

# 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)

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

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)

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

| Customer No | Invoice time        | Due date            | Term | To pay   | Days |
|-------------|---------------------|---------------------|------|----------|------|
| 100001      | 12.01.2020          |                     | P    | -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      | 01.06.2020          | 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 12:50:58 | 05.08.2021 12:50:58 | 14   | 95.60    |      |
| 100061      | 23.07.2021          | 05.08.2021          | 14   | 176.55   |      |
| 100063      | 23.07.2021          | 05.08.2021          | 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          | 14   | 2.400.00 |      |
| 100074      | 25.09.2021          |                     | E    | -100.00  |      |
| 100075      | 30.11.2021          | 14.12.2021          | 14   | 2.400.00 |      |

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                | .....-180 | -179...-90 | -89...0 | 1.... | Unpaid Prepayment | Balance           |
|------------------------------|-----------|------------|---------|-------|-------------------|-------------------|
| 1001 Big Client              | 49 880.86 | 1 800.00   |         |       | 50 667.94         | -776.55 49 891.39 |
| 1002 Baltic Telemarketing OU | 963.00    |            |         |       | 963.00            | 0.00 963.00       |

**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                | .....     | 06.05.2022 | 04.08.2022 | 02.11.2022 | Unpaid Prepayment | Balance           |
|------------------------------|-----------|------------|------------|------------|-------------------|-------------------|
| 1001 Big Client              | 49 880.86 | 1 800.00   |            |            | 50 667.94         | -776.55 49 891.39 |
| 1002 Baltic Telemarketing OU | 963.00    |            |            |            | 963.00            | 0.00 963.00       |

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 Ledger**

Customer: 1002,1003,100 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 [ ] Mail Print REPORT

| Customer 1002 Baltic Telemarketing OU |                     |                     |      |           |      |          |        |   |  |
|---------------------------------------|---------------------|---------------------|------|-----------|------|----------|--------|---|--|
| Invoice No                            | Invoice time        | Due date            | Term | To pay    | Days | Currency | Rate   | To pay                                  |  |
| 100057                                | 23.07.2021          | 06.08.2021          | 14   | 963.00    | -452 |          |        |   |  |
| Customer balance                      |                     |                     |      | 963.00    |      |          |        |   |  |
| Where overdue                         |                     |                     |      | 963.00    |      |          |        |   |  |
| Customer 1003 Strawberry              |                     |                     |      |           |      |          |        |   |  |
| Invoice No                            | Invoice time        | Due date            | Term | To pay    | Days | Currency | Rate   | To pay                                  |  |
| 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                  |                     |                     |      |           |      |          |        |   |  |
| Invoice No                            | Invoice time        | Due date            | Term | To pay    | Days | Currency | Rate   | To pay                                  |  |
| 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 separate currency codes with commas without space „SEK,USD“. If you want to see only USD invoices then write „USD“

**Sales Ledger**

Customer: 1002,1003,100 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: SEK,USD 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

| Customer 1003 Strawberry  |                     |            |       |           |      |          |        |   |  |
|---------------------------|---------------------|------------|-------|-----------|------|----------|--------|---|--|
| Invoice No                | Invoice time        | Due date   | Term  | To pay    | Days | Currency | Rate   | To pay                                    |  |
| 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      |                     |            |       |           |      |          |        |   |  |
| 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 <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: ff002.1003.100    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    **Mail** **Print** **REPORT**

| 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 <i>Payment schedule</i> |
| 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:    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    **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.

### 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 | 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)

### 5.1.6 Overlaps are possible

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

<< Report Sales Ledger - Work - Microsoft Edge

[https://login.directo.ee/ocra\\_directo\\_/mr\\_aru\\_reskontro.asp?showall=1&klient\\_tyyp=0&klient=&kaart=0&showall=jee&viide=&klass=&vkonto=&data1=&data1\\_t=&lisav\\_sel\\_item](https://login.directo.ee/ocra_directo_/mr_aru_reskontro.asp?showall=1&klient_tyyp=0&klient=&kaart=0&showall=jee&viide=&klass=&vkonto=&data1=&data1_t=&lisav_sel_item)

### Sales Ledger

Customer  Customer salesman  Class

Time  Object  PP account

Range  Divide  0 x 0 days

Show (salesman) (comment) Currency

only prepayment invoices  only overdue  By Transaction time  Currency

Total Customer   Overlaps are possible Sorted by Customer Invoice No

| Customer Name                            | Unpaid            | Prepayment        | Balance           |
|--|-------------------|-------------------|-------------------|
| 1001 Big Client                          | 60 092.65         | -1 710.00         | 58 382.65         |
| 1002 Baltic Telemarketing OÜ             | 963.00            | 0.00              | -4 644.67         |
| 1003 Strawberry                          | 703.77            | 0.00              | -8 957.42         |
| 1004 Orange                              | 3 632.11          | -8 276.78         | 7 111.06          |
| 1005 Melon                               | 1 042.58          | -10 000.00        | -800.00           |
| 1006 Mango                               | 8 094.92          | -983.86           | 12 620.00         |
| 1008 Johann Berg                         | 9 600.00          | 0.00              | -13 000.00        |
| 1009 Amserv Auto Aktsiaselts             | 1 200.00          | -2 000.00         | -4 800.00         |
| 1010 Samuel G OÜ                         | 97.79             | 0.00              | 129 076.75        |
| 1011 METS AS                             | 0.00              | -12 934.12        | 2 500.00          |
| 1012 Tallinna Lasteaed Rabarüblük        | 0.36              | 0.00              | -4 800.00         |
| 1013 Haapsalu Linnavalitsus              | 1 200.00          | 0.00              | -300.00           |
| 1014 Mittetulundusühing Spordiklubi Nord | 0.00              | -4 000.00         | 129 076.75        |
| 1015 Aktsiaselts Eesti Post              | 15 366.53         | 0.00              | 3 600.00          |
| 1016 OSS - Germany                       | 1 404.00          | 0.00              | -1 100.00         |
| 1017 OSS - France                        | 1 320.00          | 0.00              | -100.00           |
| 1018 Klient OÜ                           | 0.00              | -1 120.00         | 152.26            |
| 1019 PLIATS AS                           | 13 200.00         | -580.00           | 129 076.75        |
| 1020 A&E Office OY                       | 1 200.00          | 0.00              | 3 600.00          |
| 1022 Triton Holding OÜ                   | 627.44            | 0.00              | -100.00           |
| 1023 "K 3 HAMBARAVI OÜ"                  | 1 200.00          | 0.00              | 152.26            |
| 1025 OÜ Companion                        | 194.24            | -13 194.24        | 152.26            |
| 1004 Orange                              | 3 632.11          | -8 276.78         | 177 327.30        |
| 1005 Melon                               | 1 042.58          | -10 000.00        |                   |
| 1006 Mango                               | 8 094.92          | -983.86           |                   |
| 1009 Amserv Auto Aktsiaselts             | 1 200.00          | -2 000.00         |                   |
| 1019 PLIATS AS                           | 13 200.00         | -580.00           |                   |
| 1025 OÜ Companion                        | 194.24            | -13 194.24        |                   |
| 1026 AS BCS Koolitus                     | 2 200.00          | -7 000.00         |                   |
| 1029 Infotark AS                         | 1 140.00          | -1 440.00         |                   |
| 59 Directo                               | 137 973.00        | -8 896.25         |                   |
| 60 Maksu- ja Tolliamet                   | 3 600.00          | -1 100.00         |                   |
| 62 Directo - Leedus reg. km kohuslaseks  | 86.67             | -100.00           |                   |
| 63 New                                   | 18 244.62         | -18 092.36        |                   |
| <b>Total</b>                             | <b>250 700.79</b> | <b>-73 373.49</b> | <b>177 327.30</b> |

Picture (10)

### 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) (Customer Datafield) (Customer Datafield)

Time Object PP account Status (all) (Customer Datafield) (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 Mail Print REPORT

| Customer              | Invoice No | Invoice time        | Due date            | Term | To pay   | Days   |
|-----------------------|------------|---------------------|---------------------|------|----------|--|
| 1002                  | 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    |
| 1003                  | 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 |  |

*date and time of the last change*

Picture (10)

Also visible when grouped by customers.

**Sales Ledger**

Customer 1002,1003 Customer salesman Class D account (Customer Datafield) (Customer Datafield) (Customer Datafield)

Time Object PP account Status (all) (Customer Datafield) (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 Customer Overlaps are possible Sorted by Customer Invoice No Mail Print REPORT

| Customer Name                | Unpaid   | Prepayment | Balance  | Customer int comment            |                            |
|------------------------------|----------|------------|----------|---------------------------------|----------------------------|
| 1002 Baltic Telemarketing OU | 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 |                                 |                            |

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: (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

---

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**

### 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**

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

---

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  | -433 |
| 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

**Payment schedule**

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