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

< <: Report Sales Ledger 🗤 - Work - Microsoft Edge

https://login.directo.ee/ocra	_directo_jane/mr_aru_reskontro.asp?showall=1&	klient_tyyp=0&klient=&kaart=0&show	vall=jee&viide=&klass=&vk	konto=&data1=&data1_t=&lisav_sel_item1=&d_klass1=klient&datasisu1
Sales Ledger				
Customer 🗸	Customer salesman 🗸	Class	D account	(Customer Datafield)
Time	Object	PP account	Status (all)	✓ (Customer Datafield) ✓
Range	Divide 🗸 0 x 0 d	lays	Type (all)	✓ (Customer Datafield) ✓
Show (salesman)	✓ (comment) ✓	Currency	Precision 0,01	×
only prepayme	ent invoices 🗌 only overdue 🔲 By Transaction	time 🗆 Currency 🗆 Customer dat	a 🗌 Invoice project 🗌 In	nvoice object 🛛 D account 🗋 Orderer 🗍 Show delivery name 🗌 Edi
Total	✓ Overlaps are possible Sorted by C	ustomer 🗸 Invoice No 🖌		Mail Print REPOR
Dicture(1)				

- 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 g	roup rigl	nts		Save	ී Vi	ew changelo	g									
Documents	Reports	Setting	Other													
Delete row																
NO Mod	lule	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

2023/00/00 00.	40			5/10	Suics Leager
Sales Ledger					
Customer V	Customer salesman V Object	Class PP account	D account Status (all)	(Customer Datafield) V (Customer Datafield) V	(Invoice datafield) ✓ (Invoice datafield) ✓
Range	Divide 🗸 0 x 0	days	Type (all)	✓ (Customer Datafield) ✓	(Invoice datafield) 🗸
Show (salesman)	✓ (comment) ✓	Currency	Precision 0,01	~	
only prepay	rment invoices 🗌 only overdue 🗌 By Transar	tion time 🗌 Currency 🗌 Customer d	ata 🗌 Invoice project 🗌 In	voice object 🗋 D account 📄 Orderer 📄 Show delivery	y name 🔲 Edit
Total	Overlaps are possible Sorted by	Customer V Invoice No V		Mail	Print REPORT

5/10

Sales Ledger

Picture(2)

2025/06/08 00.48

- 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.

iles I	_edger											
stomer	×	Customer salesman 🗸			Class	D account		(Customer Datafield)	~		(Invoice datafield) 🗸	
							~	(Customer Datafield)	~		(Invoice datafield) 🗸	
		Divide 🗸 0					~	(Customer Datafield)	~		(Invoice datafield) 🗸	
		V (comment) V					~					
		invoices 🗆 only overdue 🗌										
	otal 🗸 🗸	Overlaps are possible		Customer 🗸 In	voice No 🗸				Mail	Print REPOR		
	1001 Big Client Invoice time	Due date	Term	То рау								
	12.01.2020	Due date	P	-30.00	Days							
			14									
			14									
			14		- 0.00							
			14									
			14		Back Save DEL	ETE SETTING: Pers	onal 🗸					
	22.07.2021 6:43:05		14		· · · · · · · · · · · · · · · · · · ·							
	22.07.2021 6:44:38		14			Exceli Output	With Custo	mer in Header 🗸				
	22.07.2021 6:45:06		14			Split Label	Numbers •					
	22.07.2021 6:45:20		14		Customer data field with	h invoice receiver e-mail		12				
	22.07.2021 6:45:34		14		Customer data field wit			~				
	22.07.2021 6:45:47		14			Client datafields	Days					
	22.07.2021 6:46:22		14			Currency	FUR ¥					
			14			ounoncy						
			14		0							
			14		Save							
			14									
			14									
			14									
			14									
		14.10.2021	14									
			E 14									

Picture(3)

• Split label - choices: numbers, days

Sales Ledger				
Customer V	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 V	
only prepayment	nt invoices 🗌 only overdue 🔲 By Transaction time	e 🗆 Currency 🗌 Customer dat	a 🗌 Invoice project 🗌 Invoic	e object 🗆 D account 🔍 Orderer 🔍 Show delivery name 🔍 Edit
Total Customer	Overlaps are possible Sorted by Custon	mer 🗸 Invoice No 🖌		Mail Print REPORT
Customer Name 1001 Big Client 1002 Baltic Telemarketing OÜ	<u>180 -17990 -890 1</u> 49 880.86 1 800.00 963.00	Compaid Propayment 50 667.94 -776.55 4 963.00 0.00	963.00 Split label -	numbers
Sales Ledger				
Customer 🗸	Customer salesman 🗸	Class	D account	(Customer Datafield)
Time	Object	PP account	Status (all)	✓ (Customer Datafield) ✓
Range	Configure V Days -180,-90,0		Type (all)	✓ (Customer Datafield) ✓
Show (salesman)	✓ (comment) ✓	Currency	Precision 0,01 V	
only prepayment	t invoices 🗌 only overdue 🔲 By Transaction time	Currency Customer dat	a 🗌 Invoice project 🗌 Invoice	e object 🗌 D account 🗌 Orderer 🗌 Show delivery name 🗌 Edit
Total Customer	Overlaps are possible Sorted by Custor	mer 🗸 Invoice No 🗸		Mail Print REPORT
Customer Name	06.05.2022 04.08.2022 02	2.11.2022	t Balance Split	label - days
1001 Big Client	05.05.2022 03.08.2022 01.11.2022 49 880.86 1 800.00	50 667.94 -776.5	5 49 891.39	
1002 Baltic Telemarketing OÜ	963.00	963.00 0.0	0 963.00	
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 Le	dger							
Customer 🗸	1002,1003,100	Customer salesman 🗸			Clas	ş	D account	(Customer Datafield)
Time		Object			PP accoun		Status (all)	✓ (Customer Datafield) ✓
Range		Divide V 0	× 0	days			Type (all)	✓ (Customer Datafield) ✓
			хU	days				
Show	(salesman)	✓ (comment) ✓		_	Currenc	1	Precision 0,01	v
	only prepayment	invoices only overdue	By Transac	tion time 🔽 Curr	rency 🗌 Ci	istomer data	🗆 Invoice project 🗆 Ir	voice object 🗆 D account 🗆 Orderer 🗆 Show delivery
Total	~	Overlaps are possible		Customer 🗸 In]		Mail
Customer 100	2 Baltic Telemarketin	ıg OÜ						
Invoice No In		Due date	Term	То рау	Days Curre	ncy Rate	To pay	
	3.07.2021	06.08.2021	14	963.00	-452			
Customer bala				963.00				
Where overdu	e			963.00				
Customer 100	3 Strawberry							
Invoice No In		Due date	Term	To pay	Days Curre	ncy Rate	To pay	
	3.07.2021 13:06:43	06.08.2021	14	105.93	-452			
	0.08.2021 16:03:26	03.09.2021 16:03:26	14	480.00	-424			
	1.03.2021 12:36:19	08.03.2021	7	117.84	-603	SEK 0.0982	1 200.00	
Customer bala				703.77				
Where overdu	e			703.77				
Customer 100	4 Orange							
Invoice No In	voice time	Due date	Term	To pay	Days Curre	ncy Rate	To pay	
	1.05.2020	15.07.2020	14	882.68		ISD 0.9195	960.00 Payment	schedule
	1.07.2020	15.07.2020	14	1 071.43		ISD 0.8929	1 200.00	
	3.07.2021 11:40:22	06.08.2021	14	214.00	-452			
	3.07.2021 11:43:20	23.07.2021 11:43:20	14	88.00	-466			
	3.07.2021 11:47:09	06.08.2021 11:47:09	14	88.00	-452			
	3.07.2021 11:51:46	06.08.2021 11:51:47	14	88.00	-452			
Prepayment 01	1.05.2021			-8 276.78	l	JSD 0.8277	-10 000.00	
Prepayment:				-8 276.78				
Customer bala				-5 844.67				
Where overdu	0			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 I	_edger							
Customer	1002,1003,100	Customer salesman	/		Class		D account	(Customer Datafield)
Ti	me 22.07.2021	Obje	ect		PP account		Status (all)	✓ (Customer Datafield) ✓
Ran	ge	Divide	• 0 x 0	days			Type (all)	✓ (Customer Datafield) ✓
Sh	ow (salesman)	✓ (comment) ✓			Currency	SEK,USD	Precision 0,01	×
To		nt invoices 🗌 only overdue	-	on time 🔽Curr Customer ✔ In		stomer data	Invoice project 🗌 I	Invoice object D account Orderer Show delivery name E E Mail Print REPO
	003 Strawberry							
voice No 00147	Invoice time 01.03.2021 12:36:19	Due date 08.03.2021	Term	To pay 117.84	-136 Days Curre	EK 0.0982	To pay 1 200.00	
ustomer I /here ove	balance	00.03.2021	,	117.84 117.84 117.84	-130	0.0902	1200.00	
ustomer 1	004 Orange							
	Invoice time	Due date	Term	To pay	Days Curre		To pay	
00007	01.01.2020	15.01.2020	14	1 068.19		SD 0.8902	1 200.00	
00009	01.05.2020	15.07.2020	14	1 103.35		SD 0.9195	1 200.00 Paymen	nt schedule
00010	01.07.2020	15.07.2020	14	1 071.43		SD 0.8929	1 200.00	
00011	01.09.2020	29.10.2020	14_28	1 001.08		SD 0.8342	1 200.00	
	1 01.05.2021			-8 276.78	U	SD 0.8277	-10 000.00	
	t AT 22.07.2021:			-8 276.78				
ustomer l				-4 032.73				
here over	aub			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"

Customer 🗸 [1002,1003,100]	Customer salesman 🗸			Class		D account		(Customer Datafield)	•
Time 22.07.2021	Object			PP account		Status (all)	~	(Customer Datafield)	•
Range	Divide 🗸		days			Type (all)	~	(Customer Datafield)	•
Show (salesman)	✓ (comment) ✓			Currency	IEUR, SEK	Precision 0,01	~		
		— — — —	. 👩.		. (
only prepaym	ent invoices 🕒 only overdue	By Transaction	on time 🔛 Curr	rency 🗆 Cus	stomer data	🗆 Invoice project 💷 Ii	ivoice obje	ct 🗆 D account 🗆 Orderer 🗌	Show delivery name 🗆 Ec
Total	✓ ○ Overlaps are possible	Sorted by	Customer 🗸 In	voice No 🗸					Mail Print REPO
Customer 1004 Orange									
nvoice No Invoice time	Due date	Term	To pay	Days Curren	cy Rate	To pay			
00007 01.01.2020	15.01.2020	14	1 068.19		SD 0.8902	1 200.00			
00009 01.05.2020	15.07.2020	14	1 103.35		SD 0.9195	1 200.00 Payment	schedule		
00010 01.07.2020	15.07.2020	14	1 071.43	-372 U	SD 0.8929	1 200.00			
00044 04 00 0000	29.10.2020	14_28	1 001.08	-266 U	SD 0.8342	1 200.00			
00011 01.09.2020			-8 276.78	U	SD 0.8277	-10 000.00			
Prepayment 01.05.2021			-8 276.78	_					
Prepayment 01.05.2021 Prepayment AT 22.07.2021:									
repayment 01.05.2021			-4 032.73						

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 🗸	Customer salesn	ian 🗸	с	ass	D account	(Customer Datafield	l) 🗸	
Time 22.07.2021		Object	PP acc	ount	Status (all)	✓ (Customer Datafield)	I) 🗸	
Range	Divide	✓ 0 × 0	days		Type (all)	 (Customer Datafield) 	l) 🗸	
Show (salesman)	✓ (comment) ✓		Curre	ncy	Precision 0,01			
only prepayn	nent invoices 🗌 only ov	erdue 🗌 By Transactio	in time 🔽 Currency 🗌	Customer data	Invoice project 🗌 Invo	ice object 🗆 D account 🗆	Orderer 🗌 Show deliver	y name 🗆 Edit
Total	✓ ○ Overlaps are po	ossible 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	-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.

es Ledger								
stomer 🗸	Customer sales	nan 🗸	Cla	ass	D account	(Customer Datafi	ield) 🗸	
Time)	Object	PP accou	unt	Status (all)	 (Customer Datafi 	ield) 🗸	
Range	Divide	• 🗸 0 🗙 0	days		Type (all)	 (Customer Datafi 	ield) 🗸	
Show (salesman)	✓ (comment) ✓]	Curren	псу	Precision 0,01	~		
Total	ayment invoices U only ov	-	on time Currency Customer V Invoice No		Invoice project 🗌 In	voice object 🗆 D account 🤇	Orderer Show deliv	
	· · ·	-	Customer 🗸 Invoice No 🕚		Invoice project In			
Total Currency	Overlaps are p Prepayment -36 944.55	Unpaid 251 699.35	Customer V Invoice No Balance 214 754.80	Base currency Balance 214 754.80	Current rate Balance 214 754.80	Current rate Unpaid 251 699.35	Mail Current rate Prepayment -36 944.55	
Total Currency EUR USD	 Overlaps are p Prepayment -36 944.55 -37 600.00 	Unpaid 251 699.35 64 595.67	Customer ✓ Invoice No Balance 214 754.80 26 995.67	Base currency Balance 214 754.80 24 143.38	Current rate Balance 214 754.80 27 229.85	Current rate Unpaid 251 699.35 65 156.01	Mail Current rate Prepayment -36 944.55 -37 926.17	
Total Currency	Overlaps are p Prepayment -36 944.55	Unpaid 251 699.35	Customer V Invoice No Balance 214 754.80	Base currency Balance 214 754.80	Current rate Balance 214 754.80	Current rate Unpaid 251 699.35	Mail Current rate Prepayment -36 944.55	Print REP

Picture(9)

5.1.6 Overlaps are possible

Works with filter Total - customers. Only customers with both debt and prepayment can be filtered out.

	ttps://login.directo.ee/ocra_directo/	/mr_aru_reskon	tro.asp?showall	=1&klient_tyyp=0&klient=&kaar	t=0&showall=jee&viide=&klas	s=&vkonto=&c	data1=&data1_t=&lisav_s
Sale	s Ledger						
	5						
				<-: Report Sales Ledger _{v4} - Work	Minung Colora		
Custor	mer 🗸 🚺 Customer	salesman 🗸		< <: Report Sales Ledger v4 - Work	· Microsoft Edge		
				https://login.directo.ee/oc	ra_directo/mr_aru_reskor	tro.asp?showall	=1&klient_tyyp=0&klient
	Time	Object		Sales Ledger			
	Range	Divide 🗸	0 x 0	-			
		ent) 🗸					
				Customer 🗸	Customer salesman 🗸		Class
	only prepayment invoices	only overdue	💛 By Transa				01035
	Total Customer 🗸 🗌 Overla	aps are	Sorted by				
	possible		conted by	Time	Object		PP account
	ner Name		Prepayment	Range	Divide 🗸	0 x 0	days
01	Big Client	60 092.65	-1 710.00	Show (salesman)	✓ (comment) ✓		Currency
02 03	Baltic Telemarketing OÜ	963.00 703.77	0.00				ction time 🗌 Currency
	Strawberry	3 632.11	-8 276.78	 only prepayr 	nent invoices 🕛 only overdue	e 🗆 By Fransa	ction time U Currency
04 05	Orange	3 032.11					
	Malan			Total Customer	Verlaps are	Sorted by	Customer 🗸
	Melon	1 042.58	-10 000.00	Total Customer	Overlaps are possible	Sorted by	
06	Mango	1 042.58 8 094.92	-10 000.00 -983.86	Total Customer		Sorted by	Customer 🗸
06 08	Mango Johann Berg	1 042.58 8 094.92 9 600.00	-10 000.00 -983.86 0.00		possible	· · · · ·	Customer V Invoice No V
06 08 09	Mango Johann Berg Amserv Auto Aktsiaselts	1 042.58 8 094.92 9 600.00 1 200.00	-10 000.00 -983.86 0.00 -2 000.00	Total Customer Customer Name 1001 Big Client	possible	Sorted by Prepayment -1 710.00	Customer 🗸
)6)8)9 10	Mango Johann Berg Amserv Auto Aktsiaselts Samuel G OÜ	1 042.58 8 094.92 9 600.00 1 200.00 97.79	-10 000.00 -983.86 0.00 -2 000.00 0.00	Customer Name 1001 Big Client	possible Unpaid	Prepayment	Customer V Invoice No V Balance
)6)8)9 10	Mango Johann Berg Amserv Auto Aktsiaselts Samuel G OÜ METS AS	1 042.58 8 094.92 9 600.00 1 200.00 97.79 0.00	-10 000.00 -983.86 0.00 -2 000.00 0.00 -12 934.12	Customer Name 1001 Big Client	possible Unpaid 60 092.65	Prepayment -1 710.00	Customer V Invoice No V Balance 58 382.65
06 08 09 10 11 12	Mango Johann Berg Amserv Auto Aktsiaselts Samuel G OÜ METS AS Tallinna Lasteaed Rabarüblik	1 042.58 8 094.92 9 600.00 1 200.00 97.79 0.00 0.36	-10 000.00 -983.86 0.00 -2 000.00 0.00 -12 934.12 0.00	Customer Name 1001 Big Client 1004 Orange 1005 Melon	possible Unpaid 60 092.65 3 632.11 1 042.58	Prepayment -1 710.00 -8 276.78 -10 000.00	Customer Invoice No Balance 58 382.65 -4 644.67 -8 957.42
06 08 09 10 11 12 13	Mango Johann Berg Amserv Auto Aktsiaselts Samuel G OÜ METS AS Tallinna Lasteaed Rabarüblik Haapsalu Linnavalitsus	1 042.58 8 094.92 9 600.00 1 200.00 97.79 0.00 0.36 1 200.00	-10 000.00 -983.86 0.00 -2 000.00 0.00 -12 934.12 0.00 0.00	Customer Name 1001 Big Client 1004 Orange	Unpaid 60 092.65 3 632.11 1 042.58 8 094.92	Prepayment -1 710.00 -8 276.78	Customer V Invoice No V Balance 58 382.65 -4 644.67
)6)8)9 10 11 12 13 14	Mango Johann Berg Amserv Auto Aktsiaselts Samuel G OÜ METS AS Tallinna Lasteaed Rabarüblik Haapsalu Linnavalitsus Mittetulundusühing Spordiklubi Nord	1 042.58 8 094.92 9 600.00 1 200.00 97.79 0.00 0.36 1 200.00 0.00	-10 000.00 -983.86 0.00 -2 000.00 0.00 -12 934.12 0.00 0.00 -4 000.00	Customer Name 1001 Big Client 1004 Orange 1005 Melon 1006 Mango	Unpaid 60 092.65 3 632.11 1 042.58 8 094.92	Prepayment -1 710.00 -8 276.78 -10 000.00 -983.86	Customer Invoice No Balance 58 382.65 -4 644.67 -8 957.42 7 111.06
)6)8)9 10 11 12 13 14 15	Mango Johann Berg Amserv Auto Aktsiaselts Samuel G OÜ METS AS Tallinna Lasteaed Rabarüblik Haapsalu Linnavalitsus Mittetulundusühing Spordiklubi Nord Aktsiaselts Eesti Post	1 042.58 8 094.92 9 600.00 1 200.00 97.79 0.00 0.36 1 200.00 0.00 15 366.53	-10 000.00 -983.86 0.00 -2 000.00 0.00 0.12 934.12 0.00 0.00 -4 000.00 0.00	Customer Name 1001 Big Client 1004 Orange 1005 Melon 1006 Mango 1009 Amserv Auto Aktsiase 1019 PLIIATS AS	Unpaid 60 092 65 3 632.11 1 042 58 8 094 92 1 042 58 8 094 92 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00 1 200.00	Prepayment -1 710.00 -8 276.78 -10 000.00 -983.86 -2 000.00 -580.00	Customer Invoice No Balance 58 382.65 -4 644.67 -8 957.42 7 111.06 -800.00
06 08 09 10 11 12 13 14 15 16	Mango Johann Berg Amserv Auto Aktsiaselts Samuel G OÜ METS AS Tallinna Lasteaed Rabarüblik Haapsalu Linnavalitsus Mittetulundusühing Spordiklubi Nord Aktsiaselts Eesti Post OSS - Germany	1 042.58 8 094.92 9 600.00 97.79 0.00 0.36 1 200.00 0.36 1 200.00 15 366.53 1 404.00	-10 000.00 -983.86 0.00 -2 000.00 -12 934.12 0.00 0.00 -4 000.00 0.00 0.00	Customer Name 1001 Big Client 1004 Orange 1005 Melon 1006 Mango 1009 Amserv Auto Aktsiase 1019 PLIIATS AS 1025 OÜ Companion	Unpaid 60 092 65 3 632.11 1 042 58 8 094.92 Its 1 200.00 13 200.00	Prepayment -1 710.00 -8 276.78 -10 000.00 -983.86 -2 000.00 -580.00	Customer ▼ Invoice No ▼ Balance 58 382.65 -4 644.67 -8 957.42 7 111.06 -800.00 12 620.00 -13 000.00
06 08 09 10 11 12 13 14 15 16 17	Mango Johann Berg Amserv Auto Aktsiaselts Samuel G OÜ METS AS Tallinna Lasteaed Rabarüblik Haapsalu Linnavalitsus Mittetulundusühing Spordiklubi Nord Aktsiaselts Eesti Post OSS - Germany OSS - France	$\begin{array}{c} 1 \ 042.58 \\ 8 \ 094.92 \\ 9 \ 600.00 \\ 1 \ 200.00 \\ 97.79 \\ 0.00 \\ 0.36 \\ 1 \ 200.00 \\ 0.00 \\ 15 \ 366.53 \\ 1 \ 404.00 \\ 1 \ 320.00 \end{array}$	-10 000.00 -983.86 0.00 -2 000 00 -2 000 00 -2 000 00 -12 934.12 0.00 0.00 -4 000 00 0.00 0.00 0.00	Customer Name 1001 Big Client 1004 Orange 1005 Melon 1006 Mango 1009 Amserv Auto Aktsiase 1019 PLIIATS AS	Unpaid 60 092 65 3 632.11 1 042.58 8 094.92 Its 1 200.00 13 200.00 194.24	Prepayment -1 710.00 -8 276.78 -10 000.00 -983.86 -2 000.00 -580.00 -13 194.24	Customer ▼ Invoice No ▼ Balance 58 382.65 -4 644.67 -8 957.42 7 111.06 -800.00 12 620.00
06 08 09 10 11 12 13 14 15 16 17 18	Mango Johann Berg Amserv Auto Aktsiaselts Samuel G OÜ METS AS Tallinna Lasteaed Rabarüblik Haapsalu Linnavalitsus Mittetulundusühing Spordiklubi Nord Aktsiaselts Eesti Post OSS - Germany OSS - France Klient OÜ	$\begin{array}{c} 1 \ 042.58\\ 8 \ 094.92\\ 9 \ 600.00\\ 1 \ 200.00\\ 97.79\\ 0.00\\ 0.36\\ 1 \ 200.00\\ 0.00\\ 15 \ 366.53\\ 1 \ 404.00\\ 1 \ 320.00\\ 0.00\\ \end{array}$	-10 000.00 -983.86 0.00 -2000.00 -12 934.12 0.00 -4 000.00 -4 000.00 0.00 0.00 -1 120.00	Customer Name 1001 Big Client 1004 Orange 1005 Melon 1006 Mango 1009 Amserv Auto Aktsiase 1019 PLIIATS AS 1025 OÜ Companion 1026 AS BCS Koolitus 1029 Infotark AS	Unpaid 60 092.65 3 632.11 1 042.58 8 094.92 Its 1 200.00 13 200.00 194.24 2 200.00	Prepayment -1 710.00 -8 276.78 -10 000.00 -983.86 -2 000.00 -580.00 -13 194.24 -7 000.00 -1 440.00	Customer ✓ Invoice No ✓ Balance 58 382.65 -4 644.67 -8 957.42 7 111.06 -800.00 12 620.00 -13 000.00 -4 800.00
06 08 09 10 11 12 13 14 15 16 17 18 19	Mango Johann Berg Amserv Auto Aktsiaselts Samuel G OÜ METS AS Tallinna Lasteaed Rabarüblik Haapsalu Linnavalitsus Mittetulundusühing Spordiklubi Nord Aktsiaselts Eesti Post OSS - Germany OSS - France Klient OÜ PLIIATS AS	$\begin{array}{c} 1 \ 042.58 \\ 8 \ 094.92 \\ 9 \ 600.00 \\ 1 \ 200.00 \\ 97.79 \\ 0 \ .00 \\ 0 \ .36 \\ 1 \ 200.00 \\ 15 \ 366.53 \\ 1 \ 404.00 \\ 1 \ 320.00 \\ 0 \ .00 \\ 13 \ 200.00 \end{array}$	-10 000.00 -983.86 0 00 -2000.00 -2000.00 0 00 -12 934.12 0.00 0.00 -4 000.00 0.00 0.00 -1 120.00 -580.00	Customer Name 1001 Big Client 1004 Orange 1005 Melon 1006 Mango 1009 Amserv Auto Aktsiase 1019 PLIIATS AS 1025 OU Companion 1026 AS BCS Koolitus 1029 Infotark AS 59 Directo	Unpaid 60 092 65 3 632.11 1 042 58 8 094 92 Its 1 200.00 13 200.00 194 24 2 200.00 1 140.00	Prepayment -1 710.00 -8 276.78 -10 000.00 -983.86 -2 000.00 -580.00 -13 194.24 -7 000.00 -1 440.00	Customer ✓ Invoice No ✓ Balance 58 382.65 -4 644.67 -8 957.42 7 111.06 -800.00 12 620.00 -13 000.00 -4 800.00 -300.00
06 08 09 10 11 12 13 14 15 16 17 18 19 20	Mango Johann Berg Amserv Auto Aktsiaselts Samuel G OÜ METS AS Tallinna Lasteaed Rabarüblik Haapsalu Linnavalitsus Mittetulundusübing Spordiklubi Nord Aktsiaselts Eesti Post OSS - Germany OSS - France Klient OÜ PLIIATS AS A&E Office OY	$\begin{array}{c} 1 \ 042.58\\ 8 \ 094.92\\ 9 \ 600.00\\ 1 \ 200.00\\ 97.79\\ 0 \ 0.0\\ 1 \ 200.00\\ 0 \ .36\\ 1 \ 200.00\\ 15 \ 366.53\\ 1 \ 404.00\\ 1 \ 320.00\\ 0 \ .00\\ 13 \ 200.00\\ 1 \ 200.00 \end{array}$	-10 000.00 -983.86 0.00 -2000.00 -2000.00 -12 934.12 0.00 -4 000.00 0.00 0.00 0.00 0.00 -1 120.00 -580.00 0.00	Customer Name 1001 Big Client 1004 Orange 1005 Melon 1006 Mango 1009 Amserv Auto Aktsiase 1019 PLIIATS AS 1025 OÜ Companion 1026 AS BCS Koolitus 1029 Infotark AS 59 Directo 60 Maksu- ja Tolliamet	possible Unpaid 60 092 65 3 632.11 1 042.58 8 094.92 Its 1 200.00 13 200.00 194.24 2 200.00 1 140.00 137 973.00 3 600.00	Prepayment -1 710.00 -8 276.78 -10 000.00 -983.86 -2 000.00 -580.00 -13 194.24 -7 000.00 -1 440.00 -8 896.25	Customer ▼ Invoice No ▼ Balance 58 382.65 -4 644.67 -8 957.42 7 111.06 -800.00 12 620.00 -13 000.00 -300.00 129 076.75 2 500.00
00 00 00 00 10 11 12 13 14 15 16 17 18 19 20 22 23	Mango Johann Berg Amserv Auto Aktsiaselts Samuel G OÜ METS AS Tallinna Lasteaed Rabarüblik Haapsalu Linnavalitsus Mittetulundusühing Spordiklubi Nord Aktsiaselts Eesti Post OSS - Germany OSS - France Klient OÜ PLIIATS AS	$\begin{array}{c} 1 \ 042.58 \\ 8 \ 094.92 \\ 9 \ 600.00 \\ 1 \ 200.00 \\ 97.79 \\ 0 \ .00 \\ 0 \ .36 \\ 1 \ 200.00 \\ 15 \ 366.53 \\ 1 \ 404.00 \\ 1 \ 320.00 \\ 0 \ .00 \\ 13 \ 200.00 \end{array}$	-10 000.00 -983.86 0 00 -2000.00 -2000.00 0 00 -12 934.12 0.00 0.00 -4 000.00 0.00 0.00 -1 120.00 -580.00	Customer Name 1001 Big Client 1004 Orange 1005 Melon 1006 Mango 1009 Amserv Auto Aktsiase 1019 PLIIATS AS 1025 OU Companion 1026 AS BCS Koolitus 1029 Infotark AS 59 Directo	possible Unpaid 60 092 65 3 632.11 1 042.58 8 094.92 Its 1 200.00 13 200.00 194.24 2 200.00 1 140.00 137 973.00 3 600.00	Prepayment -1 710.00 -8 276.78 -10 000.00 -983.86 -2 000.00 -580.00 -13 194.24 -7 000.00 -1 440.00 -8 896.25 -1 100.00	Customer ▼ Invoice No ▼ Balance 58 382.65 -4 644.67 -8 957.42 7 111.06 -800.00 12 620.00 -13 000.00 -4 800.00 -300.00 129 076.75

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 Led	lger						
Customer 🗸 1	002,1003	Customer salesman 🗸			Class	D account	(Customer Datafield)
Time		Object			PP account	Status (all)	Customer Datafield)
Range		Divide 🗸 () x 0	days		Type (all)	✓ (Customer Datafield) ✓
Show ((salesman) 🗸 🗸	(comment) 🗸			Currency	Precision 0,01 V	
(only prepayment in	voices 🗌 only overdue 🛛	By Transac	ction time 🗌 Cur	rency 🗌 Cust	omer data 🗌 Invoice project 🔲 Invoi	ce object 🗆 D account 🔍 Orderer 💷 Show delivery name 🗹 Edit
Total	~	Overlaps are possible	Sorted by	Customer 🗸 In	voice No 🗸		Mail Print REPOR
Customer 1002	Baltic Telemarketing	OÜ					
Invoice No Invo		Due date	Term	То рау	Days		
100057 23.0 Customer balan	07.2021	06.08.2021	14	963.00 963.00	-452		
Where overdue	ice			963.00			
Customer int co	mment will be paid at	iter two weeks				16.09.2021 15:59:29 JANE	
Customer 1003	Strawberry						
Invoice No Invo		Due date	Term	То рау	Days		
	07.2021 13:06:43	06.08.2021	14	105.93	-452	date and time of the last	t ohonwo
	08.2021 16:03:26 03.2021 12:36:19	03.09.2021 16:03:26 08.03.2021	14 7	480.00 117.84	-424 -603	date and time of the las	t change
Customer balan		00.03.2021	'	703.77	-005		
Where overdue				703.77		X	
Customer int co	omment client doesn`t	answer the phone				16.09.2021 16:00:13 JANE	
Tota	al unpaid			1 666.77			
	al prepaid			0.00			
	al balance			1 666.77			
lota	al overdue balance			1 666.77			

Picture (10)

Also visible when grouped by customers.

Customer 🗸 1002,1003	Customer salesman 🗸	1	Class	D account	t	(Customer Datafield)	~	
Time	Objec	t	PP account	Status	a (all)	(Customer Datafield)	~	
Range	Divide 🗸				e (all) V	(Customer Datafield)	×	
Show (salesman)	✓ (comment) ✓	,	Currency					
	ent invoices only overdue		ne Currency Cus omer V Invoice No V	stomer data 🛛 Invoice pr	oject 🗆 Invoice objec	ct 🗆 D account 🗆 Orde		Edit REPORT
Customer Name		ance Customer int cor						
002 Baltic Telemarketing O 003 Strawberry		63.00 will be paid after t				01.11.2022 12:39: 01.11.2022 12:40:		
· · · · · · · · · · · · · · · · · · ·		03.77 client doesn`t ans 66.77	wer the phone			01.11.2022 12:40:	41 TRIINP	
	s no change op				right to ch	ange the cli	lent card.	
Change group i	ignes customer			5 5				
Documents Report	_			5 5				
Documents Report Image: Delete row Report	_							
Documents Report	_	Но	w		View Add Dire	ct Change Delete	Confirm Attachments	5 Folde
Documents Report	ts Setting Other	Но	w VIII	Browse Columns	View Add Dire	ct Change Delete	Confirm Attachments	s Folde

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

Sales Ledge	r					
Customer 🗸 [1002,	1003 Customer salesma	an 🗸	Cla	ss D	account	(Customer Datafield)
Time	(Dbject	PP accou	unt	Status (a	all) V (Customer Datafield) V
Range	Divide	✓ 0 x 0 days			Type (a	all) V (Customer Datafield) V
Show (sales	sman) 🗸 (comment) 🗸		Curren	rcy Pr	ecision 0,	01 🗸
	nly prepayment invoices 🗌 only ove	rdue 🗌 By Transaction time		Customer data 🗌 Inv	voice proiec	t 🗌 Invoice object 💭 D account 💭 Orderer 💭 Show delivery name 💭 Edit
Total					roice projec	Mail Print REPORT
Total	✓ Overlaps are pos	ssible Solled by Custoli		\mathbf{A}		
Customer 1002 Balti	c Telemarketing OÜ					
Class:	c relemanceding 00		-			test and the second s
	011 Kesklinna linnaosa, Tallinn, Har	ju maakond Reg No:1231734(Ever	ybody can see	Client	internal comment
Account Manager:						
Phone:		Fax:		E-mail:Pirn.pirn@g	mail.com	
	paid after two weeks					
Credit limit: 0.00	Credit limit balance: -963.00			_	_	
Invoice No	Invoice time	Due date	Term	To pay	Days	
100057 Customer balance	23.07.2021	06.08.2021	14	963.00	-452	
Customer balance Where overdue				963.00 963.00		
where overdue				963.00		
Customer 1003 Strav	whorp					
Class:KLASS 2	wberry					
	ersti linnaosa, Tallinn, Harju maakor	d Reg No:11273586				
Account Manager:	croti minuosu, rumini, nurju muuti	10110g 110.112/0000				
Phone:		Fax:	E-mail:N	laasikas.Maasikas@o	amail.com	
	doesn`t answer the phone			0.		
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 Where overdue				703.77 703.77		

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.

Sales Ledger

	- ago						
Customer	✓ [1008	Customer salesman	×		Class	D account	(Customer Datafield)
Ti	me	Ob	ject		PP account	Status (all)	(Customer Datafield)
Rar	nge		✓ 0 × 0	days		Type (all)	(Customer Datafield)
Sh	iow (salesman)	✓ (comment) ✓			Currency	Precision 0,01 V	_
	only prepaymer	t invoices only overdu	ue 🗌 By Transacti	on time 🗌 Curr	ency Customer data	Invoice project	ject 🗆 D account 💭 Orderer 🔍 Show delivery name 🗌
т		 Overlaps are possi 		Customer 🗸 In			Mail Print REF
I.		 Overlaps are possi 	ple Source by [VOICE IND V		Mail Flint KET
Sustomer 1	1008 Johann Berg						
	Invoice time	Due date	Term	To pay	Days		
00025	24.06.2021	22.08.2021	7	1 200.00	-436 Payment schedule		
00209	01.01.2023	08.01.2023	7	1 200.00	68		
00210	01.01.2023	08.01.2023	7	2 400.00	68		
00211	01.01.2023	08.01.2023	7	3 600.00	68		
00212	01.01.2024	08.01.2024	7	1 200.00	433		
00213	01.01.2024	08.01.2024	7	2 400.00	433		
	01.01.2024		7	2 400.00 12 000.00	433		
100213 Customer I Where ove	01.01.2024 balance		7	12 000.00	433		
Customer	01.01.2024 balance		7		433		
ustomer	01.01.2024 balance		7	12 000.00	433		
ustomer	01.01.2024 balance rdue		7	12 000.00 1 200.00	433		
Customer	01.01.2024 balance rdue Total unpaid		7	12 000.00 1 200.00 12 000.00	433		

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