

Sisukord

Sales Ledger

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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 Sorted by Customer Invoice No

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	29 051,80	-100,00	28 951,80
1002	Pirn			963,00		963,00	0,00	963,00
1003	Mandelka			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 Sorted by Customer Invoice No

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	29 051,80	-100,00	28 951,80	
1002	Pirn			963,00		963,00	0,00	963,00	

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 22.07.2021 Object PP account Status (all) (Customer Datafield)

Range Configure 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

Customer	Invoice No	Invoice time	Due date	Term	To pay	Days	Currency	Rate	To pay
Customer 1003 Strawberry									
100038	22.07.2021 07:06:56	22.07.2021 07:06:56	60_OS	85,60	0				
100039	22.07.2021 07:13:37	22.07.2021 07:13:37	60_OS	85,60	0				
Prepayment 31.01.2021				74,90					
Prepayment AT 22.07.2021:				74,90					
Customer balance				246,10					
Customer 1004 Orange									
100007	01.01.2020	15.01.2020	14	1 068,19	-554	USD	0,8902	1 200,00	
100008	01.03.2020	15.03.2020	14	1 093,19	-494	USD	0,9110	1 200,00	
100009	01.05.2020	15.05.2020	14	1 103,35	-433	USD	0,9195	1 200,00	
100010	01.07.2020	15.07.2020	14	1 071,43	-372	USD	0,8929	1 200,00	
100011	01.09.2020	29.09.2020	14_28	1 001,08	-296	USD	0,8342	1 200,00	Payment schedule
Customer balance				5 337,24					
Where overdue				5 337,24					
Customer 1006 Mango									
100012	01.02.2020	15.02.2020	14	1 123,93	-523	SEK	0,0937	12 000,00	
100013	01.05.2020	15.05.2020	14	1 125,29	-433	SEK	0,0938	12 000,00	
100014	01.08.2020	15.08.2020	14	1 166,92	-341	SEK	0,0972	12 000,00	
100015	01.10.2020	15.10.2020	14	1 144,46	-280	SEK	0,0954	12 000,00	
100016	01.12.2020	15.12.2020	14	1 174,92	-219	SEK	0,0979	12 000,00	
Customer balance				5 735,52					
Where overdue				5 735,52					

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 22.07.2021 Object PP account Status (all) (Customer Datafield)

Range Configure Days Type (all) (Customer Datafield)

Show (datafield) (salesman) (comment) Currency **SEK,USD** 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

Customer	Invoice No	Invoice time	Due date	Term	To pay	Days	Currency	Rate	To pay
1004 Orange	100007	01.01.2020	15.01.2020	14	1 068,19	-554	USD	0,8902	1 200,00
	100008	01.03.2020	15.03.2020	14	1 093,19	-494	USD	0,9110	1 200,00
	100009	01.05.2020	15.05.2020	14	1 103,35	-433	USD	0,9195	1 200,00
	100010	01.07.2020	15.07.2020	14	1 071,43	-372	USD	0,8929	1 200,00
	100011	01.09.2020	29.09.2020	14_28	1 001,08	-296	USD	0,8342	1 200,00 Payment schedule
	Customer balance					5 337,24			
Where overdue					5 337,24				
1006 Mango	100012	01.02.2020	15.02.2020	14	1 123,93	-523	SEK	0,0937	12 000,00
	100013	01.05.2020	15.05.2020	14	1 125,29	-433	SEK	0,0938	12 000,00
	100014	01.08.2020	15.08.2020	14	1 166,92	-341	SEK	0,0972	12 000,00
	100015	01.10.2020	15.10.2020	14	1 144,46	-280	SEK	0,0954	12 000,00
	100016	01.12.2020	15.12.2020	14	1 174,92	-219	SEK	0,0979	12 000,00
	Customer balance					5 735,52			
Where overdue					5 735,52				

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 22.07.2021 Object PP account Status (all) (Customer Datafield)

Range Configure Days Type (all) (Customer Datafield)

Show (datafield) (salesman) (comment) Currency **!EUR,SEK** 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

Customer	Invoice No	Invoice time	Due date	Term	To pay	Days	Currency	Rate	To pay
1004 Orange	100007	01.01.2020	15.01.2020	14	1 068,19	-554	USD	0,8902	1 200,00
	100008	01.03.2020	15.03.2020	14	1 093,19	-494	USD	0,9110	1 200,00
	100009	01.05.2020	15.05.2020	14	1 103,35	-433	USD	0,9195	1 200,00
	100010	01.07.2020	15.07.2020	14	1 071,43	-372	USD	0,8929	1 200,00
	100011	01.09.2020	29.09.2020	14_28	1 001,08	-296	USD	0,8342	1 200,00 Payment schedule
	Customer balance					5 337,24			
Where overdue					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 Object PP account Status (all) (Customer Datafield)

Range Configure 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

Currency	Prepayment	Unpaid	Balance	Base currency Balance	22.07.2021 Balance	22.07.2021 Unpaid	22.07.2021 Prepayment
EUR	-25,10	26 079,85	26 054,75	26 054,75	26 054,75	26 079,85	-25,10
USD	0,00	11 200,00	11 200,00	9 628,98	9 511,68	9 511,68	0,00
SEK	0,00	60 000,00	60 000,00	5 735,52	5 868,26	5 868,26	0,00
TOTAL				41 419,25	41 434,68	41 459,78	-25,10

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 Configure 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

Currency	Prepayment	Unpaid	Balance	Base currency Balance	Current rate Balance	Current rate Unpaid	Current rate Prepayment
EUR	-205,93	38 100,63	37 894,70	37 894,70	37 894,70	38 100,63	-205,93
USD	0,00	9 000,00	9 000,00	7 745,86	7 616,15	7 616,15	0,00
SEK	0,00	60 000,00	60 000,00	5 735,52	5 884,60	5 884,60	0,00
TOTAL				51 376,08	51 395,45	51 601,38	-205,93

Picture(8)

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 Customer salesman Class D account (Customer Datafield)

Time Object PP account Status (all) (Customer Datafield) (Customer Datafield)

Range Configure 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

Customer 1002 CAT Company

Invoice No	Invoice time	Due date	Term	To pay	Days	Currency	Rate	To pay
100057	23.07.2021	06.08.2021	14	963,00	-26			
Customer balance				963,00				
Where overdue				963,00				
Customer int comment will be paid tomorrow								

Customer 1003 Strawberry

Invoice No	Invoice time	Due date	Term	To pay	Days	Currency	Rate	To pay
100038	22.07.2021 7:06:56	22.07.2021 7:06:56	60_OS	85,60	-41			
100039	22.07.2021 7:13:37	22.07.2021 7:13:37	60_OS	85,60	-41			
100053	23.07.2021 13:06:43	06.08.2021	14	105,93	-26			
100071	20.08.2021 16:03:26	03.09.2021 16:03:26	14	480,00	2			
Unpaid prepayment invoices				-171,20				
Prepayment:				171,20				
Customer balance				757,13				
Where overdue				277,13				
Customer int comment client doesn't answer the phone								

Picture (9)

Sales Ledger

Customer Customer salesman Class D account (Customer Datafield)

Time Object PP account Status (all) (Customer Datafield) (Customer Datafield)

Range Configure 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

Customer Name **Customer int comment** **Unpaid Prepayment** **Balance**

1002	CAT Compan	will be paid tomorrow	963,00	0,00	963,00
1003	Strawberry	client doesn't answer the phone	757,13	0,00	757,13
Total :			1 720,13	0,00	1 720,13

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

Sales Ledger

Customer Customer salesman Class D account (Customer Datafield)

Time Object PP account Status (all) (Customer Datafield) (Customer Datafield)

Range Configure 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

Customer 1002 CAT Company

Class: Kasvuhoone 14 76855 Keskiinna linnaosa, Tallinn, Harju maakond Reg No:14304651

Account Manager: Phone: Fax: E-mail: Pirn.pirn@gmail.com

Int comment: will be paid tomorrow

Credit limit: 0,00 Credit limit balance: -963,00

Invoice No	Invoice time	Due date	Term	To pay	Days
100057	23.07.2021	06.08.2021	14	963,00	-26
Customer balance				963,00	
Where overdue				963,00	

Customer 1003 Strawberry

Class: Põllu 18 79544 Haabersti linnaosa, Tallinn, Harju maakond Reg No:11273586

Account Manager: Phone: Fax: E-mail: Maasikas.Maasikas@gmail.com

Int comment: client doesn't answer the phone

Credit limit: 0,00 Credit limit balance: -757,13

Invoice No	Invoice time	Due date	Term	To pay	Days
100038	22.07.2021 7:06:56	22.07.2021 7:06:56	60_OS	85,60	-41
100039	22.07.2021 7:13:37	22.07.2021 7:13:37	60_OS	85,60	-41
100053	23.07.2021 13:06:43	06.08.2021	14	105,93	-26
100071	20.08.2021 16:03:26	03.09.2021 16:03:26	14	480,00	2
Unpaid prepayment invoices				-171,20	
Prepayment:				171,20	
Customer balance				757,13	

everybody can see Client internal comment

Picture (10)



If there is no change option, the user does not have the right to change the client card.

Change group rights "Customer card rights" Save View changelog

Documents Reports Setting Other

Delete row

<input type="checkbox"/>	NO	Module	Name	How	Browse	Columns	View	Add	Direct	Change	Delete	Confirm	Attachments	Folders
<input type="checkbox"/>	1	klent	Customers		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"/>

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