# 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.

Change gi	oup rigi	nts		Save	ງ V	iew changelo	og									
Documents	Reports	Setting	Other													
Delete row																
NO Mod	ule	Na	ame	How			Browse	Columns	View	Add	Direct	Change	Delete	Confirm	Attachments	Folders
🗆 1 klie	nt	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

# 4. Fine tuning

Sales Ledger						_
Customer 🗸	Customer salesman 🗸	Class	D account	(Customer Datafield)	]	2 🔁 🗈
Time	Object	PP account	Status (all)	✓ (Customer Datafield) ✓		
Range	Divide 🗸 0 x 0	days	Type (all)	✓ (Customer Datafield) ✓		T
Show (datafield) 🗸	(salesman) V (comment) V		Currency	Precision 0,01 V		1
only prepared	ayment invoices 🗌 only overdue 🔲 By Trans	action time 🗌 Currency 🗌 Cus	tomer data 🗆 Invoice project 🗌	Orderer 🗌 Show delivery name 🗌 E	dit	
Total	✓ Sorted by Customer ✓	Invoice No 🗸	Mail	Print	REPORT	
Dicture(1)						

Picture(1)

- Setting 
   possibility to choose personal settings.
- Excel sheet <sup>(1)</sup>(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 I	edger							
Customer	~	Customer salesman 🗸	Class	D account		Customer Datafield)	~	29
Ti	ne	Object	PP account	Status (al	ll) 🗸 [(		$\checkmark$	
	ge	Divide 🗸 0 刘		Type (al	II) 🗸 [(	Customer Datafield)	$\checkmark$	
	ow (datafield) 🗸 (sales	sman) 🗸 (comment) 🗸		Currency	Pr	ecision 0,01 🗸		
			Transaction time Currency					
Tc	tai 🔍 🗸			TING: Personal 🗸			REPORT	
Customer 1 Invoice No 100001	001 Ploom Invoice time 01.01.2020	Due date 15.06.2020	E	Exceli Output Table	~	_		
	01.02.2020	15.02.2020	Customer data field with invoice rec	ceiver e-mail	~			
	01.03.2020 01.04.2020	15.03.2020 15.04.2020	Clie	ent datafields 3 🗸				
	01.05.2020	15.05.2020		Currency EUR V				
	01.06.2020	15.06.2020						
100017	01.06.2021 11:42:20	29.06.2021	Save					

### Picture(2)

Sales Ledger				
Customer 🗸	Customer salesman V	Class	D account (Customer Datafield	
Time	Object	PP account	Status (all)	,
Range	Configure V Days -180,-90,0		Type (all)	·
		J	i)po (dii)	
_				<u>~</u>
only prepay	yment invoices 🔲 only overdue 🔲 By Transaction tir	me 🗌 Currency 🔲 Customer d	lata Invoice project Orderer Show delivery	name 🗆 Edit
Total Customer	✓ Sorted by Customer ✓ Invoice	No 🗸	Mail Print	REPORT
ustomer Name		Unpaid Prepayment	Balance Split label - numbers	
001 Ploom	8 170,00 1 200,00 14 281,80 3 000,		26 951,80	
002 Pirn 003 Maasikas	963,00 277,13 480	963,00 0,00 00 757.13 0.00	963,00	
Sales Ledger	Customer salesman 🗸	Class	D account (Customer Datafie	eld) 🗸
Time	Object	PP account	Status (all) V (Customer Datafie	eld) 🗸
Range	Configure V Days -180,-90,0		Type (all) V (Customer Datafie	eld) 🗸
Show (datafield) 🗸		2	Currency Precision 0,01	×
		ime Currency Customer	data Invoice project Orderer Show deliver	v name 🗌 Edit
Total Customer	✓ Sorted by Customer ✓ Invoice		Mail Print	REPORT
Iotal Customer			Man Print	REPORT
Customer Name	06.03.2021 04.06.2021 02.09. 05.03.2021 03.06.2021 01.09.2021	2021 Unpaid Prepayment	Balance Split label - days	
001 Ploom		00,00 29 051,80 -100,00	28 951,80	
1002 Pirn	963,00	963,00 0,00	963,00	
icture(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	1003,1004,10	Customer salesman 🗸			Class		D	account	(Customer Datafield) 🗸
т	ime 22.07.2021	Object		P	P account			Status (all)	✓ (Customer Datafield) ✓
					account				
	nge	Configure 🗸 [						Type (all)	
Sh	now (datafield) 🗸 (sal	esman) 🗸 (comme	ent) 🗸	_				Currency	Precision 0,01 V
	only prepaymen	t invoices only overdue	By Transaction	n time 🔽 Curi	rency	Custom	ner data	Invoice project	orderer 🗌 Show delivery name 🗌 Edit
-	otal		Customer 🗸 Invo		,				Print REF
		Solied by						Iviali F	
Customer	1003 Strawberry								
nvoice No	Invoice time	Due date	Term	То рау	Days Cu	rrency	Rate	То рау	
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				
	t 31.01.2021			74,90					
	nt AT 22.07.2021:			74,90					
Customer	balance			246,10					
Customer	1004 Orange								
	Invoice time	Due date	Term	То рау	Days Cu	rrencv	Rate	To pay	
100007	01.01.2020	15.01.2020	14	1 068,19	-554		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	tschedule
Customer I	balance			5 337,24					
Where ove	rdue			5 337,24					
Customer	1006 Mango								
	Invoice time	Due date	Term	To pay	Days Cu	rrency	Rate	То рау	
100012	01.02.2020	15.02.2020	14	1 123.93	-523		0.0937	12 000.00	
100013	01.05.2020	15.05.2020	14	1 125,29	-433		0,0938	12 000,00	
100014	01.08.2020	15.08.2020	14	1 166,92	-341		0,0972	12 000,00	
100015	01.10.2020	15.10.2020	14	1 144,46	-280		0,0954	12 000,00	
100016	01.12.2020	15.12.2020	14	1 174,92	-219	SEK	0,0979	12 000,00	
Customer I	balance			5 735,52					
Nhere ove	rdue			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 I	edger								
	leager								
Customer ·	1003,1004,10	Customer salesman 🗸			Class		D account	(Customer Datafield)	
Ti	me 22.07.2021	Obje	ct	P	P account		Status (all)	✓ (Customer Datafield) ✓	
Rar	nde	Configure 🗸					Type (all)	✓ (Customer Datafield) ✓	
	ow (datafield) 🗸		nment) V				Currency SEK,USD		
- 51					_				
	only prep	oayment invoices 🛛 only overdu	ie 🕒 By Transactio	n time 🗹 Cur	rency 🗆	Customer dat	a 🗌 Invoice project	Orderer Show delivery name Edit	
To	otal	✓ Sorted b	y Customer 🗸 Inv	oice No 🗸			Ma	il Print	REPOR
ustomer 1	004 Orange								
	Invoice time	Due date	Term	То рау	Days Ci	urrency Rat	te To pay		
00007	01.01.2020	15.01.2020	14	1 068,19	-554	USD 0,890	1 200,00		
80000	01.03.2020	15.03.2020	14	1 093,19	-494	USD 0,911	0 1 200,00		
00009	01.05.2020	15.05.2020	14	1 103,35	-433	USD 0,919	1 200,00		
00010	01.07.2020	15.07.2020	14	1 071,43	-372	USD 0,892	9 1 200,00		
00011	01.09.2020	29.09.2020	14 28	1 001,08	-296	USD 0,834	2 1 200,00 Pa	yment schedule	
Customer b	palance		-	5 337,24					
Where over	rdue			5 337,24					
Customer 1	1006 Mango								
nvoice No	Invoice time	Due date	Term	То рау	Days Ci	ur <u>rencv</u> Rat	te Topay		
100012	01.02.2020	15.02.2020	14	1 123,93	-523	SEK 0,093	12 000,00		
00013	01.05.2020	15.05.2020	14	1 125,29	-433	SEK 0,093	12 000,00		
00014	01.08.2020	15.08.2020	14	1 166,92	-341	SEK 0,097	2 12 000,00		
00015	01.10.2020	15.10.2020	14	1 144,46	-280	SEK 0,095	12 000,00		
00016	01.12.2020	15.12.2020	14	1 174,92	-219	SEK 0,097	9 12 000,00		
Customer b	balance			5 735,52					
Where over	rdue			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 🗸 1003,100	4,10 Customer salesm	an 🗸	Class	D acc	count	(Customer Datafiel	ld) 🗸	
Time 22.07.202	21	Object	PP account	St	tatus (all)	✓ (Customer Datafiel	ld) 🗸	
Range	Config	ure 🗸 Days			Type (all)	<ul> <li>(Customer Datafiel</li> </ul>	ld) 🗸	
Show (datafield	1) V (salesman) V	(comment) 🗸			ency IEUR.SEK	Precision 0,01	~	
[		· · · .						
Total		rted by Customer 🗸 Invo	oice No 🗸		Mail F	Print		REPOR
		rted by Customer 🗸 Invo	oice No 🗸	rrency Rate	Mail F	Print	6	REPOR
ustomer 1004 Orange voice No Invoice time		·		rrency Rate		Print		REPOR
ustomer 1004 Orange voice No Invoice time 20007 01.01.2020	e Due date	Term	To pay Days Cur		То рау	Print	<u></u>	REPOR
ustomer 1004 Orange voice No Invoice time 20007 01.01.2020	e Due date 15.01.2020	<b>Term</b> 14	<b>To pay Days Cur</b> 1 068,19 -554	USD 0,8902	<b>To pay</b> 1 200,00	Print	<b>1</b> 3	REPOR
ustomer 1004 Orange voice No Invoice time 00007 01.01.2020 00008 01.03.2020 00009 01.05.2020	e Due date 15.01.2020 15.03.2020	Term 14 14	<b>To pay Days Cur</b> 1 068,19 -554 1 093,19 -494	USD 0,8902 USD 0,9110	<b>To pay</b> 1 200,00 1 200,00	Print	5	REPOR
ustomer 1004 Orange voice No Invoice time 00007 01.01.2020 00008 01.03.2020 00009 01.05.2020	e Due date 15.01.2020 15.03.2020 15.05.2020	<b>Term</b> 14 14 14	<b>To pay Days Cu</b> 1 068,19 -554 1 093,19 -494 1 103,35 -433	USD 0,8902 USD 0,9110 USD 0,9195	<b>To pay</b> 1 200,00 1 200,00 1 200,00		\; ;	REPOR

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.

1/9
-----

es Ledger							
tomer 🗸 🚺	Customer sale	sman 🗸		Class	D account	(Customer Datafield)	~
Time 22.07.2021	1	Object	PP a	ccount	Status (all)	<ul> <li>(Customer Datafield)</li> </ul>	~
Range	Con	figure 🗸 Days			Type (all)	<ul> <li>(Customer Datafield)</li> </ul>	~
Show (datafield)	✓ (salesman)	(comment) 🗸			Currency	Precision 0,01	<ul> <li>Image: A set of the set of the</li></ul>
Only pi Total		ly overdue D By Transa Sorted by Customer 🗸		cy 🗌 Customer data	a 🗆 Invoice project 💭 Mail	Orderer Show delivery nam	ne 🗆 Edit REI
Currency	Prepayment	Unpaid	Balance	Base currency Balance	22.07.2021 Balance	22.07.2021 Unpaid	22.07.2021 Prepayment
EUR USD	-25,10 0,00	26 079,85 11 200,00	26 054,75 11 200,00	26 054,75 9 628,98	26 054,75 9 511,68	26 079,85 9 511,68	-25,10 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.

es Ledger							
omer 🗸	Customer	salesman 🗸	с	lass	D account	(Customer Datafie	ld) 🗸
Time		Object	PP acc	ount	Status (all)	✓ (Customer Datafie)	ld) 🗸
Range		Configure 🗸 Days			Type (all)	✓ (Customer Datafie)	ld) 🗸
Show (datafie	eld) 🗸 (salesman)	✓ (comment) ✓			Currency	Precision 0,01	~
🗌 🗌 onl	y prepayment invoices	🔵 only overdue 🔲 By Trai	nsaction time 🗹 Currency	Customer data	a 🔲 Invoice project 🗌	Orderer Show delivery	name 🗌 Edit
oni Total	y prepayment invoices	only overdue By Tran Sorted by Customer		Customer data	a 🗋 Invoice project 🗌 Mail	Orderer Show delivery	name 🗆 Edit
Total		· · · · · · · · · · · · · · · · · · ·	V Invoice No V	Customer data Base currency Balance			
Total Currency EUR	Prepayment -205,93	Sorted by Customer • Unpaid 38 100,63	Balance 37 894,70	Base currency Balance 37 894,70	Mail Current rate Balance 3/ 894,/0	Print Current rate Unpaid 38 100,63	Current rate Prepayment -205,93
	Prepayment	Sorted by Customer	Invoice No     Salance	Base currency Balance	Mail Current rate Balance	Print Current rate Unpaid	Current rate Prepayment

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 V 1003,1002 Customer salesman V					Class	D ac	count		(Customer Datafield)	~		
									_	(Customer Datafield)			
Ti	me	Object				P account	S	tatus (all)	~		~		
Rar	ge	Configure 🗸 Days					Type (all) 🗸			(Customer Datafield)	~		
Sh	ow (datafield) 🗸	(salesman)	✓ (comme	nt) 🗸				ency		Precision 0,01 V			
		wment invoices			time 🔽 Cur	conov. 🗌 Quetem	or data		Ordere	r 🗌 Show delivery name			
				-		rency 🗆 Custom	er data 🙂			r 🗆 Snow delivery name	Eait		
Тс	tal	~	Sorted by	Customer 🗸 Invo	oice No 🗸			Mail	Print		_	REPORT	
	002 CAT Compan												
	Invoice No Invoice time Due date Term			То рау	Days Currency	Rate	то рау						
			14	963,00 963,00	-26								
Customer balance Where overdue				963,00									
	nt commen will b	e paid tomorrow			000.00								
Customer 1	003 Strawberry												
Invoice No	Invoice time	Due dat	te	Term	То рау	Days Currency	Rate	То рау					
100038	22.07.2021 7:06:5		021 7:06:56	60_OS	85,60	-41							
100039	22.07.2021 7:13:3		021 7:13:37	60_OS	85,60	-41							
100053	23.07.2021 13:06			14	105,93	-26							
100071	20.08.2021 16:03		021 16:03:26	14	480,00	2							
Unpaid prepayment invoices -171,20													
Prepayment: 171,20 Customer balance 757,13													
Customer balance													
Where over					277.13								
Customer i	nt comment client	doesn't answer th	ie phone										

### Picture (9)

Sales Ledger											
Customer 🗸 1003,1002	2 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 V							
🗌 only prepayment invoices 🗌 only overdue 🗌 By Transaction time 🗹 Currency 🗍 Customer data 🗍 Invoice project 🗍 Orderer 🗍 Show delivery name 🗹 Edit											
Total Custome	r V Sorted by Customer V	I	Mail Print			REPORT					
Customer Name	Customer int comment	Unpaid Prepayme	nt Balance								
1002 CAT Company	will be paid tomorrow		963,00 0,0	00 963,00							
1003 Strawberry	client doesn't answer the phone		757,13 0,0	00 757,13							
Total :			1 720,13 0,0	00 1 720,13							

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

Sales Ledge	r											
Customer V 1003,1002 Customer salesman V Class D account (Customer Datafield)												
Time		bject	PP account	Status	(all) 🗸	(Customer Datafield)	<b>v</b>					
					(Customer Datafield)	~						
Show (datafield) (salesman) (comment) Currency Precision 0,01 Currency												
🗌 on	ly prepayment invoices 🗌 only ove	erdue 🗌 By Transaction tim	ne 🗌 Currency 🗹 Custo	mer data 🗌 Invoice	project 🗌 Ordere	r 🗌 Show delivery name 🗌	Edit					
Total	✓ Sorte	ed by Customer 🗸 Invoice			Mail Print		REPORT					
					The second second		REPORT					
			ſ				0					
Customer 1002 CAT C Class:	company			everybody c	an see Client	internal comment						
	5 Kesklinna linnaosa, Tallinn, Harju	maakond Reg No:1430465	1									
Account Manager:	· · · · · · · · · · · · · · · · · · ·											
Phone:		Fax:	E-mai	l:Pirn.pirn@gmail.co	om							
Int comment will be p												
Credit limit: 0,00	Credit limit balance: -963,00											
Invoice No 100057	Invoice time 23.07.2021	Due date 06.08.2021	Term 14		ays -26							
Customer balance	23.07.2021	00.00.2021	14	963,00 - 963,00	-20							
Where overdue				963,00								
Customer 1003 Straw	berry											
Class:												
	rsti linnaosa, Tallinn, Harju maako	Reg No:11273586										
Account Manager:		_										
Phone:	oesn't answer the phone	Fax:	E-mail:Maasii	as.Maasikas@gmai	I.com							
Credit limit: 0.00	Credit limit balance: -757.13											
Invoice No	Invoice time	Due date	Term	То рау	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	85,60	-41								
100053												
100071	20.08.2021 16:03:26	03.09.2021 16:03:26	14	480,00	2							
Unpaid prepayment in	nvoices			-171,20								
Prepayment:				171,20								
Customer balance				757,13								

ļ	If there is no change option, the user does not have the right to change the client card.																	
Ch	Change group rights "Customer card rights" Save 🗇 View changelog																	
Do	ocumer	nts Reports	Settin	g Othe	er													
Ŵ	Delete	row																
NO Module		Name		How			Browse	Columns	View	Add	Direct	Change	Delete	Confirm	Attachments	Folders		
	□ 1 klient		Custome	rs		~	All					☑ [						

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