

# SQL-Ledger User Guide

Version 3.0.6

First Edition

Written by

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Sebastian Weitmann has been associated with SQL-Ledger since 2004. He has a degree in law and has specialized in finance and accounting. He has been implementing SQL-Ledger for businesses which range from small companies to large corporations using SQL-Ledger to its full potential with all the features.

Sebastian strongly believes in the merits of free software for businesses and for the society in general. In 2010 he and Thomas Brändle founded the 'International SQL-Ledger Network Association' (ISNA), a non-profit organisation to fund and support the further development of SQL-Ledger.

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Armaghan Saqib is using SQL-Ledger since 2004. He has a degree in mathematics and is a self taught computer programmer. In 2004 he was looking for an open source accounting solution and he discovered SQL-Ledger. The simplicity of SQL-Ledger while still being feature rich made him a fan of this ERP solution. Since then he has written lots of code adding many new modules and enhancements to the stock SQL-Ledger.

He is lead developer and maintainer of his SQL-Ledger version (ledger123) which is the official SQL-Ledger fork of the International SQL-Ledger Network Association. His consulting company [Ledger123.com](http://Ledger123.com) provides development and implementation services to clients all over the world.

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# Corporate sponsors



We would like to thank **Run my Accounts AG** from Switzerland for their work in the past couple of years in contributing modules, improvements and bug fixes for SQL-Ledger. Run my Accounts provides accounting services for Swiss entities on the base of SQL-Ledger. They have developed a highly automated accounting engine, which processes documents and bank feeds very efficiently. Run my Accounts AG is growing at a fast pace in the Swiss market and probably holds the largest SQL-Ledger customer base. For more information please visit [www.runmyaccounts.com](http://www.runmyaccounts.com).

# **SQL-Ledger User Guide**

Written by Sebastian Weitmann and Armaghan Saqib

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# Preface

This manual describes how to install and use SQL-Ledger. It gives an overview of the various features that are available in SQL-Ledger and explains how to use them.

We wrote this manual to support the free distribution of SQL-Ledger and to help existing SQL-Ledger users broaden their knowledge base. We have divided it into 6 chapters.

The first chapter introduces SQL-Ledger and explains how to get it up and running. The second chapter tells you how to set up and adapt SQL-Ledger to fit your own business needs. It explains how to create users, customers, vendors and everything else you need to do before you start working.

The third chapter highlights how to process your day to day business transactions in SQL-Ledger. It will tell you how to register invoices, how to make a general ledger entry and how to enter all your other related business transactions.

The fourth chapter explains how to take advantage of all the information you have entered, in other words, how to keep track of your business. You will learn how to start analyzing your business data and transactions that are stored in the database.

The fifth chapter provides you with information about LedgerCart. LedgerCart is a very nice add-on tool that can instantly upgrade your SQL-Ledger installation into a fully functional web-based ordering system and customer portal.

The sixth and last chapter gives you an introduction to SQL-Ledger development and customization.

# **Chapter 1**

## **Introduction**

### **1.1 Introducing SQL-Ledger**

SQL-Ledger is a free ERP (Enterprise Resource Planning) double entry accounting software with a rich set of business intelligence features. It supports multiple users, multiple languages, multiple currencies, multiple companies, accounts receivable, accounts payable and stock tracking.

It's a web-server application that has already been translated into 45 languages and enables business management and administration over the Internet or on a private local network. Any web browser can be used as its standard user interface which makes SQL-Ledger platform independent and usable on practically any operating system.

SQL-Ledger is written in the programming language Perl, runs on any modern web server like Apache and stores all business data in a PostgreSQL database. Its version 1.0 was released in Jan. 29, 1999. So as of this writing in 2015, it is 16 years old software which has been under constant development and enhancement during this period. This makes it suitable enough for small as well as for large businesses.

SQL-Ledger is licensed under the GNU GENERAL PUBLIC LICENSE commonly known as the GPL.

#### **1.1.1 Features**

SQL-Ledger has an impressive feature set which even many commercial / proprietary ERP solutions don't provide. Its internal design and user interface is quite

simple which make it easy to learn. Some of these features are listed below:

1. Browse-based interface. Accessible from any browser on desktop PCs or mobile devices.
2. Multi-user and multi-company with a single installation.
3. Fine grained access control for each user. Users see only features/functions which they are allowed to by the admin.
4. Invoices with packing lists and pick lists. Invoices can be emailed in pdf or html formats.
5. Cash management with comprehensive bank reconciliation.
6. Powerful accounts receivables and accounts payable function with aging, outstanding reports, statements as well as multiple reminders for customers.
7. Orders management integrated with invoices with partial or full delivery / shipping function.
8. Quotations and Request for Quotations which are fully integrated with orders and invoices.
9. Departmental accounting. You can restrict users to a specific department so that they can add or view transactions in their respective departments only. Financial reports can be displayed for specific department or all departments.
10. Projects and time cards to track time and generate sales orders.
11. Vouchers with approval work flow. Vouchers allow you to add payables, payments and general ledger transactions which need to be approved before posting.
12. Inventory / stock management with invoices/orders/shipping/transfers at multiple warehouses.
13. Assemblies with components and sub-assemblies. Suitable for manufacturing businesses.

14. Import data for items, accounts, customers, vendors, invoices and transactions from your old accounting software.
  15. Template driven documents (invoices, orders, quotes, financial reports). Documents can be sent to printer, file or fax, emailed or displayed on screen. Templates can be created in html, xml, tex, and text format.
  16. Multiple currencies with automatic calculations of gain/loss on exchange rate differences.
  17. Multi language user interface and templates.
  18. Multi language descriptions for items, accounts so that your foreign customers get invoices in their native language.
  19. User customizable reports with selection of columns and data filter before running the report.
  20. Instant posting of COGS so that you can immediately see the profitability of your business through financial reports.
  21. Financial reports (balance sheet, income statement) with single or multiple months or with comparison with past months or years.
- ... and much more.

### 1.1.2 Versions

The current release of stock SQL-Ledger developed by DWS Systems Inc. is 3.0.6. The International SQL-Ledger Network Association (ISNA) also maintains its own version of SQL-Ledger. It's developed openly by ISNA on [github.com](https://github.com) and is based upon the original SQL-Ledger version 3.0.6 with its enhancements. We call it the SQL-Ledger Network version, or Ledger123 release 3. The SQL-Ledger Network version alias Ledger123 tries to incorporate all the goodness which comes from stock SQL-Ledger. So you get best of both worlds.

To make things simple, we assume that you are using the SQL-Ledger Network version (Ledger123 release 3). Though most of the sections would apply equally well to the stock SQL-Ledger 3.0.6 as well as older versions. This is particularly true if you are not using inventory related functions, because most of the enhancements in the SQL-Ledger Network version are related to inventory.

### 1.1.3 Website and other resources on Internet

International SQL-Ledger Network Association website

- <http://www.sql-ledger-network.com/>

International SQL-Ledger Network Association Support Forum

- <http://forum.sql-ledger-network.com/>

Mailing list

- <http://www.ledger123.com/mailing-list/>

Github repository for the SQL-Ledger Network version (Ledger123 release 3)

- <https://github.com/ledger123/ledger123/tree/rel3>

Ledger123 Website

- <http://www.ledger123.com/>

DWS Systems Inc. SQL-Ledger website

- <http://www.sql-ledger.com/>

## 1.2 Getting up and running

There are three ways to get up and running with SQL-Ledger:

1. Hosted version.
2. Quick installation script.
3. Manual install.

Before you install SQL-Ledger on your chosen operating system, you first need to install a set of other software applications that work together with SQL-Ledger and create the base for it to function. SQL-Ledger requires the following:

- Web Server (Apache, NCSA, httpi, thttdp, ... );
- Perl (version 5 or newer);

- Database Server (PostgreSQL version 7.1 or newer)
- Database Driver (DBD-Pg)
- Database Independent Interface (DBI)
- LaTex (optional)

You will find various SQL-Ledger step-by-step installation guides on the International SQL-Ledger Network website ([www.sql-ledger-network.com](http://www.sql-ledger-network.com)).

### 1.2.1 Hosted version

Using the free hosted SQL-Ledger instance, available from ISNA website is the easiest way to get up and running with SQL-Ledger. To get this, visit [sql-ledger-network.com](http://sql-ledger-network.com) and signup for your free instance. We shall create your free account and will send you user name and password. You can then login and start adding transactions.

### 1.2.2 Quick installation script

We have quick installation bash scripts for many Linux distributions which will quickly install SQL-Ledger on a freshly installed Linux desktop or server. Visit [sql-ledger-network.com](http://sql-ledger-network.com) and download the appropriate script for your Linux distribution. Once you have download the script you can run it in the terminal window using the following command:

```
# bash install_ledger123
```

As mentioned above the only requirement for this method is a freshly installed supported Linux distribution on a PC. Once installed you can access your installation on '[http://yourserver\\_ip/ledger123](http://yourserver_ip/ledger123)'. where 'yourserver\_ip' is the ip address of your server. You can substitute 'localhost' if you are using your server machine as your desktop too.

### 1.2.3 Manual install

In section we shall show how you can install SQL-Ledger on your existing server or desktop by installing and configuring all packages and services yourself.

### 1.2.3.1 Installing the SQL-Ledger Network version using 'git clone'

The recommended way to download and install the SQL-Ledger Network version is to use the 'git' package. To install git on Ubuntu, you run 'sudo apt-get install git-core'. Once git is successfully installed, you can follow these steps:

1. Download the SQL-Ledger Network GitHub repository. You will get a fully working SQL-Ledger installation which includes our enhancements. (The default 'master' branch)

```
git clone git://github.com/ledger123/ledger123.git
```

2. You are probably interested in the latest release 3. The following command will switch to it.

```
git checkout -b rel3 origin/rel3
```

3. From now onwards you can upgrade to our latest enhancements, as well as new features released by sql-ledger.com, with the following simple command:

```
git pull
```

4. Let us say you are not interested in our enhancements and just want to maintain and upgrade to the SQL-Ledger release from SQL-Ledger.com. Switch to the SQL-Ledger branch first time:

```
git checkout -b sql-ledger origin/sql-ledger
```

5. You can also switch back to any past SQL-Ledger version. First see a log of all commits and 40 chars hashes:

```
git log --pretty=oneline
```

6. To revert to SQL-Ledger 2.8.17 type

```
git checkout 7b15e9b
```

Note: To view all code changes, you can visit <https://github.com/ledger123/ledger123> and select the chosen branch.

### 1.2.3.2 Installing Perl modules

Future versions of our enhanced SQL-Ledger release may add dependencies to some Perl modules. Before adding any such dependencies we shall make sure these Perl modules can be installed on most common Linux distributions without much hassle.

There are three ways to install any Perl module:

1. Install the pre-built module package for your Linux distribution package manager (apt-get or yum)

```
apt-get install libdbix-simple-perl # ubuntu / debian
```

2. Install using cpan command. cpan command comes built-in with the Perl installation on all distributions.

```
cpan DBIx::Simple
```

You may need to answer to few configuration questions when you are running cpan for the first time.

3. Install using cpanm (cpanminus) which is relatively less complicated than cpan. You can install cpanm with following command:

```
curl -L http://cpanmin.us | perl - App::cpanminus
```

Once installed, you can install Perl module of your choice using cpanm followed by the module name like:

```
cpanm DBIx::Simple
```

### 1.2.4 github branch structure

Our main repository is available at <https://github.com/ledger123/ledger123/>. Following branches are of interest to you. (The other branches on this repository are either obsolete or contain some custom code so can be ignored without worrying about them.)

Branch	Description
master	This is version 2.8 branch which is rarely updated now. You should upgrade to version 3 which is branch 'rel3'.
sql-ledger	This branch contains unmodified code from Dieter's SQL-Ledger from version 2.6.0 to the current version released on sql-ledger.com.
rel3	This branch is the latest enhanced version of SQL-Ledger which we recommend to use. This version contains all the updates by Dieter's SQL-Ledger as well as all our enhancements. This manual assumes that you are using this version.

### 1.2.5 Upgrading from previous versions of SQL-Ledger

You need to take following two steps to upgrade to the latest enhanced SQL-Ledger (ledger123).

1. Upgrade your installation to the latest release 'rel3' using git as described in 1.2.3.
2. Add the database changes for enhanced version using the following command:

```
psql -U sql-ledger your-dataset-name < sql/Pg-custom_tables.sql
```

Notes:

1. The above statement assumes that you have a PostgreSQL user named 'sql-ledger' for use with your SQL-Ledger datasets.
2. As a precaution you should always backup your data before any upgrade. See 1.2.6 for details on how to do this.

## 1.2.6 Data backup

SQL-Ledger stores all its data in three places:

1. All business data is stored in a PostgreSQL database. You can backup this data using the built-in backup menu (see 3.16) or using the pg\_dump command. This backup is the critical part of running your SQL-Ledger and should be done every day or every few hours depending upon the usage of your SQL-Ledger installation. It is recommended to setup a cron job to do this backup automatically at the scheduled time of the day and copy the backup file to some other computer or storage media.

You can use the following command to backup your PostgreSQL data.

```
pg_dump -U sql-ledger dataset-name > dataset-name.sql
```

or better yet with gzip compression:

```
pg_dump -U sql-ledger dataset-name | gzip -c > dataset-name.sql.gz
```

2. User information (preferences and passwords) is stored in a text file 'users/members'. As part of your backup, you can copy this file to a safe place. This file can be re-created by opening each user information using '**HR-Employees**' menu and saving again with a new password but it can be long and tedious process and cause disruption to the usage of SQL-Ledger so it is always better to have the latest copy of this text file in a safe place.

3. Templates (html, latex and text) specific to your company dataset are stored in 'templates/DATASET-NAME' folder. You should backup this folder regularly whenever you make changes to your templates. If you don't backup this folder then you will need to recreate these templates which can be a long and tedious process.

You can use the following command to backup your users and templates data.

```
tar czvf backup.tar.gz users/members templates/dataset-name/
```

**Tip:** There is no harm in having complete backup of your SQL-Ledger installation folder. This will ensure that you get all templates and users as well as the correct version of SQL-Ledger when you are trying to restore the backup in the time of need. You will, however, still need to backup your database separately as shown above.

### 1.2.7 Data restore

There are two possible scenarios when you need to restore your data.

1. You have your SQL-Ledger running smoothly and just want to restore some old backup of the same dataset.

For this you will first delete your existing data base (make sure you have latest backup) and then recreate database and restore old backup into it using commands similar to the following:

```
dropdb -U sql-ledger dataset-name  
createdb -U sql-ledger dataset-name  
psql -U sql-ledger dataset-name < your-dataset-backup-file.sql
```

2. You have setup a new server and want to restore SQL-Ledger with data, users and templates.

To proceed with this you will install SQL-Ledger again (or just untar/unzip the existing sql-ledger folder as mentioned in the backup section tip), restore your database and then copy users/members file and templates folder in the appropriate place. You can use commands similar to the following to achieve this.

```
createdb -U postgres sql-ledger dataset-name  
psql -U sql-ledger dataset-name < dataset-name.sql  
# Install sql-ledger again or untar/unzip sql-ledger folder  
# as mentioned in the tip above.  
cd sql-ledger; tar xzvf backup.tar.gz
```

You may need to make some adjustments to the commands shown above.

## 1.3 Our enhancements to standard SQL-Ledger

### 1.3.1 General

1. A new pleasant looking css theme.
2. jQuery based lookups of items, customers, vendors without requiring a screen update to select these items.

3. Calendar for date lookup.
4. 'Add Customer', 'Add Vendor' links on invoices/orders/quotes/POS screens.
5. Enhanced assemblies: You can get a report of all stock-assembly actions. Inventory at warehouses is correctly updated with any assemblies made and components used.
6. Enhanced bank reconciliation.
7. Added back the '**Shipping–Transfer**' function from SQL-Ledger 2.6.
8. LedgerDoctor script which identifies potential problems with data entry.
9. CSV data import with download-able sample data files. (invoices, transactions, general ledger, orders, customers, vendors, parts, chart).
10. Disabled incorrect item weight update from orders and invoices.
11. Parts group is mandatory if there is at least one group defined.

### 1.3.2 Departments

1. Restrict user to a particular department using '**HR–Employees**' menu.
2. Default department for user.
3. Department is mandatory on invoices/orders/quotes if there is at least one department defined.

### 1.3.3 Warehouses

1. Warehouse transfers module.
2. Restrict user to a particular warehouse '**HR–Employees**' menu.
3. Default warehouse for user.
4. Track warehouse inventory from sales and purchase invoices.
5. Track inventory-in-transit between warehouse movement.

6. Warehouse is mandatory on invoices if there is at least one warehouse defined.
7. Warehouse on-hand and activity reports.

### 1.3.4 COGS

1. Re-posting script which corrects cogs errors due to invoice editing or posting an invoice in the past date.
2. Per Invoice and per invoice item cogs/revenue information with gross profit %age.
3. On-hand value report which shows the inventory onhand quantities and value based upon FIFO costing.

### 1.3.5 Reports

1. Per-invoice and per-item cogs/revenue information.
2. Enhanced tax reports.
3. Audit trail report.
4. Drill-down to transactions from income statement.
5. Invoice date and customer/vendor filter in 'All Items' report.
6. Account description in 'GL Reports'.
7. Account activity report using 'GL Reports'.

## 1.4 Future development of SQL-Ledger

### 1.4.1 Bug fixes

Bug fixes are done always immediately when we discover a bug ourselves or it has been reported by a user. You can report bugs on our github issues tracker at <https://github.com/ledger123/ledger123/issues>. Add the issue and label it as 'bug'.

### 1.4.2 New features

New features are being added to the release 3 on regular basis. You can add the required feature on our github issues tracker at <https://github.com/ledger123/ledger123/issues>. Add your request there and label it as 'enhancement'. For immediate availability of your preferred feature you can sponsor its development.

### 1.4.3 New version

We are in the planning stages of an entirely new SQL-Ledger from ground up using a modern web application development framework. In this respect we have decided to:

1. Using Mojolicious as our framework of choice for the development of new version.
2. Be 100% compatible with the release 3 (the current version) during the whole development process so that there is virtually no upgrade path required to switch to the new version at any time. You should be able to switch to either new version or old version without compromising any feature or losing any data.

Details will be shared on our mailing list and forum as we make progress with this work.

# **Chapter 2**

## **Setting up your business on SQL-Ledger**

The next step after successful SQL-Ledger installation is to setup your initial business data. You need to do this before you can start making your day to day transactions.

### **2.1 Creating your first dataset**

If you are using free hosted version on ISNA website, you can skip this section and go directly to 2.2.

Following instructions assume that you have installed SQL-Ledger using manual method (see 1.2.3). You need to create a dataset in SQL-Ledger before you can start using it to manage your business accounts. Behind the scenes each dataset is a PostgreSQL database with tables, indexes and some seed data like chart of accounts.

To create a new dataset, you need to login to the admin interface. The admin interface is accessible through the following URL:

- <http://your-server-ip-address/sql-ledger/admin.pl>

You will be asked for a password. The default password is blank. Once you login for the first time, you are asked to set the password to something secure.



Once you have logged-in to the admin interface, you will see the existing datasets if any.

Dataset	Company	Locked	Driver	User	Host
rel3	Demo Company		Pg	postgres	
yaqoot	Yaqoot Group		Pg	postgres	

Pg

Add Dataset | Change Password | Lock System | Logout

To add your new dataset, you click 'Add Dataset' button and following page is displayed.

SQL-Ledger / Add Dataset

Host:  Port:   
User:  Password:   
Connect to:

Continue

On this page you need to enter your database credentials. As a best practice you should create a PostgreSQL user for use with SQL-Ledger. By default this user is assumed to be 'sql-ledger'. In Debian or Ubuntu distributions you can create this user by entering the following the command:

```
su postgres -c "createuser -d -S -R sql-ledger"
```

If you are not sure how to create this user on your own system, you can go ahead with the default PostgreSQL superuser, which is normally 'postgres', instead of 'sql-ledger' and click 'Continue' button. All the other defaults on the above page will work in most cases.

The screenshot shows the 'SQL-Ledger / Create Dataset' interface. At the top, there are fields for 'Dataset' (set to 'new\_company'), 'Company' (set to 'New Company'), and 'Templates' (set to 'Default'). Below these, a 'Multibyte Encoding' dropdown is open, showing a long list of encoding options. On the left, under 'Create Chart of Accounts', there is a list of countries: Austria, Brazil\_General, Colombia-PUC, Danish\_Default, Egypt-UTF8, France, Hungary, Latvia, Poland, Slovak-Republic, Spain-UTF8, Sweden\_Church\_Society, Traditional-Chinese\_Default, UK\_General, and US\_Service\_Company. To the right of each country, there is a corresponding 'General' template option. At the bottom of the page is a blue 'Continue' button.

Once the above page is displayed, you can enter your company name, a name for your dataset (which should be in lowercase without any spaces or special characters), the character encoding and one of the default chart of accounts. Once you have made all the selections, click 'Continue' to create your dataset.

The screenshot shows a web-based administration interface for SQL-Ledger. At the top, there's a header bar with icons for back, forward, refresh, and a home button, followed by the URL 'localhost/app.myledger.net/ledger123/rel3/admin.pl'. Below the header is a title bar 'SQL-Ledger Administration'. The main content is a table with the following data:

Dataset	Company	Locked	Driver	User	Host
new_company	New Company		Pg	postgres	
rel3	Demo Company		Pg	postgres	
yaqoot	Yaqoot Group		Pg	postgres	

Below the table, there's a radio button labeled 'Pg' which is selected. At the bottom of the page are four buttons: 'Add Dataset', 'Change Password', 'Lock System', and 'Logout'.

Your dataset will be created and added to the list of existing datasets.

## 2.2 Creating users and roles

A default admin account with name 'admin@datasetname' is created with each new dataset. Its password is set to blank so make sure to change it to something secure on your first login. Now you need to login and create some new users as well as set up their access privileges using roles.

To login to your newly created dataset visit <http://your-server-ip-address/sql-ledger/login.pl> and login as 'admin@datasetname' without specifying any password.

**Tip:** At this point you can start using SQL-Ledger for your business by creating invoices and other transactions but it is better to create a 'regular' user and use it instead of using admin user for this purpose. Admin user should be reserved for performing administrative tasks only.

### 2.2.1 Roles

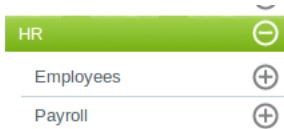
Roles allow you to define which menus are available to each user. You can group your users into roles and then define the access privileges for the roles. Click the menu '**System–Roles**' to display existing roles, change them or add a new one.

The screenshot shows a software interface for managing roles. On the left, there's a sidebar with various system settings like Export, System (which is selected and highlighted in green), Defaults, Audit Control, Bank Accounts, Taxes, and Currencies. Below the sidebar is a table titled 'Roles' with two entries: '1 admin' and '3 user'. At the bottom right of the table is a blue button labeled 'Add Role'.

To add a new role, click 'Add Role' and check/un-check the menus under 'Access Control' to allow or disallow that menu to the role. If you un-check for example 'AR', all features pertaining to 'AR', like 'Add Transaction', 'Sales. Invoice' etc. will also be disabled. Once you have defined the access privileges, click 'Save' to add the role.

The screenshot shows the 'Edit Role' interface. On the left, there's a sidebar with system settings like Export, System (selected), Defaults, Audit Control, Bank Accounts, Taxes, Currencies, Payment Methods, Workstations, Roles (selected and highlighted in green), Warehouses, Departments, Type of Business, Language, SIC, Yearend, Maintenance, Backup, Chart of Accounts, HTML Templates, and XML Templates. The main area is titled 'Edit Role' and shows a table with a single row for 'user'. The 'Description' field contains 'user'. Under 'Access Control', there are several sections: 'AR' (with a checked checkbox), 'POS' (with a checked checkbox), 'Customers' (with a checked checkbox), and 'AP' (with a checked checkbox). To the right of these sections are lists of permissions, each with a checked checkbox. For example, under 'AR', the permissions include Add Transaction, Sales Invoice, Credit Note, Credit Invoice, Reports, Reports--Transactions, Reports--Outstanding, Reports--AR Aging, Reports--Reminder, Reports--Tax collected, Reports--Non-taxable, Generate, and Generate--Sales Invoices.

## 2.2.2 Users / Employees



Once you have defined the roles, it is time to define the actual users. For this you click on '**HR–Employees–Add Employee**'. Here you fill all the information for the user.

- In the 'Role' field, select the appropriate role for this user. If no role has been created then user will have access to all the menus.
- In the login name field, type the login name which should be preferably in lower case without '@' sign and without other special characters.
- The 'Sales' check-box is there to mark whether this user is to appear as a salespersons on your quotations, orders and invoices or not.

On the screen you can add all your users as well as other employees. If you do not want to allow a particular employee to login to SQL-Ledger, just omit the login and password.

**Tip:** Instead of using roles you can also define menu access for each user individually using the 'Access Control' button on add/edit employee screen. This is particularly useful if you have only 1 or 2 users. With large number of users, however, it will become cumbersome to manage users access individually and use of roles is recommended.

---

### Add Employee

---

Employee Number	<input type="text"/>	Work Phone	<input type="text"/>
Name *	Armaghan Saqib	Work Fax	<input type="text"/>
Address	<input type="text"/>	Work Mobile	<input type="text"/>
	<input type="text"/>	Home Phone	<input type="text"/>
City	<input type="text"/>	Home Mobile	<input type="text"/>
State/Province	<input type="text"/>	Startdate	08-01-2014 <input type="button" value="..."/>
Zip/Postal Code	<input type="text"/>	Enddate	<input type="text"/> <input type="button" value="..."/>
Country	<input type="text"/>	SSN	<input type="text"/>
E-mail	<input type="text"/>	DOB	<input type="text"/> <input type="button" value="..."/>
Role	<input type="text"/>	Notes	<input type="text"/>
Login	armaghan		
Password	1234		
Sales	<input checked="" type="checkbox"/>		
Bank	<input type="text"/>	IBAN	<input type="text"/>
Address	<input type="text"/>	BIC	<input type="text"/>
	<input type="text"/>	Member No.	<input type="text"/>
City	<input type="text"/>	Clearing No.	<input type="text"/>
State/Province	<input type="text"/>	Department	HARDWARE <input type="button" value="..."/>
Zip/Postal Code	<input type="text"/>	Warehouse	PARIS <input type="button" value="..."/>
Country	<input type="text"/>		
Reference Documents			
<input type="text"/>		<input type="text"/>	
AP	<input type="text"/> <input type="button" value="..."/>	Pay Rates	Over
Payment	<input type="text"/> <input type="button" value="..."/>	<input type="text"/>	<input type="text"/>
Pay Periods <input type="text"/>			

---

---

To get list of existing employees, you use '**HR-Employees-Reports**' menu. A search screen is displayed where you can select which information you need to display. To display the list click the 'Continue' button.

### Employees

---

Employee Name	<input type="text"/>
Employee Number	<input type="text"/>
Startdate From	<input type="text"/> To <input type="text"/>
Notes	<input type="text"/>
<input checked="" type="radio"/> All <input type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Orphaned <input type="radio"/> Sales <input type="checkbox"/> Pos <input type="checkbox"/> ID <input checked="" type="checkbox"/> Employee Name <input checked="" type="checkbox"/> Employee Number <input type="checkbox"/> Address <input type="checkbox"/> City <input type="checkbox"/> State/Province <input type="checkbox"/> Zip/Postal Code <input type="checkbox"/> Country <input checked="" type="checkbox"/> Work Phone <input checked="" type="checkbox"/> Work Fax <input type="checkbox"/> Work Mobile <input checked="" type="checkbox"/> Home Phone <input checked="" type="checkbox"/> Home Mobile <input checked="" type="checkbox"/> Startdate <input checked="" type="checkbox"/> Enddate <input checked="" type="checkbox"/> Role <input type="checkbox"/> Sales <input checked="" type="checkbox"/> Login <input type="checkbox"/> E-mail <input type="checkbox"/> SSN <input type="checkbox"/> DOB <input type="checkbox"/> IBAN <input type="checkbox"/> BIC <input type="checkbox"/> Notes <input type="checkbox"/> Department <input type="checkbox"/> Warehouse	

---

[Continue](#)

Now all employees and/or users are displayed. You can click on the name of the user to open the detail of the user or employee and change it as required.

### Employees /

---

All

Name	Number	Work Phone	Work Fax	Home Phone	Home Mobile	Startdate	Enddate	Role	Login
Armaghan Saqib						01-06-2007		admin	ukdemo
Armaghan Saqib	E-001	5762601	5764674			28-04-2007		user	armaghan

---

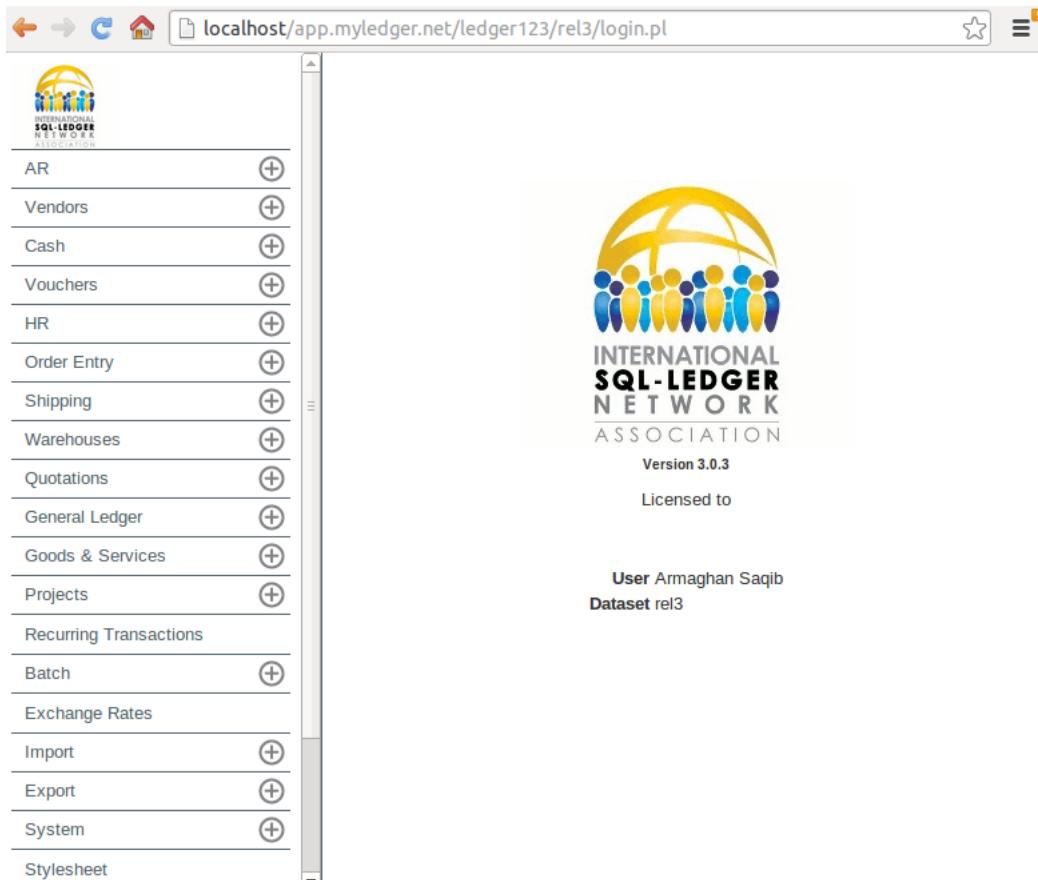
[Add Employee](#)

Once you have created a user, he or she can login with his or her username. The username is of the format 'login@datasetname'. For example if you have created a user with login 'armaghan' for a dataset named 'rel3' then the user needs to login with 'armaghan@rel3' as his or her username.

If you use SQL-Ledger in a multi-company environment and a user has access to various different datasets, by entering only the username without the '@' and without the name of the dataset, you will get a list of all the different datasets (companies) available to choose from.



When you or your user has successfully logged-in to SQL-Ledger, the welcome screen (shown below) is displayed. The menu is on the left. Only those menu options are visible to the user which have been allowed by the assigned role to that user (see 2.2 above).



## 2.3 Defaults

The '**System—Defaults**' menu allows you to setup your company name, address and business information and defaults in SQL-Ledger. Document numbering is also controlled by system defaults. You setup defaults for document numbers as shown on the screen shot below. You can change these according to your business needs. You can also use following variables in the system default number fields:

```
<%DATE%>
<%YYMMDD%>
<%YEAR%>
<%MONTH%>
<%DAY%>
<%NAME 1 1 3%>
```

```
<%BUSINESS%>
<%BUSINESS 10%>
<%CURR...%>
<%DESCRIPTION 1 1 3%>
<%ITEM 1 1 3%>
<%PARTSGROUP 1 1 3%>
<%PHONE%>
<%YY%>
<%MM%>
<%DD%>
<%FDM%>
<%LDM%>
```

System Defaults

---

Company Name	<input type="text"/>	Round	<input type="radio"/> 0.01 <input type="radio"/> 0.05 <input type="radio"/> 0.10 <input type="radio"/> 0.20 <input type="radio"/> 0.50 <input type="radio"/> 1.00
Address	<input type="text"/>		
Phone	<input type="text"/>	Weight Unit	<input type="text"/> kg
Fax	<input type="text"/>	Sort Names by <input type="checkbox"/> Number	
E-Mail	<input type="text"/>	Type of Contact <input checked="" type="radio"/> Company <input type="radio"/> Person	
Website	<input type="text"/>		
Business Number	<input type="text"/>		
Reporting Method	<input type="checkbox"/> Cash		
Cash Discount	<input type="checkbox"/> Taxable		
Precision	<input type="text"/> 2		
Reference Documents	<input type="text"/>		

---

Last Numbers & Default Accounts

Inventory	<input type="text"/> 1001–Raw material stock
Income	<input type="text"/> 4000–Sales
Expense	<input type="text"/> 5000–Materials Purchased
Foreign Exchange Gain	<input type="text"/> 4920–Foreign Exchange Gain
Foreign Exchange Loss	<input type="text"/> 5220–Foreign Exchange Loss
Cash Over/Short	<input type="text"/> 4000–Sales

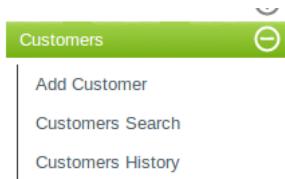
---

GL Reference Number	<input type="text"/> GL-004
Sales Invoice/AR Transaction Number	<input type="text"/> AR-007
Sales Order Number	<input type="text"/> SO-000
Vendor Invoice/AP Transaction Number	<input type="text"/> AP-006
Batch Number	<input type="text"/> BATCH-000
Voucher Number	<input type="text"/> V-000
Purchase Order Number	<input type="text"/> PO-001
Sales Quotation Number	<input type="text"/> SO-000
RFQ Number	<input type="text"/> RFQ-001
Part Number	<input type="text"/> <%description 1%>010
Job/Project Number	<input type="text"/>
Employee Number	<input type="text"/> E-001
Customer Number	<input type="text"/> <%name 1 1%>012
Vendor Number	<input type="text"/> <%name 1 1%>003

---

## 2.4 Customers

The customers menu allows you to add new customers and change or delete existing customers. You need to add at least one customer before creating a quotation, sales order, sales invoice or AR transaction.



### 2.4.1 Adding a new customer

Use '**Customers–Add Customer**' to add new customers.

Add Customer

Billing Address	
<input checked="" type="radio"/> Company <input type="radio"/> Person Customer Number <input type="text"/> Customer * <input type="text"/> Address <input type="text"/> <input type="text"/> City <input type="text"/> State/Province <input type="text"/> Zip/Postal Code <input type="text"/> Country <input type="text"/>	
Salutation <input type="text"/> First Name <input type="text"/> Last Name <input type="text"/> Title <input type="text"/> Occupation <input type="text"/> <input checked="" type="radio"/> Male <input type="radio"/> Female Phone <input type="text"/> Fax <input type="text"/> Mobile <input type="text"/> E-mail <input type="text"/> Cc <input type="text"/> Bcc <input type="text"/>	
<input type="checkbox"/> VAT (17.5%) <input type="checkbox"/> VAT (5%) <input type="checkbox"/> Tax Included AR <input type="text"/> Credit Limit <input type="text"/> Payment <input type="text"/> Threshold <input type="text"/> Terms Net <input type="text"/> days Currency <input type="text"/> GBP <input type="text"/> Enddate <input type="text"/> <input type="button" value="..."/> Discount <input type="text"/> % Tax Number / SSN <input type="text"/> Salesperson <input type="text"/> SIC <input type="text"/> Notes <input type="text"/>	
Startdate 08-01-2014 <input type="button" value="..."/> Bank <input type="text"/> Address <input type="text"/> <input type="text"/> City <input type="text"/> State/Province <input type="text"/> Zip/Postal Code <input type="text"/> Country <input type="text"/> IBAN <input type="text"/> BIC <input type="text"/> Member Number <input type="text"/> BC Number <input type="text"/> <input type="checkbox"/> Remittance Voucher	
Reference Documents	
<input type="text"/> <input type="text"/>	
<a href="#">Update</a> <a href="#">Save</a> <a href="#">Shipping Address</a> <a href="#">AR Transaction</a> <a href="#">Credit Note</a> <a href="#">Sales Invoice</a> <a href="#">Credit Invoice</a> <a href="#">POS</a> <a href="#">Sales Order</a> <a href="#">Quotation</a> <a href="#">Pricelist</a> <a href="#">New Number</a>	

## 2.4.2 Editing or deleting an existing customer

To make changes to existing customers, first you list them using '**Customers–Customers Search**'. You can leave this search form blank and click 'Continue' to get all customers or you can specify a customer name, phone number or any other information to get a specific customer. If there are more than one matching

customers, all those will be listed.

Search

---

<input type="text" value="Customer"/>	<input type="text" value="Customer Number"/>
<input type="text" value="Contact"/>	<input type="text" value="Address"/>
<input type="text" value="E-mail"/>	<input type="text" value="City"/>
<input type="text" value="Phone"/>	<input type="text" value="State/Province"/>
<input type="text" value="Salesperson"/>	<input type="text" value="Zip/Postal Code"/>
<input type="text" value="Notes"/>	<input type="text" value="Country"/>
<input type="text" value="Startdate From"/> To <input type="text" value="Enddate"/>	
<input checked="" type="radio"/> All <input type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Orphaned	
<input type="checkbox"/> AR Transactions <input type="checkbox"/> Sales Invoices <input type="checkbox"/> Sales Orders <input type="checkbox"/> Quotations	
<input type="checkbox"/> From <input type="text" value=""/> To <input type="text" value=""/>	
<input type="checkbox"/> Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/> Amount <input checked="" type="checkbox"/> Tax <input checked="" type="checkbox"/> Total <input type="checkbox"/> Subtotal	
<input type="checkbox"/> No. <input type="checkbox"/> ID <input type="checkbox"/> Type <input checked="" type="checkbox"/> Customer <input type="checkbox"/> Customer Number <input type="checkbox"/> Address <input type="checkbox"/> Salutation <input checked="" type="checkbox"/> Contact <input type="checkbox"/> Title <input type="checkbox"/> Gender <input type="checkbox"/> Occupation <input checked="" type="checkbox"/> E-mail <input type="checkbox"/> Cc <input type="checkbox"/> Bcc <input type="checkbox"/> City <input type="checkbox"/> State/Province <input type="checkbox"/> Zip/Postal Code <input type="checkbox"/> Country <input checked="" type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Notes <input type="checkbox"/> Discount <input type="checkbox"/> Threshold <input type="checkbox"/> Accounts <input type="checkbox"/> Payment Method <input type="checkbox"/> Tax Number <input type="checkbox"/> Salesperson <input type="checkbox"/> Pricegroup <input type="checkbox"/> SIC <input type="checkbox"/> Bank <input type="checkbox"/> Address <input type="checkbox"/> City <input type="checkbox"/> State/Province <input type="checkbox"/> Zip/Postal Code <input type="checkbox"/> Country <input type="checkbox"/> IBAN <input type="checkbox"/> BIC <input type="checkbox"/> Member Number <input type="checkbox"/> BC Number <input type="checkbox"/> Type of Business <input type="checkbox"/> Credit Limit <input type="checkbox"/> Terms <input type="checkbox"/> Language <input type="checkbox"/> Remittance Voucher <input type="checkbox"/> Startdate <input type="checkbox"/> Enddate	

---

[Continue](#)

In this report you can click on the customer name and its details will be opened in a new screen where you can make changes to existing data or delete the customer. Please note that you cannot delete a customer once you have posted invoices or transactions to this customer.

Customers / My Company Name				
All				
Customer	Contact		Phone	E-mail
Auto Exchange Express	Charles	Kirk		
Automotive Ltd				
Big Porridge Ltd.	Milton	Bear		
Car Parts Ltd	John	King		
Computerz Ltd.	Larry	Riley		
Electronics Ltd.	Louis	Adams		
Expert Repair Ltd	Joseph	Rollins		
InfoMed Ltd.	Michael	Keller		
Medical Supplies Plc.	Michael			
Pharm Supplies	Steve	Smith		
Spare Parts, Ltd.	Michele	Carter		

[Add Customer](#)

## 2.5 Vendors

The vendors menu allows you to add new vendors and change or delete existing vendors. You need to add at least one vendor before creating a request for quotation (RFQ), purchase order, vendor invoice or AP transaction.



### 2.5.1 Adding a new vendor

Use '**Vendors–Add Vendor**' to add new vendors.

## Add Vendor

Billing Address	
<input checked="" type="radio"/> Company <input type="radio"/> Person	
Vendor Number	<input type="text"/>
Vendor *	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
City	<input type="text"/>
State/Province	<input type="text"/>
Zip/Postal Code	<input type="text"/>
Country	<input type="text"/>
Salutation	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Title	<input type="text"/>
Occupation	<input type="text"/>
<input checked="" type="radio"/> Male <input type="radio"/> Female	
Phone	<input type="text"/>
Fax	<input type="text"/>
Mobile	<input type="text"/>
E-mail	<input type="text"/>
Cc	<input type="text"/>
Bcc	<input type="text"/>
<input type="checkbox"/> VAT (17.5%) <input type="checkbox"/> VAT (5%) <input type="checkbox"/> Tax Included	
AP	<input type="text"/> Credit Limit <input type="text"/>
Payment	<input type="text"/> Threshold <input type="text"/>
Terms Net	<input type="text"/> days
Currency	GBP <input type="button" value="▼"/>
Enddate	<input type="text"/> <input type="button" value="Calendar"/>
Discount	<input type="text"/> %
Tax Number / SSN	<input type="text"/>
Employee	<input type="text"/>
Notes	<input type="text"/>
Bank	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
City	<input type="text"/>
State/Province	<input type="text"/>
Zip/Postal Code	<input type="text"/>
Country	<input type="text"/>
Sub-contract GIFI <input type="text"/>	
SIC <input type="text"/>	
IBAN	<input type="text"/>
BIC	<input type="text"/>
Member Number	<input type="text"/>
BC Number	<input type="text"/>
<input type="checkbox"/> Remittance Voucher	
Reference Documents	
<input type="text"/>	<input type="text"/>
<input type="button" value="Update"/> <input type="button" value="Save"/> <input type="button" value="Shipping Address"/> <input type="button" value="AP Transaction"/> <input type="button" value="Debit Note"/> <input type="button" value="Vendor Invoice"/> <input type="button" value="Debit Invoice"/> <input type="button" value="Purchase Order"/> <input type="button" value="RFQ"/> <input type="button" value="Pricelist"/> <input type="button" value="New Number"/>	

## 2.5.2 Editing or deleting an existing vendor

To make changes to existing vendors, first you list them using '**Vendors–Vendors Search**'. You can leave this search form blank and click 'Continue' to get all vendors or you can specify a vendor name, phone number or any other information to get a specific customer. If there are more than one matching vendors, all

those will be listed.

Search

---

Vendor <input type="text"/>	Vendor Number <input type="text"/>
Contact <input type="text"/>	Address <input type="text"/>
E-mail <input type="text"/>	City <input type="text"/>
Phone <input type="text"/>	State/Province <input type="text"/>
Employee <input type="text"/>	Zip/Postal Code <input type="text"/>
Notes <input type="text"/>	
Country <input type="text"/>	
Startdate From <input type="text"/> To <input type="text"/>	

All  Active  Inactive  Orphaned  
 AP Transactions  Vendor Invoices  Purchase Orders  Request for Quotations  
 From  To   
 Open  Closed  Amount  Tax  Total  Subtotal

No.  ID  Type  Vendor  Vendor Number  
 Address  Salutation  Contact  Title  Gender  
 Occupation  E-mail  Cc  Bcc  City  
 State/Province  Zip/Postal Code  Country  Phone  Fax  
 Notes  Discount  Threshold  Accounts  Payment Method  
 Tax Number  Employee  GIFI  SIC  Bank  
 Address  City  State/Province  Zip/Postal Code  Country  
 IBAN  BIC  Member Number  BC Number  Type of Business  
 Credit Limit  Terms  Language  Remittance Voucher  Startdate  
 Enddate

**Include in Report**

---

**Continue**

Vendors / My Company Name

---

All	Vendor	Contact	Phone	E-mail
	Construct Buildings Plc	Thomas	Lucas	
	Engineering Supplies Plc	John	King	
	Skybird Agro Industries	Michael	King	

---

**Add Vendor**

In this report you can click on the vendor name and its details will be opened in a new screen where you can make changes to existing data or delete the vendor. Please note that you cannot delete a vendor once you have posted some invoices or transactions to this vendor.

## 2.6 Type of Business

You can group your customers and set default discount percentages for them using 'type of business' codes. To create or change these codes you use '**System-**

### Type of business' menu.

Type of Business	
Description	Discount %
walkin	2
wholesale	10

[Add Business](#)

### Edit Business

Type of Business

Discount %

[Save](#) [Save as new](#) [Delete](#)

Once you have defined types of business, you can specify them for a customer when you are adding a new customer or editing an existing one as shown below.

<input type="checkbox"/> VAT (17.5%)	<input type="checkbox"/> VAT (5%)	<input type="checkbox"/> Tax Included
AR	Credit Limit	<input type="text"/>
Payment	Threshold	<input type="text"/>
Terms Net	<input type="text"/> days	
Currency <input type="text" value="GBP"/> <input type="button" value="▼"/>		Startdate <input type="text" value="21-04-2014"/> <input type="button" value="▼"/>
Enddate <input type="text"/>		
Discount <input type="text"/> %		
Type of Business <input type="text" value="wholesale"/> <input type="button" value="▼"/>		
Tax Number / SSN <input type="text"/>		SIC <input type="text"/>
Salesperson <input type="text"/> <input type="button" value="▼"/>		Notes <input type="text"/>

## 2.7 Departments

Departments are optional and can be used to classify transactions according to a department code. When managing departments, the following points are important:

1. Departments lookup does not appear on transaction forms as well as on

search screens unless you have defined at least one department.

2. SQL-Ledger departments can be mapped to the various departments (sales, purchase etc.), branches (London, Oxford etc.) or product divisions (Product 1, Product2 etc.) within your organization.
3. Departments can be marked as 'Cost Center' or 'Profit Center'. Cost center departments appear only in purchasing modules. Profit center departments appear both in purchasing and sales modules.
4. You can also change 'Department' to anything you like (eg.Branch) using the SQL-Ledger language customization feature. See 6.2 on how to do this.

### 2.7.1 Managing Departments

You get a list of existing departments when you click on '**System–Departments**' menu.

Description	Cost Center	Profit Center
HARDWARE	*	
SERVICES	*	

[Add Department](#)

On this list you can click on department name to change its description or delete it. You can also click on the 'Add Department' button to add a new department. Please note that you cannot delete a department if there are transactions which reference this department.

[Edit Department](#)

---

Description	HARDWARE
<input type="radio"/> Cost Center <input checked="" type="radio"/> Profit Center	

---

[Save](#) [Save as new](#)

## 2.7.2 Default Department

You can restrict a user to a particular department when you add a new user or modify an existing user using the '**HR-Employees**' menu.

The screenshot shows a user creation form with various fields for personal information, roles, and business details. The 'Department' and 'Warehouse' fields are highlighted with a red circle, indicating they are key to defining a user's access level.

## 2.7.3 Using Departments

Once departments are defined you can specify them in your invoices, orders, quotations and other transactions.

The screenshot shows a sales invoice creation form. The 'Department' dropdown is highlighted with a red circle, showing it is a key field for specifying the department associated with the invoice.

## 2.7.4 Using Departments in Reports

Most reports allow you to view all or department specific transactions. For example you can filter AR Transactions report '**AR-Reports-Transactions**' by specifying a particular department on the search screen.

## AR Transactions

Account	Salesperson
Customer	Department SERVICES
Customer Number	Warehouse LONDON
Invoice Number	Shipping Point
Description	Ship via
Order Number	Waybill
PO Number	
Source	
Line Item	

'Reports—Income Statement' and 'Reports—Balance sheet' can be filtered and compared by department.

## Income Statement

Department	Project
From	To
Period	<input type="radio"/> Current <input type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Year
Compare to	
From	To
Period	
Currency GBP	
Decimal places 2	
Method <input type="radio"/> Accrual <input type="radio"/> Cash	
Include in Report <input type="checkbox"/> Heading <input type="checkbox"/> Subtotal <input type="checkbox"/> Account Number	
Accounts <input type="radio"/> Standard <input type="radio"/> GIFI	

**Continue**

The 'Reports—Department Income Statement' report shows income statement for individual departments in columnar form as shown below:

## Income Statement

From	To
Period	<input type="radio"/> Current <input type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Year
<input checked="" type="checkbox"/> (blank)	
Include: <input checked="" type="checkbox"/> HARDWARE <input checked="" type="checkbox"/> SERVICES	

**Continue**

## Income Statement

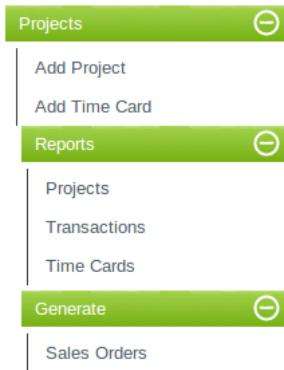
INCOME STATEMENT			HARDWARE	SERVICES	(blank)
for Period					
INCOME					
4000	Sales		1,048	1,300	2,348
			—	—	—
	TOTAL INCOME		1,048	1,300	2,348
			—	—	—
EXPENSES					
5000	Materials Purchased		3,865		3,865
			—	—	—
	TOTAL EXPENSES		3,865		3,865
			—	—	—
	INCOME (LOSS)		-2,817	1,300	-1,517
			—	—	—

## 2.8 Projects

Projects are optional and can be used for the following things:

1. Track income and expenses to specific projects using invoices and transactions.
2. Job costing.
3. Enter time card data.

Please note that projects only appear on transaction forms and search screens if you have created at least one project.



### 2.8.1 Managing Projects

You can add or change projects through the '**Projects**' menu. Click on '**Projects–Add Project**' to add a new project.

Add Project

---

Number	P-001		
Description	Project1		
Customer	Auto Exchange Express		
Startdate	18-04-2014	To	

---

**Update** **Save**

To change an existing project, first you need to display a list of your existing projects. For this you use the '**Projects–Reports–Projects**' menu and the following screen is displayed where you can specify some conditions to select the projects of your interest. To view all projects just click the 'Continue' button.

Projects

---

Project Number	<input type="text"/>
Description	<input type="text"/>
Startdate From	<input type="text"/> To <input type="text"/>
Period	<input type="button"/> <input type="button"/> <input checked="" type="radio"/> Current <input type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Year
<input checked="" type="radio"/> All <input type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Orphaned	

---

**Continue**

Once projects are displayed as shown below, you can click on the project number to open the project and make the required changes.

Projects					
All					
Number	Description	Customer	Startdate	Enddate	
P001	Project 1		25-03-2010		
P002	Project 2		25-03-2010		

[Add Project](#) [Save Report](#)

## 2.8.2 Using Projects

Once you have defined projects, you can use them in quotations, orders, invoices and general ledger entries. In quotations, orders and invoices the project drop-down appears on the extended detail lines. To display this extended detail line you first need to check the check-box next to the description of each line item. If you check the check-box in the heading as shown below and click 'Update' button, the extended details are shown for all line items.

Description					
Item	Number	Description	<input checked="" type="checkbox"/>	Qty	
1	T007 SKU T007	The Blade Hand Planer	<input checked="" type="checkbox"/>	1	
Delivery Date			Serial No.		
Project	Group Hand Planes				
Packagi	PRJ-001 PRJ-002	N.W.	G.W.	(kg)	Volume
2					

## 2.8.3 Project Reports

The '**Projects–Reports–Transactions**' report will show you a summary report similar to the '**Reports–Trial Balance**' report with summary of all transactions for the selected project. Before displaying the report you can also specify a date range as well as a department for the report.

Project Transactions

---

Department  Project

From  To

Period   Current  Month  Quarter  Year

Include in Report  Heading  Subtotal  
Accounts  Standard  GIFI

---

Once you display the report, you will see all accounts showing sum of all transactions for that particular project. This report is similar to the trial balance report but shows balances for a particular project only.

Project Transactions

---

Project Number : P001  
18 April 2014

Account	Description	Beginning Balance	Debit	Credit	Ending Balance
1001	Raw material stock	1,240.95			1,240.95
5000	Materials Purchased		2,000.00		2,000.00
			<b>3,240.95</b>		

---

You can click on the account number to get the list of individual project transactions for that account.

Account 1001 - Raw material stock /

---

Project Number : P001  
18 April 2014

Date	Reference	Description	Debit	Credit	Balance
01-07-2007	AP-001	Construct Buildings Plc	509.70		509.70
01-07-2007	AP-001	Construct Buildings Plc	444.00		953.70
01-07-2007	AP-001	Construct Buildings Plc	239.25		1,192.95
25-03-2014	AP-005	Skybird Agro Industries	48.00		1,240.95
			<b>1,240.95</b>		<b>1,240.95</b>

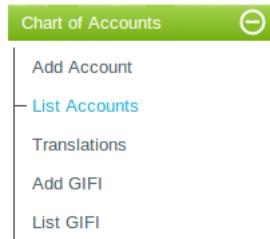
---

## 2.9 Chart of Accounts

A chart of accounts is required before you can start recording any accounting transaction. When you create your company dataset in SQL-Ledger you have to select one of the provided samples of chart of accounts. Later on you can modify the initial chart of accounts according to your business needs.

The '**System–Chart of Accounts**' menu is used to manage the chart of

accounts. Here you can add new accounts, change existing ones or delete the unwanted ones which have not been used in any transaction from the sample chart of accounts.



The '**System—Chart of Accounts—List Accounts**' report shows the existing chart of account.

Chart of Accounts

Account	GIFI	Description	Type	C	Drop-down
0010		Freehold Property	Asset		
0011		Goodwill	Asset		
0012		Goodwill Amortisation	Asset		
0020		Plant and Machinery	Asset		
0021		Plant/Machinery Depreciation	Asset	*	
0030		Office Equipment	Asset		
0031		Office Equipment Depreciation	Asset	*	
0040		Furniture and Fixtures	Asset		
0041		Furniture/Fixture Depreciation	Asset	*	
0050		Motor Vehicles	Asset		
0051		Motor Vehicles Depreciation	Asset	*	
1001		Raw material stock	Asset		Inventory
1002		Work in Progress	Asset		Inventory
1003		Finished goods stock	Asset		Inventory
1100		Debtors Control Account	Asset		AR
1102		Other Debtors	Asset		AR
1103		Prepayments	Asset		
1200		Bank Current Account	Asset		AR Payment AP Payment
1210		Bank Deposit Account	Asset		
1220		Building Society Account	Asset		
1230		Petty Cash	Asset		AR Payment

You can click on the account number to open the account in detail form where you can make changes to the account. You can safely change the account number at any time to reorganize your accounts. All transactions booked onto the account will remain linked to it and will reflect the new number after change.

Edit Account

---

Account Number *	<input type="text" value="4000"/>		
Description	<input type="text" value="Sales"/>		
<input type="radio"/> Asset <input type="radio"/> Contra <input type="radio"/> Heading <input type="radio"/> Liability <input checked="" type="radio"/> Account <input type="radio"/> Equity <input type="radio"/> Income <input type="radio"/> Expense			
Account Type *			
<input type="checkbox"/> Is this a summary account to record <input type="checkbox"/> AR <input type="checkbox"/> AP <input type="checkbox"/> Inventory <input type="checkbox"/> Include in drop-down menus			
AR	AP	Tracking Items	Non-tracking Items
<input checked="" type="checkbox"/> Lineitem <input type="checkbox"/> Payment <input type="checkbox"/> Discount <input type="checkbox"/> Tax	<input type="checkbox"/> Lineitem <input type="checkbox"/> Payment <input type="checkbox"/> Discount <input type="checkbox"/> Tax	<input checked="" type="checkbox"/> Income <input type="checkbox"/> COGS <input type="checkbox"/> Tax	<input checked="" type="checkbox"/> Income <input type="checkbox"/> Expense <input type="checkbox"/> Tax
<b>GIFI</b> <input type="text"/>			

---

**Save** **Save as new**

### 2.9.1 Heading accounts

All accounts in SQL-Ledger must be defined either as 'Heading' or 'Account'. The 'Heading' accounts help you divide your various accounts into groups. 'Heading' accounts are mainly for organizational purposes and are used to subtotal groups of accounts in the income statement or balance sheet. You cannot record transactions directly with heading accounts.

### 2.9.2 Account types

The 'Account Type' sets the accounting purpose for each account. Accounts marked as 'Contra' accounts are shown with reversed amounts in the trial balance.

Summary accounts are used to record transactions for accounts receivable, accounts payable and inventory. If you mark an account as a summary account, it will be included in the selection drop-down menus available when you process accounts receivable and accounts payable transactions, or when you set up new inventory item.

### 2.9.3 Marking accounts

Here is how you mark accounts when adding or changing them:

1. When you mark an account to be included in the drop-down menus 'AR', 'AP' or 'Tracking Items' (parts, assemblies, direct labor) and 'Non-tracking Items' (services), it will be included in the respective modules.

2. Marking 'Lineitem' will make the account available as an income or expense account in AR and AP transactions.
3. Marking 'Payment' will show that account for recording the receipt or payment of transactions.
4. Accounts marked to be included for 'Income', 'COGS' / 'Expense' or 'Tax' under 'Tracking Items' and 'Non-tracking Items' will become available in the corresponding drop-down menus when you set up new goods and services under '**Goods & Services–Add...**'.
5. In SQL-Ledger each tax account has a tax level which can be defined in '**System–Taxes**' for automatic calculation. Tax accounts can also be used for other purposes like commission fees.

#### 2.9.4 Mandatory default accounts

There are six default accounts in SQL-Ledger:

1. Income,
2. Expense
3. inventory
4. Foreign exchange gain
5. Foreign exchange loss
6. Cash over/short account.

You will also find them in the '**System–Defaults**' menu and once they have been set up accordingly they cannot be deleted. You must also have at least one account for accounts receivable and one for accounts payable, in order for SQL-Ledger to be able to keep track of any outstanding amounts in the balance sheet.

### 2.9.5 GIFI

GIFI stands for 'General Index for Financial Information'. GIFI codes can be created and linked to accounts in chart of accounts. You can add or change GIFI codes just like standard chart of accounts using '**System—Chart of Accounts—Add GIFI**' and '**System—Chart of Accounts—List GIFI**' as shown with screen shots below.

Add GIFI

GIFI

Description

**GIFI**

GIFI	Description
0001	Local Sales
0002	Other sales

GIFI accounts can be used to re-group the regular accounts for reporting purposes. All financial reports can be displayed with regular accounts or with gifi accounts.

Edit Account

Account Number \*

Description

Asset  Contra  Heading  
 Liability  Account  
 Equity  Income  Expense

Account Type \*  Lineitem  Payment  Discount  Tax

Is this a summary account to record  AR  AP  Inventory

Include in drop-down menus

AR	AP	Tracking Items	Non-tracking Items
<input checked="" type="checkbox"/> Lineitem	<input type="checkbox"/> Lineitem	<input checked="" type="checkbox"/> Income	<input checked="" type="checkbox"/> Income
<input type="checkbox"/> Payment	<input type="checkbox"/> Payment	<input type="checkbox"/> COGS	<input type="checkbox"/> Expense
<input type="checkbox"/> Discount	<input type="checkbox"/> Discount	<input type="checkbox"/> Tax	<input type="checkbox"/> Tax
<input type="checkbox"/> Tax	<input type="checkbox"/> Tax		

GIFI

### 2.10 Templates

Print forms for invoices, orders, quotations and financial reports are defined as templates. This makes it easy to customize these forms and reports according to your requirements. Templates can be in html, L<sup>A</sup>T<sub>E</sub>X or text format. These

templates can be accessed through the '**System**' menu.

### 2.10.1 Editing Templates

Templates can be edited directly through SQL-Ledger user interface. When you click on a template, it is displayed with an 'Edit' button at the end of the screen. Clicking the 'Edit' button will open the template in a text box where it can be edited and saved.

[templates/rel3/invoice.html](#)

letterhead.html

INVOICE							
<b>To</b>		<b>Ship To</b>					
name		shiptoname		shiptoaddress1		shiptoaddress2	
address1				shiptocity , shiptostate shiptozipcode			
address2				shiptocountry			
city , state zipcode							
country							
contact		shiptocontact					
Tel: customerphone		Tel: shiptophone					
Fax: customerfax		Fax: shiptofax					
email		shiptoemail					
Invoice #	Date	Due	Order #	Salesperson	Shipping Point	Ship via	
invnumber	invdate	duedate	ordnumber	employee	shippingpoint	shipvia	
Item	Number	Description	Qty	Unit Price	Disc %	Extended	
runningnumber.	number	description	deliverydate	qty unit	sellprice	discountrate	linetotal
						Total taxdescription on taxbase @ taxrate % Paid	invtotal tax - paid
						Balance Due	Subtotal total
notes	text_amount **** decimal/100					All prices in currency	
<b>Payments</b>							
Date	Account	Source	Amount				
paymentdate	paymentaccount	paymentsource	payment				
<b>Thank you for your valued business!</b>							
Payment due by duedate. Items returned are subject to a 10% restocking charge. A return authorization must be obtained from company before goods are returned. Returns must be shipped prepaid and properly insured. Company will not be responsible for damages during transit.							
taxdescription Registration taxnumber							
Taxes shown are included in price.							
<input type="button" value="Edit"/>							

Here this template is opened for editing.

templates/rel3/invoice.html

```
<body bgcolor=ffffff>
<table width=100%>
<%include letterhead.html%>
<tr>
<td width=10>&nbsp;</td>
<th colspan=3>
<h4>I N V O I C E</h4>
</th>
</tr>
<tr>
<td>&nbsp;</td>
<td>
<table width=100% cellspacing=0 cellpadding=0>
<tr bgcolor=000000>
<th align=left width=50%><font color=ffffff>To</th>
<th align=left width=50%><font color=ffffff>Ship To</th>
</tr>
<tr valign=top>
<td><%name%>
<br><%address1%>
<%if address2%>
<br><%address2%>
<%end address2%>
<br><%city%>
<%if state%>
, <%state%>
<%end state%>
<%zipcode%>
<%if country%>
<br><%country%>
<%end country%>
<br>
<%if contact%>
<br><%contact%>
<br>
<%end contact%>
```

Save

### 2.10.2 Template Variables

SQL-Ledger inserts actual data into the templates by using template variables. Template variables are enclosed within `<%` and `%>`.

Here are some template variables to give you an idea. A simple way to view all these template variables and understand their usage is to go through existing sample templates which you can find in the '**System**' menu.

```
<%name%>
<%address1%>
```

```
<%address2%>
<%city%>
<%state%>
<%zipcode%>
<%country%>
<%contact%>
<%invnumber%>
<%invdate%>
<%duedate%>
<%ordnumber%>
<%employee%>
<%shippingpoint%>
<%shipvia%>
<%runningnumber%>
<%number%>
<%description%>
<%deliverydate%>
<%qty%>
<%unit%>
<%sellprice%>
<%discountrate%>
<%linetotal%>
```

### 2.10.3 Template control commands

The template processing engine in SQL-Ledger allows simple conditional statements and loops. Examples of these are described below:

#### 2.10.3.1 'if' is used to print a column data conditionally

```
<%if contact%>
  <br><%contact%>
  <br>
<%end contact%>

<%if taxincluded%>
  <th colspan=7 align=right>Total</th>
  <td colspan=2 align=right><%invtotal%></td>
<%end taxincluded%>

<%if not taxincluded%>
  <th colspan=7 align=right>Subtotal</th>
  <td colspan=2 align=right><%subtotal%></td>
```

```
<%end taxincluded%>

<%if paid%>
  <tr>
    <th colspan=7 align=right>Paid</th>
    <td colspan=2 align=right>- <%paid%></td>
  </tr>
<%end paid%>
```

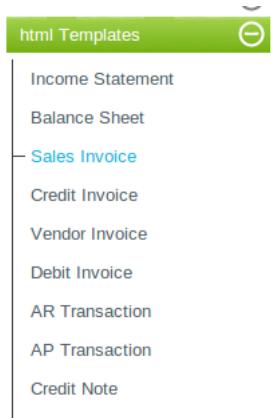
### 2.10.3.2 'for' loop to print all lines on an invoice

```
<%foreach number%>
  <tr valign=top>
    <td align=right><%runningnumber%>. </td>
    <td><%number%></td>
    <td><%description%></td>
    <td><%deliverydate%></td>
    <td align=right><%qty%></td>
    <td><%unit%></td>
    <td align=right><%sellprice%></td>
    <td align=right><%discountrate%></td>
    <td align=right><%linetotal%></td>
  </tr>
<%end number%>

<%foreach tax%>
  <tr>
    <th colspan=7 align=right><%taxdescription%> on <%taxbase%> @ <%taxrate%> %</th>
    <td colspan=2 align=right><%tax%></td>
  </tr>
<%end tax%>
```

## 2.10.4 Three type of templates:

### 2.10.4.1 HTML Templates



HTML templates are easier to modify because of the wide spread knowledge of HTML. Only basic HTML knowledge is required to edit HTML templates. The screen shot below shows the html template for sales invoice.

[templates/rel3/invoice.html](#)

[letterhead.html](#)

INVOICE								
<b>To</b>		<b>Ship To</b>						
name		shiptoname						
address1		shipaddress1						
address2		shipaddress2						
city , state zipcode		shiptocity , shiptostate shiptozipcode						
country		shiptocountry						
contact		shiptocontact						
Tel: customerphone		Tel: shiptophone						
Fax: customerfax		Fax: shiptofax						
email		shiptoemail						
Invoice #	Date	Due	Order #	Salesperson	Shipping Point	Ship via		
invnumber	invdate	duedate	ordernumber	employee	shippingpoint	shipvia		
Item	Number	Description	Qty	Unit Price	Disc %	Extended		
runningnumber.	number	description	deliverydate	qty unit	sellprice	discountrate	linetotal	
Total taxdescription on taxbase @ taxrate % Paid							invtotal tax - paid	
Balance Due							total	
notes	text_amount **** decimal/100						All prices in currency	
<b>Payments</b>								
Date	Account	Source	Amount					
paymentdate	paymentaccount	paymentsource	payment					
<b>Thank you for your valued business!</b> <small>Payment due by duedate. Items returned are subject to a 10% restocking charge. A return authorization must be obtained from company before goods are returned. Returns must be shipped prepaid and properly insured. Company will not be responsible for damages during transit.</small>								
<small>taxdescription Registration taxnumber</small>								
<small>Taxes shown are included in price.</small>								
<a href="#">Edit</a>								

The letterhead.html template is included in all other templates. You can format it to print your company name and other header information in a consistent way across all the templates.

[try](#)

[templates/rel3/letterhead.html](#)

company  
address



Tel: tel  
Fax: fax

[Edit](#)

## templates/rel3/letterhead.html

```
<tr>
<td width=10>&nbsp;</td>

<td>
<table width=100%>
<tr>
<td>
<h4>
<%company%><br>
<%address%>
</h4>
</td>
</tr>

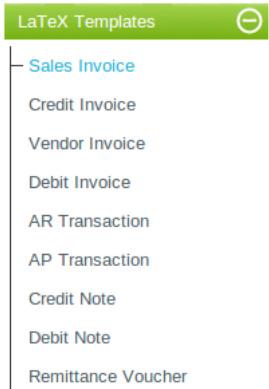
<th><img src=<%templates%>/<%language_code%>/logo.png border=0 height=58></th>

<td align=right>
<h4>
Tel: <%tel%><br>
Fax: <%fax%>
</h4>
</td>
</tr>

<tr>
<td colspan=3>
<hr noshade>
</td>
</tr>
</table>
</td>
</tr>
```

Save

### 2.10.4.2 L<sup>A</sup>T<sub>E</sub>X Templates



L<sup>A</sup>T<sub>E</sub>X templates are bit more complex to understand and modify, but are the most powerful tool to generate printed documents in pdf or postscript format. See 2.10.5 for a basic introduction to L<sup>A</sup>T<sub>E</sub>X.

## templates/rel3/invoice.tex

```
\documentclass{scrartcl}
\usepackage[latin1]{inputenc}
\usepackage{tabularx}
\usepackage[letterpaper,top=2cm,bottom=-3cm,left=1.1cm,right=1.5cm]{geometry}
\usepackage{graphicx}

\begin{document}

\pagestyle{myheadings}
\thispagestyle{empty}

\fontfamily{cmss}\fontsize{10pt}{12pt}\selectfont

\newsavebox{\ftr}
\sbox{\ftr}{%
\parbox{\textwidth}{%
\tiny
\rule{1.5em}{\textwidth}{0.5pt}
Payment due NET <%terms%> Days from date of Invoice. Interest on overdue amounts will accrue at the rate
of 12% per annum starting from <%duedate%> until paid in full. Items returned are subject to a 10%
restocking charge.
A return authorization must be obtained from <%company%> before goods are returned. Returns must be
shipped prepaid and properly insured.
<%company%> will not be responsible for damages during transit.
}
}

<%include letterhead.tex%>

<%pagebreak 65 27 37%>
\end{tabularx}

\rule{\textwidth}{2pt}

\vspace{0.2cm}

\hfill
\begin{tabularx}{\textwidth}{X@{\hspace{1cm}}r@{}}
& Subtotal & <%sumcarriedforward%>
\end{tabularx}

\newpage

\markboth{<%company%>\hfill <%invnumber%>}{<%company%>\hfill <%invnumber%>}
```

Save

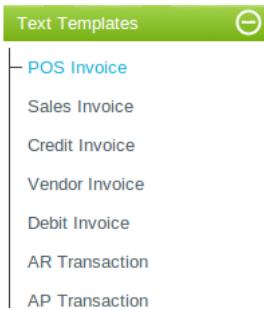
As in html templates, the letterhead.tex template allows you to define your company letter head for all templates in a consistent way.

templates/rel3/letterhead.tex

```
\parbox{\textwidth}{%
  \parbox[b]{.42\textwidth}{%
    company
    address
  }
  \parbox[b]{.2\textwidth}{%
    \includegraphics[scale=0.3]{../templates/rel3//logo}
  }\hfill
  \begin{tabular}[b]{rr@{}}
    Tel: & tel\\
    Fax: & fax
  \end{tabular}
  \rule[1.5em]{\textwidth}{0.5pt}
}
```

[Edit](#)

#### 2.10.4.3 Text Templates



Text templates are used only for Point-of-Sale receipts printing. These templates allow you to print on 40 character receipt printers.

templates/rel3/pos\_invoice.txt

---

```
company
address

Till: till      Phone#: tel
Cashier: employee
Inv #/Date: invnumber / invdate
Printed: dateprinted

Qty Description          Amount
qty description          linetotal
number @ sellprice/unit

Number of items: totalqty
-----
Total: invtotal

-----
Subtotal: subtotal

taxdescription @ taxrate%:      tax

Paid: payment currency

Change: change

Balance Due:      total

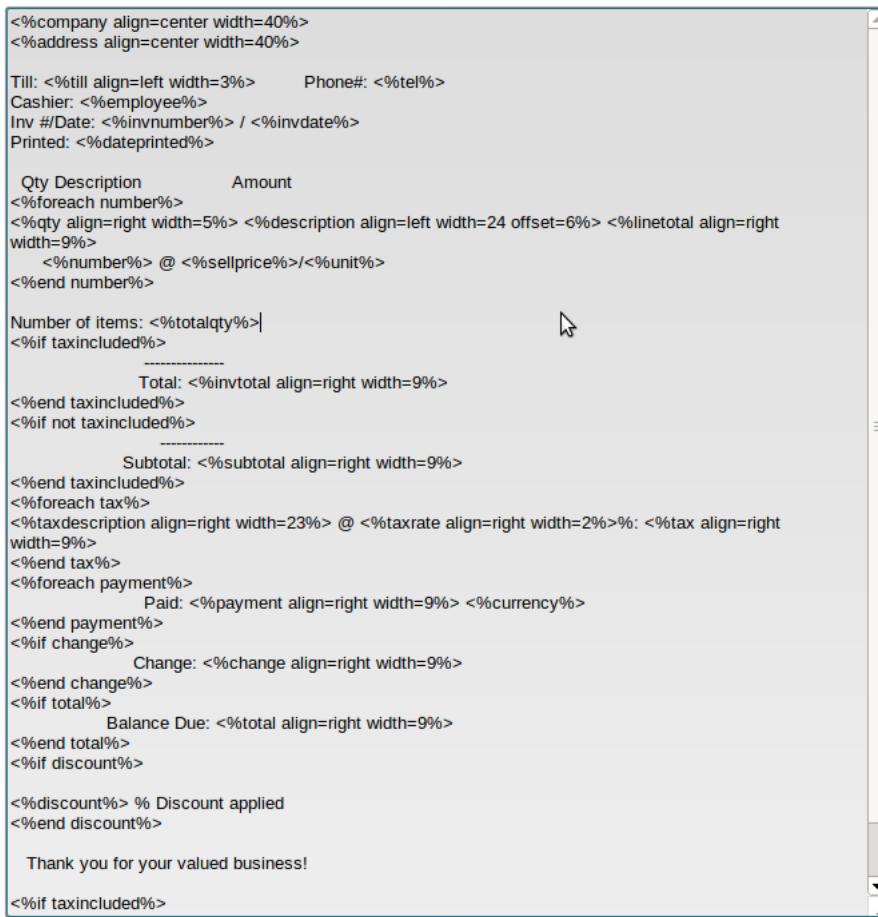
discount % Discount applied

Thank you for your valued business!

Taxes are included in price.
```

[Edit](#)

templates/rel3/pos\_invoice.txt



```

<%company align=center width=40%>
<%address align=center width=40%>

Till: <%till align=left width=3%> Phone#: <%tel%>
Cashier: <%employee%>
Inv #: Date: <%invnumber%> / <%invdate%>
Printed: <%dateprinted%>

Qty Description Amount
<%foreach number%>
<%qty align=right width=5%> <%description align=left width=24 offset=6%> <%linetotal align=right width=9%>
<%number%> @ <%sellprice%>/<%unit%>
<%end number%>

Number of items: <%totalqty%>
<%if taxincluded%>
-----
Total: <%invtotal align=right width=9%>
<%end taxincluded%>
<%if not taxincluded%>
-----
Subtotal: <%subtotal align=right width=9%>
<%end taxincluded%>
<%foreach tax%>
<%taxdescription align=right width=23%> @ <%taxrate align=right width=2%>%: <%tax align=right width=9%>
<%end tax%>
<%foreach payment%>
Paid: <%payment align=right width=9%> <%currency%>
<%end payment%>
<%if change%>
Change: <%change align=right width=9%>
<%end change%>
<%if total%>
Balance Due: <%total align=right width=9%>
<%end total%>
<%if discount%>
<%discount%> % Discount applied
<%end discount%>

Thank you for your valued business!
<%if taxincluded%>

```

**Save**

## 2.10.5 An Introduction to LATEX

LATEX is a complete collection of software tools to create high quality print documents like invoices, purchase orders etc. LATEX is included with most Linux distributions. In the Red Hat distribution LATEX can be installed with the command 'yum install tetex'.

- In the Debian distribution it can be installed with 'apt-get install latex'.
- For FreeBSD, you can install the teTeX port from /usr/ports/print/teTeX.

$\text{\LaTeX}$  might seem overwhelming to a newcomer but it is really a simple toolkit to use for customizing the SQL-Ledger templates. In this very short introduction of Latex, we shall go through the basic document format and its use in SQL-Ledger. Here is 'Hello world!' in  $\text{\LaTeX}$ .

#### 2.10.5.1 Create a text file (`hello.tex`) in your home folder with following text:

```
\documentclass[a4paper,11pt]{article}
\begin{document}
Hello world!
\end{document}
```

#### 2.10.5.2 Compile this tex file into dvi file and use `xdvi` to view it:

```
latex hello.tex
xdvi hello.dvi
```

#### 2.10.5.3 You can also convert it to pdf:

```
pdflatex hello.tex
xpdf hello.pdf
```

### 2.10.6 Structure of a $\text{\LaTeX}$ Document

Latex commands start with a backslash (\). Parameters can follow the command. Optional parameters are enclosed in [ ] while mandatory ones are enclosed in { }. { } can also be used to terminated a command mixed within some text (to make it easier for the compiler to understand the command). Special characters in latex (#, \$, %, ^, &, \_, {, }, ~) are escaped with \ except for the \ character itself which is used to break a line. To use literal backslash (\) you can use the special command \\$\backslash\\$.

Single line comments start with % while multi-line comments can be enclosed between `\begin{comment}` and `\end{comment}` structure.

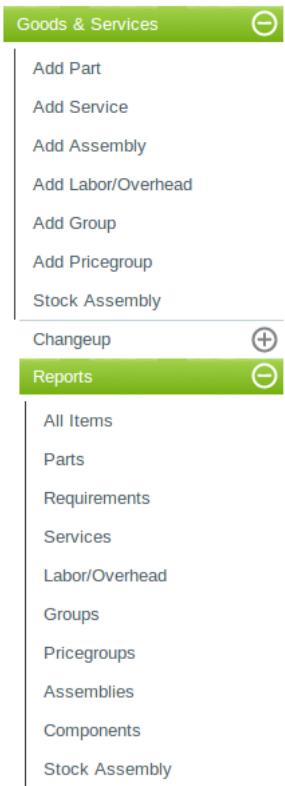
Every latex document starts with `\documentclass` with parameters ([a4paper,11pt]{article}) following it.

## 2.11 Goods & Services

All businesses sell some goods and services to generate revenue. You need to define the goods and services related to your business before you can start creat-

ing invoices, orders or quotations. In SQL-Ledger goods and services have been categorized into following entities:

1. Parts are something which you keep in the inventory and want to track their on-hand quantity.
2. Services are something which you provide to your customers or buy from vendors. Services are not 'stored' somewhere and you do not track their on-hand quantity.
3. Assemblies are made up from parts, services and labor/overhead. This feature is used by manufacturing companies. When you build an assembly using the '**Goods & Services–Stock Assembly**' menu (see 2.11.4) all its associated parts are removed from inventory and the new assemblies are added to stock. When you sell an assembly COGS for parts and cost of services is recorded.  
Important note: Assemblies cannot be purchased and can only be sold.
4. Labor/overhead can be used to allocate the cost of labor or manufacturing overhead to the assemblies.



### 2.11.1 Parts

Parts are tangible items you keep in your stock. You purchase them from your vendors and sell them to your customers for profit or you use them in an assembly.

## Edit Part

Number H002	Description Hand Brush	Group Brushes
Link Accounts		
Inventory 1001–Raw material stock	Sell Price 5.99	
Income 4000–Sales	List Price 5.99	
COGS 5000–Materials Purchased	Last Cost 4.35	
Tax <input checked="" type="checkbox"/> 2200–VAT (17.5%) <input type="checkbox"/> 2205–VAT (5%)	Markup % 37.7	
Average Cost 4.35	Unit NOS	
Notes   	Weight kg	
	On Hand 43	
	ROP   	
	Bin   	
	Obsolete <input type="checkbox"/>	
Image  	Country of Origin  	
Drawing  	HS Code  	
Microfiche  	Barcode  	
Tool Number  	POS Button <input checked="" type="checkbox"/>	
Make		
Model		
Alternate Part Number		
Description		
Vendor  	Number  	
Customer  	Cost  	
Curr GBP	Leadtime days	
Break  	Sell Price  	
Curr GBP	From  	
To  		
<input type="button" value="Update"/> <input type="button" value="Save"/> <input type="button" value="Save as new"/> <input type="button" value="New Number"/>		

**2.11.2 Services**

Services are intangible items which you sell and/or purchase.

Edit Service

Number CLN	Description Cleaning	Group Services
<b>Link Accounts</b> Income 4000-Sales Expense 5000-Materials Purchased Tax <input checked="" type="checkbox"/> 2200-VAT (17.5%) <input type="checkbox"/> 2205-VAT (5%)		
Updated 12-07-2007 Sell Price 1.50 List Price Last Cost 1.00 Markup % 50.0 Unit SQFT Obsolete		
<b>Reference Documents</b> <input type="text"/> <input type="text"/>		
<b>Notes</b> <input type="text"/>		
Vendor <input type="text"/>	Number <input type="text"/>	Cost <input type="text"/> Curr GBP <input type="text"/> Leadtime <input type="text"/> days
Customer <input type="text"/>	Break <input type="text"/>	Sell Price <input type="text"/> Curr GBP <input type="text"/> From <input type="text"/> To <input type="text"/>
<input type="button" value="Update"/> <input type="button" value="Save"/> <input type="button" value="Save as new"/> <input type="button" value="New Number"/>		

### 2.11.3 Labor/Overhead

Labor/overhead items are used to allocate labor/overhead charges to an assembly in a manufacturing business.

Add Labor/Overhead

Number <input type="text"/>	Description <input type="text"/>	Group <input type="text"/>
<b>Link Accounts</b> Labor/Overhead 1001--Raw material stock COGS 5000-Materials Purchased		
Updated 18-04-2014 Sell Price List Price Last Cost Markup % Unit On Hand		
<b>Reference Documents</b> <input type="text"/> <input type="text"/>		
<b>Notes</b> <input type="text"/>		
<input type="button" value="Update"/> <input type="button" value="Save"/> <input type="button" value="New Number"/>		

### 2.11.4 Assemblies

An assembly is composed of components which are individual parts in the inventory or other sub-assemblies. Assemblies in SQL-Ledger allow you to manage your manufacturing process. Work flow for using assemblies is as follows:

1. Define assemblies. '**Goods & Services–Add Assembly**'.
2. Build assemblies. '**Goods & Services–Stock Assembly**'. Individual parts are removed and assemblies are added to the stock inventory.
3. Sell assembly items like any other item.

Please note that you cannot buy items defined as assemblies.

#### 2.11.4.1 Define assemblies

An assembly is just like any other inventory item with the additional information about its components. You define new assemblies using '**Goods & Service–Add Assembly**'.

## Edit Assembly

Number K002	Description Professional Kit 2	Group Kits ▾							
Link Accounts									
Income 4000-Sales ▾	Updated 02-02-2009 <input type="button" value="Calendar"/>								
Tax <input checked="" type="checkbox"/> 2200--VAT (17.5%) <input checked="" type="checkbox"/> 2205--VAT (5%)	Sell Price 118.18								
	List Price 								
	Last Cost 98.48								
	Markup % 20.0								
	Unit 								
	Weight kg 								
	On Hand 1								
	Stock 								
	ROP 								
	Bin 								
	Obsolete <input type="checkbox"/>								
Image 	Country of Origin 								
Drawing 	HS Code 								
Microfiche 	Barcode 								
Tool Number 	POS Button <input checked="" type="checkbox"/>								
Make 	Model 								
Alternate Part Number 	Description 								
Customer 	Break 	Sell Price 	Curr GBP ▾	From 	To 				
Individual Items									
Item 1	Qty 2	Unit NOS	BOM <input type="checkbox"/>	A <input checked="" type="checkbox"/>	Number D009	Description Digger Hand Trencher	Sell 37.98	List 37.98	Cost 33.98
2	3	NOS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	R006	Rubber Mallet	74.97	74.97	64.50
						112.95	112.95	98.48	
<input type="button" value="Update"/> <input type="button" value="Save"/> <input type="button" value="Save as new"/> <input type="button" value="New Number"/>									

## 2.11.4.2 Stock assemblies

This option reduces the quantities of the components and increases the on-hand quantity of the assemblies. COGS is not recorded at this point.

COGS for the assembly is recorded from individual components when you sell the assembly. FIFO allocation also occurs at the time of sale.

## Stock Assembly

---

Number  
  
 Description 
  
 Check Inventory

---

## Stock Assembly

---

Reference 
  
 Date 
  
 Department 
  
 Warehouse

---

Number	Description	Bin	Qty	ROP	Add
K001	Professional Kit		2	20	

---

#### 2.11.4.3 Reports

The '**Goods and Services–Reports–Stock Assembly**' menu gives you a list of your 'Stock Assembly' actions. This report lists the parts taken out of assembly as well as assemblies built.

**Stock Assembly**

---

Reference <input type="text"/> From <input type="text"/>  To <input type="text"/>  Number <input type="text"/> Department <input type="button" value="▼"/> Warehouse <input type="button" value="▼"/> <b>Include in Report</b> <input type="checkbox"/> Summary <input checked="" type="checkbox"/> Detail	<input type="checkbox"/> No. <input checked="" type="checkbox"/> Reference <input checked="" type="checkbox"/> Date <input type="checkbox"/> Warehouse <input checked="" type="checkbox"/> Warehouse
	<input checked="" type="checkbox"/> Number <input checked="" type="checkbox"/> Description <input type="checkbox"/> Qty <input checked="" type="checkbox"/> Unit
	<input type="checkbox"/> Subtotal <input type="checkbox"/> CSV

---

Following is a sample summary report of the 'Stock Assembly' action. It shows each action with its reference and date and other information.

Following is a detail report of the 'Stock Assembly' action. It shows each assembly and its components which have been updated through the 'Stock Assembly' action.

Stock Assembly

Reference	Date	Department	Warehouse	Number	Description	Qty	Unit
production feb	03-02-2014			K001	Professional Kit	20.00	
production feb	03-02-2014			F003	Framing Hammer	-20.00	NOS
production feb	03-02-2014			M005	Modeling Hammer	-40.00	NOS
production feb	03-02-2014			D008	Deluxe Hand Saw	-60.00	NOS
						<b>-100.00</b>	
test1	01-01-2009	HARDWARE	LONDON	K001	Professional Kit	2.00	
test1	01-01-2009	HARDWARE	LONDON	F003	Framing Hammer	-2.00	NOS
test1	01-01-2009	HARDWARE	LONDON	M005	Modeling Hammer	-4.00	NOS
test1	01-01-2009	HARDWARE	LONDON	D008	Deluxe Hand Saw	-6.00	NOS
						<b>-10.00</b>	
test2	02-02-2009	HARDWARE	LONDON	K002	Professional Kit 2	2.00	
test2	02-02-2009	HARDWARE	LONDON	R006	Rubber Mallet	-6.00	NOS
test2	02-02-2009	HARDWARE	LONDON	D009	Digger Hand Trencher	-4.00	NOS
						<b>-8.00</b>	
						<b>-118.00</b>	

The '**Goods and Services–Reports–Assemblies**' menu gives you a list of all or selected assemblies with their components. You can narrow down your assemblies list by specifying search criteria.

## Assemblies

<input type="text" value="Number"/>	<input type="text" value="Description"/>	<input type="text" value="Warehouse"/>	<input type="text" value="Group"/>	<input type="text" value="Make"/>	<input type="text" value="Drawing"/>	<input type="text" value="Microfiche"/>	<input type="text" value="Serial Number"/>	<input type="text" value="Model"/>	<input type="text" value="Tool Number"/>	<input type="text" value="Barcode"/>																																															
<input checked="" type="radio"/> Top Level <input checked="" type="checkbox"/> Individual Items																																																									
<input checked="" type="radio"/> Active <input type="radio"/> On Hand <input type="radio"/> Short <input type="radio"/> Obsolete <input type="radio"/> Orphaned <input type="radio"/> BOM																																																									
<input type="checkbox"/> Sales Invoices		<input type="text" value="From"/>		<input type="text" value="To"/>		<input type="checkbox"/> Accrual <input type="radio"/> Cash																																																			
<input type="checkbox"/> Sales Orders		<input checked="" type="checkbox"/> Open		<input type="checkbox"/> Closed		<input type="checkbox"/> Summary		<input checked="" type="checkbox"/> Detail																																																	
<table border="0"> <tr> <td><input type="checkbox"/> No.</td> <td><input checked="" type="checkbox"/> Number</td> <td><input checked="" type="checkbox"/> Description</td> <td><input checked="" type="checkbox"/> Qty</td> <td><input checked="" type="checkbox"/> Unit</td> </tr> <tr> <td><input type="checkbox"/> Updated</td> <td><input type="checkbox"/> Group</td> <td><input type="checkbox"/> Group Code</td> <td><input type="checkbox"/> Cost</td> <td><input checked="" type="checkbox"/> Sell Price</td> </tr> <tr> <td><input type="checkbox"/> List Price</td> <td><input checked="" type="checkbox"/> Last Cost</td> <td><input checked="" type="checkbox"/> Average Cost</td> <td><input type="checkbox"/> Extended</td> <td><input type="checkbox"/> Markup</td> </tr> <tr> <td><input type="checkbox"/> Bin</td> <td><input type="checkbox"/> ROP</td> <td><input type="checkbox"/> Weight</td> <td><input type="checkbox"/> Notes</td> <td><input type="checkbox"/> Image</td> </tr> <tr> <td><input type="checkbox"/> Drawing</td> <td><input type="checkbox"/> Tool Number</td> <td><input type="checkbox"/> Microfiche</td> <td><input type="checkbox"/> Make</td> <td><input type="checkbox"/> Model</td> </tr> <tr> <td><input type="checkbox"/> Warehouse</td> <td><input type="checkbox"/> Accounts</td> <td><input type="checkbox"/> Name</td> <td><input type="checkbox"/> Currency</td> <td><input type="checkbox"/> Employee</td> </tr> <tr> <td><input type="checkbox"/> Serial Number</td> <td><input type="checkbox"/> Country of Origin</td> <td><input type="checkbox"/> HS Code</td> <td colspan="3"><input type="checkbox"/> Barcode</td> </tr> <tr> <td colspan="11"><input type="checkbox"/> Subtotal</td> </tr> </table>											<input type="checkbox"/> No.	<input checked="" type="checkbox"/> Number	<input checked="" type="checkbox"/> Description	<input checked="" type="checkbox"/> Qty	<input checked="" type="checkbox"/> Unit	<input type="checkbox"/> Updated	<input type="checkbox"/> Group	<input type="checkbox"/> Group Code	<input type="checkbox"/> Cost	<input checked="" type="checkbox"/> Sell Price	<input type="checkbox"/> List Price	<input checked="" type="checkbox"/> Last Cost	<input checked="" type="checkbox"/> Average Cost	<input type="checkbox"/> Extended	<input type="checkbox"/> Markup	<input type="checkbox"/> Bin	<input type="checkbox"/> ROP	<input type="checkbox"/> Weight	<input type="checkbox"/> Notes	<input type="checkbox"/> Image	<input type="checkbox"/> Drawing	<input type="checkbox"/> Tool Number	<input type="checkbox"/> Microfiche	<input type="checkbox"/> Make	<input type="checkbox"/> Model	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Accounts	<input type="checkbox"/> Name	<input type="checkbox"/> Currency	<input type="checkbox"/> Employee	<input type="checkbox"/> Serial Number	<input type="checkbox"/> Country of Origin	<input type="checkbox"/> HS Code	<input type="checkbox"/> Barcode			<input type="checkbox"/> Subtotal										
<input type="checkbox"/> No.	<input checked="" type="checkbox"/> Number	<input checked="" type="checkbox"/> Description	<input checked="" type="checkbox"/> Qty	<input checked="" type="checkbox"/> Unit																																																					
<input type="checkbox"/> Updated	<input type="checkbox"/> Group	<input type="checkbox"/> Group Code	<input type="checkbox"/> Cost	<input checked="" type="checkbox"/> Sell Price																																																					
<input type="checkbox"/> List Price	<input checked="" type="checkbox"/> Last Cost	<input checked="" type="checkbox"/> Average Cost	<input type="checkbox"/> Extended	<input type="checkbox"/> Markup																																																					
<input type="checkbox"/> Bin	<input type="checkbox"/> ROP	<input type="checkbox"/> Weight	<input type="checkbox"/> Notes	<input type="checkbox"/> Image																																																					
<input type="checkbox"/> Drawing	<input type="checkbox"/> Tool Number	<input type="checkbox"/> Microfiche	<input type="checkbox"/> Make	<input type="checkbox"/> Model																																																					
<input type="checkbox"/> Warehouse	<input type="checkbox"/> Accounts	<input type="checkbox"/> Name	<input type="checkbox"/> Currency	<input type="checkbox"/> Employee																																																					
<input type="checkbox"/> Serial Number	<input type="checkbox"/> Country of Origin	<input type="checkbox"/> HS Code	<input type="checkbox"/> Barcode																																																						
<input type="checkbox"/> Subtotal																																																									

**Continue**

Once you click the 'Continue' button above the following report is displayed.

## Assemblies /

Active :

Number	Description	Qty	Unit	Sell Price	Last Cost	Avg Cost
K001	Professional Kit	22		103.94	85.83	
D008	Deluxe Hand Saw		NOS	17.99	16.00	16.00
F003	Framing Hammer		NOS	19.99	13.85	
M005	Modeling Hammer		NOS	14.99	11.99	11.99

K002	Professional Kit 2	1		118.18	98.48
D009	Digger Hand Trencher		NOS	18.99	16.99
R006	Rubber Mallet		NOS	24.99	21.50

**Add Assembly**

The '**Goods and Services–Reports–Components**' menu gives you a list ordered by part number and the assembly in which it is used.

## Components /

Active :

Number	Assembly	Description	Qty	Unit	Sell Price	Last Cost	Avg Cost
D008	K001	Deluxe Hand Saw	3	NOS	17.99	16.00	16.00
D009	K002	Digger Hand Trencher	2	NOS	18.99	16.99	16.99
F003	K001	Framing Hammer	1	NOS	19.99	13.85	
M005	K001	Modeling Hammer	2	NOS	14.99	11.99	11.99
R006	K002	Rubber Mallet	3	NOS	24.99	21.50	21.50

**Work Order**

You can print a work order for sales orders. A work order lists all component parts required to fulfill a given order of assembly items.

## W O R K   O R D E R

To	Ship To
Big Porridge Ltd.	Big Porridge Ltd.
London AA7 9BB	London AA7 9BB
UK	UK
Attn: Milton Bear	Milton Bear

Order #	Order Date	Required by	Salesperson	Shipping Point	Ship Via
SO-002	01-04-2008		Armaghan Saqib		

Item	Number	Description	Qt'y	Bin	Serial #
1.	K001	Professional Kit	3		
.	D008	Deluxe Hand Saw	9 NOS		
.	F003	Framing Hammer	3 NOS		
.	M005	Modeling Hammer	6 NOS		
2.	K002	Standard Builder Kit	5		
.	M005	Modeling Hammer	5 NOS		
.	D008	Deluxe Hand Saw	5 NOS		

**2.11.5 Groups**

Groups are used to group together related parts, services and assemblies. You can filter parts and services in the various '**Goods & Services–Reports**' by selecting a group on the search screen.

Click on '**Goods & Services–Add Group**' menu to add a new group.

## Add Group

Group *	<input type="text"/>
Code	<input type="text"/>
Image	<input type="text"/>
POS Button	<input type="checkbox"/>

To edit existing group, you will display list of existing groups using '**Goods & Services–Reports–Groups**' and then click on the group name to edit that group.

Groups /				
All	Group	Code	Image	POS
	Brushes			*
	Hammers			*
→	Hammers:Big Hammers			*
	Hammers:Small Hammers			*
	Hand Planes			*
	Hand Saws			*
	Kits			
	Picks & Hatchets			*
	Services			

Add Group

Click on the group name in the list above and it will be opened for change.

Edit Group

Group *	<input type="text" value="Hammers"/>
Code	<input type="text"/>
Image	<input type="text"/>
POS Button	<input checked="" type="checkbox"/>
<input type="button" value="Save"/> <input type="button" value="Save as new"/>	

### 2.11.5.1 Groups as POS buttons

Groups also have another useful functionality. When you check the POS button box while adding or changing a group, they will also appear as buttons on the POS (point-of-sale) module screen making it easier to select items within each group as shown below.

Add POS Invoice

Customer * <input type="text" value="InfoMed Ltd."/>	<a href="#">? Add Customer</a>	Salesperson <input type="button" value="▼"/>					
Customer Number <input type="text" value="IL008"/>	Invoice Number <input type="text"/>	Invoice Date <input type="text" value="2014-12-20"/>					
Address <input type="text" value="AA7 9BB London UK"/>	Credit Limit <input type="text" value="0"/>	Remaining <input type="text" value="0"/>					
Record In <input type="button" value="1100--Debtors Control Account"/>	Department <input type="button" value="HARDWARE"/>	Currency <input type="button" value="GBP"/>					
Warehouse <input type="button"/>							
Description <input type="text"/>							
Number <input type="button"/>	Description <input type="text"/>	Qty <input type="text"/>	Unit <input type="text"/>	Price <input type="text"/>	% <input type="text"/>	Extended <input type="text"/>	
Amount <input type="text"/>	Source <input type="text"/>	Memo <input type="text"/>	1200--Bank Current Account <input type="button"/>				
<input type="checkbox"/> Tax Included						Subtotal <input type="text" value="0.00"/>	
						Total <input type="text" value="0.00"/>	
<input checked="" type="radio"/> Screen	<input type="radio"/> Poledisplay						
<input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Open Drawer"/> <input type="button" value="Preview"/> <input type="button" value="Post"/> <input type="button" value="Print and Post"/> <input type="button" value="Assign Number"/>							
B <input type="button"/>	Brushes <input type="button"/>	Hammers <input type="button"/>	Hand Planes <input type="button"/>	Hand Saws <input type="button"/>	Picks & Hatchets <input type="button"/>		

### 2.11.5.2 Subgroups

You can also define subgroups. To define a subgroup you type of the name of the group followed by a ':' and then the name of the subgroup. You can filter certain reports with group or its subgroup.

Edit Group

Group * <input type="text" value="Hammers:Big Hammers"/>
Code <input type="text"/>
Image <input type="text"/>
POS Button <input checked="" type="checkbox"/>
<input type="button" value="Save"/> <input type="button" value="Save as new"/> <input type="button" value="Delete"/>

### 2.11.6 Pricegroups

SQL-Ledger has very flexible pricing mechanisms. For example:

1. You can define customer specific prices for each part.
2. You can define quantity breaks. For example, if someone buys 10 units instead of 1, he/she can automatically get a lower price.
3. And you can specify start and end dates to offer a special price during, for example, Christmas season.

Price groups take this concept further and allow you to define 'groups' of special prices. Let us say you sell to distributors, dealers and end-users. Each of these groups of customers gets tiered prices. There are three steps you need to take to use price groups:

1. Create your price groups e.g. distributor, dealer and end-user using '**Goods & Services–Add Pricegroup**' menu.

Pricegroups / COMPANY NAME

All	Pricegroup
	Dealer
	End users
	Whole sale

Add Pricegroup

Pricegroup *	<input type="text"/>
--------------	----------------------

**Save**

2. Define item prices for these price groups. To do this, open the item for editing and select the price group. Then set the price according to the price group tier. Leave the customer column blank. Repeat this for all items. Clicking 'Update' will allow you to set prices for multiple pricegroups for a single item.

Image	<input type="text"/>	Obsolete	<input type="checkbox"/>			
Drawing	<input type="text"/>	Country of Origin	<input type="text"/>			
Microfiche	<input type="text"/>	HS Code	<input type="text"/>			
Tool Number	<input type="text"/>	Barcode	<input type="text"/>			
		POS Button	<input checked="" type="checkbox"/>			
Make		Model				
<input type="text"/>	<input type="text"/>					
Alternate Part Number		Description				
<input type="text"/>	<input type="text"/>					
Vendor		Number	Cost	Curr	Leadtime	
<input type="text"/>		<input type="text"/>	<input type="text"/>	GBP <input type="button" value="▼"/>	<input type="text"/> days	
Customer	Pricegroup	Break	Sell Price	Curr	From	To
Dealer	<input type="text"/>	<input type="text"/>	8.00	GBP <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>
Whole sale	<input type="text"/>	<input type="text"/>	6.00	GBP <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>
End users	<input type="text"/>	<input type="text"/>	9.00	GBP <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>

**Update** **Save** **Save as new** **New Number** **Delete**

3. Open the customer record for editing and set the applicable price group for that customer.

VAT (17.5%)  VAT (5%)  Tax Included

AR 1100-Debtors Control Account ▾ Credit Limit 1,500  
Payment 1200-Bank Current Account ▾ Threshold

Terms Net 0 days

Currency GBP ▾ Startdate 2007-04-29

Pricegroup Dealer ▾ Enddate

Discount 0 %

Tax Number / SSN   
Salesperson

SIC   
Notes

Bank   
Address

IBAN   
BIC   
Member Number

## 2.12 Goods & Services Reports

Here we explain all reports under the '**Goods & Services–Reports**' menu briefly.

### 2.12.1 All Items

This report can be used to view a list of all items which include parts, services, labor/overhead and assemblies. You can optionally select to view invoices or orders which have been created for each item.

### 2.12.2 Parts

This report is similar to the all items report above but only shows parts or tangible items for which you track on-hand quantity in your business.

### 2.12.3 Requirements

This report will show you what you need to buy based upon the following factors:

- On-hand quantity
- Sales orders
- Purchase orders

## **2.12.4 Services**

This report is similar to the all items report above, but only shows services.

## **2.12.5 Labor/Overhead**

This report is similar to the all items report but only shows labor/overhead items.

## **2.12.6 Groups**

This report will show you all the groups you have defined for your various goods and services.

## **2.12.7 Pricegroups**

This report will show you all the price groups you have defined.

## **2.12.8 Assemblies**

This report will show you all the assemblies you have defined.

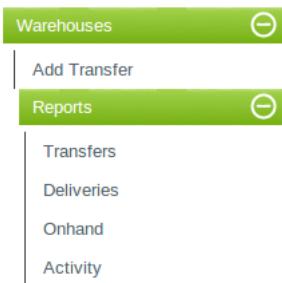
## **2.12.9 Components**

This report will show you all the components which have been used in your assemblies.

## **2.12.10 Stock Assembly**

This report will show you the log of stock assembly actions.

## 2.13 Warehouses



Warehouses are optional and can be used to manage your inventory at more than one physical place.

Note: Once you have defined warehouses, these are no longer optional and you cannot post invoice or a transfer without specifying a warehouse.

### 2.13.1 Adding warehouses

You can add, change or delete warehouses through the '**System–Warehouses**' menu.

Warehouses	
Description	Address
LONDON	
PARIS	
<a href="#">Add Warehouse</a>	

### 2.13.2 Default warehouse

You can specify a default warehouse for a user through '**HR–Employees**' menu. This way user is restricted to his/her department for transaction entry or reports.

E-mail

Role

Login

Password

Sales

Bank

Address

City

State/Province

Zip/Postal Code

Country

DOB

Notes

IBAN

BIC

Member

Clearing No.

Department

Warehouse

**Reference Documents**

### 2.13.3 Using warehouses

The warehouse drop down menu is enabled on transactions screens once you define at least one warehouse. When you purchase goods, quantity is added to the specified warehouse. When you sell goods, quantity is subtracted from the specified warehouse.

Add Sales Invoice

---

Customer \*

Customer Number

Address AA7 9BB London UK

Credit Limit 0 Remaining 0

Record In

Currency

Warehouse

Shipping Point

Ship via

Waybill

On Hold

**Reference Documents**

<input type="text"/>	<input type="text"/>
----------------------	----------------------

**DCN**

Description

Item	Number	Description
1	<input type="text"/>	<input type="text"/>

Group

### 2.13.4 Warehouse transfers

You can move inventory between warehouses by using the '**Warehouses–Add Transfer**' menu.

Edit Transfer

Transfer Number	12345	Department	HARDWARE				
Date	29-04-2014	Description					
From Warehouse	LONDON	Notes					
To Warehouse	PARIS						
No.	Number	Description	Qty	Unit	Cost	Extended	
1	H002	Hand Brush	1	NOS	4.35	4.35	
2	B001	Brush Set	1	NOS	7	7.00	
3							
						Total	11.35
<input type="button" value="Transfer"/> <input type="button" value="html"/> <input type="button" value="Screen"/> <input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Save"/> <input type="button" value="E-mail"/> <input type="button" value="Delete"/>							

### 2.13.5 Transfer Reports

The '**Warehouses–Reports–Transfers**' report shows a list of all transfers. On the search screen you can select conditions to see only transactions of your interest or just click 'Continue' to display all transactions.

'Summary' displays a list of of transactions and 'Detail' display all items in each transaction. You can click on the transfer number hyper link to edit the transfer.

Inventory Onhand

To	<input type="text"/>
Number	<input type="text"/>
Group	<input type="text"/>
Department	<input type="text"/>
Warehouse	<input type="text"/>
<input type="radio"/> Summary <input checked="" type="radio"/> Detail	
Include in Report <input type="checkbox"/> No. <input checked="" type="checkbox"/> Warehouse <input checked="" type="checkbox"/> Number <input checked="" type="checkbox"/> Description <input checked="" type="checkbox"/> Group <input checked="" type="checkbox"/> Unit <input checked="" type="checkbox"/> Onhand <input checked="" type="checkbox"/> Subtotal <input type="checkbox"/> CSV	
<input type="button" value="Continue"/>	

## Transfers List

Date	Transfer Number	Description	From WH	To WH	Number	Qty	Cost
29-04-2014	12345		LONDON	PARIS	B001	1.00	7.00
29-04-2014	12345		LONDON	PARIS	H002	1.00	4.35
<b>2.00</b>							

### 2.13.6 Warehouse Onhand Report

The '**Warehouses–Reports–Onhand**' report gives you inventory on-hand for all warehouses or for a particular warehouse.

## Inventory Onhand

---

To	<input type="text"/>	
Number	<input type="text"/>	
Group	<input type="text"/>	
Department	<input type="text"/>	
Warehouse	<input type="text"/>	
<input type="radio"/> Summary <input checked="" type="radio"/> Detail		
<b>Include in Report</b> <input type="checkbox"/> No. <input checked="" type="checkbox"/> Warehouse <input checked="" type="checkbox"/> Number <input checked="" type="checkbox"/> Description <input checked="" type="checkbox"/> Group <input checked="" type="checkbox"/> Unit <input checked="" type="checkbox"/> Onhand <input checked="" type="checkbox"/> Subtotal <input type="checkbox"/> CSV		

---

**Continue**

As you can see this report shows the onhand quantity of selected items at each warehouse. This report can be sorted on item number so that you can quickly see the on-hand quantity of a particular item at each warehouse.

## Inventory Onhand

Warehouse	Number	Description	Group	Unit	Onhand
LONDON	B001	Brush Set	Brushes	NOS	
LONDON	H002	Hand Brush	Brushes	NOS	12.00
LONDON	M004	Mini-Sledge	Hammers	NOS	11.00
LONDON	M005	Modeling Hammer	Hammers	NOS	18.00
LONDON	R006	Rubber Mallet	Hammers	NOS	20.00
LONDON	D008	Deluxe Hand Saw	Hand Saws	NOS	41.00
LONDON	D009	Digger Hand Trencher	Picks & Hatchets	NOS	24.00
LONDON	T010	The Claw Hand Rake	Picks & Hatchets	NOS	22.00
LONDON	K002	Professional Kit 2	Kits		-1.00
					<b>147.00</b>
PARIS	B001	Brush Set	Brushes	NOS	1.00
PARIS	H002	Hand Brush	Brushes	NOS	39.00
PARIS	F003	Framing Hammer	Hammers	NOS	6.00
PARIS	M005	Modeling Hammer	Hammers	NOS	1.00
PARIS	R006	Rubber Mallet	Hammers	NOS	1.00
					<b>48.00</b>
					<b>195.00</b>

You can click on any item number to display the activity for that item as shown below.

## Inventory Activity

Number : H002 Warehouse : LONDON							
No.	Date	Reference	Department	Warehouse2	In	Out	Onhand
1	01-07-2007	AP-001	HARDWARE		55.00		55.00
2	06-07-2007	AR-002	HARDWARE			12.00	43.00
3	29-04-2014	12345	HARDWARE	PARIS		1.00	42.00
4	29-04-2014					30.00	12.00
					<b>55.00</b>	<b>43.00</b>	
					<b>55.00</b>	<b>43.00</b>	

### 2.13.7 Activity Report

'Warehouses–Reports–Activity' gives you a report of all activity of a particular item or all items. Select a warehouse to see the activity in that particular warehouse. Activity report shows all the activity from purchase invoices, sales invoices, shipped purchase orders, shipped sales orders and transfers.

## 2.14 Languages

Language feature (accessible through '**System–Language**' menu) of SQL-Ledger can be used for four main purposes:

1. You can define alternate descriptions, in a foreign language, for parts, services and groups ('**Goods & Services–Translations**'). This way you can send, for example, invoices to your customers with the description of your goods and services in their native language.
2. You can also translate the complete alternate set of templates which is created when you add a new language (See 2.10). This way you can send, for example, invoices to your customers where the standard template content is translated into a foreign language. This can be used in combination with the alternate descriptions for parts, services and groups mentioned above, or on its own to define a particular set of documents for a particular customer or market segment.
3. You can translate your chart of accounts if you want to be able to print your 'Balance Sheet' and/or 'Income Statement' in a foreign language using '**System–Chart of Accounts–Translations**' menu.
4. You can also translate the balance sheet and income statement templates for a foreign language using '**System–html templates–Income Statement**' and '**System–html templates–Income Statement**'

To define a new language, use the '**System–Language**' menu. An existing list of languages (if any) will be displayed with the 'Add Language' button at the bottom of the report. When you add a new language, SQL-Ledger adds a complete alternate set of templates for that language.

Languages	
Code	Description
french	French
gov	Templates for government specific invoices
<a href="#">Add Language</a>	

Once you have defined a new language, you can see it on a drop-down menu in the invoice, order and quotation print options area.

Date      Source      Memo      Amount      Account  
1200-Bank Current Account ▾

Invoice ▾      Templates for government specific invoices ▾      HTML ▾      Screen ▾  
Group by ->      Project      Group      Sort by ->      Item      Number      Description      Bin

Update      Print      Post      Ship to      E-mail      Schedule      New Number

## 2.15 Translations

Once you have defined a language, you can add translations for certain things like:

1. Chart of accounts
2. All items
3. Groups
4. Projects

To add a translation, use the '**Translations**' sub-menu under the respective menu.

### Chart of Accounts Translations

Account	<input type="text"/>
Description	<input type="text"/>

**Continue**

### Chart of Accounts Translations

Number	Description	Language	Translation
0010	Freehold Property		
0011	Goodwill		
0012	Goodwill Amortisation		
0020	Plant and Machinery		
0021	Plant/Machinery Depreciation		
0030	Office Equipment		
0031	Office Equipment Depreciation		
0040	Furniture and Fixtures		
0041	Furniture/Fixture Depreciation		
0050	Motor Vehicles		
0051	Motor Vehicles Depreciation		
1001	Raw material stock		
1002	Work in Progress		

### Edit Chart of Accounts Translations

0010	Freehold Property
Language	Translation
Templates for government specific invoices ▾	
<input type="button" value="Update"/> <input type="button" value="Save"/>	

## 2.16 Taxes

Defining and using taxes is a four step process:

### 2.16.1 Define the tax accounts in chart of accounts

You can create or edit tax accounts in the chart of accounts using the '**System—Chart of Accounts**' menu and by marking the 'Tax' checkbox under the relevant group as shown below.

#### Edit Account

Account Number *	2200		
Description	VAT (17.5%)		
<input type="radio"/> Asset <input type="radio"/> Contra <input type="radio"/> Heading <input checked="" type="radio"/> Liability <input checked="" type="radio"/> Account <input type="radio"/> Equity <input type="radio"/> Income <input type="radio"/> Expense			
Is this a summary account to record			
<input type="checkbox"/> AR <input type="checkbox"/> AP <input type="checkbox"/> Inventory			
Include in drop-down menus			
AR	AP	Tracking Items	Non-tracking Items
<input type="checkbox"/> Lineitem	<input type="checkbox"/> Lineitem	<input type="checkbox"/> Income	<input type="checkbox"/> Income
<input type="checkbox"/> Payment	<input type="checkbox"/> Payment	<input type="checkbox"/> COGS	<input type="checkbox"/> Expense
<input type="checkbox"/> Discount	<input type="checkbox"/> Discount	<input checked="" type="checkbox"/> Tax	<input checked="" type="checkbox"/> Tax
<input checked="" type="checkbox"/> Tax	<input checked="" type="checkbox"/> Tax		
GIFI		<input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Save as new"/>			

AP Payment			
1240	Company Credit Card	Liability	
2100	Creditors Control Account	Liability	AP
2102	Other Creditors	Liability	AP
2109	Accruals	Liability	
2200	VAT (17.5%)	Liability	Tax collected Tax paid Tracking Item Tax Non-tracking Item Tax
2205	VAT (5%)	Liability	Tax collected Tax paid Tracking Item Tax Non-tracking Item Tax

## 2.16.2 Define tax percentages

You set percentages for each tax using the '**System–Taxes**' menu. If the tax rate changes you enter the last date into the 'Valid To', click 'Update' and enter the new rate in the new line.

**Taxes**

Account Description	Rate (%)	Number	Valid To
2200 VAT (17.5%)	17.5		
2205 VAT (5%)	5		

**Update** **Save**

## 2.16.3 Mark Items/Services as taxable

You mark each part or service as taxable during the 'add' or 'edit' process. You do this using the '**Goods & Services**' menu. Once a part or a service has been sold, the tax account should not be changed.

**Add Part**

Number	Description	Group
<input type="text"/>	<input type="text"/>	<input type="button"/>
<b>Link Accounts</b>		
Inventory	1001–Stock	Updated 08-0
Income	4000–Sales	Sell Price
COGS	5000–Materials Purchased	List Price
Tax	<input checked="" type="checkbox"/> 2200–VAT (17.5%) <input checked="" type="checkbox"/> 2205–VAT (5%)	Last Cost
<b>Reference Documents</b>		
<input type="text"/>	<input type="text"/>	Markup %
<input type="text"/>	<input type="text"/>	Average Cost
<input type="text"/>	<input type="text"/>	Unit
<input type="text"/>	<input type="text"/>	Weight
<input type="text"/>	<input type="text"/>	On Hand

## 2.16.4 Mark Customers/Vendors for applicable taxes

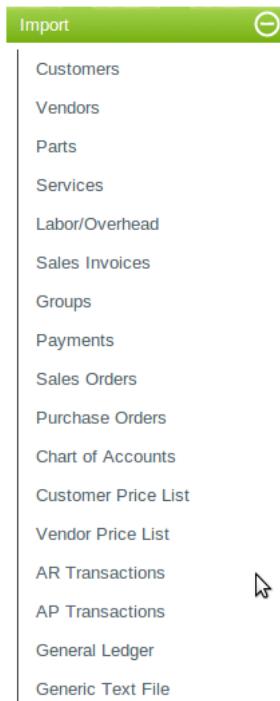
Tax will not be calculated for your customers or vendors unless you mark them as taxable. You do this using '**Customers**' or '**Vendors**' menu.

Add Customer

Billing Address	
Type <input checked="" type="radio"/> Company <input type="radio"/> Person	
Customer Number	Salutation <input type="text"/>
Customer *	First Name <input type="text"/>
Address	Last Name <input type="text"/>
<input type="text"/>	Title <input type="text"/>
City <input type="text"/>	Occupation <input type="text"/>
State/Province <input type="text"/>	<input checked="" type="radio"/> Phone <input type="text"/>
Zip/Postal Code <input type="text"/>	Fax <input type="text"/>
Country <input type="text"/>	Mobile <input type="text"/>
	E-mail <input type="text"/>
	Cc <input type="text"/>
	Bcc <input type="text"/>
<input type="checkbox"/> VAT (17.5%) <input type="checkbox"/> VAT (5%) <input type="checkbox"/> Tax Included	
AR <input type="text"/> ▾	Credit Limit <input type="text"/>
Payment <input type="text"/> ▾	Threshold <input type="text"/>
Terms Net <input type="text"/> days	

## 2.17 Data import from other applications

Sometimes you need to import your sales data which was produced elsewhere into SQL-Ledger. You might have a web store where you download your daily sales in CSV format and want to import it into SQL-Ledger. Or you are just moving to SQL-Ledger from your legacy accounting software and want to move all existing data from your old software to SQL-Ledger.



In SQL-Ledger, we can import data for almost everything as shown in the image above. The following sections provide detailed information about the steps to take for importing data from CSV text files into SQL-Ledger.

## 2.17.1 Sale invoices

Sales invoices can be imported from CSV text files.

### 2.17.1.1 Format your data

Here is a sample of sales invoice import data. You prepare data in this format and save it in a text file. The last column AR is accounts receivable account number which is 1100 in UK chart of accounts.

If your data contains invoices with more than one item, repeat the row with same invoice header information and change the item number and price information. SQL-Ledger will import all these rows as a single invoice. (See invoice number A100 above)

For list of additional data columns that can be imported see step 4.

```
invnumber,transdate,duedate,customernumber,curr,invoicedescription,partnumber,  
qty,sellprice,employeenumber,AR,department,warehouse
```

```
A100,10/12/2008,10/30/2008,AE001,GBP,Invoice description comes here,B001,10,102,E-001,1100,  
HARDWARE,LONDON  
A100,10/12/2008,10/30/2008,AE001,GBP,Invoice description comes here,F003,6,69,E-001,1100,  
HARDWARE,LONDON  
A101,10/12/2008,10/31/2008,CP002,GBP,Test description,F003,2,32,E-002,1100,SERVICES,PARIS  
A102,10/13/2008,11/1/2008,ER003,GBP,Sale of goods,T007,6,12,E-003,1100,SERVICES,LONDON  
A103,10/14/2008,11/2/2008,SP007,GBP,Sale,K001,12,32,E-004,1100,HARDWARE,PARIS
```

### 2.17.1.2 Upload and preview

Use the '**Import–Sales Invoices**' menu option to upload your file into SQL-Ledger. You will be shown what will be imported before actual import is done. At this point you can check and uncheck the invoices to be imported.

Import Sales Invoices												
	Invoice Date	Invoice Number	Customer Number	Customer Name	City	Description	Total	Curr	Qty	Unit	Due Date	Salesperson
1	<input checked="" type="checkbox"/> 10/12/2008	A100	Auto Exchange Express	AE001	London	Invoice description comes here	1,434.00	GBP	16	NOS	10/30/2008	Armaghan
2	<input checked="" type="checkbox"/> 10/12/2008	A101	Car Parts	CP002	London	Test description	64.00	GBP	2	NOS	10/31/2008	Armaghan
3	<input checked="" type="checkbox"/> 10/13/2008	A102	Expert Repair Ltd	ER003	London	Sale of goods	72.00	GBP	6	NOS	11/1/2008	Armaghan
4	<input checked="" type="checkbox"/> 10/14/2008	A103	Spare Parts, Ltd.	SP007	London	Sale	384.00	GBP	12		11/2/2008	Armaghan
											1,954.00	

### 2.17.1.3 Confirm data import

When you click the Import Sales Invoices button, invoices will be imported. You will be shown which invoices were imported successfully.

- 1. Posting Invoice ... A102, Sale of goods, ER003, Expert Repair Ltd, London, 72 ... ok
- 2. Posting Invoice ... A100, Invoice description comes here, AE001, Auto Exchange Express, London, 1,434 ... ok
- 3. Posting Invoice ... A101, Test description, CP002, Car Parts Ltd, London, 64 ... ok
- 4. Posting Invoice ... A103, Sale, SP007, Spare Parts, Ltd., London, 384 ... ok

Total: 1,954

### 2.17.1.4 Additional data which can be imported

The sample CSV file provided above contains only the most commonly used columns. Here is the complete list.

transdate  
invnumber  
customernumber  
curr  
duedate  
employeenumber  
ordnumber  
quonumber  
datepaid

shippingpoint  
shipvia  
waybill  
terms  
notes  
intnotes  
language\_code  
ponumber  
cashdiscount  
discountterms  
partnumber  
description  
sellprice  
discount  
qty  
unit  
serialnumber  
projectnumber  
deliverydate  
AR  
taxincluded

## 2.17.2 Receipts and Payments

You can import payments and match them to invoices using the '**Import–Payments**' menu. The following points should be kept in mind.

1. Payments are matched first on the Invoice DCN column and then, if no match is found, on the payment amount.
2. Both AR and AP invoices are matched with payments.
3. The amount matched is calculated as debit minus credit.

### 2.17.2.1 Format your data

Create or format the data in a CSV file with structure similar to the one given below.

```
datepaid,memo,debit,credit,dcn
2008/11/03,"payment ref 2121",,38.76,
2008/10/04,"cash payment",,527.5, 2008/10/10,"CC Receipt",,243.08,
2009/11/01,"Payment matched by DCN",,1401.72,1122
```

### 2.17.2.2 Upload and preview

The import script will read the CSV file and match the payments to AR or AP invoices first on the DCN Number and then on the invoice due amount, if needed.

In this example, one AP invoice is matched on the amount and the other one is matched on the DCN number. The other two are AR invoices which are matched on the amount.

Import Payments								
	Invoice	Description	DCN	Company	City	Date Paid	Paid	
1	AP-002			Engineering Supplies Plc	ES002	London	2008/11/03	38.76
2	AR-003			Big Porridge Ltd.	BP011	London	2008/10/04	527.50
3	AR-004			Car Parts Ltd	CP002	London	2008/10/10	243.08
4	AP-001		1122	Construct Buildings Plc	CB001	London	2009/11/01	1,401.72
								2,211.06

[Import Payments](#)

### 2.17.2.3 Confirm data import

Once you click 'Import Payments', payments are imported and applied to the matched invoices.

1. Posting Payment ... AP-002,, ES002, Engineering Supplies Plc, London, 38.76 ... ok
2. Posting Payment ... AR-003,, BP011, Big Porridge Ltd., London, 527.50 ... ok
3. Posting Payment ... AR-004,, CP002, Car Parts Ltd, London, 243.08 ... ok
4. Posting Payment ... AP-001,, CB001, Construct Buildings Plc, London, 1,401.72 ... ok

### 2.17.2.4 Advanced receipts/payments import

1. You can easily change the script to match the payments on other invoice columns like invoice number. The procedures to modify are located in 'sub payments' in 'SL/IM.pm' and 'sub im\_payment' in the 'bin/mozilla/im.pl' file.
2. To match payments only to AR (or AP) invoices, change the UNION queries in the 'SL/IM.pm' file to select invoices from AR or AP only as required.

### 2.17.3 AR/AP Transactions

You can import both AR and AP transactions.

For AR transactions, format your data using the following sample:

```
invnumber,customernumber,transdate,amount,description,notes,source,memo
00003,AE001,10-11-07,2030,"desc1","notes1","source1","memo1"
00004,CP002,07-12-07,3213,"desc1","notes2","source2","memo2"
00005,SP007,09-12-07,-200,"desc1","notes3","source3","memo3"
```

For AP transactions, format your data using the following sample:

```
invnumber,vendornumber,transdate,amount,description,notes,source,memo
00003,CB001,10-10-08,2030,"desc1","notes1","source1","memo1"
00004,ES002,10-12-08,3213,"desc2","notes2","source2","memo2"
00005,SA003,12-12-08,-200,"desc3","notes3","source3","memo3"
```

### 2.17.4 General Ledger

This feature will help you to move your data from most of the accounting software to SQL-Ledger in just a few easy steps:

#### 2.17.4.1 Format your data

Format your data according to the following sample. Keep in mind that:

1. The import script will create one GL transaction for each unique 'reference' number.
2. There can be any number of lines (rows) in each transaction.
3. The imported account must also exist in the SQL-Ledger chart of accounts.
4. Debits and credits must be equal before the CSV file can be imported.

```
reference,transdate,description,notes,accno,debit,credit,source,memo
GL001,01-20-2008,"Paid for training,support",Next session in 2009,8203,124,0,23211,new
    hiring
GL001,01-20-2008,"Paid for training,support",Next session in 2009,1230,0,124,23211,new
    hiring
GL002,10-19-2008,"Overdue pymt for inv 11,12,13",,1230,204,0,"11,12,13",
GL002,10-19-2008,"Overdue pymt for inv 11,12,13",,1102,0,204,"11,12,13",
GL003,11-20-2008,Invalid transaction for testing,This account is not in chart,00121,0,255,
    source2,memo2
```

### 2.17.4.2 Upload and preview

Use the '**Imports—GL Transaction**' to load the CSV file into SQL-Ledger. The import script will show '\*\*\*\*' in the 'Account Description' column, if the row to be imported doesn't contain a valid account number. Only account numbers that exists in the SQL-Ledger chart of accounts are valid account numbers.

Import General Ledger										
	Reference	Description	Date	Notes	Account	Account Description	Debit	Credit	Source	Memo
1 <input checked="" type="checkbox"/>	GL001	Paid for training,support	01-20-2008	Next session in 2009	8203	Training Costs	124.00		23211	new hiring
2 <input checked="" type="checkbox"/>	GL001	Paid for training,support	01-20-2008	Next session in 2009	1230	Petty Cash		124.00	23211	new hiring
3 <input checked="" type="checkbox"/>	GL002	Overdue pymt for inv 11,12,13	10-19-2008		1230	Petty Cash	204.00		11,12,13	
4 <input checked="" type="checkbox"/>	GL002	Overdue pymt for inv 11,12,13	10-19-2008		1102	Other Debtors		204.00	11,12,13	
5	GL003	Invalid transaction for testing	11-20-2008	This account is not in chart	00121	*****		255.00	source2	memo2
							328.00	328.00		

Import GL

### 2.17.4.3 Confirm data import

Click Import GL to finish the import script. Transactions successfully imported will be show on the next page.

3. Posting gl transaction ... GL001 ... ok  
4. Posting last gl transaction ... GL002 ... ok

## 2.17.5 Customers and Vendors

Customer and Vendor import is similar (except for the number column which is either 'customernumber' or 'vendornumber').

Prepare your data file using the sample text provided below. (Change customernumber to vendornumber for vendor import)

```
customernumber,name,firstname,lastname,contacttitle,phone,fax,email,notes,address1,address2
,city,state,zipcode,country
001,Ledger123,Armaghan,Saqib,Consultant,,,saqib@ledger123.com,"These are, just, sample
notes",,,London,,,"AA7 8BB",UK
```

## 2.17.6 Parts

### 2.17.6.1 Format your data

Format your data according to following sample format. Please note that:

1. The import procedure assigns a unique parts\_id to each part imported or group created.

2. Duplicates are not allowed and duplicate check is done on partnumber.

```
partnumber,description,unit,partsgroup,listprice,sellprice,lastcost,rop,bin,image,drawing,
notes
B002,"Brush Set",NOS,brush,9.99,9.99,7,150,TOP,noimage,brush.jpg,notes about brush set
D010,"Deluxe Hand Saw",NOS,SAW,17.99,17.99,16,50,TOP,saw.jpg,nodrawing,notes about hand saw
D011,"Digger Hand Trencher",NOS,Picks & Hatchets,18.99,18.99,15,200,TOP,,nodrawing,notes
about hand saw
```

### 2.17.6.2 Upload and preview

To start the import process, click '**Data Import–Parts**' in the menu. The following page will be displayed. Click 'Browse...' to select your CSV file, mark the taxes applicable and select the account links (The defaults are usually enough) Click 'Continue' when done. You will be presented with the following screen. On this screen you can mark the parts to be imported by checking or un-checking the check-box on each line.

Please note:

1. Any parts which are already in SQL-Ledger (based on 'partnumber') will not imported. (You will not see a check-box with them)
2. Parts 'groups' which are new will be added. These are marked by a '+' sign after group name.

**Import Parts**

Inventory: 1001--Stock  
Income: 4000--Sales  
COGS: 5000--Materials Purchased  
 2200--VAT (17.5%)  
 2205--VAT (5%)

File to Import:  Browse...  
Type of File:  CSV    Delimiter:   
 Tab delimited file

Import Parts												
	Number	Description	Unit	Group	List Price	Sell Price	Last Cost	Rop	Bin	Image	Drawing	Notes
1	<input type="checkbox"/> B002	Brush Set	NOS	brush	+ 9.99	9.99	7	150	TOP	noimage	brush.jpg	notes about brush set
2	<input checked="" type="checkbox"/> D010	Deluxe Hand Saw	NOS	SAW	+ 17.99	17.99	16	50	TOP	saw.jpg	nodrawing	notes about hand saw
3	<input checked="" type="checkbox"/> D011	Digger Hand Trencher	NOS	Picks & Hatchets	18.99	18.99	15	200	TOP		nodrawing	notes about hand saw

### 2.17.6.3 Confirm data import

Click 'Import Parts'. Your CSV file will be processed and parts will be imported. Any new groups will also be added. You will see an output like the following:

```
1. Add part ... D010, Deluxe Hand Saw ... ok
2. Add part ... D011, Digger Hand Trencher ... ok
Parts imported
```

## 2.17.7 Vendor price list

### 2.17.7.1 Format your data

```
partnumber,vendornumber,vendorpartnumber,lastcost,curr,leadtime
B001,CB001,V-CB001,10,GBP,15 B002,ES002,,14,GBP,45 M004,SA003,,21,GBP,30
```

### 2.17.7.2 Upload and preview

To start the import process, click '**Import–Vendor Price List**' in the menu, specify your CSV file with the 'Browse' button and click the 'Import Parts Vendors' button. The following page will be displayed. Here you can un-check the rows which you do not want to import. Rows with an invalid 'vendor number' or 'partnumber' will not have the check-box.

Import Parts Vendors								
	Part Number	Description	Vendor Number	Vendor Name	Vendor Part Number	Cost	Curr	Leadtime
1	<input checked="" type="checkbox"/> B001	Brush Set	CB001	Construct Buildings Plc	V-CB001	10	GBP	15
2	<input checked="" type="checkbox"/> B002	Brush Set	ES002	Engineering Supplies Plc		14	GBP	45
3	<input checked="" type="checkbox"/> M004	Mini-Sledge	SA003	Skybird Agro Industries		21	GBP	30

[Import Parts Vendors](#)

## 2.17.8 Customer price list

### 2.17.8.1 Format your data

```
partnumber,customernumber,pricegroup,pricebreak,sellprice,validfrom,validto,curr
B001,AE001,PG1,10,11,03-01-2008,,GBP
B002,BP011,,20,12,,03-01-2009,GBP
M004,CP002,,15,20,03-01-2008,03-05-2008,GBP
D08,CP002,test,25,25,,,GBP
```

### 2.17.8.2 Upload and preview

To start the import process, click '**Import–Customer Price List**' in the menu, specify your CSV file with the 'Browse...' button and click the 'Import Parts Customers' button. The following page will be displayed. Here you can un-check

the rows which you do not want to import. Rows with an invalid 'customer number' or 'partnumber' will not have the check-box.

Import Parts Customers											
	Part Number	Description	Customer Number	Customer Name	Price Group	Price Break	Price	From	To	Curr	
1	<input checked="" type="checkbox"/> B001	Brush Set	AE001	Auto Exchange Express	PG1	10	11	03-01-2008		GBP	
2	<input checked="" type="checkbox"/> B002	Brush Set	BP011	Big Porridge Ltd.		20	12		03-01-2009	GBP	
3	<input checked="" type="checkbox"/> M004	Mini-Sledge	CP002	Car Parts Ltd		15	20	03-01-2008	03-05-2008	GBP	
4	D08		CP002	Car Parts Ltd	test	25	25			GBP	

Import Parts Customers

## 2.17.9 Chart of accounts

### 2.17.9.1 Format your data

1. Prepare your chart of accounts in your spreadsheet software according to the sample given below.
2. Upload the chart CSV file using '**Import–Chart**' menu option.
3. Check/un-check the accounts to be imported and click 'Continue' to import the selected accounts.

```
accno,description,charttype,category,link
1000,"CURRENT ASSETS",H,A,
1060,"Checking Account",A,A,AR_paid:AP_paid
1065,"Petty Cash",A,A,AR_paid:AP_paid
1200,"Accounts Receivables",A,A,AR
1205,"Allowance for doubtful accounts",A,A,
1500,"INVENTORY ASSETS",H,A,
1520,"Inventory / General",A,A,IC
1530,"Inventory / Aftermarket Parts",A,A,IC
1800,"CAPITAL ASSETS",H,A,
```

# Chapter 3

## Running your business on SQL-Ledger

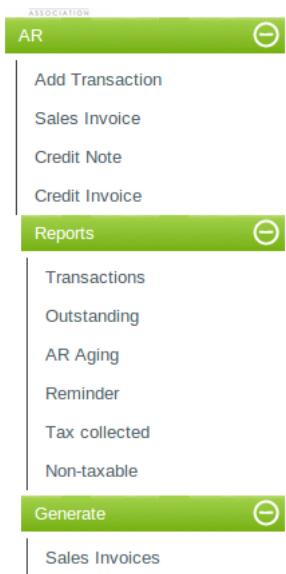
In this chapter you will learn how to use different SQL-Ledger modules to process your business transactions. Each module has been explained in detail with screen shots and explanation.

### 3.1 AR

AR stands for 'Accounts Receivable'. The AR module is used to record your sales to customers. You can record your sales in two ways:

1. '**AR–Add Transaction**' is a simplified way to book your sales and receipts using pre-defined accounts from chart of accounts. This method is quick and requires no setup of goods or services. Only in some circumstances it might require the adjustment of the chart of accounts to suit your individual needs.
2. '**AR–Sales Invoice**' is the standard way to record sales and receipts. In a sales invoice you will specify the goods and/or services you have sold to your customer. This method requires the setup of goods and services using the '**Goods & Services**' menu (see 2.11). You can print a sales invoice and email it to your customer. If you are managing inventory, you need to use this method to reduce the inventory when you sell something.

Both methods can be mixed and matched based upon the nature of your transaction.



### 3.1.1 AR Transaction

The '**AR–Add Transaction**' menu is used to create a simple AR transaction. These transactions allow you to record your sales on general ledger accounts without creating an invoice.

Add AR Transaction

Customer * <input type="text" value="InfoMed Ltd."/>	Department <input type="text" value="HARDWARE"/>			
Customer Number <input type="text" value="IL008"/>	Salesperson <input type="text"/>			
Address <input type="text" value="London AA7 9BB UK"/>	Invoice Number <input type="text"/>			
Credit Limit 0 Remaining -458	Order Number <input type="text"/>			
Currency <input type="text" value="GBP"/>	Invoice Date * <input type="text" value="08-01-2014"/>			
<input type="checkbox"/> On Hold	Due Date <input type="text" value="08-01-2014"/>			
<input type="checkbox"/> Tax Included	PO Number <input type="text"/>			
Terms Net <input type="text"/> days				
<b>Reference Documents</b>				
<input type="text"/> <input type="text"/>				
DCN	Description <input type="text"/>			
Amount	Account	Description		
100.00	<input type="text" value="4000-Sales"/>	<input type="text" value="Today's sales"/>		
20.00	<input type="text" value="4904-Rent Income"/>	<input type="text" value="Rent received"/>		
	<input type="text" value="4904-Rent Income"/>	<input type="text"/>		
21.00	<input checked="" type="checkbox"/> <input type="text" value="2200-VAT (17.5%)"/>	<input type="text"/>		
141.00	<input type="text" value="1100-Debtors Control Account"/>	<input type="text"/>		
Notes	Internal Notes			
<input type="text"/> <input type="text"/>				
<b>Payments</b>				
Date <input type="text"/>	Source <input type="text"/>	Memo <input type="text"/>	Amount <input type="text"/>	Account <input type="text" value="1200-Bank Current Account"/>
Outstanding: 141.00				
<input type="button" value="Transaction ▾"/> <input type="button" value="html ▾"/> <input type="button" value="Screen ▾"/>				
<input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Post"/> <input type="button" value="Schedule"/> <input type="button" value="New Number"/>				

### 3.1.2 Sales Invoice

Sales invoices are created using the '**AR–Sales Invoice**' menu. The only mandatory columns in the header section of this screen are 'Customer' and 'Invoice Date'. All other columns in the header section can be left blank.

Your invoice can contain multiple items in the detailed section of the invoice (parts, assemblies, services and labor etc.). When you enter the article number or description of one of your items and click 'Update', the master data for that item (article number, description, price and unit) is displayed in the current row. You can then enter the quantity you want to sell and click 'Update' or press return. A new line appears and you can add another item and so on. If the article number or description you enter is not found in the database, SQL-Ledger asks if you want to add a new part or service to your master data. This way

you can enter any number of items, both existing and new, in your sales invoice. If you are uncertain of the article number or description, you can enter '%' and click 'Update' or press return. SQL-Ledger will then list all available items and you can select the one you want by marking the appropriate checkbox.

Edit Sales Invoice

---

Customer * <input type="text" value="Auto Exchange Express"/>	Department <input type="text" value="HARDWARE"/>																																								
Customer Number <input type="text" value="AE001"/>	Invoice Number <input type="text" value="AR-001"/>																																								
Address AA7 9BB London UK	Order Number <input type="text"/>																																								
Credit Limit 1.500 Remaining <input type="text" value="1,313"/>	Invoice Date * <input type="text" value="05-07-2007"/> <input type="button" value="..."/>																																								
Record in <input type="text" value="1100-Debtors Control Account"/>	Due Date <input type="text" value="05-07-2007"/> <input type="button" value="..."/>																																								
Currency <input type="text" value="GBP"/>	Terms Net <input type="text"/> days																																								
Warehouse <input type="text" value="LONDON"/>	PO Number <input type="text"/>																																								
Shipping Point <input type="text"/>																																									
Ship via <input type="text"/>																																									
Waybill <input type="text"/>																																									
<input type="checkbox"/> On Hold																																									
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DCN																																									
Description <input type="text"/>																																									
<table border="1"> <thead> <tr> <th>Item</th> <th>Number</th> <th>Description</th> <th>Qty</th> <th>Unit</th> <th>Price</th> <th>%</th> <th>Extended</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>D009</td> <td>? Digger Hand Trencher</td> <td>6</td> <td>NOS</td> <td>18.99</td> <td></td> <td>113.94</td> </tr> <tr> <td>2</td> <td>T010</td> <td>? The Claw Hand Rake</td> <td>3</td> <td>NOS</td> <td>14.99</td> <td></td> <td>44.97</td> </tr> <tr> <td>3</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2">Group <input type="text"/></td> <td colspan="6"></td> </tr> </tbody> </table>		Item	Number	Description	Qty	Unit	Price	%	Extended	1	D009	? Digger Hand Trencher	6	NOS	18.99		113.94	2	T010	? The Claw Hand Rake	3	NOS	14.99		44.97	3	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Group <input type="text"/>											
Item	Number	Description	Qty	Unit	Price	%	Extended																																		
1	D009	? Digger Hand Trencher	6	NOS	18.99		113.94																																		
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Group <input type="text"/>																																									
<table border="0"> <tr> <td>Notes <input type="text"/></td> <td>Internal Notes <input type="text"/></td> <td><input type="checkbox"/> Tax Included</td> </tr> <tr> <td colspan="2"></td> <td>Subtotal 158.91</td> </tr> <tr> <td colspan="2"></td> <td>VAT (17.5%) 27.81</td> </tr> <tr> <td colspan="2"></td> <td>Total 186.72</td> </tr> </table>		Notes <input type="text"/>	Internal Notes <input type="text"/>	<input type="checkbox"/> Tax Included			Subtotal 158.91			VAT (17.5%) 27.81			Total 186.72																												
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Outstanding: 186.72																																									
<input type="button" value="Invoice"/> <input type="button" value="html"/> <input type="button" value="Screen"/> Group by -> <input type="checkbox"/> Project <input type="checkbox"/> Group   Sort by -> <input checked="" type="radio"/> Item <input type="radio"/> Number <input type="radio"/> Description <input type="radio"/> Bin																																									
<input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Post"/> <input type="button" value="Ship to"/> <input type="button" value="E-mail"/> <input type="button" value="Post as new"/> <input type="button" value="Sales Order"/> <input type="button" value="Schedule"/> <input type="button" value="New Number"/> <input type="button" value="Delete"/>																																									

---

By default only 'item number', 'description', 'qty', 'unit', 'price' and 'discount' are shown on each line item. You can display additional fields for extended information input on each line item. To do this, just mark the check-box next to the 'Description' column of the line item or heading and click 'Update'. Now the invoice form is displayed with extended line items as shown below.

Edit Sales Invoice

Customer * <input type="text" value="Auto Exchange Express"/>	Department <input type="text" value="HARDWARE"/>																																																																								
Customer Number <input type="text" value="AE001"/>	Invoice Number <input type="text" value="AR-001"/>																																																																								
Address AA7 9BB London UK	Order Number <input type="text"/>																																																																								
Credit Limit 1,500 Remaining 1,313	Invoice Date * <input type="text" value="05-07-2007"/>																																																																								
Record in 1100-Debtors Control Account	Due Date <input type="text" value="05-07-2007"/>																																																																								
Currency GBP	Terms Net <input type="text"/> days																																																																								
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Item	Number	Description	Qty	Unit	Price	%	Extended																																																																		
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### 3.1.3 Credit invoice and credit note

Credit invoices are used to record a sale return which was recorded earlier with a sales invoice. A credit invoice will add the items you sold earlier back to the inventory for re-sale as well as update your accounts receivable and sales accounts.

Credit notes are used to record a sale return without creating a credit invoice. A credit note is typically used to record the reversal of an 'AR Transaction' (see 3.1.1 above), though it can also be used to reverse all or part of a sales invoice, but be aware that inventory is not added back to your stock with a credit note. So credit note is a good tool to reverse any service sale, but not for reversing tangible goods' sale.

### 3.1.3.1 Creating a credit invoice

Use the '**AR–Credit Invoice**' menu to create a credit invoice. Creating a credit invoice is similar to creating a sales invoice. See 3.1.2 for details on how to do that.

### 3.1.3.2 Creating a credit note

Use the '**AR–Credit Note**' menu to create a credit note. Creating a credit note is very similar to creating an AR transaction. See 3.1.1 for details on how to do that.

### 3.1.3.3 Adjusting a credit note or a credit invoice

Once you have an open invoice as well as a credit note or credit invoice for a certain customer, you can adjust these against each other. To do this:

1. Use the '**Cash–Receipt**' menu to select the customer and click the 'Update' button. This will list all open invoices as shown below.

Receipt

<input type="checkbox"/> All	Department <input type="button" value="▼"/>						
Due Date From <input type="text"/> <input type="button" value="From"/> To <input type="text"/> <input type="button" value="To"/>	AR <input type="button" value="1100–Debtors Control Account ▼"/>						
Customer <input type="text" value="InfoMed Ltd."/>	Payment <input type="button" value="1200–Bank Current Account ▼"/>						
Customer Number <input type="text" value="IL008"/>	Date <input type="text" value="12/11/2014"/> <input type="button" value="Date"/>						
Address London AA7 9BB UK	Currency <input type="button" value="GBP ▼"/>						
Memo <input type="text"/>	Source <input type="text"/>						
Invoices							
Invoice	Invoice Date	Due Date	Amount	Due	Paid	Discount	Total
AR-006	07/12/2007	07/12/2007	317.11	317.11	<input type="checkbox"/>		
AR-006 credit	12/11/2013	12/11/2013	-317.11	-317.11	<input type="checkbox"/>		

2. Mark the invoices/ transactions you want to adjust and click 'Update'. When the amounts of both open invoice and credit invoice are equal and thus the total amount is zero, the 'Amount' field in the header section will remain empty. For your reference you can put something like 'adjustment'

in source column.

### Receipt

The screenshot shows the 'Receipt' screen with the following search criteria:

- Department: AR 1100--Debtors Control Account
- Payment: 1200--Bank Current Account
- Date: 12/11/2014
- Currency: GBP
- Source: adjustment
- Amount: [empty]

The 'Invoices' section displays two rows of data:

Invoice	Invoice Date	Due Date	Amount	Due	Paid	Discount	Total
AR-006	07/12/2007	07/12/2007	317.11	317.11	<input checked="" type="checkbox"/>		317.11
AR-006 credit	12/11/2013	12/11/2013	-317.11	-317.11	<input checked="" type="checkbox"/>		-317.11

At the bottom, there are buttons for 'html' (dropdown), 'Screen' (dropdown), 'Update', 'Deselect all', 'Print', and 'Post'.

- Now you just click 'Post' and the credit invoice will be adjusted against the open sales invoice.

### AR Transactions /

Open  
Closed

Date	Invoice	Description	Customer	Total	Paid	Due
07/05/2007	AR-001		Auto Exchange Express	186.72		186.72
07/06/2007	AR-002		Big Porridge Ltd.	225.37	225.37	
07/06/2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00	527.50
07/09/2007	AR-004		Car Parts Ltd	243.08		243.08
07/12/2007	AR-005		Electronics Ltd.	119.78		119.78
07/12/2007	AR-006		InfoMed Ltd.	317.11	317.11	
12/11/2013	AR-006 credit		InfoMed Ltd.	-317.11	-317.11	
				2,302.45	1,225.37	1,077.08

AR Transaction Sales Invoice,

## 3.2 AR reports

### 3.2.1 Transactions report

The AR transactions report lists all open AR transactions and invoices. You can specify different criteria and select / de-select any columns you want to display in

the report. If you mark the 'Closed' checkbox, the report will also list all closed AR transactions and invoices.

#### AR Transactions

---

Account <input type="text"/>	Salesperson <input type="text"/>
Customer <input type="text"/>	Department <input type="text"/>
Customer Number <input type="text"/>	Warehouse <input type="text"/>
Invoice Number <input type="text"/>	Shipping Point <input type="text"/>
Description <input type="text"/>	Ship via <input type="text"/>
Order Number <input type="text"/>	Waybill <input type="text"/>
PO Number <input type="text"/>	
Source <input type="text"/>	
<b>Line Item</b> <input type="text"/>	
Notes <input type="text"/>	
From <input type="text"/> To <input type="text"/>	
Period <input type="button" value="▼"/> <input type="button" value="▼"/>	
<input checked="" type="radio"/> Current <input type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Year	
<input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> On Hold <input type="checkbox"/> Paid Late <input type="checkbox"/> Paid Early	
<input checked="" type="radio"/> Summary <input type="radio"/> Detail	
<input type="checkbox"/> No. <input type="checkbox"/> ID <input checked="" type="checkbox"/> Invoice Number <input type="checkbox"/> Order Number <input checked="" type="checkbox"/> Description	
<input type="checkbox"/> PO Number <input checked="" type="checkbox"/> Invoice Date <input checked="" type="checkbox"/> Customer <input type="checkbox"/> Customer Number <input type="checkbox"/> Address	
<input type="checkbox"/> Salesperson <input type="checkbox"/> Department <input type="checkbox"/> Amount <input type="checkbox"/> Tax <input checked="" type="checkbox"/> Total	
<input type="checkbox"/> Currency <input type="checkbox"/> Date Paid <input type="checkbox"/> Payment Difference <input checked="" type="checkbox"/> Paid <input type="checkbox"/> Payment Method	
<input type="checkbox"/> Due Date <input type="checkbox"/> Due <input type="checkbox"/> Line Item <input type="checkbox"/> Notes <input type="checkbox"/> Internal Notes	
<input type="checkbox"/> Till <input type="checkbox"/> Warehouse <input type="checkbox"/> Shipping Point <input type="checkbox"/> Ship via <input type="checkbox"/> Waybill	
<input type="checkbox"/> DCN <input type="checkbox"/> Subtotal	

---

[Continue](#)

When you click the 'Continue' button after specifying any chosen criteria, your report is displayed. The 'Summary' report lists each invoice or transaction on a single line as shown below.

#### AR Transactions / My Company Name

Open  
Closed

Date	Invoice	Description	Customer	Amount	Tax	Total	Paid	Due
05-07-2007	AR-001		Auto Exchange Express	158.91	27.81	186.72		186.72
06-07-2007	AR-002		Big Porridge Ltd.	191.80	33.57	225.37	225.37	
06-07-2007	AR-003		Big Porridge Ltd.	1,300.00	227.50	1,527.50	1,000.00	527.50
09-07-2007	AR-004		Car Parts Ltd	206.88	36.20	243.08		243.08
12-07-2007	AR-005		Electronics Ltd.	101.94	17.84	119.78		119.78
12-07-2007	AR-006		InfoMed Ltd.	269.88	47.23	317.11		317.11
				2,229.41	390.15	2,619.56	1,225.37	1,394.19

[AR Transaction](#) [Sales Invoice](#)

The 'Detail' report will also list the single debits and credits of each trans-

action along with the related account number. In the detail report, a single invoice or transaction is displayed on multiple rows. You can mark the 'Subtotal' checkbox to subtotal and group this report by invoice number as shown below.

AR Transactions / My Company Name

Open Closed		Date	Invoice	Description	Customer	Total	Paid	Source	Debit	Credit	Account	Line Item	Project
		05-07-2007	AR-001		Auto Exchange Express	186.72			113.94	4000	Digger Hand Trencher		
		05-07-2007	AR-001		Auto Exchange Express	186.72			44.97	4000	The Claw Hand Rake		
		05-07-2007	AR-001		Auto Exchange Express	186.72			186.72		1100		
		05-07-2007	AR-001		Auto Exchange Express	186.72					27.81	2200	
		05-07-2007	AR-001		Auto Exchange Express	186.72		COGS			36.00	1001	The Claw Hand Rake
		05-07-2007	AR-001		Auto Exchange Express	186.72		COGS	36.00		5000		The Claw Hand Rake
		05-07-2007	AR-001		Auto Exchange Express	186.72		COGS		101.94	1001	Digger Hand Trencher	
		05-07-2007	AR-001		Auto Exchange Express	186.72		COGS	101.94		5000	Digger Hand Trencher	
						<b>1,493.76</b>			<b>324.66</b>	<b>324.66</b>			
		06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37			71.88	4000	Hand Brush	
		06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37			119.92	4000	The Claw Hand Rake	
		06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37		225.37		1100		
		06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37			33.57	2200		
		06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37			225.37	1100		
		06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37	8712	225.37		1200		
		06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37	COGS		96.00	1001	The Claw Hand Rake	
		06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37	COGS	96.00		5000	The Claw Hand Rake	
		06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37	COGS		52.20	1001	Hand Brush	
		06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37	COGS	52.20		5000	Hand Brush	
		06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00	8712	1,000.00		1200		
		06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00			1,000.00	1100		
		06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00			227.50	2200		
		06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00		1,527.50		1100		
		06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00			400.00	4000	Wall Paint	
		06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00			900.00	4000	Cleaning	
						<b>11,418.70</b>	<b>8,253.70</b>		<b>3,126.44</b>	<b>3,126.44</b>			
		09-07-2007	AR-004		Car Parts Ltd	243.08		COGS	64.00		5000	Deluxe Hand Saw	
		09-07-2007	AR-004		Car Parts Ltd	243.08		COGS		16.00	1001	Deluxe Hand Saw	
		09-07-2007	AR-004		Car Parts Ltd	243.08		COGS	16.00		5000	Deluxe Hand Saw	
		09-07-2007	AR-004		Car Parts Ltd	243.08				89.95	4000	Deluxe Hand Saw	
		09-07-2007	AR-004		Car Parts Ltd	243.08				59.96	4000	The Claw Hand Rake	
		09-07-2007	AR-004		Car Parts Ltd	243.08				56.07	4000	Digger Hand Trencher	

### 3.2.2 Aging report

The aging report lists the outstanding balances of your customers and divides them into predefined periods of time.

## AR Aging

---

Department

Customer

Customer Number

To

Summary  Detail

Aged  Overdue

Include in Report  Current  30  60  90  
 15  45  75

---



The 'Summary' aging report lists each customer with an outstanding balance on a single row as shown below.

## AR Aging / My Company Name

Aged  
for Period To 08 January 2014

	Customer	Customer Number	Current	30	60	90	Total
<input type="checkbox"/>	Auto Exchange Express	AE001				186.72	186.72
<input type="checkbox"/>	Big Porridge Ltd.	BP011				527.50	527.50
<input type="checkbox"/>	Car Parts Ltd	CP002				243.08	243.08
<input type="checkbox"/>	Electronics Ltd.	EL004				119.78	119.78
<input type="checkbox"/>	InfoMed Ltd.	IL008				317.11	317.11
							<b>1,394.19</b>
							<b>1,394.19</b>

^

The 'Detail' aging report also lists the single outstanding invoices for each customer with their respective subtotal.

AR Aging / My Company Name											
Aged for Period To 08 January 2014											
	Customer	Customer Number	Invoice	Order	Date	Due Date	Current	30	60	90	Total
GBP											
	Auto Exchange Express	AE001	AR-001		05-07-2007	05-07-2007				186.72	186.72
											<b>186.72</b>
	Big Porridge Ltd.	BP011	AR-003		06-07-2007	06-07-2007				527.50	527.50
											<b>527.50</b>
	Car Parts Ltd	CP002	AR-004		09-07-2007	10-07-2007				243.08	243.08
											<b>243.08</b>
	Electronics Ltd.	EL004	AR-005		12-07-2007	12-07-2007				119.78	119.78
											<b>119.78</b>
	InfoMed Ltd.	IL008	AR-006		12-07-2007	12-07-2007				317.11	317.11
											<b>317.11</b>
											<b>1,394.19 1,394.19</b>
<input type="button" value="Statement"/> <input type="button" value="html"/> <input type="button" value="Screen"/>											
<input type="button" value="Select all"/> <input type="button" value="Print"/> <input type="button" value="Preview"/> <input type="button" value="E-mail"/> <input type="button" value="Save Report"/>											

### 3.2.3 Reminders

Reminders can be printed or emailed to directly the customers. You can define up to 3 levels of reminders. Level 1 being polite and level 3 being a bit harsh.

When you print or email a reminder, the respective reminder level is stored in the database. The next time you print a reminder for the same customer, the following level of reminder is already preset. You also have the option to change the reminder level manually by clicking the 'Save level' button.

Reminder		
Department	<input type="button" value="▼"/>	
Customer	<input type="text"/>	
Customer Number	<input type="text"/>	
<input type="button" value="Continue"/>		

## Reminder / My Company Name

		GBP		Customer	Customer Number	Level	Invoice	Order	Date	Due Date	Due
<input type="checkbox"/>	Auto Exchange Express				AE001	1 ▾	AR-001		05-07-2007	05-07-2007	186.72
<input type="checkbox"/>	Big Porridge Ltd.				BP011	1 ▾	AR-003		06-07-2007	06-07-2007	527.50
<input checked="" type="checkbox"/>	Car Parts Ltd				CP002	1 ▾	AR-004		09-07-2007	10-07-2007	243.08
<input type="checkbox"/>	Electronics Ltd.				EL004	1 ▾	AR-005		12-07-2007	12-07-2007	119.78
<input type="checkbox"/>	InfoMed Ltd.				IL008	1 ▾	AR-006		12-07-2007	12-07-2007	317.11

---

### 3.2.4 Customer history reports

You can use the customer history reports to see exactly what your various customers are buying. You can also filter the report for invoices, orders and quotations between any date range, or on other selected criteria.

Customer History

---

Customer <input type="text"/>	Customer Number <input type="text"/>
Contact <input type="text"/>	Address <input type="text"/>
E-mail <input type="text"/>	City <input type="text"/>
Phone <input type="text"/>	State/Province <input type="text"/>
Salesperson <input type="text"/>	Zip/Postal Code <input type="text"/>
Notes <input type="text"/>	Country <input type="text"/>
Startdate <input type="text"/> From <input type="text"/> To <input type="text"/>	
<input type="radio"/> Sales Invoices <input type="radio"/> Sales Orders <input type="radio"/> Quotations	
<input type="radio"/> Summary <input type="radio"/> Detail	
<input checked="" type="checkbox"/> Part Number <input checked="" type="checkbox"/> Description <input checked="" type="checkbox"/> Sell Price <input type="checkbox"/> Currency	
<input checked="" type="checkbox"/> Qty <input type="checkbox"/> Unit <input type="checkbox"/> Discount	
<input type="checkbox"/> Delivery Date <input type="checkbox"/> Project Number <input type="checkbox"/> Serial Number	

---

The 'Summary' report for customer history will list the business activity grouped by item as shown below.

## Customer History / My Company Name

Summary  
Open  
Closed

Part Number	Description	Qty	Sell Price	Total
<b>Auto Exchange Express London AA7 9BB UK</b>				
D009	Digger Hand Trencher	6	18.99	113.94
T010	The Claw Hand Rake	3	14.99	44.97
<b>158.91</b>				
<b>Big Porridge Ltd. London AA7 9BB UK</b>				
CLN	Cleaning	600	1.50	900.00
H002	Hand Brush	12	5.99	71.88
PAINT	Wall Paint	200	2.00	400.00
T010	The Claw Hand Rake	8	14.99	119.92
<b>1,491.80</b>				
<b>Car Parts Ltd London UK</b>				
D008	Deluxe Hand Saw	5	17.99	89.95
D009	Digger Hand Trencher	3	18.99	56.97
T010	The Claw Hand Rake	4	14.99	59.96
<b>206.88</b>				
<b>Electronics Ltd. London AA7 9BB UK</b>				
D009	Digger Hand Trencher	3	18.99	56.97
T010	The Claw Hand Rake	3	14.99	44.97
<b>101.94</b>				
<b>InfoMed Ltd. London AA7 9BB UK</b>				
M004	Mini-Sledge	6	24.99	149.94
M005	Modeling Hammer	3	14.99	44.97
R006	Rubber Mallet	3	24.99	74.97
<b>269.88</b>				

The 'Detail' report for customer history will list the business activity by invoice and individual item as shown below.

## Customer History / My Company Name

Detail Open Closed	Part Number	Description	Qty	Sell Price	Total
Auto Exchange Express London AA7 9BB UK					
<b>Sales Invoice AR-001 /</b>					
D009	Digger Hand Trencher		6	18.99	113.94
T010	The Claw Hand Rake		3	14.99	44.97
					<b>158.91</b>
Big Porridge Ltd. London AA7 9BB UK					
<b>Sales Invoice AR-003 /</b>					
CLN	Cleaning		600	1.50	900.00
<b>Sales Invoice AR-002 /</b>					
H002	Hand Brush		12	5.99	71.88
<b>Sales Invoice AR-003 /</b>					
PAINT	Wall Paint		200	2.00	400.00
<b>Sales Invoice AR-002 /</b>					
T010	The Claw Hand Rake		8	14.99	119.92
					<b>1,491.80</b>
Car Parts Ltd London UK					
<b>Sales Invoice AR-004 /</b>					
D008	Deluxe Hand Saw		5	17.99	89.95
D009	Digger Hand Trencher		3	18.99	56.97
T010	The Claw Hand Rake		4	14.99	59.96
					<b>206.88</b>
Electronics Ltd. London AA7 9BB UK					
<b>Sales Invoice AR-005 /</b>					
D009	Digger Hand Trencher		3	18.99	56.97
T010	The Claw Hand Rake		3	14.99	44.97
					<b>101.94</b>
InfoMed Ltd. London AA7 9BB UK					
<b>Sales Invoice AR-006 /</b>					
M004	Mini-Sledge		6	24.99	149.94
M005	Modeling Hammer		3	14.99	44.97
R006	Rubber Mallet		3	24.99	74.97
					<b>269.88</b>

### 3.3 Point of sales (POS)

The point of sales (POS) module allows quick invoicing at busy places like a shop or a restaurant. The items and customers you have defined for your sales invoices can also be used for POS invoicing. The only difference between POS invoice creation and standard AR invoice creation is a simplified data entry screen and a POS optimized receipts section.

### 3.3.1 Creating a POS invoice

Use the '**POS–Sale**' menu to create a new POS invoice. The screen shown below is displayed. Here you select the customer and then add the items (parts or services) which you sell to that customer.

Hint: If you sell to mainly walk-in customers and don't want to create a customer record for each walk-in customer then you can just add a customer with 'Walk-in' as customer name.

Item groups are shown as buttons on the POS screen to make it easier to select the item you want to sell. You first need to check the checkbox 'POS Button' of each individual group to see it as a button on the POS screen (see 2.11.5.1). You can then click this group button on the POS screen to display all the items contained in that group and select the individual items you want to sell.

Add POS Invoice

The screenshot shows the 'Add POS Invoice' interface. At the top, there are fields for Customer (InfoMed Ltd.), Salesperson (Armaghan Saqib), and various identifiers like Customer Number (IL008), Address (AA7 9BB London UK), Credit Limit (0 Remaining -509), Record In (1100--Debtors Control Account), Department (HARDWARE), and Warehouse. Below this is a 'Description' field and a table of items:

Number	Description	Qty	Unit	Price	%	Extended
F003	? Framing Hammer	1	NOS	19.99		19.99
M004	? Mini-Sledge	1	NOS	24.99		24.99

Below the table, there are fields for Amount (Outstanding: 52.85), Source (1200-Bank Current Account), and Memo. To the right, there are tax-related fields: Tax Included (checkbox), Subtotal (44.98), VAT (17.5%: 7.87), and Total (52.85). At the bottom, there are buttons for Screen (radio button selected), Poledisplay, and several action buttons: Update, Main Groups, Print, Open Drawer, Preview, Post, Assign Number, and a 'Hammers' button.

### 3.3.2 Viewing open invoices

In places like retail shops a POS invoice is created and closed in one step. In places like a restaurant, there can be a considerable time period when an invoice

is created and when it is closed. In the later scenario, you create a POS invoice when the customer has ordered his food. Once the customer has consumed the food and is ready to pay, you simply locate the invoice and add the payment to it.

Open /

Open

Date	Invoice	Customer	Total	Curr	Till	Salesperson
04-05-2014	AR-008	InfoMed Ltd.	52.85	52.85 GBP	1	Armaghan Saqib
04-05-2014	AR-009	InfoMed Ltd.	45.80	45.80 GBP	1	Armaghan Saqib
			<b>98.65</b>			
			<b>98.65</b>			

To open a particular POS invoice, you view the open invoices using the '**POS-Sale**' menu and then click on the invoice number of your interest. In the payment section, you can enter the payment received from the customer as well as the account to credit (cash, credit card or something else).

If you enter a higher payment amount than the total amount of the invoice, the rest of the payment amount will be shown as 'change' which needs to be returned back to the customer and the invoice will be closed with the payment amount equal to the invoice amount.

Edit POS Invoice

Customer * <input type="text" value="InfoMed Ltd."/>	<a href="#">? Add Customer</a>	Salesperson <input type="text" value="Armaghan Saqib"/>																												
Customer Number <input type="text" value="IL008"/>		Invoice Number AR-008																												
Address AA7 9BB London UK		Invoice Date 04-05-2014																												
Credit Limit 0 Remaining -455		Currency <input type="text" value="GBP"/>																												
Record in <input type="text" value="1100-Debtors Control Account"/>																														
Department <input type="text" value="HARDWARE"/>																														
Warehouse <input type="text"/>																														
Description <input type="text"/>																														
<table border="1"> <thead> <tr> <th>Number</th> <th>Description</th> <th>Qty</th> <th>Unit</th> <th>Price</th> <th>%</th> <th>Extended</th> </tr> </thead> <tbody> <tr> <td>F003</td> <td>? Framing Hammer</td> <td>1</td> <td>NOS</td> <td>19.99</td> <td></td> <td>19.99</td> </tr> <tr> <td>M004</td> <td>? Mini-Sledge</td> <td>1</td> <td>NOS</td> <td>24.99</td> <td></td> <td>24.99</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Number	Description	Qty	Unit	Price	%	Extended	F003	? Framing Hammer	1	NOS	19.99		19.99	M004	? Mini-Sledge	1	NOS	24.99		24.99							
Number	Description	Qty	Unit	Price	%	Extended																								
F003	? Framing Hammer	1	NOS	19.99		19.99																								
M004	? Mini-Sledge	1	NOS	24.99		24.99																								
Amount <input type="text" value="100.00"/>	Source <input type="text"/>	Memo <input type="text" value="1200-Bank Current Account"/>	<input type="checkbox"/> Tax Included																											
			Subtotal	44.98																										
Change <input type="text" value="47.15"/>			VAT (17.5%)	7.87																										
			Total	52.85																										
<input checked="" type="radio"/> Screen <input type="radio"/> Posdisplay																														
<input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Open Drawer"/> <input type="button" value="Preview"/> <input type="button" value="Post"/> <input type="button" value="Assign Number"/> <input type="button" value="Delete"/>																														
B	<input type="button" value="Brushes"/>	<input type="button" value="Hammers"/>	<input type="button" value="Hand Planes"/>	<input type="button" value="Hand Saws"/>	<input type="button" value="Picks &amp; Hatchets"/>																									

### 3.3.3 Receipts

The receipts report shows all the receipts done so far with your POS module. Use the '**POS–Receipts**' menu to view this report.

The screenshot shows a web-based reporting interface for 'Receipts'. At the top, there are fields for 'From' and 'To' dates with calendar icons, and a dropdown 'Period' selector with options 'Current', 'Month', 'Quarter', and 'Year'. Below these are 'Continue' and 'Receipts /' buttons. The main area displays a table of receipt history:

Date	Reference	Customer	Customer Number	Description	Amount	Curr	Source	Till
<b>1200–Bank Current Account</b>								
04-05-2014	AR-008	InfoMed Ltd.	IL008		52.85	GBP		1
04-05-2014	AR-009	InfoMed Ltd.	IL008		45.80	GBP		1
					<b>98.65</b>			
					<b>98.65</b>			

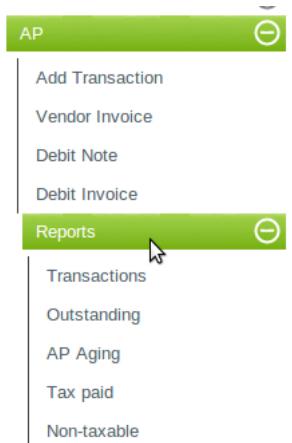
At the bottom left is a 'Save Report' button.

## 3.4 AP

AP stands for 'Accounts Payable'. The AP module is used to record purchases from your vendors. You can record your sales in two possible ways:

1. '**AP–AP Transaction**' is a simplified way to book your purchases, expenses and payments using pre-defined accounts from the chart of accounts. This method is quick and requires no setup of goods or services. Only in some circumstances it might require the adjustment of the chart of accounts to suit your individual needs.
2. '**AP–Vendor Invoice**' is the standard way to record purchases. In a vendor invoice you can specify the goods and/ or services you have purchased from your vendor. This method requires the setup of goods and services using the '**Goods & Services**' menu. If you are managing your inventory, you need to use this method to increase the inventory when you buy something.

Both methods can be mixed and matched based upon the nature of your transactions and business.



### 3.4.1 AP transactions

The '**AP–Add Transaction**' menu is used to create a simple AP transaction. These transactions allow you to record your purchases and expenses on general ledger accounts without creating a vendor invoice.

Add AP Transaction

Vendor * <input type="text" value="Skybird Agro Industries"/>	Department <input type="text" value="HARDWARE"/>			
Vendor Number <input type="text" value="SA003"/>	Employee <input type="text"/>			
Address London AA7 9BB UK				
Credit Limit 0 Remaining -85	Invoice Number <input type="text"/>			
Currency <input type="text" value="GBP"/>	Order Number <input type="text"/>			
<input type="checkbox"/> On Hold	Invoice Date <input type="text" value="08-01-2014"/>			
<input type="checkbox"/> Tax Included	Due Date <input type="text" value="08-01-2014"/>			
PO Number <input type="text"/>				
Terms Net <input type="text"/> days				
<b>Reference Documents</b>				
DCN <input type="text"/>	Description <input type="text"/>			
Amount <input type="text"/>	Account <input type="text" value="5000-Materials Purchased"/>	Description <input type="text"/>		
<input type="checkbox"/>	<input checked="" type="checkbox" value="2200-VAT (17.5%)"/>	<input type="checkbox" value="2100-Creditors Control Account"/>		
Notes <input type="text"/>	Internal Notes <input type="text"/>			
<b>Payments</b>				
Date <input type="text"/>	Source <input type="text"/>	Memo <input type="text"/>	Amount <input type="text"/>	Account <input type="text" value="1200-Bank Current Account"/>
<input type="button" value="Transaction"/> <input type="button" value="html"/> <input type="button" value="Screen"/> <input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Post"/> <input type="button" value="Schedule"/> <input type="button" value="New Number"/>				

### 3.4.2 Vendor invoice

Vendor invoices are created using the '**AP–Vendor Invoice**' menu. The only mandatory columns in the header section of this screen are 'Vendor' and 'Invoice Date'. All other columns in the header section can be left blank.

Your invoice can contain multiple items in the detailed section of the invoice (parts, assemblies, services and labor etc.). When you enter the article number or description of one of your items and click 'Update', the master data for that item (article number, description, price and unit) would be displayed in the current row. You can then enter the quantity you want to sell and click 'Update' or press return. A new line will appear and you can add another item and so on.

If the article number or description you enter is not found in the database, SQL-Ledger would ask if you want to add it as a new part or service to your existing goods and services. This way you can enter any number of items, both existing and new, in your sales invoice.

If you are uncertain of the article number or description, you can enter '%' and click 'Update' or press return. SQL-Ledger will then list all available items and you can select the one you want by marking the appropriate checkbox.

#### Add Vendor Invoice

The screenshot shows the 'Add Vendor Invoice' interface. It includes the following fields:

- Vendor Information:** Vendor (Skybird Agro Industries), Vendor Number (SA003), Address (AA7 9BB London UK), Credit Limit (0 Remaining -85).
- Financial Details:** Department (HARDWARE), Employee (dropdown), Invoice Number (dropdown), Order Number (dropdown), Invoice Date (08-01-2014), Due Date (08-01-2014), Terms Net (checkbox), PO Number (dropdown).
- Shipping and Logistics:** Record in (2100-Creditors Control Account), Currency (GBP), Warehouse (dropdown), Shipping Point (dropdown), Ship via (dropdown), Waybill (dropdown), On Hold (checkbox).
- Reference Documents:** DCN (dropdown), Description (dropdown).
- Table Section:** A table showing one item (Item 1) with columns: Item, Number, Description, Qty, Unit, Price, %, Extended. The table has a header row and one data row.
- Notes and Internal Notes:** Notes (dropdown), Internal Notes (dropdown), Tax Included (checkbox).
- Payments:** Date (calendar), Source (dropdown), Memo (dropdown), Amount (dropdown), Account (1200-Bank Current Account).
- Action Buttons:** Invoice, html, Screen, Group by, Sort by, Update, Print, Post, Ship to, E-mail, Schedule, New Number.

By default only 'item number', 'description', 'qty', 'unit', 'price' and 'discount' are shown on each line item. You can display additional fields for extended information input on each line item. To do this, just mark the check-box next to the 'Description' column of the line item or heading and click 'Update'. Now the invoice form will be displayed with extended line items as shown below.

Edit Vendor Invoice

Vendor *	Construct Buildings Plc	?	Department	HARDWARE
Vendor Number	CB001		Invoice Number	AP-001
Address AA7 9BB London UK		Order Number		
Credit Limit	0	Remaining	-1,402	
Record In	2100—Creditors Control Account			
Currency	GBP			
Warehouse	LONDON			
Shipping Point				
Ship via				
Waybill				
<input type="checkbox"/> On Hold				
<b>Reference Documents</b>				
<input type="button" value=" "/> <input type="button" value=" "/>				
DCN				
Description				
Item	Number	Description	Qty	Unit
1	D009	Digger Hand Trencher	<input checked="" type="checkbox"/> 30	NOS
SKU D009 ?		16.99		509.70
Delivery Date	<input type="text"/>		Serial No.	
Order Number	<input type="text"/>		PO Number	<input type="text"/>
Group Picks & Hatchets Code				
Packaging	N.W.	G.W.	(kg)	Volume
2	T010	The Claw Hand Rake	<input type="checkbox"/> 37	NOS
SKU T010 ?		12.00		444.00
3	H002	Hand Brush	<input type="checkbox"/> 55	NOS
SKU H002 ?		4.35		239.25
4			<input type="checkbox"/>	
Group				
Notes				
Internal Notes				
<input type="checkbox"/> Tax Included				
Subtotal 1,192.95				
VAT (17.5%) 208.77				

### 3.4.3 Debit invoice and debit note

Debit invoices are used to record a purchase return which was recorded earlier in a vendor invoice. A debit invoice will remove the items you purchased earlier from your stock inventory as well as update your accounts payable and purchase accounts.

Debit notes are used to record a sale return without creating a debit invoice. A debit note is typically used to record reversal of an 'AP Transaction', though it can also be used to reverse all or part of a vendor invoice, but be aware that

inventory is not removed from your stock with a debit note. So debit note is good tool to reverse any service purchases, but not for reversing tangible goods purchase.

### 3.4.3.1 Creating a debit invoice

Use the '**AP–Debit Invoice**' menu to create your debit invoice. Creating a debit invoice is similar to creating a vendor invoice. See 3.4.2 for details on how to do that.

### 3.4.3.2 Creating a debit note

Use the '**AP–Debit Note**' menu to create a debit note. Creating a debit note is very similar to creating an AP transaction. See 3.4.1 for details on how to do that.

### 3.4.3.3 Adjusting debit note or debit invoice

Once you have an open vendor invoice as well as a debit note or debit invoice, you can adjust them to each other. To do this:

1. Use the '**Cash–Payment**' menu to select the vendor and click the 'Update' button. This will list all open invoices as shown below.

Receipt

<input type="checkbox"/> All	Department <input type="button" value="▼"/>																																
Due Date From <input type="text"/> <input type="button" value="To"/> <input type="button" value="▼"/>	AR <input type="button" value="▼"/> 1100–Debtors Control Account																																
Customer <input type="text"/> InfoMed Ltd.	Payment <input type="button" value="▼"/> 1200–Bank Current Account																																
Customer Number <input type="text"/> IL008	Date <input type="text"/> <input type="button" value="▼"/> 12/11/2014																																
Address London AA7 9BB UK	Currency <input type="button" value="▼"/> GBP																																
Memo <input type="text"/>	Source <input type="text"/>																																
Amount <input type="text"/>																																	
<table border="1"> <thead> <tr> <th colspan="8">Invoices</th> </tr> <tr> <th>Invoice</th> <th>Invoice Date</th> <th>Due Date</th> <th>Amount</th> <th>Due</th> <th>Paid</th> <th>Discount</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>AR-006</td> <td>07/12/2007</td> <td>07/12/2007</td> <td>317.11</td> <td>317.11</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>AR-006 credit</td> <td>12/11/2013</td> <td>12/11/2013</td> <td>-317.11</td> <td>-317.11</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> </tbody> </table>		Invoices								Invoice	Invoice Date	Due Date	Amount	Due	Paid	Discount	Total	AR-006	07/12/2007	07/12/2007	317.11	317.11	<input type="checkbox"/>			AR-006 credit	12/11/2013	12/11/2013	-317.11	-317.11	<input type="checkbox"/>		
Invoices																																	
Invoice	Invoice Date	Due Date	Amount	Due	Paid	Discount	Total																										
AR-006	07/12/2007	07/12/2007	317.11	317.11	<input type="checkbox"/>																												
AR-006 credit	12/11/2013	12/11/2013	-317.11	-317.11	<input type="checkbox"/>																												
<input type="button" value="html"/> <input type="button" value="Screen"/> <input type="button" value="▼"/>																																	
<input type="button" value="Update"/> <input type="button" value="Select all"/> <input type="button" value="Print"/> <input type="button" value="Post"/>																																	

2. Mark the invoices/ transactions you want to adjust and click 'Update'. When the amounts of both open invoice and credit invoice are equal and

thus the total amount is zero, the 'Amount' field in the header section will remain empty. For your reference you can put something like 'adjustment' in the source column.

#### Receipt

The screenshot shows the Receipt screen in SQL-Ledger. The header includes fields for Department (1100–Debtors Control Account), Payment (1200–Bank Current Account), Date (12/11/2014), Currency (GBP), Source (adjustment), and Amount (0). The customer is set to InfoMed Ltd. and the customer number is IL008. The address is London, AA7 9BB, UK. The memo field is empty. Below the header is a table titled 'Invoices' showing two rows: AR-006 (Invoice Date 07/12/2007, Due Date 07/12/2007, Amount 317.11, Paid 317.11, Total 317.11) and AR-006 credit (Invoice Date 12/11/2013, Due Date 12/11/2013, Amount -317.11, Paid -317.11, Total -317.11). At the bottom are buttons for html, Screen, Update, Deselect all, Print, and Post.

Invoices							
Invoice	Invoice Date	Due Date	Amount	Due	Paid	Discount	Total
AR-006	07/12/2007	07/12/2007	317.11	317.11	<input checked="" type="checkbox"/> 317.11		317.11
AR-006 credit	12/11/2013	12/11/2013	-317.11	-317.11	<input checked="" type="checkbox"/> -317.11		-317.11

- Now you just click 'Post' and the debit invoice will be adjusted against the open vendor invoice.

#### AR Transactions /

The screenshot shows the AR Transactions screen. It lists various invoices with their details and status. The table has columns for Date, Invoice, Description, Customer, Total, Paid, and Due. The total balance shown at the bottom is 1,077.08.

Date	Invoice	Description	Customer	Total	Paid	Due
07/05/2007	AR-001	Auto Exchange Express		186.72		186.72
07/06/2007	AR-002	Big Porridge Ltd.		225.37	225.37	
07/06/2007	AR-003	Big Porridge Ltd.		1,527.50	1,000.00	527.50
07/09/2007	AR-004	Car Parts Ltd		243.08		243.08
07/12/2007	AR-005	Electronics Ltd.		119.78		119.78
07/12/2007	AR-006	InfoMed Ltd.		317.11	317.11	
12/11/2013	AR-006 credit	InfoMed Ltd.		-317.11	-317.11	
				<b>2,302.45</b>	<b>1,225.37</b>	<b>1,077.08</b>

AR Transaction Sales Invoice.

## 3.5 AP reports

### 3.5.1 Transactions report

The AP transactions report lists all open AP transactions and invoices. You can specify your search criteria and select / de-select any columns you want to display in the report. If you mark the 'Closed' checkbox, the report will also list all closed AP transactions and invoices.

AP Transactions

---

Account <input type="text"/>	Employee <input type="text"/>
Vendor <input type="text"/>	Department <input type="text"/>
Vendor Number <input type="text"/>	Warehouse <input type="text"/>
Invoice Number <input type="text"/>	Shipping Point <input type="text"/>
Description <input type="text"/>	Ship via <input type="text"/>
Order Number <input type="text"/>	Waybill <input type="text"/>
PO Number <input type="text"/>	
Source <input type="text"/>	
Line Item <input type="text"/>	
Notes <input type="text"/>	
From <input type="text"/> To <input type="text"/>	
Period <input type="button"/> <input type="button"/>	
<input checked="" type="radio"/> Current <input type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Year	
<input checked="" type="checkbox"/> Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/> On Hold <input type="checkbox"/> Paid Late <input type="checkbox"/> Paid Early	
<input type="checkbox"/> Summary <input checked="" type="checkbox"/> Detail	
<input type="checkbox"/> No. <input type="checkbox"/> ID <input checked="" type="checkbox"/> Invoice Number <input type="checkbox"/> Order Number <input checked="" type="checkbox"/> Description	
<input type="checkbox"/> PO Number <input checked="" type="checkbox"/> Invoice Date <input checked="" type="checkbox"/> Vendor <input type="checkbox"/> Vendor Number <input type="checkbox"/> Address	
<input type="checkbox"/> Currency <input type="checkbox"/> Date Paid <input type="checkbox"/> Payment Difference <input checked="" type="checkbox"/> Paid <input type="checkbox"/> Tax <input checked="" type="checkbox"/> Total	
<input type="checkbox"/> Due Date <input type="checkbox"/> Due <input type="checkbox"/> Line Item <input type="checkbox"/> Notes <input type="checkbox"/> Internal Notes	
<input type="checkbox"/> Warehouse <input type="checkbox"/> Shipping Point <input type="checkbox"/> Ship via <input type="checkbox"/> Waybill <input type="checkbox"/> DCN	
<input type="checkbox"/> Subtotal	

---

[Continue](#)

When you click the 'Continue' button after specifying any chosen criteria, your report is displayed. The 'Summary' report lists each invoice or transaction on a single line as shown below:

## AP Transactions / My Company Name

Open  
Closed

Date	Invoice	Description	Vendor	Amount	Tax	Total	Paid	Due
01-07-2007	AP-001		Construct Buildings Plc	1,192.95	208.77	1,401.72		1,401.72
01-07-2007	AP-002		Engineering Supplies Plc	32.99	5.77	38.76		38.76
					<b>214.54</b>	<b>1,440.48</b>		<b>1,440.48</b>
03-07-2007	AP-003		Skybird Agro Industries	1,741.12	304.70	2,045.82	2,000.00	45.82
					<b>304.70</b>	<b>2,045.82</b>	<b>2,000.00</b>	<b>45.82</b>
12-07-2007	AP-004		Skybird Agro Industries	33.49	5.86	39.35		39.35
					<b>5.86</b>	<b>39.35</b>		<b>39.35</b>
				<b>3,000.55</b>	<b>525.10</b>	<b>3,525.65</b>	<b>2,000.00</b>	<b>1,525.65</b>

AP Transaction   Vendor Invoice.

The 'Detail' report will also list the single debits and credits of each transaction along with the related account number. In the detail report, a single invoice or transaction is displayed on multiple rows. You can mark the 'Subtotal' checkbox to subtotal and group this report by invoice number as shown below.

## AP Transactions / COMPANY NAME

Open  
Closed

Date	Invoice	Description	Vendor	Total	Paid	Source	Debit	Credit	Account	Line Item	Project
2007-07-01	AP-001		Construct Buildings Plc	1,401.72			208.77		2200		
2007-07-01	AP-001		Construct Buildings Plc	1,401.72			509.70		1001	Digger Hand Trencher	
2007-07-01	AP-001		Construct Buildings Plc	1,401.72			444.00		1001	The Claw Hand Rake	
2007-07-01	AP-001		Construct Buildings Plc	1,401.72			239.25		1001	Hand Brush	
2007-07-01	AP-001		Construct Buildings Plc	1,401.72				<b>1,401.72</b>	2100		
2007-07-01	AP-002		Engineering Supplies Plc	38.76				<b>38.76</b>	2100		
2007-07-01	AP-002		Engineering Supplies Plc	38.76			16.99		1001	Digger Hand Trencher	
2007-07-01	AP-002		Engineering Supplies Plc	38.76			16.00		1001	Deluxe Hand Saw	
2007-07-01	AP-002		Engineering Supplies Plc	38.76			5.77		2200		
2007-07-03	AP-003		Skybird Agro Industries	2,045.82			251.79		1001	Modeling Hammer	
2007-07-03	AP-003		Skybird Agro Industries	2,045.82			304.70		2200		
2007-07-03	AP-003		Skybird Agro Industries	2,045.82				<b>2,045.82</b>	2100		
2007-07-03	AP-003		Skybird Agro Industries	2,045.82			322.83		1001	Mini-Sledge	
2007-07-03	AP-003		Skybird Agro Industries	2,045.82			494.50		1001	Rubber Mallet	
2007-07-03	AP-003		Skybird Agro Industries	2,045.82			672.00		1001	Deluxe Hand Saw	
2007-07-12	AP-004		Skybird Agro Industries	39.35	39.35	adjustment			39.35	1200	
2007-07-12	AP-004		Skybird Agro Industries	39.35	39.35		11.99		1001	Modeling Hammer	

### 3.5.2 Aging report

The aging report lists the outstanding balances of your vendors and divides them into predefined periods of time.

## AR Aging

---

Department

Customer

Customer Number

To

Summary  Detail

Aged  Overdue

Include in Report  Current  30  60  90  
 15  45  75

---



The 'Summary' aging report lists each vendor with an outstanding balance on a single row as shown below.

## AP Aging / My Company Name

Aged  
for Period To 08 January 2014

Vendor		Vendor Number	Current	30	60	90	Total
Construct Buildings Plc		CB001				1,401.72	1,401.72
Engineering Supplies Plc		ES002				38.76	38.76
Skybird Agro Industries		SA003				85.17	85.17
						<b>1,525.65</b>	<b>1,525.65</b>

---



The 'Detail' aging report also lists the single outstanding invoices for each vendor with their respective subtotal.

## AP Aging / My Company Name

Aged  
for Period To 08 January 2014

Vendor	Vendor Number	Invoice	Order	Date	Due Date	Current	30	60	90	Total
Construct Buildings Plc	CB001	AP-001		01-07-2007	10-07-2007				1,401.72	1,401.72
									<b>1,401.72</b>	
Engineering Supplies Plc	ES002	AP-002		01-07-2007	01-07-2007				38.76	38.76
									<b>38.76</b>	
Skybird Agro Industries	SA003	AP-003		03-07-2007	05-07-2007				45.82	45.82
		AP-004		12-07-2007	12-07-2007				39.35	85.17
									<b>85.17</b>	
									<b>1,525.65</b>	<b>1,525.65</b>

---

### 3.5.3 Vendor history reports

You can use the vendor history reports to see exactly what you have purchased from your different vendors. You can also filter the report for invoices, orders and quotations between any date range, or on other selected criteria.

Vendor History

---

Vendor <input type="text"/>	Vendor Number <input type="text"/>
Contact <input type="text"/>	Address <input type="text"/>
E-mail <input type="text"/>	City <input type="text"/>
Phone <input type="text"/>	State/Province <input type="text"/>
Employee <input type="text"/>	Zip/Postal Code <input type="text"/>
Notes <input type="text"/>	Country <input type="text"/>
	Startdate From <input type="text"/> To <input type="text"/>
<input checked="" type="radio"/> Vendor Invoices <input type="radio"/> Purchase Orders <input type="radio"/> Request for Quotations <input checked="" type="radio"/> Summary <input type="radio"/> Detail From <input type="text"/> To <input type="text"/> <input checked="" type="checkbox"/> Open <input checked="" type="checkbox"/> Closed <b>Include in Report</b> <input checked="" type="checkbox"/> Part Number <input checked="" type="checkbox"/> Description <input checked="" type="checkbox"/> Sell Price <input type="checkbox"/> Currency <input checked="" type="checkbox"/> Qty <input type="checkbox"/> Unit <input type="checkbox"/> Discount <input type="checkbox"/> Delivery Date <input type="checkbox"/> Project Number <input type="checkbox"/> Serial Number	

---

**Continue**

The 'Summary' report for vendor history lists the business activity grouped by item as shown below.

Vendor History / My Company Name

---

Summary	Open	Closed																																																																																
<table border="1"> <thead> <tr> <th>Part Number</th> <th>Description</th> <th>Qty</th> <th>Sell Price</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td align="center" colspan="5"><b>Construct Buildings Pic London AA7 9BB UK</b></td> </tr> <tr> <td>D009</td> <td>Digger Hand Trencher</td> <td>30</td> <td>16.99</td> <td>-509.70</td> </tr> <tr> <td>H002</td> <td>Hand Brush</td> <td>55</td> <td>4.35</td> <td>-239.25</td> </tr> <tr> <td>T010</td> <td>The Claw Hand Rake</td> <td>37</td> <td>12.00</td> <td>-444.00</td> </tr> <tr> <td align="right" colspan="4"></td> <td><b>1,192.95</b></td> </tr> <tr> <td align="center" colspan="5"><b>Engineering Supplies Pic London AA7 9BB UK</b></td> </tr> <tr> <td>D008</td> <td>Deluxe Hand Saw</td> <td>1</td> <td>16.00</td> <td>-16.00</td> </tr> <tr> <td>D009</td> <td>Digger Hand Trencher</td> <td>1</td> <td>16.99</td> <td>-16.99</td> </tr> <tr> <td align="right" colspan="4"></td> <td><b>32.99</b></td> </tr> <tr> <td align="center" colspan="5"><b>Skybird Agro Industries London AA7 9BB UK</b></td> </tr> <tr> <td>D008</td> <td>Deluxe Hand Saw</td> <td>42</td> <td>16.00</td> <td>-672.00</td> </tr> <tr> <td>M004</td> <td>Mini-Sledge</td> <td>17</td> <td>18.99</td> <td>-322.83</td> </tr> <tr> <td>M005</td> <td>Modeling Hammer</td> <td>22</td> <td>11.99</td> <td>-263.78</td> </tr> <tr> <td>R006</td> <td>Rubber Mallet</td> <td>24</td> <td>21.50</td> <td>-516.00</td> </tr> <tr> <td align="right" colspan="4"></td> <td><b>1,774.61</b></td> </tr> </tbody> </table>			Part Number	Description	Qty	Sell Price	Total	<b>Construct Buildings Pic London AA7 9BB UK</b>					D009	Digger Hand Trencher	30	16.99	-509.70	H002	Hand Brush	55	4.35	-239.25	T010	The Claw Hand Rake	37	12.00	-444.00					<b>1,192.95</b>	<b>Engineering Supplies Pic London AA7 9BB UK</b>					D008	Deluxe Hand Saw	1	16.00	-16.00	D009	Digger Hand Trencher	1	16.99	-16.99					<b>32.99</b>	<b>Skybird Agro Industries London AA7 9BB UK</b>					D008	Deluxe Hand Saw	42	16.00	-672.00	M004	Mini-Sledge	17	18.99	-322.83	M005	Modeling Hammer	22	11.99	-263.78	R006	Rubber Mallet	24	21.50	-516.00					<b>1,774.61</b>
Part Number	Description	Qty	Sell Price	Total																																																																														
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R006	Rubber Mallet	24	21.50	-516.00																																																																														
				<b>1,774.61</b>																																																																														

---

The 'Detail' report for vendor history lists the business activity by invoice and

individual item as shown below.

[Vendor History](#) / My Company Name

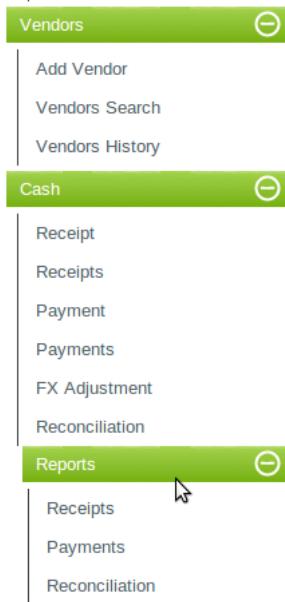
Detail  
Open  
Closed

Part Number	Description	Qty	Sell Price	Total
<b>Construct Buildings Plc London AA7 9BB UK</b>				
<b>Vendor Invoice AP-001 /</b>				
D009	Digger Hand Trencher	30	16.99	-509.70
H002	Hand Brush	55	4.35	-239.25
T010	The Claw Hand Rake	37	12.00	-444.00
				<b>1,192.95</b>
<b>Engineering Supplies Plc London AA7 9BB UK</b>				
<b>Vendor Invoice AP-002 /</b>				
D008	Deluxe Hand Saw	1	16.00	-16.00
D009	Digger Hand Trencher	1	16.99	-16.99
				<b>32.99</b>
<b>Skybird Agro Industries London AA7 9BB UK</b>				
<b>Vendor Invoice AP-003 /</b>				
D008	Deluxe Hand Saw	42	16.00	-672.00
M004	Mini-Sledge	17	18.99	-322.83
M005	Modeling Hammer	21	11.99	-251.79
<b>Vendor Invoice AP-004 /</b>				
M005	Modeling Hammer	1	11.99	-11.99
<b>Vendor Invoice AP-003 /</b>				
R006	Rubber Mallet	23	21.50	-494.50
<b>Vendor Invoice AP-004 /</b>				
R006	Rubber Mallet	1	21.50	-21.50
				<b>1,774.61</b>

## 3.6 Cash

### 3.6.1 Receipts

The '**Cash–Receipt**' menu is used to record receipts from your customers and to adjust the outstanding balance. The second menu entry '**Cash–Receipts**' allows you to enter receipts from multiple customers. Both have the same effect, but the second one make data entry quicker when adding receipts from multiple customers.



### 3.6.1.1 Receipt from a single customer

There are two ways to record a receipt from a single customer:

1. If the invoice is paid at the time of sale, you can enter the receipt information in the footer section of the invoice screen whilst creating it. This way the invoice will immediately be considered closed when you post it.
2. If the invoice is paid later, you can use the '**Cash–Receipt**' menu to record the receipt for a particular customer. Using this method is advisable, as you do not need to edit the invoice to record the receipt. This method also allows you to record a one time receipt for multiple invoices.

### Receipt

Invoices						
Invoice	Invoice Date	Due Date	Amount	Due	Paid	Discount Total
AR-001	05-07-2007	05-07-2007	186.72	186.72		
			<b>186.72</b>	<b>186.72</b>		

html ▾ Screen ▾

Update Select all Post

### 3.6.1.2 Receipts from multiple customers

The '**Cash–Receipts**' menu allows you to quickly record receipts from multiple customers.

#### Receipts

Invoices						
Customer	Customer Number	Amount	Due	Paid	Memo	Source
Auto Exchange Express	AE001	186.72	186.72	<input checked="" type="checkbox"/>	186.72	
Big Porridge Ltd.	BP011	1,527.50	527.50	<input checked="" type="checkbox"/>	527.50	
Car Parts Ltd	CP002	243.08	243.08	<input checked="" type="checkbox"/>	243.08	
Electronics Ltd.	EL004	119.78	119.78	<input checked="" type="checkbox"/>	119.78	
InfoMed Ltd.	IL008	455.97	455.97	<input checked="" type="checkbox"/>	455.97	
		<b>2,533.05</b>	<b>1,533.05</b>			<b>1,533.05</b>

Update Deselect all Post html ▾ Screen ▾

### 3.6.1.3 Receipts report

This report, accessible via '**Cash–Reports–Receipts**' menu, shows you all receipts on a selected bank account.

Receipts

---

Department	<input type="button" value="▼"/>
Account	<input type="button" value="▼"/>
Customer	<input type="text"/>
Customer Number	<input type="text"/>
Description	<input type="text"/>
Source	<input type="text"/>
Memo	<input type="text"/>
From	<input type="text"/> To <input type="text"/>
Period	<input type="button" value="▼"/> <input type="button" value="▼"/> <input checked="" type="radio"/> Current <input type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Year
<input checked="" type="checkbox"/> Exchange Rate Difference <input checked="" type="checkbox"/> Date <input checked="" type="checkbox"/> Reference <input checked="" type="checkbox"/> Customer <input type="checkbox"/> Customer Number <input checked="" type="checkbox"/> Description <input checked="" type="checkbox"/> Amount <input checked="" type="checkbox"/> Source <input checked="" type="checkbox"/> Memo <input type="checkbox"/> Subtotal	

---

Receipts /

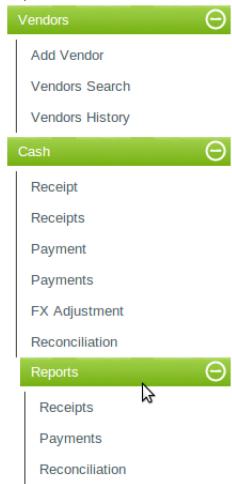
---

Date	Reference	Description	Customer	Amount	Source	Memo
<b>1200-Bank Current Account</b>						
01-07-2007	GL-002	Initial investment (ordinary shares)		6,000.00		
01-07-2007	GL-001	Initial investment		10,000.00	1234	
				<b>16,000.00</b>		
12-07-2007	AR-002		Big Porridge Ltd.	225.37	8712	
12-07-2007	AR-003		Big Porridge Ltd.	1,000.00	8712	
				<b>1,225.37</b>		
				<b>17,225.37</b>		
				<b>17,225.37</b>		

---

### 3.6.2 Payments

The '**Cash–Payment**' menu is used to record payments to your vendors and to adjust the outstanding balance. The second menu entry '**Cash–Payments**' allows you to enter payments to multiple vendors. Both have the same effect, but the second one make data entry quicker when adding payments to multiple vendors.



### 3.6.2.1 Payment to a single vendor

There are two ways to record a payment to a single vendor:

1. If the invoice is paid at the time of purchase, you can enter the payment information in the footer section of the invoice screen whilst creating it. This way the invoice will immediately be considered closed when you post it.
2. If the invoice is paid later, you can use the '**Cash–Payment**' menu to record the payment to the invoices of a particular vendor. Using this method is advisable, as you do not need to edit the invoice to record the payment. This method also allows you to record a one time payment for multiple invoices.

## Payment

All      Department

Due Date From

Vendor  Construct Buildings Plc

Vendor Number  CB001

Address  London  
AA7 9BB  
UK

Memo

Type of Business  AP   
Payment   
Date  18-04-2014   
Currency   
Source   
Amount

Invoices							
Invoice	Invoice Date	Due Date	Amount	Due	Paid	Discount	Total
AP-001	01-07-2007	10-07-2007	1,401.72	1,401.72	<input type="checkbox"/>		1,401.72
							1,401.72

## 3.6.2.2 Payments to multiple vendors

The '**Cash–Payments**' menu allows you to quickly record payments to multiple vendors.

## Payments

Due Date From

Department  AP   
Payment   
Date  18-04-2014   
Currency

Invoices							
Vendor	Vendor Number	Amount	Due	Paid	Memo	Source	
<input type="checkbox"/> Construct Buildings Plc	CB001	1,401.72	1,401.72	<input checked="" type="checkbox"/>	<input type="text" value="1,401.72"/>		
<input type="checkbox"/> Engineering Supplies Plc	ES002	38.76	38.76	<input checked="" type="checkbox"/>	<input type="text" value="38.76"/>		
<input type="checkbox"/> Skybird Agro Industries	SA003	5,714.72	3,714.72	<input checked="" type="checkbox"/>	<input type="text" value="3,714.72"/>		
		7,155.20	5,155.20			5,155.20	

## 3.6.2.3 Payments report

This report, accessible via '**Cash–Reports–Payments**' menu, shows you all payments on a selected bank account.

## Payments

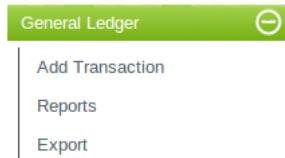
Department	<input type="button" value="▼"/>
Account	<input type="button" value="▼"/>
Vendor	<input type="text"/>
Vendor Number	<input type="text"/>
Description	<input type="text"/>
Source	<input type="text"/>
Memo	<input type="text"/>
From	<input type="text"/> To <input type="text"/>
Period	<input type="button" value="▼"/> <input type="button" value="▼"/> <input checked="" type="radio"/> Current <input type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Year
<input checked="" type="checkbox"/> Exchange Rate Difference <input checked="" type="checkbox"/> Date <input checked="" type="checkbox"/> Reference <input checked="" type="checkbox"/> Vendor <input type="checkbox"/> Vendor Number <input checked="" type="checkbox"/> Description <input checked="" type="checkbox"/> Amount <input checked="" type="checkbox"/> Source <input checked="" type="checkbox"/> Memo <input type="checkbox"/> Subtotal	

## Payments /

Date	Reference	Description	Vendor	Amount	Source	Memo
<b>1200-Bank Current Account</b>						
12-07-2007	GL-003	Office equipment purchased		234.00		
12-07-2007	GL-004	Paid bill for light and heating system		250.00		
				<b>484.00</b>		
13-07-2007	AP-003		Skybird Agro Industries	2,000.00	6762	
				<b>2,000.00</b>		
				<b>2,484.00</b>		
				<b>2,484.00</b>		

## 3.7 General ledger

The '**General Ledger**' menu is used to add manual debit and credit accounting entries to selected accounts from your chart of accounts. You cannot post a transaction until the total of debits is equal to the total of credits.



### 3.7.1 Add transaction

Use the '**General Ledger–Add Transaction**' menu to add a new general ledger transaction. On this screen you can put some reference number in the 'Reference' column. If you leave it blank, SQL-Ledger will assign the next number from the scheme defined in the '**System–Defaults**' menu.

Edit General Ledger Transaction

Reference	GL-004	Date *	12-07-2007	<input type="button" value="..."/>
Department	<input type="button" value="..."/>	Currency	GBP	<input type="button" value="..."/>
Description	Paid bill for light and heating system			
Notes				
Reference Documents				
<input type="button" value="..."/> <input type="button" value="..."/>				
Account	Debit	Credit	Source	Memo
1200–Bank Current Account		250.00		
7200–Light & heat	250.00			
0010–Freehold Property				
	250.00	250.00		
<input type="button" value="Update"/> <input type="button" value="Post"/> <input type="button" value="Post as new"/> <input type="button" value="Schedule"/> <input type="button" value="New Number"/> <input type="button" value="Delete"/>				

### 3.7.2 Reports

The '**General Ledger–Reports**' menu is used to view all accounting journal entries with the debits and credits on the related accounts. Initially this report can be confusing because it shows not only the journal entries added using the '**General Ledger–Add Transaction**' menu described above, but also lists all other accounting transactions posted from the AR, AP and Cash modules.

## General Ledger Reports

---

Account

Reference / Invoice Number

Description

Company Name

Company Number

Department

Project

Line Item

Notes

Source

Memo

From  To

Period    Current  Month  Quarter  Year

Account >=  Account <=

Amount >=  Amount <=

All  Asset  Liability  Equity  Income  Expense

ID  Date  Reference  Description  Company Name

Company Number  Address  Department  Project Number  Notes

Debit  Credit  Source  Memo  Line Item

Account  Account Description  GIFI  Contra

Subtotal  CSV

---

[Continue](#)

The general ledger report can be sorted on any column.

## General Ledger /

Date	Reference	Description	Debit	Credit	Account	Account Description
01-07-2007	AP-001		239.25		1001	Raw material stock
01-07-2007	AP-001		509.70		1001	Raw material stock
01-07-2007	AP-001		444.00		1001	Raw material stock
01-07-2007	AP-001			1,401.72	2100	Creditors Control Account
01-07-2007	AP-001		208.77		2200	VAT (17.5%)
01-07-2007	GL-001	Initial investment	10,000.00		1200	Bank Current Account
01-07-2007	GL-001	Initial investment		10,000.00	3000	Ordinary Shares
01-07-2007	GL-002	Initial investment (ordinary shares)	6,000.00		1200	Bank Current Account
01-07-2007	GL-002	Initial investment (ordinary shares)		6,000.00	3000	Ordinary Shares
01-07-2007	AP-002		16.99		1001	Raw material stock
01-07-2007	AP-002		16.00		1001	Raw material stock
01-07-2007	AP-002			38.76	2100	Creditors Control Account
01-07-2007	AP-002		5.77		2200	VAT (17.5%)
			<b>17,440.48</b>	<b>17,440.48</b>		
03-07-2007	AP-003		494.50		1001	Raw material stock
03-07-2007	AP-003		672.00		1001	Raw material stock
03-07-2007	AP-003		322.83		1001	Raw material stock
03-07-2007	AP-003		251.79		1001	Raw material stock
03-07-2007	AP-003			2,045.82	2100	Creditors Control Account
03-07-2007	AP-003		304.70		2200	VAT (17.5%)
			<b>2,045.82</b>	<b>2,045.82</b>		
05-07-2007	AR-001		36.00		1001	Raw material stock
05-07-2007	AR-001		101.94		1001	Raw material stock
05-07-2007	AR-001		186.72		1100	Debtors Control Account
05-07-2007	AR-001			27.81	2200	VAT (17.5%)
05-07-2007	AR-001			113.94	4000	Sales
05-07-2007	AR-001			44.97	4000	Sales
05-07-2007	AR-001		101.94		5000	Materials Purchased
05-07-2007	AR-001		36.00		5000	Materials Purchased
			<b>324.66</b>	<b>324.66</b>		

 Continue [C]

## General Ledger /

Date	Reference	Description	Debit	Credit	Account	Account Description
01-07-2007	AP-001		239.25		1001	Raw material stock
01-07-2007	AP-001		509.70		1001	Raw material stock
01-07-2007	AP-001		444.00		1001	Raw material stock
01-07-2007	AP-001			1,401.72	2100	Creditors Control Account
01-07-2007	AP-001		208.77		2200	VAT (17.5%)
			<b>1,401.72</b>	<b>1,401.72</b>		
01-07-2007	AP-002		16.99		1001	Raw material stock
01-07-2007	AP-002		16.00		1001	Raw material stock
01-07-2007	AP-002			38.76	2100	Creditors Control Account
01-07-2007	AP-002		5.77		2200	VAT (17.5%)
			<b>38.76</b>	<b>38.76</b>		
03-07-2007	AP-003		251.79		1001	Raw material stock
03-07-2007	AP-003		672.00		1001	Raw material stock
			-----	-----	-----	-----

## 3.8 Recurring transactions

Recurring transactions allow you to auto-generate predefined invoices, transactions and orders. This feature can be used for the following:

1. Recurring billing to a customer (for rent, web hosting, school fee, installment etc.)
2. Recurring billing from your vendor
3. Monthly orders to your vendors or from your customers.
4. Monthly payroll posting using general ledger recurring transactions.
5. Month-end adjustments and allocations.

### 3.8.1 Scheduling

To schedule a recurring transaction, you need to start by first manually booking the transaction you want to repeat. Once you have created the first model transaction, you can edit it and click on the 'Schedule' button at the bottom of the screen. You will then be able to set the criteria for your recurring transactions. SQL-Ledger will use your manually created transaction as model for the recurring transactions and process it according to the individually chosen settings. To

automatically generate the next number for a given transaction, just leave the 'Reference' field blank.

### 3.8.2 Generating

When recurring transactions are due, you are reminded next time you login to SQL-Ledger. With a single click you can then generate all recurring transactions and print or email invoices and orders.

Recurring Transactions /						
Reference	Description	Company Name	Company Number	Next	Ends	ID
<input checked="" type="checkbox"/>	Next Number	Car Parts Ltd	CP002	09/07/2006	09/07/2006 10:15:00	243.08 GBP
<input checked="" type="checkbox"/>	Next Number	InfoMed Ltd.	IL008	22/05/2008	22/05/2008 10:15:00	910.26 GBP

## 3.9 Currencies and exchange rates

You can define and use multiple currencies in SQL-Ledger.

### 3.9.1 Defining currencies

To define a new currency use the '**System–Currencies**' menu. The currency listed at the top will be your default currency. You can move the currencies up and down using the arrows in the currency list.

No	Currency	Precision
1	GBP	2
2	USD	2
3	CAD	2
4	EUR	2

### 3.9.2 Buying and selling in foreign currencies

When you want to create an invoice in a foreign currency, just change the currency code in the currency drop-down box and enter the appropriate exchange rate. If the exchange rate for a certain day has already been entered in a previous transaction, SQL-Ledger will automatically show you the set exchange rate for this currency. You can either choose to accept this rate or change it to something else.

<b>Customer *</b>	InfoMed Ltd.	
<b>Customer Number</b>	IL008	
London, UK		
<b>Credit Limit 0 Remaining -329</b>		
<b>Record in</b>	1100--Debtors Control Account	
<b>Currency</b>	USD	
<b>Exchange Rate *</b>	0.49	
<b>Warehouse</b>	LONDON	
<b>Shipping Point</b>		
<b>Ship via</b>		
<b>Waybill</b>		
<input type="checkbox"/> On Hold		
DCN		
<b>Description</b>		
<b>Item</b>	<b>Number</b>	<b>Description</b>
1	T007	The Blade Hand Planer

### 3.9.3 Reports

You can view all reports in your base currency as well as in foreign currency. To see the foreign currency used in a certain transaction, simply mark the 'Currency' check-box.

AR Transactions /							
Open	Date	Invoice	Description	Customer	Total	Paid	Curr
	07-05-2007	AR-003	Auto Exchange Express		186.72	186.72	GBP
	07-06-2007	AR-003	BIG Porridge Ltd.	1,527.50	1,527.50	1,000.00	1,000.00 GBP
	07-09-2007	AR-004	Car Parts Ltd.	243.08	243.08		GBP
	07-12-2007	AR-005	Electronics Ltd.	119.78	119.78		GBP
	07-12-2007	AR-006	InfoMed Ltd.	317.11	317.11		GBP
	12-09-2007	AR-007	InfoMed Ltd.	11.52	23.51		USD
					2,405.71	2,405.71	1,000.00

### 3.9.4 Exchange rate difference

Any exchange rate difference that occurs between the time of sale or purchase and the time of receipt or payment, will be automatically booked onto the foreign exchange gain or loss accounts that have been predefined in the '**System-Defaults**' menu.

### 3.9.5 Fund transfers in foreign currencies

If you want to transfer funds to or from a foreign currency account, you should use the '**Cash-FX Adjustment**' module. Let's assume that you want to transfer 100 GBP to your USD account and that the exchange rate is 1 GBP = 2.0289 USD (or reverse 1 USD = 0.4929 GBP). Then you should proceed as follows:

The screenshot shows the 'Add FX Adjustment' form with the following details:

Account	FX	Debit	Credit
1200--Bank Current Account - GBP		100.00	
1201--Bank Current Account - USD		202.89	
1299--Foreign Currency Adjustments	x		102.89
0010-Freehold Property		202.89	202.89

Buttons at the bottom: Update, Post, Schedule.

Or reverse, to transfer 100 USD to your GBP account, you should proceed as follows:

The screenshot shows the 'Add FX Adjustment' form with the following details:

Account	FX	Debit	Credit
1200--Bank Current Account - GBP		49.29	
1201--Bank Current Account - USD			100.00
1299--Foreign Currency Adjustments	x	50.71	
0010-Freehold Property		100.00	100.00

Buttons at the bottom: Update, Post, Schedule.

## 3.10 Quotations and RFQs

You can use SQL-Ledger to send quotations to your customers or request quotations from your vendors (RFQs). Later on you can convert the quotations to sales orders and the RFQs to purchase orders.



### 3.10.1 Quotations

Use the '**Quotations–Quotation**' menu to add a new quotation for your customer.

#### Add Quotation

Customer *	Auto Exchange Express	<a href="#">?</a>	Department	<input type="button" value="▼"/>				
Customer Number	AE001		Employee	Armaghan Saqib				
Address	London AA7 9BB UK		Quotation Number	<input type="text"/>				
Currency	GBP	<a href="#">▼</a>	Quotation Date	04-05-2014 <input type="button" value="▼"/>				
Warehouse	<input type="button" value="▼"/>		Valid until	<input type="button" value="▼"/>				
Shipping Point	<input type="text"/>		Terms Net	<input type="text"/> days				
Ship via	<input type="text"/>							
Waybill	<input type="text"/>							
Reference Documents								
<input type="text"/> <input type="text"/>								
Description								
<input type="text"/>								
Item	Number	Description	Qty	Unit	Price	%	Extended	
1	D008	? Deluxe Hand Saw	<input type="checkbox"/>	1	NOS	17.99	<input type="checkbox"/>	17.99
2	D009	? Digger Hand Trencher	<input type="checkbox"/>	1	NOS	18.99	<input type="checkbox"/>	18.99
3			<input type="checkbox"/>					
Group					<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
					<input type="checkbox"/> Tax Included Subtotal 36.98 VAT (17.5%) 6.47 Total 43.45			
					<input type="checkbox"/> Tax Included Subtotal 36.98 VAT (17.5%) 6.47 Total 43.45			
<input type="button" value="Quotation ▾"/> <input type="button" value="html ▾"/> <input type="button" value="Screen ▾"/> Group by -> <input type="checkbox"/> Project <input type="checkbox"/> Group    Sort by -> <input checked="" type="radio"/> Item <input type="radio"/> Number <input type="radio"/> Description <input type="radio"/> Bin <input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Save"/> <input type="button" value="Ship to"/> <input type="button" value="E-mail"/> <input type="button" value="New Number"/>								

To get a report of existing quotations or to edit a quotation, use the '**Quotations–Reports–Quotations**' menu. The search screen will be displayed. Here you can specify conditions to filter the report or just leave it blank and click the 'Continue'

button to list all open quotations.

**Quotations**

Customer

Customer Number

Department

Employee

Quotation Number

Description

Notes

Warehouse

Shipping Point

Ship via

Waybill

From   To

Period    Current  Month  Quarter  Year

Open  Closed  
 No.  ID  Quotation Number  Description  Date  
 Valid until  Customer  Customer Number  Employee  Warehouse  
 Shipping Point  Ship via  Waybill  Amount  Tax  
 Total  Currency  Line Item  Notes  Internal Notes  
 Subtotal

---

**Include in Report**

**Quotations /**

Open								
Date	Valid until	Quotation	Customer	Customer Number	Description	Total	Curr	
04-05-2014	SO-001	Auto Exchange Express	AE001			43.45	43.45 GBP	
<b>43.45</b>								

---

**Quotation**

Once a quotation has been made, you can create a purchase order from it. Creating a PO from a quotation will mark it closed. You can also close a quotation by clicking on the 'Closed' radio button and then saving it by clicking on the 'Save' button at the bottom of the screen.

## Edit Quotation

Customer * <input type="text" value="Auto Exchange Express"/>	<input type="radio"/> Open <input checked="" type="radio"/> Closed																																
Customer Number <input type="text" value="AE001"/>	Department <input type="text"/>																																
Address London AA7 9BB UK																																	
Currency <input type="text" value="GBP"/>	Employee <input type="text" value="Armaghan Saqib"/>																																
Warehouse <input type="text"/>	Quotation Number <input type="text" value="SO-001"/>																																
Shipping Point <input type="text"/>	Quotation Date <input type="text" value="04-05-2014"/>																																
Ship via <input type="text"/>	Valid until <input type="text"/>																																
Waybill <input type="text"/>	Terms Net <input type="text"/> days																																
<b>Reference Documents</b>																																	
<input type="text"/> <input type="text"/>																																	
Description <input type="text"/>																																	
<table border="1"> <thead> <tr> <th>Item</th> <th>Number</th> <th>Description</th> <th>Qty</th> <th>Unit</th> <th>Price</th> <th>%</th> <th>Extended</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>D008</td> <td>Deluxe Hand Saw</td> <td><input type="text" value="1"/></td> <td>NOS</td> <td>17.99</td> <td><input type="text"/></td> <td>17.99</td> </tr> <tr> <td>2</td> <td>D009</td> <td>Digger Hand Trencher</td> <td><input type="text" value="1"/></td> <td>NOS</td> <td>18.99</td> <td><input type="text"/></td> <td>18.99</td> </tr> <tr> <td>3</td> <td><input type="text"/></td> </tr> </tbody> </table>		Item	Number	Description	Qty	Unit	Price	%	Extended	1	D008	Deluxe Hand Saw	<input type="text" value="1"/>	NOS	17.99	<input type="text"/>	17.99	2	D009	Digger Hand Trencher	<input type="text" value="1"/>	NOS	18.99	<input type="text"/>	18.99	3	<input type="text"/>						
Item	Number	Description	Qty	Unit	Price	%	Extended																										
1	D008	Deluxe Hand Saw	<input type="text" value="1"/>	NOS	17.99	<input type="text"/>	17.99																										
2	D009	Digger Hand Trencher	<input type="text" value="1"/>	NOS	18.99	<input type="text"/>	18.99																										
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																										
Group <input type="text"/>																																	
<table border="1"> <tr> <td>Notes <input type="text"/></td> <td>Internal Notes <input type="text"/></td> <td><input type="checkbox"/> Tax Included</td> </tr> <tr> <td colspan="2"></td> <td>Subtotal 36.98</td> </tr> <tr> <td colspan="2"></td> <td>VAT (17.5%) 6.47</td> </tr> <tr> <td colspan="2"></td> <td>Total 43.45</td> </tr> </table>		Notes <input type="text"/>	Internal Notes <input type="text"/>	<input type="checkbox"/> Tax Included			Subtotal 36.98			VAT (17.5%) 6.47			Total 43.45																				
Notes <input type="text"/>	Internal Notes <input type="text"/>	<input type="checkbox"/> Tax Included																															
		Subtotal 36.98																															
		VAT (17.5%) 6.47																															
		Total 43.45																															
<input type="button" value="Quotation ▾"/> <input type="button" value="html ▾"/> <input type="button" value="Screen ▾"/> Group by -> <input type="checkbox"/> Project <input type="checkbox"/> Group    Sort by -> <input checked="" type="radio"/> Item <input type="radio"/> Number <input type="radio"/> Description <input type="radio"/> Bin																																	
<input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Save"/> <input type="button" value="Ship to"/> <input type="button" value="E-mail"/> <input type="button" value="Save as new"/> <input type="button" value="Sales Invoice"/> <input type="button" value="Sales Order"/> <input type="button" value="New Number"/> <input type="button" value="Delete"/>																																	

### 3.10.2 RFQ

Use the '**Quotations–RFQ**' menu to add a new request for quotation from your vendor.

## Add Request for Quotation

Vendor *	Skybird Agro Industries	?	Department	▼																																																												
Vendor Number	SA003		Employee	Armaghan Saqib ▼																																																												
Address London AA7 9BB UK		RFQ Number																																																														
Currency	GBP ▼	Quotation Date 04-05-2014 □																																																														
Warehouse	▼	Required by																																																														
Shipping Point																																																																
Ship via																																																																
Waybill																																																																
<b>Reference Documents</b>																																																																
<input type="button" value=""/> <input type="button" value=""/>																																																																
Description																																																																
<table border="1"> <thead> <tr> <th>Item</th> <th>Number</th> <th>Description</th> <th>Qty</th> <th>Unit</th> <th>Price</th> <th>%</th> <th>Extended</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B001</td> <td>Brush Set</td> <td><input type="checkbox"/></td> <td>5</td> <td>NOS</td> <td>7.00</td> <td><input type="checkbox"/></td> <td>7.00</td> </tr> <tr> <td></td> <td colspan="2">SKU B001 ?</td> <td colspan="5"></td> </tr> <tr> <td>2</td> <td>H002</td> <td>Hand Brush</td> <td><input type="checkbox"/></td> <td>2</td> <td>NOS</td> <td>4.35</td> <td><input type="checkbox"/></td> <td>4.35</td> </tr> <tr> <td></td> <td colspan="2">SKU H002 ?</td> <td colspan="5"></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="5">Group</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Item	Number	Description	Qty	Unit	Price	%	Extended	1	B001	Brush Set	<input type="checkbox"/>	5	NOS	7.00	<input type="checkbox"/>	7.00		SKU B001 ?							2	H002	Hand Brush	<input type="checkbox"/>	2	NOS	4.35	<input type="checkbox"/>	4.35		SKU H002 ?							3			<input type="checkbox"/>	<input checked="" type="checkbox"/>					Group								
Item	Number	Description	Qty	Unit	Price	%	Extended																																																									
1	B001	Brush Set	<input type="checkbox"/>	5	NOS	7.00	<input type="checkbox"/>	7.00																																																								
	SKU B001 ?																																																															
2	H002	Hand Brush	<input type="checkbox"/>	2	NOS	4.35	<input type="checkbox"/>	4.35																																																								
	SKU H002 ?																																																															
3			<input type="checkbox"/>	<input checked="" type="checkbox"/>																																																												
Group																																																																
<p>Notes</p> <p>Internal Notes</p>					<input type="checkbox"/> Tax Included Subtotal 11.35 VAT (17.5%) 1.99 Total 13.34																																																											
<input type="button" value="RFQ ▼"/> <input type="button" value="HTML ▼"/> <input type="button" value="Screen ▼"/>																																																																
Group by -> <input type="checkbox"/> Project <input type="checkbox"/> Group    Sort by -> <input checked="" type="radio"/> Item <input type="radio"/> Number <input type="radio"/> Description <input type="radio"/> Bin																																																																
<input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Save"/> <input type="button" value="Ship to"/> <input type="button" value="E-mail"/> <input type="button" value="New Number"/>																																																																

To get a report of the existing RFQs or to edit an RFQ, use the '**Quotations–Reports–RFQs**' menu. The search screen will be displayed. Here you can specify conditions to filter the report or just leave it blank and click the 'Continue' button to list all open RFQs.

## Request for Quotations

Vendor

Vendor Number

Department

Employee

RFQ Number

Description

Notes

Warehouse

Shipping Point

Ship via

Waybill

From  To

Period    Current  Month  Quarter  Year

Open  Closed  
 No.  ID  RFQ Number  Description  Date  
 Required by  Vendor  Vendor Number  Employee  Warehouse  
 Shipping Point  Ship via  Waybill  Amount  Tax  
 Total  Currency  Line Item  Notes  Internal Notes  
 Subtotal

Include in Report

**Continue**

## Request for Quotations /

Open

Date	Required by	RFQ	Vendor	Vendor Number	Description	Total	Curr
04-05-2014		RFQ-002	Skybird Agro Industries	SA003		51.35	51.35 GBP <b>51.35</b>

**RFQ**

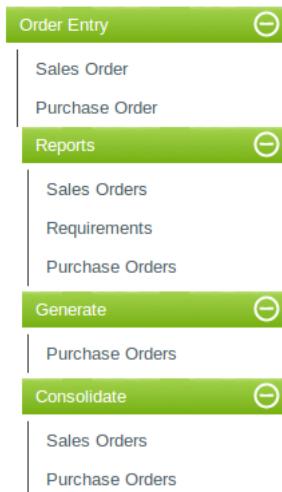
Once an RFQ has been made, you can create a purchase order from it. Creating an PO from an RFQ will mark it closed. You can also close an RFQ by clicking the 'Closed' radio button and then saving it by clicking on the 'Save' button at the bottom of the screen.

## Edit Request for Quotation

Vendor *	Skybird Agro Industries	<a href="#">?</a>	<input checked="" type="radio"/> Open	<input type="radio"/> Closed			
Vendor Number	SA003	Department	<input type="button" value="▼"/>				
Address	London AA7 9BB UK						
Currency	GBP <input type="button" value="▼"/>						
Warehouse	<input type="button" value="▼"/>						
Shipping Point							
Ship via							
Waybill							
<b>Reference Documents</b>							
<input type="button" value=""/>							
<input type="button" value=""/>							
Description <input type="text"/>							
Item	Number	Description	Qty	Unit	Price	%	Extended
1	B001	Brush Set	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	35.00
SKU B001 ?							
2	H002	Hand Brush	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	8.70
SKU H002 ?							
3	<input type="button" value=""/>	<input type="text"/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>
Group <input type="text"/>					<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>
					<input type="checkbox"/> Tax Included		
Notes	Internal Notes				Subtotal	43.70	
					VAT (17.5%)	7.65	
					Total	51.35	
<input type="button" value="RFQ ▼"/> <input type="button" value="HTML ▼"/> <input type="button" value="Screen ▼"/> Group by -> <input type="checkbox"/> Project <input type="checkbox"/> Group    Sort by -> <input checked="" type="radio"/> Item <input type="radio"/> Number <input type="radio"/> Description <input type="radio"/> Bin							
<input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Save"/> <input type="button" value="Ship to"/> <input type="button" value="E-mail"/> <input type="button" value="Save as new"/> <input type="button" value="Vendor Invoice"/> <input type="button" value="Purchase Order"/> <input type="button" value="New Number"/> <input type="button" value="Delete"/>							

## 3.11 Orders

SQL-Ledger has a very powerful orders management module which supports full or partial shipping / receiving of orders along with complete inventory management at multiple warehouses. The orders module can be used to create purchase orders for your vendors and sales orders for your customers.



Here are few points to remember:

1. When you create an invoice from an order, you cannot edit the quantities on the invoice screen or add or remove items. This is intended program function to keep invoices and orders correctly cross-referenced.
2. When you create an invoice from a partially received order, this order is marked closed and a new order with the same number, but only with the remaining quantities and with a new order date is created.

### 3.11.1 Sales orders

Creating a sales order is often the first step you take when you sell goods and services to your customers. You can:

1. Make a sales order.
2. Receive a sales order fully or partially using the '**Shipping–Ship**' menu.
3. Create a customer invoice from a partially or fully shipped sales order.
4. If warehouses are enabled, you can also ship goods from a particular warehouse.

### 3.11.1.1 Add a new sales order

The '**Order Entry–Sales Order**' menu will display the following 'Add Sales Order' screen.

Edit Sales Order

Customer * <input type="text" value="Auto Exchange Express"/>	<input type="radio"/> Open <input checked="" type="radio"/> Closed									
Customer Number <input type="text" value="AE001"/>	Department <input type="text"/>									
Address London AA7 9BB UK										
Credit Limit 1,500 Remaining 738	Salesperson <input type="text" value="Armaghan Saqib"/>									
Currency <input type="text" value="GBP"/>	Order Number <input type="text" value="SO-001"/>									
Warehouse <input type="text" value="LONDON"/>	Order Date * <input type="text" value="29-04-2014"/>									
Shipping Point <input type="text"/>	Required by <input type="text"/>									
Ship via <input type="text"/>	PO Number <input type="text"/>									
Waybill <input type="text"/>	Terms Net <input type="text"/> days									
<b>Reference Documents</b>										
<input type="text"/> <input type="text"/>										
Description <input type="text"/>										
Item <input type="text" value="1"/>	Number <input type="text" value="H002"/>	Description <input type="text" value="Hand Brush"/>	<input type="checkbox"/>	Qty <input type="text" value="15"/>	Ship <input type="checkbox"/>	Unit <input type="text" value="NOS"/>	Price <input type="text" value="5.99"/>	% <input type="checkbox"/>	Extended <input type="text" value="89.85"/>	
2	<input type="text" value="F003"/>	<input type="text" value="Framing Hammer"/>	<input type="checkbox"/>	20	<input type="checkbox"/>	NOS	19.99	<input type="checkbox"/>	399.80	
3	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Group <input type="text"/>		<input type="text"/>								
Notes <input type="text"/>		Internal Notes <input type="text"/>		<input type="checkbox"/> Tax Included Subtotal 489.65 VAT (17.5%) 85.69 Total 575.34						
<input type="button" value="Sales Order"/> <input type="button" value="html"/> <input type="button" value="Screen"/> Group by -> <input type="checkbox"/> Project <input type="checkbox"/> Group   Sort by -> <input checked="" type="radio"/> Item <input type="radio"/> Number <input type="radio"/> Description <input type="radio"/> Bin										
<input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Save"/> <input type="button" value="Ship to"/> <input type="button" value="E-mail"/> <input type="button" value="Save as new"/> <input type="button" value="Sales Invoice"/> <input type="button" value="Quotation"/> <input type="button" value="Schedule"/> <input type="button" value="New Number"/> <input type="button" value="Delete"/>										

If you want to enter more information for each item you can mark the checkbox next to the 'Description' column and then click 'Update'. Now each detail line will span 5 lines where you can enter lots of other information for each item you sell.

Item	Number	Description	Qty	Ship	Unit	Price	%	Extended	
1	H002	Hand Brush	<input checked="" type="checkbox"/> 10		NOS	5.99		59.90	
Required by		Serial No.							
Project		Order Number	PO Number						
Group Brushes Code									
Packaging		N.W.	G.W.	(kg) Volume					
2		B001	Brush Set	<input checked="" type="checkbox"/> 24		NOS	9.99		239.76
Required by		Serial No.							
Project		Order Number	PO Number						
Group Brushes Code									
Packaging		N.W.	G.W.	(kg) Volume					

### 3.11.1.2 Editing a sales order

To edit an existing sales order, you display a list of existing orders using the '**Order Entry–Reports–Sales Order**' menu and click on the sales order number to edit that particular sales order.

### 3.11.1.3 Creating a quotation or customer invoice from a sales order

Once you have saved a sales order, you can open it again in editing mode and use it to create a new quotation. When you have shipped quantities you can also directly create a sales invoice from the sales order. (Also see below to see how to use the '**Shipping**' menu to partially ship a sales order.)

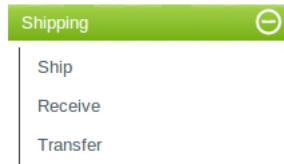
### 3.11.1.4 Shipping a sales order

There are two ways to ship a sales order.

1. Open the sales order and click the 'Customer Invoice' button. The sales order will then automatically be shipped in full, marked 'closed' and a customer invoice will be created. Inventory on-hand will also automatically be updated.
2. Use the '**Shipping–Ship**' menu to ship a sales order fully or partially. Inventory on-hand will be updated accordingly. Later on you can open the sales order and create the customer invoice using the 'Customer Invoice' button at the bottom of the screen.

### 3.11.1.5 Using Shipping menu to ship a sales order

In this section we shall explain how you can use the '**Shipping**' menu to ship a sales order partially or in full.



The following screen is displayed when you click '**Shipping–Ship**'. Here you can define any criteria for the sales orders you want to process or just click the 'Continue' button if you want to list all open sales orders.

A screenshot of a "Receive Merchandise" form. It includes fields for Vendor, Vendor Number, Department, Employee, Order Number, PO Number, Description, Notes, Warehouse, Shipping Point, Ship via, Waybill, and date ranges (From, To). There are also buttons for Continue and Back. At the bottom, there's a section for "Include in Report" with various checkboxes for filtering report data.

Include in Report				
<input type="checkbox"/> No.	<input type="checkbox"/> ID	<input checked="" type="checkbox"/> Order Number	<input checked="" type="checkbox"/> Description	<input checked="" type="checkbox"/> Date
<input type="checkbox"/> PO Number	<input checked="" type="checkbox"/> Required by	<input checked="" type="checkbox"/> Vendor	<input checked="" type="checkbox"/> Vendor Number	<input type="checkbox"/> Employee
<input type="checkbox"/> Warehouse	<input type="checkbox"/> Shipping Point	<input type="checkbox"/> Ship via	<input type="checkbox"/> Waybill	<input type="checkbox"/> Amount
<input type="checkbox"/> Tax	<input checked="" type="checkbox"/> Total	<input checked="" type="checkbox"/> Currency	<input type="checkbox"/> Line Item	<input type="checkbox"/> Notes
<input type="checkbox"/> Internal Notes				
<input type="checkbox"/> Subtotal				

The following screen shows all the sales orders with open quantities. You click on a particular sales order to ship the goods listed in it.

## Receive Merchandise /

Open

Date	Required by	Order	Vendor	Vendor Number	Description	Total		Curr
28-04-2014		PO-002	Skybird Agro Industries	SA003		38.76	38.76	GBP
28-04-2014		PO-003	Engineering Supplies Plc	ES002		239.41	239.41	GBP
						278.17		

The selected sales order is displayed with the order quantities and you can enter the quantities shipped in the 'Ship' field. If there are any serial numbers associated with the shipped goods you can enter them in the serial number field. You need to specify the correct shipping date and click on 'Done' to finish the transaction. In the example below we are only partially shipping this sales order.

## Receive Merchandise

Vendor Engineering Supplies Plc		Contact <input type="text" value="Armaghan Saqib"/>																								
Shipping Point	<input type="text"/>	Order Number <input type="text" value="PO-003"/>																								
Ship via	<input type="text"/>	Order Date <input type="text" value="28-04-2014"/>																								
Waybill	<input type="text"/>	PO Number																								
Warehouse	<input type="text" value="PARIS"/>	Date Received * <input type="text" value="28-04-2014"/> <input type="button" value="Calendar"/>																								
Description <input type="text"/> <table border="1"> <thead> <tr> <th>Number</th> <th>SKU</th> <th>Description</th> <th>Qty</th> <th>Recd</th> <th>Unit</th> <th>Bin</th> <th>Serial No.</th> </tr> </thead> <tbody> <tr> <td>H002</td> <td>H002</td> <td>Hand Brush</td> <td>15</td> <td>8</td> <td>NOS</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>F003</td> <td>F003</td> <td>Framing Hammer</td> <td>10</td> <td>6</td> <td>NOS</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>			Number	SKU	Description	Qty	Recd	Unit	Bin	Serial No.	H002	H002	Hand Brush	15	8	NOS	<input type="text"/>	<input type="text"/>	F003	F003	Framing Hammer	10	6	NOS	<input type="text"/>	<input type="text"/>
Number	SKU	Description	Qty	Recd	Unit	Bin	Serial No.																			
H002	H002	Hand Brush	15	8	NOS	<input type="text"/>	<input type="text"/>																			
F003	F003	Framing Hammer	10	6	NOS	<input type="text"/>	<input type="text"/>																			
<input type="button" value="Bin List"/> <input type="button" value="html"/> <input type="button" value="Screen"/> Group by -> <input type="checkbox"/> Project <input type="checkbox"/> Group      Sort by -> <input checked="" type="radio"/> Item <input type="radio"/> Number <input type="radio"/> Description <input type="radio"/> Bin <input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Preview"/> <input type="button" value="Receive all"/> <input type="button" value="Done"/>																										

If you open this sales order again (using the '**Order Entry–Reports–Sales Orders**' menu) you will see the quantity shipped stated in the 'Ship' column. The shipped quantities will be updated every time you ship goods using the '**Shipping–Ship**' menu.

Description <input type="text"/>										
Item	Number	Description			Qty	Recd	Unit	Price	%	Extended
1	H002	Hand Brush			15	8	NOS	4.35		65.25
SKU H002 ?										
2	F003	Framing Hammer			10	6	NOS	13.85		138.50
SKU F003 ?										
3	<input type="text"/>	<input type="text"/>			<input type="text"/>					
Group <input type="text"/>		<input type="text"/>								
Notes			Internal Notes							
<input type="checkbox"/> Tax Included Subtotal <input type="text" value="203.75"/>										

### 3.11.1.6 Creating customer invoice from a partially shipped sales order

You can create a customer invoice from a sales order any time for the quantities shipped so far. To do this click the 'Customer Invoice' button on sales order. The 'Add Customer Invoice' screen will open up with the data from that sales order as well as the shipped quantities as show below.

Once a customer invoice has been created from a sales order, that sales order is closed. If there are still some open quantities in that sales order, then a new sales order with the same number and the remaining items will be automatically created.

Add Vendor Invoice

Vendor * <input type="text" value="Engineering Supplies Plc"/>	Department <input type="text"/>																																								
Vendor Number <input type="text" value="ES002"/>	Employee <input type="text" value="Armaghan Saqib"/>																																								
Address AA7 9BB London UK																																									
Credit Limit 0 Remaining <input type="text" value="-278"/>	Invoice Number <input type="text"/>																																								
Record in <input type="text" value="2100-Creditors Control Account"/>	Order Number <input type="text" value="PO-003"/>																																								
Currency <input type="text" value="GBP"/>	Invoice Date * <input type="text" value="28-04-2014"/>																																								
Warehouse <input type="text" value="PARIS"/>	Due Date <input type="text" value="28-04-2014"/>																																								
Shipping Point <input type="text"/>	Terms Net <input type="text"/> days																																								
Ship via <input type="text"/>	PO Number <input type="text"/>																																								
Waybill <input type="text"/>																																									
<input type="checkbox"/> On Hold																																									
Reference Documents																																									
<input type="text"/>	<input type="text"/>																																								
DCN <input type="text"/>																																									
Description <input type="text"/>																																									
<table border="1"> <thead> <tr> <th>Item</th> <th>Number</th> <th>Description</th> <th>Qty</th> <th>Unit</th> <th>Price</th> <th>%</th> <th>Extended</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>H002</td> <td>Hand Brush</td> <td><input type="text" value="8"/></td> <td>NOS</td> <td><input type="text" value="4.35"/></td> <td></td> <td>34.80</td> </tr> <tr> <td>2</td> <td>F003</td> <td>Framing Hammer</td> <td><input type="text" value="6"/></td> <td>NOS</td> <td><input type="text" value="13.85"/></td> <td></td> <td>83.10</td> </tr> <tr> <td>3</td> <td></td> <td></td> <td><input type="text"/></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">Group <input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td></td> </tr> </tbody> </table>		Item	Number	Description	Qty	Unit	Price	%	Extended	1	H002	Hand Brush	<input type="text" value="8"/>	NOS	<input type="text" value="4.35"/>		34.80	2	F003	Framing Hammer	<input type="text" value="6"/>	NOS	<input type="text" value="13.85"/>		83.10	3			<input type="text"/>					Group <input type="text"/>		<input type="text"/>					
Item	Number	Description	Qty	Unit	Price	%	Extended																																		
1	H002	Hand Brush	<input type="text" value="8"/>	NOS	<input type="text" value="4.35"/>		34.80																																		
2	F003	Framing Hammer	<input type="text" value="6"/>	NOS	<input type="text" value="13.85"/>		83.10																																		
3			<input type="text"/>																																						
Group <input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																			
Notes <input type="text"/>	Internal Notes <input type="text"/>	<input type="checkbox"/> Tax Included Subtotal 117.90 VAT (17.5%) 20.63 Total 138.53																																							
Payments																																									
Date <input type="text"/>	Source <input type="text"/>	Memo <input type="text"/>	Amount <input type="text"/>	Account <input type="text" value="1200-Bank Current Account"/>																																					
Outstanding: 138.53																																									
<input type="button" value="Invoice"/> <input type="button" value="html"/> <input type="button" value="Screen"/>																																									

### 3.11.1.7 Sales order reports

The '**Order Entry–Reports–Sales Orders**' menu lists all your purchase orders. You can check/uncheck the 'Open' and 'Closed' checkboxes on the search screen before you continue. 'Closed' sales orders are those which have been fully received or which have been marked 'Closed' by editing the sales order.

Sales Orders

---

<b>Customer</b>	<input type="text"/>		
<b>Customer Number</b>	<input type="text"/>		
<b>Department</b>	<input type="button" value="▼"/>		
<b>Salesperson</b>	<input type="button" value="▼"/>		
<b>Order Number</b>	<input type="text"/>		
<b>PO Number</b>	<input type="text"/>		
<b>Description</b>	<input type="text"/>		
<b>Notes</b>	<input type="text"/>		
<b>Warehouse</b>	<input type="button" value="▼"/>		
<b>Shipping Point</b>	<input type="text"/>		
<b>Ship via</b>	<input type="text"/>		
<b>Waybill</b>	<input type="text"/>		
<b>From</b>	<input type="text"/>	<b>To</b>	<input type="text"/>
<b>Period</b>	<input type="button" value="▼"/> <input type="button" value="▼"/>	<input checked="" type="radio"/> Current <input type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Year	
<input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> No. <input type="checkbox"/> ID <input checked="" type="checkbox"/> Order Number <input checked="" type="checkbox"/> Description <input checked="" type="checkbox"/> Date <input type="checkbox"/> PO Number <input checked="" type="checkbox"/> Required by <input checked="" type="checkbox"/> Customer <input checked="" type="checkbox"/> Customer Number <input type="checkbox"/> Salesperson <input type="checkbox"/> Warehouse <input type="checkbox"/> Shipping Point <input type="checkbox"/> Ship via <input type="checkbox"/> Waybill <input type="checkbox"/> Amount <input type="checkbox"/> Tax <input checked="" type="checkbox"/> Total <input checked="" type="checkbox"/> Currency <input type="checkbox"/> Line Item <input type="checkbox"/> Notes <input type="checkbox"/> Internal Notes <input type="checkbox"/> Subtotal			

---

**Include in Report**

---

**Continue**

The sales order report will list all your open sales orders.

Sales Orders /

---

Open								
Date	Required by	Order	Customer	Customer Number	Description	Total	Curr	
29-04-2014	SO-001	Auto Exchange Express	AE001			575.34	575.34	GBP
29-04-2014	SO-002	Automotive Ltd	AL012			352.10	352.10	GBP
								<b>927.44</b>

---

**Sales Order**

### 3.11.2 Purchase orders

Creating a purchase order is often the first step you take when you buy goods and services from your vendor. You can:

1. Make a purchase order.
2. Receive a purchase order fully or partially using the '**Shipping–Receive**' menu.
3. Create a vendor invoice from a partially or fully received purchase order.
4. If warehouses are enabled, you can also receive goods to a particular warehouse.

#### 3.11.2.1 Add a new purchase order

The '**Order Entry–Purchase Order**' menu will display the following screen to allow you to add a new purchase order.

## Add Purchase Order

Vendor *	Engineering Supplies Plc	?	Department	▼
Vendor Number	ES002		Employee	Armaghan Saqib ▼
Address London AA7 9BB UK		Order Number		
Credit Limit	0 Remaining -278	Order Date * 28-04-2014 <input type="button" value="Calendar"/>		
Currency	GBP ▼	Required by		
Warehouse	PARIS ▼	PO Number		
Shipping Point		Terms Net <input type="text"/> days		
Ship via				
Waybill				
Reference Documents				
Description				
Item	Number	Description	Qty	Recd
1	H002	Hand Brush	<input type="checkbox"/> 15	NOS
SKU H002 ?			4.35	65.25
2	F003	Framing Hammer	<input type="checkbox"/> 10	NOS
SKU F003 ?			13.85	138.50
3			<input type="checkbox"/>	
Group				
Notes			Internal Notes	
<input type="checkbox"/> Tax Included				
			Subtotal	203.75
			VAT (17.5%)	35.66
			Total	239.41
<input type="button" value="Purchase Order ▾"/> <input type="button" value="html ▾"/> <input type="button" value="Screen ▾"/> Group by -> <input type="checkbox"/> Project <input type="checkbox"/> Group    Sort by -> <input checked="" type="radio"/> Item <input type="radio"/> Number <input type="radio"/> Description <input type="radio"/> Bin				
<input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Save"/> <input type="button" value="Ship to"/> <input type="button" value="E-mail"/> <input type="button" value="Schedule"/> <input type="button" value="New Number"/>				

If you want to enter more information for each item, you can mark the checkbox next to the 'Description' column and then click 'Update'. Now each detail line will span 5 lines where you can enter lots of other information for each item you order.

Item	Number	Description	Qty	Recd	Unit	Price	%	Extended
1	H002	Hand Brush	<input checked="" type="checkbox"/> 15		NOS	4.35		65.25
SKU H002 ?								
Required by <input type="text"/> <input type="button" value="Calendar"/>		Serial No. <input type="text"/>						
Project <input type="button" value="▼"/> Order Number <input type="text"/> <input style="color: blue; font-weight: bold; font-style: italic;" type="button" value="PO Number"/>								
Group Brushes Code								
Packaging <input type="text"/> N.W. <input type="text"/> G.W. <input type="text"/> (kg) Volume <input type="text"/>								
2	F003	Framing Hammer	<input checked="" type="checkbox"/> 10		NOS	13.85		138.50
SKU F003 ?								
Required by <input type="text"/> <input type="button" value="Calendar"/>		Serial No. <input type="text"/>						
Project <input type="button" value="▼"/> Order Number <input type="text"/> <input style="color: blue; font-weight: bold; font-style: italic;" type="button" value="PO Number"/>								
Group Hammers Code								
Packaging <input type="text"/> N.W. <input type="text"/> G.W. <input type="text"/> (kg) Volume <input type="text"/>								

### 3.11.2.2 Editing a purchase order

To edit an existing purchase order, you display a list of existing orders using the '**Order Entry–Reports–Purchase Orders**' menu and click on the purchase order number to edit that particular purchase order.

### 3.11.2.3 Creating an RFQ or vendor invoice from a purchase order

When you have saved a purchase order, you can open it again and use it to create a RFQ (request for quotation). When you have received quantities you can also directly create a vendor invoice from the purchase order. (See below on how to use the '**Shipping**' menu to partially receive a purchase order.)

2	D009	Digger Hand Trencher	<input type="checkbox"/> 1		NOS	16.99		16.99
SKU D009 ?								
3			<input type="checkbox"/>					
Group <input type="text"/> <input type="text"/>								
Notes			Internal Notes			<input type="checkbox"/> Tax Included Subtotal 32.99 VAT (17.5%) 5.77 Total 38.76		
<input type="button" value="Purchase Order ▾"/> <input type="button" value="html ▾"/> <input type="button" value="Screen ▾"/> Group by -> <input type="checkbox"/> Project <input type="checkbox"/> Group   Sort by -> <input checked="" type="radio"/> Item <input type="radio"/> Number <input type="radio"/> Description <input type="radio"/> Bin <input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Save"/> <input type="button" value="Ship to"/> <input type="button" value="E-mail"/> <input type="button" value="Save as new"/> <input type="button" value="Vendor Invoice"/> <input type="button" value="RFQ"/> <input type="button" value="Schedule"/> <input type="button" value="New Number"/> <input type="button" value="Delete"/>								

### 3.11.2.4 Receiving a purchase order

There are two ways to receive a purchase order.

1. Open the purchase order and click the 'Vendor Invoice' button. The purchase order will be received in full, marked 'closed' and a vendor invoice will be created. Inventory on-hand will automatically be updated.
2. Use '**Shipping—Receive**' menu to receive a purchase order fully or partially. Inventory on-hand will be updated. Later on you can open the purchase order and create the vendor invoice using the 'Vendor Invoice' button at the bottom of the screen.

### 3.11.2.5 Using Shipping menu to receive a purchase order

In this section we shall explain how you can use the '**Shipping**' menu to receive a purchase order partially or in full.



The following screen is displayed when you click '**Shipping—Receive**'. Here you can define criteria for the purchase orders you want to process or just click the 'Continue' button if you want to list all open purchase orders.

## Receive Merchandise

Vendor	<input type="text"/>
Vendor Number	<input type="text"/>
Department	<input type="text"/>
Employee	<input type="text"/>
Order Number	<input type="text"/>
PO Number	<input type="text"/>
Description	<input type="text"/>
Notes	<input type="text"/>
Warehouse	<input type="text"/>
Shipping Point	<input type="text"/>
Ship via	<input type="text"/>
Waybill	<input type="text"/>
From	<input type="text"/>
To	<input type="text"/>
Period	<input type="text"/> <input type="text"/> <input checked="" type="radio"/> Current <input type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Year
<input type="checkbox"/> No. <input type="checkbox"/> ID <input checked="" type="checkbox"/> Order Number <input checked="" type="checkbox"/> Description <input checked="" type="checkbox"/> Date	
<input type="checkbox"/> PO Number <input checked="" type="checkbox"/> Required by <input checked="" type="checkbox"/> Vendor <input checked="" type="checkbox"/> Vendor Number <input type="checkbox"/> Employee	
<input type="checkbox"/> Warehouse <input type="checkbox"/> Shipping Point <input type="checkbox"/> Ship via <input type="checkbox"/> Waybill <input type="checkbox"/> Amount	
<input type="checkbox"/> Tax <input checked="" type="checkbox"/> Total <input checked="" type="checkbox"/> Currency <input type="checkbox"/> Line Item <input type="checkbox"/> Notes	
<input type="checkbox"/> Internal Notes	
<input type="checkbox"/> Subtotal	

**Continue**

The following screen shows all purchase orders with open quantities. You can click on a particular purchase order to receive the goods listed in it.

## Receive Merchandise /

Open								
Date	Required by	Order	Vendor	Vendor Number	Description	Total	Curr	
28-04-2014		PO-002	Skybird Agro Industries	SA003		38.76	38.76	GBP
28-04-2014		PO-003	Engineering Supplies Plc	ES002		239.41	239.41	GBP
						<b>278.17</b>		

The selected purchase order is displayed with the order quantities and you can enter the quantities received in the 'Recd' field. If there are serial numbers associated with the received goods you can enter them in the serial number field. You need to specify the correct receiving date and click on 'Done' to finish the transaction. In the example below we are only partially receive this purchase order.

Receive Merchandise

Vendor Engineering Supplies Plc		Contact <input type="text" value="Armaghan Saqib"/>																														
Shipping Point	<input type="text"/>	Order Number <input type="text" value="PO-003"/>																														
Ship via	<input type="text"/>	Order Date <input type="text" value="28-04-2014"/>																														
Waybill	<input type="text"/>	PO Number																														
Warehouse	<input type="text" value="PARIS"/>	Date Received * <input type="text" value="28-04-2014"/> <input type="button" value="Calendar"/>																														
<table border="1"> <tr> <th colspan="2">Description</th> <th>Number</th> <th>SKU</th> <th>Description</th> <th>Qty</th> <th>Recd</th> <th>Unit</th> <th>Bin</th> <th>Serial No.</th> </tr> <tr> <td colspan="2"><input type="text"/></td> <td>H002</td> <td>H002</td> <td>Hand Brush</td> <td>15</td> <td><input type="text" value="8"/></td> <td>NOS</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td colspan="2"><input type="text"/></td> <td>F003</td> <td>F003</td> <td>Framing Hammer</td> <td>10</td> <td><input type="text" value="6"/></td> <td>NOS</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>			Description		Number	SKU	Description	Qty	Recd	Unit	Bin	Serial No.	<input type="text"/>		H002	H002	Hand Brush	15	<input type="text" value="8"/>	NOS	<input type="text"/>	<input type="text"/>	<input type="text"/>		F003	F003	Framing Hammer	10	<input type="text" value="6"/>	NOS	<input type="text"/>	<input type="text"/>
Description		Number	SKU	Description	Qty	Recd	Unit	Bin	Serial No.																							
<input type="text"/>		H002	H002	Hand Brush	15	<input type="text" value="8"/>	NOS	<input type="text"/>	<input type="text"/>																							
<input type="text"/>		F003	F003	Framing Hammer	10	<input type="text" value="6"/>	NOS	<input type="text"/>	<input type="text"/>																							
<input type="button" value="Bin List"/> <input type="button" value="html"/> <input type="button" value="Screen"/> <input type="checkbox"/> Project <input type="checkbox"/> Group <input type="checkbox"/> Item <input type="radio"/> Number <input type="radio"/> Description <input type="radio"/> Bin																																
<input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Preview"/> <input type="button" value="Receive all"/> <input type="button" value="Done"/>																																

If you open this purchase order again (using the '**Order Entry–Reports–Purchase Orders**' menu) you will see the quantity received stated in the 'Recd' column. The received quantity will be updated each time you receive goods using the '**Shipping–Receive**' menu.

Item	Number	Description	Qty	Recd	Unit	Price	%	Extended
1	H002	Hand Brush	<input type="text" value="15"/>	<input type="text" value="8"/>	NOS	<input type="text" value="4.35"/>		65.25
2	F003	Framing Hammer	<input type="text" value="10"/>	<input type="text" value="6"/>	NOS	<input type="text" value="13.85"/>		138.50
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="checkbox"/> Tax Included <input type="checkbox"/> Subtotal <input type="text" value="203.75"/>								

### 3.11.2.6 Creating vendor invoice from a partially received purchase order

You can also create a vendor invoice for the quantities received so far. To do this just click the 'Vendor Invoice' button and the 'Add Vendor Invoice' screen will open up with the data from that purchase order as well as the received quantities as show below.

Once a vendor invoice has been created from a purchase order, that purchase order is closed. If there are still some open quantities in that purchase order, then a new purchase order with same number and the remaining items will be automatically created.

Add Vendor Invoice

Vendor * <input type="text" value="Engineering Supplies Plc"/>	Department <input type="text"/>									
Vendor Number <input type="text" value="ES002"/>	Employee <input type="text" value="Armaghan Saqib"/>									
Address AA7 9BB London UK										
Credit Limit 0 Remaining -278										
Record in <input type="text" value="2100--Creditors Control Account"/>	Invoice Number <input type="text"/>									
Currency <input type="text" value="GBP"/>	Order Number <input type="text" value="PO-003"/>									
Warehouse <input type="text" value="PARIS"/>	Invoice Date * <input type="text" value="28-04-2014"/>									
Shipping Point <input type="text"/>	Due Date <input type="text" value="28-04-2014"/>									
Ship via <input type="text"/>	Terms Net <input type="text"/> days									
Waybill <input type="text"/>	PO Number <input type="text"/>									
<input type="checkbox"/> On Hold										
Reference Documents										
<input type="text"/>	<input type="text"/>									
DCN <input type="text"/>										
Description <input type="text"/>										
Item <input type="text" value="1"/>	Number <input type="text" value="H002"/>	Description <input type="text" value="Hand Brush"/>	<input type="checkbox"/>	Qty <input type="text" value="8"/>	Unit <input type="text" value="NOS"/>	Price <input type="text" value="4.35"/>	% <input type="text"/>	Extended <input type="text" value="34.80"/>		
SKU H002 ?										
2	F003	Framing Hammer	<input type="checkbox"/>	6	NOS	13.85	<input type="text"/>	83.10		
SKU F003 ?										
3	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Group <input type="text"/>										
Notes <input type="text"/>		Internal Notes <input type="text"/>		<input type="checkbox"/> Tax Included Subtotal 117.90 VAT (17.5%) 20.63 Total 138.53						
Payments										
Date <input type="text"/>	Source <input type="text"/>	Memo <input type="text"/>	Amount <input type="text"/>	Account <input type="text" value="1200--Bank Current Account"/>						
Outstanding: 138.53										
<a href="#">Invoice</a> <a href="#">html</a> <a href="#">Screen</a>										

### 3.11.2.7 Purchase order reports

The '**Order Entry–Reports–Purchase Orders**' menu shows you all your purchase orders. You can check/uncheck the 'Open' and 'Closed' checkboxes on the search screen before you continue. 'Closed' purchase orders are those which have been fully received or which have been marked 'Closed' by editing the purchase order.

Purchase Orders

---

Vendor	<input type="text"/>		
Vendor Number	<input type="text"/>		
Department	<input type="text"/>		
Employee	<input type="text"/>		
Order Number	<input type="text"/>		
PO Number	<input type="text"/>		
Description	<input type="text"/>		
Notes	<input type="text"/>		
Warehouse	<input type="text"/>		
Shipping Point	<input type="text"/>		
Ship via	<input type="text"/>		
Waybill	<input type="text"/>		
From	<input type="text"/>	To	<input type="text"/>
Period	<input type="button" value="From"/>	<input type="button" value="To"/>	<input checked="" type="radio"/> Current <input type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Year
<input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> No. <input type="checkbox"/> ID <input checked="" type="checkbox"/> Order Number <input checked="" type="checkbox"/> Description <input checked="" type="checkbox"/> Date <input type="checkbox"/> PO Number <input checked="" type="checkbox"/> Required by <input checked="" type="checkbox"/> Vendor <input checked="" type="checkbox"/> Vendor Number <input type="checkbox"/> Employee <b>Include in Report</b> <input type="checkbox"/> Warehouse <input type="checkbox"/> Shipping Point <input type="checkbox"/> Ship via <input type="checkbox"/> Waybill <input type="checkbox"/> Amount <input type="checkbox"/> Tax <input checked="" type="checkbox"/> Total <input checked="" type="checkbox"/> Currency <input type="checkbox"/> Line Item <input type="checkbox"/> Notes <input type="checkbox"/> Internal Notes <input type="checkbox"/> Subtotal			

---

[Continue](#)

### 3.11.2.8 Order entry notes

Please note that:

1. Usually inventory on-hand quantities are updated when you create a vendor or customer invoice. This default behavior is changed if you are using orders module. See below.
2. When you receive or ship an order through the '**Shipping**' menu, your inventory on-hand is immediately updated. You can confirm this by viewing '**Warehouses–Reports–Onhand**' after you receive or ship an order. Your accounts receivable and accounts payable are only updated when you create an invoice from a partially or fully received order.
3. You cannot change the listed item quantities or add new items when an invoice is created from a partially or fully shipped/received order. You can only add services to an invoice created from a partially or fully shipped/received order. This feature is needed to keep the invoices and orders quantities data in sync.

4. When you create an invoice from a partially shipped or received order, SQL-Ledger closes that order and creates a new one with the remaining order quantities but with same order number.

### 3.11.3 Important inventory on-hand reports

1. Inventory on hand at warehouses: The '**Warehouses–Reports–Onhand**' report. See 2.13.6 for details.
2. Inventory receive/ship activity: The '**Warehouses–Reports–Activity**' report. See 2.13.7 for details.

## 3.12 Time Cards

Time cards module allows you to record the time you have spent to provide a service to your customer. The work flow for using time cards goes like this:

1. Create a project for the customer.
2. Create time card entries.
3. Create a sales order.

We go through each of these steps using screen shots below.

### 3.12.1 Create a project for the customer

You can create a new project using the '**Projects–Add Project**' menu. Here you can also insert the name of the customer for whom you or your staff will be working. You can also specify start- and end dates as desired.

Edit Project

---

Number

Description

Customer

Startdate  Enddate

---

### 3.12.2 Create time card entries

Once you have created the project for the customer, you can start creating time card entries. Use the '**Projects–Add Time Card**' menu to add a new time card entry. On this screen you need to select the employee name, project, date and then specify the time worked. You also need to select the service code (article number) of the service you provided, as you defined it using the '**Goods & Services–Add Service**' menu. If you are not sure about the article number for a certain service, just enter '%' and click 'Update'. This will produce a list of all your available services and their respective article number.

Add Time Card

Employee \* Demo User ▾

Project Number \* Project 1 ▾ Project 1

Date worked \* 12/12/2014

Service Code \* PAINT

Description Wall Paint

Time In 10   Time Out 16

Clocked 6.0000

Non-chargeable 1.0000

Chargeable 5.0000

Chargeout Rate 9.00 Total 45.00

Allocated

Notes

Time Card ▾ HTML ▾ Screen ▾

Update Preview Print Save Print and Save

Once you have added time cards, you can view a report for the selected time cards using the '**Projects–Reports–Time Cards**' menu.

Time Cards

Project Number

Service Code

Employee

Description

Notes

Startdate From  To

Period    Current  Month  Quarter  Year

Open  Closed

Date  Project Number  Project Name  ID  Service Code

Description  Notes  Qty  Time  Allocated

Subtotal

Continue

By clicking on the 'ID' link in the list, you can edit the time card.

Time Cards / COMPANY NAME

---

Open		Demo User	demo	Date	ID	Project Number	Service Code	Description	Notes	Sun	Mon	Tue	Wed	Thu	Fri	Sat
12/12/2014	2	Project 1	PAINT	Wall Paint										5		
12/13/2014	3	Project 1	PAINT	Wall Paint										3		
12/14/2014	4	Project 1	PAINT	Wall Paint						7						
	<b>15</b>									<b>7</b>				<b>5</b>	<b>3</b>	

---

[Add Time Card](#) [Save Report](#)

### 3.12.3 Create a sales order for open time cards

The third step in using time cards is to create a sales order for your open time cards. To do this you use the '**Projects–Generate–Sales Orders**' menu and select the projects for which you want to create a sales order.

Generate Sales Orders

---

Project	<input type="button" value="▼"/>
Employee	<input type="button" value="▼"/>
Transaction Dates From <input type="text"/> To <input type="text"/>	
Period <input type="button" value="▼"/> <input type="button" value="▼"/> <input checked="" type="radio"/> Current <input type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Year	
<input type="radio"/> Summary <input type="radio"/> Detail	

---

[Continue](#)

Generate Sales Orders

---

	Project Number	Customer	Employee	Customer Number	Service Code Part Number	Description	Qty	Amount
<input checked="" type="checkbox"/>	Project 1	Auto Exchange Express	Demo User	AE001	PAINT	Wall Paint	15	135.00

---

[Generate Sales Orders](#) [Select Customer](#)

You select the required project and click on the '**Generate Sales Orders**' button to create your sales order. Once the sales order has been generated, you can view it using '**Order Entry–Reports–Sales Orders**' menu.

Edit Sales Order

Customer * <input type="text" value="Auto Exchange Express"/>	<input type="radio"/> Open <input checked="" type="radio"/> Closed																																				
Customer Number <input type="text" value="AE001"/>	Department <input type="text"/>																																				
Address London AA7 9BB UK																																					
Credit Limit 1,500	Remaining 1,148																																				
Currency <input type="text" value="GBP"/>	Salesperson <input type="text"/>																																				
Warehouse <input type="text"/>	Order Number <input type="text" value="SO-001"/>																																				
Shipping Point <input type="text"/>	Order Date * <input type="text" value="12/18/2014"/>																																				
Ship via <input type="text"/>	Required by <input type="text" value="12/18/2014"/>																																				
Waybill <input type="text"/>	PO Number <input type="text"/>																																				
Terms Net <input type="text"/> days																																					
<b>Reference Documents</b>																																					
<input type="text"/>	<input type="text"/>																																				
<b>Description</b> <input type="text"/>																																					
<table border="1"> <thead> <tr> <th>Item</th> <th>Number</th> <th>Description</th> <th>Qty</th> <th>Ship</th> <th>Unit</th> <th>Price</th> <th>%</th> <th>Extended</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>PAINT</td> <td>Wall Paint</td> <td>15</td> <td></td> <td></td> <td>9.00</td> <td></td> <td>135.00</td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">Group <input type="text"/></td> <td colspan="7"></td> </tr> </tbody> </table>		Item	Number	Description	Qty	Ship	Unit	Price	%	Extended	1	PAINT	Wall Paint	15			9.00		135.00	2									Group <input type="text"/>								
Item	Number	Description	Qty	Ship	Unit	Price	%	Extended																													
1	PAINT	Wall Paint	15			9.00		135.00																													
2																																					
Group <input type="text"/>																																					
<b>Notes</b> <input type="text"/>		<b>Internal Notes</b> <input type="text"/>																																			
<input type="checkbox"/> Tax Included																																					
Subtotal 135.00																																					
VAT (17.5%) 23.63																																					
Total 158.63																																					

## 3.13 Audit Control

You can use the '**System–Audit Control**' menu to enforce transaction control and log user activities.

**Audit Control**

<input type="checkbox"/> Enforce transaction reversal for all dates
<input type="checkbox"/> Close Books up to <input type="text"/>
<input type="checkbox"/> Activate Audit trail
<input type="checkbox"/> Remove Audit trail up to <input type="text"/>

### 3.13.1 Enforce transaction reversal for all dates

You can check this option to prevent any change to posted transactions. If the 'Enforce transaction reversal for all dates' checkbox has been marked, you need to add a new reverse transaction each time you want to correct some mistake. This option is highly recommended to keep your transactions fully accountable.

### 3.13.2 Close books up to

When you close your books up to a certain date, SQL-Ledger will not allow the changing of any transaction that has been booked prior to that date. Please note that this is not a year end process, but merely a precaution to prevent changes in periods that have been reconciled.

### 3.13.3 Activate audit trail

When you mark the 'Activate audit trail' checkbox, all user activities (adding, changing and deleting transactions) are logged. You can view the log by using the '**System–Audit Trail**' report.

### 3.13.4 Remove audit trail up to

You can use this option to remove the audit trail from your database up to a certain date. Please note that according to the legislation in some countries you may need to be able to provide an audit trail for the last ten years of your accounting.

## 3.14 Reconciliation

The account reconciliation function in the '**Cash**' module allows you to match your SQL-Ledger transactions with, for example, your bank statement and then mark them as reconciled. This way you can make sure that your account balance in the bank matches your account balance in SQL-Ledger up to a certain date.

### 3.14.1 Marking transactions

To match and mark your account transactions in SQL-Ledger with, for example, your bank statement you need to open the reconciliation screen using the '**Cash–Reconciliation**' menu. Here you first select the account you want to reconcile, enter the period and click 'Continue'. Please note the 'Usage Notes' section on this screen, which will help you display the account transactions as you desire.

## Reconciliation

Account 1230-Petty Cash

From 01-03-2014 To [ ] Period [ ] Current Month Quarter Year

Summary Detail  Include Exchange Rate Difference

**Continue****Usage Notes:**

1. Leave from/to dates blank to get all un-reconciled transactions.
2. Specify from/to dates to display both reconciled and un-reconciled transactions for that period.
3. You can also un-check already reconciled transactions by specifying from/to dates.
4. Summary report groups and totals transactions with same date+source. Detail report shows all individual transactions.
5. Check 'Ignore Difference' box to ignore statement balance difference and save reconciled transactions.

Once you have displayed your account transactions, you can check/uncheck the checkbox which is next to the description column. If the transaction is reconciled, check this box, if not then don't. Once you have checked all the reconciled transactions you can click the 'Update' followed by the 'Done' button to save the updates.

1230--Petty Cash /

From 01 March 2014

Date	Source	Description	<input type="checkbox"/>	Debit	Credit	Balance
		Beginning Balance				0.00
18-04-2014	chq123		<input type="checkbox"/>	1,000.00		1,000.00
				<b>1,000.00</b>		
Reconciliation Date	18-04-2014				Statement Balance	<input type="text" value="1,000.00"/>
					Difference	<input type="text" value="-1,000.00"/>
					Ignore Difference	<input type="checkbox"/>

**Update** **Select all** **Done**

The reconciliation report allows you to view your reconciled account with its balance.

Reconciliation Report

---

Account

From   To

Period    Current  Month  Quarter  Year

Summary  Detail  
 Include Exchange Rate Difference

---

**Usage Notes:**

1. Leave from/to dates blank to get all un-reconciled transactions.
2. Specify from/to dates to display both reconciled and un-reconciled transactions for that period.
3. You can also un-check already reconciled transactions by specifying from/to dates.
4. Summary report groups and totals transactions with same date+source. Detail report shows all individual transactions.
5. Check 'Ignore Difference' box to ignore statement balance difference and save reconciled transactions.

1230--Petty Cash /

Date	Source	Description	Debit	Credit
18-04-2014	chq123		1,000.00	
			<b>1,000.00</b>	

## 3.15 Year end

The '**System–Yearend**' menu creates a general ledger transaction which clears the income and expense accounts in SQL-Ledger and posts the difference (which is income or loss) to the specified retained earnings account.

Please note that:

1. The year-end process can be run daily, weekly, monthly, quarterly or yearly.
2. The year-end general ledger transaction is not included in the income statement which covers the period containing a closing transaction.
3. The year-end general ledger transaction can be viewed through the '**General Ledger–Reports**' menu and edited or deleted as required.
4. The year-end process does not automatically close your books. Please see 3.13.2 above for information on how to close your books up to a certain date.

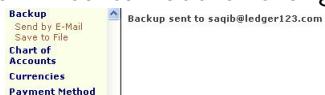
This is the year end screen followed by an example of the general ledger entry created during the year-end process.

## 3.16 Data backup

You can backup your database using the '**System–Backup**' menu. There are two ways to get your backup:

### 3.16.1 Send by Email

When you click this menu option, the backup is sent to your email address by email. You can add or change your email address in the '**Preferences**' menu.



### 3.16.2 Save to File

When you click this menu option, your browser will display the save file dialog and you can save the backup file on your local computer.

## 3.17 Basics of double entry accounting

### 3.17.1 Introduction

The double entry accounting system, although many times feared by non-accountants, is a very simple but extremely powerful method of managing money. SQL-Ledger

does much of the double entry accounting itself linking all parts of the application through the chart of accounts.

You only need to know how the double entry accounting system works when you are going to make general ledger transactions. Its basic principle is that every business transaction affects at least two accounts. For example:

- When you buy a car, your cash is decreased and your assets are increased.
- When you sell an item on cash, your sale is increased and your cash is also increased.

### 3.17.2 Account types

There are five basic types of accounts which are given below:

1. Assets
2. Liabilities
3. Equity
4. Sales
5. Expenses

### 3.17.3 Accounting rules

- Assets (1) and Expenses (5) are increased by debit and decreased by credit.
- Liabilities (2), Equity (3) and Sales (4) are increased by credit and decreased by debit.

### 3.17.4 Examples

**You invest \$1000 to start a new business:**

- Debit: Your bank account
- Credit: Equity account

**You pay \$100 check for office rent:**

- Debit: Office rent expense account
- Credit: Your bank account

**You build a website for a customer asking him to pay \$200. Customer promises to pay after 20 days.**

- Debit: Accounts Receivables (Debtors)
- Credit: Sales

**Your customer pays you \$200 after 20 days.**

- Debit: Your bank account
- Credit: Accounts Receivables (Debtors)

Here is a really simple and useful accounting tutorial: <http://www.a-systems.net/accounting.htm>

## 3.18 Cost of goods sold (COGS)

Cost of goods sold (COGS) is the purchase price of any goods you sold. Your sales minus the COGS is your gross profit. COGS is an important accounting information. Correct COGS gives you a clear picture of the profitability of your sales.

Tip: To view the debit and credit accounting transactions for any sale or purchase invoice, enter the invoice number in the '**General Ledger–Reports**' search screen and click the 'Continue' button.

### 3.18.1 Sale invoices and COGS

Let us make it clear with an example:

You purchase 10 Linux computers for \$400 each.

- Debit: Inventory \$4000
- Credit: AP \$4000

A customer comes in and purchases 2 of these at \$500 each.

- Debit: AR \$1000 Credit: Sales \$1000
- Debit: COGS \$800 Credit: Inventory \$800

So your gross profit is \$200.

SQL-Ledger posts COGS automatically with each sales invoice. It calculates COGS based on the First-In First-Out (FIFO) principle. This means is that if you purchase 5 more Linux computers at \$430 each, SQL-Ledger will keep calculating COGS @ \$400 each until all 10 Linux computers of the first purchase transaction are depleted. Afterward it will calculate COGS @ \$430.

### 3.18.2 Sales before purchases

SQL-Ledger allows you to sell goods without purchasing them in advance. This is a common practice in many businesses where you have received the goods, but do not yet have the vendor invoice.

This will result in a negative stock quantity in the '**Goods & Services–Reports–All Items**' report. No COGS is posted for such transactions at the time of sale. Later when you record purchases, COGS is automatically recorded for these oversold items.

### 3.18.3 Editing sale invoices

When you edit and repost an already posted invoice, COGS goes out of sync and incorrect accounting entries are posted. This causes incorrect income statement.

To confirm this, display your income statement and write down the COGS amount. Now open and repost any past sales invoice. Compare the new COGS in income statement with the old one.

Ideally you should never edit an invoice. Instead post a reversal of the invoice (using a credit invoice) and create a new invoice. Check the box 'Enforce transaction reversal for all dates' on '**System–Audit Control**' screen.

You can correct the incorrect COGS which was booked when you edited and reposted an already posted invoice transaction, by running the re-posting script in the '**System–Maintenance–Repost Invoices**' menu.

## 3.19 Ledger Doctor

Ledger Doctor is a tool to identify database inconsistencies in the SQL-Ledger database. Use the '**System–Maintenance–Ledger Doctor**' menu to access it. The '**Ledger Doctor**' report itself does not correct any error, it only reports inconsistencies with hints on how to correct them.

Ledger Doctor

---

### Check for database inconsistancies

First transaction date

Last transaction date

All transactions outside this date range will be reported as having invalid dates.

[Continue](#)

Ledger Doctor

---

### Invalid Dates

[Module](#) [Invoice Number / Reference](#) [Date](#)

### Unbalanced Journals

[Module](#) [Invoice Number / Reference](#) [Date](#) [Amount](#)

### Orphaned Rows

To delete these orphaned rows, run following query in psql or phpPgAdmin or pgAdmin3.

Important: Make sure you have a tested backup before running this delete query.

```
DELETE FROM acc_trans
WHERE trans_id NOT IN
(SELECT id FROM ar UNION ALL SELECT id FROM ap UNION ALL SELECT id FROM gl);
```

Trans ID	Date	Account	Description	Amount	Memo	Source
10157	01-01-2009	1001	Raw material stock	48		COMP
10157	01-01-2009	5000	Materials Purchased	-48		COMP
10157	01-01-2009	1001	Raw material stock	23.98		COMP
10157	01-01-2009	5000	Materials Purchased	-23.98		COMP
10159	02-02-2009	1001	Raw material stock	67.96		COMP
10159	02-02-2009	5000	Materials Purchased	-67.96		COMP
10159	02-02-2009	1001	Raw material stock	129		COMP

## 3.20 Monitor

Using the '**System–Maintenance–Monitor**' menu, you can run any individual SQL query or command directly on your SQL-Ledger database.

**WARNING:** Be careful with this option as no checks are made on what you do. You can quickly corrupt your database with a small mistake. If you are not sure how to use it then just ignore it.

**TIP:** Always take a backup before running any SQL using this menu.

Database Monitor

Enter a SQL command to send to the server

```
SELECT accno, description FROM chart ORDER BY accno
```



Run SQL command

SELECT accno, description FROM chart ORDER BY accno

accno	description
0010	Freehold Property
0011	Goodwill
0012	Goodwill Amortisation
0020	Plant and Machinery
0021	Plant/Machinery Depreciation
0030	Office Equipment
0031	Office Equipment Depreciation
0040	Furniture and Fixtures
0041	Furniture/Fixture Depreciation
0050	Motor Vehicles
0051	Motor Vehicles Depreciation
1001	Raw material stock
1002	Work in Progress
1003	Finished goods stock
1100	Debtors Control Account
1102	Other Debtors
1103	Prepayments
1200	Bank Current Account
1210	Bank Deposit Account
1220	Building Society Account
1300	Petty Cash

## Chapter 4

# Keeping track of your business in SQL-Ledger

This section explains the various reports which are available in SQL-Ledger to monitor and track your business once you have started recording your business transactions. SQL-Ledger stores all your business data in an SQL database. SQL, which stands for Structured Query Language, is a special purpose programming language designed for managing data held in a relation database management system. SQL is also a standard of the International Organization for Standardization (ISO).

Running SQL queries on a business database can be a very complex matter and usually requires basic knowledge regarding the individual database structure. The developers of SQL-Ledger made it one of their major goals to simplify this process of SQL queries and were able to find a unique way to make it an easy task for anyone to analyze the business data stored inside the database, even without knowledge in SQL.

There are many different reports in SQL-Ledger and they can all be divided into two main groups:

- a.) **Financial Reports**, which reflect the financial effects of your business transactions and
- b.) **Module Reports**, which enable you to analyze the various details behind your business transactions.

The Financial Reports are listed in the menu under '**Financial Reports**' and the module reports are listed under '**Reports**' in the menu of each individual

module. For example, the Accounts Receivable module reports are listed in the menu under '**AR–Reports**' and the Goods & Services module reports are listed in the menu under '**Goods & Services–Reports**'.

## 4.1 Financial reports

There are seven different financial reports in the '**Financial Reports**' menu: Chart of accounts, trial balance, income statement, balance sheet, tax report, project income statement and department income statement.

### 4.1.1 Chart of accounts & trial balance

The chart of accounts report and the trial balance report are both standard accounting reports which show amounts posted to each individual account in your chart of accounts. They show all transactions posted on the individual accounts from all modules. The chart of accounts report shows the total amounts booked in debit and credit, whereas the trial balance report also shows the beginning balance and ending balance of each single account.

In the chart of accounts report you first choose the individual account and then set the period to be shown. In the trial balance report you start by choosing the period and then select the individual account.

Trial Balance

---

Department

From   To

Period     Current  Month  Quarter  Year

Include in Report  Heading  Subtotal  All Accounts

Accounts  Standard  GIFI

---

Trial Balance /						
29 April 2014						
Account	Description	Beginning Balance	Debit	Credit	Ending Balance	
0030	Office Equipment	234.00			234.00	
1001	Raw material stock	3,747.47	1,589.32		2,158.15	
1003	Finished goods stock	196.96	98.48		98.48	
1100	Debtors Control Account	2,758.42	1,225.37		1,533.05	
1200	Bank Current Account	17,225.37	2,484.00		14,741.37	
1230	Petty Cash	1,000.00			1,000.00	
2100	Creditors Control Account	2,000.00		7,293.73	5,293.73	
2200	VAT (17.5%)	1,086.30	410.83		-675.47	
3000	Ordinary Shares			16,000.00	16,000.00	
4000	Sales			3,347.59	3,347.59	
5000	Materials Purchased	4,687.80	737.00		3,950.80	
7200	Light & heat	250.00			250.00	
		<b>33,186.32</b>	<b>33,186.32</b>			

**Save Report**

### 4.1.2 Income statement

The income statement is a financial report that lists income, expenses and profit or loss for a given period of time. Income statements can be run for any period and you can also compare the results with previous periods. The structure and presentation of your income statement can be changed to suit your individual needs, either by linking each individual account to a GIFI account, or by including headers in your chart of accounts. See 2.9.5 for more information on how to setup GIFI accounts and account headings.

<b>Income Statement</b>	
Department	<input type="text"/>
Project	<input type="text"/>
From	<input type="text"/> 01-01-2007 <input type="button" value="To"/> <input type="text"/> 31-12-2007 <input type="button" value=""/>
Period	<input type="text"/> <input type="text"/> <input type="radio"/> Current <input type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Year
Compare to	
From	<input type="text"/> 01-01-2014 <input type="button" value="To"/> <input type="text"/> 31-12-2014 <input type="button" value=""/>
Period	<input type="text"/> <input type="text"/>
Currency	<input type="text"/> GBP
Decimal places	<input type="text"/> 2
Method	<input checked="" type="radio"/> Accrual <input type="radio"/> Cash
Include in Report	<input type="checkbox"/> Heading <input type="checkbox"/> Subtotal <input type="checkbox"/> Account Number
Accounts	<input type="radio"/> Standard <input checked="" type="radio"/> GIFI

**Continue**

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The following income statement is for a single period.

INCOME STATEMENT for Period To 29 April 2014		
INCOME		29 Apr 2014
Sales	3,347.59	-
TOTAL INCOME	3,347.59	-
EXPENSES		
Materials Purchased	3,950.80	
Light & heat	250.00	
TOTAL EXPENSES	4,200.80	-
INCOME / (LOSS)	(853.21)	-

[Save Report](#)

The following income statement includes two periods.

INCOME STATEMENT for Period 01 January 2007 To 31 December 2007 01 January 2014 To 31 December 2014			
INCOME	01 Jan 2007 31 Dec 2007	01 Jan 2014 31 Dec 2014	
Sales	2,229.41	1,000.00	
TOTAL INCOME	2,229.41	1,000.00	
EXPENSES			
Materials Purchased	766.49	3,013.85	
Light & heat	250.00	-	
TOTAL EXPENSES	1,016.49	3,013.85	
INCOME / (LOSS)	1,212.92	(2,013.85)	

[Save Report](#)

### 4.1.3 Balance sheet

The balance sheet is a financial statement that lists the assets, liabilities, and the ownership equity of a business entity as of a specific date. The balance sheet can be displayed as of any particular date. Like the income statement, you can also compare it with the account totals of previous dates.

Balance Sheet

---

Department  as at   Compare to   Currency  Decimalplaces  Method  Accrual  Cash Include in Report  Heading  Subtotal  Account Number Accounts  Standard  GIFI

---

**BALANCE SHEET**  
as at 29 Apr 2014

ASSETS	29 Apr 2014
Office Equipment	234.00
Raw material stock	2,158.15
Finished goods stock	98.48
Debtors Control Account	1,533.05
Bank Current Account	14,741.37
Petty Cash	1,000.00
<b>TOTAL ASSETS</b>	<b>19,765.05</b>
LIABILITIES	
Creditors Control Account	5,293.73
VAT (17.5%)	(675.47)
<b>TOTAL LIABILITIES</b>	<b>4,618.26</b>
SHAREHOLDER'S EQUITY	
Ordinary Shares	16,000.00
Current Earnings	(853.21)
<b>TOTAL EQUITY</b>	<b>15,146.79</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>19,765.05</b>

#### 4.1.4 Tax report

The tax report is a consolidated statement of all taxable and non-taxable accounts payable (AP) and accounts receivable (AR) transactions. Tax reports can be shown and printed for a certain month, quarter, year or any other defined period of time. At the top of the tax report you can find the consolidated totals for each account and below that you can see the individual accounts, single transactions and their totals.

Tax collected

---

Department

From  To

Period    Current  Month  Quarter  Year

Summary  Detail

Method  Accrual  Cash

ID  Invoice  Date  Description

Include In Report  Customer  Customer Number  Amount  Tax  
 Subtotal

---

#### 4.1.5 Project & department income statement

The project income statement lists income, expenses and profit or loss for selected projects, and the department income statement does the same for selected departments.

#### 4.1.6 Project Income statement

On search screen you can select which projects you want to include in the report.

Income Statement

---

From  To

Period    Current  Month  Quarter  Year  
 (blank)

Include:  Project 1  Project 2

---

Click 'Continue' button to view the report for all or selected projects.

Income Statement

		(blank)	Project 1	Project 2	Total
<b>INCOME</b>					
4000	Sales		1,533	697	2,229
			—	—	—
<b>TOTAL INCOME</b>			1,533	697	2,229
			—	—	—
<b>EXPENSES</b>					
5000	Materials Purchased		1,026	473	1,499
7200	Light & heat		—	—	—
			—	—	—
<b>TOTAL EXPENSES</b>			1,026	473	1,499
			—	—	—
<b>INCOME (LOSS)</b>			507	223	730
			—	—	—

### 4.1.7 Department Income statement

On search screen you can select which departments you want to shown income statement.

Income Statement

From	<input type="text"/>	To	<input type="text"/>	
Period	<input type="button" value="▼"/>	<input type="button" value="▼"/>		
	<input checked="" type="radio"/> Current	<input type="radio"/> Month	<input type="radio"/> Quarter	<input type="radio"/> Year
	<input checked="" type="checkbox"/> (blank)			
Include:	<input checked="" type="checkbox"/> HARDWARE			
	<input checked="" type="checkbox"/> SERVICES			

**Continue**

Click 'Continue' button to view the report for all or selected departments.

## Income Statement

<b>INCOME STATEMENT</b>			
for Period			
HARDWARE (blank) SERVICES			
<b>INCOME</b>			
4000	Sales	660	1,300 1,960
		-----	-----
	<b>TOTAL INCOME</b>	<b>660</b>	<b>1,300 1,960</b>
		-----	-----
<b>EXPENSES</b>			
5000	Materials Purchased	733	733
		-----	-----
	<b>TOTAL EXPENSES</b>	<b>733</b>	<b>733</b>
		-----	-----
	<b>INCOME (LOSS)</b>	<b>-73</b>	<b>1,300 1,227</b>
		-----	-----

## 4.2 Module reports

All module reports in SQL-Ledger have been preconditioned to display the basic information usually required when analyzing data in that module. For example, the preconditioned module report in '**AR–Reports–Transactions**' will automatically display the "Date, Invoice Number, Description, Customer, Total and Paid Amounts" of the open account receivables.

One of the major strengths of SQL-Ledger is that all module reports can easily be customized to fit individual needs or requirements. To adapt a module report to your individual requirements, all you need to do is to enter criteria, select report columns with check boxes and click the 'Continue' button to display the report.

### 4.2.1 AR reports

There are six main AR reports in SQL-Ledger; transactions, outstanding, AR aging, reminder, tax collected and non-taxable. You will find all these reports in the menu under '**AR–Reports**'.

The first thing you will see when you select one of these reports is the search screen. In the search screen you can enter different criteria for your report and also select which specific data you want to display in the report.

All reports are preset to display the information which is most commonly required, so if you simply click on the 'Continue' button without defining any criteria or selecting specific data, the standard report will be displayed.

#### 4.2.1.1 Transactions report

Transaction report shows all currently open or closed transactions and invoices for the specified criteria on search screen. On search screen you can specify various criteria and select/ de-select columns which you want to shown on the screen.

AR Transactions

---

Account <input type="text"/>	Salesperson <input type="text"/>
Customer <input type="text"/>	Department <input type="text"/>
Customer Number <input type="text"/>	Warehouse <input type="text"/>
Invoice Number <input type="text"/>	Shipping Point <input type="text"/>
Description <input type="text"/>	Ship via <input type="text"/>
Order Number <input type="text"/>	Waybill <input type="text"/>
PO Number <input type="text"/>	
Source <input type="text"/>	
<input checked="" type="checkbox"/> Line Item <input type="text"/>	
Notes <input type="text"/>	
From <input type="text"/> To <input type="text"/>	
Period <input type="button"/> <input type="button"/>	<input checked="" type="radio"/> Current <input type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Year
<input checked="" type="checkbox"/> Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/> On Hold <input type="checkbox"/> Paid Late <input type="checkbox"/> Paid Early <input checked="" type="radio"/> Summary <input type="radio"/> Detail <input type="checkbox"/> No. <input type="checkbox"/> ID <input checked="" type="checkbox"/> Invoice Number <input type="checkbox"/> Order Number <input checked="" type="checkbox"/> Description <input type="checkbox"/> PO Number <input checked="" type="checkbox"/> Invoice Date <input checked="" type="checkbox"/> Customer <input type="checkbox"/> Customer Number <input type="checkbox"/> Address <input type="checkbox"/> Salesperson <input type="checkbox"/> Department <input type="checkbox"/> Amount <input type="checkbox"/> Tax <input checked="" type="checkbox"/> Total <input type="checkbox"/> Currency <input type="checkbox"/> Date Paid <input type="checkbox"/> Payment Difference <input checked="" type="checkbox"/> Paid <input type="checkbox"/> Payment Method <input type="checkbox"/> Due Date <input type="checkbox"/> Due <input type="checkbox"/> Line Item <input type="checkbox"/> Notes <input type="checkbox"/> Internal Notes <input type="checkbox"/> Till <input type="checkbox"/> Warehouse <input type="checkbox"/> Shipping Point <input type="checkbox"/> Ship via <input type="checkbox"/> Waybill <input type="checkbox"/> DCN <input type="checkbox"/> Subtotal	

---

When you click 'Continue' button after specifying the required criteria, your report is displayed. This is 'Summary' report where each invoice or transaction is shown on single line.

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### AR Transactions / My Company Name

Open Closed	Date	Invoice	Description	Customer	Amount	Tax	Total	Paid	Due
	05-07-2007	AR-001		Auto Exchange Express	158.91	27.81	186.72		186.72
	06-07-2007	AR-002		Big Porridge Ltd.	191.80	33.57	225.37	225.37	
	06-07-2007	AR-003		Big Porridge Ltd.	1,300.00	227.50	1,527.50	1,000.00	527.50
	09-07-2007	AR-004		Car Parts Ltd	206.88	36.20	243.08		243.08
	12-07-2007	AR-005		Electronics Ltd.	101.94	17.84	119.78		119.78
	12-07-2007	AR-006		InfoMed Ltd.	269.88	47.23	317.11		317.11
					<b>2,229.41</b>	<b>390.15</b>	<b>2,619.56</b>	<b>1,225.37</b>	<b>1,394.19</b>

[AR Transaction](#) [Sales Invoice](#).

The 'Detail' report shows debits and credits of each transaction along with account number. In detail report, a single invoice or transaction is shown on multiple times. You can click 'Subtotal' to subtotal and group this report by invoice number.

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AR Transactions / My Company Name

Open Closed	Date	Invoice	Description	Customer	Total	Paid	Source	Debit	Credit	Account	Line Item	Project
	05-07-2007	AR-001		Auto Exchange Express	186.72				113.94	4000	Digger Hand Trencher	
	05-07-2007	AR-001		Auto Exchange Express	186.72				44.97	4000	The Claw Hand Rake	
	05-07-2007	AR-001		Auto Exchange Express	186.72			186.72		1100		
	05-07-2007	AR-001		Auto Exchange Express	186.72				27.81	2200		
	05-07-2007	AR-001		Auto Exchange Express	186.72		COGS		36.00	1001	The Claw Hand Rake	
	05-07-2007	AR-001		Auto Exchange Express	186.72		COGS	36.00		5000	The Claw Hand Rake	
	05-07-2007	AR-001		Auto Exchange Express	186.72		COGS		101.94	1001	Digger Hand Trencher	
	05-07-2007	AR-001		Auto Exchange Express	186.72		COGS	101.94		5000	Digger Hand Trencher	
					<b>1,493.76</b>			<b>324.66</b>	<b>324.66</b>			
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37			71.88	4000	Hand Brush	
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37			119.92	4000	The Claw Hand Rake	
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37		225.37		1100		
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37			33.57	2200		
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37			225.37	1100		
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37	8712	225.37		1200		
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37	COGS		96.00	1001	The Claw Hand Rake	
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37	COGS	96.00		5000	The Claw Hand Rake	
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37	COGS		52.20	1001	Hand Brush	
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37	COGS	52.20		5000	Hand Brush	
	06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00	8712	1,000.00		1200		
	06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00			1,000.00	1100		
	06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00			227.50	2200		
	06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00		1,527.50		1100		
	06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00			400.00	4000	Wall Paint	
	06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00			900.00	4000	Cleaning	
					<b>11,418.70</b>	<b>8,253.70</b>		<b>3,126.44</b>	<b>3,126.44</b>			
	09-07-2007	AR-004		Car Parts Ltd	243.08		COGS	64.00		5000	Deluxe Hand Saw	
	09-07-2007	AR-004		Car Parts Ltd	243.08		COGS		16.00	1001	Deluxe Hand Saw	
	09-07-2007	AR-004		Car Parts Ltd	243.08		COGS	16.00		5000	Deluxe Hand Saw	
	09-07-2007	AR-004		Car Parts Ltd	243.08				89.95	4000	Deluxe Hand Saw	
	09-07-2007	AR-004		Car Parts Ltd	243.08				59.96	4000	The Claw Hand Rake	
	09-07-2007	AR-004		Car Parts Ltd	243.08					5000	Digger Hand Trencher	
					<b>243.08</b>				<b>56.07</b>	<b>4000</b>		

### 4.2.1.2 Outstanding report

The difference between the outstanding report and the transactions report, is that the latter will show you only the selected open or closed invoices and transactions as of today.

The outstanding report, on the other hand, will show you the selected open and closed invoices and transactions as on a chosen date or as within a chosen time frame. If you for example want to create a report for an auditor to show which invoices and transactions were still open on the 31. December of last year,

you need to use the outstanding report, since the transactions report only shows the selected open invoices and transactions as of today. On the outstanding report search screen you can specify various criteria and select/ de-select columns which you want to shown on the screen.

#### AR Outstanding

Account

Salesperson

Customer

Department

Warehouse

From  To

Shipping Point

Ship via

Waybill

Period  Current  Month  Quarter  Year

No.  ID  Invoice Number  Order Number  Description  
 PO Number  Invoice Date  Customer  Customer Number  Address  
 Salesperson  Department  Amount  Tax  Total  
 Currency  Date Paid  Payment Difference  Paid  Payment Method  
 Due Date  Due  Line Item  Notes  Internal Notes  
 Till  Warehouse  Shipping Point  Ship via  Waybill  
 DCN  
 Subtotal

**Include in Report**

**Continue**

#### 4.2.1.3 AR aging report

AR aging report shows the outstanding balances of your customers divided into predefined periods of time in the past.

#### AR Aging

Department

Customer

Customer Number

To

Summary  Detail

Aged  Overdue

**Include in Report**

Current  30  60  90  
 15  45  75

**Continue**

The summary aging report (shown below) shows one line for each customer with outstanding balance.

## CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 189

### AR Aging / My Company Name

Aged

for Period To 08 January 2014

	Customer	Customer Number	Current	30	60	90	Total
<input type="checkbox"/>	Auto Exchange Express	AE001				186.72	186.72
<input type="checkbox"/>	Big Porridge Ltd.	BP011				527.50	527.50
<input type="checkbox"/>	Car Parts Ltd	CP002				243.08	243.08
<input type="checkbox"/>	Electronics Ltd.	EL004				119.78	119.78
<input type="checkbox"/>	InfoMed Ltd.	IL008				317.11	317.11
							<b>1,394.19 1,394.19</b>

Statement ▾ html ▾ Screen ▾

Select all Print Preview E-mail Save Report

The detail aging report (shown below) shows all outstanding invoices for each customer with subtotal by the customer.

### AR Aging / My Company Name

Aged

for Period To 08 January 2014

	Customer	Customer Number	Invoice	Order	Date	Due Date	Current	30	60	90	Total	
<input type="checkbox"/>	Auto Exchange Express	AE001	AR-001		05-07-2007	05-07-2007				186.72	186.72	
<input type="checkbox"/>	Big Porridge Ltd.	BP011	AR-003		06-07-2007	06-07-2007				527.50	527.50	
<input type="checkbox"/>	Car Parts Ltd	CP002	AR-004		09-07-2007	10-07-2007				243.08	243.08	
<input type="checkbox"/>	Electronics Ltd.	EL004	AR-005		12-07-2007	12-07-2007				119.78	119.78	
<input type="checkbox"/>	InfoMed Ltd.	IL008	AR-006		12-07-2007	12-07-2007				317.11	317.11	
							<b>1,394.19 1,394.19</b>					

Statement ▾ html ▾ Screen ▾

Select all Print Preview E-mail Save Report

#### 4.2.1.4 Reminder report

In the reminder report you can also print or email reminders to your customers. The reminder report search screen can be set to show selected departments or selected customers.

## Reminder

Department	<input type="text"/>
Customer	<input type="text"/>
Customer Number	<input type="text"/>

If neither is selected it will display all outstanding customer invoices and divide them by currency.

## Reminder / My Company Name

	Customer	Customer Number	Level	Invoice	Order	Date	Due Date	Due
<input type="checkbox"/>	Auto Exchange Express	AE001	<input type="button" value="1"/>	AR-001		05-07-2007	05-07-2007	186.72
<input type="checkbox"/>	Big Porridge Ltd.	BP011	<input type="button" value="1"/>	AR-003		06-07-2007	06-07-2007	527.50
<input checked="" type="checkbox"/>	Car Parts Ltd	CP002	<input type="button" value="1"/>	AR-004		09-07-2007	10-07-2007	243.08
<input type="checkbox"/>	Electronics Ltd.	EL004	<input type="button" value="1"/>	AR-005		12-07-2007	12-07-2007	119.78
<input type="checkbox"/>	InfoMed Ltd.	IL008	<input type="button" value="1"/>	AR-006		12-07-2007	12-07-2007	317.11

You can define up to 3 levels of reminders. Level 1 being a polite one and level 3 being a bit harsh one. When you print a reminder, its level is stored in the database. Next time when you run the reminder report, the next level of reminder for that customer is displayed. You also have the option to change the reminder level manually and click on 'Save Level'.

#### 4.2.1.5 Tax collected and non-taxable reports

The '**AR–Reports–Tax collected**' and '**AR–Reports–Non-taxable**' reports are statements of all taxable and non-taxable customers (AR) transactions. These tax reports will display a statement with the single transactions and their totals for a chosen month, quarter, year or any other defined period of time.

#### 4.2.2 Customers reports

There are two customer reports in SQL-Ledger; '**Customers–Search**' and '**Customers–History**'. The search report is used to display customer master data and can also

display the customer related business transactions. The history report is used to display customer related totals for selected business transactions.

The search report is based on the total value of customer business transactions, whereas the history report is based on the total quantities of customer business transactions.

#### 4.2.2.1 Customer search report

The customer search report can be used either to find and make changes to existing customers or to list the individual business transactions for selected customers.

Search

Customer <input type="text"/>	Customer Number <input type="text"/>																																																		
Contact <input type="text"/>	Address <input type="text"/>																																																		
E-mail <input type="text"/>	City <input type="text"/>																																																		
Phone <input type="text"/>	State/Province <input type="text"/>																																																		
Salesperson <input type="text"/>	Zip/Postal Code <input type="text"/>																																																		
Notes <input type="text"/>	Country <input type="text"/>																																																		
Startdate From <input type="text"/> To <input type="text"/>																																																			
<input checked="" type="radio"/> All <input type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Orphaned <input type="radio"/> Sleeper																																																			
<input type="checkbox"/> AR Transactions <input type="checkbox"/> Sales Invoices <input type="checkbox"/> Sales Orders <input type="checkbox"/> Quotations <input type="checkbox"/> From <input type="text"/> To <input type="text"/> <input checked="" type="checkbox"/> Open <input checked="" type="checkbox"/> Closed <input checked="" type="checkbox"/> Amount <input checked="" type="checkbox"/> Tax <input checked="" type="checkbox"/> Total <input type="checkbox"/> Subtotal																																																			
<table border="0"> <tr> <td><input type="checkbox"/> No.</td> <td><input type="checkbox"/> ID</td> <td><input type="checkbox"/> Type</td> <td><input checked="" type="checkbox"/> Customer</td> <td><input type="checkbox"/> Customer Number</td> </tr> <tr> <td><input type="checkbox"/> Address</td> <td><input type="checkbox"/> Salutation</td> <td><input checked="" type="checkbox"/> Contact</td> <td><input type="checkbox"/> Title</td> <td><input type="checkbox"/> Gender</td> </tr> <tr> <td><input type="checkbox"/> Occupation</td> <td><input checked="" type="checkbox"/> E-mail</td> <td><input type="checkbox"/> Cc</td> <td><input type="checkbox"/> Bcc</td> <td><input type="checkbox"/> City</td> </tr> <tr> <td><input type="checkbox"/> State/Province</td> <td><input type="checkbox"/> Zip/Postal Code</td> <td><input type="checkbox"/> Country</td> <td><input checked="" type="checkbox"/> Phone</td> <td><input type="checkbox"/> Fax</td> </tr> <tr> <td><input type="checkbox"/> Notes</td> <td><input type="checkbox"/> Discount</td> <td><input type="checkbox"/> Threshold</td> <td><input type="checkbox"/> Accounts</td> <td><input type="checkbox"/> Payment Method</td> </tr> <tr> <td><input type="checkbox"/> Tax Number</td> <td><input type="checkbox"/> Salesperson</td> <td><input type="checkbox"/> Pricegroup</td> <td><input type="checkbox"/> SIC</td> <td><input type="checkbox"/> Bank</td> </tr> <tr> <td><input type="checkbox"/> Address</td> <td><input type="checkbox"/> City</td> <td><input type="checkbox"/> State/Province</td> <td><input type="checkbox"/> Zip/Postal Code</td> <td><input type="checkbox"/> Country</td> </tr> <tr> <td><input type="checkbox"/> IBAN</td> <td><input type="checkbox"/> BIC</td> <td><input type="checkbox"/> Member Number</td> <td><input type="checkbox"/> BC Number</td> <td><input type="checkbox"/> Type of Business</td> </tr> <tr> <td><input type="checkbox"/> Credit Limit</td> <td><input type="checkbox"/> Terms</td> <td><input type="checkbox"/> Language</td> <td><input type="checkbox"/> Remittance Voucher</td> <td><input type="checkbox"/> Startdate</td> </tr> <tr> <td colspan="5"><input type="checkbox"/> Enddate</td> </tr> </table>		<input type="checkbox"/> No.	<input type="checkbox"/> ID	<input type="checkbox"/> Type	<input checked="" type="checkbox"/> Customer	<input type="checkbox"/> Customer Number	<input type="checkbox"/> Address	<input type="checkbox"/> Salutation	<input checked="" type="checkbox"/> Contact	<input type="checkbox"/> Title	<input type="checkbox"/> Gender	<input type="checkbox"/> Occupation	<input checked="" type="checkbox"/> E-mail	<input type="checkbox"/> Cc	<input type="checkbox"/> Bcc	<input type="checkbox"/> City	<input type="checkbox"/> State/Province	<input type="checkbox"/> Zip/Postal Code	<input type="checkbox"/> Country	<input checked="" type="checkbox"/> Phone	<input type="checkbox"/> Fax	<input type="checkbox"/> Notes	<input type="checkbox"/> Discount	<input type="checkbox"/> Threshold	<input type="checkbox"/> Accounts	<input type="checkbox"/> Payment Method	<input type="checkbox"/> Tax Number	<input type="checkbox"/> Salesperson	<input type="checkbox"/> Pricegroup	<input type="checkbox"/> SIC	<input type="checkbox"/> Bank	<input type="checkbox"/> Address	<input type="checkbox"/> City	<input type="checkbox"/> State/Province	<input type="checkbox"/> Zip/Postal Code	<input type="checkbox"/> Country	<input type="checkbox"/> IBAN	<input type="checkbox"/> BIC	<input type="checkbox"/> Member Number	<input type="checkbox"/> BC Number	<input type="checkbox"/> Type of Business	<input type="checkbox"/> Credit Limit	<input type="checkbox"/> Terms	<input type="checkbox"/> Language	<input type="checkbox"/> Remittance Voucher	<input type="checkbox"/> Startdate	<input type="checkbox"/> Enddate				
<input type="checkbox"/> No.	<input type="checkbox"/> ID	<input type="checkbox"/> Type	<input checked="" type="checkbox"/> Customer	<input type="checkbox"/> Customer Number																																															
<input type="checkbox"/> Address	<input type="checkbox"/> Salutation	<input checked="" type="checkbox"/> Contact	<input type="checkbox"/> Title	<input type="checkbox"/> Gender																																															
<input type="checkbox"/> Occupation	<input checked="" type="checkbox"/> E-mail	<input type="checkbox"/> Cc	<input type="checkbox"/> Bcc	<input type="checkbox"/> City																																															
<input type="checkbox"/> State/Province	<input type="checkbox"/> Zip/Postal Code	<input type="checkbox"/> Country	<input checked="" type="checkbox"/> Phone	<input type="checkbox"/> Fax																																															
<input type="checkbox"/> Notes	<input type="checkbox"/> Discount	<input type="checkbox"/> Threshold	<input type="checkbox"/> Accounts	<input type="checkbox"/> Payment Method																																															
<input type="checkbox"/> Tax Number	<input type="checkbox"/> Salesperson	<input type="checkbox"/> Pricegroup	<input type="checkbox"/> SIC	<input type="checkbox"/> Bank																																															
<input type="checkbox"/> Address	<input type="checkbox"/> City	<input type="checkbox"/> State/Province	<input type="checkbox"/> Zip/Postal Code	<input type="checkbox"/> Country																																															
<input type="checkbox"/> IBAN	<input type="checkbox"/> BIC	<input type="checkbox"/> Member Number	<input type="checkbox"/> BC Number	<input type="checkbox"/> Type of Business																																															
<input type="checkbox"/> Credit Limit	<input type="checkbox"/> Terms	<input type="checkbox"/> Language	<input type="checkbox"/> Remittance Voucher	<input type="checkbox"/> Startdate																																															
<input type="checkbox"/> Enddate																																																			

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[Continue](#)

If you select the 'Sales Invoice' checkbox in the customer report search screen, SQL-Ledger will display all sales invoices that have been issued for the selected customer and their respective amount, tax and total values. You can also click 'Subtotal' in the search screen to subtotal the values by customer.

Customers / COMPANY NAME

All  
 Customer : Big Porridge Ltd.  
 Customer Number : BP011  
 Open  
 Closed

Customer	Contact	Phone	E-mail	Invoice	Amount	Tax	Total
Big Porridge Ltd.	Milton	Bear		AR-002	191.80	33.57	225.37
				AR-003	1,300.00	227.50	1,527.50
					1,491.80	261.07	1,752.87

[Add Customer](#)

#### 4.2.2.2 Customer history report

You can use history reports to see which customer is giving you more business. You can filter the report on date range which is applied to the invoices (or orders or quotations).

Customer History

Customer <input type="text"/>	Customer Number <input type="text"/>
Contact <input type="text"/>	Address <input type="text"/>
E-mail <input type="text"/>	City <input type="text"/>
Phone <input type="text"/>	State/Province <input type="text"/>
Salesperson <input type="text"/>	Zip/Postal Code <input type="text"/>
Notes <input type="text"/>	Country <input type="text"/>
Startdate <input type="text"/> From <input type="text"/> To <input type="text"/>	
<input checked="" type="radio"/> Sales Invoices <input type="radio"/> Sales Orders <input type="radio"/> Quotations	
<input checked="" type="radio"/> Summary <input type="radio"/> Detail	
<input checked="" type="checkbox"/> Part Number <input checked="" type="checkbox"/> Description <input checked="" type="checkbox"/> Sell Price <input type="checkbox"/> Currency	
<input checked="" type="checkbox"/> Qty <input type="checkbox"/> Unit <input type="checkbox"/> Discount	
<input type="checkbox"/> Delivery Date <input type="checkbox"/> Project Number <input type="checkbox"/> Serial Number	

[Continue](#)

Customer history summary report shows business activity grouped by item.

*CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 193*

Customer History / My Company Name

Summary  
Open  
Closed

Part Number	Description	Qty	Sell Price	Total
<b>Auto Exchange Express London AA7 9BB UK</b>				
D009	Digger Hand Trencher	6	18.99	113.94
T010	The Claw Hand Rake	3	14.99	44.97
<b>158.91</b>				
<b>Big Porridge Ltd. London AA7 9BB UK</b>				
CLN	Cleaning	600	1.50	900.00
H002	Hand Brush	12	5.99	71.88
PAINT	Wall Paint	200	2.00	400.00
T010	The Claw Hand Rake	8	14.99	119.92
<b>1,491.80</b>				
<b>Car Parts Ltd London UK</b>				
D008	Deluxe Hand Saw	5	17.99	89.95
D009	Digger Hand Trencher	3	18.99	56.97
T010	The Claw Hand Rake	4	14.99	59.96
<b>206.88</b>				
<b>Electronics Ltd. London AA7 9BB UK</b>				
D009	Digger Hand Trencher	3	18.99	56.97
T010	The Claw Hand Rake	3	14.99	44.97
<b>101.94</b>				
<b>InfoMed Ltd. London AA7 9BB UK</b>				
M004	Mini-Sledge	6	24.99	149.94
M005	Modeling Hammer	3	14.99	44.97
R006	Rubber Mallet	3	24.99	74.97
<b>269.88</b>				

Customer history detail report shows business activity by invoice and item.

## CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 194

### Customer History / My Company Name

Detail  
Open  
Closed

Part Number	Description	Qty	Sell Price	Total
Auto Exchange Express London AA7 9BB UK				
<a href="#">Sales Invoice AR-001 /</a> D009	Digger Hand Trencher	6	18.99	113.94
T010	The Claw Hand Rake	3	14.99	44.97
<b>158.91</b>				
Big Porridge Ltd. London AA7 9BB UK				
<a href="#">Sales Invoice AR-003 /</a> CLN	Cleaning	600	1.50	900.00
<a href="#">Sales Invoice AR-002 /</a> H002	Hand Brush	12	5.99	71.88
<a href="#">Sales Invoice AR-003 /</a> PAINT	Wall Paint	200	2.00	400.00
<a href="#">Sales Invoice AR-002 /</a> T010	The Claw Hand Rake	8	14.99	119.92
<b>1,491.80</b>				
Car Parts Ltd London UK				
<a href="#">Sales Invoice AR-004 /</a> D008	Deluxe Hand Saw	5	17.99	89.95
D009	Digger Hand Trencher	3	18.99	56.97
T010	The Claw Hand Rake	4	14.99	59.96
<b>206.88</b>				
Electronics Ltd. London AA7 9BB UK				
<a href="#">Sales Invoice AR-005 /</a> D009	Digger Hand Trencher	3	18.99	56.97
T010	The Claw Hand Rake	3	14.99	44.97
<b>101.94</b>				
InfoMed Ltd. London AA7 9BB UK				
<a href="#">Sales Invoice AR-006 /</a> M004	Mini-Sledge	6	24.99	149.94
M005	Modeling Hammer	3	14.99	44.97
R006	Rubber Mallet	3	24.99	74.97
<b>269.88</b>				

### 4.2.3 AP reports

There are five main AP reports in SQL-Ledger; transactions, outstanding, AR aging, tax collected and non-taxable. You will find all these reports in the menu under '**AP-Reports**'.

The first thing you will see when you select one of these reports is the search screen. In the search screen you can enter different criteria for your report and also select which specific data you want to display in the report.

All reports are preset to display the information which is most commonly required, so if you simply click on the 'Continue' button without defining any criteria or selecting specific data, the standard report will be displayed.

#### 4.2.3.1 Transactions report

Transaction report shows all open or closed transactions and invoices for the specified criteria on search screen. On search screen you can specify various criteria and select/de-select columns which you want to shown on the screen.

AP Transactions

---

Account	Employee
Vendor	Department
Vendor Number	Warehouse
Invoice Number	Shipping Point
Description	Ship via
Order Number	Waybill
PO Number	
Source	
Line Item	
Notes	
From	To
Period	
<input checked="" type="radio"/> Current <input type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Year	
<input checked="" type="checkbox"/> Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/> On Hold <input type="checkbox"/> Paid Late <input type="checkbox"/> Paid Early <input checked="" type="radio"/> Summary <input type="radio"/> Detail <input type="checkbox"/> No. <input type="checkbox"/> ID <input checked="" type="checkbox"/> Invoice Number <input type="checkbox"/> Order Number <input checked="" type="checkbox"/> Description <input type="checkbox"/> PO Number <input checked="" type="checkbox"/> Invoice Date <input checked="" type="checkbox"/> Vendor <input type="checkbox"/> Vendor Number <input type="checkbox"/> Address <input type="checkbox"/> Currency <input type="checkbox"/> Date Paid <input type="checkbox"/> Payment Difference <input checked="" type="checkbox"/> Paid <input type="checkbox"/> Tax <input checked="" type="checkbox"/> Total <input type="checkbox"/> Due Date <input type="checkbox"/> Due <input type="checkbox"/> Line Item <input type="checkbox"/> Amount <input type="checkbox"/> Notes <input type="checkbox"/> Internal Notes <input type="checkbox"/> Warehouse <input type="checkbox"/> Shipping Point <input type="checkbox"/> Ship via <input type="checkbox"/> Waybill <input type="checkbox"/> DCN <input type="checkbox"/> Subtotal	

---

[Continue](#)

When you click 'Continue' button after specifying the required criteria, your report is displayed. This is 'Summary' report where each invoice or transaction is shown on single line.

## CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 196

### AP Transactions / My Company Name

Open  
Closed

Date	Invoice	Description	Vendor	Amount	Tax	Total	Paid	Due
01-07-2007	AP-001	Construct Buildings Plc		1,192.95	208.77	1,401.72		1,401.72
01-07-2007	AP-002	Engineering Supplies Plc		32.99	5.77	38.76		38.76
					<b>214.54</b>	<b>1,440.48</b>		<b>1,440.48</b>
03-07-2007	AP-003	Skybird Agro Industries		1,741.12	304.70	2,045.82	2,000.00	45.82
					<b>304.70</b>	<b>2,045.82</b>	<b>2,000.00</b>	<b>45.82</b>
12-07-2007	AP-004	Skybird Agro Industries		33.49	5.86	39.35		39.35
					<b>5.86</b>	<b>39.35</b>		<b>39.35</b>
				<b>3,000.55</b>	<b>525.10</b>	<b>3,525.65</b>	<b>2,000.00</b>	<b>1,525.65</b>

AP Transaction   Vendor Invoice.

The 'Detail' report shows debits and credits of each transaction along with account number. In detail report, a single invoice or transaction is shown on multiple times. You can click 'Subtotal' to subtotal and group this report by invoice number.

### AP Transactions / COMPANY NAME

Open  
Closed

Date	Invoice	Description	Vendor	Total	Paid	Source	Debit	Credit	Account	Line Item	Project
2007-07-01	AP-001	Construct Buildings Plc		1,401.72			208.77		2200		
2007-07-01	AP-001	Construct Buildings Plc		1,401.72			509.70		1001	Digger Hand Trencher	
2007-07-01	AP-001	Construct Buildings Plc		1,401.72			444.00		1001	The Claw Hand Rake	
2007-07-01	AP-001	Construct Buildings Plc		1,401.72			239.25		1001	Hand Brush	
2007-07-01	AP-001	Construct Buildings Plc		1,401.72				<b>1,401.72</b>	2100		
2007-07-01	AP-002	Engineering Supplies Plc		38.76				<b>38.76</b>	2100		
2007-07-01	AP-002	Engineering Supplies Plc		38.76			16.99		1001	Digger Hand Trencher	
2007-07-01	AP-002	Engineering Supplies Plc		38.76			16.00		1001	Deluxe Hand Saw	
2007-07-01	AP-002	Engineering Supplies Plc		38.76			5.77		2200		
2007-07-03	AP-003	Skybird Agro Industries		2,045.82			251.79		1001	Modeling Hammer	
2007-07-03	AP-003	Skybird Agro Industries		2,045.82			304.70		2200		
2007-07-03	AP-003	Skybird Agro Industries		2,045.82				<b>2,045.82</b>	2100		
2007-07-03	AP-003	Skybird Agro Industries		2,045.82			322.83		1001	Mini-Sledge	
2007-07-03	AP-003	Skybird Agro Industries		2,045.82			494.50		1001	Rubber Mallet	
2007-07-03	AP-003	Skybird Agro Industries		2,045.82			672.00		1001	Deluxe Hand Saw	
2007-07-12	AP-004	Skybird Agro Industries		39.35	39.35	adjustment			39.35	1200	
2007-07-12	AP-004	Skybird Agro Industries		39.35	39.35		11.99		1001	Modeling Hammer	

### 4.2.3.2 Outstanding report

The difference between the outstanding report and the transactions report, is that the latter will show you only the selected open or closed invoices and transactions as of today.

The outstanding report, on the other hand, will show you the selected open

and closed invoices and transactions as on a chosen date or as within a chosen time frame. If you for example want to create a report for an auditor to show which invoices and transactions were still open on the 31. December of last year, you need to use the outstanding report, since the transactions report only shows the selected open invoices and transactions as of today.

On the outstanding report search screen you can specify various criteria and select/ de-select columns which you want to show on the screen.

#### 4.2.3.3 AP aging report

AP aging report shows the outstanding balances of your customers divided into predefined periods of time in the past.

AP Aging

---

Department	<input type="button" value="▼"/>
Vendor	<input type="text"/>
Vendor Number	<input type="text"/>
To	<input type="text"/> <input type="button" value="▼"/>
	<input type="button" value="▼"/> <input type="button" value="▼"/>
<input checked="" type="radio"/> Summary	<input type="radio"/> Detail
<input checked="" type="radio"/> Aged	<input type="radio"/> Overdue
Include in Report	<input checked="" type="checkbox"/> Current <input checked="" type="checkbox"/> 30 <input checked="" type="checkbox"/> 60 <input checked="" type="checkbox"/> 90 <input type="checkbox"/> 15 <input type="checkbox"/> 45 <input type="checkbox"/> 75

---

The summary aging report (shown below) shows one line for each customer with outstanding balance.

AP Aging / My Company Name

---

Aged  
for Period To 08 January 2014

Vendor	Vendor Number	Current	GBP				Total
			30	60	90		
Construct Buildings Plc	CB001					1,401.72	1,401.72
Engineering Supplies Plc	ES002					38.76	38.76
Skybird Agro Industries	SA003					85.17	85.17
						<b>1,525.65</b>	<b>1,525.65</b>

---

The detail aging report (shown below) shows all outstanding invoices for each customer with subtotal by the customer.

AP Aging / My Company Name

Aged  
for Period To 08 January 2014

Vendor	Vendor Number	Invoice	Order	Date	Due Date	Current	GBP			Total
							30	60	90	
Construct Buildings Plc	CB001	AP-001		01-07-2007	10-07-2007					1,401.72 1,401.72
										<b>1,401.72</b>
Engineering Supplies Plc	ES002	AP-002		01-07-2007	01-07-2007					38.76 38.76
										<b>38.76</b>
Skybird Agro Industries	SA003	AP-003		03-07-2007	05-07-2007					45.82 45.82
		AP-004		12-07-2007	12-07-2007					39.35 85.17
										<b>85.17</b>
										<b>1,525.65 1,525.65</b>

[Save Report](#)

#### 4.2.3.4 Tax paid and non-taxable reports

The '**AP–Reports–Tax collected**' and '**AP–Reports–Non-taxable**' reports are statements of all taxable and non-taxable vendor (AP) transactions. These tax reports will display a statement with the single transactions and their totals for a chosen month, quarter, year or any other defined period of time.

##### Tax collected

Department	<input type="button" value="▼"/>
From	<input type="text"/> To <input type="text"/>
Period	<input type="button" value="▼"/> <input type="button" value="▼"/> <input checked="" type="radio"/> Current <input type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Year
<input checked="" type="radio"/> Summary <input type="radio"/> Detail	
Report for	<input checked="" type="radio"/> VAT (17.5%) <input type="radio"/> VAT (5%)
Method	<input checked="" type="radio"/> Accrual <input type="radio"/> Cash
<input type="checkbox"/> ID <input checked="" type="checkbox"/> Invoice <input checked="" type="checkbox"/> Date <input checked="" type="checkbox"/> Description Include In Report <input checked="" type="checkbox"/> Customer <input type="checkbox"/> Customer Number <input checked="" type="checkbox"/> Amount <input checked="" type="checkbox"/> Tax <input type="checkbox"/> Subtotal	

[Continue](#)

Tax collected VAT (17.5%) / COMPANY NAME						
Accrual December 20 2014						
Date	Invoice	Description	Customer	Amount	Tax	
2007-07-05	AR-001		Auto Exchange Express	158.91	27.81	
2007-07-06	AR-002		Big Porridge Ltd.	191.80	33.57	
2007-07-06	AR-003		Big Porridge Ltd.	1,300.00	227.50	
2007-07-09	AR-004		Car Parts Ltd	206.88	36.20	
2007-07-12	AR-005		Electronics Ltd.	101.94	17.84	
2007-07-12	AR-006		InfoMed Ltd.	269.88	47.23	
2013-12-11	AR-006 credit		InfoMed Ltd.	-269.88	-47.23	
				<b>1,959.53</b>	<b>342.92</b>	

[Save Report](#)

## 4.2.4 Vendor reports

There are two vendor reports in SQL-Ledger; '**Vendors–Reports–Search**' and '**Vendors–Reports–History**'.

The search report is used to display vendor master data and can also display the vendor related business transactions. The history report is used to display vendor related totals for selected business transactions. The search report is based on the total value of vendor business transactions, whereas the history report is based on the total quantities of vendor business transactions.

### 4.2.4.1 Vendor search report

The Vendor search report can be used either to find and make changes to existing vendors or to list the individual business transactions for selected vendors.

## CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 200

Search

---

Vendor <input type="text"/>	Vendor Number <input type="text"/>
Contact <input type="text"/>	Address <input type="text"/>
E-mail <input type="text"/>	City <input type="text"/>
Phone <input type="text"/>	State/Province <input type="text"/>
Employee <input type="text"/>	Zip/Postal Code <input type="text"/>
Notes <input type="text"/>	Country <input type="text"/>
Startdate From <input type="text"/> To <input type="text"/>	

All  Active  Inactive  Orphaned  Sleeper

AP Transactions  Vendor Invoices  Purchase Orders  Request for Quotations

From  To 
 Open  Closed

Amount  Tax  Total  Subtotal

No.  ID  Type  Vendor  Vendor Number  
 Address  Salutation  Contact  Title  Gender  
 Occupation  E-mail  Cc  Bcc  City  
 State/Province  Zip/Postal Code  Country  Phone  Fax  
 Notes  Discount  Threshold  Accounts  Payment Method  
 Tax Number  Employee  GIF1  SIC  Bank  
 Address  City  State/Province  Zip/Postal Code  Country  
 IBAN  BIC  Member Number  BC Number  Type of Business  
 Credit Limit  Terms  Language  Remittance Voucher  Startdate  
 Enddate

---

[Continue](#)

If you select the 'Vendor Invoice' checkbox in the vendor search report search screen, SQL-Ledger will display all purchase invoices that have been issued for the selected vendor and their respective amount, tax and total values. You can also click 'Subtotal' in the search screen to subtotal the values by vendor.

Vendors / COMPANY NAME

---

All	Open	Closed					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Vendor	Contact	Phone	E-mail	Invoice	Amount	Tax	Total
Construct Buildings Plc	Thomas	Lucas		AP-001	1,192.95	208.77	1,401.72
Engineering Supplies Plc	John	King		AP-002	32.99	5.77	38.76
Skybird Agro Industries	Michael	King		AP-003	1,741.12	304.70	2,045.82
				AP-004	33.49	5.86	39.35

---

[Add Vendor](#)

### 4.2.4.2 Vendor history report

You can use history reports to see which vendor you buy most from and which vendor you buy less from and what. You can filter the report on date range which is applied to the invoices (or orders or quotations).

## CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 201

### Vendor History

---

Vendor	Vendor Number
Contact	Address
E-mail	City
Phone	State/Province
Employee	Zip/Postal Code
Notes	Country
	Startdate From <input type="text"/> To <input type="text"/>

Vendor Invoices       From  To 
  
 Purchase Orders       Open  Closed

Request for Quotations

Summary       Detail

Part Number     Description     Sell Price     Currency

Qty     Unit     Discount

Delivery Date     Project Number     Serial Number

---

[Continue](#)

Vendor history summary report shows purchase activity grouped by item.

### Vendor History / My Company Name

Summary  
Open  
Closed

Part Number	Description	Qty	Sell Price	Total
Construct Buildings Plc London AA7 9BB UK				
D009	Digger Hand Trencher	30	16.99	-509.70
H002	Hand Brush	55	4.35	-239.25
T010	The Claw Hand Rake	37	12.00	-444.00
<b>1,192.95</b>				
Engineering Supplies Plc London AA7 9BB UK				
D008	Deluxe Hand Saw	1	16.00	-16.00
D009	Digger Hand Trencher	1	16.99	-16.99
<b>32.99</b>				
Skybird Agro Industries London AA7 9BB UK				
D008	Deluxe Hand Saw	42	16.00	-672.00
M004	Mini-Sledge	17	18.99	-322.83
M005	Modeling Hammer	22	11.99	-263.78
R006	Rubber Mallet	24	21.50	-516.00
<b>1,774.61</b>				

---

Vendor history detail report shows purchasing activity by invoice and item.

## CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 202

### Vendor History / My Company Name

Detail  
Open  
Closed

Part Number	Description	Qty	Sell Price	Total
Construct Buildings Plc London AA7 9BB UK				
<b>Vendor Invoice AP-001 /</b>				
D009	Digger Hand Trencher	30	16.99	-509.70
H002	Hand Brush	55	4.35	-239.25
T010	The Claw Hand Rake	37	12.00	-444.00
				<b>1,192.95</b>
Engineering Supplies Plc London AA7 9BB UK				
<b>Vendor Invoice AP-002 /</b>				
D008	Deluxe Hand Saw	1	16.00	-16.00
D009	Digger Hand Trencher	1	16.99	-16.99
				<b>32.99</b>
Skybird Agro Industries London AA7 9BB UK				
<b>Vendor Invoice AP-003 /</b>				
D008	Deluxe Hand Saw	42	16.00	-672.00
M004	Mini-Sledge	17	18.99	-322.83
M005	Modeling Hammer	21	11.99	-251.79
<b>Vendor Invoice AP-004 /</b>				
M005	Modeling Hammer	1	11.99	-11.99
<b>Vendor Invoice AP-003 /</b>				
R006	Rubber Mallet	23	21.50	-494.50
<b>Vendor Invoice AP-004 /</b>				
R006	Rubber Mallet	1	21.50	-21.50
				<b>1,774.61</b>

### 4.2.5 Cash reports

There are three main cash reports in SQL-Ledger; receipts, payments and reconciliation.

#### 4.2.5.1 Receipts

Receipts report will list all receivables (incoming) payments that have been booked on the available payment accounts.

## CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 203

### Receipts / COMPANY NAME

Date	Reference	Description	Customer	Amount	Source	Memo
<b>1200--Bank Current Account</b>						
2007-07-01	GL-002	Initial investment (ordinary shares)		6,000.00		
2007-07-01	GL-001	Initial investment		10,000.00	1234	
2007-07-12	AR-003		Big Porridge Ltd.	1,000.00	8712	
2007-07-12	AR-002		Big Porridge Ltd.	225.37	8712	
2014-12-11	AR-006 credit		InfoMed Ltd.	-317.11	adjustment	
2014-12-11	AR-006		InfoMed Ltd.	317.11	adjustment	
					<b>17,225.37</b>	
					<b>17,225.37</b>	

[Save Report](#)

### 4.2.5.2 Payments

Payments report will list all payables (outgoing) payments that have been booked on the available payment accounts.

### Payments / COMPANY NAME

Date	Reference	Description	Vendor	Amount	Source	Memo
<b>1200--Bank Current Account</b>						
2007-07-12	GL-003	Office equipment purchased		234.00		
2007-07-12	GL-004	Paid bill for light and heating system		250.00		
2014-12-18	AP-010		Skybird Agro Industries	-39.35	adjustment	
2014-12-18	AP-004		Skybird Agro Industries	39.35	adjustment	
					<b>484.00</b>	
					<b>484.00</b>	

[Save Report](#)

### 4.2.5.3 Reconciliation

Reconciliation report will list all transactions that have been marked as reconciled on any chosen account. See 3.14 to learn more about how to mark transactions as reconciled.

#### 1230--Petty Cash /

Date	Source	Description	Debit	Credit
18-04-2014	chq123		1,000.00	
			<b>1,000.00</b>	

## 4.2.6 Order entry reports

There are three main order entry reports in SQL-Ledger; sales orders, requirements and purchase orders.

### 4.2.6.1 Sales orders

In the sales order search screen you can define criteria for the purchase orders you want to list. For example, you can check/uncheck the 'Open' and 'Closed' to list only open or closed sales orders.

Sales Orders

---

Customer	<input type="text"/>		
Customer Number	<input type="text"/>		
Department	<input type="button" value="▼"/>		
Salesperson	<input type="button" value="▼"/>		
Order Number	<input type="text"/>		
PO Number	<input type="text"/>		
Description	<input type="text"/>		
Notes	<input type="text"/>		
Warehouse	<input type="button" value="▼"/>		
Shipping Point	<input type="text"/>		
Ship via	<input type="text"/>		
Waybill	<input type="text"/>		
From	<input type="text"/>	To	<input type="text"/>
Period	<input type="button" value="▼"/> <input type="button" value="▼"/>	<input checked="" type="radio"/> Current <input type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Year	
<input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> No. <input type="checkbox"/> ID <input checked="" type="checkbox"/> Order Number <input type="checkbox"/> Description <input checked="" type="checkbox"/> Date <input type="checkbox"/> PO Number <input checked="" type="checkbox"/> Required by <input checked="" type="checkbox"/> Customer <input checked="" type="checkbox"/> Customer Number <input type="checkbox"/> Salesperson <input type="checkbox"/> Warehouse <input type="checkbox"/> Shipping Point <input type="checkbox"/> Ship via <input type="checkbox"/> Waybill <input type="checkbox"/> Amount <input type="checkbox"/> Tax <input checked="" type="checkbox"/> Total <input checked="" type="checkbox"/> Currency <input type="checkbox"/> Line Item <input type="checkbox"/> Notes <input type="checkbox"/> Internal Notes <input type="checkbox"/> Subtotal			

---

[Continue](#)

'Closed' sales orders are those which have been fully received or which have been marked 'Closed' by editing the sales order.

## CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 205

Edit Sales Order

---

Customer * <input type="text" value="Auto Exchange Express"/>	<input type="button" value="?"/>	<input checked="" type="radio"/> Open <input type="radio"/> Closed
Customer Number <input type="text" value="AE001"/>	Department <input type="button" value="▼"/>	Salesperson <input type="text" value="Armaghan Saqib"/>
Address <input type="text" value="London AA7 9BB UK"/>	Order Number <input type="text" value="SO-001"/>	
Credit Limit 1,500 Remaining <input type="text" value="738"/>	Order Date * <input type="text" value="29-04-2014"/>	<input type="button" value="▼"/>
Currency <input type="text" value="GBP"/>	Required by <input type="text"/>	<input type="button" value="▼"/>
Warehouse <input type="text" value="LONDON"/>	PO Number <input type="text"/>	
Shipping Point <input type="text"/>	Terms Net <input type="text"/> days	
Ship via <input type="text"/>		
Waybill <input type="text"/>		

---

Reference Documents	
<input type="text"/>	<input type="text"/>

---

Description <input type="text"/>
----------------------------------

---

Item	Number	Description	Qty	Ship	Unit	Price	%	Extended
1	H002	Hand Brush	<input type="text" value="15"/>	<input type="text"/>	NOS	5.99	<input type="text"/>	89.85
2	F003	Framing Hammer	<input type="text" value="20"/>	<input type="text"/>	NOS	19.99	<input type="text"/>	399.80
3			<input type="text"/>	<input type="text"/>			<input type="text"/>	
Group <input type="text"/>								

---

Notes <input type="text"/>	Internal Notes <input type="text"/>	<input type="checkbox"/> Tax Included
		Subtotal 489.65
		VAT (17.5%) 85.69
		Total 575.34

---

Sales Order <input type="button" value="▼"/>	html <input type="button" value="▼"/>	Screen <input type="button" value="▼"/>
Group by -> <input type="checkbox"/> Project <input type="checkbox"/> Group <input type="checkbox"/> Sort by -> <input checked="" type="radio"/> Item <input type="radio"/> Number <input type="radio"/> Description <input type="radio"/> Bin		
<a href="#">Update</a> <a href="#">Print</a> <a href="#">Save</a> <a href="#">Ship to</a> <a href="#">E-mail</a> <a href="#">Save as new</a> <a href="#">Sales Invoice</a> <a href="#">Quotation</a> <a href="#">Schedule</a> <a href="#">New Number</a> <a href="#">Delete</a>		

### 4.2.6.2 Requirements

The requirements report will show you which parts and assemblies are low on stock and need to be ordered or assembled. The reorder point (ROP) is set individually for each part or assembly by entering the desired minimum quantity in the ROP field. The requirements report will show which parts and assemblies need to be ordered or assembled based upon the following factors:

- On-hand quantity
- Open Sales Orders
- Open Purchase Orders

## CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 206

### 4.2.6.3 Purchase orders

In the purchase order search screen you can define criteria for the purchase orders you want to list. For example, you can check/uncheck the 'Open' and 'Closed' to list only open or closed purchase orders.

Add Purchase Order

Vendor *	Engineering Supplies Pic	?	Department	▼				
Vendor Number	ES002		Employee	Armaghan Saqib ▼				
Address	London AA7 9BB UK							
Credit Limit	0	Remaining	-278					
Currency	GBP	▼	Order Number					
Warehouse	PARIS	▼	Order Date *	28-04-2014 <input type="button" value="▼"/>				
Shipping Point								
Ship via								
Waybill								
<b>Reference Documents</b>								
<input type="button"/> <input type="button"/>								
Description								
Item	Number	Description	Qty	Recd	Unit	Price	%	Extended
1	H002	Hand Brush	<input type="checkbox"/> 15		NOS	4.35		65.25
SKU H002 ?								
2	F003	Framing Hammer	<input type="checkbox"/> 10		NOS	13.85		138.50
SKU F003 ?								
3	<input type="text"/>		<input type="checkbox"/>					
Group								
<input type="checkbox"/> Notes <input type="checkbox"/> Internal Notes <input type="text"/> <input type="text"/>					<input type="checkbox"/> Tax Included <b>Subtotal</b> 203.75 <b>VAT (17.5%)</b> 35.66 <b>Total</b> 239.41			
<input type="button" value="Purchase Order ▼"/> <input type="button" value="html ▼"/> <input type="button" value="Screen ▼"/> <input type="checkbox"/> Group by -> <input type="radio"/> Project <input type="radio"/> Group <input type="checkbox"/> Sort by -> <input checked="" type="radio"/> Item <input type="radio"/> Number <input type="radio"/> Description <input type="radio"/> Bin <input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Save"/> <input type="button" value="Ship to"/> <input type="button" value="E-mail"/> <input type="button" value="Schedule"/> <input type="button" value="New Number"/>								

'Closed' purchase orders are those which have been fully delivered or which have been marked 'Closed' by editing the purchase order.

### 4.2.7 Warehouses reports

There are four main warehouse reports in SQL-Ledger; transfers, deliveries, on-hand and activity.

#### 4.2.7.1 Transfers

You can move inventory between warehouses by using the '**Warehouses—Add Transfer**' menu option. The transfers report will show you any inventory transfers that have been done between warehouses.

Transfers List

Date	Transfer Number	Description	From WH	To WH	Number	Qty	Cost
29-04-2014	12345		LONDON	PARIS	B001	1.00	7.00
29-04-2014	12345		LONDON	PARIS	H002	1.00	4.35
							<b>2.00</b>

#### 4.2.7.2 Deliveries

Some companies need to track the in-transit goods between warehouse transfers. The delivery date is sometimes different from the transfer date. The deliveries report will display all the transfers pending to be received. To 'receive' the transfers, specify the dates when the goods were delivered at 'your' warehouse and click 'Save Delivered'.

Transfers to be Delivered					
My Warehouse LONDON					
Date	Transfer Number	Description	Notes	From WH	Delivered Date
01-18-2008	12311	Hand saw and brush sets	New shipment. HONGKONG		
01-19-2008	12322	Hand saw and hand trencher	Quantity at Paris		

**Save Delivered**

#### 4.2.8 Quotations reports

There are two main quotation reports in SQL-Ledger; quotations and RFQs (request for quotations).

##### 4.2.8.1 Quotations

The quotation report will display the existing quotations. You can specify any conditions to filter the report by entering your criteria in the search screen or just leave it blank and click 'Continue' button to get all existing 'Open' quotations.

## CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 208

### Quotations

Customer

Customer Number

Department

Employee

Quotation Number

Description

Notes

Warehouse

Shipping Point

Ship via

Waybill

From  To

Period    Current  Month  Quarter  Year

Open  Closed  
 No.  ID  Quotation Number  Description  Date  
 Valid until  Customer  Customer Number  Employee  Warehouse  
 Shipping Point  Ship via  Waybill  Amount  Tax  
 Total  Currency  Line Item  Notes  Internal Notes  
 Subtotal

**Include in Report**

Continue

'Closed' quotations are those which have been used to create a sales order or which have been marked 'Closed' by editing the quotation.

## CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 209

Edit Quotation

---

Customer * <input type="text" value="Auto Exchange Express"/>	<input type="button" value="?"/>	<input checked="" type="radio"/> Open <input type="radio"/> Closed																																								
Customer Number <input type="text" value="AE001"/>	Department <input type="text"/>	Employee <input type="button" value="▼"/>																																								
Address London AAT 9BB UK																																										
Currency <input type="text" value="GBP"/>	Quotation Number <input type="text" value="SO-001"/>																																									
Warehouse <input type="text"/>	Quotation Date <input type="text" value="2014-12-12"/>																																									
Shipping Point <input type="text"/>	Valid until <input type="text"/>																																									
Ship via <input type="text"/>	Terms Net <input type="text"/> days																																									
Waybill <input type="text"/>																																										
<b>Reference Documents</b>																																										
<input type="text"/> <input type="text"/>																																										
<b>Description</b> <input type="text"/>																																										
<table border="1"> <thead> <tr> <th>Item</th> <th>Number</th> <th>Description</th> <th>Qty</th> <th>Unit</th> <th>Price</th> <th>%</th> <th>Extended</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B001</td> <td>Brush Set</td> <td><input type="text" value="1"/></td> <td>NOS</td> <td><input type="text" value="9.99"/></td> <td></td> <td>9.99</td> </tr> <tr> <td>2</td> <td>D008</td> <td>Deluxe Hand Saw</td> <td><input type="text" value="1"/></td> <td>NOS</td> <td><input type="text" value="17.99"/></td> <td></td> <td>17.99</td> </tr> <tr> <td>3</td> <td></td> <td></td> <td><input type="text"/></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="8">Group <input type="text"/> <input type="text"/></td> </tr> </tbody> </table>			Item	Number	Description	Qty	Unit	Price	%	Extended	1	B001	Brush Set	<input type="text" value="1"/>	NOS	<input type="text" value="9.99"/>		9.99	2	D008	Deluxe Hand Saw	<input type="text" value="1"/>	NOS	<input type="text" value="17.99"/>		17.99	3			<input type="text"/>					Group <input type="text"/> <input type="text"/>							
Item	Number	Description	Qty	Unit	Price	%	Extended																																			
1	B001	Brush Set	<input type="text" value="1"/>	NOS	<input type="text" value="9.99"/>		9.99																																			
2	D008	Deluxe Hand Saw	<input type="text" value="1"/>	NOS	<input type="text" value="17.99"/>		17.99																																			
3			<input type="text"/>																																							
Group <input type="text"/> <input type="text"/>																																										
<input type="checkbox"/> Tax Included Notes <input type="text"/> Internal Notes <input type="text"/>																																										
Subtotal 27.98 VAT (17.5%) 4.90 Total 32.88																																										

---

### 4.2.8.2 RFQs

RFQs are quotation requests that have been sent to your vendors. The RFQs report will display the existing quotations. You can specify any conditions to filter the report by entering your criteria in the search screen or just leave it blank and click 'Continue' button to get all existing 'Open' quotations.

'Closed' quotations are those which have been used to create a purchase order or which have been marked 'Closed' by editing the quotation.

### 4.2.9 General ledger reports

The general ledger reports is used to view all accounting journals with debits and credits to the particular accounts. Initially this report can be confusing because it shows not only the journals added using 'Add Transaction' menu show above but also all accounting transactions posted from AR, AP and cash modules.

You can specify any conditions to filter the report by entering your criteria in the search screen or just leave it blank and click 'Continue' button to list all existing general ledger transactions.

## CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 210

### General Ledger Reports

---

Account

Reference / Invoice Number

Description

Company Name

Company Number

Department

Project

Line Item

Notes

Source

Memo

From  To

Period    Current  Month  Quarter  Year

Account >=  Account <=

Amount >=  Amount <=

All  Asset  Liability  Equity  Income  Expense

ID  Date  Reference  Description  Company Name

Company Number  Address  Department  Project Number  Notes

Debit  Credit  Source  Memo  Line Item

Account  Account Description  GIFI  Contra

Subtotal  CSV

---

[Continue](#)

The General ledger reports can also be used to export all or certain defined transactions in CSV-format. To achieve this, just mark the CSV checkbox before you click on 'Continue'.

## General Ledger /

Date	Reference	Description	Debit	Credit	Account	Account Description
01-07-2007	AP-001		239.25		1001	Raw material stock
01-07-2007	AP-001		509.70		1001	Raw material stock
01-07-2007	AP-001		444.00		1001	Raw material stock
01-07-2007	AP-001			1,401.72	2100	Creditors Control Account
01-07-2007	AP-001		208.77		2200	VAT (17.5%)
01-07-2007	GL-001	Initial investment	10,000.00		1200	Bank Current Account
01-07-2007	GL-001	Initial investment		10,000.00	3000	Ordinary Shares
01-07-2007	GL-002	Initial investment (ordinary shares)	6,000.00		1200	Bank Current Account
01-07-2007	GL-002	Initial investment (ordinary shares)		6,000.00	3000	Ordinary Shares
01-07-2007	AP-002		16.99		1001	Raw material stock
01-07-2007	AP-002		16.00		1001	Raw material stock
01-07-2007	AP-002			38.76	2100	Creditors Control Account
01-07-2007	AP-002		5.77		2200	VAT (17.5%)
			17,440.48	17,440.48		
03-07-2007	AP-003		494.50		1001	Raw material stock
03-07-2007	AP-003		672.00		1001	Raw material stock
03-07-2007	AP-003		322.83		1001	Raw material stock
03-07-2007	AP-003		251.79		1001	Raw material stock
03-07-2007	AP-003			2,045.82	2100	Creditors Control Account
03-07-2007	AP-003		304.70		2200	VAT (17.5%)
			2,045.82	2,045.82		
05-07-2007	AR-001		36.00		1001	Raw material stock
05-07-2007	AR-001			101.94	1001	Raw material stock
05-07-2007	AR-001		186.72		1100	Debtors Control Account
05-07-2007	AR-001			27.81	2200	VAT (17.5%)
05-07-2007	AR-001			113.94	4000	Sales
05-07-2007	AR-001			44.97	4000	Sales
05-07-2007	AR-001		101.94		5000	Materials Purchased
05-07-2007	AR-001			36.00	5000	Materials Purchased
			324.66	324.66		

General ledger reports can be sorted on any displayed column.

### 4.2.10 Project reports

There are three main project reports in SQL-Ledger; projects, transactions and time cards.

#### 4.2.10.1 Projects

The projects reports will display a list of all available projects and their respective start and end dates.

## CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 212

Projects					
All					
Number	Description	Customer	Startdate	Enddate	
P001	Project 1		25-03-2010		
P002	Project 2		25-03-2010		

[Add Project](#) [Save Report](#)

### 4.2.10.2 Transactions

The transactions report will display the total amounts booked in debit and credit on each account for any chosen project, and include the beginning balance and ending balance of each account. By clicking on the account number you can also drill down and see the individual transactions.

Project Transactions					
Project Number : P001 18 April 2014					
Account	Description	Beginning Balance	Debit	Credit	Ending Balance
1001	Raw material stock	1,240.95			1,240.95
5000	Materials Purchased		2,000.00		2,000.00
		<b>3,240.95</b>			

[Save Report](#)

### 4.2.10.3 Time cards

The time card report will display time cards that have been entered for any chosen project.

Time Cards / COMPANY NAME												
Open												
Demo User	demo											
Date	ID	Project Number	Service Code	Description	Notes	Sun	Mon	Tue	Wed	Thu	Fri	Sat
12/12/2014	2	Project 1	PAINT	Wall Paint							5	
12/13/2014	3	Project 1	PAINT	Wall Paint							3	
12/14/2014	4	Project 1	PAINT	Wall Paint		7						
	<b>15</b>					<b>7</b>					<b>5</b>	<b>3</b>

[Add Time Card](#) [Save Report](#)

# **Chapter 5**

## **Ledger Cart**

### **5.1 Introduction**

LedgerCart instantly creates an on-line store and order system using information in your SQL-Ledger. You just drop the cgi scripts into your web server, install few CPAN modules, configure your db connection and you are ready to go.

Users can browse products and services, add items to their cart and checkout in a familiar way. New order is added to SQL-ledger sales orders.

#### **5.1.1 Features**

1. Extremely simple to install and configure.
2. Can be installed on dedicated or shared hosting.
3. No additional database required. Retrieves and saves all data from/to SQL-Ledger dataset.
4. Easy to customize. All pages are standard html pages with template toolkit tokens.
5. Add new pages by creating standard html files and linking them in header.html or sidebar.html.
6. Look and feel can be customized using css and templates.
7. A single script 'index.pl' allows you to easily add more features by adding new actions.

8. Add item descriptions. These are displayed on product detail page and are stored in item notes. Item descriptions can use markdown syntax.
9. Add item images. LedgerCart automatically creates thumbnails and shows full image on item detail.
10. Visitors can now add items to their cart and checkout with their billing and shipping address.
11. New customers can register during checkout.
12. Existing customers can get a new password to their email using 'forgot password'. They can login with their email address and place orders.
13. Customers can browse their orders and invoices when logged-in.

### 5.1.2 Limitations

Currently no payment gateways are supported. However, you can sponsor the development of any payment gateway you want to use with LedgerCart. Send email to support@ledger123.com for details.

### 5.1.3 Using LedgerCart as an online store

LedgerCart can instantly turn your SL installation into an on-line store with little or no effort. Customers can place order using the familiar shopping cart interface. Your existing customers can generate a new password using 'Forgot password' feature.

### 5.1.4 Using LedgerCart as Self service portal

LedgerCart can be used to serve as a self-service internet portal just like the self-service internet banking. Your customers can view:

1. Their orders summary, order details and status
2. Invoices summary and details
3. Statements (payment summary and detail)

### 5.1.5 Screen shots

Here are some screen shots.

The screenshot shows a basic e-commerce store interface. At the top, there's a header with 'My Store' and a tagline 'Best prices all year - your tag line here'. Below the header is a navigation bar with links for 'Home', 'About us', and 'Contact us'. The main content area features a 'Welcome' message and a 'What's new' section with three items: 'The Claw Hand Rake', 'Deluxe Hand Saw', and 'Rubber Mallet'. Each item has a small image, a price ('Our Price: \$ 14.99', '\$ 17.99', '\$ 24.99'), and an 'Add to cart' button. To the right, there are 'Groups' (Picks & Hatchets, Hand Planes, Services, Brushes, Kts, Hand Saws, Hammers), 'Your cart' (Items: 7, View cart, Checkout), and 'Admin' (Save cart as hot items, Save cart as new items). A welcome message for 'Armaghan Sagib' and a 'Logout' link are also present.

This screenshot shows a more advanced e-commerce store interface. It has a similar layout to the first one, with a header, navigation bar, and a 'Welcome' message. The 'What's new' section now includes four items: 'Digger Hand Trencher', 'The Blade Hand Planer', and 'Brush Set', along with the 'Rubber Mallet'. Below this is a 'What's hot' section with three items: 'Modeling Hammer', 'Framing Hammer', and 'Mini-Sledge'. Each item has its own row in a table with columns for Product, SKU, Price, Qty, and 'Add to cart' button. The right sidebar contains 'Groups' (same as before), 'Your cart' (Items: 7, View cart, Checkout), and 'Admin' (Save cart as hot items, Save cart as new items). A welcome message for 'Armaghan Sagib' and a 'Logout' link are also present.

**My Store**  
Best prices all year - your tag line here

Home | About us | Contact us |

### Modeling Hammer



Ideal for the hobbyist this modeling hammer is made for the delicate work. Fits easily into small spaces and the smaller head size is perfect for intricate projects.

Price: \$ 14.99

Quantity

Back to [Hammers](#)

**Groups**

- [Picks & Hatchets](#)
- [Hand Planes](#)
- [Services](#)
- [Brushes](#)
- [Kits](#)
- [Hand Saws](#)
- [Hammers](#)

**Your cart**

- Items: 7 ([View cart](#))
- [Checkout](#)

Email  Password

[Forgot your password?](#)

Copyright (c) My Store 2010. All rights reserved.

---

### Deluxe Hand Saw



Our deluxe hand saw is perfect for precision work. This saw features an ergonomic handle and **carbide tipped teeth**.

Sizes available:

- 2'
- 2.5'
- 3'

Price: \$ 17.99

Quantity

[Recreate thumbnail](#)

New image:  No file chosen

Item notes:

Our deluxe hand saw is perfect for precision work. This saw features an ergonomic handle and \*\*carbide tipped teeth\*\*.

Sizes available:

- \* 2'
- \* 2.5'

[Syntax for notes.](#)

Back to [Hand Saws](#)

**Groups**

- [Picks & Hatchets](#)
- [Hand Planes](#)
- [Services](#)
- [Brushes](#)
- [Kits](#)
- [Hand Saws](#)
- [Hammers](#)

**Your cart**

- Items: 7 ([View cart](#))
- [Checkout](#)

Welcome Armaghan Saib ([Logout](#))

[Orders](#)

[Invoices](#)

**Admin**

- [Save cart as hot items](#)
- [Save cart as new items](#)

The screenshot shows a web-based shopping cart interface titled "My Store". At the top, there's a header bar with links for "Home", "About us", and "Contact us". Below the header, the page title "My Store" and a tagline "Best prices all year - your tag line here" are displayed. The main content area is titled "Your cart" and contains a table with the following data:

SKU	Description	Qty	Price	Extended
D009	Digger Hand Trencher	<input type="text" value="1"/>	\$18.99	\$18.99
T010	The Claw Hand Rake	<input type="text" value="1"/>	\$14.99	\$14.99
D008	Deluxe Hand Saw	<input type="text" value="1"/>	\$17.99	\$17.99
T007	The Blade Hand Planer	<input type="text" value="1"/>	\$19.99	\$19.99
				<b>\$ 71.96</b>
		<a href="#">Update</a>		<a href="#">Checkout</a>

To the right of the cart, there's a sidebar titled "Groups" containing a list of product categories: "Picks & Hatchets", "Hand Planes", "Services", "Brushes", "Kis", "Hand Saws", and "Hammers". Another sidebar titled "Your cart" shows a summary: "Items: 7 ([View cart](#))" and "Checkout". At the bottom, there's a "Welcome" message for "Armaghan Saqib" with a "(Logout)" link, and links for "Orders" and "Invoices".

## 5.2 Installation

### 5.2.1 Software packages

Login to the server with your user name and password. To be able to install the software, we have to change to the “root” account. In this way, we get administrator rights. Type:

```
su -
```

and enter your password.

With the following command, we install the packages we need for LedgerCart:

```
apt-get install libcgb-simple-perl libdbi-perl libtemplate-perl libobject-
signature-perl libnumber-format-perl libmime-lite-perl libdbix-simple-
perl libtext-markdown-perl libdate-calc-perl libgd-gd2-perl
libdatetim-perl libhtml-format-perl apg
```

After that you need to install some further cpan modules:

```
cpan GD cpan GD::Thumbnail cpan MIME::Lite::TT::HTML
```

Then install LedgerCart in your SQL-Ledger directory:

```
git clone git://github.com/ledger123/ledgercart.git ledgercart
```

### 5.2.2 Configuration and Admin access

To configure LedgerCart for your installation, edit the config.pl file and change the appropriate lines for your database connection information. You can also change default thumbnail sizes here.

### 5.2.2.1 Admin User

To enable admin access, create a customer using SQL-Ledger with your email address and specify its id in \$form{admin\_id}. Now using “forgot password” link, generate a new password which will be sent to your email address.

### 5.2.2.2 Editing item descriptions, images and thumbnails

When you are logged in as admin and visit item detail pages, you can edit item descriptions as well as upload images and auto-create thumbnails.

Item descriptions text uses simple markup language ‘markdown’ for html elements. No html is allowed for security reasons. See <http://daringfireball.net/projects/markdown/dingus> for markdown syntax. Item descriptions are stored in item notes column and can be editing from within SQL-Ledger as well.

### 5.2.2.3 Editing pages through admin access

Once you login as admin, you can see ‘Edit’ links. Pages can be edited right away. You can use standard html and template toolkit tokens to edit pages.

### 5.2.2.4 Marking ‘hot’ and ‘new’ items

When you are logged in as admin, add items to your cart and click the ‘Save cart as hot items’ or ‘Save cart as new items’. This will mark those items as hot or new and will display them on man page (in default templates). In future, hot/new functionality will be made to work based upon actual ‘hot’ or ‘new’ items.

## 5.2.3 Customization

LedgerCart is extremely easy to customize. LedgerCart consists of one big gateway script ‘index.pl’ which processes html templates created with Template::Toolkit.

1. Template::Toolkit templates are standard html files which can include Perl variables within [% and %] delimiters. You can copy the default templates and modify them as you please.
2. New pages can be added by creating standard html files and linking them to ‘templatesfolder/header.html’ or ‘templatesfolder/sidebar.html’.

3. You can also customize the theme.css to change the colors and other look and feel according to your taste.
4. Expert users can modify the 'index.pl' file to add their own variables which can be interpolated within your LedgerCart templates.

# **Chapter 6**

## **Development and Customization**

### **6.1 Customization**

SQL-Ledger can be customized in three ways:

#### **6.1.1 custom\_xx.pl files**

You can create your own functions or override any existing function by creating custom scripts in `custom_xx.pl` files and putting them in `bin/mozilla` folder. For example, to add new functions to `gl.pl` file, add these functions to `custom_gl.pl` file and put this file into `bin/mozilla/` folder. This file will be automatically loaded by SQL-Ledger before running any functions in `gl.pl` files.

Once your new functions are there, you can call them using your own custom menu. Custom menu entries are put in `custom_menu.ini` and follow the same syntax as that of `menu.ini`. This method of extending the SQL-Ledger is upgrade-safe and is the recommended way.

#### **6.1.1.1 Custom Modules**

You can build your own modules. To write a module, you need to create at least three files:

1. Module back-end code which will reside in `./SQL-Ledger/SL/MyModule.pm`
2. Module front-end code which will reside in `./SQL-Ledger/bin/mozilla/mymodule.pl`

3. Gateway script in ./SQL-Ledger. (You just need to make a copy of an existing one. For example cp gl.pl mymodule.pl in ./SQL-Ledger/ folder.

This method is also upgrade safe.

### 6.1.2 Modify the source code

Sometimes there is a need to directly alter the SQL-Ledger source code for particular needs. We have, for example, modified few reports (GL Transactions, All Items) in this way. Your changes, however, will be overwritten when you upgrade to new version and you will need to port these changes again to the new version.

A bit discipline and an SCM software like GIT can help manage such changes or patches with ease. We, at ledger123.com, use GIT to track and manage such changes across newer versions of SQL-Ledger.

## 6.2 Adding a new translation

SQL-Ledger can be run in 45 languages. Each user in a single installation can run it in his or her own language. So, for example, users of a company with offices in Germany, Italy and France, can see SQL-Ledger in their own native languages.

If your language is missing then you can add it using language translation feature. This feature can also be used to customize the user interface text to suit your business needs. For example you can translate 'Customers' to 'Students' if you are using SQL-Ledger in a school or college accounting department.

Here the steps you need to take to create a new language:

1. Add a new folder in within 'locale' folder.
2. Create a text file LANGUAGE with short description of your language.
3. Copy locales.pl from 'locale/de/' folder to this folder.
4. Create a text file named 'all' with following format. Here you translate the default English labels to any text in English or your native language:

```
$self{texts} = {
    'Shipping Point' => 'Shipping Place',
    'Ship via' => 'Ship Name',
    'Waybill' => 'Bill Number',
}
```

5. Once you have created this 'all' file with all the required strings for your translations, you will run 'perl locales.pl -m' on command line and the translation files for all modules will be created individually.

Please note that this 'all' file serves as a default for all translation files which are created by running 'perl locales.pl -m'. You can fine tune each module translation by editing that file directly in the text editor and adding the module specific translation in the same format as for 'all' file.

## 6.3 SQL Queries

These sql queries for SQL-Ledger can be used in phpPgAdmin or psql.

### 6.3.1 Simple SQL Queries

#### 6.3.1.1 Sales summary report

```
SELECT
    ar.invnumber,
    ar.transdate,
    c.name AS customer,
    ar.netamount,
    ar.amount - ar.netamount AS tax,
    ar.amount,
    ar.paid,
    ar.invoice
FROM ar
JOIN customer c ON (c.id = ar.customer_id);
```

#### 6.3.1.2 Sales summary report with department and warehouse

```
SELECT
    ar.invnumber,
    ar.transdate,
    c.name AS customer,
    ar.netamount,
```

```

ar.amount - ar.netamount AS tax,
ar.amount,
ar.paid,
ar.invoice,
d.description AS department,
w.description AS warehouse
FROM ar
JOIN customer c ON (c.id = ar.customer_id)
JOIN department d ON (d.id = ar.department_id)
JOIN warehouse w ON (w.id = ar.warehouse_id);

```

### 6.3.1.3 Sales report with items

```

SELECT
    ar.invnumber,
    ar.transdate,
    c.name AS customer
        p.partnumber,
        ar.description,
        i.qty,
        i.sellprice,
        i.qty * i.sellprice AS extended
FROM ar
JOIN customer c ON (c.id = ar.customer_id)
JOIN invoice i ON (i.id = ar.trans_id);

```

### 6.3.1.4 List of customers

```

SELECT
    customernumber,
    name,
    creditlimit
FROM customer
WHERE LOWER(name) LIKE '%bank%'
ORDER BY name;

```

### 6.3.1.5 Cash accounts with current balances

```

SELECT
    accno,

```

```

description,
(
    SELECT SUM(amount) FROM acc_trans
    WHERE acc_trans.chart_id = chart.id
) AS balance
FROM chart
WHERE link LIKE '%_paid%';

```

### 6.3.1.6 Parts list

```

SELECT
    p.partnumber,
    pg.partsgroup,
    p.description,
    p.lastcost,
    p.rop,
    p.rop * p.lastcost AS reorder_amount
FROM parts p
JOIN partsgroup pg ON (pg.id = p.partsgroup_id)
WHERE inventory_accno_id IS NOT NULL
ORDER BY partnumber;

```

## 6.3.2 Advanced SQL Queries

### 6.3.2.1 Inventory on hand on specific date

```

SELECT
    p.partnumber,
    p.description,
    pg.partsgroup,
    p.unit,
    (
        SELECT SUM(0-i.qty) AS onhand
        FROM invoice i
        JOIN ap ON (ap.id = i.trans_id)
        WHERE ap.transdate <= '01-01-08' AND i.parts_id = p.id
    ) AS purchase,
    (
        SELECT SUM(i.qty) AS onhand

```

```

        FROM invoice i
        JOIN ar ON (ar.id = i.trans_id)
        WHERE ar.transdate <= '01-01-08'
        AND i.parts_id = p.id
    ) AS sale
FROM parts p
LEFT JOIN partsgroup pg
ON (pg.id = p.partsgroup_id);

```

### 6.3.2.2 Customer balances on a specific date

```

SELECT
    ct.id,
    ct.customernumber,
    ct.name,
    SUM(0 - ac.amount) AS balance
FROM customer ct
JOIN ar aa ON (ct.id = aa.customer_id)
JOIN acc_trans ac ON (aa.id = ac.trans_id)
JOIN chart c ON (c.id = ac.chart_id)
WHERE (ac.transdate <= '06-30-2007')
AND (c.link = 'AR')
GROUP BY 1,2,3
ORDER BY customernumber;

```

### 6.3.2.3 Sales summary by month

```

SELECT
    TO_CHAR(transdate, 'YY-MM') AS month,
    d.description AS department,
    SUM(netamount)
FROM ar
JOIN department d ON (d.id = ar.department_id)
WHERE (transdate BETWEEN '01.07.2005' AND '30.06.2006')
GROUP BY TO_CHAR(transdate, 'YY-MM'), d.description;

```

### 6.3.2.4 Sales Summary by group and month

```

SELECT
    d.description AS department,
    pg.partsgroup,

```

```

    TO_CHAR(ar.transdate, 'YY-MM') AS month,
    SUM(O - i.qty * i.sellprice) AS amount
FROM invoice i
JOIN ar ON (ar.id = i.trans_id)
JOIN parts p ON (p.id = i.parts_id)
JOIN partsgroup pg ON (pg.id = p.partsgroup_id)
JOIN department d ON (d.id = ar.department_id)
WHERE ar.transdate BETWEEN '01.07.2005' AND '30.06.2006'
GROUP BY
    d.description,
    pg.partsgroup,
    TO_CHAR(ar.transdate, 'YY-MM')
ORDER BY 1, 2

```

### 6.3.2.5 Cash received today with age of AR in days

```

SELECT
    c.accno,
    c.description AS acc_title,
    d.description AS department,
    a.invnnumber,
    ct.name,
    ac.transdate - a.transdate AS days,
    ac.source,
    ac.amount,
    e.name AS salesper,
    a.notes,
    ac.memo
FROM ar a
JOIN acc_trans ac ON (a.id = ac.trans_id)
JOIN chart c ON (ac.chart_id = c.id)
JOIN customer ct ON (a.customer_id = ct.id)
JOIN employee e ON (a.employee_id = e.id)
LEFT JOIN department d ON (d.id = a.department_id)
WHERE (ac.transdate = '30.05.06')
    AND(c.link LIKE '%AR_paid%')
    AND (
        a.department_id IN
        (SELECT id
        FROM department
        WHERE description IN ('LC','LS'))
    )
ORDER BY days;

```

### 6.3.2.6 Trial Balance with Month Headings

```

SELECT
    accno,
    description,
    (SELECT SUM(amount) FROM acc_trans ac WHERE ac.chart_id = chart.id AND TO_CHAR(
        transdate, 'YY-MM') = '06-01') AS jan,
    (SELECT SUM(amount) FROM acc_trans ac WHERE ac.chart_id = chart.id AND TO_CHAR(
        transdate, 'YY-MM') = '06-02') AS fab,
    (SELECT SUM(amount) FROM acc_trans ac WHERE ac.chart_id = chart.id AND TO_CHAR(
        transdate, 'YY-MM') = '06-03') AS mar,
    (SELECT SUM(amount) FROM acc_trans ac WHERE ac.chart_id = chart.id AND TO_CHAR(
        transdate, 'YY-MM') = '06-04') AS apr,

```

```

(SELECT SUM(amount) FROM acc_trans ac WHERE ac.chart_id = chart.id AND TO_CHAR(
    transdate, 'YY-MM') = '06-05') AS may,
(SELECT SUM(amount) FROM acc_trans ac WHERE ac.chart_id = chart.id AND TO_CHAR(
    transdate, 'YY-MM') = '06-06') AS jun,
(SELECT SUM(amount) FROM acc_trans ac WHERE ac.chart_id = chart.id AND TO_CHAR(
    transdate, 'YY-MM') = '05-07') AS jul,
(SELECT SUM(amount) FROM acc_trans ac WHERE ac.chart_id = chart.id AND TO_CHAR(
    transdate, 'YY-MM') = '05-08') AS aug,
(SELECT SUM(amount) FROM acc_trans ac WHERE ac.chart_id = chart.id AND TO_CHAR(
    transdate, 'YY-MM') = '05-09') AS sep,
(SELECT SUM(amount) FROM acc_trans ac WHERE ac.chart_id = chart.id AND TO_CHAR(
    transdate, 'YY-MM') = '05-10') AS oct,
(SELECT SUM(amount) FROM acc_trans ac WHERE ac.chart_id = chart.id AND TO_CHAR(
    transdate, 'YY-MM') = '05-11') AS nov,
(SELECT SUM(amount) FROM acc_trans ac WHERE ac.chart_id = chart.id AND TO_CHAR(
    transdate, 'YY-MM') = '05-12') AS dec,
FROM chart
WHERE charttype = 'A'
ORDER BY accno;

```

### 6.3.3 Queries to troubleshoot database problems

#### 6.3.3.1 Transactions without departments

```

SELECT 'AR', id, invnumber AS reference, transdate
FROM ar
WHERE id NOT IN (SELECT DISTINCT trans_id FROM dpt_trans)
UNION ALL
SELECT 'AP', id, invnumber AS reference, transdate
FROM ap
WHERE id NOT IN (SELECT DISTINCT trans_id FROM dpt_trans)
UNION ALL
SELECT 'GL', id, reference, transdate
FROM gl
WHERE id NOT IN (SELECT DISTINCT trans_id FROM dpt_trans);

```

#### 6.3.3.2 Unbalanced Journals

```

SELECT 'GL' AS mod, gl.reference, SUM(ac.amount)
FROM acc_trans ac
JOIN gl ON (gl.id = ac.trans_id)
GROUP BY 1, 2
HAVING SUM(ac.amount) <> 0
UNION ALL
SELECT 'AR' AS mod, ar.invnumber, SUM(ac.amount)
FROM acc_trans ac JOIN ar ON (ar.id = ac.trans_id)

```

```

GROUP BY 1, 2
HAVING SUM(ac.amount) <> 0
UNION ALL
SELECT 'AP' AS mod, ap.invnumber, SUM(ac.amount)
FROM acc_trans ac
JOIN ap ON (ap.id = ac.trans_id)
GROUP BY 1, 2 HAVING SUM(ac.amount) <> 0
ORDER BY 3

```

### 6.3.3.3 Orphan Transactions

```

SELECT *
FROM acc_trans
WHERE trans_id NOT IN (
    SELECT id FROM ar UNION ALL SELECT id FROM ap UNION ALL SELECT id FROM gl
);

```

### 6.3.3.4 Correcting Assemblies Onhand

Due to a bug/gotcha in orders handling in official SQL-Ledger, parts on hand can go out of sync from actual transactions. Following query will help you find the correct on hand quantity for a given assembly.

```

SELECT 'Purchased', SUM(0-qty) FROM invoice WHERE parts_id = (SELECT id FROM parts WHERE
    partnumber='TW01') AND trans_id IN (SELECT id FROM ap)
UNION ALL
SELECT 'Sold', SUM(0-qty) FROM invoice WHERE parts_id IN (SELECT aid FROM assembly WHERE
    parts_id = (SELECT id FROM parts WHERE partnumber='TW01')) AND trans_id IN (SELECT id
    FROM ar)
UNION ALL
SELECT 'Onhand', SUM(0-onhand) FROM parts WHERE id IN (SELECT aid FROM assembly WHERE
    parts_id = (SELECT id FROM parts WHERE partnumber='TW01'));

```

## 6.4 API

### 6.4.1 Introduction

SQL-Ledger allows you to call any of its functions from command line. An example will better illustrate this.

The following code run from your Linux/Unix shell will add a new customer to the customers table:

```
./ct.pl "
```

```
login=armaghan
&password=armaghan
&path=bin/mozilla
&db=customer
&action=save
&typeofcontact=company
&name=Ledger123
&firstname=Armaghan
&lastname=Saqib
&city=London
"
```

You could also insert this information using plain old SQL INSERT statement but here is the problem. Customer information is stored in at least three tables (customer, contact, address). You have to make sure you INSERT rows with correct id numbers in all three tables.

On the other hand API takes care of adding proper data rows in each tables with a single call like above. API also validates your data and runs any logic which is run when you are adding a customer through web interface. For example if you have defined a sequence for customer numbers, the next number is assigned automatically from that sequence.

#### 6.4.2 API Uses

API can be used to “simulate” any SQL-Ledger function from command line. You can add customers, vendors, parts as well as any type of transaction (invoices, cash receipts and payments etc.)

This makes it very easy to integrate SQL-Ledger with any other application. For example you can integrate it with your CRM solution, POS system, or e-commerce solutions like AgoraCart or Interchange.

API also allows you to add new data entry interfaces with ease. All you need to develop is the code which will interact with users and leave the rest to the API.

Import invoices and payment functions built in new versions of SQL-Ledger are in fact “newer interfaces” built using the API.

### 6.4.3 Calling from PHP

You can make API calls from any language using its shell execution mechanism. For example you can use the following php code to make SL api call.

```
<?php
$module = './ct.pl';
$params = 'login=armaghan';
$params .= '&password=armaghan';
$params .= '&path=bin/mozilla';
$params .= '&db=customer';
$params .= '&action=save';
$params .= '&typeofcontact=company';
$params .= '&name=Ledger123';
$params .= '&firstname=Armaghan';
$params .= '&lastname=Saqib';
$params .= '&city=London';
$output = shell_exec("$module \$params");
echo "<pre>$output</pre>";
?>
```

END