

# 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.
- **Edit** - can write and edit Customer internal comment.

### 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

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

Customer 1001 Ploom

Invoice No	Invoice time	Due date	Terms
100001	01.01.2020	15.06.2020	14
100002	01.02.2020	15.02.2020	14
100003	01.03.2020	15.03.2020	14
100004	01.04.2020	15.04.2020	14
100005	01.05.2020	15.05.2020	14
100006	01.06.2020	15.06.2020	14
100017	01.06.2021 11:42:20	29.06.2021	14_28
100018	01.05.2021	08.05.2021	7
100019	30.06.2021	14.07.2021	14
100022	31.05.2021	14.06.2021	14
100023	01.01.2020	15.01.2020	14

Prepayment:

Customer balance

Where overdue

10 000.00

**Setting: Personal**

Excel Output: With Customer in Header

Split Label: **Numbers**

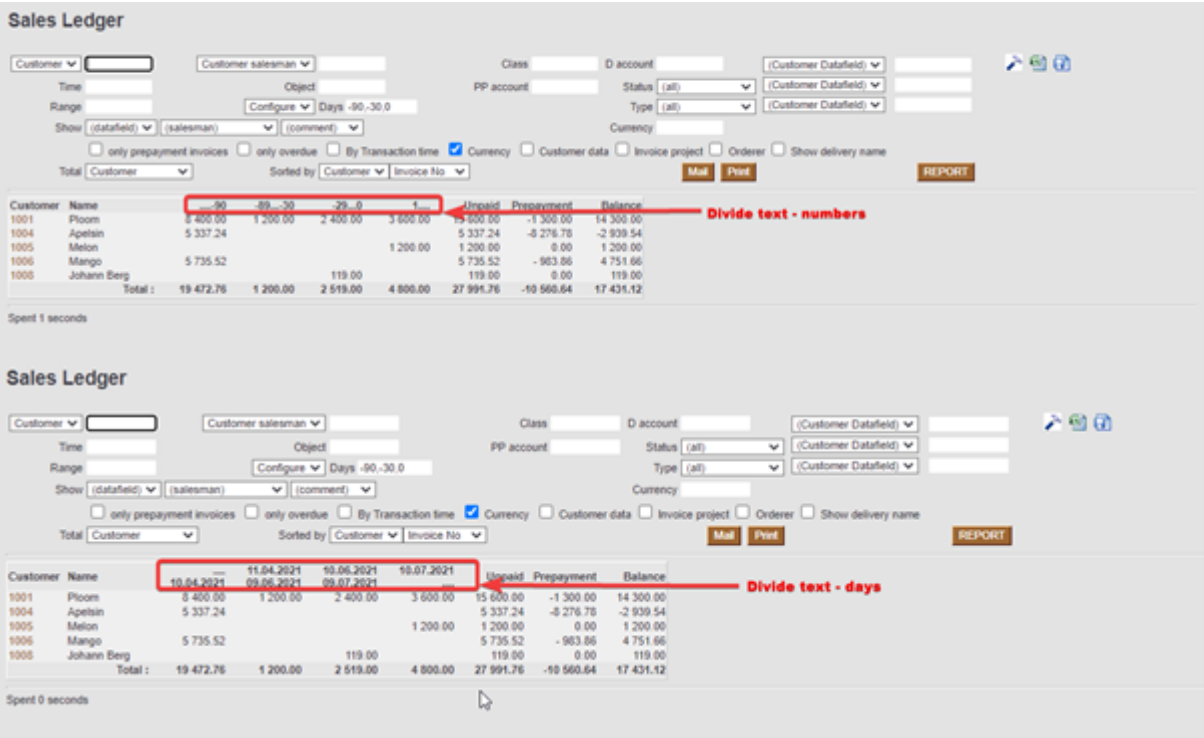
Customer data field with invoice receiver e-mail: Days

Client datafields: Days

☐ Divide includes the Payment graph

Currency: EUR

Picture(2)



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:

**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	-62				
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			EUR	1.0000	-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			USD	0.8277	-10 000.00
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			SEK	0.0904	-10 000.00
Prepayment AT 09.07.2021:				-983.86					
Customer balance				4 751.66					
Where overdue				5 736.52					
Customer 1008 Johann Berg									
Invoice No	Invoice time	Due date	Term	To pay	Days	Currency	Rate	To pay	

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)

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 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:								
				-2 939.54				
Customer balance				5 337.24				
Where overdue								

Customer 1006 Mango

Invoice No	Invoice time	Due date	Term	To pay	Days	Currency	Rate	To pay
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		SEK	0.0904	-10 000.00
Prepayment AT 09.07.2021:								
				-983.86				
Customer balance				4 751.66				
Where overdue				5 736.52				

Total unpaid

11 672.76

Total prepaid

-9 269.64

Total balance

1 813.12

Total overdue balance

11 672.76

Currency	Prepayment	Unpaid	Balance	Base currency	Balance	09.07.2021	09.07.2021	09.07.2021
USD	-10 000.00	6 000.00	-4 000.00	-2 939.54	3 378.95	5 068.42	-8 447.37	
SEK	-10 000.00	60 000.00	50 000.00	4 751.66	4 906.39	5 887.66	- 981.28	
TOTAL				1 813.12	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

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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	1 066.19	-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  Glass  D account  (Customer Datafield)

Time  Object  PP account  Status  (Customer Datafield)

Range  Divide  x  days Type  (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

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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	-2 939.54	-2 939.54	-3 378.95	5 068.42	-8 447.37
SEK	-10 000.00	60 000.00	50 000.00	4 751.66	4 906.39	5 887.66	-961.28
TOTAL				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

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	-10 000.00	60 000.00	50 000.00	4 751.66	4 906.39	5 887.86	-981.28
TOTAL				17 431.12	17 146.44	27 875.09	-10 728.65

Picture(8)

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