

SQL-Ledger User Guide

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Preface

I first came across SQL-Ledger in 2004 and although the initial release had been published by Dieter Simader only 5 years earlier, his achievements so far were astonishing and immediately caught my eye. It took me more than a full week to install it, but it was worth every minute spent. Above all because whilst understanding how to install it, I also started to realize how powerful the software architecture was. But I only saw the true beauty of SQL-Ledger once I started working with it. I have worked with many different ERP and accounting systems before, all from SAP to Quickbooks, but I immediately noticed that SQL-Ledger was different. SQL-Ledger was much smoother and faster to use than any other accounting software I had ever used before.

You will need to try it to know it. I did. And I highly recommend anyone else who is considering to build a business using an ERP or accounting software tool to checkout SQL-Ledger first. The following pages should be of help.

Chapter 1

Introduction

1.1 Introducing SQL-Ledger

SQL-Ledger is an open source accounting/ERP solution written by Dieter Simader. Its version 1.0 was released in Jan. 29, 1999. So as of this writing in 2013, it is 14 years old software which is under constant development and enhancement during this period. This makes it suitable enough for small as well as for large businesses.

SQL-Ledger has an impressive feature set which even many commercial / proprietary ERP solutions don't provide. Its internal design and user interface are simple which make it easy to learn.

SQL-Ledger is an open source software which means that it comes with full source code and you can modify it as you wish and need not to worry about discovering any undocumented bug which may cost you tons of money to get fixed or force you to some other solution when the company behind it goes out of business.

Ledger123 is an enhanced version of SQL-Ledger. It was created to fix some of the bugs in SQL-Ledger which were not getting fixed. We still call Ledger123 as 'Enhanced SQL-Ledger'.

1.1.1 Versions

The current release of stock SQL-Ledger is 3.0.5. Ledger123 is based upon 3.0.3 with its enhancements. We call it Ledger123 release 3. 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 Ledger123 release 3 (Enhanced SQL-Ledger release 3). Though most of the sections would apply equally well to the stock SQL-Ledger 3 as well as older version. This is particularly true if you are not using inventory related functions because most of the enhancements in Ledger 123 are related to inventory.

Website and other resources on Internet

1.2 Getting up and running

1.2.1 Installing enhanced sql-ledger using 'git clone'

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

1. Download the sql-ledger 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. From now onwards you can upgrade to our latest enhancements (which includes any latest releases from sql-ledger.com) with the following simple command:

```
git pull
```

3. 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
```

4. From now onwards upgrading to official sql-ledger from sql-ledger.com is as easy as:

```
git pull
```

5. Note that you can always switch back and forth between our enhanced sql-ledger and the official one by git checkout as:

```
git checkout master # enhanced sql-ledger  
git checkout sql-ledger # official sql-ledger
```

6. You can switch back to any past sql-ledger version. First see a log of all commits and 40 chars hashes:

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

7. To revert to sql-ledger 2.8.17

```
git checkout 7b15e9b
```

SQL-Ledger Virtual Machine

1.3 Our enhancements to standard SQL-Ledger

1.3.1 Departments

1. Restrict user to a particular department using admin.pl.
2. Default department for user.
3. Department is mandatory on invoices/orders/quotes if there is at least one department defined.

1.3.2 Warehouses

1. Warehouse transfers module.
2. Restrict user to a particular warehouse using admin.pl.
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 onhand and activity reports.

1.3.3 COGS

1. Re-posting script which corrects cogs errors due to invoice editing.
2. Invoice and invoice-item cogs/revenue information with gross profit %age.
3. Onhand value report which shows the inventory onhand quantities and value based upon fifo costing.

1.3.4 Reports

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

1.3.5 Others

1. 'Add Customer', 'Add Vendor' links on invoices/orders/quotes/POS screens. These links appear only if allowed by access control settings.

2. Enhanced assemblies. You can get a report of all stock-assembly actions. Warehouses are correctly updated with any assemblies made and components used.
3. Enhanced bank reconciliation.
4. Added back the 'Shipping–Transfer' function from sql-ledger 2.6.
5. LedgerDoctor script which identifies potential problems with data entry.
6. CSV data import. (invoices,transactions,gl,orders,customers,vendors,parts,chart)
7. Disabled incorrect item weight update from orders and invoices
8. Parts group is mandatory if there is at least one group defined

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 do do this before you start making your day to day transactions.

2.1 Creating your first dataset

You need to create a dataset in SQL-Ledger before you 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 data set, you need to login to the admin interface. 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 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 | |

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

On this page you need to put 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'. If you are not sure how to create this user, you

can go ahead with the default postgresql superuser which is normally 'postgres' and click 'Continue'

All the other defaults on above page seem to work in most cases.

The screenshot shows a web-based configuration interface for creating a new dataset. At the top, there's a header bar with icons for back, forward, and home, followed by the URL `localhost/app.myledger.net/ledger123/rel3/admin.pl`. Below the header, a list of 'Existing Datasets' is shown, including various names like 'besthotels', 'candy', 'centraldb', etc. The main form has several input fields:

- Dataset:** A text input field containing 'new_company'.
- Company:** A text input field containing 'New Company'.
- Templates:** A dropdown menu set to 'Default'.
- Multibyte Encoding:** A dropdown menu showing a large list of encoding options, each preceded by a radio button. Some options are grouped under 'Create Chart of Accounts'.

The 'Multibyte Encoding' list includes many international character sets:

- Default
- 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
- US_Service_Company
- Australia_General_0000
- Bahasa-Indonesia_Default
- Canada-English_General
- Colombia-utf8-PUC
- Dutch_Default
- Estonian_KA2
- German-Sample
- Italy_General
- Norwegian_Default
- Simplified-Chinese_Default-UTF8
- Slovak-Republic-utf
- Sweden
- Swiss-German
- UCOA-Form990
- US_General
- Venezuela_Default
- Australia_General_00000
- Belgium
- Canada-French_General
- Czech-Republic
- Dutch_Standard
- Estonian_UTF8
- Germany-SKR03
- Italy_cc2424
- Paraguay
- Simplified-Chinese_Default
- Spain-ISO
- Sweden_Agriculture
- Traditional-Chinese_Default-UTF8
- UCOA-Form990EZ
- US_Manufacturing

At the bottom of the form is a blue 'Continue' button.

Once the above page is displayed, you can enter your company name, name for your dataset (which is in lowercase without any spaces or special characters, 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 the 'SQL-Ledger Administration' interface. 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 table titled 'SQL-Ledger Administration' with columns: Dataset, Company, Locked, Driver, User, and Host. The table contains three rows: 'new_company' (New Company, Pg, postgres), 'rel3' (Demo Company, Pg, postgres), and 'yaqoot' (Yaqoot Group, Pg, postgres). Below the table, a status message says 'Pg'. At the bottom of the page are buttons for 'Add Dataset', 'Change Password', 'Lock System', and 'Logout'.

Your dataset is now 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. (Be sure to change it something secure on your first login) Now you need to login and create some new users as well as set their access privilages using roles.

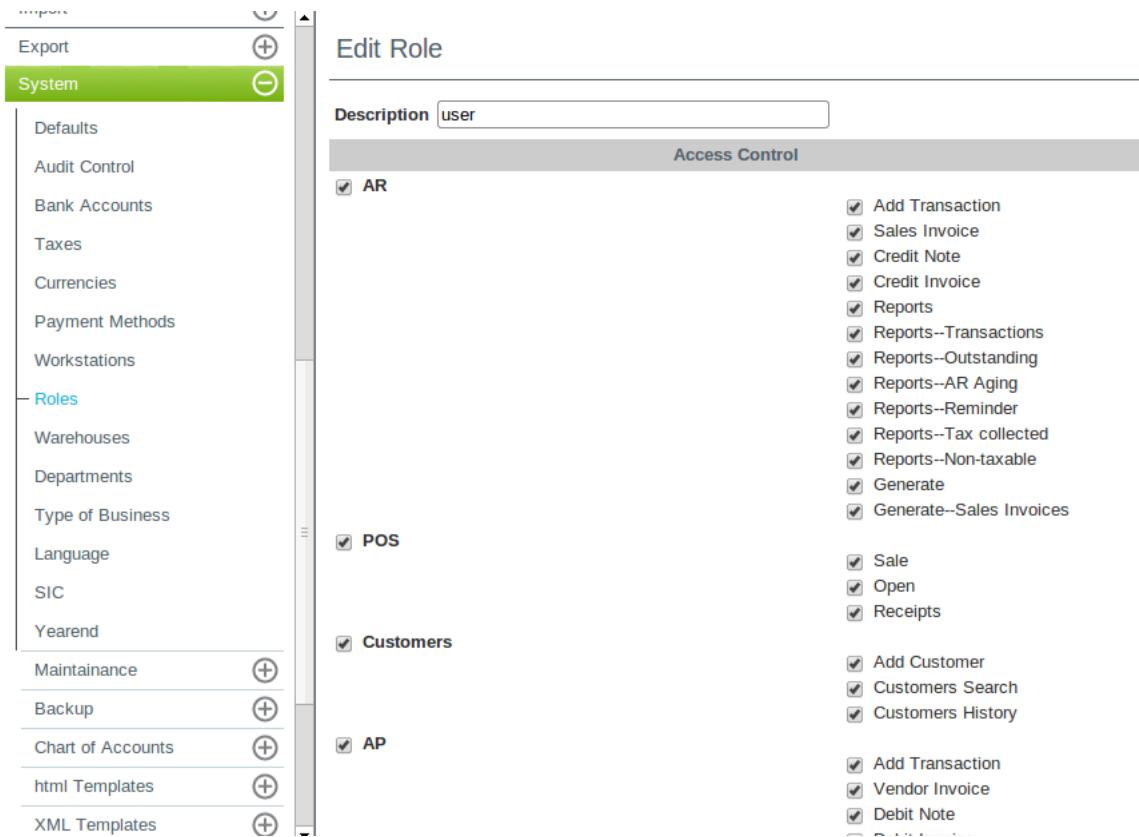
To login to your newly created dataset visit <http://your-server-ip-address/sql-ledger/login.pl>

2.2.1 Roles

Roles allow you to define which menu option is avilable to which user. You can group your users into roles and then define the access privilages for the roles. Click the menu 'System–Roles' to display existing roles, change existing one or add a new one.

The screenshot shows the 'System–Roles' interface. On the left is a sidebar with a tree view of menu items: 'Export' (with a plus sign icon), 'System' (selected and highlighted in green, with a minus sign icon), 'Defaults', 'Audit Control', 'Bank Accounts', 'Taxes', and 'Currencies'. To the right is a table titled 'Roles' with columns: No, Description, and Disable. It lists two roles: '1 admin' and '3 user'. At the bottom of the table is a blue 'Add Role' button.

To add a new role, click 'Add Role' and check/uncheck the menus under 'Access Control' to allow or disallow that menu to the role. Once you have defined the access privilages, click 'Save' to add the role.



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.

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' checkbox is there to mark whether this user will appear in salespersons list or not.

On the screen you can add all your sql-ledger users as well as other employees

data. If you do not want to allow a particular employee to login to sql-ledger, just omit its username and password.

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="button" value="▼"/> | Notes | <input type="text"/> |
| Login | armaghan | | |
| Password | 1234 | IBAN | <input type="text"/> |
| Sales | <input checked="" type="checkbox"/> | BIC | <input type="text"/> |
| Bank | <input type="text"/> | Member No. | <input type="text"/> |
| Address | <input type="text"/> | Clearing No. | <input type="text"/> |
| | <input type="text"/> | Department | HARDWARE <input type="button" value="▼"/> |
| City | <input type="text"/> | Warehouse | PARIS <input type="button" value="▼"/> |
| State/Province | <input type="text"/> | | |
| Zip/Postal Code | <input type="text"/> | | |
| Country | <input type="text"/> | | |
| Reference Documents | | | |
| <input type="text"/> | | <input type="text"/> | |
| AP | <input type="button" value="▼"/> | Pay Rates | Over |
| Payment | <input type="button" value="▼"/> | <input type="text"/> | <input type="text"/> |
| Pay Periods <input type="text"/> | | | |

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

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 Include in Report <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

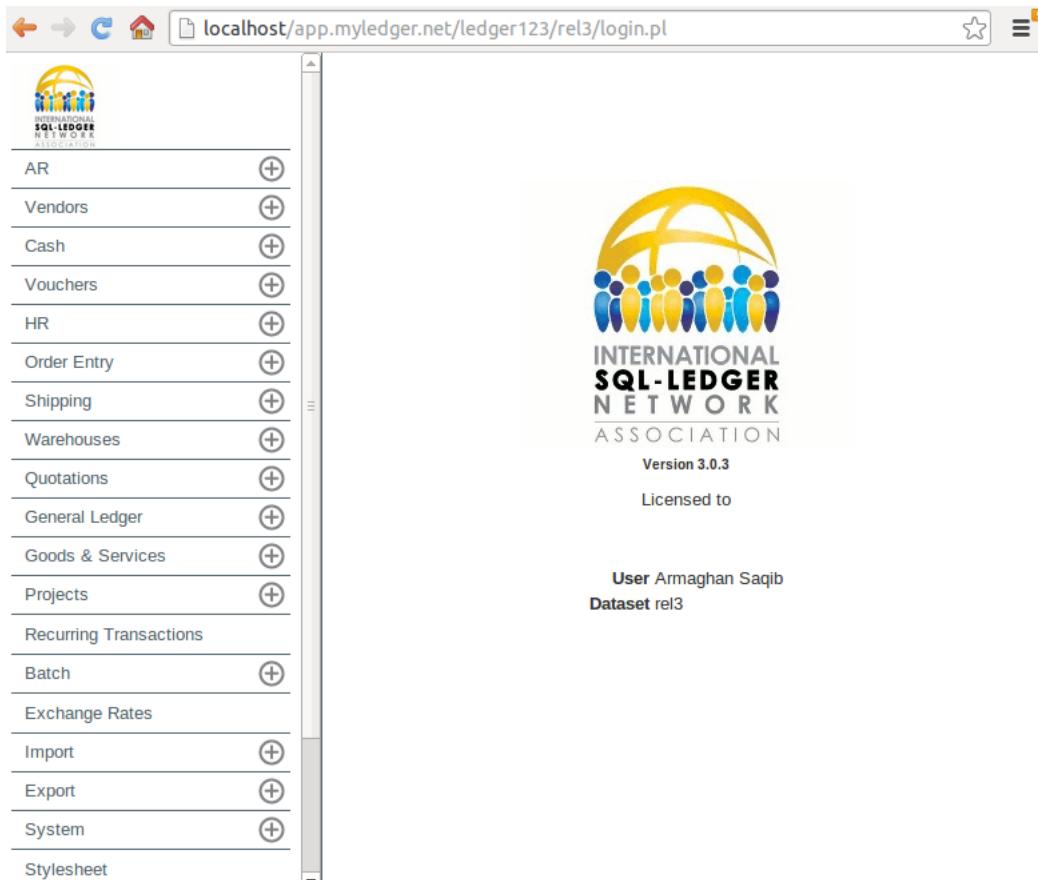
| Name | Number | Work Phone | Work Fax | Home Phone | Home Mobile | Startdate | Enddate | Role | Login |
|----------------|--------|------------|----------|------------|-------------|------------|---------|-------|----------|
| Armaghan Saqib | | | | | | 01-06-2007 | | admin | ukdemo |
| Armaghan Saqib | 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 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.



Here you come. Now you or your user has successfully logged-in to the SQL-Ledger and following welcome screen 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. If no role has been created then user has access to all the menus.



2.3 Defaults

System-Defaults menu allows you to setup your company, address and related information in SQL-Ledger. Document numbering is also controlled by system defaults.

We setup defaults for document numbers as shown on the following screen shot. You can change these to your liking or organizational needs.

System Defaults

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Company Name <input type="text"/></p> <p>Address <input type="text"/></p> <p>Phone <input type="text"/></p> <p>Fax <input type="text"/></p> <p>E-Mail <input type="text"/></p> <p>Website <input type="text"/></p> <p>Business Number <input type="text"/></p> <p>Reporting Method <input type="checkbox"/> Cash <input type="checkbox"/> Taxable</p> <p>Cash Discount <input type="checkbox"/> Taxable</p> <p>Precision <input type="text" value="2"/></p> <p>Reference Documents <input type="text"/></p> | <p>Round</p> <p><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</p> <p>Weight Unit <input type="text" value="kg"/></p> <p>Sort Names by <input type="checkbox"/> Number</p> <p>Type of Contact <input checked="" type="radio"/> Company <input type="radio"/> Person</p> |
| Last Numbers & Default Accounts | |
| <p>Inventory <input type="text" value="1001--Raw material stock"/></p> <p>Income <input type="text" value="4000--Sales"/></p> <p>Expense <input type="text" value="5000--Materials Purchased"/></p> <p>Foreign Exchange Gain <input type="text" value="4920--Foreign Exchange Gain"/></p> <p>Foreign Exchange Loss <input type="text" value="5220--Foreign Exchange Loss"/></p> <p>Cash Over/Short <input type="text" value="4000--Sales"/></p> <p>GL Reference Number <input type="text" value="GL-004"/></p> <p>Sales Invoice/AR Transaction Number <input type="text" value="AR-007"/></p> <p>Sales Order Number <input type="text" value="SO-000"/></p> <p>Vendor Invoice/AP Transaction Number <input type="text" value="AP-006"/></p> <p>Batch Number <input type="text" value="BATCH-000"/></p> <p>Voucher Number <input type="text" value="V-000"/></p> <p>Purchase Order Number <input type="text" value="PO-001"/></p> <p>Sales Quotation Number <input type="text" value="SO-000"/></p> <p>RFQ Number <input type="text" value="RFQ-001"/></p> <p>Part Number <input type="text" value="<%description 1%>010"/></p> <p>Job/Project Number <input type="text"/></p> <p>Employee Number <input type="text" value="E-001"/></p> <p>Customer Number <input type="text" value="<%name 1 1%>012"/></p> <p>Vendor Number <input type="text" value="<%name 1 1%>003"/></p> | |
| <input type="button" value="Save"/> | |

2.4 Customers



You need to add at least one customer before creating invoices. Use Customers–Add Customer to add new customers.

To change existing customers, first you list them using Customers–Reports–Search. Customers are listed with hyperlinks to edit each customer.

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"/> |
| <input checked="" type="radio"/> All <input type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Orphaned <input type="checkbox"/> AR Transactions <input type="text"/> From <input type="text"/> To <input type="button" value="Calendar"/> <input type="checkbox"/> Sales Invoices <input type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> Sales Orders <input type="checkbox"/> Amount <input type="checkbox"/> Tax <input type="checkbox"/> Total <input type="checkbox"/> Subtotal <input type="checkbox"/> Quotations | |
| <input type="checkbox"/> No. <input type="checkbox"/> ID <input type="checkbox"/> Type <input 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 | |

Include in Report

Continue

| 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](#)

Add Customer

| Billing Address | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="radio"/> Company <input type="radio"/> Person | |
| Customer Number <input type="text"/> | Salutation <input type="text"/> |
| Customer * <input type="text"/> | First Name <input type="text"/> |
| Address <input type="text"/> <input type="text"/> | Last Name <input type="text"/> |
| City <input type="text"/> | Title <input type="text"/> |
| State/Province <input type="text"/> | Occupation <input type="text"/> |
| Zip/Postal Code <input type="text"/> | <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Country <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 | Startdate <input type="text"/> 08-01-2014 <input type="button" value="Calendar"/> |
| Enddate <input type="text"/> <input type="button" value="Calendar"/> | |
| Discount <input type="text"/> % | |
| Tax Number / SSN <input type="text"/> | SIC <input type="text"/> |
| Salesperson <input type="text"/> | Notes <input type="text"/> |
| Bank <input type="text"/> | IBAN <input type="text"/> |
| Address <input type="text"/> <input type="text"/> | BIC <input type="text"/> |
| City <input type="text"/> | Member Number <input type="text"/> |
| State/Province <input type="text"/> | BC Number <input type="text"/> |
| Zip/Postal Code <input type="text"/> | <input type="checkbox"/> Remittance Voucher |
| Country <input type="text"/> | |
| Reference Documents | |
| <input type="text"/> <input type="text"/> | |
| Update Save Shipping Address AR Transaction Credit Note Sales Invoice Credit Invoice POS Sales Order Quotation Pricelist New Number | |

2.5 Vendors

Vendors Θ

- [Add Vendor](#)
- [Vendors Search](#)
- [Vendors History](#)

You need to add at least one vendor before creating invoices. Use Vendors–Add Vendor to add new vendors.

To change existing vendors, first you list them using Vendors–Reports–Search. Vendors are listed with hyperlinks to edit each vendor.

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"/> |
| <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="checkbox"/> AP Transactions <input type="text"/> From <input type="text"/> To <input type="text"/> | |
| <input type="checkbox"/> Vendor Invoices <input checked="" type="checkbox"/> Open <input checked="" type="checkbox"/> Closed | |
| <input type="checkbox"/> Purchase Orders <input checked="" type="checkbox"/> Amount <input checked="" type="checkbox"/> Tax <input checked="" type="checkbox"/> Total <input type="checkbox"/> Subtotal | |
| <input type="checkbox"/> Request for Quotations | |
| <input type="checkbox"/> No. <input type="checkbox"/> ID <input type="checkbox"/> Type <input checked="" type="checkbox"/> Vendor <input type="checkbox"/> Vendor Number <input type="checkbox"/> Address <input type="checkbox"/> Salutation <input checked="" type="checkbox"/> Contact <input type="checkbox"/> Titel <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"/> Employee <input type="checkbox"/> GIF1 <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](#)

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](#)

Add Vendor

| Billing Address | |
|------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Type <input checked="" type="radio"/> Company <input type="radio"/> Person | |
| Vendor Number <input type="text"/> | Salutation <input type="text"/> |
| Vendor * <input type="text"/> | First Name <input type="text"/> |
| Address <input type="text"/> | 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"/> Male <input type="radio"/> Female |
| Zip/Postal Code <input type="text"/> | Phone <input type="text"/> |
| Country <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 <input type="text"/> GBP <input type="button" value="▼"/> Startdate <input type="text"/> 08-01-2014 <input type="button" value="Calendar"/> | |
| Enddate <input type="text"/> <input type="button" value="Calendar"/> | |
| Discount <input type="text"/> % | |
| Tax Number / SSN <input type="text"/> | Sub-contract GIFI <input type="text"/> |
| Employee <input type="text"/> | SIC <input type="text"/> |
| Notes <input type="text"/> | |
| Bank <input type="text"/> | IBAN <input type="text"/> |
| Address <input type="text"/> | BIC <input type="text"/> |
| <input type="text"/> | Member Number <input type="text"/> |
| City <input type="text"/> | BC Number <input type="text"/> |
| State/Province <input type="text"/> | <input type="checkbox"/> Remittance Voucher |
| Zip/Postal Code <input type="text"/> | |
| Country <input type="text"/> | |
| Reference Documents | |
| <input type="text"/> | <input type="text"/> |

[Update](#) [Save](#) [Shipping Address](#) [AP Transaction](#) [Debit Note](#) [Vendor Invoice](#) [Debit Invoice](#) [Purchase Order](#) [RFQ](#) [Pricelist](#) [New Number](#)

2.6 Type of Business

You define type of business using 'System–Type of Business'. Type of business allows you to group your customers by a particular type. It also allows you to setup default discount percentage for that group of customers.

Type of Business

| Description | Discount % |
|-------------|------------|
| walkin | 2 |
| wholesale | 10 |

[Add Business](#)

Edit Business

Type of Business

Discount %

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

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

AR Credit Limit

Payment Threshold

Terms Net days

Currency Startdate

Enddate

Discount %

Type of Business

Tax Number / SSN

Salesperson

SIC

Notes

2.7 Departments

Departments are optional and can be used to classify transactions according to a department code.

2.7.1 Managing Departments

Departments can be added, changed or deleted using 'System–Departments' menu option.

The screenshot shows the 'Departments' management screen. At the top, there's a header 'Departments'. Below it is a table with three columns: 'Description', 'Cost Center', and 'Profit Center'. Two rows are listed: 'HARDWARE' and 'SERVICES'. Both rows have an asterisk (*) in the 'Cost Center' column. Below this table is a blue button labeled 'Add Department'. Underneath the button is another section titled 'Edit Department'. This section contains a table with a single row for 'HARDWARE'. The 'Cost Center' field is checked, while 'Profit Center' is unchecked. At the bottom of this section are two buttons: 'Save' and 'Save as new'.

| Description | Cost Center | Profit Center |
|-------------|-------------|---------------|
| HARDWARE | * | |
| SERVICES | * | |

Add Department

Edit Department

| | |
|-------------|----------|
| Description | HARDWARE |
|-------------|----------|

Cost Center Profit Center

Save Save as new

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.

Departments can be marked as 'Cost Center' or 'Profit Center'. Cost center departments appear only in purchasing module. Profit center departments appear both in purchasing and sales modules.

You can also change 'Department' to anything you like (eg.Branch) using the sql-ledger language customization feature. Note: Departments lookup does not appear on transaction forms unless you define at least one department from System→Departments menu option.

2.7.2 Default Department

You can define a default default for users using HR–Employees men. You can also restrict the user to view and make transactions to his department only by setting his role to User. Users with role Administrator, Manager, Supervisor always have access to all departments.

Edit Employee

| | | | |
|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------------------|------------------------------------------------------------------------------------------------|
| Employee Number | E-001 | Work Phone | 5762601 |
| Name * | Armaghan Saqib | Work Fax | 5764674 |
| Address | | Work Mobile | |
| | | Home Phone | |
| City | | Home Mobile | |
| State/Province | | Startdate | 28-04-2007  |
| Zip/Postal Code | | Enddate |  |
| Country | | SSN | |
| E-mail | mavsol@gmail.com | DOB |  |
| Role | user  | Notes | |
| Login | armaghan | | |
| Password | arq9V4t32M4EQ | | |
| <input checked="" type="checkbox"/> Sales | | | |
| Bank | | IBAN | |
| Address | | BIC | |
| | | Member No. | |
| City | | Clearing No. | |
| State/Province | | Department | HARDWARE  |
| Zip/Postal Code | | Warehouse | LONDON  |
| Country | | | |
| Reference Documents | | | |
| <input type="button" value=""/> | | <input type="button" value=""/> | |
| AP  | | Pay Rates | Over |
| Payment  | | <input type="button" value=""/> | <input type="button" value=""/> |
| Pay Periods <input type="button" value=""/> | | | |

[Update](#) [Save](#) [Save as new](#) [Access Control](#) [New Number](#)

2.7.3 Using Departments

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

Add Sales Invoice

| | |
|----------------------------------------------------------------------|---------------------------------------------------------|
| Customer * <input type="text" value="InfoMed Ltd."/> | Department <input type="text" value="HARDWARE"/> |
| Customer Number <input type="text" value="IL008"/> | Salesperson <input type="text" value="Armaghan Saqib"/> |
| Address AA7 9BB London UK | Invoice Number <input type="text"/> |
| Credit Limit 0 Remaining -456 | Order Number <input type="text"/> |
| Record in <input type="text" value="1100--Debtors Control Account"/> | Invoice Date * <input type="text" value="18-04-2014"/> |
| Currency <input type="text" value="GBP"/> | Due Date <input type="text" value="18-04-2014"/> |
| Warehouse <input type="text"/> | Terms Net <input type="text"/> days |
| Shipping Point <input type="text"/> | PO Number <input type="text"/> |
| Ship via <input type="text"/> | |
| Waybill <input type="text"/> | |
| <input type="checkbox"/> On Hold | |

2.7.4 Reports

Reports allow you to view all or department specific transactions.

AR Transactions

| | |
|--------------------------------------|--------------------------------------------------|
| Account <input type="text"/> | Salesperson <input type="text"/> |
| Customer <input type="text"/> | Department <input type="text" value="SERVICES"/> |
| Customer Number <input type="text"/> | Warehouse <input type="text" value="LONDON"/> |
| 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"/> | |

Income Statement and Balance sheet can also be compared and displayed by department.

Income Statement

Department

Project

From To

Period Current Month Quarter Year

Compare to

From To

Period

Currency

Decimal places

Method Accrual Cash

Include in Report Heading Subtotal Account Number

Accounts Standard GIFI

'Reports—Department Income Statement' report shows income statement for individual departments in columnar form.

Income Statement

From To

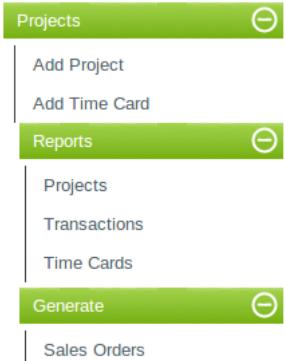
Period Current Month Quarter Year
 (blank)

Include: HARDWARE SERVICES

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 following things:

1. Track income and expenses to specific projects using invoices and general ledger transactions.
2. Enter time card data.

Notes Projects lookup appears on transactions forms only if you have created at least one project.

2.8.1 Managing Projects

You can add or change projects through 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 | Enddate | |

[Update](#) [Save](#)

To change an existing project, first display list of existing projects. For this you use 'Projects–Reports–Projects' menu. 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" 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"/> 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 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 sales and purchase invoices.

| Description | | | |
|---------------|--------------------|-----------------------|---------------------------------------|
| Item | Number | Description | 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 | | | <input checked="" type="checkbox"/> |

2.8.3 Project Reports

'Projects–Reports–Transactions' report will show you a summary report similar to trial balance report with summary of all transactions for the selected project. First you specify the period of interest before display the report.

Project Transactions

| | |
|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Department | <input type="button" value="▼"/> |
| Project | P001 <input type="button" value="▼"/> |
| From | <input type="text"/> <input type="button" value="To"/> <input type="text"/> <input type="button" value=""/> |
| 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 |
| Include in Report <input type="checkbox"/> Heading <input type="checkbox"/> Subtotal | |
| Accounts <input checked="" type="radio"/> Standard <input type="radio"/> GIFI | |

Once you display the report, you can 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 |
| | | | | | 3,240.95 |

Save Report

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 |
| | | | | | | | 1,240.95 |
| | | | | | | | 1,240.95 |

2.9 Chart of Accounts

Chart of Accounts 

- Add Account
- List Accounts**
- Translations
- Add GIFI
- List GIFI

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 |

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 Account Type * <input type="radio"/> Equity <input checked="" 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 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 <input type="text"/> | | | |

doctor

2.10 Templates

Print forms for invoices, orders, quotations and financial reports can be customized by you by editing form templates. There are three type of templates:

2.10.1 HTML Templates

HTML templates are easier to modify because it of wide spread knowledge of html. Only basic html knowledge is required to edit html templates.

html Templates ⊖

- Income Statement
- Balance Sheet
- Sales Invoice
- Credit Invoice
- Vendor Invoice
- Debit Invoice
- AR Transaction
- AP Transaction
- Credit Note

templates/rel3/invoice.html

[letterhead.html](#)

| INVOICE | | | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|---------------|--------------|-------------|----------------|--------------|------------------------|
| To | Ship To | | | | | | |
| name address1 address2 city , state zipcode country | shiptoname shiptoaddress1 shiptoaddress2 shiptocity , shiptostate shiptozipcode shiptocountry | | | | | | |
| contact | shiptocontact | | | | | | |
| Tel: customerphone Fax: customerfax email | Tel: shiptophone Fax: shiptofax shiptoemail | | | | | | |
| Invoice # | Date | Due | Order # | Salesperson | Shipping Point | Ship via | |
| invnumber | invdate | duedate | ordnumber | employee | shippingpoint | shipvia | |
| Item | Number | Description | | Qt'y | Unit Price | Disc % | Extended |
| runningnumber. | number | description | deliverydate | qty unit | sellprice | discountrate | linetotal |
| | | | | | | | Total |
| taxdescription on taxbase @ taxrate % | | | | | | | invtotal |
| Paid | | | | | | | tax |
| | | | | | | | - paid |
| | | | | | | | Balance Due |
| | | | | | | | total |
| notes | text_amount ***** decimal/100 | | | | | | All prices in currency |
| Payments | | | | | | | |
| Date | Account | Source | Amount | | | | |
| paymentdate | paymentaccount | paymentsource | payment | | | | |
| Thank you for your valued business! | | | | | | | |
| 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 _____ X _____ not be responsible for damages during transit. | | | | | | | |
| taxdescription Registration taxnumber | | | | | | | |
| Taxes shown are included in price. | | | | | | | |
| Edit | | | | | | | |

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

[letterhead.html](#)

I N V O I C E

| To | Ship To |
|----------------------|----------------------------------------|
| name | shiptoname |
| address1 | shiptoaddress1 |
| address2 | shiptoaddress2 |
| 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 | ordnumber | employee | shippingpoint | shipvia |

| Item | Number | Description | Qty | Unit Price | Disc % | Extended |
|----------------|--------|-------------|--------------|------------|-----------|--------------|
| runningnumber. | number | description | deliverydate | qty unit | sellprice | discountrate |

| | |
|------------------------------------------------|-----------------|
| Total taxdescription on taxbase @ taxrate % | invtotal tax |
| Paid | - paid |

| | |
|-------------|-------|
| Balance Due | total |
|-------------|-------|

notes text_amount ***** decimal/100

All prices in currency

Payments

| Date | Account | Source | Amount |
|-------------|----------------|---------------|---------|
| paymentdate | paymentaccount | paymentsource | payment |

Thank you for your valued business!

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 X
not be responsible for damages during transit.

taxdescription Registration taxnumber

Taxes shown are included in price.



[Edit](#)

ory
[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>

<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

2.10.2 Latex Templates

Latex templates are bit complex to understand and modify but offer complete control over printed invoice, order or quotation forms. See below for basic introduction to latex.

LaTeX Templates Θ

- Sales Invoice
- Credit Invoice
- Vendor Invoice
- Debit Invoice
- AR Transaction
- AP Transaction
- Credit Note
- Debit Note
- Remittance Voucher

[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}{Xr@{\hspace{1cm}}r@{}}
& Subtotal & <%sumcarriedforward%>
\end{tabularx}

\newpage

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

Save

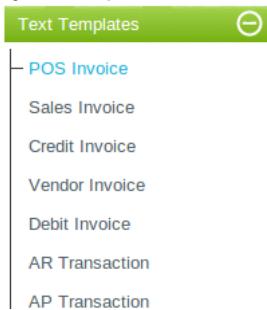
templates/rel3/letterhead.tex

```
\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

2.10.3 Text Templates. Used only with Point-of-Sale interface

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

2.10.4 Editing Templates

Templates can be edit through sql-ledger. When you click on a template, it is displayed with 'Edit' button at the end of the template. Clicking the 'Edit' button will open the template in a text box where it can be edited and saved.

Attach:templates2.jpg

2.10.5 Template Variables

Sql-ledger replaces actual data into templates using variables which we call template variables. Template variables are enclosed within `<%` and `%>`.

Here are some template variables to give you an idea. The best way to view all these template variables and understand their usage is by going through existing templates.

```
<%name%>
<%address1%>
<%address2%>
<%city%>
<%state%>
<%zipcode%>
<%country%>
<%contact%>
<%invnumber%>
<%invdate%>
<%duedate%>
<%ordnumber%>
<%employee%>
<%shippingpoint%>
<%shipvia%>
<%runningnumber%>
<%number%>
<%description%>
<%deliverydate%>
<%qty%>
<%unit%>
<%sellprice%>
<%discountrate%>
<%linetotal%>
```

2.10.6 Template control commands

Template processing engine in sql-ledger allows simple if statement and loops. Example of these are described below:

2.10.6.1 '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%>

```

2.10.6.2 '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%> %
        <td colspan=2 align=right><%tax%></td>
    </tr>
<%end tax%>

```

2.10.7 An Introduction to Latex

Latex is a complete collection of software tools to create high quality print documents. Latex templates are used in SQL-Ledger to create high quality print

forms like invoices, purchase orders etc.

Latex is included with Redhat distributions (`rpm -qa | grep tetex`).

For FreeBSD, you can install the teTeX port from `/usr/ports/print/teTeX`.

Latex might seem overwhelming to a new comer 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 latex.

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

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

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

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

2.10.7.3 You can also convert it to pdf:

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

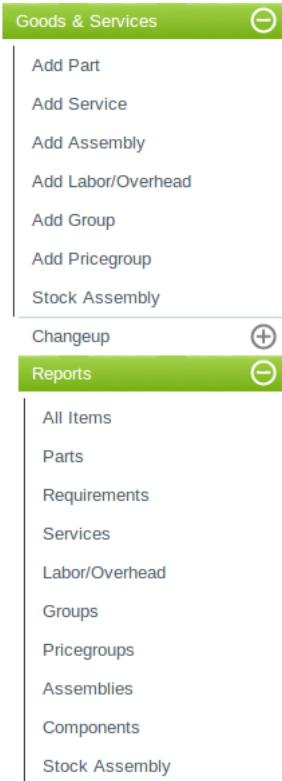
2.10.8 Structure of a Latex Document

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 terminate a command mixed within some text (to make it easier to understand the command for the compiler). Special characters in latex (#, \$, %, ^, &, _, {, }, ~) are escaped with \ except for the \ character itself (because is used to break a line). To use literal backslash (\) use can use special command \$\backslash\$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



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.

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 | | | |
| | Weight kg | | | |
| | On Hand 43 | | | |
| | ROP [] | | | |
| | Bin [] | | | |
| | Obsolete <input type="checkbox"/> | | | |
| Notes [] | Country of Origin [] | | | |
| Image [] | HS Code [] | | | |
| Drawing [] | Barcode [] | | | |
| Microfiche [] | POS Button <input checked="" type="checkbox"/> | | | |
| Tool Number [] | Make [] | Model [] | | |
| Alternate Part Number [] | | Description [] | | |
| Vendor [] | | Number [] | Cost [] | Curr GBP ▾ |
| Customer [] | | Break [] | Sell Price [] | Curr GBP ▾ |
| | | From [] | To [] | Leadtime [] days |
| <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 or purchase.

Edit Service

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

Add Labor/Overhead

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

2.11.4 Goods & Services Reports

'Goods & Services—Reports—All Items'

2.12 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 do manage your manufacturing process.

Work flow for using assemblies:

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 parts defined as assemblies.

2.12.1 Define assemblies

An assembly is just like any other inventory item in your sql-ledger with the additional information about its components. You define new assemblies using Goods and Service – Add Assembly.

Edit Assembly

| | | | | | | | | | |
|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|----------------|---------------------------------|------------------------------------------|----------------|-------------------------------------|---------------|---------------|---------------|
| Number K002 | Description Professional Kit 2 | Group Kits | | | | | | | |
| Link Accounts | | | | | | | | | |
| Income 4000-Sales | Updated 02-02-2009 | | | | | | | | |
| 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 | | | | | | | | |
| 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 | |
| Update Save Save as new New Number | | | | | | | | | |

2.12.2 Stock assemblies

This option reduces the quantities of the components and increases the onhand 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. (Rows are inserted

in invoice table for component parts with assemblyitem=TRUE)

Stock Assembly

Number

Description

Check Inventory

Stock Assembly

Reference

Date

Department

Warehouse

| Number | Description | Bin | Qty | ROP | Add |
|--------|------------------|-----|-----|-----|-----|
| K001 | Professional Kit | | 2 | | 20 |

2.12.3 Reports

More Reports—Goods and Services—Stock Assembly 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

From

To

Number

Department

Warehouse

Summary Detail

No. Reference Date Warehouse Unit

Number Description Qty Unit

Subtotal CSV

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

Stock Assembly

| Reference | Date | Department | Warehouse | Number | Description | Qty | Unit |
|----------------|------------|------------|-----------|--------|--------------------|--------------|------|
| production feb | 03-02-2014 | | | K001 | Professional Kit | 20.00 | |
| test1 | 01-01-2009 | HARDWARE | LONDON | K001 | Professional Kit | 2.00 | |
| test2 | 02-02-2009 | HARDWARE | LONDON | K002 | Professional Kit 2 | 2.00 | |
| | | | | | | 24.00 | |

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 |
| | | | | | | -100.00 | |
| 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 |
| | | | | | | -10.00 | |
| 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 |
| | | | | | | -8.00 | |
| | | | | | | -118.00 | |

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

Assemblies

| | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Number | <input type="text"/> | Serial Number | <input type="text"/> |
| Description | <input type="text"/> | Model | <input type="text"/> |
| Warehouse | <input type="button" value="▼"/> | Drawing | <input type="text"/> |
| Group | <input type="button" value="▼"/> | Tool Number | <input type="text"/> |
| Make | <input type="text"/> | Barcode | <input type="text"/> |
| Microfiche | <input type="text"/> | | |
| <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="checkbox"/> Sales Orders <input type="checkbox"/> Quotations | | From <input type="text"/> <input type="button" value="From Date"/> To <input type="text"/> <input type="button" value="To Date"/> <input checked="" type="radio"/> Accrual <input type="radio"/> Cash <input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed <input type="radio"/> Summary <input checked="" type="radio"/> Detail | |
| <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 | | | |
| Include in Report | | | |

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 | 16.99 |
| R006 | Rubber Mallet | | NOS | 24.99 | 21.50 | 21.50 |

Add Assembly

Goods and Servers–Components gives you a list order by partnumber 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 work order for a sales orders. 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 Big Porridge Ltd. London AA7 9BB UK Attn: Milton Bear | Ship To Big Porridge Ltd. London AA7 9BB UK Milton Bear | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-------------|----------------|----------------|-------------|----------------|-------------|--------|------------|----------|----------------|------------------|---|--|--|--------|-----------------|-------|--|--|--------|----------------|-------|--|--|--------|-----------------|-------|--|--|---------|----------------------|---|--|--|--------|-----------------|-------|--|--|--------|-----------------|-------|--|--|
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Order #</th> <th>Order Date</th> <th>Required by</th> <th>Salesperson</th> <th>Shipping Point</th> <th>Ship Via</th> </tr> <tr> <td>SO-002</td> <td>01-04-2008</td> <td></td> <td>Armaghan Sagib</td> <td></td> <td></td> </tr> </table> | | Order # | Order Date | Required by | Salesperson | Shipping Point | Ship Via | SO-002 | 01-04-2008 | | Armaghan Sagib | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Order # | Order Date | Required by | Salesperson | Shipping Point | Ship Via | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SO-002 | 01-04-2008 | | Armaghan Sagib | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Item Number</th> <th>Description</th> <th>Qt'y</th> <th>Bin</th> <th>Serial #</th> </tr> </thead> <tbody> <tr> <td>1. K001</td> <td>Professional Kit</td> <td>3</td> <td></td> <td></td> </tr> <tr> <td>. D008</td> <td>Deluxe Hand Saw</td> <td>9 NOS</td> <td></td> <td></td> </tr> <tr> <td>. F003</td> <td>Framing Hammer</td> <td>3 NOS</td> <td></td> <td></td> </tr> <tr> <td>. M005</td> <td>Modeling Hammer</td> <td>6 NOS</td> <td></td> <td></td> </tr> <tr> <td>2. K002</td> <td>Standard Builder Kit</td> <td>5</td> <td></td> <td></td> </tr> <tr> <td>. M005</td> <td>Modeling Hammer</td> <td>5 NOS</td> <td></td> <td></td> </tr> <tr> <td>. D008</td> <td>Deluxe Hand Saw</td> <td>5 NOS</td> <td></td> <td></td> </tr> </tbody> </table> | | | | | | 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 | | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

2.13 Labour/Overhead

Add Labor/Overhead

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

2.14 Groups

Groups are used to group together the parts and services. You can filter parts and services reports by selecting a group on search screens.

Groups have another useful functionality. When you check the POS button box during group add or change, they appear as buttons on POS (point-of-sale) screens making it easier to select items within each group.

Groups

| | |
|---------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Group | <input type="text"/> |
| Code | <input type="text"/> |
| <input checked="" type="radio"/> All <input type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Orphaned | |
| <input type="button"/> Continue | |

| 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 any group name in above list and it will be opened for any change.

[Edit Group](#)

| | |
|------------|--------------------------------------|
| Group * | <input type="text" value="Hammers"/> |
| Code | <input type="text"/> |
| Image | <input type="text"/> |
| POS Button | <input checked="" type="checkbox"/> |

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

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"/> |

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

2.15 Pricegroups

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

1. You can define customer specific prices for each part.
2. You can define quantity breaks. (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 distributor, dealer and end-user. Each of these groups of customers gets tiered discount/price.

There are three steps to use price groups:

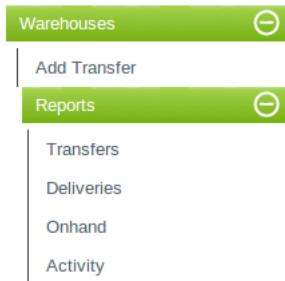
1. Create three price groups; distributor, dealer and enduser. (Goods & Services-Add Pricegroup)
2. Define item prices for these price groups. To do this, open the item for editing and select the price group and set the price according to the price group tier. Leave the customer column blank. Repeat this for all items. (Clicking 'Update' will allow you to set prices for multiple pricegroups for a single item.)
3. Open the customer record for editing and set the applicable price group for that customer.

Add Pricegroup

Pricegroup *

[Save](#)

2.16 Warehouses



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

Important: Once you have defined warehouses, these are no longer optional and you cannot save a transaction (invoice or transfer) without specifying a warehouse.

| Warehouses | |
|-------------|---------|
| Description | Address |
| LONDON | |
| PARIS | |

[Add Warehouse](#)

2.16.1 Adding warehouses

You can add, change or delete warehouses through 'System–Warehouses' option.

| Warehouses | |
|-------------|---------|
| Description | Address |
| LONDON | |
| PARIS | |

[Add Warehouse](#)

2.16.2 Default warehouse

You can define a default warehouse for users through administrative interface. You can restrict a user to view and make transactions to his warehouse by setting his role to User. Users with role Administrator, Manager, Supervisor always have access to all warehouses.

Edit Employee

| | | | |
|--------------------------------------------------|-----------------------------------------|---------------------------------|-----------------------------------------------|
| Employee Number | E-001 | Work Phone | 5762601 |
| Name * | Armaghan Saqib | Work Fax | 5764674 |
| Address | | Work Mobile | |
| | | Home Phone | |
| City | | Home Mobile | |
| State/Province | | Startdate | 28-04-2007 <input type="button" value="..."/> |
| Zip/Postal Code | | Enddate | <input type="button" value="..."/> |
| Country | | SSN | |
| E-mail | mavsol@gmail.com | DOB | <input type="button" value="..."/> |
| Role | user <input type="button" value="..."/> | Notes | |
| Login | armaghan | | |
| Password | arq9V4t32M4EQ | | |
| Sales <input checked="" type="checkbox"/> | | | |
| Bank | | IBAN | |
| Address | | BIC | |
| | | Member No. | |
| City | | Clearing No. | |
| State/Province | | Department | HARDWARE <input type="button" value="..."/> |
| Zip/Postal Code | | Warehouse | LONDON <input type="button" value="..."/> |
| Country | | | |
| Reference Documents | | | |
| <input type="button" value=""/> | | <input type="button" value=""/> | |
| AP | <input type="button" value="..."/> | Pay Rates | Over |
| Payment | <input type="button" value="..."/> | <input type="button" value=""/> | <input type="button" value=""/> |
| Pay Periods <input type="button" value=""/> | | | |

2.16.3 Using warehouses

Warehouse drop down is enabled on relevant transactions forms 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 * | InfoMed Ltd. |
| Customer Number | IL008 |
| London, UK | |
| Credit Limit 0 Remaining -317 | |
| Record in | 1100--Debtors Control Account |
| Currency | GBP |
| Warehouse | LONDON |
| Shipping Point | LONDON |
| Ship via | PARIS |
| Waybill | |
| <input type="checkbox"/> On Hold | |

2.16.4 Warehouse transfers

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

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"/> | | | | | | |

2.16.5 Transfer Reports

'Warehouses–Reports–Transfers' shows list of all transfers. On search screen you select conditions to select transactions of your interest or just click 'Continue' to display all transactions.

Warehouses–Reports–Transfers gives you a list of transfers. Summary lists transfer transactions and Detail lists all items in each transfer transaction. You can click on 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 | | |

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 |

2.00

2.16.6 Warehouse Onhand Report

Warehouses–Reports–Onhand gives you inventory onhand for all warehouses or for a particular warehouse.

Inventory Onhand

To

Number

Group

Department

Warehouse

Summary Detail

Include in Report No. Warehouse Number Description Group
 Unit Onhand Subtotal CSV

[Continue](#)

You can see the report shows onhand quantity of selected items at each warehouse. This report can be sorted on item number so that you can quickly see the onhand 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 |
| | | | | | 147.00 |
| 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 |
| | | | | | 48.00 |
| | | | | | 195.00 |

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 |
| | | | | | 55.00 | 43.00 | |
| | | | | | 55.00 | 43.00 | |

2.16.7 Transfers delivered

Some companies also need to track the in-transit goods between warehouse transfers. Delivered date is usually different from transfer date.

When you login, you will see the number of transfers which have been sent to your default warehouse but not received by you yet.

To 'receive' the transfers, click the 'Warehouses–Reports–Deliveries' menu option, specify criteria and click Continue to display the transfers pending to be received. Here you 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 | PARIS | |

Save Delivered

2.16.8 Other Reports

1. Goods & Services–Parts report provides summary of your on hand quantity at selected or all warehouses. Click 'Warehouse' check box to display onhand by warehouse.

2. .

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

| Parts / | | | | | | | |
|---------------------------|-----------------|--------|------|------------|-----------|----------|-----------|
| Active : Number : D008 | | | | | | | |
| Number | Description | Qty | Unit | Sell Price | Last Cost | Avg Cost | Warehouse |
| D008 | Deluxe Hand Saw | 38 NOS | | 17.99 | 16.00 | 16.00 | |
| | | 1 | | | | | LONDON |
| | | 37 | | | | | PARIS |

2.16.9 Enabling multiple warehouses for old dataset

If you have upgraded your sql-ledger installation with our enhanced version, you need to run few queries to bring your old data in sync with the new warehouses structure.

Assemblies are a special case. In standard sql-ledger, 'Stock Assembly' action does not create any transaction/log and directly updates the onhand quantities in parts table. If you are using assemblies, you will almost always need to adjust the components and assemblies quantities after running these queries. See step 4 below.

Important: Make sure you have a current backup before doing this.

TODO: Copy queries and other text here. See how code can be formatted properly

2.17 Translations

2.18 Taxes

Defining and using taxes in sql-ledger is a four step process:

2.18.1 Define tax accounts in chart

You create (or edit) tax accounts in chart of accounts using System–Accounts menu option.

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 | | | |
| Account Type * | <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"/> Payment <input type="checkbox"/> Discount <input checked="" type="checkbox"/> Tax | <input type="checkbox"/> Lineitem <input type="checkbox"/> Payment <input type="checkbox"/> Discount <input checked="" type="checkbox"/> Tax | <input type="checkbox"/> Income <input type="checkbox"/> COGS <input checked="" type="checkbox"/> Tax | <input type="checkbox"/> Income <input type="checkbox"/> Expense <input checked="" type="checkbox"/> Tax |
| GIFI | | | |

Save **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 |

2.18.2 Define tax percentages

You set percentages for each tax using System–Taxes menu option.

Taxes

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

Update **Save**

2.18.3 Mark Items/services as taxable

You mark each part or service taxable during add or edit process. You do this using Goods & Services menu option.

Add Part

| | | |
|----------------------------|-------------------------------------------------------------------------------------------------------------|------------------------|
| Number | Description | Group |
| <input type="text"/> | <input type="text"/> | <input type="button"/> |
| Link Accounts | | |
| 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 |
| Reference Documents | | |
| <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 |

2.18.4 Mark customers/vendors for applicable taxes

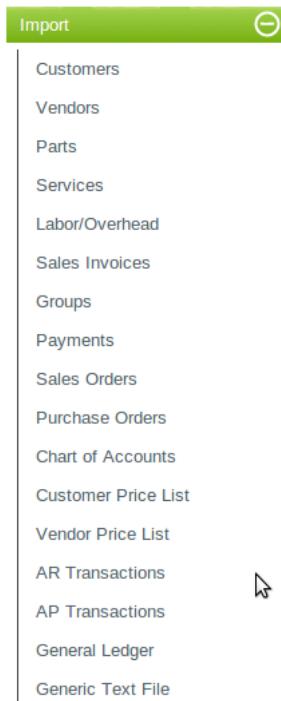
Tax will not be calculated for your customers or vendors unless you mark them as taxable.

Add Customer

| Billing Address | |
|--------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Type <input checked="" type="radio"/> Company <input type="radio"/> Person | Salutation <input type="text"/> |
| Customer Number <input type="text"/> | First Name <input type="text"/> |
| Customer * <input type="text"/> | Last Name <input type="text"/> |
| Address <input type="text"/> | Title <input type="text"/> |
| <input type="text"/> | Occupation <input type="text"/> |
| City <input type="text"/> | <input checked="" type="radio"/> |
| State/Province <input type="text"/> | 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 | |

2.19 Data import from other applications

Sometimes you need to import your sales data into sql-ledger which was produced elsewhere. 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 old software to sql-ledger.



In SQL-Ledger, we can import data for almost everything as shown in the image above. Following sections provide detailed steps for importing CSV text files.

2.19.1 Sale invoices

Sales invoices can be imported from text files.

2.19.1.1 Format your data

Here is a sample 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

```

2.19.1.2 Upload and preview

Using Impor-Sales Invoices menu option, upload this 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 | Customer Number | 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 Ltd | 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 | | | | | |

2.19.1.3 Confirm data import

When you click the Import Sales Invoices button, invoices will be imported. You will be show 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

2.19.1.4 Additional data which can be imported

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
```

2.19.2 Receipts and Payments

You can import payments and match them to invoices using 'Import–Payments'. Following points should be kept in mind.

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

2.19.2.1 Format your data

Create or format the data in a CSV file with structure similar to the 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
```

2.19.2.2 Upload and perview

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

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

2.19.2.3 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

2.19.2.4 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 'sub payments' in 'SL/IM.pm' and 'sub im_payment' in 'bin/mozilla/im.pl'.
2. To match payments only to AR (or AP) invoices, change the UNION queries in SL/IM.pm to select invoices from AR or AP only as required.

2.19.3 AR/AP Transactions

You can import AR and AP transactions.

For AR transactions, format your data using 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 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"
```

2.19.4 General Ledger

This feature will help you to move your data from most of the accounting software to sql-ledger in few easy steps:

2.19.4.1 Format your data

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

1. Import script creates one GL transaction for each unique 'reference' number.
2. There can be any number of lines (rows) in each transaction.
3. Account must exist in chart of accounts 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
```

2.19.4.2 Upload and preview

Using 'Imports–GL Transaction' load the CSV file into sql-ledger. Import script will show the rows which contain valid account number and can be imported.

| Import General Ledger | | | | | | | | | | |
|-----------------------|-----------|---------------------------------|------------|------------------------------|---------|---------------------|--------|--------|----------|------------|
| | Reference | Description | Date | Notes | Account | Account Description | Debit | Credit | Source | Memo |
| 1 | GL001 | Paid for training,support | 01-20-2008 | Next session in 2009 | 8203 | Training Costs | 124.00 | | 23211 | new hiring |
| 2 | GL001 | Paid for training,support | 01-20-2008 | Next session in 2009 | 1230 | Petty Cash | | 124.00 | 23211 | new hiring |
| 3 | GL002 | Overdue pymt for inv 11,12,13 | 10-19-2008 | | 1230 | Petty Cash | 204.00 | | 11,12,13 | |
| 4 | 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 | | |

2.19.4.3 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

2.19.5 Customers and Vendors

Customer and Vendor import is similar (except the number column which is 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",,,"AA7 8BB",UK
```

2.19.6 Parts

2.19.6.1 Format your data

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

1. 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

```

2.19.6.2 Upload and preview

To start the import process, click 'Data Import–Parts' in the menu. Following page will be displayed. Click 'Browse' to select your CSV file, mark the taxes applicable and select the account links (Defaults are enough most of the time) 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 checkbox on each line.

Please note:

1. The parts which are already in the system (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.

The screenshot shows two pages of the 'Import Parts' interface.

Page 1: Configuration

- Inventory: 1001--Stock
- Income: 4000--Sales
- COGS: 5000--Materials Purchased
- Taxes selected: 2200--VAT (17.5%) and 2205--VAT (5%)
- File to Import: [Browse...]
- Type of File: CSV
- Delimiter: [input field]
- Tab delimited file: [checkbox]

Page 2: Preview

| | Number | Description | Unit | Group | List Price | Sell Price | Last Cost | ROP | Bin | Image | Drawing | Notes |
|---|--------|----------------------|------|------------------|------------|------------|-----------|-----|-----|---------|-----------|-----------------------|
| 1 | B002 | Brush Set | NOS | brush | + 9.99 | 9.99 | 7 | 150 | TOP | noimage | brush.jpg | notes about brush set |
| 2 | D010 | Deluxe Hand Saw | NOS | SAW | + 17.99 | 17.99 | 16 | 50 | TOP | saw.jpg | nodrawing | notes about hand saw |
| 3 | D011 | Digger Hand Trencher | NOS | Picks & Hatchets | 18.99 | 18.99 | 15 | 200 | TOP | | nodrawing | notes about hand saw |

Buttons:

- Continue
- Import Parts

2.19.6.3 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
```

2.19.7 Vendor price list

2.19.7.1 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
```

2.19.7.2 Upload and preview

Click 'Data Import–Parts Vendors', specify the file with the 'Browse' button and click 'Import Parts Vendors' button. Following page will be displayed. Here you can un-check the rows which you do not want to import. Rows with invalid vendor number or partnumber will not have the checkbox.

| 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 | | |
| | | | | | | | | | | |

2.19.8 Customer price list

2.19.8.1 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
```

2.19.8.2 Upload and preview

Click 'Data Import–Parts Customers', specify the file with the 'Browse' button and click 'Import Parts Customers' button. Following page will be displayed. Here you can un-check the rows which you do not want to import. Rows with invalid customer number or partnumber will not have the checkbox.

| 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

2.19.9 Chart of accounts

2.19.9.1 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/uncheck the accounts to be imported and click continue to import the selected accounts.

```

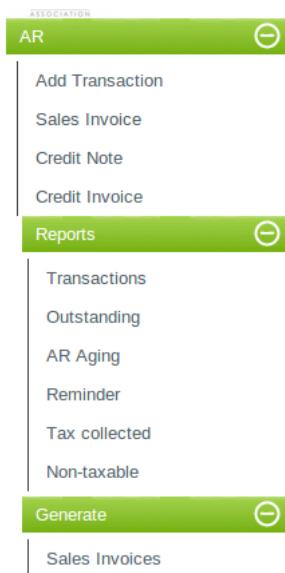
accno,description,charttype,category,link
1000,"CURRENT ASSETS",H,A,
1060,"Checking Account",A,A,AR_paid:AP_paid
1065,"Petty Cash",A,A,AR_paid:AP_paid
1200,"Accounts Receivables",A,A,AR
1205,"Allowance for doubtful accounts",A,A,
1500,"INVENTORY ASSETS",H,A,
1520,"Inventory / General",A,A,IC
1530,"Inventory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

```

Chapter 3

Running your business on SQL-Ledger

3.1 AR



3.1.1 AR Transaction

AR–Add Transaction menu option is used to create AR Transactions. These transactions allow you to record your sales in correct GL accounts without creating an invoice.

Add AR Transaction

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

3.1.2 Sales Invoice

Sales invoices are created using AR-Sales Invoice menu option. The only mandatory columns are Customer and Invoice Date. Rest of the columns can be left blank.

Once you enter an item (part, service) and click 'Update', a new line opens. This way you can enter any number of items (parts, services etc.) in the detail portion of the invoice.

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"/> [cal] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Record in <input type="text" value="1100--Debtors Control Account"/> | | Due Date <input type="text" value="05-07-2007"/> [cal] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reference Documents | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="text"/> <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DCN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Description <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Item</th> <th style="width: 15%;">Number</th> <th style="width: 45%;">Description</th> <th style="width: 10%;">Qty</th> <th style="width: 10%;">Unit</th> <th style="width: 10%;">Price</th> <th style="width: 10%;">%</th> <th style="width: 10%;">Extended</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>D009</td> <td>Digger Hand Trencher</td> <td><input type="text" value="6"/></td> <td>NOS</td> <td><input type="text" value="18.99"/></td> <td><input type="text"/></td> <td>113.94</td> </tr> <tr> <td>2</td> <td>T010</td> <td>The Claw Hand Rake</td> <td><input type="text" value="3"/></td> <td>NOS</td> <td><input type="text" value="14.99"/></td> <td><input type="text"/></td> <td>44.97</td> </tr> <tr> <td>3</td> <td><input type="text"/></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 | D009 | Digger Hand Trencher | <input type="text" value="6"/> | NOS | <input type="text" value="18.99"/> | <input type="text"/> | 113.94 | 2 | T010 | The Claw Hand Rake | <input type="text" value="3"/> | NOS | <input type="text" value="14.99"/> | <input type="text"/> | 44.97 | 3 | <input type="text"/> | Group <input type="text"/> <input type="text"/> | | | | | | | |
| Item | Number | Description | Qty | Unit | Price | % | Extended | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | D009 | Digger Hand Trencher | <input type="text" value="6"/> | NOS | <input type="text" value="18.99"/> | <input type="text"/> | 113.94 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | T010 | The Claw Hand Rake | <input type="text" value="3"/> | NOS | <input type="text" value="14.99"/> | <input type="text"/> | 44.97 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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"/> <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Tax Included Subtotal 158.91 VAT (17.5%) 27.81 Total 186.72 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Payments | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date <input type="text"/> [cal] | Source <input type="text"/> | Memo <input type="text"/> | Amount <input type="text"/> | Account <input type="text" value="1200--Bank Current Account"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Edit Sales Invoice

| | | | | |
|------------------------------------------------------------------------------------|-------------------------------|------------------------|---------------------------------------|------------|
| Customer * | Auto Exchange Express | ? | Department | HARDWARE |
| Customer Number | AE001 | | Invoice Number | AR-001 |
| Address | AA7 9BB London UK | | Order Number | |
| Credit Limit | 1,500 | Remaining | 1,313 | |
| Record in | 1100--Debtors Control Account | | Invoice Date * | 05-07-2007 |
| Currency | GBP | | Due Date | 05-07-2007 |
| Warehouse | LONDON | | Terms Net | days |
| Shipping Point | | | PO Number | |
| Ship via | | | | |
| Waybill | | | | |
| <input type="checkbox"/> On Hold | | | | |
| Reference Documents | | | | |
| <input type="button" value=" "/> <input type="button" value=" "/> | | | | |
| DCN | | | | |
| Description | | | | |
| Item | Number | Description | Qty | Unit |
| 1 | D009 | ? Digger Hand Trencher | <input checked="" type="checkbox"/> 6 | NOS |
| Delivery Date | | | 18.99 | |
| Order Number | | | | Serial No. |
| Group Picks & Hatchets Code | | | | |
| Packaging | N.W. | G.W. | (kg) | Volume |
| 2 | T010 | ? The Claw Hand Rake | <input type="checkbox"/> 3 | NOS |
| 3 | | | 14.99 | |
| Group | | | | |
| <input type="checkbox"/> Tax Included Notes Internal Notes | | | | |
| Subtotal 158.91 VAT (17.5%) 27.81 Total 186.72 | | | | |

3.1.3 Transactions Report

Transaction report shows all open or closed transactions for the specified criteria on search 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"/> | |
| Line Item <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 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 | |

Continue

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.**

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 | |
| | | | | | 1,493.76 | | | 324.66 | 324.66 | | | |
| | 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 | |
| | | | | | 11,418.70 | 8,253.70 | | 3,126.44 | 3,126.44 | | | |
| | 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 | | | | 55.07 | 4000 | Digger Hand Trencher | |

3.1.4 Aging Report

AR Aging

Department

Customer

Customer Number

To

Summary Detail

Aged Overdue

Include in Report Current 30 60 90
 15 45 75

[Continue](#)

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 |
| | | | | | | | 1,394.19 | 1,394.19 |

[Statement ▼](#) [html ▼](#) [Screen ▼](#)

[Select all](#) [Print](#) [Preview](#) [E-mail](#) [Save Report](#)

N

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 |
| | | | | | | | | | | | 186.72 |
| <input type="checkbox"/> | Big Porridge Ltd. | BP011 | AR-003 | | 06-07-2007 | 06-07-2007 | | | | 527.50 | 527.50 |
| | | | | | | | | | | | 527.50 |
| <input type="checkbox"/> | Car Parts Ltd | CP002 | AR-004 | | 09-07-2007 | 10-07-2007 | | | | 243.08 | 243.08 |
| | | | | | | | | | | | 243.08 |
| <input type="checkbox"/> | Electronics Ltd. | EL004 | AR-005 | | 12-07-2007 | 12-07-2007 | | | | 119.78 | 119.78 |
| | | | | | | | | | | | 119.78 |
| <input type="checkbox"/> | InfoMed Ltd. | IL008 | AR-006 | | 12-07-2007 | 12-07-2007 | | | | 317.11 | 317.11 |
| | | | | | | | | | | | 317.11 |
| | | | | | | | | | | | 1,394.19 |
| | | | | | | | | | | | 1,394.19 |

Statement ▾ html ▾ Screen ▾



Select all Print Preview E-mail Save Report

3.1.5 Reminders

Reminder

Department ▾

Customer

Customer Number

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 |

3.1.6 Customer History Reports

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 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 | |

Customer History / My Company Name

Summary
Open
Closed

| Part Number | Description | Qty | Sell Price | Total |
|------------------------------------------------|----------------------|-----|------------|--------|
| Auto Exchange Express London AA7 9BB UK | | | | |
| D009 | Digger Hand Trencher | 6 | 18.99 | 113.94 |
| T010 | The Claw Hand Rake | 3 | 14.99 | 44.97 |
| 158.91 | | | | |
| Big Porridge Ltd. London AA7 9BB UK | | | | |
| 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 |
| 1,491.80 | | | | |
| Car Parts Ltd London UK | | | | |
| 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 |
| 206.88 | | | | |
| Electronics Ltd. London AA7 9BB UK | | | | |
| D009 | Digger Hand Trencher | 3 | 18.99 | 56.97 |
| T010 | The Claw Hand Rake | 3 | 14.99 | 44.97 |
| 101.94 | | | | |
| InfoMed Ltd. London AA7 9BB UK | | | | |
| M004 | Mini-Sledge | 6 | 24.99 | 149.94 |
| M005 | Modeling Hammer | 3 | 14.99 | 44.97 |
| R006 | Rubber Mallet | 3 | 24.99 | 74.97 |
| 269.88 | | | | |

Customer History / My Company Name

Detail
Open
Closed

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

3.2 Point of Sales (POS)

Add POS Invoice

Customer * [? Add Customer](#)

Salesperson

Customer Number

Invoice Number

Address AA7 9BB London UK

Invoice Date 04-05-2014

Credit Limit 0 Remaining -509

Currency

Record in

Department

Warehouse

Description

| 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 | Source | Memo | Tax Included |
|-------------|--------|----------------------------|--------------------------|
| | | 1200--Bank Current Account | <input type="checkbox"/> |
| Outstanding | 52.85 | | Subtotal 44.98 |
| | | | VAT (17.5%) 7.87 |
| | | | Total 52.85 |

Screen Poledisplay

[Update](#) [Main Groups](#) [Print](#) [Open Drawer](#) [Preview](#) [Post](#) [Assign Number](#)

B [Hammers](#)

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 |
| | | | 98.65 | | | | |
| | | | 98.65 | | | | |

Edit POS Invoice

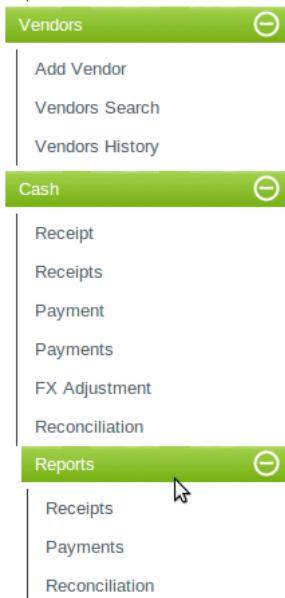
| | | | | | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------|---------------------------|------------------------------------------|-----------------------------|-------------------------------|----------------------------|---------------------------------------|--|
| Customer * | InfoMed Ltd. | ? Add Customer | Salesperson | Armaghan Saqib | | | | | |
| Customer Number | IL008 | | Invoice Number | AR-008 | | | | | |
| Address | AA7 9BB London UK | | | | | | | | |
| Credit Limit | 0 | Remaining | -455 | | | | | | |
| Record in | 1100-Debtors Control Account | | | | | | | | |
| Department | HARDWARE | | | | | | | | |
| Warehouse | | | | | | | | | |
| Description | | | | | | | | | |
| 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 | Source | Memo | | | | | | <input type="checkbox"/> Tax Included | |
| 100.00 | | | 1200-Bank Current Account | | | | | Subtotal 44.98 | |
| | | | 1200-Bank Current Account | | | | | VAT (17.5%) 7.87 | |
| Change | 47.15 | | | | | | Total 52.85 | | |
| <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="Assign Number"/> <input type="button" value="Delete"/> | | | | | | | | | |
| B | Brushes | Hammers | Hand Planes | Hand Saws | Picks & Hatchets | | | | |
| Receipts | | | | | | | | | |
| From | | To | | | | | | | |
| Period | | | | <input checked="" type="radio"/> Current | <input type="radio"/> Month | <input type="radio"/> Quarter | <input type="radio"/> Year | | |
| <input type="button" value="Continue"/> | | | | | | | | | |

Receipts /

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

Save Report

3.3 Receipts



There are two ways to record payment from your customer:

You can put the receipt information at the footer of your invoice when creating the invoice if the invoice has been paid at the time of purchase.

You can use 'Cash-Receipt' menu to record receipt for a particular customer. Using this method is advisable as you do not need to edit invoices to record the receipt. This method also allows you to record a single receipt for multiple invoices.

Receipt

| <input type="checkbox"/> All | Department <input type="button" value="▼"/> | | | | | |
|-------------------------------------------------------------|---------------------------------------------------------------------|------------|---------------|---------------|--------------------------|----------------------|
| Due Date From <input type="text"/> To <input type="text"/> | AR <input type="button" value="1100--Debtors Control Account ▼"/> | | | | | |
| Customer <input type="text" value="Auto Exchange Express"/> | Payment <input type="button" value="1200--Bank Current Account ▼"/> | | | | | |
| Customer Number <input type="text" value="AE001"/> | Date <input type="text" value="18-04-2014"/> | | | | | |
| 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-001 | 05-07-2007 | 05-07-2007 | 186.72 | 186.72 | <input type="checkbox"/> | <input type="text"/> |
| | | | 186.72 | 186.72 | | |

The 'Cash–Receipts' menu allows you to quickly record receipts for multiple invoices for multiple customers.

Receipts

| Due Date From <input type="text"/> To <input type="text"/> | AR <input type="button" value="1100--Debtors Control Account ▼"/> | | | | | | |
|------------------------------------------------------------|---------------------------------------------------------------------|-----------------|-----------------|-------------------------------------|-------------------------------------|----------------------|----------------------|
| Department <input type="button" value="▼"/> | Payment <input type="button" value="1200--Bank Current Account ▼"/> | | | | | | |
| Date <input type="text" value="18-04-2014"/> | Currency <input type="button" value="GBP ▼"/> | | | | | | |
| Invoices | | | | | | | |
| Customer | Customer Number | Amount | Due | <input checked="" type="checkbox"/> | Paid | Memo | Source |
| <input type="checkbox"/> Auto Exchange Express | AE001 | 186.72 | 186.72 | <input checked="" type="checkbox"/> | <input type="text" value="186.72"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Big Porridge Ltd. | BP011 | 1,527.50 | 527.50 | <input checked="" type="checkbox"/> | <input type="text" value="527.50"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Car Parts Ltd | CP002 | 243.08 | 243.08 | <input checked="" type="checkbox"/> | <input type="text" value="243.08"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Electronics Ltd. | EL004 | 119.78 | 119.78 | <input checked="" type="checkbox"/> | <input type="text" value="119.78"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> InfoMed Ltd. | IL008 | 455.97 | 455.97 | <input checked="" type="checkbox"/> | <input type="text" value="455.97"/> | <input type="text"/> | <input type="text"/> |
| | | 2,533.05 | 1,533.05 | | | 1,533.05 | |

Receipts report show you receipts for the particular period according to your bank account.

Receipts

Department

Account

Customer

Customer Number

Description

Source

Memo

From To

Period Current Month Quarter Year

Exchange Rate Difference

Include in Report

| | | | | |
|--------------------------------------------|-----------------------------------------------|----------------------------------------------|------------------------------------------|-------------------------------------------------|
| <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 | | | | |

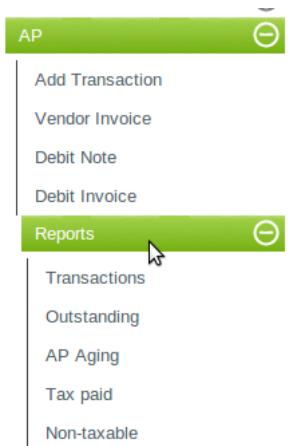
 Continue

Receipts /

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

Save Report

3.4 AP



3.4.1 AP Transactions

Add AP Transaction

Vendor * ?
 Vendor Number
 Address London AA7 9BB UK
 Credit Limit 0 Remaining -85
 Currency ▾
 On Hold
 Tax Included
 Department ▾
 Employee ▾
 Invoice Number
 Order Number
 Invoice Date *
 Due Date
 PO Number
 Terms Net days

Reference Documents

DCN
 Description

| Amount | Account | Description |
|----------------------|-------------------------------------------------------------------------------------|----------------------|
| <input type="text"/> | <input type="text" value="5000-Materials Purchased"/> ▾ | <input type="text"/> |
| <input type="text"/> | <input checked="" type="checkbox"/> <input type="text" value="2200-VAT (17.5%)"/> ▾ | <input type="text"/> |
| | <input type="text" value="2100-Creditors Control Account"/> ▾ | |

Notes Internal Notes

Payments

| Date | Source | Memo | Amount | Account |
|----------------------|----------------------|----------------------|----------------------|----------------------------------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="1200-Bank Current Account"/> ▾ |

Transaction ▾ ▾

3.4.2 Purchase Invoice

Add Vendor Invoice

| Vendor * | Skybird Agro Industries | ? | Department | HARDWARE | | | | | | | | | | | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|----------------------|----------------------------------------------------------------------|------------------------------------|---------------------|--|--|----------------------|----------------------|------|--------|------|--------|---------|----------------------|----------------------|----------------------|----------------------|---------------------------|
| Vendor Number | SA003 | | Employee | | | | | | | | | | | | | | | | |
| Address AA7 9BB London UK | | Invoice Number | | | | | | | | | | | | | | | | | |
| Credit Limit | 0 Remaining -85 | Order Number | | | | | | | | | | | | | | | | | |
| Record In | 2100--Creditors Control Account | Invoice Date * | 08-01-2014 | <input type="button" value="..."/> | | | | | | | | | | | | | | | |
| Currency | GBP | Due Date | 08-01-2014 | <input type="button" value="..."/> | | | | | | | | | | | | | | | |
| Warehouse | | Terms Net | <input type="text"/> days | | | | | | | | | | | | | | | | |
| Shipping Point | | PO Number | | | | | | | | | | | | | | | | | |
| Ship via | | | | | | | | | | | | | | | | | | | |
| Waybill | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> On Hold | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <th colspan="3">Reference Documents</th> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td></td> </tr> </table> | | | | | Reference Documents | | | <input type="text"/> | <input type="text"/> | | | | | | | | | | |
| Reference Documents | | | | | | | | | | | | | | | | | | | |
| <input type="text"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | |
| DCN <input type="text"/> | | | | | | | | | | | | | | | | | | | |
| Description <input type="text"/> | | | | | | | | | | | | | | | | | | | |
| Item | Number | Description | Qty | Unit | | | | | | | | | | | | | | | |
| 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | | | | | | | | | | | |
| Group <input type="text"/> | | | | | | | | | | | | | | | | | | | |
| Notes | | Internal Notes | <input type="checkbox"/> Tax Included Subtotal 0.00 Total 0.00 | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <th colspan="5">Payments</th> </tr> <tr> <th>Date</th> <th>Source</th> <th>Memo</th> <th>Amount</th> <th>Account</th> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>1200-Bank Current Account</td> </tr> </table> | | | | | Payments | | | | | Date | Source | Memo | Amount | Account | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 1200-Bank Current Account |
| Payments | | | | | | | | | | | | | | | | | | | |
| Date | Source | Memo | Amount | Account | | | | | | | | | | | | | | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 1200-Bank Current Account | | | | | | | | | | | | | | | |
| <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="Schedule"/> <input type="button" value="New Number"/> | | | | | | | | | | | | | | | | | | | |

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 | Invoice Date * | 01-07-2007 |
| Record in | 2100--Creditors Control Account | | Due Date | 10-07-2007 |
| Currency | GBP | | Terms Net | 9 days |
| Warehouse | LONDON | | PO Number | |
| Shipping Point | | | | |
| Ship via | | | | |
| Waybill | | | | |
| <input type="checkbox"/> On Hold | | | | |
| Reference Documents | | | | |
| <input type="button" value="New"/> <input type="button" value="Edit"/> | | | | |
| DCN | | | | |
| Description | | | | |
| Item | Number | Description | Qty | Unit |
| 1 | D009 | Digger Hand Trencher | <input checked="" type="checkbox"/> 30 | NOS |
| SKU D009 ? | | | 16.99 | |
| Delivery Date | | | Serial No. | |
| Order Number | | ? | PO Number | |
| 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 | |
| 3 | H002 | Hand Brush | <input type="checkbox"/> 55 | NOS |
| SKU H002 ? | | | 4.35 | |
| 4 | | | <input type="checkbox"/> | |
| Group | | | | |
| <input type="checkbox"/> Tax Included Notes Internal Notes | | | | |
| Subtotal 1,192.95 VAT (17.5%) 208.77 | | | | |

3.4.3 Transactions Report

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" 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 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 Date <input checked="" type="checkbox"/> Vendor <input type="checkbox"/> Invoice Number <input type="checkbox"/> Order Number <input checked="" type="checkbox"/> Description | |
| <input type="checkbox"/> PO Number <input checked="" 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"/> Currency <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"/> 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](#)

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 |
| | | | | | 214.54 | 1,440.48 | | 1,440.48 |
| 03-07-2007 | AP-003 | Skybird Agro Industries | | 1,741.12 | 304.70 | 2,045.82 | 2,000.00 | 45.82 |
| | | | | | 304.70 | 2,045.82 | 2,000.00 | 45.82 |
| 12-07-2007 | AP-004 | Skybird Agro Industries | | 33.49 | 5.86 | 39.35 | | 39.35 |
| | | | | | 5.86 | 39.35 | | 39.35 |
| | | | | 3,000.55 | 525.10 | 3,525.65 | 2,000.00 | 1,525.65 |

[AP Transaction](#) [Vendor Invoice](#)

3.4.4 Aging Report

AR Aging

Department

Customer

Customer Number

To

Summary Detail

Aged Overdue

Include in Report Current 30 60 90
 15 45 75

AP Aging / My Company Name

Aged
for Period To 08 January 2014

| Vendor | Vendor Number | GBP | | | | Total |
|--------------------------|---------------|---------|----|----|----|-----------------|
| | | Current | 30 | 60 | 90 | |
| Construct Buildings Plc | CB001 | | | | | 1,401.72 |
| Engineering Supplies Plc | ES002 | | | | | 38.76 |
| Skybird Agro Industries | SA003 | | | | | 85.17 |
| | | | | | | 1,525.65 |
| | | | | | | 1,525.65 |

AP Aging / My Company Name

Aged
for Period To 08 January 2014

| GBP | | | | | | | | | | |
|--------------------------|---------------|---------|-------|------------|------------|---------|----|----|-----------------|-----------------|
| 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 |
| | | | | | | | | | 1,401.72 | |
| Engineering Supplies Plc | ES002 | AP-002 | | 01-07-2007 | 01-07-2007 | | | | 38.76 | 38.76 |
| | | | | | | | | | 38.76 | |
| 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 |
| | | | | | | | | | 85.17 | |
| | | | | | | | | | 1,525.65 | 1,525.65 |

[Save Report](#)

3.4.5 Vendor History

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 | |
| Include in Report <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](#)

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 |
| | | | | 1,192.95 |
| 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 |
| | | | | 32.99 |
| 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 |
| | | | | 1,774.61 |

^

Vendor History / My Company Name

| Detail | | | | | |
|--------------------------------------------|-------------------------------------------|-------------|-------|------------|-----------------|
| Open | | | | | |
| Closed | | | | | |
| | Part Number | Description | Qty | Sell Price | Total |
| | Construct Buildings Plc London AA7 9BB UK | | | | |
| Vendor Invoice AP-001 / | | | | | |
| 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 | |
| | | | | | 1,192.95 |
| Engineering Supplies Plc London AA7 9BB UK | | | | | |
| Vendor Invoice AP-002 / | | | | | |
| D008 | Deluxe Hand Saw | 1 | 16.00 | -16.00 | |
| D009 | Digger Hand Trencher | 1 | 16.99 | -16.99 | |
| | | | | | 32.99 |
| Skybird Agro Industries London AA7 9BB UK | | | | | |
| Vendor Invoice AP-003 / | | | | | |
| 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 | |
| Vendor Invoice AP-004 / | | | | | |
| M005 | Modeling Hammer | 1 | 11.99 | -11.99 | |
| Vendor Invoice AP-003 / | | | | | |
| R006 | Rubber Mallet | 23 | 21.50 | -494.50 | |
| Vendor Invoice AP-004 / | | | | | |
| R006 | Rubber Mallet | 1 | 21.50 | -21.50 | |
| | | | | | 1,774.61 |

3.5 Payments

There are two ways to record payment from your vendor.

You can put the payment information at the footer of your invoice when creating the invoice if the invoice has been paid at the time of purchase.

You can use 'Cash–Payment' menu to record payment for a particular vendor. Using this method is advisable as you do not need to edit invoices to record the payment. This method also allows you to record a single payment for multiple invoices.

Payment

| | |
|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <input type="checkbox"/> All | Department <input type="text"/> |
| Due Date From <input type="text"/> <input type="button" value="To"/> To <input type="text"/> <input type="button" value="Calendar"/> | Type of Business <input type="text"/> |
| Vendor <input type="text"/> Construct Buildings Plc | AP <input type="text"/> 2100--Creditors Control Account <input type="button" value="▼"/> |
| Vendor Number <input type="text"/> CB001 | Payment <input type="text"/> 1200--Bank Current Account <input type="button" value="▼"/> |
| Address London AA7 9BB UK | Date <input type="text"/> 18-04-2014 <input type="button" value="Calendar"/> |
| Memo <input type="text"/> | Currency <input type="text"/> GBP <input type="button" value="▼"/> |
| | Source <input type="text"/> |
| | Amount <input type="text"/> |

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 | 1,401.72 | | |

html Screen

[Update](#) [Select all](#) [Post](#)

Multiple payments to multiple vendors.

Payments

| | |
|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Due Date From <input type="text"/> <input type="button" value="To"/> To <input type="text"/> <input type="button" value="Calendar"/> | AP <input type="text"/> 2100--Creditors Control Account <input type="button" value="▼"/> |
| Department <input type="text"/> | Payment <input type="text"/> 1200--Bank Current Account <input type="button" value="▼"/> |
| Type of Business <input type="text"/> | Date <input type="text"/> 18-04-2014 <input type="button" value="Calendar"/> |
| | Currency <input type="text"/> GBP <input type="button" value="▼"/> |

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"/> 1,401.72 | <input type="text"/> |
| <input type="checkbox"/> Engineering Supplies Plc | ES002 | 38.76 | 38.76 | <input checked="" type="checkbox"/> | <input type="text"/> 38.76 | <input type="text"/> |
| <input type="checkbox"/> Skybird Agro Industries | SA003 | 5,714.72 | 3,714.72 | <input checked="" type="checkbox"/> | <input type="text"/> 3,714.72 | <input type="text"/> |
| | | | | 7,155.20 | 5,155.20 | 5,155.20 |

Update [Deselect all](#) Post html Screen

Payments

Department

Account

Vendor

Vendor Number

Description

Source

Memo

From To

Period Current Month Quarter Year

Exchange Rate Difference

Include in Report

| | | | | |
|--------------------------------------------|-----------------------------------------------|--------------------------------------------|----------------------------------------|-------------------------------------------------|
| <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 | | | | |

[Continue](#)

Payments /

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

[Save Report](#)

recon

3.6 General Ledger



3.6.1 Add Transaction

Adding a GL transaction

Edit General Ledger Transaction

| Reference | GL-004 | Date * | 12-07-2007 |
|---------------------------|----------------------------------------|----------|------------|
| Department | | Currency | GBP |
| Description | Paid bill for light and heating system | | |
| Notes | | | |
| Reference Documents | | | |
| | | | |
| Account | Debit | Credit | Source |
| 1200-Bank Current Account | | 250.00 | |
| 7200-Light & heat | 250.00 | | |
| 0010-Freehold Property | | | |
| | 250.00 | 250.00 | |

Update **Post** **Post as new** **Schedule** **New Number** **Delete**

3.6.2 Reports

GL Transactions Report

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](#)

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%) |
| | | | 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 | | |

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%) |
| | | | 1,401.72 | 1,401.72 | | |
| 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%) |
| | | | 38.76 | 38.76 | | |
| 03-07-2007 | AP-003 | | 251.79 | | 1001 | Raw material stock |
| 03-07-2007 | AP-003 | | 672.00 | | 1001 | Raw material stock |
| ----- | ----- | | ----- | ----- | ----- | ----- |

3.7 Recurring Transactions

Recurring Transactions allow you to auto-generate pre-defined 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 GL Recurring Transactions.
5. Month-end adjustments and allocations.

3.7.1 Scheduling

To generate the next number for a given transaction, leave the Next Number blank.

Recurring Transaction for InfoMed Ltd.

| | | | | | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|---------------|-----------------------|-----------------------------------------------|--------------------------------------------------|----------------------------------------|-----------------------------------------------|--------------------------------------|---------------------------------------------|
| Reference | <input type="text"/> | | | | | | | | |
| Description | <input type="text"/> | | | | | | | | |
| Startdate | 22/06/2008 | | | | | | | | |
| <input type="checkbox"/> Include Payment | | | | | | | | | |
| <table border="1"> <tr> <td>Repeat</td> <td>Print</td> </tr> <tr> <td>Every <input type="text" value="1"/> Month(s)</td> <td><input type="checkbox"/> Packing List Epson html</td> </tr> <tr> <td>For <input type="text"/> time(s)</td> <td><input type="checkbox"/> Pick List Epson html</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Invoice Epson html</td> </tr> </table> | | Repeat | Print | Every <input type="text" value="1"/> Month(s) | <input type="checkbox"/> Packing List Epson html | For <input type="text"/> time(s) | <input type="checkbox"/> Pick List Epson html | | <input type="checkbox"/> Invoice Epson html |
| Repeat | Print | | | | | | | | |
| Every <input type="text" value="1"/> Month(s) | <input type="checkbox"/> Packing List Epson html | | | | | | | | |
| For <input type="text"/> time(s) | <input type="checkbox"/> Pick List Epson html | | | | | | | | |
| | <input type="checkbox"/> Invoice Epson html | | | | | | | | |
| <table border="1"> <tr> <td>E-mail</td> <td>E-mail message</td> </tr> <tr> <td><input type="checkbox"/> Packing List PDF</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Pick List PDF</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Invoice PDF</td> <td></td> </tr> </table> | | E-mail | E-mail message | <input type="checkbox"/> Packing List PDF | | <input type="checkbox"/> Pick List PDF | | <input type="checkbox"/> Invoice PDF | |
| E-mail | E-mail message | | | | | | | | |
| <input type="checkbox"/> Packing List PDF | | | | | | | | | |
| <input type="checkbox"/> Pick List PDF | | | | | | | | | |
| <input type="checkbox"/> Invoice PDF | | | | | | | | | |

3.7.2 Generating

When recurring transactions are due you are reminded when you login to sql-ledger. With a single click you can generate all recurring transactions, print or email invoices and orders.

Recurring Transactions /

| Reference | Description | Company Name | Company Number | Next | Ends | ID | Amount | |
|-------------------------------------------------|-------------|----------------|----------------|------------|------------------|--------|--------|--|
| AR | | | | | | | | |
| <input checked="" type="checkbox"/> Next Number | | Car Parts Ltd. | CP002 | 09/07/2006 | 09/07/2006 10150 | 243.08 | GBP | |
| <input checked="" type="checkbox"/> Next Number | | InfoMed Ltd. | IL008 | 22/05/2008 | 22/05/2008 10158 | 910.26 | GBP | |

3.8 Exchange Rates

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

3.8.1 Defining currencies

Currencies

| No | Currency | Precision |
|----|----------|---------------------------------------------------------------------|
| 1 | GBP | 2 <input type="button" value="▼"/> <input type="button" value="▲"/> |
| 2 | USD | 2 <input type="button" value="▼"/> <input type="button" value="▲"/> |
| 3 | CAD | 2 <input type="button" value="▼"/> <input type="button" value="▲"/> |
| 4 | EUR | 2 <input type="button" value="▼"/> <input type="button" value="▲"/> |

3.8.2 Buying and selling in foreign currencies

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

3.8.3 Reports

| AR Transactions / | | | | | | | | |
|-------------------|---------|-------------|-----------------------|----------|----------|----------|----------|------|
| Open | | | | | | | | |
| Date | Invoice | Description | Customer | Total | | Paid | | Curr |
| 07-05-2007 | AR-001 | | 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 | | 1,000.00 | | |

3.8.4 Exchange rate difference

3.8.5 Funds transfers in foreign currencies

Let us say the exchange rate is 1 GBP = 2.0289 (or reverse 1 USD = 0.4929 GBP)

| Add FX Adjustment | | | | |
|------------------------------------|----------------------------------|--------------------------|---------------|--------------|
| Reference | | Date * | 12-09-2007 | |
| Department | <input type="button" value="▼"/> | | | |
| Description | | | | |
| Notes | | | | |
| 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 | <input type="button" value="▼"/> | <input type="checkbox"/> | | |
| | | | 202.89 | 202.8 |

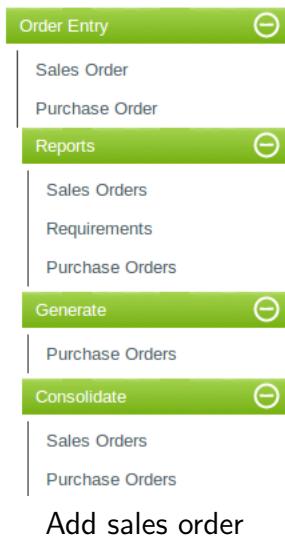
| Add FX Adjustment | | | | |
|------------------------------------|----------------------------------|--------------------------|---------------|---------------|
| Reference | | Date * | 12-09-2007 | |
| Department | <input type="button" value="▼"/> | | | |
| Description | | | | |
| Notes | | | | |
| 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 | <input type="button" value="▼"/> | <input type="checkbox"/> | | |
| | | | 100.00 | 100.00 |

| | | |
|---------------------------------------|-------------------------------------|-----------------------------------------|
| <input type="button" value="Update"/> | <input type="button" value="Post"/> | <input type="button" value="Schedule"/> |
|---------------------------------------|-------------------------------------|-----------------------------------------|

3.9 Quotations

3.10 RFQ

3.11 Sales Order



Edit Sales Order

| Customer * | Auto Exchange Express | ? | <input checked="" type="radio"/> Open | <input type="radio"/> Closed | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-------------------|-------------------------------------------------|------------------------------|-------|-------|---|----------|
| Customer Number | AE001 | Department | <input type="button" value="▼"/> | | | | | |
| Address London AA7 9BB UK | | Salesperson | Armaghan Saqib <input type="button" value="▼"/> | | | | | |
| Credit Limit | 1,500 | Remaining | 738 | | | | | |
| Currency | GBP <input type="button" value="▼"/> | Order Number | SO-001 | | | | | |
| Warehouse | LONDON <input type="button" value="▼"/> | Order Date * | 29-04-2014 <input type="button" value="▼"/> | | | | | |
| Shipping Point | | | | | | | | |
| Ship via | | | | | | | | |
| Waybill | | | | | | | | |
| Reference Documents | | | | | | | | |
| <input type="button"/> <input type="button"/> | | | | | | | | |
| Description | | | | | | | | |
| Item | Number | Description | Qty | Ship | Unit | Price | % | Extended |
| 1 | H002 | ? Hand Brush | 15 | NOS | 5.99 | | | 89.85 |
| 2 | F003 | ? Framing Hammer | 20 | NOS | 19.99 | | | 399.80 |
| 3 | | | | | | | | |
| Group | | | | | | | | |
| Notes | | Internal Notes | | | | | | |
| <input type="checkbox"/> Tax Included <input type="checkbox"/> Subtotal 489.65 <input type="checkbox"/> VAT (17.5%) 85.69 <input type="checkbox"/> 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"/> | | | | | | | | |

Sales order with item details

Add Sales Order

| Customer * <input type="text" value="Automotive Ltd"/> | <input type="button" value="?"/> | Department <input type="button" value="▼"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Customer Number <input type="text" value="AL012"/> | Salesperson <input type="button" value="Armaghan Saqib ▼"/> | Order Number <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address <input type="text" value="London AA7 9BB UK"/> | Order Date * <input type="text" value="29-04-2014"/> <input type="button" value="▼"/> | Required by <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Credit Limit 0 Remaining <input type="text" value="-352"/> | PO Number <input type="text"/> | Terms Net <input type="text"/> days | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Business wholesale Trade Discount 10 % | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Currency <input type="button" value="GBP ▼"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Warehouse <input type="button" value="▼"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Shipping Point <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ship via <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Waybill <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reference Documents | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Description <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Item</th> <th>Number</th> <th>Description</th> <th><input checked="" type="checkbox"/></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>H002</td> <td><input type="text" value="Hand Brush"/> <input type="button" value="?"/></td> <td><input checked="" type="checkbox"/></td> <td>10</td> <td><input type="text"/></td> <td>NOS</td> <td>5.99</td> <td><input type="text"/></td> <td>59.90</td> </tr> <tr> <td colspan="3">Required by <input type="text"/> <input type="button" value="▼"/></td> <td colspan="7">Serial No. <input type="text"/></td> </tr> <tr> <td colspan="3">Project <input type="button" value="▼"/> Order Number <input type="text"/> <input type="button" value="?"/> PO Number <input type="text"/> <input type="button" value="?"/></td> <td colspan="7"></td> </tr> <tr> <td colspan="3">Group Brushes Code</td> <td colspan="7"></td> </tr> <tr> <td colspan="3">Packaging 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type="button" value="html ▼"/> <input type="button" value="Screen ▼"/> </td> </tr> </tbody> </table> | | | Item | Number | Description | <input checked="" type="checkbox"/> | Qty | Ship | Unit | Price | % | Extended | 1 | H002 | <input type="text" value="Hand Brush"/> <input type="button" value="?"/> | <input checked="" type="checkbox"/> | 10 | <input type="text"/> | NOS | 5.99 | <input type="text"/> | 59.90 | Required by <input type="text"/> <input type="button" value="▼"/> | | | Serial No. <input type="text"/> | | | | | | | Project <input type="button" value="▼"/> Order Number <input type="text"/> <input type="button" value="?"/> PO Number <input type="text"/> <input type="button" value="?"/> | | | | | | | | | | Group Brushes Code | | | | | | | | | | Packaging <input type="text"/> N.W. <input type="text"/> G.W. <input type="text"/> (kg) Volume <input type="text"/> | | | | | | | | | | <table border="1"> <tr> <td>2</td> <td>B001</td> <td><input type="text" value="Brush Set"/> <input 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| Item | Number | Description | <input checked="" type="checkbox"/> | Qty | Ship | Unit | Price | % | Extended | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Group Brushes Code | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <table border="1"> <tr> <td>2</td> <td>B001</td> <td><input type="text" value="Brush Set"/> <input type="button" value="?"/></td> <td><input checked="" type="checkbox"/></td> <td>24</td> <td><input type="text"/></td> <td>NOS</td> <td>9.99</td> <td><input type="text"/></td> <td>239.76</td> </tr> </table> | | | 2 | B001 | <input type="text" value="Brush Set"/> <input type="button" value="?"/> | <input checked="" type="checkbox"/> | 24 | <input type="text"/> | NOS | 9.99 | <input type="text"/> | 239.76 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Required by <input type="text"/> <input type="button" value="▼"/> | | | Serial No. <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Project <input type="button" value="▼"/> Order Number <input type="text"/> <input type="button" value="?"/> PO Number <input type="text"/> <input type="button" value="?"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Group Brushes Code | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Packaging <input type="text"/> N.W. <input type="text"/> G.W. <input type="text"/> (kg) Volume <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <td>3</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input checked="" type="checkbox"/></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><input type="text"/></td> </tr> </table> | | | 3 | <input type="text"/> | <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | <input type="text"/> | <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Group <input type="text"/> <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Notes | | | Internal Notes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="text"/> | | | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Tax Included Subtotal 299.66 VAT (17.5%) 52.44 Total 352.10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="button" value="Sales Order ▼"/> <input type="button" value="html ▼"/> <input type="button" value="Screen ▼"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Sales order reports search screen

Sales Orders

Customer

Customer Number

Department

Salesperson

Order Number

PO Number

Description

Notes

Warehouse

Shipping Point

Ship via

Waybill

From To

Period Current Month Quarter Year

| | | | | |
|------------------------------------------|----------------------------------------------------|--------------------------------------------------|-------------------------------------------------|-----------------------------------------------------|
| <input checked="" type="checkbox"/> Open | <input type="checkbox"/> Closed | <input checked="" type="checkbox"/> Order Number | <input checked="" type="checkbox"/> Description | <input checked="" type="checkbox"/> Date |
| <input type="checkbox"/> No. | <input type="checkbox"/> ID | <input type="checkbox"/> Required by | <input checked="" type="checkbox"/> Customer | <input checked="" type="checkbox"/> Customer Number |
| <input type="checkbox"/> PO Number | <input checked="" type="checkbox"/> Shipping Point | <input type="checkbox"/> Ship via | <input type="checkbox"/> Waybill | <input type="checkbox"/> Salesperson |
| <input type="checkbox"/> Tax | <input checked="" type="checkbox"/> Total | <input checked="" type="checkbox"/> Currency | <input type="checkbox"/> Line Item | <input type="checkbox"/> Amount |
| <input type="checkbox"/> Internal Notes | | | | <input type="checkbox"/> Notes |
| <input type="checkbox"/> Subtotal | | | | |

[Continue](#)

Sales order report

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 |
| | | | | | | | 927.44 |

[Sales Order](#)

3.12 Purchase Order

A purchase order allows you to order goods and services from your vendor. SQL-Ledger has very powerful features to manage your purchase orders. You can:

1. Make a purchase order.
2. Receive a purchase order fully or partially using 'Shipping–Receive'.
3. Create a vendor invoice: Open the order and click the Vendor Invoice button. You can create invoice from a partially received order.
4. If warehouses are enabled, you can receive goods to a particular warehouse.

3.12.1 Add a new purchase order

'Order Entry–Purchase Order' will display the following 'Add Purchase Order' screen. To edit an existing PO, you display list of existing orders using 'Order Entry–Reports–Purchase Orders' and click on PO number to edit that particular PO.

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 |
| Currency GBP ▼ | | | Required by | |
| Warehouse PARIS ▼ | | | PO Number | |
| Shipping Point | | | Terms Net | days |
| Ship via | | | | |
| Waybill | | | | |
| Reference Documents | | | | |
| [] [] | | | | |
| Description [] | | | | |
| Item | Number | Description | Qty | Recd |
| 1 | H002 | Hand Brush | 15 | NOS |
| SKU H002 ? | | | 4.35 | 65.25 |
| 2 | F003 | Framing Hammer | 10 | NOS |
| SKU F003 ? | | | 13.85 | 138.50 |
| 3 | [] | [] | [] | [] |
| Group [] | | | | |
| <input type="checkbox"/> Tax Included Notes Internal Notes | | | | |
| Subtotal 203.75 VAT (17.5%) 35.66 Total 239.41 | | | | |
| Purchase Order ▼ html ▼ 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 Update Print Save Ship to E-mail Schedule New Number | | | | |

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

Ship via []

Waybill []

Reference Documents

[] []

Description []

| Item | Number | Description | Qty | Recd | Unit | Price | % |
|------------------------------|--------|-----------------|----------|-----------------|------|-------|---|
| 1 | H002 | Hand Brush | 15 | | NOS | 4.35 | |
| SKU H002 ? | | | | | | | |
| Required by [] | | Serial No. [] | | | | | |
| Project [] Order Number [] | | ? PO Number [] | | | | | |
| Group Brushes Code | | | | | | | |
| Packaging [] | | N.W. [] | G.W. [] | (kg) Volume [] | | | |

When you have saved a PO, you can create an RFQ (request for quotation) or vendor invoice from the PO.

| | | |
|-----------|--------------------|---------------------------------------|
| Notes [] | Internal Notes [] | <input type="checkbox"/> Tax Included |
| | | Subtotal 32.99 |
| | | VAT (17.5%) 5.77 |
| | | Total 38.76 |

Purchase Order ▾ HTML ▾ Screen ▾

Group by -> Project Group Sort by -> Item Number Description Bin

[Update](#) [Print](#) [Save](#) [Ship to](#) [E-mail](#) [Save as new](#) [Vendor Invoice](#) [RFQ](#) [Schedule](#) [New Number](#) [Delete](#)

3.12.2 Purchase order reports

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

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="text"/> | <input type="text"/> | <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 Include in Report <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](#)

3.12.3 Receiving a PO

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Shipping | |
| <div style="border-left: 1px solid black; padding-left: 5px; margin-bottom: 5px;">Ship</div> <div style="border-left: 1px solid black; padding-left: 5px; margin-bottom: 5px;">Receive</div> <div style="border-left: 1px solid black; padding-left: 5px; margin-bottom: 5px;">Transfer</div> | |

Shipping module allows you to receive goods to warehouses from your orders.

Once you have created a PO, you use 'Shipping–Receive' to receive your goods. Following screen is displayed which allows you to select POs you want to process. Just 'Continue' button if you want to process all open POs.

Receive Merchandise

Vendor

Vendor Number

Department

Employee

Order Number

PO Number

Description

Notes

Warehouse

Shipping Point

Ship via

Waybill

From To

Period Current Month Quarter 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 POs with open quantities. You click on a particular PO to receive goods 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 |

Here on this screen POs is displayed with order quantities and you can put the quantities received in the 'Rcvd' column. If there are any serial numbers associated with received goods you put them in serial number column. You also need to specify correct receiving date.

In the example below we have partially received this PO.

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=""/> | | | | | | | | | | | | | | | | | | | | | | | | |
| 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><input type="text" value="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><input type="text" value="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 | <input type="text" value="8"/> | NOS | <input type="text"/> | <input type="text"/> | F003 | F003 | Framing Hammer | 10 | <input type="text" value="6"/> | NOS | <input type="text"/> | <input type="text"/> |
| Number | SKU | Description | Qty | Recd | Unit | Bin | Serial No. | | | | | | | | | | | | | | | | | | | |
| H002 | H002 | Hand Brush | 15 | <input type="text" value="8"/> | NOS | <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"/> 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 PO again (using 'Order Entry–Reports–Purchase Orders') you will see the quantity received in the 'Rcvd' column. This quantity is updated every time you receive goods using 'Shipping–Receive'.

Edit Purchase Order

| | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------|---------------------------------------|------------------------------|--------|
| Vendor * | Engineering Supplies Plc | ? | <input checked="" type="radio"/> Open | <input type="radio"/> Closed | |
| Vendor Number | ES002 | Department | | | |
| Address London AA7 9BB UK | | | Employee | Armaghan Saqib | |
| Credit Limit | 0 | Remaining | -278 | | |
| Currency | GBP | Order Number | PO-003 | | |
| Warehouse | PARIS | Order Date * | 28-04-2014 | | |
| Shipping Point | | Required by | | | |
| Ship via | | PO Number | | | |
| Waybill | | Terms Net | days | | |
| Reference Documents | | | | | |
| <input type="button"/> <input type="button"/> | | | | | |
| Description <input type="text"/> | | | | | |
| Item | Number | Description | Qty | Recd | Unit |
| 1 | H002 | Hand Brush | 15 | 8 | NOS |
| SKU H002 ? | | | 4.35 | | 65.25 |
| 2 | F003 | Framing Hammer | 10 | 6 | NOS |
| SKU F003 ? | | | 13.85 | | 138.50 |
| 3 | | | | | |
| Group | | | | | |
| <input type="checkbox"/> Tax Included Subtotal 203.75 VAT (17.5%) 35.66 Total 239.41 | | | | | |
| Notes <input type="text"/> Internal Notes <input type="text"/> | | | | | |
| Purchase Order <input type="button"/> html <input type="button"/> Screen <input type="button"/> Group by -> <input type="checkbox"/> Project <input type="checkbox"/> Group <input type="radio"/> Item <input type="radio"/> Number <input type="radio"/> Description <input type="radio"/> Bin Update Print Save Ship to E-mail Save as new Vendor Invoice RFQ Schedule New Number Delete | | | | | |

At this point, you can create a vendor invoice for the quantities received. To do this just click the 'Vendor Invoice' button and the 'Add Vendor Invoice' screen will open for received quantities as show below.

Once a vendor invoice has been created for a PO, it is closed. If there were some open quantities in that PO then a new PO with same number and remaining items with open quantities.

Add Vendor Invoice

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

3.12.4 Order Entry Notes

Here are few points to remember:

- When you create an invoice from order, you cannot edit the quantities on invoice screen or add or remove items.

2. When you create invoice from a partially received order, this order is marked closed and a new order with same number but remaining quantities and new order date is created.

3.12.5 Sales

1. Create a sales order for the inventory you want to sell. If you do not specify a warehouse with order, you can ship the order from any warehouse.
2. Ship the order using Shipping–Ship. Shipping warehouse cannot be changed if you have specified one on the order.
3. Create AR/Customer invoice by opening the sales order which has been shipped in the above step and clicking the Sale Invoice button. Do not make any change to partnumber or quantity. Just click the Post button.

Note: When you create from a partially received order, SL closes that order and creates a new one with the remaining order quantities but with same order number.

3.12.6 Reports

Inventory onhand at warehouses:

1. Goods & Services–All Items report. Check the 'Warehouse' checkbox on search screen.
2. Warehouses–Reports–Onhand
3. Inventory receive/ship activity
4. Warehouses–Reports–Activity report.

3.12.7 Precautions

Do not do any of the following things when using the shipping module. It will make your inventory records incorrect.

1. Creating any new sale or purchase invoices directly (that is, without going through the order/ship/receive steps)

2. Editing any existing invoices.
3. Receiving purchase orders directly by putting the qty received in Recd column.
4. Shipping sales orders directly by putting the qty shipped in Ship column.

3.13 Time Cards

3.14 Audit Control

You can use System-Audit Control menu to enforce transaction control and log user activities.

The screenshot shows a menu titled "Audit Control". It contains four options with checkboxes and input fields:

- Enforce transaction reversal for all dates
- Close Books up to
- Activate Audit trail
- Remove Audit trail up to

A "Continue" button is located at the bottom left.

Enforce transaction reversal for all dates

You can check this option to prevent any change to any transaction. You can however add a reverse transaction to correct some mistake. This option is highly recommended.

Close Books up to

When you close books upto a certain date, system does not allow changing any transaction prior to this date. Please note that this is not a year end process.

Activate Audit trail

All user activity (adding, changing, deleting transactions) is logged. You can view this log using 'Others-Audit Trail' report.

Remove Audit trail up to

You can use this option to remove audit trail from database up to a certain date. Useful to make your backups small.

Chapter 4

Keeping track of your business in SQL-Ledger



4.1 Trial Balance

Trial Balance

Department

From To

Period Current Month Quarter Year

Include in Report Heading Subtotal All Accounts
Accounts Standard GIFI

[Continue](#)

| 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 | |
| | | 33,186.32 | 33,186.32 | | | |

[Save Report](#)

4.2 Income Statement

Income statement can be run for any period. You can also compare the income statement with any previous period.

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Income Statement

Department

Project

From To

Period Current Month Quarter Year

Compare to

From To

Period

Currency

Decimal places

Method Accrual Cash

Include in Report Heading Subtotal Account Number

Accounts Standard GIFI

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) - |

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 | | <hr/> 2,229.41 | <hr/> 1,000.00 |
| EXPENSES | | | |
| Materials Purchased | | 766.49 | 3,013.85 |
| Light & heat | | 250.00 | - |
| TOTAL EXPENSES | | <hr/> 1,016.49 | <hr/> 3,013.85 |
| INCOME / (LOSS) | | <hr/> 1,212.92 | <hr/> (2,013.85) |
| Save Report | | | |

4.3 Balance Sheet

Balance sheet can be displayed upto any particular date. Like income statement, you can also compare it with balances at some older date.

[Balance Sheet](#)

| | | | | |
|-------------------|------------------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------|--|
| Department | <input type="button" value="▼"/> | | | |
| as at | <input type="text"/> | <input type="button" value="▼"/> | <input type="button" value="▼"/> | |
| Compare to | <input type="text"/> | <input type="button" value="▼"/> | <input type="button" value="▼"/> | |
| Currency | GBP <input type="button" value="▼"/> | | | |
| Decimalplaces | <input type="text" value="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 checked="" type="radio"/> Standard <input type="radio"/> GIFI | | | |

[Continue](#)

| 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 |
| TOTAL ASSETS | 19,765.05 |
| LIABILITIES | |
| <i>A</i> editors Control Account | 5,293.73 |
| VAT (17.5%) | (675.47) |
| TOTAL LIABILITIES | 4,618.26 |
| SHAREHOLDER'S EQUITY | |
| Ordinary Shares | 16,000.00 |
| Current Earnings | (853.21) |
| TOTAL EQUITY | 15,146.79 |
| TOTAL LIABILITIES & EQUITY | 19,765.05 |

[Save Report](#)

4.4 Tax Report

4.5 Reconciliation

Bank reconciliation

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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.

Marking reconciled transactions.

1230--Petty Cash /

From 01 March 2014

| Date | Source | Description | Debit | Credit | Balance |
|------------|--------|-------------------|----------|--------|-----------------|
| | | Beginning Balance | | | 0.00 |
| 18-04-2014 | chq123 | | 1,000.00 | | 1,000.00 |
| | | | | | 1,000.00 |

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](#)

Reconciled transactions report.

Reconciliation Report

Account 1230--Petty Cash

From [] 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.

1230--Petty Cash /

| Date | Source | Description | Debit | Credit |
|------------|--------|-------------|----------|----------|
| 18-04-2014 | chq123 | | 1,000.00 | |
| | | | | 1,000.00 |

4.6 Year End

'System–Yearend' menu does the period closing in MyLedger. It creates a GL transaction which clears the income accounts and posts the difference (which is income or loss) to the specified retained earnings account.

Please note that:

1. Year-end process can be run daily, weekly, monthly, quarterly or yearly.
2. Year-end GL transaction is not included in the income statement which covers period containing a closing transactions.
3. The year-end GL transaction can be viewed through GL reports and edited or deleted as required.

This is year end screen and the GL transaction created by year-end process.

Yearend

| | |
|-----------------------------------------|---------------------------------------------------------------------|
| Date * | 30/06/2008 |
| Reference | 07/08 year end |
| 07/08 year end | |
| Description | |
| Retained Earnings | 3000--Ordinary Shares |
| Method | <input checked="" type="radio"/> Accrual <input type="radio"/> Cash |
| <input type="button" value="Continue"/> | |

Edit General Ledger Transaction

| Reference | 07/08 year end | Date * | 30/06/2008 |
|-----------------------------------|----------------------------------|-----------------|--------------------------------------------|
| Department | <input type="button" value="▼"/> | Currency | GBP <input type="button" value="▼"/> |
| Description 07/08 year end | | | |
| Notes | | | |
| Account | Debit | Credit | Source |
| 3000--Ordinary Shares | | 1,345.27 | 07/08 year <input type="checkbox"/> |
| 4000--Sales | 3,054.08 | | 07/08 year <input type="checkbox"/> |
| 5000--Materials Purchased | | 1,458.81 | 07/08 year <input type="checkbox"/> |
| 7200--Light & heat | | 250.00 | 07/08 year <input type="checkbox"/> |
| 0010--Freehold Property | <input type="button" value="▼"/> | | |
| | 3,054.08 | 3,054.08 | |

4.7 Data backup

You can backup your data directly through sql-ledger. There are two ways to get your backup using the 'System–Backup' menu.

System–Backup–Send by Email

Backup is sent to your email address through email. You can add or change this email address through Preferences.



System–Backup–Save to File

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

4.8 Basics of double-entry accounting system

4.8.1 Introduction

Double entry accounting system, although much feared by non-accountants, is a very simple but extremely powerful method of managing money.

SL does much of the double entry accounting itself linking all parts of the application through a chart of accounts. You need to know about double entry system only when you are going to make general ledger transactions. Basic Principle

Every business transaction affects at least two heads of 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.

4.8.2 Account types

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

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

4.8.3 Accounting rules

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

4.8.4 Examples

You invest \$1000 to start a new business:

- Debit: Your bank account
- Credit: Capital 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>

4.9 Cost of Goods Sold (COGS)

Cost of Goods Sold (COGS) is the purchase price of the goods you just 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 products.

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

4.9.1 Sale invoices and COGS

Let us make it clear with an example:

You purchase 10 iPhones 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 sale invoice. It calculates COGS on First-In First-Out (FIFO) basis. This means is that if you purchase 5 more iPhones at \$430 each, MyLedger will keep calculating COGS @ \$400 each until all 10 iPhones of first purchase transaction are depleted. Afterward it will calculate COGS @ \$430.

4.9.2 Sales before purchases

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

This results in negative stock quantity on 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.

4.9.3 Editing Sale Invoices

When you edit and repost an already posted sale 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.

If you do need to edit invoices, you can correct COGS transactions by running the re-posting of invoices through menu System–Repost COGS.

4.10 Ledger Doctor

Ledger Doctor

Check for database inconsistencies

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 |

4.11 Monitor

Database Monitor

Enter a SQL command to send to the server

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



[Run SQL command](#)

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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 |
| 1230 | Petty Cash |

Chapter 5

Ledger Cart

5.1 Introduction

LedgerCart instantly creates an online store and order system using information in your SQL-Ledger. You just drop the cgi scripts into your webserver, 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

No payment gateways support yet.

5.1.3 Using LedgerCart as an online store

LedgerCart can instantly turn your SL installation into an online 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' section with a message about building a custom site. It includes a 'What's new' section with three items: 'The Claw Hand Rake', 'Deluxe Hand Saw', and 'Rubber Mallet', each with an image and price (\$14.99, \$17.99, \$24.99). Below this is a 'What's hot' section with 'Digger Hand Trencher', 'The Blade Hand Planer', and 'Brush Set'. On the right side, there are 'Groups' (Picks & Hatchets, Hand Planes, Services, Brushes, Kts, Hand Saws, Hammers), 'Your cart' (Items: 7, View cart, Checkout), 'Welcome Armaghan Sagib' (Logout), and 'Admin' (Save cart as hot items, Save cart as new items).

This screenshot shows a more advanced e-commerce store interface. The layout is similar to the first one, with a header, navigation bar, and a 'Welcome' section. The 'What's new' section now lists four items: 'Modeling Hammer', 'Framing Hammer', 'Mini-Sledge', and 'Rubber Mallet', each with an image and price (\$14.99, \$19.99, \$24.99, \$24.99). The 'Groups' sidebar includes 'Picks & Hatchets', 'Hand Planes', 'Services', 'Brushes', 'Kts', 'Hand Saws', and 'Hammers'. The 'Your cart' section shows 'Items: 7' with links to 'View cart' and 'Checkout'. The 'Welcome' message is 'Welcome Armaghan Sagib' with a 'Logout' link. The 'Admin' section includes options to 'Save cart as hot items' and 'Save cart as new items'.

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 [Add to cart](#)

[Back to Hammers](#)

Groups

- [Picks & Hatchets](#)
- [Hand Planes](#)
- [Services](#)
- [Brushes](#)
- [Kits](#)
- [Hand Saws](#)
- [Hammers](#)

Your cart

- Items: 7 ([View cart](#))
- [Checkout](#)

Email Password

[Login](#)

[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 [Add to cart](#)

[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](#)

Your cart

| SKU | Description | Qty | Price | Extended |
|------|-----------------------|-----|------------------------|--------------------------|
| D009 | Digger Hand Trencher | 1 | \$ 18.99 | \$ 18.99 |
| T010 | The Claw Hand Rake | 1 | \$ 14.99 | \$ 14.99 |
| D008 | Deluxe Hand Saw | 1 | \$ 17.99 | \$ 17.99 |
| T007 | The Blade Hand Planer | 1 | \$ 19.99 | \$ 19.99 |
| | | | | \$ 71.96 |
| | | | Update | |
| | | | | Checkout |

Groups

- Picks & Hatchets
- Hand Planes
- Services
- Brushes
- Kis
- Hand Saws
- Hammers

Your cart

- Items: 7 ([View cart](#))
- [Checkout](#)

Welcome Armaghan Saqib
([Logout](#))

- [Orders](#)
- [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 libcgi-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 libdatetime-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 main 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.

6.1.2 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.

6.1.3 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 SQL Queries

These sql queries for sql-ledger can be used in phpPgAdmin or psql.

6.2.1 Simple SQL Queries

6.2.1.1 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);
```

6.2.1.2 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);

```

6.2.1.3 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);

```

6.2.1.4 List of customers

```

SELECT
    customernumber ,
    name ,
    creditlimit
FROM customer
WHERE LOWER(name) LIKE '%bank%'
ORDER BY name;

```

6.2.1.5 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%';

```

6.2.1.6 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;

```

6.2.2 Advanced SQL Queries

6.2.2.1 Inventory onhand 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);

```

6.2.2.2 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;

```

6.2.2.3 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;

```

6.2.2.4 Sales Summary by group and month

```

SELECT
    d.description AS department ,
    pg.partsgroup ,

```

```

        TO_CHAR(ar.transdate, 'YY-MM') AS month,
        SUM(0 - 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

```

6.2.2.5 Cash received today with age of AR in days

```

SELECT
        c.accno,
        c.description AS acc_title,
        d.description AS department,
        a.invnumber,
        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;

```

6.2.2.6 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;

```

6.2.3 Queries to troubleshoot database problems

6.2.3.1 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);

```

6.2.3.2 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

```

6.2.3.3 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
);

```

6.2.3.4 Correcting Assemblies Onhand

Due to a bug/gotcha in orders handling in official sql-ledger, parts onhand can go out of sync from actual transactions. Following query will help you find the correct onhand 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'))
);

```

6.3 API

6.3.1 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.

6.3.2 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.

6.3.3 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>";
?>
asdfasdf
```