OÜ	<u>180 -17990 -890 1.</u> 49 880 86 1 800.00 963.00	Compaid Prepayment 50 667.94 -776.55 49 963.00 0.00	Solution Split label 891.39 963.00	-numbers
Sales Ledger				
Customer 🗸	Customer salesman 🗸	Class	D account	(Customer Datafield)
Time	Object	PP account	Status (all)	✓ (Customer Datafield) ✓
Range	Configure V Days -180,-90,0		Type (all)	✓ (Customer Datafield) ✓
Show (salesman)	✓ (comment) ✓	Currency	Precision 0,01 V	•
only prepayme	nt invoices 🗌 only overdue 🔲 By Transaction time	Currency Customer data	🛛 🗆 Invoice project 🗖 Invoi	ice object 🔍 D account 💭 Orderer 💭 Show delivery name 💭 Edit
Total Customer	Overlaps are possible Sorted by Custon	ner 🗸 Invoice No 🖌		Mail Print REPORT
Customer Name	06.05.2022 04.08.2022 02	2.11.2022	Banance Split	t label - days
1001 Big Client	49 880.86 1 800.00	50 667.94 -776.5	49 891.39	-
1002 Baltic Telemarketing OÜ	963.00	963.00 0.00	963.00	
Picture(4)				

- Customer data field with invoice receiver e-mail add the invoice receiver's e-mail
- Customer datafields choose 3,6,9 (amount of the data fields in the report)
- Currency EUR (default)

5. Examples

5.1 Filtering options

5.1.1. Sales Ledger regular report with currency option

Sales I	.edger												
Customer	1002,1003,100	Customer salesman 🗸			Cla	ss		D account		(Customer D	atafield)	~	
Tir	ne	Object			PP accou	nt		Status (all		(Customer D	atafield)	~	
Ran	ae	Divide 🗸 0	× 0	davs				Type (all		 (Customer D 	atafield)	~	
Sh	ow (salesman)	V (comment) V			Curren	.v		Precision 0.0	1 🖌				
										🗆 .			
_	 only prepayment 	ent invoices 🕒 only overdue 🗀	By Transac	ction time	ency 🗆 C	uston	her data	Invoice project	 Invoice ob 	ject 🗆 D accou	unt 🗆 Orderer	Show	delivery name 🕒 Edit
To	tal	 Overlaps are possible 	Sorted by	Customer V In	voice No 🥆	<u>·</u>						N	lail Print REPORT
Customor	002 Baltic Tolomarko	ting OÜ											
Invoice No	Invoice time	Due date	Term	To pay	Days Curr	encv	Rate	To pay					
100057	23.07.2021	06.08.2021	14	963.00	-452	,	rtato	ie paj					
Customer b	alance			963.00									
Where over	due			963.00									
Customer 1	003 Strawberry		_	_			-	_					
Invoice No	Invoice time	Due date	Term	То рау	Days Curr	ency	Rate	То рау					
100053	23.07.2021 13:06:43	06.08.2021	14	105.93	-452								
100071	20.08.2021 16:03:26	09.03.2021 16:03:26	14	480.00	-424	SEN	0.0092	1 200 00					
Customork	01.03.2021 12.30.13	00.05.2021	'	703 77	-005	JLK	0.0302	1200.00					
Where over	due			703.77									
Customer 1	004 Orange												
Invoice No	Invoice time	Due date	Term	To pay	Days Curr	ency	Rate	To pay					
100009	01.05.2020	15.07.2020	14	882.68	-839	USD	0.9195	960.00 Pa	yment schedul	е			
100010	01.07.2020	15.07.2020	14	1 071.43	-839	USD	0.8929	1 200.00					
100045	23.07.2021 11:40:22	06.08.2021	14	214.00	-452								
100047	23.07.2021 11:43:20	23.07.2021 11:43:20	14	88.00	-466								
100048	23.07.2021 11:47:09	06.08.2021 11:47:09	14	88.00	-452								
100049	23.07.2021 11:51:46	06.08.2021 11:51:47	14	88.00	-452								
Prepayment	01.05.2021			-8 276.78		USD	0.8277	-10 000.00					
Prepaymen	ti			-8 2/6.78									
Customer b	alance			-5 844.67									
where over	aue			Z 43Z.11									

Picture(5)

5.1.2. Show only SEK and USD invoices

For this separate currency codes with commas without space "SEK,USD". If you want to see only USD invoices then write "USD"

Sales L	.edger											
Customer *	1002,1003,100	Customer salesman 🗸	•		CI	ass		D account		(Customer Datafield)	~	
Tir	ne 22.07.2021	Obje	ct		PP acco	ount		Status (all)	~	(Customer Datafield)	~	
Ran	ge	Divide 🗸	• 0 × 0	days				Type (all)	~	(Customer Datafield)	~	
Sh	w (salesman)	✓ (comment) ✓			Curre	ncy SEK	,USD	Precision 0,01	~			
	only prepayme	nt invoices only overdue	By Transact	tion time	ency	Custome	erdata (Invoice project	oice obie	ct 🗆 D account 🗆 Order	er 🗌 Show	delivery name 🗆 Edit
To	tal	 Overlaps are possible 	Sorted by	Customer 🗸 In	voice No	~					Ν	lail Print REPORT
Customer 1	003 Strawberry											
Invoice No 100147 Customer b Where over	Invoice time 01.03.2021 12:36:19 alance due	Due date 08.03.2021	Term 7	To pay 117.84 117.84 117.84 117.84	Days Cur -136	SEK (Rate 0.0982	То рау 1 200.00				
Customer 1	004 Orange											
Invoice No	Invoice time	Due date	Term	To pay	Days Cu	rrency	Rate	To pay				
100007	01.01.2020	15.01.2020	14	1 068.19	-554	USD (0.8902	1 200.00				
100009	01.05.2020	15.07.2020	14	1 103.35	-372	USD (0.9195	1 200.00 Payment s	chedule			
100010	01.07.2020	15.07.2020	14	1 071.43	-372	USD	0.8929	1 200.00				
100011	01.09.2020	29.10.2020	14_28	1 001.08	-266	USD	0.8342	1 200.00				
Prepayment	01.05.2021			-8 2/6./8		USD	0.8277	-10 000.00				
Prepaymen	t AT 22.07.2021:			-8 2/6./8								
Where over	due			4 244.05								

Picture(6)

Filtering with "comma" works also with Customer salesman/Invoice salesman.

5.1.3. Don't show EUR and SEK invoices

For this selection use exclusion mark ",!" and add currency codes separated with commas. For example insert ",!EUR,SEK" and the report shows only USD invoices. If you want to exclude only SEK invoices, then insert ",!SEK"

Sales Ledger									
Customer 🗸 [1002,1003,100	Customer salesman 🗸			Class		D account	(Custome	r Datafield) 🗸 🗸	
Time 22.07.2021	Objec	:t		PP account		Status (all)	✓ (Custome	r Datafield) 🗸 🗸	
Range	Divide 🗸	0 x 0	days			Type (all)	✓ (Custome	r Datafield) 🗸 🗸	
Show (salesman)	✓ (comment) ✓			Currency !	EUR,SEK	Precision 0,01	~		
only prepayme	ent invoices only overdue	By Transac	tion time	rency 🗌 Cust	omer data	Invoice project	Invoice object D ac	count Orderer	Show delivery name 🗌 Edit
Total	 Overlaps are possible 	Sorted by	Customer 🗸 In	voice No 🗸					Mail Print REPORT
Customer 1004 Orange									
Invoice No Invoice time	Due date	Term	To pay	Days Currenc	v Rate	To pay			
100007 01.01.2020	15.01.2020	14	1 068.19	-554 USI	D 0.8902	1 200.00			
100009 01.05.2020	15.07.2020	14	1 103.35	-372 US	D 0.9195	1 200.00 Payn	nent schedule		
100010 01.07.2020	15.07.2020	14	1 0/1.43	-3/2 USI	D 0.8929	1 200.00			
100011 01.09.2020	29.10.2020	14_28	1 001.08	-266 US	D 0.8342	1 200.00			
Prepayment 01.05.2021			-0 2/0./0	USI	0.6211	-10 000.00			
Customer balance			-0 210.10						
Where overdue			4 244.05						
Picture(7)									

Filtering with exclusion mark "!" works also with option Customer salesman/Invoice salesman.

5.1.4. Date added and Currency selected

Gives the report a balance divided between currencies and calculates prepayments with the currency rate, unpaid payments and balance.

Sales Ledger								
Customer 🗸	Customer salesr	nan 🗸	(Class	D account	(Customer Datafield)		
Time 22.07.2021		Object	PP acc	count	Status (all)	 (Customer Datafield)) 🗸	
Range	Divide	✓ 0 × 0	days		Type (all)	 (Customer Datafield) 	~	
Show (salesman)	✓ (comment) ✓		Curr	rency	Precision 0,01 V]		
only prepare	yment invoices 🗌 only ov	erdue 🗌 By Transac	tion time 🔽 Currency 🗌	Customer data	🛛 Invoice project 🗖 Invoid	e object 🗆 D account 🗆	Orderer 🗌 Show delivery r	name 🗆 Edit
Total	✓ Overlaps are p	ossible Sorted by	Customer 🗸 Invoice No				Mail Pi	int REPORT
Currency	Prepayment	Unpaid	Balance	Base currency Balance	22.07.2021 Balance	22.07.2021 Unpaid	22.07.2021 Prepayment	
EUR	-13 265.10	26 319.85	13 054.75	13 054.75	13 054.75	26 319.85	-13 265.10	
SEK	-10 000.00	61 200.00	51 200.00	4 869.50	5 007.58	5 985.62	-978.04	
USD	-10 000.00	13 420.00	3 420.00	3 262.21	2 904.46	11 397.03	-8 492.57	
TOTAL				21 186.46	20 966.79	43 702.50	-22 735.71	

Picture(8)

5.1.5. Date not added and currency selected

Gives the report all the balance dividend between currencies and calculates prepayments with today's currency rate, unpaid payments and balance.

Sales Ledger								
Customer 🗸	Customer sales	man 🗸		Class	D account	(Customer Datafield	d) 🗸	
Time		Object	PP	account	Status (all)	 (Customer Datafield) 	d) 🗸	
Range	Divide	e 🗸 0 x 0	days		Type (all)	 (Customer Datafield) 	d) 🗸	
Show (salesman)	🗸 (comment) 🗸]	С	urrency	Precision 0,01 V	•		
only prepare	yment invoices 🗌 only o	verdue 🗌 By Transa	tion time 🔽 Currency	Customer data	🛛 Invoice project 🗖 Invoi	ce object 🗆 D account 🗆	Orderer 🗌 Show de	livery name 🗌 Edit
Total	✓ Overlaps are p	oossible Sorted by	Customer 🗸 Invoice N	No 🗸			Mai	Print REPORT
Currency	Prepayment	Unpaid	Balance	Base currency Balance	Current rate Balance	Current rate Unpaid	Current rate Prepayment	
EUR	-36 944.55	251 699.35	214 754.80	214 754.80	214 754.80	251 699.35	-36 944.55	
USD	-37 600.00	64 595.67	26 995.67	24 143.38	27 229.85	65 156.01	-37 926.17	
SEK	-10 000.00	61 200.00	51 200.00	4 869.50	4 696.82	5 614.16	-917.35	
TOTAL				243 767.67	246 681.46	322 469.53	-75 788.06	
Picture(9)								

5.1.6 Overlaps are possible

Works with filter Total - customers. Only customers with both debt and prepayment can be filtered out.

https://login.directo.æe/ocra_directo. /mr_anu_reskontro.asp?showall=1&kklent_typ=0&kklent=&kkas=&kklass=&kkl) <<: Re	eport Sales Ledger 🗤 - Work - Microsoft Edge									
Sales Ledger Customer v Customer salesman v Customer v Object Big Client Object Sales Ledger Customer salesman v Customer v Object Sales Ledger Customer salesman v Customer v Object Only prepayment invoice only overdue By Trans- Total Customer v Customer v Customer Vame Overlaps are possible Sorted by Time Object PP account Range Diride 0 092 65 11/10000 0 095 000 0 05200 0 0000 Time Object PP account Range Diride 0 092 65 11/10000 0 only prepayment invoices on hy overdue By Transaction time - Currency - Total Customer v Show (salesman) v (comment) v Customer v Customer v Customer v Sorted by Irransaction time - Currency - Total Customer value Sorted by Irransaction time - Currency - Total Customer v Sorted by Irransaction time - Currency - Total Customer value 453 10000 0 0 000 - 00000 - 00000 0 0 000 0 0 0 0 0 0 0 0 0 0 0 0 0	🖯 h	ttps://login.directo.ee/ocra_directo_	/mr_aru_reskont	tro.asp?showal	l=1&klient	t_tyyp=0&klient=&kaar	t=0&showall=jee	e&viide=&klas	s=&vkonto=8	&data1=&data	1_t=&lisav_sel_item
Customer v Customer salesman v O <: Report Sales Ledger u = Work - Microsoft Edge	Sale	s Ledger									
Image Divide Object Sales Ledger Range Divide 0 × 0 Sales Ledger Image Divide 0 × 0 Sales Ledger Image Divide 0 × 0 Sales Ledger Image Overlaps are o	Custor	mer 🗸 🚺 Custom	er salesman 🗸) <<: Rej	port Sales Ledger _{v4} - Work	- Microsoft Edge				
Time Object Sales Ledger Range Divide 0 x 0 x 0 Show [salesman) [comment] [customer v] Customer v]					🗇 ht	tps://login.directo.ee/oo	cra_directo/	mr_aru_reskon	tro.asp?showa	all=1&klient_ty	yp=0&klient=&k
Range Divide 0 x 0 Show (salesman) (comment)		Time	Object		Sales	s Ledger					
Show (salesman) (comment) only prepayment invoices only overdue By Transa Total Customer Overlaps are possible Sorted by Customer Name Unpaid Prepayment 1001 Big Client 60 092.65 1710.00 1002 BaitC Telemarketing OU 963.00 0.00 1003 Strawberry 703.77 0.00 1004 Orange 3 632.11 8.276.78 1005 Melon 1.042.58 -10.000.00 1006 Mango 8.094.92 -983.86 1010 Sameri Auto Aktaiaselts 1.200.00 -2000.00 1010 Sameri Auto Aktaiaselts 1.200.00 -2000.00 1011 METS AS 0.00 -12934.172 1012 Tailinna Lasteaed Rabarublik 0.36 0.00 1014 Mittetulundusühing Spordiklubi Nord 0.00 -10026 1016 GSS - Germany 1.404.00 0.00 1016 OSS - Germary 1.404.00 0.00 <td< td=""><td></td><td>Range</td><td>Divide 🗸</td><td>0 x 0</td><td></td><td>-</td><td></td><td></td><td></td><td></td><td></td></td<>		Range	Divide 🗸	0 x 0		-					
Only prepayment invoices Only overdue By Transe Customer v Customer v Customer v Customer v Customer v Overlaps are possible Sorted by Customer Name Unpaid Prepayment 60 092.65 -1710.00 96 3.00 0.00 1002 Baltic Telemarketing OU 96 3.00 -1710.00 96 3.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.01 0.01 0.02 Baltic Telemarketing OU 96 3.00 0.00 0.00 0.01 pransextion time Currency 0 0.01 prepayment invoices only overdue By Transection time Currency 0 1004 Orange 3 632.11 8 276 78 1000.00 0.00 1001 Big Client 60 092.65 1710.00 58 382.65 1010 Samuel G OU 97.79 0.000 1004 Orange 3 632.11 8 276.78 4 644.67 1011 METS AS 0.000 -12 933.42 1005 Mein 1 042.58 100		Show (salesman) V (com	ment) 🗸								
Total Overlaps are possible Sorted by Customer Name Unpaid Prepayment 1001 Big Client 60 092.65 -1710.00 1002 Baltic Clearankeating OU 963.00 0.00 1003 Strawberry 703.77 0.00 1004 Orange 3 632.11 -8 276.78 1005 Melon 1042.58 10 000.00 1009 Amserv Auto Aktsiaselts 1 200.00 -2000.00 1010 Samuel G OU 97.79 0.00 1011 METS AS 0.00 -1729.33.12 10212 Tallinna Lastead Rabarublik 0.36 0.00 1014 Mitteulundusuhing Sportiklubi Nord 0.00 -1729.33.12 1013 Haapsalu Linnavalitsus 1 200.00 -6000 1016 OSS - Germany 1 404.00 0.00 1017 OSS - France 1 320.00 -580.00 1018 Kilsent OU 0.00 -1120.00 1020 A&& GOT44 0.00 0.00		only prepayment invoices	only overdue	🗌 By Transa	Custom		Customer	salesman 🗸		С	lass
Divide Object PP account Customer Name Unpaid Prepayment Range Divide ▼ 0 × 0 days 1001 Baltic Telemarketing OU 60 092.65 -1710.00 Show (salesman) ▼ (comment) ▼ Currency 1003 Strawberry 703.77 0.00 only prepayment invoices only overdue By Transaction time Currency D 1004 Orange 3 632.11 8 276.78 Sorted by Customer ▼ movie Customer ▼ Down		Total Customer 🗸 🗆 Ove	rlaps are	Sorted by							
Customer Name Unpaid Prepayment 1001 Big Client 60 092 65 -1 10.00 1002 Baltic Telemarketing OÜ 963.00 0.00 1004 Orange 3 632.11 -8 276.78 1005 Melon 1 042.58 -10 00.00 1008 Johann Berg 9 600.00 -0.00 1009 Amserv Auto Aktsiaselts 1 200.00 -2000.00 1011 METS AS 0.00 -12 934.12 1012 Tallinna Lasteade Rabarublik 0.36 0.00 1014 Mittetulundusuhing Sportiklubi Nord 0.00 -4000.00 1016 OSS - Germany 1 404.00 0.00 1018 Kilent OÜ 0.00 -1120.00 1019 PLIATS AS 1 3200.00 -580.00 1 200.00 1010 SS - Fernace 1 320.00 -580.00 1 26 1018 Klient OÜ 0.00 -1120.00 -580.00 1 2620.00 1019 PLIATS AS 1 3200.00 -580.00 <td< td=""><td></td><td>possible</td><td></td><td></td><td></td><td>Time</td><td></td><td>Object</td><td></td><td>PP acco</td><td>ount</td></td<>		possible				Time		Object		PP acco	ount
1001 Big Client 60 092.65 0.71/10.00 Show (salesman) (comment) Currency 1002 Baltic Telemarketing OÜ 963.00 0.00 <	Custon	ner Name	Unpaid	Prepayment		Range	[Divide 🗸	0 x 0	days	
1002 Data treatmandering 00 303.00 0.00 1003 Strawberry 703.77 0.00 1004 Orange 3632.11 -8 276.78 1005 Melon 1042.58 -10 000.00 1006 Mango 8094.92 -983.86 1008 Johann Berg 9 600.00 -2000.00 1009 Amserv Auto Aktsiaselts 1 200.00 -2000.00 1001 Samuel G OÜ 97.79 0.00 1011 METS AS 0.00 -12 934.12 1013 Haapsalu Linnavalitsus 1 200.00 -000 1014 Mitterulundusühing Spordiklubi Nord 0.00 -4 000.00 1014 Mitterulundusühing Spordiklubi Nord 0.00 -4 000.00 1015 Aktsiaselts Eesti Post 15 366.53 0.00 1016 OSS - France 1 320.00 -600 1026 AS BCS Koolitus 2 200.00 -700.00 4 800.00 1017 OSS - France 1 320.00 -580.00 59 1 1026 AS BCS Koolitus 2 200.00 -700.00 4 800.00 1018 <td>1001</td> <td>Big Client Baltic Telemarketing OÜ</td> <td>60 092.65</td> <td>-1 710.00</td> <td></td> <td>Show (salesman)</td> <td>✓ (comme</td> <td>ent) 🗸</td> <td></td> <td>Curre</td> <td>ncy</td>	1001	Big Client Baltic Telemarketing OÜ	60 092.65	-1 710.00		Show (salesman)	✓ (comme	ent) 🗸		Curre	ncy
1004 Orange 3 632.11 -8 276.78 1005 Melon 1 042.58 -10 000.00 1006 Mango 8 094.92 -983.86 1008 Johann Berg 9 600.00 -2000.00 1009 Amserv Auto Aktsiaselts 1 200.00 -2000.00 1010 Samuel G OU 97.79 0.00 1011 METS AS 0.00 -12 934.12 1004 Orange 3 632.11 -8 276.78 1013 Haapsalu Linnavalitsus 1 200.00 -2000.00 1014 Mittetulundusühing Spordiklubi Nord 0.00 -4 000.00 1016 OSS - Germany 1 404.00 0.00 1017 OSS - France 1 320.00 -580.00 1018 Klient OÜ 0.00 -1120.00 1019 PLIATS AS 1 3200.00 -580.00 1022 Triton Holding OÜ 627.44 0.00 0.00 1022 Triton Holding OÜ 627.44 0.00 0.00 1023 ''X 3 HAMBARAVI OÜ'' 1 200.00 -680.00 1 52.26 102	1002	Strawberry	703.77	0.00		only prepay	ment invoices	only overdue	By Trans	saction time	Currency 🗆 Cu
1005 Melon 1 042.58 -10 000.00 Total Customer Overlaps are possible Sorted by Invoice No 1006 Margo 8 094.92 -983.86 -983.86 1000.00 -0000 0.00 0.00 1009 Amserv Auto Aktsiaselts 1 200.00 -2000.00 -0000 0.00 1001 Big Client 60 092.65 -17 10.00 58 382.65 1011 METS AS 0.00 -12 933412 1004 Orange 3 632.11 -8 276.78 -4 644.67 1013 Haapsalu Linnavalitsus 1 200.00 -4 000.00 1005 Melon 1 042.58 -10 000.00 -8 957.42 1014 Mitterluundusühing Spordiklubi Nord 0.00 -4 000.00 1006 Margo 8 094.92 -983.86 7 111.06 1014 Mitterluundusühing Spordiklubi Nord 0.00 -4 000.00 1009 Amserv Auto Aktsiaselts 1 200.00 -8 967.42 1016 OSS - Germany 1 404.00 0.00 1025 OU Companion 194.24 -13 194.24 -13 000.00 1018 Klient OU 0.00 -1120.00	1004	Orange	3 632.11	-8 276.78					,	Customer N	
1006 Mango 8 094.92 -983.86 1000 Johann Berg 9 600.00 0.00 1009 Amserv Auto Aktsiaselts 1 200.00 - 800.00 - 100.1 Big Client - 600.00 - 800.00 - 100.00 - 800.00 - 100.00 - 800.00 - 800.00 - 100.00 - 800.00 - 800.00 - 800.00 - 800.00 - 200.00 - 800.00 - 800.00 - 110.00 - 580.00 1 2 620.00 - 7000.00 - 4800.00 - 100.00 - 100.00 - 100.00 - 100.00 <td< td=""><td>1005</td><td>Melon</td><td>1 042.58</td><td>-10 000.00</td><td></td><td>Total Customer</td><td>V Vorla</td><td>aps are</td><td>Sorted b</td><td>y Invoice No</td><td></td></td<>	1005	Melon	1 042.58	-10 000.00		Total Customer	V Vorla	aps are	Sorted b	y Invoice No	
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1010 Samuel G OŬ 97.79 0.00 1001 Big Client 60 09.265 -1 710.00 5382.65 1011 METS AS 0.00 -12 934.12 1004 Orange 3 632.11 -8 276.78 -4 644.67 1013 Haapsalu Linnavalitsus 1 200.00 0.00 1005 Melon 1 042.58 -10 000.00 -8 957.42 1014 Mittetulundusühing Spordiklubi Nord 0.00 -4 000.00 0.00 1005 Melon 1 042.58 -10 000.00 -8 00.00 1014 Mittetulundusühing Spordiklubi Nord 0.00 -4 000.00 0.00 1009 Amserv Auto Aktsiaselts 1 200.00 -200.00 -800.00 1016 OSS - Germany 1 404.00 0.00 1025 OÜ Companion 194.24 -13 194.24 -13 000.00 1019 PLIATS AS 1 3200.00 -580.00 1025 OÜ Companion 137 973.00 -8 896.25 129 076.75 1020 A&E Office OY 1 200.00 -580.00 59 Directo 137 973.00 -148	1009	Amserv Auto Aktsiaselts	1 200.00	-2 000.00	Custom	er Name		Unpaid F	repayment	Balance	
1011 METS AS 0.00 -12 334 12 1004 Orange 3 632.11 -5 276.78 -4 644.67 1012 Tallinna Lasteaed Rabarüblik 0.36 0.00 0.00 1004 Orange 3 632.11 -5 276.78 -4 644.67 1012 Tallinna Lasteaed Rabarüblik 0.36 0.00 0.00 1004 Metso 1002.5 -6 276.78 -4 644.67 1013 Haapsalu Linnavalitsus 1 200.00 -4 000.00 1006 Mango 8 094.92 -983.86 7 111.06 1014 Mittetulundusühing Spordiklubi Nord 0.00 -4 000.00 1009 Amserv Auto Aktsiaselts 1 200.00 -580.00 12 620.00 1016 OSS - Germany 1 404.00 0.00 1025 OÜ Companion 194.24 -13 194.24 -13 190.00 -4 800.00 1018 Klient OÜ 0.00 -120.00 0.00 1026 AS BCS Koolitus 2 200.00 -7 000.00 -4 800.00 1018 Klient OÜ 0.00 -580.00 59 Directo	1010	Samuel G OÜ	97.79	0.00	1001	Big Client		60 092.65	-1 / 10.00	58 382.65	
1012 Tallinna Lasteaed Rabarüblik 0.36 0.00 1005 Melofit 1042.55 -10 00.00 -597.42 1013 Haapsalu Linnavalitsus 1 200.00 0.00 1006 Mango 8 094.92 -983.86 7 111.06 1014 Mittetulundusühing Spordiklubi Nord 0.00 -4 000.00 1009 Amserv Auto Aktsiaselts 1 200.00 -2 000.00 -800.00 1015 Aktsiaselts Eesti Post 15 366.53 0.00 1009 Amserv Auto Aktsiaselts 1 3 200.00 -580.00 12 620.00 1016 OSS - Germany 1 404.00 0.00 0.00 1025 OÜ Companion 194.24 -13 194.24 -13 000.00 1018 Klient OÜ 0.00 -1 120.00 1029 Infotark AS 11 40.00 -4 000.00 1019 PLIIATS AS 1 3 200.00 -580.00 59 Directo 1 37 973.00 -8 896.25 1 29 076.75 1020 A&E Office OY 1 200.00 -607.44 0.00 60 Maksu- ja Tolliamet 3 600.00 -1100.00 2 500.00 1022 Triton Holding OÜ 627.44	1011	METS AS	0.00	-12 934.12	1004	Orange		3 632.11	-8 2/6./8	-4 644.67	
1013 Haapsalu Linnavalitsus 1 200.00 0.00 1006 Marigo 0 094.92 -353.66 7 111.06 1014 Mittetulundusühing Spordiklubi Nord 0.00 -4 000.00 1006 Amery Auto Aktsiaselts 1 200.00 -2 000.00 -800.00 1015 Aktsiaselis Eesti Post 15 366.53 0.00 1019 PLIIATS AS 13 200.00 -580.00 12 620.00 1016 OSS - Germany 1 404.00 0.00 1019 PLIIATS AS 13 200.00 -7000.00 -4 800.00 1017 OSS - France 1 320.00 -1120.00 1026 AS BCS Koolitus 2 200.00 -7 000.00 -4 800.00 1018 Klient OÜ 0.00 -1120.00 1029 Infotark AS 1140.00 -1440.00 -300.00 1019 PLIIATS AS 13 200.00 -580.00 59 Directo 137 973.00 -8 896.25 129 076.75 1022 Triton Holding OÜ 627.44 0.00 0.00 62 Directo 137 973.00 -100.00 -13.33 1023 "X 3 HAMBARAVI OÜ" 1200.00 0.00 63 </td <td>1012</td> <td>Tallinna Lasteaed Rabarüblik</td> <td>0.36</td> <td>0.00</td> <td>1005</td> <td>Manga</td> <td></td> <td>9 004 00</td> <td>-10 000.00</td> <td>7 111 00</td> <td></td>	1012	Tallinna Lasteaed Rabarüblik	0.36	0.00	1005	Manga		9 004 00	-10 000.00	7 111 00	
1014 Mittetulundusühing Spordiklubi Nord 0.00 -4.000,00 -4.000,00 -2.000,00	1013	Haapsalu Linnavalitsus	1 200.00	0.00	1000	Amoony Auto Aktoiney	alte	1 200 00	2 000 00	800.00	
1015 Aktsiaselts Eesti Post 15 366.53 0.00 1013 FLIKTS AS 15 20.00 500.00 12 20.00 1016 OSS - Germany 1 404.00 0.00 1025 OÜ Companion 194.24 -13 194.24 -13 190.00 -4 800.00 1017 OSS - France 1 320.00 -1 120.00 1026 AS BCS Koolitus 2 200.00 -7 000.00 -4 800.00 1019 PLIATS AS 1 3200.00 -580.00 59 Directo 137 973.00 -8 896.25 129 076.75 1020 A&E Office OY 1 200.00 600 60 Maksu- ja Tolliamet 3 600.00 -1100.00 2 500.00 1022 Triton Holding OÜ 627.44 0.00 63 New 18 244.62 -18 092.36 152.26 1025 OÜ Companion 194.24 13 494.24 13 494.24 13 494.24 13 494.24 13 200.00 -13 33.3	1014	Mittetulundusühing Spordiklubi Nord	0.00	-4 000.00	1019	DI IIATS AS	5115	13 200.00	-2 000.00	12 620 00	
1016 OSS - Germany 1 404.00 0.00 1023 OC Companion 134.24 -13 000.00 -4 800.00 1017 OSS - France 1 320.00 0.00 1026 AS BCS Koolitus 2 200.00 -7 000.00 -4 800.00 1018 Klient OÜ 0.00 -1 120.00 1029 Infotark AS 1 140.00 -4 800.00 1019 PLIATS AS 1 3 200.00 -580.00 59 Directo 1 37 973.00 -8 896.25 1 29 076.75 1020 A&E Office OY 1 200.00 0.00 60 Maksu- ja Tolliamet 3 600.00 -1 100.00 2 500.00 1022 Triton Holding OÜ 627.44 0.00 62 Directo - Leedus reg. km kohuslaseks 8.67 -100.00 -1 3.33 1023 "K 3 HAMBARAVI OÜ" 1 200.00 62 Directo - Leedus reg. km kohuslaseks 8.67 -100.00 -1 3.33 1023 "K 3 HAMBARAVI OÜ" 1 200.00 1 3 100.3 -1 3 73.49 177 3 27.30	1015	Aktsiaselts Eesti Post	15 366.53	0.00	1015	OÜ Companion		194 24	13 194 24	13 000 00	
1017 OSS - France 1 320.00 0.00 0.00 1020 AS DO Notitis 2 200.00 7 000.00 4 000.00 1018 Klient OU 0.00 -1 120.00 1029 Infortar AS 1 140.00 -1 440.00 -300.00 1019 PLIIATS AS 1 3 200.00 -580.00 -59 Directo 1 37 973.00 -8 896.25 1 29 076.75 1020 A&E Office OY 1 200.00 -580.00 60 Maksu- ja Tolliamet 3 600.00 -1 100.00 2 500.00 1022 Triton Holding OÜ 627.44 0.00 62 Directo - Leedus reg. km kohuslaseks 86.67 -100.00 -13.33 1023 "K 3 HAMBARAVI OÜ" 1 200.00 0.00 63 New 18 244.62 -18 092.36 152.26 1025 OU Comparison 194.24 1 31.49.27 Total: 250 700.79 -73 373.49 177 327.30	1016	OSS - Germany	1 404.00	0.00	1025	AS BCS Koolitus		2 200 00	-7 000 00	-4 800.00	
Nient OD 0.00 -1 120.00 1000 1140.00 1160.00 1140.00 1160.00 1	1017	USS - France	1 320.00	0.00	1020	Infotark AS		1 140 00	-1 440 00	-300.00	
OUIS PLIATS AS 13 200.00 -580.00 63 Dates 10 01 01 01 01 01 01 01 01 01 01 01 01 0	1018	Klient OU	0.00	-1 120.00	59	Directo		137 973 00	-8 896 25	129 076 75	
1020 A&E Omco Fill Operating	1019	PLIATS AS	13 200.00	-580.00	60	Maksu- ia Tolliamet		3 600 00	-1 100 00	2 500 00	
1022 Thin Holding GO 627.44 0.00 62 Director Locator log, min Holding GO 102.00 103.00 1023 "K 3 HAMBARAVI OÜ" 1 200.00 0.00 63 New 18 244.62 -18 092.36 152.26 1025 OL Comparison 194.14 13 194.24 Total : 250 700.79 -73 373.49 177 327.30	1020		1 200.00	0.00	62	Directo - Leedus reg	km kohuslaseks	86.67	-100.00	-13.33	
1025 OL Companying 1942 13 194 24 Total : 250 700.79 -73 373.49 177 327.30	1022		1 200 00	0.00	63	New		18 244.62	-18 092.36	152.26	
	1025		194.34	13 194 24			Total :	250 700.79	-73 373.49	177 327.30	



5.2. Using the customer's internal comment

The customer's internal comment field has been added to the sales ledgers. It can be used as needed.

As an option, information on overdue invoices when customers are called or the customer's written answers to reminders are written here.

Often, long-term debtors are the same customers to whom reminders are sent and calls are made

every week. The answers are mostly the same - ",we expect to receive a large order ourselves", etc....). You can now see such information directly from the sales ledger.

5.2.1. Add a customer debt comment to sales ledgers

Sales	Ledger							
Customer	✔ 1002,1003	Customer salesman 🗸			Class	D account	(Customer Datafield)	~
Ti	ime	Object			PP account	Status (all)	 (Customer Datafield) 	~
Ra	nae	Divide 🗸	0 x 0	davs		Type (all)	 (Customer Datafield) 	~
SH	now (salesman)	(comment) x		,-	Currency	Precision 0.01	· ·	
01			_		Guinency			
	only prepayment ir	nvoices 💷 only overdue	By Transact	ion time 🕒 Curi	rency 🗀 Cust	tomer data 💷 Invoice project 💷 Invo	oice object 🛄 D account 🛄 Orde	rer 🕒 Show delivery name 🌌 Edit
Т	otal 🗸 🗸	Overlaps are possible	Sorted by	Customer 🗸 In	voice No 🗸			Mail Print REPORT
Customer	1002 Baltic Telemarketing	OÜ						
Invoice No	Invoice time	Due date	Term	То рау	Days			
100057	23.07.2021	06.08.2021	14	963.00	-452			
Customer	balance			963.00				
Where ove	rdue			963.00				
Customer	int comment will be paid a	fter two weeks				16.09.2021 15:59:29 JANE		
Customer	1003 Strawberry							
Invoice No	Invoice time	Due date	Term	То рау	Days			
100053	23.07.2021 13:06:43	06.08.2021	14	105.93	-452			
100071	20.08.2021 16:03:26	03.09.2021 16:03:26	14	480.00	-424	date and time of the las	st change	
100147	01.03.2021 12:36:19	08.03.2021	7	117.84	-603			
Customer	balance			703.77				
Where ove	rdue			703.77				
Customer	int comment client doesn't	t answer the phone				16.09.2021 16:00:13 JANE		
	Total unpaid			1 666.77				
	Total prepaid			0.00				
	Total balance			1 666.77				
	Total overdue balance			1 666.77				
Pictur	e (11)							

Also visible when grouped by customers.

Sales Ledger

Customer V 1002,1003	Customer salesman	~	Class	D account	(C	Customer Datafield)	v					
Time	Obj	ect	PP account	Status (all)	✓ (C	Customer Datafield)	v					
Range	Divide	✔ 0 x 0 days		Type (all)	✓ (C	Customer Datafield)	v					
Show (salesman)	✓ (comment) ✓		Currency	Precision 0,01	~							
🗌 only prepayment invoices 🛛 only overdue 🛑 By Transaction time 💭 Currency 💭 Customer data 💭 Invoice project 🗍 Invoice object 💭 D account 💭 Orderer 🗔 Show delivery name 🗹 Edit												
Total Customer	✓ ○ Overlaps are possib	le Sorted by Customer V In	voice No 🗸				Mail Print REPORT					
Customer Name	Unpaid Prepayment B	alance Customer int comment										
1002 Baltic Telemarketing	DÜ 963.00 0.00	963.00 will be paid after two weeks				01.11.2022 12:39:23	TRIINP					
1003 Strawberry	703.77 0.00	703.77 client doesn't answer the pho	one			01.11.2022 12:40:41	TRIINP					
Tot	al : 1 666.77 0.00 1	666.77										
D' 1 (10)												

Picture (12)



Picture (13)

5.2.2. The customer's internal comment can be viewed without the possibility to change it

Last update:	2024/05/2	17 10:54
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Sales Ledge	ər					
Customer V (1002 Time Range Show (sale	1003 Customer salesm Divide sman) V (comment) V nly prepayment invoices O only over	an V Object V 0 x 0 day rdue By Transaction ti	Class PP account s Currency me Currency Cu tomor V Invision No.	Date Date Store Date Store Date Date Date Store Date Date Date Date Date Date Date Dat	CCOUNT Status (all Type (all cision 0,0 vice project	(Customer Datafield) (Customer Datafield) (Customer Datafield) (Customer Datafield) Image: Customer Datafield)
Customer 1002 Balt Class: Pirita tee 20/4-318 1 Account Manager: Phone: Int comment will be Credit limit 6.00 Invoice No 100057 Customer balance	c Telemarketing OÜ 2011 Kesklinna linnaosa, Tallinn, Ha paid after two weeks Credit limit balance: -963.00 Invoice time 23.07.2021	ju maakond Reg No:12317 Fax: Due date 06.08.2021	Term 14	Dody can see E-mail:Pirn.pirn@gm 963.00 963.00 963.00	Client in nail.com Days -452	nternal comment
Where overdue Customer 1003 Stra Class:KLASS_2 Põilu 18 79544 Haat Account Manager: Phone: Int comment: <u>client</u> Credit limit: .000 Invoice No 100053 100071 100147	wberry bersti linnaosa, Tallinn, Harju maako doesn't answer the phone Credit limit balance: -703.77 Invoice time 23.07.2021 13:06.43 20.08.2021 16:03.26 01.03.2021 12:36.19	Ta Reg No:11273586 Fax: Due date 06.08.2021 03.09.2021 16.03.26 08.03.2021	E-mail:Maa Term 14 14 7	963.00 hsikas.Maasikas@gn To pay 105.93 480.00 117.84	nail.com Days -452 -424 -603	
Customer balance Where overdue				703.77 703.77		

Picture (14)

5.3 Payment schedule information

If the invoice is received based on a payment schedule, the payment schedule note is added to the end of the invoice data.

Sales	Ledger										
Customer Ti Rai Sh	(1008 ime nge (salesman) only prepayment	Customer salesman V Objec Divide V (comment) V invoices Only overdue	t 0 x 0	days tion time 🗍 Curi	Class PP account Currency rency Customer	D account Status (all) Type (all) Precision 0,01 data Invoice project Inv	v v v	(Customer Datafield) (Customer Datafield) (Customer Datafield) (Customer Datafield) ct D account Ordere	× × ×	v delivery nam	ne 🗆 Edit
Т	otal 🗸 🗸	Overlaps are possible	Sorted by	Customer 🗸 In	voice No 🗸		,		1	Mail Print	REPORT
Customer	1008 Johann Berg										
Invoice No 100025 100209 100210 100211 100212 100213	 Invoice time 24.06.2021 01.01.2023 01.01.2023 01.01.2023 01.01.2024 01.01.2024 	Due date 22.08.2021 08.01.2023 08.01.2023 08.01.2023 08.01.2024 08.01.2024	Term 7 7 7 7 7 7 7 7	To pay 1 200.00 1 200.00 2 400.00 3 600.00 1 200.00 2 400.00	Days -436 Payment sch 68 68 68 433 433	adule					
Customer balance Where overdue				12 000.00 1 200.00							
	Total unpaid Total prepaid Total balance Total overdue balance			12 000.00 0.00 12 000.00 1 200.00							

Picture (15)

5.4 Calculation of the reserve for doubtful debts based on the experiential method

In general

During the closing of the financial year, it is important to assess the probability of receipt of debts, and if it turns out that their value has decreased, then the debts must be adjusted for allowance. All available information must be taken into account.

If the debt is individually significant, the decrease in its value must be assessed separately. However,

2025/	08/10	21:57
20231	00,10	21.57

for debts that are not individually significant and where it is not directly known that their value has decreased, the decrease in value can be assessed as a group. When assessing as a whole, previous statistics on doubtful debts (indicating what percentage they constituted of total debts) are helpful, making both the amount of doubtful debts and the expense estimate approximate.

If you use allowance as a group of unpaid invoices from buyers, you can use Directo's automatic functionality of creating a reserve for doubtful debts which speeds up the calculation of the amount/change in the reserve and accounting through the "Make transaction" button. In the course of this functionality, a pre-agreed percentage of the total amount of sales invoices not received by the due date is calculated and reflected as an expense of doubtful debts by object. You can change the agreed percentage at any time as needed.

5.4.1 Settings

System settings

Bad and Doubtful Debts	113195 »	
Doubtful debts expense	532101 >> 😮	
Allowance for doubtful debts - experiential allowance %	100,80,50,30,5,0	
Allowance for doubtful debts - groups of overdue invoices	-360,-180,-90,-60,-30,0	
Picture (16)		

- Bad and Doubtful Debts allows you to enter a balance sheet account, where the reserve for the cost of doubtful receipt is entered (asset account).
 - **Doubtful debts expense** allows you to enter an account to which the cost of doubtful receipt is entered (expense account).

The following 2 settings go hand in hand, i.e. an equal number of data must be filled in:

- Allowance for doubtful debts experiential allowance % allows you to determine how much of the corresponding group of overdue invoices in % is transferred to the reserve for doubtful invoices.
- Allowance for doubtful debts groups of overdue invoices allows you to set groups of overdue invoices in days.

Example:

Allowance for doubtful debt allowance %	ts - experiential 10	100,80,50,30,5,0				
Allowance for doubtful debt overdue invoices	ts - groups of -3	60,-180,-90,-60,-30,0	0			
re a	Debts that have not been aceived for more than 360 d ire transferred to the reserve the amount of 100%	Debts that have not been received in the range of 180-359 e in days are transferred to the reserve in the amount of 80%				

Picture (17)

If the number of entered data is unequal, you will receive an error message:

The fields "Allowance for doubtful	×	
debts - groups of overdue invoices"		
and "Allowance for doubtful debts -		
equal amount of data		
	The fields "Allowance for doubtful debts - groups of overdue invoices" and "Allowance for doubtful debts - experiential allowance %" must have an equal amount of data	The fields "Allowance for doubtful debts - groups of overdue invoices" and "Allowance for doubtful debts - experiential allowance %" must have an equal amount of data

Picture (18)

5.4.2 Accounts

Since doubtful debts accounts must not have previous transactions, create a new balance sheet and income statement account.

If you are <u>a starting company</u> and there are no previous transactions on these accounts, you do not need to create new accounts.

If you still want to use existing accounts, then before making the first transaction, <u>zero the</u> <u>balances of the accounts in such a way that the balances of the accounts also go to zero across</u> <u>objects</u>.

5.4.3 Calculation of the amount of the reserve for doubtful debts

Sales ledger report

The calculation and transaction of the amount of the reserve for doubtful depts is done in the Sales ledger report, which you can find Sales > Reports > Sales ledger.

If "Allowance for doubtful debts - groups of overdue invoices" and "Allowance for doubtful debts - experiential allowance %" are filled in the system settings, selecting "Doubtful Debts" from the filter and "Object" in total will result in a view where:

- at the bottom of the sales ledger report, the calculations of the amounts to be recorded as doubtful appear by groups of overdue invoices
- in the right side of the report of the sales ledger report, the calculations of doubtful amounts to be transferred <u>by objects</u>, which is comparable to the balance sheet, if no direct entries have been made to the accounts, and
- <u>"Make transaction"</u> button.

2025/08/10 21	1:57		13/16											
Sales Ledger														
Customer V Time 31.12.202 Range	23	salesman ✔ Objec] t		Cla PP acco	ass	ac	D count Status (all)	(Custor (Custor (Custor	ner Datafield ner Datafield ner Datafield		(Invoice datafield) (Invoice datafield) (Invoice datafield)	v v v
Show (salesma	in) (commen cts only prepayment Overlap possible	t) invoices is are	only overdue Sorted	By Tra By Custome Invoice I	Currer nsaction time er 🗸	Currer	Prec	tomer da	ali) 0,01 V ata Invoid	e project 🗆 I	nvoice object	t Daccount Mail Pr	Orderer Show delivery name Int REPORT Make transaction	Edit
Object HOOLDUS	Name Hooldus	360 7 586.00 900.00	- 359180 173 723.53 22 300.00	- 17990 4 860.00 6 400.00	- 8960 252 765.00 1 200.00	-5930 2 918.00 1 800.00	-290 26 506.92	1 47.10	Unpaid 458 406.55 32 480.00	Prepayment -144 795.60 0.00	Balance 313 610.95 32 480.00	Doubtful Reserv 224 970.23 22 390.00		
HOTELLI_MAJAPIDAMIN LADU MÜÜK MÜÜK,HOOLDUS TOITLUSTUS TURUNDUS	NE Hotelli majapidamine Ladu Müük Toitlustus Turundus	2 440.00 23 120.05 698.87 2 200.00	3 703.91 300.00 9 422.60 4 188.96	657.00 28 667.67 180.00	400.00 1 680.00 34 344.40 1 400.00	2 440.00			6 543.91 23 120.05 2 637.00 74 573.54 7 788.96 180.00	0.00 0.00 -8 505.00 0.00 -1 000.00 0.00	6 543.91 23 120.05 -5 868.00 74 573.54 6 788.96 180.00	5 523.13 23 120.05 1 072.50 32 996.11 5 971.17 90.00	Calculated reserve balance by objects	
	Total · Doubtful debt % Doubtful debts total:	36 944 92 360 100 36 944.92	213 639 01 -359180 80 170 911.21	40 764 67 -17990 50 20 382.33	291 789 40 -8960 30 87 536.82	7 158 00 -5930 5 357.90	26 506 92 -290 0 0.00	47 10 1 0 0.00	605 730 01 Total 316 133.18	-154 300.60	451 429.41	316 133.18		
Spent 0 seconds			Res	erve amou	int by group	s of over	due invoice	s						



If there is not an equal amount of data in the setting "Allowance for doubtful debts - groups of overdue invoices" and "Allowance for doubtful debts - experiential allowance %", you will receive an error message:

Sales Ledger													
Customer 🗸	Customer salesman 🗸	Class	D account	(Customer Datafield) 🗸	(Invoice datafield)								
Time 31.12.2023	Object	PP account	Status (all)	✓ (Customer Datafield) ✓ (Customer Datafield) ✓	(Invoice datafield) V (Invoice datafield) V								
Range Show (salesman)	Comment)	Currency	Type (all) Precision 0,01	▼									
Objects	only prepayment invoices only overdue	By Transaction time Currency	Customer data Invoice	project 🗌 Invoice object 💭 D account 🔲 O	rderer 🔲 Show delivery name 💭 Edit								
Total Object	v Overlaps are Sorted	by Invoice No 🗸		Mail Print	REPORT Make transaction								
The fields "Allowance for doubtfu	The fields "Allowance for doubtful debts - groups of overdue invoices" and "Allowance for doubtful debts - experiential allowance %" must have an equal amount of data.												
\mathbf{D}' = 1 = (2.0)													

Picture (20)

5.4.4 Transactions of the reserve for doubtful debts

A transaction for the reserve for doubtful accounts is created by pressing the "Make transaction" button.



Important to know before making a transaction:

- Transactions for the reserve of doubtful debts <u>must not be created with an object filter</u>. One transaction must be made at a time, because selecting a filter will give the transaction an incorrect result. Transactions will not be correct even if <u>"transaction objects" are assigned to the accounts</u>.
- Transactions to the reserve for doubtful debts can also be made manually, but in this case it must be done <u>consistently</u>, not mixed with the "Make transaction" functionality.
- *In the future*, when creating a transaction for the reserve of doubtful debts, it will also be possible to choose whether you want to create the transaction via the object level or with a specific given object.

"Make transaction" button:

• Using the "Make transaction" button, transactions are made by <u>the objects of the invoice</u> <u>headers</u> ("Object" column). In the case of multi-level objects, all levels of the object are included in the transaction.

- Transactions are created according to the logic that if the balance of the reserve changes (increases or decreases), then the amounts of the change go to the transaction <u>by object</u>.
- You can create the transaction multiple times on the same date by pressing "Make transaction", and if there are changes, the entry lines are overwritten.
- Transactions can be deleted and recreated if needed.

Before you start making a doubtful dept transaction, you can see how the transaction is divided between objects:

Sales Ledger																
Customer 🗸	Customer	salesman 🗸]		Cla	ss	aco	D		(Custon	ner Datafield) '	~		(Invoice datafield	i) 🗸	
Time 31.12.2023	3	Objec	t		РР ассои	int	s	tatus (a	all)	(Custon (Custon	ner Datafield) [.] ner Datafield) [.]	~		(Invoice datafield (Invoice datafield		
Range	Doub	otful Debts 🗸]					Туре (а	all)	~						
Show (salesman) V (comment	t) 🗸			Curren	су	Preci	ision 0	,01 🗸							
Object	s 🗌 only prepayment	invoices 🗌	only overdue	🛛 🛛 By Tra	nsaction time	Curre	ncy 🗌 Cus	tomer da	ata 🗌 Invoic	e project 🗌 I	nvoice object	D account	Orderer 🗌 Sho	w delivery name	Edit	
Total Object	Verlap	is are	Sorted	by Custome	er 🗸							Mail Prin	t REPORT	Make transaction		
	possible			1 Invoice 1	No 🗸										-	
Object	Name	360	-359180	-17990	-8960	-5930	-290	1	Unpaid	Prepayment	Balance	Doubtful Reserv				
1001010	11	7 586.00	173 723.53	4 860.00	252 765.00	2 918.00	26 506.92	47.10	458 406.55	-144 795.60	313 610.95	224 970.23				
HOOLDUS	Hooldus	900.00	22 300.00	6 400.00	1 200.00	1 800.00			32 480.00	0.00	32 480.00	22 390.00				
HOTELLI_MAJAPIDAMINI	Hotelli majapidamine	2 440.00	3 703.91		400.00				b 543.91	0.00	6 543.91	5 523.13				
MÜÜK	Maak	25 120.05	200.00	667.00	1 690 00				2 6 2 7 0 0	9 505 00	23 120.05 E 969.00	1 072 50				
MÜÜK HOOLDUS	WILLIN	608.97	9 422 60	28 667 67	34 344 40	2 440 00			74 573 54	-0 505.00	74 573 54	32 006 11				
TOITUISTUS	Toitluetue	2 200 00	4 188 96	20 001.01	1 400 00	2 440.00			7 788 96	-1 000 00	6 788 96	5 971 17				
TURUNDUS	Turundus	2 200.00	4 100.00	180.00	1400.00				180.00	0.00	180.00	90.00				
Torton Doo	Total :	36 944.92	213 639.01	40 764.67	291 789.40	7 158.00	26 506.92	47.10	605 730.01	-154 300.60	451 429.41	316 133.18				
		360	-359180	-17990	-8960	-5930	-290	1	Total							
	Doubtful debt %	100	80	50	30	5	0	0								
	Doubtful debts total:	36 944.92	170 911.21	20 382.33	87 536.82	357.90	0.00	0.00	316 133.18							
Spent 0 seconds Before	I e you start making a	transactio	n in the res	erve for												
doubtfu	l debts, you can revi	iew the obj	ects by sele	cting the												
"Obje	ct" filter. If necessar	y, you can	make chan	ges to												
	objects before m	iaking a tra	nsaction.													

Picture (21)

Example: The sales ledger is taken as of 31.12.2023 and a reserve transaction is created based on it: Sales Ledger

Customer 🗸	Customer	salesman 🗸]		Cla	ss	ac	D		(Custom	er Datafield) •	~	(Invoice datafield)	
			Do no	t						(Custom	er Datafield) •	~	(Invoice datafield) 🗸	
Time 31.12.	2023	Object	choose	9	PP accou	unt	s	tatus (a	all)	Custom	er Datafield) •	~	(Invoice datafield) V	
Range	Doub	tful Debts 🗸	an obje	ct				Туре (а	all)	✓	,			
Show (sales	man) 🗸 (comment	t) 🗸			Curren	су	Prec	ision 0	.01 🗸					
	hiasta 🗌 anku propovmont i		only overdue		nanction time	Curro		tomor d	ata 🗌 Invoio		nucleo obioct		Orderer Shew delivery name Edit	
0.01	ojects — only prepayment	invoices 🗆	only overque	O by fra	insaction time	Curren		stomer u		e project — i	ivoice object			
Total Object	t 🗸 🗆 Overlap:	s are	Sorted	by Loustome	er 🗸							Mail P	rint REPORT Make transaction	
	possible			Invoice i	VU ¥									
Created 200014														
Object	Name	360	-359180	-17990	-8960	-5930	-290	1	Unpaid	Prepayment	Balance	Doubtful Reserv		
		7 586.00	173 723.53	4 860.00	252 765.00	2 918.00	26 506.92	47.10	458 406.55	-144 795.60	313 610.95	224 970.23		
HOOLDUS	Hooldus	900.00	22 300.00	6 400.00	1 200.00	1 800.00			32 480.00	0.00	32 480.00	22 390.00		
HOTELLI_MAJAPIDA	MINE Hotelli majapidamine	2 440.00	3 703.91		400.00				6 543.91	0.00	6 543.91	5 523.13		
LADU	Ladu	23 120.05							23 120.05	0.00	23 120.05	23 120.05		
MÜÜK	Müük		300.00	657.00	1 680.00				2 637.00	-8 505.00	-5 868.00	1 072.50		
MÜÜK,HOOLDUS		698.87	9 422.60	28 667.67	34 344.40	2 440.00			74 573.54	0.00	74 573.54	32 996.11		
TOITLUSTUS	Toitlustus	2 200.00	4 188.96		1 400.00				7 788.96	-1 000.00	6 788.96	5 971.17		
TURUNDUS	Turundus			180.00					180.00	0.00	180.00	90.00		
	Total :	36 944.92	213 639.01	40 764.67	291 789.40	7 158.00	26 506.92	47.10	605 730.01	-154 300.60	451 429.41	316 133.18	J	
		360	-359180	-17990	-8960	-5930	-290	1	Total					
	Doubtful debt %	100	80	50	30	5	0	0						
	Doubtful debts total:	36 944.92	170 911.21	20 382.33	87 536.82	357.90	0.00	0.00	316 133.18					

Picture (22)

Transaction:

15/16

Гуре		Number		Date	Reference	0	escr	iption									ş
FIN			200014	31.12.2023			oub	tful Debt	s								
Debit																	
	-	215656.36															
Credit			Difference														
	-	215656.36	0														
2 4		ulk leset	Dasta Dasina 🗌	alit from Deco													
No.		Accou	Paste Recipe ✓ Object	Project	P Description	بر Debit	ŗ	Credit	۶ VA'	۶ Date		≁ Supplier	✓ Resour	۶ Cur. De	[*] Cur. Cred	Currer	<u>ک</u> ملا ک
		> : Q	> Searcl Q	> Se Q	> Search	> Sean	>	Search	> Q	> Search 🗄	> s Q	> Sei Q	> Sr Q	> Search	> Search	> <u>5</u> Q	> Search
•••	1	529901			Rounding cost			-0.01							-0.01	EUR	
•••	2	532101			Doubtful depts expense	141523.08								-141523.08		EUR	
	3	532101	HOOLDUS		Doubtful depts expense	-21200.00								-21200.00		EUR	
•••	4	532101	HOTELLI_MAJA		Doubtful depts expense	-5423.13								-5423.13		EUR	
•••	5	532101	HOOLDUS,4230		Doubtful depts expense	-23120.05								-23120.05		EUR	
•••	6	532101	MÜÜK		Doubtful depts expense	-652.50								-652.50		EUR	
•••	7	532101	MÜÜK,HOOLD		Doubtful depts expense	-18026.43								-18026.43		EUR	
•••	8	532101	TOITLUSTUS		Doubtful depts expense	-5621.17								-5621.17		EUR	
	0	532101	HOTELLI_MAJA		Doubtful depts expense	-90.00								-90.00		EUR	
	2																

Next time, the sales ledger is taken as of 30.06.2024 and based on it, a reserve transaction is created, which contains the change in the reserve > the initial balance of the reserve was 316,133.18 minus the final balance of the reserve 613,698.97 = an increase in the reserve 297,565.79 Sales Ledger



Picture (24)

T

ne	Number		Date	Reference	D	escription									ŗ	
N	Tumber	200015	30.06.2024		D	oubtful Debt	s									
bit																
	71262.65	5														
edit	71262.65	5 0														
Û	Bulk Insert	Paste Recipe	Split from Reso	ources										> গ	X [2]	
No. 🕤 🗆	۶ Accou	[*] Object	Project	* Description	P Debit	Credit	۶ VA	۶ Date	^J Custor	Supplier	🤌 Resour	≁ Cur. De	[*] Cur. Cred	[*] Currer	۶ Ra	te 🖉
	> : Q	> Searcl Q	> Se Q	> Search	> Sear	> Search	> Q	> Search 🗰	> <u>s</u> Q	> Sei Q	> Sr Q	> Search	> Search	> <u><</u> Q	> Searc	h >
••• 1	529901			Rounding cost		0.01							0.01	EUR		1
••• 2	532101			Douptful depts expense	66869.15							66869.15		EUR		1
••• 3	532101	HOOLDUS,423		Douptful depts expense	23120.05							23120.05		EUR		1
••• 4	532101	HOTELLI_MAJA		Douptful depts expense	-120.00							-120.00		EUR		1
••• 5	532101	HOTELLI_MAJA		Douptful depts expense	90.00							90.00		EUR		1
••• 6	532101	HOOLDUS,423		Douptful depts expense	-22949.05							-22949.05		EUR		1
••• 7	532101	MÜÜK		Douptful depts expense	2411.00							2411.00		EUR		1
••• 8	532101	MÜÜK,HOOLD		Douptful depts expense	240.00							240.00		EUR		1
••• 9	532101	TOITLUSTUS		Douptful depts expense	230.00							230.00		EUR		1
••• 10	532101	HOTELLI_MAJA		Douptful depts expense	1371.50							1371.50		EUR		1
••• 11	113195			Doubtful depts - reserve		22106.05							22106.05	EUR		1
	(25)	5)		Doubtful depts - reserve		22106.05							22106.05	EUR		

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