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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/o	cra_directo_jane/mr_aru_reskontro.asp?showall=18	&klient_tyyp=0&klient=&kaart=0&sho	owall=jee&viide=&klass=&vko	onto=&data1=&data1_t=&lisav_sel_item	1=&d_klass1=klient&datasisu1=&c
Sales Ledger					
Customer 🗸	Customer salesman 🗸	Class	D account	(Customer Datafield)	/
Time	Object	PP account	Status (all)	 (Customer Datafield) 	 Image: A set of the set of the
Range	Divide 🗸 0 x 0	days	Type (all)	✓ (Customer Datafield)	/
Show (salesman)	✓ (comment) ✓	Currency	Precision 0,01	~	
only prepay	ment invoices 🗌 only overdue 🗌 By Transactio	n time 🗌 Currency 🗌 Customer da	ata 🗆 Invoice project 🗆 Inv	roice object 🗆 D account 🗆 Orderer 🕻	🗆 Show delivery name 🗖 Edit
Total	✓ Overlaps are possible Sorted by	Customer 🗸 Invoice No 🖌			Mail Print REPORT
D(at) = (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

2025/00/00 00.	21			5/10			Suics Leager
Sales Ledger							
Customer 🗸	Customer salesman V Object	Class PP account	D account Status (all)	(Customer Datafield)	×	(Invoice datafield) V (Invoice datafield) V	2 🖄 🔂
Range	Divide V 0 x 0		Type (all)	 (Customer Datafield) 	~	(Invoice datafield) V	
Show (salesman)	✓ (comment) ✓	Currency	Precision 0,01	×			
only prepay	rment invoices 🗌 only overdue 🗌 By Transar	tion time 🗌 Currency 🗌 Customer d	ata 🗌 Invoice project 🗌	Invoice object 🗆 D account 🗆 Ord	lerer 🗌 Show delivery name 🗌	Edit	
Total	Overlaps are possible Sorted by	Customer V Invoice No V			Mail Print RE	EPORT	

5/10

Sales Ledger

Picture(2)

2025/06/08 00.27

- 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 I	Ledger										
	J										
		Customer salesman 🗸				D account			×	(Invoice datafield) 🗸	
	me				PP account				~	(Invoice datafield) 🗸	
	nge	Divide 🗸 0	x 0 c			Type (all)	×	(Customer Datafield)	~	(Invoice datafield) 🗸	
	iow (salesman)	(comment)					~				
	otal 🗸 🗸	Overlaps are possible		ustomer 🗸 Inv	roice No 🗸				Mail Print REPOR	**	
	1001 Big Client										
	Invoice time	Due date	Term	То рау	Days						
			P								
			14								
	01.04.2020	15.04.2020	14								
			14 14		1				7		
			14		Back Save DEL	ETE SETTING: Pers	onal 🗸				
			14						-		
			14			Exceli Output	With Cust	omer in Header 🗸			
			14								
	22.07.2021 6:45:20		14			Split Label					
			14		Customer data field wit	h invoice receiver e-mail	Numbers	~			
			14			Client datafields					
			14					-			
			14			Currency	EUR 🗸				
			14								
			14		Save						
			14						-		
			14								
			14								
			14								
		14.10.2021	14								
			E								
		14.12.2021	14				_				

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 V Days -180,-90,0		Type (all)	✓ (Customer Datafield) ✓
Show (salesman)	✓ (comment) ✓	Currency	Precision 0,01 V	
only prepayme	nt invoices 🛛 only overdue 🗍 By Transaction time	Currency Customer data	a 🗌 Invoice project 🗌 Invoid	ce object 🗌 D account 🗌 Orderer 🗌 Show delivery name 🔲 Edit
Total Customer	Overlaps are possible Sorted by Custon	ner 🗸 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 Prepayment 50 667.94 -776.55 49 963.00 0.00	Butunes Split label 9 891.39 963.00	-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	nt invoices 🗌 only overdue 🛑 By Transaction time	🗆 Currency 🗆 Customer data	a 🗌 Invoice project 🗍 Invoid	ce object 🗆 D account 🗌 Orderer 🔍 Show delivery name 🗌 Edit
Total Customer	Overlaps are possible Sorted by Custon	ner 🗸 Invoice No 🖌		Mail Print REPORT
Customer Name	06.05.2022 04.08.2022 02 05.05.2022 03.08.2022 01.11.2022	2.11.2022	t валапсе Split	label - days
1001 Big Client	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) ✓
			χU	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 Ledger							
Customer 🗸 (1002,1003,10(Customer salesman 🗸	•		Class		D account	(Customer Datafield)
Time 22.07.2021	Obje	ct		PP account		Status (all)	✓ (Customer Datafield) ✓
Range	Divide 🗸	• 0 x 0	days			Type (all)	✓ (Customer Datafield) ✓
Show (salesman)	✓ (comment) ✓			Currency SE	KUSD	Precision 0,01 V	
		_					
only prepayment	nt invoices 🛛 only overdue	🗌 By Transacti	ion time 🔽 Curi	rency 🗆 Custor	nerdata 🗆	🛛 Invoice project 🖵 Invoice	object 🗆 D account 🔍 Orderer 💭 Show delivery name 💭 Edi
Total	 Overlaps are possible 	Sorted by	Customer 🗸 In	voice No 🗸			Mail Print REPOR
		,					
ustomer 1003 Strawberry							
voice No. Invoice time	Due date	Term	То рау	Days Currency	Rate	To pay	
0147 01.03.2021 12:36:19	08.03.2021	7	117.84		0.0982	1 200.00	
Customer balance	00.00.2021		117.84	100 DER	0.0002	1200.00	
/here overdue			117.84				
ustomer 1004 Orange							
voice No Invoice time	Due date	Term	To pay	Days Currency	Rate	To pay	
00007 01.01.2020	15.01.2020	14	1 068.19		0.8902	1 200.00	
00009 01.05.2020	15.07.2020	14	1 103.35	-372 USD	0.9195	1 200.00 Payment sche	dule
00010 01.07.2020	15.07.2020	14	1 071.43	-372 USD	0.8929	1 200.00	
00011 01.09.2020	29.10.2020	14 28	1 001.08		0.8342	1 200.00	
repayment 01.05.2021		_	-8 276.78	USD	0.8277	-10 000.00	
repayment AT 22.07.2021:			-8 276.78				
ustomer balance			-4 032.73				

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 🗸 0) x 0 d	ays			Type (all)	~	(Customer Datafield)	~	
Show (salesman)	✓ (comment) ✓			Currency !	EUR.SEK	Precision 0,01	~			
	nent invoices only overdue		. 🗖.							
 only prepaym 	nent invoices 🕒 only overdue 🗆				omer data 🗆	🗆 Invoice project 🕒 Ii	ivoice objec	t 🗆 D'account 🖵 Order	rer 🕛 Show delivery nam	
Total	✓ □ Overlaps are possible	Sorted by C	ustomer 🗸 Inv	voice No 🗸					Mail Print	REPO
ustomer 1004 Orange										
voice No Invoice time	Due date	Term	То рау	Days Currenc		То рау				
00007 01.01.2020	15.01.2020	14	1 068.19	-554 US	D 0.8902	1 200.00				
00007 01.01.2020 00009 01.05.2020	15.01.2020 15.07.2020	14 14	1 068.19 1 103.35	-554 US -372 US	D 0.8902 D 0.9195	1 200.00 1 200.00 Payment	schedule			
00007 01.01.2020	15.01.2020	14	1 068.19	-554 US -372 US -372 US	D 0.8902 D 0.9195 D 0.8929	1 200.00	schedule			
00007 01.01.2020 00009 01.05.2020	15.01.2020 15.07.2020	14 14	1 068.19 1 103.35	-554 US -372 US -372 US -266 US	D 0.8902 D 0.9195 D 0.8929 D 0.8342	1 200.00 1 200.00 Payment	schedule			
00007 01.01.2020 00009 01.05.2020 00010 01.07.2020	15.01.2020 15.07.2020 15.07.2020	14 14 14	1 068.19 1 103.35 1 071.43	-554 US -372 US -372 US -266 US	D 0.8902 D 0.9195 D 0.8929	1 200.00 1 200.00 Payment 1 200.00	schedule			
00007 01.01.2020 00009 01.05.2020 00010 01.07.2020 00011 01.09.2020	15.01.2020 15.07.2020 15.07.2020	14 14 14	1 068.19 1 103.35 1 071.43 1 001.08	-554 US -372 US -372 US -266 US	D 0.8902 D 0.9195 D 0.8929 D 0.8342	1 200.00 1 200.00 Payment 1 200.00 1 200.00	schedule			
00007 01.01.2020 00009 01.05.2020 00010 01.07.2020 00011 01.09.2020 repayment 01.05.2021	15.01.2020 15.07.2020 15.07.2020	14 14 14	1 068.19 1 103.35 1 071.43 1 001.08 -8 276.78	-554 US -372 US -372 US -266 US	D 0.8902 D 0.9195 D 0.8929 D 0.8342	1 200.00 1 200.00 Payment 1 200.00 1 200.00	schedule			

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 salesr	nan 🗸	C	lass	D account	(Customer Datafiel	d) 🗸	
Time 22.07.2021		Object	PP acc	ount	Status (all)	 (Customer Datafiel) 	d) 🗸	
Range	Divide	✓ 0 × 0	days		Type (all)	✓ (Customer Datafiel)	d) 🗸	
Show (salesman)	✓ (comment) ✓		Curre	ency	Precision 0,01 V	·		
only prepayr	nent invoices 🔲 only ov	erdue 🗌 By Transactio	on time 🔽 Currency 🗌	Customer data	Invoice project 🗌 Invo	ice object 🗆 D account 🗆	Orderer 🗌 Show delive	ry name 🗆 Edit
Total	▶ Overlaps are p	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.

les Ledger								
stomer 🗸 🦲	Customer salesr	nan 🗸	с	lass	D account	(Customer Datafiel	d) 🗸	
Time		Object	PP acc	ount	Status (all)	 (Customer Datafiel 	d) 🗸	
Range	Divide	• • 0 × 0	days		Type (all)	 (Customer Datafiel 	d) 🗸	
Show (salesman)	✓ (comment) ✓		Curre	ency	Precision 0,01	/		
	yment invoices 🕒 only ov	verdue 🛛 By Transacti	ion time 🗹 Currency 🗌	Customer data	🛛 Invoice project 💷 Invo	ice object 🗌 D account 🗌	Orderer 🗌 Show delive	ery name 💷
Total	✓ Overlaps are p	ossible Sorted by	Customer 🗸 Invoice No	~			Mail	Print REF
Currency	Overlaps are p Prepayment	ossible Sorted by Unpaid	Customer V Invoice No Balance	Base currency Balance	Current rate Balance	Current rate Unpaid	Mail Current rate Prepayment	Print REF
Currency EUR	Prepayment -36 944.55	Unpaid 251 699.35	Balance 214 754.80	Base currency Balance 214 754.80	Balance 214 754.80	Unpaid 251 699.35	Current rate Prepayment -36 944.55	Print REP
Currency	Prepayment	Unpaid	Balance	Base currency Balance	Balance	Unpaid	Current rate Prepayment	Print REF

Picture(9)

5.1.6 Overlaps are possible

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

b h	ttps://login.directo.ee/ocra_directo	/mr_aru_reskon	tro.asp?showall	=1&klien	t_tyyp=0&klient=&kaart=0&sl	howall=jee&viide=&klas	s=&vkonto=8	kdata1=&data1_t=8	&lisav_sel_i
ale	s Ledger								
	5								
) <<: Re	port Sales Ledger v4 - Work - Micros	soft Edge			
ustor	ner 🗸 🚺 Custome	er salesman 🗸		🗇 ht	tps://login.directo.ee/ocra_dire	ecto_ /mr_aru_reskon	tro.asp?showa	ll=1&klient_tyyp=0	&klient=8
	Time	Object		Sale	s Ledger				
	Danas	Divide 🗸	0 11 0	Calo	- Lougor				
	Range		0 × 0						
	Show (salesman) V (comm	ent) 🗸							
	only prepayment invoices	only overdue	By Transa	Custon		Customer salesman 🗸		Class	
			, i						
	Total Customer V Over	aps are	Sorted by						
	possible				Time	Object		PP account	
stom	ner Name	Unpaid	Prepayment		Range	Divide 🗸	0 x 0	days	
01	Big Client	60 092.65	-1 710.00		Show (salesman)	(comment) V		Currency	
)2	Baltic Telemarketing OÜ	963.00	0.00		Show (salesinali)	(comment) 🗸		Currency	
)3	Strawberry	703.77	0.00		only prepayment in	voices 🔲 only overdue	🛛 🔲 By Trans	action time 🛛 Cu	rrency 🗌
)4	Orange	3 632.11	-8 276.78					Customer 🗸	
)5	Melon	1 042.58	-10 000.00		Total Customer 🗸	Overlaps are	Sorted by	Invoice No V	
)6	Mango	8 094.92	-983.86		Ľ	possible			
8	Johann Berg	9 600.00	0.00	-			_		
9	Amserv Auto Aktsiaselts	1 200.00	-2 000.00		er Name		Prepayment	Balance	
	Samuel G OÜ	97.79	0.00	1001	Big Client	60 092.65	-1 710.00	58 382.65	
	METS AS	0.00	-12 934.12	1004	Orange	3 632.11	-8 276.78	-4 644.67	
0	WILLIS AS			1005	Melon		-10 000.00	-8 957.42	
0 1	Tallinna Lasteaed Rabarüblik	0.36	0.00			1 042.58			
0 1 2			0.00	1006	Mango	8 094.92	-983.86	7 111.06	
0 1 2 3	Tallinna Lasteaed Rabarüblik	0.36		1006 1009	Mango Amserv Auto Aktsiaselts	8 094.92 1 200.00	-983.86 -2 000.00	-800.00	
0 1 2 3 4	Tallinna Lasteaed Rabarüblik Haapsalu Linnavalitsus	0.36 1 200.00	0.00	1006 1009 1019	Mango Amserv Auto Aktsiaselts PLIIATS AS	8 094.92 1 200.00 13 200.00	-983.86 -2 000.00 -580.00	-800.00 12 620.00	
0 1 2 3 4 5	Tallinna Lasteaed Rabarüblik Haapsalu Linnavalitsus Mittetulundusühing Spordiklubi Nord	0.36 1 200.00 0.00	0.00	1006 1009 1019 1025	Mango Amserv Auto Aktsiaselts PLIIATS AS OÜ Companion	8 094.92 1 200.00 13 200.00 194.24	-983.86 -2 000.00 -580.00 -13 194.24	-800.00 12 620.00 -13 000.00	
10 12 13 14 15 16	Tallinna Lasteaed Rabarüblik Haapsalu Linnavalitsus Mittetulundusühing Spordiklubi Nord Aktsiaselts Eesti Post	0.36 1 200.00 0.00 15 366.53	<u>0.00</u> - <u>4 000.00</u> 0.00	1006 1009 1019 1025 1026	Mango Amserv Auto Aktsiaselts PLIIATS AS OÜ Companion AS BCS Koolitus	8 094.92 1 200.00 13 200.00 194.24 2 200.00	-983.86 -2 000.00 -580.00 -13 194.24 -7 000.00	-800.00 12 620.00 -13 000.00 -4 800.00	
10 11 12 13 14 15 16 17	Tallinna Lasteaed Rabarüblik Haapsalu Linnavalitsus Mittetulundusühing Spordiklubi Nord Aktsiasells Eesti Post OSS - Germany	0.36 1 200.00 0.00 15 366.53 1 404.00	0.00 -4 000.00 0.00 0.00	1006 1009 1019 1025 1026 1029	Mango Amserv Auto Aktsiaselts PLIIATS AS OÜ Companion AS BCS Koolitus Infotark AS	8 094.92 1 200.00 13 200.00 194.24 2 200.00 1 140.00	-983.86 -2 000.00 -580.00 -13 194.24 -7 000.00 -1 440.00	-800.00 12 620.00 -13 000.00 -4 800.00 -300.00	
10 11 12 13 14 15 16 17 18	Tallinna Lasteaed Rabarüblik Haapsalu Linnavalitsus Mittetulundusühing Spordiklubi Nord Aktsiaselts Eesti Post OSS - Germany OSS - France	0.36 1 200.00 0.00 15 366.53 1 404.00 1 320.00	0.00 -4 000.00 0.00 0.00 0.00	1006 1009 1019 1025 1026 1029 59	Mango Amserv Auto Aktsiaselts PLIIATS AS OŬ Companion AS BCS Koolitus Infotark AS Directo	8 094.92 1 200.00 13 200.00 194.24 2 200.00 1 140.00 137 973.00	-983.86 -2 000.00 -580.00 -13 194.24 -7 000.00 -1 440.00 -8 896.25	-800.00 12 620.00 -13 000.00 -4 800.00 -300.00 129 076.75	
0 1 2 3 4 5 6 7 8 9	Tallinna Lasteaed Rabarüblik Haapsalu Linnavalitsus Mittetulundusühing Spordiklubi Nord Aktsiaselts Eesti Post OSS - Germany OSS - France Klient OÜ	0.36 1 200.00 0.00 15 366.53 1 404.00 1 320.00 0.00	0.00 -4 000.00 0.00 0.00 0.00 -1 120.00	1006 1009 1019 1025 1026 1029 59 60	Mango Amserv Auto Aktsiaselts PLIIATS AS OÜ Companion AS BCS Koolitus Infotark AS Directo Maksu- ja Tolliamet	8 094.92 1 200.00 13 200.00 194.24 2 200.00 1 140.00 137 973.00 3 600.00	-983.86 -2 000.00 -580.00 -13 194.24 -7 000.00 -1 440.00 -8 896.25 -1 100.00	-800.00 12 620.00 -13 000.00 -4 800.00 -300.00 129 076.75 2 500.00	
10 11 12 13 14 15 16 17 18 19 20	Tallinna Lasteaed Rabarüblik Haapsalu Linnavalitsus Mittetulundusühing Spordiklubi Nord Aktsiasells Eesti Post OSS - Germany OSS - France Klient OÜ PLIIATS AS A&E Office OY	0.36 1 200.00 0.00 15 366.53 1 404.00 1 320.00 0.00 13 200.00	0.00 -4 000.00 0.00 0.00 -1 120.00 -580.00	1006 1009 1019 1025 1026 1029 59 60 62	Mango Amserv Auto Aktsiaselts PLIIATS AS OÜ Companion AS BCS Koolitus Infotark AS Directo Maksu- ja Tolliamet Directo - Leedus reg. km kol	8 094.92 1 200.00 13 200.00 194.24 2 200.00 1 140.00 137 973.00 3 600.00 nuslaseks 86.67	-983.86 -2 000.00 -580.00 -13 194.24 -7 000.00 -1 440.00 -8 896.25 -1 100.00 -100.00	-800.00 12 620.00 -13 000.00 -300.00 129 076.75 2 500.00 -13.33	
10 11 12 13 14 15 16 17 18 19 20 22 23	Tallinna Lasteaed Rabarüblik Haapsalu Linnavalitsus Mittetulundusühing Spordiklubi Nord Aktsiaselts Eesti Post OSS - Germany OSS - France Klient OÜ PLIIATS AS	0.36 1 200.00 0.00 15 366.53 1 404.00 1 320.00 0.00 13 200.00 1 200.00	0.00 -4.000.00 0.00 0.00 -1.120.00 -580.00 0.00	1006 1009 1019 1025 1026 1029 59 60	Mango Amserv Auto Aktsiaselts PLIIATS AS OÜ Companion AS BCS Koolitus Infotark AS Directo Maksu- ja Tolliamet	8 094.92 1 200.00 13 200.00 194.24 2 200.00 1 140.00 137 973.00 3 600.00	-983.86 -2 000.00 -580.00 -13 194.24 -7 000.00 -1 440.00 -8 896.25 -1 100.00 -100.00 -18 092.36	-800.00 12 620.00 -13 000.00 -4 800.00 -300.00 129 076.75 2 500.00	



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 I	_edger						
Customer	✔ 1002,1003	Customer salesman 🗸			Class	D account	(Customer Datafield)
Ti	me	Object			PP account	Status (all)	✓ (Customer Datafield) ✓
Ran	ige	Divide 🗸	0 x 0 d	lays		Type (all)	✓ (Customer Datafield) ✓
Sh	ow (salesman)	✓ (comment) ✓			Currency	Precision 0.01 V	•
		ent invoices only overdue				un a data 🔲 la valar a si a data 🗌 la vala	_ ice object 🗆 D account 🔍 Orderer 💷 Show delivery name 🗹 Edit
		- ·	· ·			omer data 🕛 invoice project 🕛 invoi	
To	otal	 Overlaps are possible 	Sorted by C	ustomer 🗸 In	voice No 🗸		Mail Print REPORT
Customer 1	1002 Baltic Telemarke	ting QÜ					
	Invoice time	Due date	Term	To pay	Days		
100057	23.07.2021	06.08.2021	14	963.00	-452		
Customer I Where over				963.00			
	nt comment will be pa	aid after two wooks		963.00		16.09.2021 15:59:29 JANE	
		and after two weeks				10.03.2021 13.33.23 SANE	
	1003 Strawberry 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	date and time of the last	t change
100147	01.03.2021 12:36:19	08.03.2021	7	117.84	-603		•
Customer I				703.77			
Where over				703.77			
Customer	nt comment client doe	esn`t answer the phone				16.09.2021 16:00:13 JANE	
	Total unpaid			1 666.77			
				0.00			
	Total prepaid						
				1 666.77 1 666.77			

Picture (11)

Also visible when grouped by customers.

Sales Ledger

Customer	✔ 1002,1003	Customer sal	esman 🗸	Class	B D account		(Customer Datafield)	~
Ti	me		Object	PP account	t Status	(all) 🗸	(Customer Datafield)	~
Rar	ige	Div	ride 🗸 0 🗴 0	days	Туре	(all) 🗸	(Customer Datafield)	✓
Sh	ow (salesman)	✓ (comment)	~	Currency	/ Precision	0,01 🗸		
	only prepayment	nt invoices 🗌 only	overdue 🗌 By Trans	action time 🗌 Currency 🗌 Cu	ustomer data 🗌 Invoice pro	oject 🗌 Invoice obje	ect 🗆 D account 🗖 Orderer	🗆 Show delivery name 🗹 Edit
Te	otal Customer	🔽 🗌 Overlaps ar	e possible Sorted	by Customer 🗸 Invoice No 🗸]			Mail Print REPORT
Customer	lame	Unpaid Prepayn	nent Balance Custom	er int comment				
1002 E	Baltic Telemarketing OÜ			aid after two weeks			01.11.2022 12:39:23 T	RIINP
1003 5	Strawberry	703.77	0.00 703.77 client do	esn`t answer the phone			01.11.2022 12:40:41 T	RIINP
	Total :	1 666.77	0.00 1 666.77					
	()							

Picture (12)

lf the	ere is n	o chan	ige opt	ion, th	e user	do	oes no	ot hav	ve the	righ	nt to	cha	nge t	he cl	ient c	ard.	
Change gr				card righ	ts" Sa	ve	🔊 View	/ changelc	g								
Documents Delete row	Reports	Setting	Other														
□ NO Mod	ule	N	lame		How			Browse	Columns	View	Add	Direct	Change	Delete	Confirm	Attachments	Folde
□ 1 klier	nt		Customers			~	All										

Picture (13)

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

Last update: 2022/12/27 15:50

Sales Ledge	r					
Customer 🗸 [1002,	1003 Customer salesma	an 🗸		Class D	account	(Customer Datafield)
Time		Object	PP ac	count	Status (al	I) V (Customer Datafield) V
Range	Divide	✓ 0 x 0 days			Type (al	I) V (Customer Datafield) V
Show (sales	sman) 🗸 (comment) 🗸		Cur	rency Pr	ecision 0,0	01 🗸
	nly prepayment invoices 🗌 only ove	rdue By Transaction time		Customer data		t Invoice object I D account I Orderer I Show delivery name I Edit
		-			voice project	
Total	Overlaps are por	ssible Sorted by Custo	mer 🗸 Invoice No			Mail Print REPORT
Customer 1002 Balti	T					
Class:	c relemarketing OO		_			
	2011 Kesklinna linnaosa, Tallinn, Har	ju maakond Reg No:1231734	10 EVE	erybody can see	e Client i	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		Days	
100057 Customer balance	23.07.2021	06.08.2021	14	963.00 963.00	-452	
Where overdue				963.00		
where overdue				965.00		
Customer 1003 Strav	wherry					
Class:KLASS 2	in being					
	ersti linnaosa, Tallinn, Harju maak🌶	d Reg No:11273586				
Account Manager:						
Phone:		Fax:	E-mai	l: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		



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 I	Ledger							
Customer	✓ [1008	Customer salesman	 Image: A start of the start of		Class	D account	(Customer Datafield)	~
Ti	me	Obje	ect		PP account	Status (all)	 (Customer Datafield) 	~
Rar	nge	Divide	• 0 × 0	days		Type (all)	 (Customer Datafield) 	~
Sh	iow (salesman)	✓ (comment) ✓			Currency	Precision 0,01	~	
	only prepaymer		By Transact	tion time	ency Customer o			Orderer 🗌 Show delivery name 🗌 Edit
Т		 Overlaps are possible 		Customer V In				Mail Print REPOR
Customer	1008 Johann Berg							
Invoice No 100025	Invoice time 24.06.2021	Due date 22.08.2021	Term	To pay 1 200.00	Days -436 Payment sched	ula		
100209	01.01.2023	08.01.2023	7	1 200.00	68	ule		
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				12 000.00				
Where ove	rdue			1 200.00				
	Total unpaid			12 000.00				
	Total prepaid			0.00				
	Total balance			12 000.00				
	Total overdue balanc	e		1 200.00				

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