

# 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

SaveView changelog

DocumentsReportsSettingOther

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
- **Balance** - opens customer's periodic statement with the data of the last 2 months
- **Payment schedule** - the invoice payment schedule opens

## 4. Fine tuning

**Sales Ledger**

Customer  Customer salesman  Class  D account  (Customer Datafield)  (Invoice datafield)

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




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

Show (salesman)  (comment)  Currency  Precision 0,01

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

Total  Overlaps are possible ☐ Sorted by Customer  Invoice No

Picture(2)

- **Setting**  - possibility to choose personal settings.
- **Excel sheet**  (shortcut F12 or Alt+E) - options: with customer information (same as on the screen), as table (allows to combine data from columns).
- **Save report**  (shortcut Alt+A) - save report to your own menu with selected name.

**Sales Ledger**

Customer  Customer salesman  Class  D account  (Customer Datafield)  (Invoice datafield)

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

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

Show (salesman)  (comment)  Currency  Precision 0,01

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

Total  Overlaps are possible ☐ Sorted by Customer  Invoice No

Customer 1001 Big Client

Invoice No	Invoice time	Due date	Term	To pay	Days
100001	12.01.2020		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	01.05.2020	15.06.2020	14	1.200.00	
100022	31.05.2021	14.06.2021	14	1.200.00	
100028	22.07.2021 6:43:05	05.08.2021	14	1.070.00	
100029	22.07.2021 6:44:38	05.08.2021	14	1.070.00	
100030	22.07.2021 6:45:06	05.08.2021	14	1.070.00	
100031	22.07.2021 6:45:20	05.08.2021	14	1.070.00	
100032	22.07.2021 6:45:34	05.08.2021	14	1.070.00	
100033	22.07.2021 6:45:47	05.08.2021	14	1.070.00	
100034	22.07.2021 6:46:22	05.08.2021	14	1.070.00	
100035	22.07.2021 7:01:38	05.08.2021	14	176.55	
100036	22.07.2021 7:03:08	05.08.2021	14	176.55	
100037	22.07.2021 7:03:55	05.08.2021	14	176.55	
100051	23.07.2021 12:58:58	05.08.2021 12:58:58	14	176.55	
100061	23.07.2021	06.08.2021	14	176.55	
100063	23.07.2021	06.08.2021	14	1.000.00	
100072	20.08.2021 18:08:59	03.09.2021 18:08:59	14	2.400.00	
100073	30.09.2021	14.10.2021	E	2.400.00	
100074	25.09.2021		E	-100.00	
100075	30.11.2021	14.12.2021	14	2.400.00	

Back Save DELETE SETTING: Personal

Excel Output With Customer in Header

Split Label Numbers

Customer data field with invoice receiver e-mail Numbers

Client datafields Days

Currency EUR

Save

Picture(3)

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

**Sales Ledger**

Customer  Customer salesman  Class  D account  (Customer Datafield)

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

Range  Configure Days -180..90.0 Type (all)  (Customer Datafield)

Show (salesman)  (comment)  Currency  Precision 0,01

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

Total  Overlaps are possible ☐ Sorted by Customer  Invoice No

Customer Name

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

Split label -numbers

**Sales Ledger**

Customer  Customer salesman  Class  D account  (Customer Datafield)

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

Range  Configure Days -180..90.0 Type (all)  (Customer Datafield)

Show (salesman)  (comment)  Currency  Precision 0,01

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

Total  Overlaps are possible ☐ Sorted by Customer  Invoice No

Customer Name

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

Split label - days

Picture(4)

- **Customer data field with invoice receiver e-mail** - add the invoice receiver's e-mail
- **Customer datafields** - choose 3,6,9 (amount of the data fields in the report)
- **Currency** - EUR (default)

# 5. Examples

## 5.1 Filtering options

### 5.1.1. Sales Ledger regular report with currency option

Sales Ledger

Customer 11002.1003.100

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	Payment schedule
100010	01.07.2020	15.07.2020	14	1 071.43	-839	USD	0.8929	1 200.00	
100045	23.07.2021 11:40:22	06.08.2021	14	214.00	-452				
100047	23.07.2021 11:43:20	23.07.2021 11:43:20	14	88.00	-466				
100048	23.07.2021 11:47:09	06.08.2021 11:47:09	14	88.00	-452				
100049	23.07.2021 11:51:46	06.08.2021 11:51:47	14	88.00	-452				
Prepayment 01.05.2021				-8 276.78		USD	0.8277	-10 000.00	
Prepayment:				-8 276.78					
Customer balance				-5 844.67					
Where overdue				2 432.11					

Picture(5)

### 5.1.2. Show only SEK and USD invoices

For this separate currency codes with commas without space „SEK,USD“. If you want to see only USD invoices then write „USD“

Sales Ledger

Customer 11002.1003.100

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	Payment schedule
100010	01.07.2020	15.07.2020	14	1 071.43	-372	USD	0.8929	1 200.00	
100011	01.09.2020	29.10.2020	14_28	1 001.08	-266	USD	0.8342	1 200.00	
Prepayment 01.05.2021				-8 276.78		USD	0.8277	-10 000.00	
Prepayment AT 22.07.2021:				-8 276.78					
Customer balance				-4 032.73					
Where overdue				4 244.05					

Picture(6)



Filtering with „comma“ works also with Customer salesman/Invoice salesman.

### 5.1.3. Don't show EUR and SEK invoices

For this selection use exclusion mark „!“ and add currency codes separated with commas. For example insert „!EUR,SEK“ and the report shows only USD invoices. If you want to exclude only SEK invoices, then insert „!SEK“

**Sales Ledger**

Customer  Customer salesman  Class  D account  (Customer Datafield)

Time  Object  PP account  Status  (Customer Datafield)

Range  Divide  x  days Type  (Customer Datafield)

Show  (comment)  Currency  Precision

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

Total  Overlaps are possible ☐ Sorted by

**Customer 1004 Orange**

Invoice No	Invoice time	Due date	Term	To pay	Days	Currency	Rate	To pay
100007	01.01.2020	15.01.2020	14	1 068.19	-554	USD	0.8902	1 200.00
100009	01.05.2020	15.07.2020	14	1 103.35	-372	USD	0.9195	1 200.00
100010	01.07.2020	15.07.2020	14	1 071.43	-372	USD	0.8929	1 200.00
100011	01.09.2020	29.10.2020	14_28	1 001.08	-266	USD	0.8342	1 200.00
Prepayment 01.05.2021				-8 276.78		USD	0.8277	-10 000.00
Prepayment AT 22.07.2021:				-8 276.78				
Customer balance				-4 032.73				
Where overdue				4 244.05				

Mail Print REPORT

Picture(7)



Filtering with exclusion mark „!“ 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  Object  PP account  Status  (Customer Datafield)

Range  Divide  x  days Type  (Customer Datafield)

Show  (comment)  Currency  Precision

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

Total  Overlaps are possible ☐ Sorted by

**Currency**

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

Mail Print REPORT

Picture(8)

### 5.1.5. Date not added and currency selected

Gives the report all the balance dividend between currencies and calculates prepayments with today's currency rate, unpaid payments and balance.

Sales Ledger

Customer

Customer salesman

Class

D account

(Customer Datafield)

Time

Object

PP account

Status (all)

(Customer Datafield)

Range

Divide  0 x 0 days

Type (all)

(Customer Datafield)

Show (salesman)

(comment)

Currency

Precision 0,01

☐ only prepayment invoices

☐ only overdue

☐ By Transaction time

☒ Currency

☐ Customer data

☐ Invoice project

☐ Invoice object

☐ D account

☐ Orderer

☐ Show delivery name

☐ Edit

Total

☐ Overlaps are possible

Sorted by Customer

Invoice No

Mail

Print

REPORT

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

Picture(9)

5.1.6 Overlaps are possible

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

<<: Report Sales Ledger v4 - 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

☐ Customer data

☐ Invoice project

☐ Invoice object

☐ D account

☐ Orderer

☐ Show delivery name

☐ Edit

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	-963.00
1003 Strawberry	703.77	0.00	-703.77
1004 Orange	3 632.11	-8 276.78	-4 644.67
1005 Melon	1 042.58	-10 000.00	-8 957.42
1006 Mango	8 094.92	-983.86	7 111.06
1008 Johann Berg	9 600.00	0.00	-9 600.00
1009 Amserv Auto Aktsiaselts	1 200.00	-2 000.00	-800.00
1010 Samuel G OÜ	97.79	0.00	-97.79
1011 METS AS	0.00	-12 934.12	-12 934.12
1012 Tallinna Lasteaed Rabarüblük	0.36	0.00	-0.36
1013 Haapsalu Linnavalitsus	1 200.00	0.00	-1 200.00
1014 Mittetulundusühing Spordiklubi Nord	0.00	-4 000.00	-4 000.00
1015 Aktsiaselts Eesti Post	15 366.53	0.00	-15 366.53
1016 OSS - Germany	1 404.00	0.00	-1 404.00
1017 OSS - France	1 320.00	0.00	-1 320.00
1018 Klient OÜ	0.00	-1 120.00	-1 120.00
1019 PLIATS AS	13 200.00	-580.00	12 620.00
1020 A&E Office OY	1 200.00	0.00	-1 200.00
1022 Triton Holding OÜ	627.44	0.00	-627.44
1023 "K 3 HAMBARAVI OÜ"	1 200.00	0.00	-1 200.00
1025 OÜ Companion	194.24	-13 194.24	-13 000.00

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

☐ Customer data

☐ Invoice project

☐ Invoice object

☐ D account

☐ Orderer

☐ Show delivery name

☐ Edit

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
1004 Orange	3 632.11	-8 276.78	-4 644.67
1005 Melon	1 042.58	-10 000.00	-8 957.42
1006 Mango	8 094.92	-983.86	7 111.06
1009 Amserv Auto Aktsiaselts	1 200.00	-2 000.00	-800.00
1019 PLIATS AS	13 200.00	-580.00	12 620.00
1025 OÜ Companion	194.24	-13 194.24	-13 000.00
1026 AS BCS Koolitus	2 200.00	-7 000.00	-4 800.00
1029 Infotark AS	1 140.00	-1 440.00	-300.00
59 Directo	137 973.00	-8 896.25	129 076.75
60 Maku- ja Tolliamet	3 600.00	-1 100.00	2 500.00
62 Directo - Leedus reg. km kohuslaseks	86.67	-100.00	-13.33
63 New	18 244.62	-18 092.36	152.26
Total :	250 700.79	-73 373.49	177 327.30

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

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

Printed on 2025/06/08 00:42



every week. The answers are mostly the same - „we expect to receive a large order ourselves“, etc....). You can now see such information directly from the sales ledger.

5.2.1. Add a customer debt comment to sales ledgers

Sales Ledger

Customer1002,1003

Customer salesman

Class

D account

(Customer Datafield)

Time

Object

PP account

Status (all)

(Customer Datafield)

Range

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
100057	23.07.2021	06.08.2021	14	963.00	-452
Customer balance				963.00	
Where overdue				963.00	
Customer int comment	will be paid after two weeks				
					16.09.2021 15:59:29 JANE

Customer 1003 Strawberry

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

Total unpaid1 666.77

Total prepaid0.00

Total balance1 666.77

Total overdue balance1 666.77

Picture (11)

Also visible when grouped by customers.

Sales Ledger

Customer1002,1003

Customer salesman

Class

D account

(Customer Datafield)

Time

Object

PP account

Status (all)

(Customer Datafield)

Range

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 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 (12)

!

If there is no change option, the user does not have the right to change the client card.

Change group rights "Customer card rights" Save View changelog

Documents

Reports

Setting

Other

Delete row

	NO	Module	Name	How	Browse	Columns	View	Add	Direct	Change	Delete	Confirm	Attachments	Folders
	<input type="checkbox"/>	1	client	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 (13)

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

Directo Help - <https://wiki.directo.ee/>

Sales Ledger

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

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

Range  Divide 0 x 0 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

Class: Pirita tee 20/4-318 12011 Keskinna linnaosa, Tallinn, Harju maakond Reg No:12317340

Account Manager: Phone: will be paid after two weeks Fax: E-mail:Pirn.pirn@gmail.com

Int comment: Everybody can see Client internal comment

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: client doesn't answer the phone Fax: E-mail:Maasikas.Maasikas@gmail.com

Int comment:

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

Picture (14)

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 1008 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 1008 Johann Berg

Invoice No Invoice time Due date Term To pay Days

100025 24.06.2021 22.08.2021 7 1 200.00 -438 Payment schedule

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

Picture (15)

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Last update: 2023/03/10 09:53

