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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.

**Change group rights** Save View changelog

Documents Reports **Setting** Other

Delete row

| NO | Module | Name      | How | Browse | Columns                             | View                                | Add                                 | Direct                              | Change                              | Delete                              | Confirm                             | Attachments                         | Folders                             |
|----|--------|-----------|-----|--------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 1  | klient | Customers | all | All    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

### 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 Precision 0,01

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

Total  Sorted by Customer Invoice No  Mail Print REPORT

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 Precision 0,01

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

Total  Sorted by Customer Invoice No  Back Save DELETE SETTING: Personal REPORT

Customer 1001 Ploom

| Invoice No | Invoice time        | Due date   |
|------------|---------------------|------------|
| 100001     | 01.01.2020          | 15.06.2020 |
| 100002     | 01.02.2020          | 15.02.2020 |
| 100003     | 01.03.2020          | 15.03.2020 |
| 100004     | 01.04.2020          | 15.04.2020 |
| 100005     | 01.05.2020          | 15.05.2020 |
| 100006     | 01.06.2020          | 15.06.2020 |
| 100017     | 01.06.2021 11:42:20 | 29.06.2021 |

Excel Output Table

Split Label **Numbers**

Customer data field with invoice receiver e-mail

Client datafields 3

Currency EUR

Save

Picture(2)

Sales Ledger

Customer

Customer salesman

Class

D account

(Customer Datafield)

Time

Object

PP account

Status

(all)

(Customer Datafield)

Range

Configure

Days

-180,-90,0

Type

(all)

(Customer Datafield)

Show

(datafield)

(salesman)

(comment)

Currency

Precision

0,01

☐ only prepayment invoices

☐ only overdue

☐ By Transaction time

☐ Currency

☐ Customer data

☐ Invoice project

☐ Orderer

☐ Show delivery name

☐ Edit

Total

Customer

Sorted by

Customer

Invoice No

Mail

Print

REPORT

| Customer | Name     | ....-180 | -179...-90 | -89...0   | 1....    | Unpaid    | Prepayment | Balance   |
|----------|----------|----------|------------|-----------|----------|-----------|------------|-----------|
| 1001     | Ploom    | 8 170,00 | 1 200,00   | 14 281,80 | 3 000,00 | 28 051,80 | -100,00    | 28 951,80 |
| 1002     | Pirn     |          |            | 963,00    |          | 963,00    | 0,00       | 963,00    |
| 1003     | Mandelke |          |            | 277 13    | 180 00   | 757 13    | 0 00       | 757 13    |

Sales Ledger

Customer

Customer salesman

Class

D account

(Customer Datafield)

Time

Object

PP account

Status

(all)

(Customer Datafield)

Range

Configure

Days

-180,-90,0

Type

(all)

(Customer Datafield)

Show

(datafield)

(salesman)

(comment)

Currency

Precision

0,01

☐ only prepayment invoices

☐ only overdue

☐ By Transaction time

☐ Currency

☐ Customer data

☐ Invoice project

☐ Orderer

☐ Show delivery name

☐ Edit

Total

Customer

Sorted by

Customer

Invoice No

Mail

Print

REPORT

| Customer | Name  | ....     | 05.03.2021 | 06.03.2021 | 04.06.2021 | 02.09.2021 | Unpaid  | Prepayment | Balance |
|----------|-------|----------|------------|------------|------------|------------|---------|------------|---------|
| 1001     | Ploom | 8 170,00 | 1 200,00   | 14 281,80  | 3 000,00   | 28 051,80  | -100,00 | 28 951,80  |         |
| 1002     | Pirn  |          |            | 963,00     |            | 963,00     | 0,00    | 963,00     |         |

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   | -89...-30 | -29...0  | 1....    | 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     | Apelain     | 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     | Apelain     | 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:

**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 | Balance   | 09.07.2021 | 09.07.2021 | 09.07.2021 |                  |
| USD                       | -10 900.00 | 6 000.00     | -4 900.00 | -2 939.54     | -3 378.95 | 5 068.42   | -8 447.37  |            |                  |
| SEK                       | -10 900.00 | 60 000.00    | 50 000.00 | 4 751.66      | 4 906.39  | 5 087.66   | - 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

| Customer                  | 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<br>Balance | 09.07.2021<br>Balance | 09.07.2021<br>Unpaid | 09.07.2021<br>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)   
 Tim  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<br>Balance | Current rate<br>Balance | Current rate<br>Unpaid | Current rate<br>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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