

Sisukord

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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

- **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.
- **D account** - Customer's debt account on the invoice.
- **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.
- **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** - report shows if the invoice has a project on row/rows.
- **Orderer** - Report shows Orderer on the invoice.
- **Show delivery name** - report shows delivery name on the invoice.

3. Links

- **Invoice No** - opens invoice
- **Customer code** - opens customer card
- **To Pay** - opens invoice balance
- **Prepayment** - opens customer's prepayment list

4. Fine tuning

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 (datafield) (salesman) (comment) Currency

☐ only prepayment invoices ☐ only overdue ☐ By Transaction time ☐ Currency ☐ Customer data ☐ Invoice project ☐ Orderer ☐ Show delivery name ☐ Edit

Total Sorted by Customer Invoice No

* Limit by salesman outputs only these customers whose salesman in customer card is searchable

Picture(1)

- **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.
- **Split label** - choices: numbers, days

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 (datafield) (salesman) (comment) Currency

☐ only prepayment invoices ☐ only overdue ☐ By Transaction time ☐ Currency ☐ Customer data ☐ Invoice project ☐ Orderer ☐ Show delivery name ☐ Edit

Total Sorted by Customer Invoice No

Customer 1001 Ploom

Invoice No	Invoice time	Due date	Terms
000001	01.01.2020	15.06.2020	14
000002	01.02.2020	15.02.2020	14
000003	01.03.2020	15.03.2020	14
000004	01.04.2020	15.04.2020	14
000005	01.05.2020	15.05.2020	14
000006	01.06.2020	15.06.2020	14
000017	01.06.2021 11:42:20	29.06.2021	14_20
000018	01.05.2021	06.05.2021	7
000019	30.06.2021	14.07.2021	14
000022	31.05.2021	14.06.2021	14
000023	01.01.2020	15.01.2020	14

Prepayment:
Customer balance
Where overdue

15.000,00

Setting: Personal

Excel Output With Customer in Header

Split Label Days

Customer data field with invoice receiver e-mail Numbers

Client datafields Days

☐ Divide includes the Payment graph

Currency EUR

Picture(2)

Sales Ledger

Customer

Customer salesman

Class

D account

(Customer Datafield)

Time

Object

PP account

Status

(all)

(Customer Datafield)

Range

Configure

Days

-90..30.0

Type

(all)

(Customer Datafield)

Show

(datafield)

(salesman)

(comment)

Currency

only prepayment invoices

only overdue

By Transaction time

Currency

Customer data

Invoice project

Orderer

Show delivery name

Total

Customer

Sorted by

Customer

Invoice No

Mail

Print

REPORT

Customer	Name	-90	-90..30	-30..0	0	Unpaid	Prepayment	Balance
1001	Ploom	8 400.00	1 200.00	2 400.00	3 600.00	15 600.00	-1 300.00	14 300.00
1004	Apelstin	5 337.24				5 337.24	-8 276.78	-2 939.54
1005	Melon				1 200.00	1 200.00	0.00	1 200.00
1006	Mango	5 735.52				5 735.52	-963.86	4 751.66
1008	Johann Berg			119.00		119.00	0.00	119.00
Total :		19 472.76	1 200.00	2 519.00	4 800.00	27 991.76	-10 560.64	17 431.12

Spent 1 seconds

Sales Ledger

Customer

Customer salesman

Class

D account

(Customer Datafield)

Time

Object

PP account

Status

(all)

(Customer Datafield)

Range

Configure

Days

-90..30.0

Type

(all)

(Customer Datafield)

Show

(datafield)

(salesman)

(comment)

Currency

only prepayment invoices

only overdue

By Transaction time

Currency

Customer data

Invoice project

Orderer

Show delivery name

Total

Customer

Sorted by

Customer

Invoice No

Mail

Print

REPORT

Customer	Name	10.04.2021	11.04.2021	10.06.2021	10.07.2021	Unpaid	Prepayment	Balance
1001	Ploom	8 400.00	1 200.00	2 400.00	3 600.00	15 600.00	-1 300.00	14 300.00
1004	Apelstin	5 337.24				5 337.24	-8 276.78	-2 939.54
1005	Melon				1 200.00	1 200.00	0.00	1 200.00
1006	Mango	5 735.52				5 735.52	-963.86	4 751.66
1008	Johann Berg			119.00		119.00	0.00	119.00
Total :		19 472.76	1 200.00	2 519.00	4 800.00	27 991.76	-10 560.64	17 431.12

Spent 0 seconds

Picture(3)

- **Customer datafield** 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:

Directo Help - <https://wiki.directo.ee/>

Sales Ledger

Customer: [] Customer salesman: [] Class: [] D account: [] (Customer Datafield) []
 Time: 09.07.2021 Object: [] PP account: [] Status: [all] (Customer Datafield) []
 Range: [] Divide: [] x: [] days Type: [all] (Customer Datafield) []
 Show: (datafield) [] (salesman) [] (comment) [] Currency: []
☐ only prepayment invoices ☐ only overdue ☐ By Transaction time ☒ Currency ☐ Customer data ☐ Invoice project ☐ Orderer ☐ Show delivery name
 Total: [] Sorted by: Customer [] Invoice No [] **Mail Print REPORT**

Customer	Invoice No	Invoice time	Due date	Term	To pay	Days	Currency	Rate	To pay
Customer 1001 Ploom									
100001	01.01.2020	15.01.2020	14	1 200.00	-541				
100002	01.02.2020	15.02.2020	14	1 200.00	-510				
100003	01.03.2020	15.03.2020	14	1 200.00	-481				
100004	01.04.2020	15.04.2020	14	1 200.00	-450				
100005	01.05.2020	15.05.2020	14	1 200.00	-420				
100006	01.06.2020	15.06.2020	14	1 200.00	-389				
100017	01.06.2021 11.42.20	29.06.2021	14_28	1 200.00	-10				
100018	01.05.2021	08.05.2021	7	1 200.00	-42				
100019	30.06.2021	14.07.2021	14	3 600.00	5				
100022	31.05.2021	14.06.2021	14	1 200.00	-25				
100023	01.01.2020	15.01.2020	14	1 200.00	-541				
Prepayment 01.05.2021				-1 300.00					
Prepayment AT 09.07.2021:				-1 300.00					
Customer balance				14 300.00					
Where overdue				12 000.00					
Customer 1004 Apelsin									
100007	01.01.2020	15.01.2020	14	1 068.19	-541	USD	0.89	1 200.00	
100008	01.03.2020	15.03.2020	14	1 093.19	-481	USD	0.91	1 200.00	
100009	01.05.2020	15.05.2020	14	1 103.35	-420	USD	0.92	1 200.00	
100010	01.07.2020	15.07.2020	14	1 071.43	-359	USD	0.89	1 200.00	
100011	01.09.2020	29.09.2020	14_28	1 001.08	-283	USD	0.83	1 200.00	Payment schedule
Prepayment 01.05.2021				-8 276.78					
Prepayment AT 09.07.2021:				-8 276.78					
Customer balance				-2 939.54					
Where overdue				5 337.24					
Customer 1005 Melon									
100024	01.07.2021	15.07.2021	14	1 200.00	6				
Customer balance				1 200.00					
Customer 1006 Mango									
100012	01.02.2020	15.02.2020	14	1 123.93	-510	SEK	0.09	12 000.00	
100013	01.05.2020	15.05.2020	14	1 125.29	-420	SEK	0.09	12 000.00	
100014	01.08.2020	15.08.2020	14	1 166.92	-328	SEK	0.10	12 000.00	
100015	01.10.2020	15.10.2020	14	1 144.46	-267	SEK	0.10	12 000.00	
100016	01.12.2020	15.12.2020	14	1 174.92	-206	SEK	0.10	12 000.00	
Prepayment 01.05.2021				-983.86					
Prepayment AT 09.07.2021:				-983.86					
Customer balance				4 751.66					
Where overdue				5 736.52					
Customer 1008 Johann Berg									
100007	01.01.2020	15.01.2020	14	1 068.19	-541	USD	0.89	1 200.00	
100008	01.03.2020	15.03.2020	14	1 093.19	-481	USD	0.91	1 200.00	
100009	01.05.2020	15.05.2020	14	1 103.35	-420	USD	0.92	1 200.00	
100010	01.07.2020	15.07.2020	14	1 071.43	-359	USD	0.89	1 200.00	
100011	01.09.2020	29.09.2020	14_28	1 001.08	-283	USD	0.83	1 200.00	Payment schedule
Prepayment 01.05.2021				-8 276.78					
Prepayment AT 09.07.2021:				-8 276.78					
Customer balance				-2 939.54					
Where overdue				5 337.24					

Picture(4)

5.1.2 Show only SEK and USD invoices – for this selection separate currency codes with commas without space „SEK,USD“. If you want to see only USD invoices then write „USD“

Sales Ledger

Customer: [] Customer salesman: [] Class: [] D account: [] (Customer Datafield) []
 Time: 09.07.2021 Object: [] PP account: [] Status: [all] (Customer Datafield) []
 Range: [] Divide: [] x: [] days Type: [all] (Customer Datafield) []
 Show: (datafield) [] (salesman) [] (comment) [] Currency: **SEK,USD**
☐ only prepayment invoices ☐ only overdue ☐ By Transaction time ☒ Currency ☐ Customer data ☐ Invoice project ☐ Orderer ☐ Show delivery name
 Total: [] Sorted by: Customer [] Invoice No [] **Mail Print REPORT**

Customer	Invoice No	Invoice time	Due date	Term	To pay	Days	Currency	Rate	To pay
Customer 1004 Apelsin									
100007	01.01.2020	15.01.2020	14	1 068.19	-541	USD	0.89	1 200.00	
100008	01.03.2020	15.03.2020	14	1 093.19	-481	USD	0.91	1 200.00	
100009	01.05.2020	15.05.2020	14	1 103.35	-420	USD	0.92	1 200.00	
100010	01.07.2020	15.07.2020	14	1 071.43	-359	USD	0.89	1 200.00	
100011	01.09.2020	29.09.2020	14_28	1 001.08	-283	USD	0.83	1 200.00	Payment schedule
Prepayment 01.05.2021				-8 276.78					
Prepayment AT 09.07.2021:				-8 276.78					
Customer balance				-2 939.54					
Where overdue				5 337.24					
Customer 1006 Mango									
100012	01.02.2020	15.02.2020	14	1 123.93	-510	SEK	0.09	12 000.00	
100013	01.05.2020	15.05.2020	14	1 125.29	-420	SEK	0.09	12 000.00	
100014	01.08.2020	15.08.2020	14	1 166.92	-328	SEK	0.10	12 000.00	
100015	01.10.2020	15.10.2020	14	1 144.46	-267	SEK	0.10	12 000.00	
100016	01.12.2020	15.12.2020	14	1 174.92	-206	SEK	0.10	12 000.00	
Prepayment 01.05.2021				-983.86					
Prepayment AT 09.07.2021:				-983.86					
Customer balance				4 751.66					
Where overdue				5 736.52					
Summary									
Total unpaid					11 672.76				
Total prepaid					-9 269.64				
Total balance					1 813.12				
Total overdue balance					11 672.76				
Currency Summary									
Currency	Prepayment	Unpaid	Balance	Base currency	09.07.2021	09.07.2021	09.07.2021		
USD	-10 900.00	6 000.00	-4 900.00	Balance	-3 378.95	5 068.42	-8 447.37		
SEK	-10 900.00	60 000.00	50 000.00	Balance	4 906.39	5 887.66	-981.28		
TOTAL				Balance	1 527.44	10 956.09	-9 428.65		

Picture(5)



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

Customer salesman

Class

D account

(Customer Datafield)

Time 09.07.2021

Object

PP account

Status (all)

(Customer Datafield)

Range

Divide 0 x 0 days

Type (all)

(Customer Datafield)

Show (datafield) (salesman) (comment)

Currency EUR,SEK

☐ only prepayment invoices

☐ only overdue

☐ By Transaction time

☒ Currency

☐ Customer data

☐ Invoice project

☐ Orderer

☐ Show delivery name

Total

Sorted by Customer Invoice No

Mail

Print

REPORT

Customer 1004 Apelsin

Invoice No	Invoice time	Due date	Term	To pay	Days	Currency	Rate	To pay
100007	01.01.2020	15.01.2020	14	1 068.19	-541	USD	0.89	1 200.00
100008	01.03.2020	15.03.2020	14	1 093.19	-481	USD	0.91	1 200.00
100009	01.05.2020	15.05.2020	14	1 103.35	-420	USD	0.92	1 200.00
100010	01.07.2020	15.07.2020	14	1 071.43	-359	USD	0.89	1 200.00
100011	01.09.2020	29.09.2020	14_28	1 001.08	-283	USD	0.83	1 200.00
Prepayment 01.05.2021				-8 276.78		USD	0.8277	-10 000.00
Prepayment AT 09.07.2021:				-8 276.78				
Customer balance				-2 939.54				
Where overdue				5 337.24				
Total unpaid				5 337.24				
Total prepaid				-8 276.78				
Total balance				-2 939.54				
Total overdue balance				5 337.24				

Picture(6)

!

Filtering with exclusion mark „!“ and „comma“ works also with Customer salesman/Invoice salesman.

5.1.4 **Date added and Currency selection** – gives the report a balance divided between currencies and calculates prepayments with the currency rate, unpaid payments and balance.

Sales Ledger

Customer

Customer salesman

Class

D account

(Customer Datafield)

Time 09.07.2021

Object

PP account

Status (all)

(Customer Datafield)

Range

Divide 0 x 0 days

Type (all)

(Customer Datafield)

Show (datafield) (salesman) (comment)

Currency

☐ only prepayment invoices

☐ only overdue

☐ By Transaction time

☒ Currency

☐ Customer data

☐ Invoice project

☐ Orderer

☐ Show delivery name

Total

Sorted by Customer Invoice No

Mail

Print

REPORT

Currency	Prepayment	Unpaid	Balance	Base currency Balance	09.07.2021 balance	09.07.2021 unpaid	09.07.2021 prepayment
EUR	-1 300.00	16 919.00	15 619.00	15 619.00	15 619.00	16 919.00	-1 300.00
USD	-10 000.00	6 000.00	-4 000.00	-2 939.54	-3 378.95	5 068.42	-8 447.37
SEK			4 751.66	4 751.66	4 906.39	5 887.66	-981.28
TOTAL	-10 000.00	60 000.00	50 000.00	17 431.12	17 146.44	27 875.09	-10 728.65

Picture(7)

5.1.5 **Date not added and currency selection** – 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 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 (datafield) (salesman) (comment)

Currency

☐ only prepayment invoices

☐ only overdue

☐ By Transaction time

☒ Currency

☐ Customer data

☐ Invoice project

☐ Orderer

☐ Show delivery name

Total

Sorted by Customer Invoice No

Mail

Print

REPORT

Currency	Prepayment	Unpaid	Balance	Base currency Balance	Current rate Balance	Current rate Unpaid	Current rate Prepayment
EUR	-1 300.00	16 919.00	15 619.00	15 619.00	15 619.00	16 919.00	-1 300.00
USD	-10 000.00	6 000.00	-4 000.00	-2 939.54	-3 378.95	5 068.42	-8 447.37
SEK			4 751.66	4 751.66	4 906.39	5 887.66	-981.28
TOTAL				17 431.12	17 146.44	27 875.09	-10 728.65

Picture(8)

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