

# 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

Picture(1)

- **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. The D account filter works with both a comma list (for example - 12000,12001) and an account selection (for example, 12000:14000).
- **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.
- **Overlaps are possible** - with this option only lines with prepayment and balance remain in the Total view
- **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** - the project in the invoice header is displayed.
- **Invoice object** - the object in the invoice header is displayed.
- **D account** - Report shows debt account.
- **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.



Write the text (or edit the text), leave the cell with the mouse, click on the coloured surface of the report and the text will be saved.



If the right to change ``customers`` module is removed, the option to ``edit`` the sales ledger will disappear. If you have this right and the edit box is checked, can write a comment after the customer int comment in the report, which is saved automatically.

**Change group 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	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)  (Invoice datafield)

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

Range  Divide  0 x 0 days Type (all)  (Customer Datafield)  (Invoice datafield)




Show (salesman)  (comment)  Currency  Precision 0.01

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

Total  ☐ Overlaps are possible Sorted by Customer Invoice No

[Mail](#) [Print](#) [REPORT](#)

Picture(2)

- **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 Currency  Precision 0,01 (Customer Datafield)

Show (salesman) (comment) ☐ only prepayment invoices ☐ only overdue ☐ By Transaction time ☐ Currency ☐ Customer data ☐ Invoice project ☐ Invoice object ☐ D account ☐ Orderer ☐ Show delivery name ☐ Edit

Total  Overlaps are possible Sorted by Customer Invoice No  Mail Print REPORT

Customer 1001 Big Client

Invoice No	Invoice time	Due date	Term	To pay	Days
100001	12.01.2020	15.04.2020	14	600.00	-930
100002	01.02.2020	15.04.2020	14	1.000.00	-930
100004	01.04.2020	15.05.2020	14	1.200.00	
100005	01.05.2020	15.06.2020	14	1.200.00	
100006	01.06.2020	14.06.2021	14	1.070.00	
100022	22.07.2021 6:43:05	05.08.2021	14	1.070.00	
100029	22.07.2021 6:44:38	05.08.2021	14	1.070.00	
100030	22.07.2021 6:45:06	05.08.2021	14	1.070.00	
100031	22.07.2021 6:45:20	05.08.2021	14	1.070.00	
100032	22.07.2021 6:45:34	05.08.2021	14	1.070.00	
100033	22.07.2021 6:45:47	05.08.2021	14	1.070.00	
100034	22.07.2021 6:46:22	05.08.2021	14	1.070.00	
100035	22.07.2021 7:01:38	05.08.2021	14	176.55	
100036	22.07.2021 7:03:08	05.08.2021	14	176.55	
100037	22.07.2021 7:03:55	05.08.2021	14	176.55	
100051	23.07.2021 12:58:58	06.08.2021 12:58:58	14	85.60	
100061	23.07.2021	06.08.2021	14	176.55	
100063	23.07.2021	06.08.2021	14	1.080.00	
100072	20.08.2021 18:08:59	03.09.2021 18:08:59	14	2.400.00	
100073	30.09.2021	4.10.2021	14	2.400.00	
100074	25.09.2021		E	-100.00	
100075	30.11.2021	14.12.2021	14	2.400.00	

Back Save DELETE SETTING: Personal

Excel Output With Customer in Header

Split Label Numbers

Customer data field with invoice receiver e-mail Numbers

Client datafields Days

Currency EUR

Save

Picture(3)

**Sales Ledger**

Customer  Customer salesman  Class  D account  (Customer Datafield)

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

Range  Configure Days -180,-90,0

Show (salesman) (comment) ☐ only prepayment invoices ☐ only overdue ☐ By Transaction time ☐ Currency ☐ Customer data ☐ Invoice project ☐ Invoice object ☐ D account ☐ Orderer ☐ Show delivery name ☐ Edit

Total Customer Overlaps are possible Sorted by Customer Invoice No  Mail Print REPORT

Customer Name

Customer Name	Unpaid Prepayment	Balance
1001 Big Client	49 880.86	1 800.00
1002 Baltic Telemarketing OU	963.00	0.00

Split label -numbers

**Sales Ledger**

Customer  Customer salesman  Class  D account  (Customer Datafield)

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

Range  Configure Days -180,-90,0

Show (salesman) (comment) ☐ only prepayment invoices ☐ only overdue ☐ By Transaction time ☐ Currency ☐ Customer data ☐ Invoice project ☐ Invoice object ☐ D account ☐ Orderer ☐ Show delivery name ☐ Edit

Total Customer Overlaps are possible Sorted by Customer Invoice No  Mail Print REPORT

Customer Name

Customer Name	Unpaid Prepayment	Balance
1001 Big Client	49 880.86	1 800.00
1002 Baltic Telemarketing OU	963.00	0.00

Split label - days

Picture(4)

- **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  Object  PP account  Status  (Customer Datafield)

Range  Divide  x  days Type  (Customer Datafield)

Show   Currency  Precision

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

Total  ☐ Overlaps are possible Sorted by

[Mail](#) [Print](#) [REPORT](#)

Customer	Invoice No	Invoice time	Due date	Term	To pay	Days	Currency	Rate	To pay
Customer 1002 Baltic Telemarketing OU									
100057	23.07.2021	06.08.2021	14	963.00	-452				
Customer balance				963.00					
Where overdue				963.00					
Customer 1003 Strawberry									
100053	23.07.2021 13:06:43	06.08.2021	14	105.93	-452				
100071	20.08.2021 16:03:26	03.09.2021 16:03:26	14	480.00	-424				
100147	01.03.2021 12:36:19	08.03.2021	7	117.84	-603	SEK	0.0982	1 200.00	
Customer balance				703.77					
Where overdue				703.77					
Customer 1004 Orange									
100009	01.05.2020	15.07.2020	14	882.68	-839	USD	0.9195	960.00	<a href="#">Payment schedule</a>
100010	01.07.2020	15.07.2020	14	1 071.43	-839	USD	0.8929	1 200.00	
100045	23.07.2021 11:40:22	06.08.2021	14	214.00	-452				
100047	23.07.2021 11:43:20	23.07.2021 11:43:20	14	88.00	-466				
100048	23.07.2021 11:47:09	06.08.2021 11:47:09	14	88.00	-452				
100049	23.07.2021 11:51:46	06.08.2021 11:51:47	14	88.00	-452				
Prepayment 01.05.2021				-8 276.78		USD	0.8277	-10 000.00	
Prepayment:				-8 276.78					
Customer balance				-5 844.67					
Where overdue				2 432.11					

Picture(5)

**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  Object  PP account  Status  (Customer Datafield)

Range  Divide  x  days Type  (Customer Datafield)

Show   Currency  Precision

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

Total  ☐ Overlaps are possible Sorted by

[Mail](#) [Print](#) [REPORT](#)

Customer	Invoice No	Invoice time	Due date	Term	To pay	Days	Currency	Rate	To pay
Customer 1003 Strawberry									
100147	01.03.2021 12:36:19	08.03.2021	7	117.84	-136	SEK	0.0982	1 200.00	
Customer balance				117.84					
Where overdue				117.84					
Customer 1004 Orange									
100007	01.01.2020	15.01.2020	14	1 068.19	-554	USD	0.8902	1 200.00	
100009	01.05.2020	15.07.2020	14	1 103.35	-372	USD	0.9195	1 200.00	<a href="#">Payment schedule</a>
100010	01.07.2020	15.07.2020	14	1 071.43	-372	USD	0.8929	1 200.00	
100011	01.09.2020	29.10.2020	14_28	1 001.08	-266	USD	0.8342	1 200.00	
Prepayment 01.05.2021				-8 276.78		USD	0.8277	-10 000.00	
Prepayment AT 22.07.2021:				-8 276.78					
Customer balance				-4 032.73					
Where overdue				4 244.05					

Picture(6)



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  Divide  0 x 0 days Type (all) (Customer Datafield)

Show (salesman) (comment) Currency EUR, SEK Precision 0.01

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

Total  ☐ Overlaps are possible Sorted by Customer Invoice No

**Customer 1004 Orange**

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	-554	USD	0.8902	1 200.00
100009	01.05.2020	15.07.2020	14	1 103.35	-372	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	29.10.2020	14_28	1 001.08	-266	USD	0.8342	1 200.00
Prepayment 01.05.2021				-8 276.78		USD	0.8277	-10 000.00
Prepayment AT 22.07.2021:				-8 276.78				
Customer balance				-4 032.73				
Where overdue				4 244.05				

Mail Print REPORT

Picture(7)



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

**5.1.4. Date added and Currency selected** – 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 22.07.2021 Object  PP account  Status (all) (Customer Datafield)

Range  Divide  0 x 0 days Type (all) (Customer Datafield)

Show (salesman) (comment) Currency  Precision 0.01

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

Total  ☐ Overlaps are possible Sorted by Customer Invoice No

**Currency Prepayment Unpaid Balance Base currency Balance**

Currency	Prepayment	Unpaid	Balance	Base currency Balance	22.07.2021 Balance	22.07.2021 Unpaid	22.07.2021 Prepayment
EUR	-13 265.10	26 319.85	13 054.75	13 054.75	13 054.75	26 319.85	-13 265.10
SEK	-10 000.00	61 200.00	51 200.00	4 869.50	5 007.58	5 985.62	-978.04
USD	-10 000.00	13 420.00	3 420.00	3 262.21	2 904.46	11 397.03	-8 492.57
TOTAL				21 186.46	20 966.79	43 702.50	-22 735.71

Mail Print REPORT

Picture(8)

**5.1.5. Date not added and currency selected** – 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 (salesman) (comment) Currency  Precision 0.01

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

Total  ☐ Overlaps are possible Sorted by Customer Invoice No

**Currency Prepayment Unpaid Balance Base currency Balance**

Currency	Prepayment	Unpaid	Balance	Base currency Balance	Current rate Balance	Current rate Unpaid	Current rate Prepayment
EUR	-36 944.55	251 699.35	214 754.80	214 754.80	214 754.80	251 699.35	-36 944.55
USD	-37 600.00	64 595.67	26 995.67	24 143.38	27 229.85	65 156.01	-37 926.17
SEK	-10 000.00	61 200.00	51 200.00	4 869.50	4 696.82	5 614.16	-917.35
TOTAL				243 767.67	246 681.46	322 469.53	-75 788.06

Mail Print REPORT

Picture(9)

## 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

Customer1002.1003

Customer salesman

Class

D account

(Customer Datafield)

Time

Object

PP account

Status (all)

(Customer Datafield)

Range

Divide0x0days

Type (all)

(Customer Datafield)

Show (salesman) (comment)

Currency

Precision0.01

☐ only prepayment invoices

☐ only overdue

☐ By Transaction time

☐ Currency

☐ Customer data

☐ Invoice project

☐ Invoice object

☐ D account

☐ Orderer

☐ Show delivery name

☒ Edit

Total

Overlaps are possible

Sorted byCustomerInvoice No

Mail

Print

REPORT

Customer 1002 Baltic Telemarketing OU

Invoice No	Invoice time	Due date	Term	To pay	Days
100057	23.07.2021	06.08.2021	14	963.00	-452
Customer balance				963.00	
Where overdue				963.00	
Customer int comment	will be paid after two weeks				
					16.09.2021 15:59:29 JANE

Customer 1003 Strawberry

Invoice No	Invoice time	Due date	Term	To pay	Days
100053	23.07.2021 13:06:43	06.08.2021	14	105.93	-452
100071	20.08.2021 16:03:26	03.09.2021 16:03:26	14	480.00	-424
100147	01.03.2021 12:36:19	08.03.2021	7	117.84	-603
Customer balance				703.77	
Where overdue				703.77	
Customer int comment	client doesn't answer the phone				
					16.09.2021 16:00:13 JANE

Total unpaid1 666.77

Total prepaid0.00

Total balance1 666.77

Total overdue balance1 666.77

Picture (10)

Also visible when grouped by customers.

Sales Ledger

Customer1002.1003

Customer salesman

Class

D account

(Customer Datafield)

Time

Object

PP account

Status (all)

(Customer Datafield)

Range

Divide0x0days

Type (all)

(Customer Datafield)

Show (salesman) (comment)

Currency

Precision0.01

☐ only prepayment invoices

☐ only overdue

☐ By Transaction time

☐ Currency

☐ Customer data

☐ Invoice project

☐ Invoice object

☐ D account

☐ Orderer

☐ Show delivery name

☒ Edit

TotalCustomer

Overlaps are possible

Sorted byCustomerInvoice No

Mail

Print

REPORT

Customer Name	Unpaid Prepayment	Balance	Customer int comment	
1002 Baltic Telemarketing OU	963.00	0.00	will be paid after two weeks	01.11.2022 12:39:23 TRIINP
1003 Strawberry	703.77	0.00	client doesn't answer the phone	01.11.2022 12:40:41 TRIINP
Total :	1 666.77	0.00	1 666.77	

Picture (11)

!

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

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

Picture (12)

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

<https://wiki.directo.ee/>

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### Sales Ledger

Customer  Customer salesman  Class  D account  (Customer Datafield)

Time  Object  PP account  Status  (Customer Datafield)

Range  Divide  x  days Type  (Customer Datafield)

Show  (comment)  Currency  Precision

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

Total  ☐ Overlaps are possible Sorted by

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Customer 1002 Baltic Telemarketing OU  
 Class:  
 Pirita tee 20/4-318 12011 Kesklinna linnaosa, Tallinn, Harju maakond Reg No:12317340  
 Account Manager:  
 Phone: Fax: E-mail:Pirn.pirn@gmail.com  
 Int comment: **will be paid after two weeks**  
 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 -452  
 Customer balance 963.00  
 Where overdue 963.00

Customer 1003 Strawberry  
 Class:KLASS\_2  
 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: -703.77  
 Invoice No Invoice time Due date Term To pay Days  
 100053 23.07.2021 13:06:43 06.08.2021 14 105.93 -452  
 100071 20.08.2021 16:03:26 03.09.2021 16:03:26 14 480.00 -424  
 100147 01.03.2021 12:36:19 08.03.2021 7 117.84 -603  
 Customer balance 703.77  
 Where overdue 703.77

Everybody can see Client internal comment

Picture (13)

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