

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

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.

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

Customer 1001 Big Client

Invoice No	Invoice time	Due date	Term	To pay	Days
100001	12.01.2020	15.04.2020	14	-30.00	
100002	01.02.2020	15.04.2020	14	600.00	-930
100004	01.04.2020	15.04.2020	14	1.000.00	-930
100005	01.05.2020	15.05.2020	14	1.200.00	
100006	01.05.2020	15.06.2020	14	1.200.00	
100022	31.05.2021	14.06.2021	14	1.200.00	
100028	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	05.08.2021 12:58:58	14	176.55	
100061	23.07.2021	06.08.2021	14	176.55	
100063	23.07.2021	06.08.2021	14	1.000.00	
100072	20.08.2021 18:08:59	03.09.2021 18:08:59	14	2.400.00	
100073	30.09.2021	14.10.2021	E	2.400.00	
100074	25.09.2021	14.10.2021	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)

- **Split label** - choices: numbers, days

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 (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

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 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

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 data field with invoice receiver e-mail** - 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 (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

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	Payment schedule
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 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 (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

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	Payment schedule
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: 1002,1003,100 Customer salesman: Class: D account: (Customer Datafield) PP account: Status: (all) (Customer Datafield) Type: (all) (Customer Datafield)

Time: 22.07.2021 Object: Divide 0 x 0 days Currency: EUR,SEK Precision: 0.01

Show: (salesman) (comment) ☒ 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	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					

Picture(7)



Filtering with exclusion mark „!“ works also with option 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: 22.07.2021 Customer salesman: Class: D account: (Customer Datafield) PP account: Status: (all) (Customer Datafield) Type: (all) (Customer Datafield)

Time: 22.07.2021 Object: Divide 0 x 0 days Currency: Precision: 0.01

Show: (salesman) (comment) ☒ 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

Currency	Prepayment	Unpaid	Balance	Base currency	Balance	22.07.2021	22.07.2021	22.07.2021
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	

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 daysType

(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 possibleSorted by

Customer

Invoice No

Mail

Print

REPORT

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

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

Customer

1002,1003

Customer salesman Class D account

(Customer Datafield)

Time Object PP account Status

(all)

(Customer Datafield)

Range Divide 0 x 0 daysType

(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 possibleSorted by

Customer

Invoice No

Mail

Print

REPORT

Customer 1002 Baltic Telemarketing OÜ					
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 unpaid				1 666.77	
Total prepaid				0.00	
Total balance				1 666.77	
Total overdue balance				1 666.77	

Picture (10)

Also visible when grouped by customers.

Sales Ledger

Customer

1002,1003

Customer salesman Class D account

(Customer Datafield)

Time Object PP account Status

(all)

(Customer Datafield)

Range Divide 0 x 0 daysType

(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

Customer

☐ Overlaps are possibleSorted by

Customer

Invoice No

Mail

Print

REPORT

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

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

Printed on 2025/06/08 00:34

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
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

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 (salesman) (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 Mail Print REPORT

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: Pirm.pirn@gmail.com
Int comment: will be paid after two weeks
Credit limit: 0.00 Credit limit balance: -963.00
Invoice No 100057 Invoice time 23.07.2021 Due date 06.08.2021 Term 14 To pay 963.00 Days -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 100053 Invoice time 23.07.2021 13:06:43 Due date 06.08.2021 Term 14 To pay 105.93 Days -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

5.3 Payment schedule information

If the invoice is received based on a payment schedule, the payment schedule note is added to the end of the invoice data.

Customer Customer salesman Class D account

Time Object PP account Status

Range Divide x days Type

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

Customer 1008 Johann Berg					
Invoice No	Invoice time	Due date	Term	To pay	Days
100025	24.06.2021	22.08.2021	7	1 200.00	-438
100209	01.01.2023	08.01.2023	7	1 200.00	68
100210	01.01.2023	08.01.2023	7	2 400.00	68
100211	01.01.2023	08.01.2023	7	3 600.00	68
100212	01.01.2024	08.01.2024	7	1 200.00	433
100213	01.01.2024	08.01.2024	7	2 400.00	433
Customer balance				12 000.00	
Where overdue				1 200.00	
Total unpaid				12 000.00	
Total prepaid				0.00	
Total balance				12 000.00	
Total overdue balance				1 200.00	

