

# SQL-Ledger User Guide

Written by  
Sebastian Weitmann  
Armaghan Saqib

International SQL-Ledger Network Association

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# Preface

TODO

# **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.

## 1.4 Explanation of bugs and gotchas in official version

### 1.4.1 Orders

1. Warehouse information is not updated when you receive orders by editing Rcvd quantity on orders.
2. When you make changes to invoice created from an order (add/remove item, quantities), inventory onhand count goes out of order. This is caused any invoice created from order does not update the inventory onhand.

We have fixed these issues by not allowing to receive orders by editing them. We also do not allow editing invoices created from orders to avoid corrupting onhand quantities.

### 1.4.2 COGS

1. Incorrect accounting transaction is posted for sale returns. COGS gets corrupted when you edit an invoice.
2. We have modified the posting of sale returns to post correct cogs.

We have added a reposting script to correct any corrupted cogs values when you edit an invoice.

### **1.4.3 Warehouses**

Default warehouse functionality is broken in many ways. If somebody is successfully using it without ledger123 enhancements, I would love to know how?

# **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	

Pg

Add Dataset Change Password Lock System Logout

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

The screenshot shows a web browser window with the URL `localhost/app.myledger.net/ledger123/rel3/admin.pl`. The title bar of the browser says "SQL-Ledger / Add Dataset". The page contains several input fields:

- "Host" field (empty)
- "Port" field (empty)
- "User" field: "sql-ledger"
- "Password" field (empty)
- "Connect to" dropdown: "template1"

At the bottom left is a blue "Continue" button.

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.

localhost/app.myledger.net/ledger123/rel3/admin.pl

**Existing Datasets**

- [ besthotels ] [ candy ] [ candy2012 ] [ candy\_test ] [ centraldb ] [ entice4u ] [ fieso ] [ jilaniprinting ] [ ledger28 ] [ mansha\_2008 ] [ mansha\_2013 ] [ mansha\_consult2011 ] [ mansha\_consult2013 ] [ mansha\_parts2008 ] [ mansha\_parts2009 ] [ mansha\_parts2011 ] [ mansha\_soft2008 ] [ mansha\_soft2009 ] [ mansha\_soft2010 ] [ mansha\_soft2011 ] [ mansha\_soft2013 ] [ manshaold\_manshaold\_manshasoft ] [ manshaold\_mssoft2006 ] [ manshaold\_mssoft2007 ] [ manshaold\_parts2007 ] [ manshaold\_zahdia2007 ] [ nrs ] [ nrs\_epzkenya ] [ nrs\_hsnds ] [ nrs\_kenya ] [ ol\_jilani ] [ ol\_jilaniplastic ] [ ol\_jilanipoly ] [ ol\_jilanipoly2012 ] [ ol\_lucky ] [ plainblack ] [ plainblack2 ] [ pos ] [ postgres ] [ raheelmunir ] [ rel3 ] [ rel3\_coverall ] [ rel3\_jilani ] [ rel3\_lucky ] [ rel3\_passco ] [ template1 ] [ thegamecrafter ] [ vohrasons ] [ vopium ] [ vopium\_2 ] [ xinhua ] [ yaqoot ]

**Dataset** new\_company

**Company** New Company

**Templates** Default

**Multibyte Encoding**

Default       Australia\_General\_0000  
 Austria       Bahasa-Indonesia\_Default  
 Brazil\_General       Canada-English\_General  
 Colombia-PUC       Colombia-utf8-PUC  
 Danish\_Default       Dutch\_Default  
 Egypt-UTF8       Estonian\_KA2  
 France       German-Sample  
 Hungary       Italy\_General  
 Latvia       Norwegian\_Default  
 Poland       Simplified-Chinese\_Default-UTF8  
 Slovak-Republic       Slovak-Republic-utf  
 Spain-UTF8       Sweden  
 Sweden\_Church\_Society       Swiss-German  
 Traditional-Chinese\_Default       UCOA-Form990  
 UK\_General       US\_General  
 US\_Service\_Company       Venezuela\_Default

**Create Chart of Accounts**

**Continue**

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.

localhost/app.myledger.net/ledger123/rel3/admin.pl

**SQL-Ledger Administration**

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

Pg

Add Dataset | Change Password | Lock System | 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.

No	Description	Disable
1	admin	<span>▲ ▼</span>
3	user	<span>▲ ▼</span>

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.

**Edit Role**

Description: user

**Access Control**

AR

- Add Transaction
- Sales Invoice
- Credit Note
- Credit Invoice
- Reports
- Reports--Transactions
- Reports--Outstanding
- Reports--AR Aging
- Reports--Reminder
- Reports--Tax collected
- Reports--Non-taxable
- Generate
- Generate--Sales Invoices

POS

- Sale
- Open
- Receipts

Customers

- Add Customer
- Customers Search
- Customers History

AP

- Add Transaction
- Vendor Invoice
- Debit Note

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

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 <b>Include in Report</b> <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

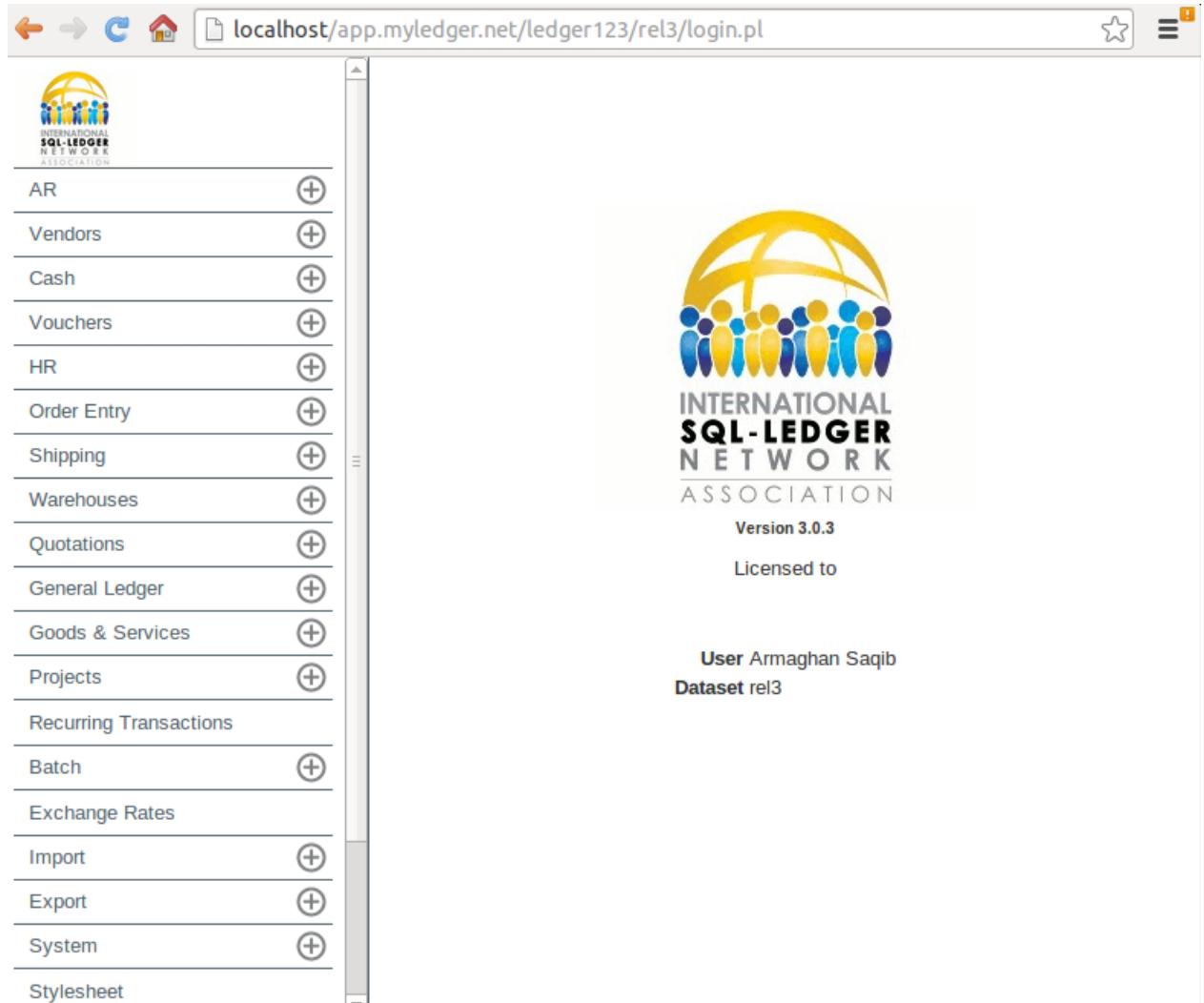
---

**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

---

Company Name	<input type="text"/>	Round	<input type="radio"/> 0.01 <input type="radio"/> 0.05 <input type="radio"/> 0.10 <input type="radio"/> 0.20 <input type="radio"/> 0.50 <input type="radio"/> 1.00
Address	<input type="text"/>		
Phone	<input type="text"/>	Weight Unit	<input type="text"/> kg
Fax	<input type="text"/>	Sort Names by	
E-Mail	<input type="text"/>	<input type="checkbox"/>	Number
Website	<input type="text"/>	Type of Contact	<input checked="" type="radio"/> Company <input type="radio"/> Person
Business Number	<input type="text"/>		
Reporting Method	<input type="checkbox"/> Cash		
Cash Discount	<input type="checkbox"/> Taxable		
Precision	<input type="text"/> 2		
Reference Documents	<input type="text"/>		
Last Numbers & Default Accounts			
Inventory	<input type="text"/> 1001--Raw material stock	<input type="button" value="▼"/>	
Income	<input type="text"/> 4000--Sales	<input type="button" value="▼"/>	
Expense	<input type="text"/> 5000--Materials Purchased	<input type="button" value="▼"/>	
Foreign Exchange Gain	<input type="text"/> 4920--Foreign Exchange Gain	<input type="button" value="▼"/>	
Foreign Exchange Loss	<input type="text"/> 5220--Foreign Exchange Loss	<input type="button" value="▼"/>	
Cash Over/Short	<input type="text"/> 4000--Sales	<input type="button" value="▼"/>	
GL Reference Number	<input type="text"/> GL-004		
Sales Invoice/AR Transaction Number	<input type="text"/> AR-007		
Sales Order Number	<input type="text"/> SO-000		
Vendor Invoice/AP Transaction Number	<input type="text"/> AP-006		
Batch Number	<input type="text"/> BATCH-000		
Voucher Number	<input type="text"/> V-000		
Purchase Order Number	<input type="text"/> PO-001		
Sales Quotation Number	<input type="text"/> SO-000		
RFQ Number	<input type="text"/> RFQ-001		
Part Number	<input type="text"/> <%description 1%>010		
Job/Project Number	<input type="text"/>		
Employee Number	<input type="text"/> E-001		
Customer Number	<input type="text"/> <%name 1 1%>012		
Vendor Number	<input type="text"/> <%name 1 1%>003		

---

## 2.4 Customers

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

---

<b>Customer</b>	<input type="text"/>	<b>Customer Number</b>	<input type="text"/>
<b>Contact</b>	<input type="text"/>	<b>Address</b>	<input type="text"/>
<b>E-mail</b>	<input type="text"/>	<b>City</b>	<input type="text"/>
<b>Phone</b>	<input type="text"/>	<b>State/Province</b>	<input type="text"/>
<b>Salesperson</b>	<input type="text"/>	<b>Zip/Postal Code</b>	<input type="text"/>
<b>Notes</b>	<input type="text"/>	<b>Country</b>	<input type="text"/>

All  Active  Inactive  Orphaned

AR Transactions **From**  **To** 
  
 Sales Invoices  Open  Closed

Sales Orders  Amount  Tax  Total  Subtotal

Quotations

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

→

---

**Include in Report**

Continue

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

## 2.5 Vendors

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"/>
	Startdate From <input type="text"/> To <input type="text"/>

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

No.  ID  Type  Vendor  Vendor Number  
 Address  Salutation  Contact  Title  Gender  
 Occupation  E-mail  Cc  Bcc  City  
 State/Province  Zip/Postal Code  Country  Phone  Fax  
 Notes  Discount  Threshold  Accounts  Payment Method  
 Tax Number  Employee  GIF1  SIC  Bank  
 Address  City  State/Province  Zip/Postal Code  Country  
 IBAN  BIC  Member Number  BC Number  Type of Business  
 Credit Limit  Terms  Language  Remittance Voucher  Startdate  
 Enddate

---

[Continue](#)

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'. In the 'Cost Center' column of this row, there are two radio buttons: 'Cost Center' (unchecked) and 'Profit Center' (checked). 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			
<b>Reference Documents</b>			
<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	
Credit Limit 0 Remaining -456	Invoice Number <input type="text"/>
Record in <input type="text" value="1100--Debtors Control Account"/>	Order Number <input type="text"/>
Currency <input type="text" value="GBP"/>	Invoice Date * <input type="text" value="18-04-2014"/>
Warehouse <input type="text"/>	Due Date <input type="text" value="18-04-2014"/>
Shipping Point <input type="text"/>	Terms Net <input type="text"/> days
Ship via <input type="text"/>	PO Number <input type="text"/>
Waybill <input type="text"/>	
<input type="checkbox"/> On Hold	

### 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

Decimalplaces

Method  Accrual  Cash

Include in Report  Heading  Subtotal  Account Number

Accounts  Standard  GIFI

### 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.

## Add Project

---

Number

Description

Customer

Startdate  Enddate

---

## Projects

---

Project Number

Description

Startdate From  To

Period    Current  Month  Quarter  Year  
 All  Active  Inactive  Orphaned

---



## Projects

All

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

---

## 2.8.2 Using Projects

Once you have defined projects, you can use them in sales and purchase invoices.

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

### 2.8.3 Project Reports

Project Transactions report will show you a summary report similar to trial balance report with summary of all transactions for the selected project.

#### 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"/>
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	

#### Project Transactions



Project Number : P001  
18 April 2014

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

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

### Account 1001 - Raw material stock /

Project Number : P001  
 18 April 2014

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

## 2.9 Chart of Accounts

## 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.

TODO: Attach:templates1.jpg

### 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.

TODO: Attach:templates3.jpg

### 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.

TODO: Attach:templates4.jpg

#### 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 \\$\backslashbackslash\$.

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 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 ▾	Leadtime [ ] days	
Customer [ ]	Break [ ]	Sell Price [ ]	Curr GBP ▾	From [ ]	To [ ]
<input type="button" value="Update"/> <input type="button" value="Save"/> <input type="button" value="Save as new"/> <input type="button" value="New Number"/>					

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

## 2.13 Labor/Overhead

## Add Labor/Overhead

Number <input type="text"/>	Description <input type="text"/>	Group <input type="button" value="Group ▾"/>
<b>Link Accounts</b>		
Labor/Overhead <input type="button" value="1001-Raw material stock ▾"/>	COGS <input type="button" value="5000-Materials Purchased ▾"/>	Updated <input type="text" value="18-04-2014"/> <input type="button" value="Calendar"/>
Reference Documents <input type="text"/> <input type="text"/>		Sell Price <input type="text"/>
Notes <input type="text"/>		List Price <input type="text"/>
		Last Cost <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"/>		

## 2.14 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.

### 2.14.1 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	
<b>Update</b> <b>Save</b> <b>Save as new</b> <b>New Number</b>									

## 2.14.2 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	K001	<input type="button" value=""/>
Description	<input type="text"/>	
<input type="checkbox"/> Check Inventory		

---

Stock Assembly

---

Reference	production feb				
Date	03/02/2014				
Department	<input type="button" value="▼"/>				
Warehouse	<input type="button" value="▼"/>				
Number	Description	Bin	Qty	ROP	Add
K001	Professional Kit		2		<input type="button" value="20"/>

---

### 2.14.3 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	<input type="text"/>
From	<input type="text"/> <input type="button" value=""/>
To	<input type="text"/> <input type="button" value=""/>
Number	<input type="text"/>
Department	<input type="button" value="▼"/>
Warehouse	<input type="button" value="▼"/>

---

Summary  Detail

No.  Reference  Date  Warehouse  Warehouse

Number  Description  Qty  Unit

Subtotal  CSV

---

## 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	
							<b>24.00</b>

## Stock Assembly

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

Goods and Services–Assemblies gives you list of all or selected assemblies with their components.

## Assemblies

Number	<input type="text"/>	Serial Number	<input type="text"/>
Description	<input type="text"/>		
Warehouse	<input type="button" value="▼"/>	Model	<input type="text"/>
Group	<input type="button" value="▼"/>	Tool Number	<input type="text"/>
Make	<input type="text"/>	Barcode	<input type="text"/>
Drawing	<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		<b>From</b> <input type="text"/> <b>To</b> <input type="text"/>	<input type="radio"/> Accrual <input checked="" 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			
<b>Include in Report</b>			

**Continue**

## 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.

**WORK ORDER**

<b>To</b> Big Porridge Ltd.	<b>Ship To</b> Big Porridge Ltd.				
London AA7 9BB UK	London AA7 9BB UK				
Attn: Milton Bear	Milton Bear				
Order #	Order Date	Required by	Salesperson	Shipping Point	Ship Via
SO-002	01-04-2008		Armaghan Saqlib		
<b>Item Number</b>	<b>Description</b>	<b>Qty</b>	<b>Bin</b>	<b>Serial #</b>	
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			

## 2.15 Labour/Overhead

## Add Labor/Overhead

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

## 2.16 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.

The screenshot shows the Groups management interface. At the top, there is a search bar with fields for 'Group' and 'Code', and radio buttons for 'All', 'Active', 'Inactive', and 'Orphaned'. Below the search bar is a 'Continue' button. The main area displays a list of groups under the heading 'Groups / All'. The list includes:

Group	Code	Image	POS
Brushes			*
Hammers			*
<a href="#">Hammers:Big Hammers</a>			*
<a href="#">Hammers:Small Hammers</a>			*
Hand Planes			*
Hand Saws			*
Kits			
Picks & Hatchets			*
Services			

At the bottom of the list is an 'Add Group' button. Below the list is an 'Edit Group' form with fields for 'Group' (set to 'Hammers'), 'Code', 'Image', and a checked 'POS Button' checkbox. There are also 'Save' and 'Save as new' buttons at the bottom of the edit form.

You can also define subgroups for particular groups. 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"/>

---

## 2.17 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 gets 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](#)

## 2.18 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.

<b>Warehouses</b>	
Description	Address
LONDON	
PARIS	

[Add Warehouse](#)

### 2.18.1 Adding warehouses

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

<b>Warehouses</b>	
Description	Address
LONDON	
PARIS	

[Add Warehouse](#)

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

---

### 2.18.3 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**

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

#### 2.18.4 Warehouse transfers

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

**Add New Transfer**

<b>Transfer Number</b>	TR-005	<b>Department</b>				
<b>Date</b>	17.01.2008	<b>Description</b>				
<b>From Warehouse</b>	LONDON	<b>Notes</b>				
<b>To Warehouse</b>	PARIS					
No.	Number	Description	Qty	Unit	Cost	Extended
1	D008	Deluxe Hand Saw	7	NOS	16	112
2						
<input type="button" value="Update"/> <input type="button" value="Save"/>						

#### 2.18.5 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**

## 2.18.6 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. 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.
3. Warehouses–Reports–Onhand gives you inventory onhand for all warehouses or for a particular warehouse.
4. 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

## 2.18.7 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

## 2.19 Translations

## 2.20 Taxes

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

### 2.20.1 Define tax accounts in chart

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

### Edit Account

**Account Number \***

**Description**

Asset     Contra     Heading  
 Liability     Account  
**Account Type \***  Equity  
 Income  
 Expense

Is this a summary account to record  AR  AP  Inventory

Include in drop-down menus

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

**GIFI**

**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

## 2.20.2 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](#)

### 2.20.3 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="text"/>
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

### 2.20.4 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"/>

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

AR <input type="text" value="▼"/>	Credit Limit <input type="text"/>
Payment <input type="text" value="▼"/>	Threshold <input type="text"/>
Terms Net <input type="text"/> days	

## 2.21 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.

Following sections provide detailed steps for importing CSV text files.

### 2.21.1 Sale invoices

Sales invoices can be imported from text files.

### 2.21.1.1 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
```

### 2.21.1.2 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	Spares Parts, Ltd.	SP007	London	Sale	384.00	GBP	12		11/2/2008	Armaghan
												1,954.00

### 2.21.1.3 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
```

#### 2.21.1.4 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
```

## 2.21.2 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.

### 2.21.2.1 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
```

### 2.21.2.2 Upload and preview

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](#)

### 2.21.2.3 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

```

#### 2.21.2.4 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.

### 2.21.3 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"

```

### 2.21.4 General Ledger

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

#### 2.21.4.1 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
```

#### 2.21.4.2 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

```

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

```

## 2.21.6 Parts

### 2.21.6.1 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

```

### 2.21.6.2 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 the 'Import Parts' interface. At the top, there are dropdown menus for 'Inventory' (1001--Stock), 'Income' (4000--Sales), and 'COGS' (5000--Materials Purchased). Below these are two checked checkboxes: '2200--VAT (17.5%)' and '2205--VAT (5%)'. A 'File to Import' input field with a 'Browse...' button is present. Under 'Type of File', 'CSV' is selected with a radio button, and 'Delimiter' is set to a comma. A 'Tab delimited file' checkbox is also available. A 'Continue' button is at the bottom left of the configuration area.

**Import Parts**

	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	<input checked="" type="checkbox"/> D010	Deluxe Hand Saw	NOS SAW		+ 17.99	17.99	16	50	TOP	saw.jpg	nodrawing	notes about hand saw
3	<input checked="" type="checkbox"/> D011	Digger Hand Trencher	NOS Picks & Hatchets		18.99	18.99	15	200	TOP		nodrawing	notes about hand saw

**Import Parts**

### 2.21.6.3 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

### 2.21.7 Vendor price list

#### 2.21.7.1 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
```

#### 2.21.7.2 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	

## 2.21.8 Customer price list

### 2.21.8.1 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
```

### 2.21.8.2 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

## 2.21.9 Chart of accounts

### 2.21.9.1 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				
<a href="#">Transaction</a> ▾ <a href="#">html</a> ▾ <a href="#">Screen</a> ▾				
<a href="#">Update</a> <a href="#">Print</a> <a href="#">Post</a> <a href="#">Schedule</a> <a href="#">New Number</a>				

### 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 *	Auto Exchange Express	<a href="#">?</a>	Department	HARDWARE
Customer Number	AE001		Invoice Number	AR-001
Address	AA7 9BB London UK		Order Number	
Credit Limit	1,500	Remaining	Invoice Date *	05-07-2007
Record in	1100-Debtors Control Account		Due Date	05-07-2007
Currency	GBP		Terms Net	days
Warehouse	LONDON		PO Number	
Shipping Point				
Ship via				
Waybill				
<input type="checkbox"/> On Hold				
<b>Reference Documents</b>				
<input type="button" value="New"/> <input type="button" value="Edit"/>				
DCN				
Description				
Item	Number	Description	Qty	Unit
1	D009	Digger Hand Trencher	6	NOS
2	T010	The Claw Hand Rake	3	NOS
3				
Group				
Notes	Internal Notes			
				<input type="checkbox"/> Tax Included
				Subtotal 158.91
				VAT (17.5%) 27.81
				Total 186.72
<b>Payments</b>				
Date	Source	Memo	Amount	Account
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1200-Bank Current Account
Outstanding: 186.72				
<a href="#">Invoice</a>	<a href="#">html</a>	<a href="#">Screen</a>		
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				
<a href="#">Update</a>	<a href="#">Print</a>	<a href="#">Post</a>	<a href="#">Ship to</a>	<a href="#">E-mail</a>
<a href="#">Post as new</a>	<a href="#">Sales Order</a>	<a href="#">Schedule</a>	<a href="#">New Number</a>	<a href="#">Delete</a>

## Edit Sales Invoice

Customer *	Auto Exchange Express	<a href="#">?</a>	Department	HARDWARE
Customer Number	AE001		Invoice Number	AR-001
Address	AA7 9BB London UK		Order Number	
Credit Limit	1,500	Remaining	Invoice Date *	05-07-2007
Record in	1100--Debtors Control Account	<a href="#">▼</a>	Due Date	05-07-2007
Currency	GBP	<a href="#">▼</a>	Terms Net	<input type="text"/> days
Warehouse	LONDON	<a href="#">▼</a>	PO Number	
Shipping Point				
Ship via				
Waybill				
<input type="checkbox"/> On Hold				
Reference Documents				
<input type="button" value=" "/> <input type="button" value=" "/>				
<b>DCN</b>				
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				
Notes	<input type="checkbox"/> Tax Included			
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"/>	
<b>Line Item</b> <input type="text"/>	
Notes <input type="text"/>	
From <input type="text"/> To <input type="text"/>	
<b>Period</b> <input type="button" value="▼"/> <input type="button" value="▼"/>	
<input checked="" type="radio"/> Current <input type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Year	
<input checked="" type="checkbox"/> Open <input 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	
					<b>1,493.76</b>			<b>324.66</b>	<b>324.66</b>			
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37			71.88	4000	Hand Brush	
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37			119.92	4000	The Claw Hand Rake	
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37		225.37		1100		
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37			33.57	2200		
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37			225.37	1100		
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37	8712	225.37		1200		
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37	COGS		96.00	1001	The Claw Hand Rake	
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37	COGS	96.00		5000	The Claw Hand Rake	
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37	COGS		52.20	1001	Hand Brush	
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37	COGS	52.20		5000	Hand Brush	
	06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00	8712	1,000.00		1200		
	06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00			1,000.00	1100		
	06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00			227.50	2200		
	06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00		1,527.50		1100		
	06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00			400.00	4000	Wall Paint	
	06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00			900.00	4000	Cleaning	
					<b>11,418.70</b>	<b>8,253.70</b>		<b>3,126.44</b>	<b>3,126.44</b>			
	09-07-2007	AR-004		Car Parts Ltd	243.08		COGS	64.00		5000	Deluxe Hand Saw	
	09-07-2007	AR-004		Car Parts Ltd	243.08		COGS		16.00	1001	Deluxe Hand Saw	
	09-07-2007	AR-004		Car Parts Ltd	243.08		COGS	16.00		5000	Deluxe Hand Saw	
	09-07-2007	AR-004		Car Parts Ltd	243.08				89.95	4000	Deluxe Hand Saw	
	09-07-2007	AR-004		Car Parts Ltd	243.08				59.96	4000	The Claw Hand Rake	
	09-07-2007	AR-004		Car Parts Ltd	243.08				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
											<b>186.72</b>
<input type="checkbox"/>	Big Porridge Ltd.	BP011	AR-003		06-07-2007	06-07-2007				527.50	527.50
											<b>527.50</b>
<input type="checkbox"/>	Car Parts Ltd	CP002	AR-004		09-07-2007	10-07-2007				243.08	243.08
											<b>243.08</b>
<input type="checkbox"/>	Electronics Ltd.	EL004	AR-005		12-07-2007	12-07-2007				119.78	119.78
											<b>119.78</b>
<input type="checkbox"/>	InfoMed Ltd.	IL008	AR-006		12-07-2007	12-07-2007				317.11	317.11
											<b>317.11</b>
											<b>1,394.19</b>
											<b>1,394.19</b>

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

---

Customer History / My Company Name

---

Detail  
Open  
Closed

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

---

## 3.2 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"/> <input type="button" value="To"/> <input type="button" value="▼"/>	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"/> <input type="button" value="▼"/>					
Address London AA7 9BB UK	Currency <input type="button" value="GBP ▼"/>					
Memo <input type="text"/>	Source <input type="text"/>					
Amount <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"/>
			<b>186.72</b>	<b>186.72</b>		
<input type="button" value="html ▼"/> <input type="button" value="Screen ▼"/>						
<input type="button" value="Update"/> <input type="button" value="Select all"/> <input type="button" value="Post"/>						

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

[Update](#) [Deselect all](#) [Post](#) [html ▾](#) [Screen ▾](#)

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

### Receipts

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

---

Continue


## Receipts /

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

[Save Report](#)

## 3.3 AP

### 3.3.1 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 style="width: 100px;" 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="button" value="..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1200--Bank Current Account"/> ▾

**Buttons:** Transaction ▾   ▾

### 3.3.2 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				

### 3.3.3 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"/> Line Item <input type="checkbox"/> Notes <input type="checkbox"/> Internal Notes	
<input type="checkbox"/> Due Date <input type="checkbox"/> Due <input type="checkbox"/> Ship via <input type="checkbox"/> Waybill <input type="checkbox"/> DCN	
<input type="checkbox"/> Warehouse <input type="checkbox"/> Shipping Point <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
					<b>214.54</b>	<b>1,440.48</b>		<b>1,440.48</b>
03-07-2007	AP-003	Skybird Agro Industries		1,741.12	304.70	2,045.82	2,000.00	45.82
					<b>304.70</b>	<b>2,045.82</b>	<b>2,000.00</b>	<b>45.82</b>
12-07-2007	AP-004	Skybird Agro Industries		33.49	5.86	39.35		39.35
					<b>5.86</b>	<b>39.35</b>		<b>39.35</b>
				<b>3,000.55</b>	<b>525.10</b>	<b>3,525.65</b>	<b>2,000.00</b>	<b>1,525.65</b>

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

### 3.3.4 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	1,401.72
Engineering Supplies Plc	ES002				38.76	38.76
Skybird Agro Industries	SA003				85.17	85.17
					<b>1,525.65</b>	<b>1,525.65</b>

---

## 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
									<b>1,401.72</b>	
Engineering Supplies Plc	ES002	AP-002		01-07-2007	01-07-2007			38.76	38.76	
								<b>38.76</b>		
Skybird Agro Industries	SA003	AP-003		03-07-2007	05-07-2007			45.82	45.82	
		AP-004		12-07-2007	12-07-2007			39.35	85.17	
								<b>85.17</b>		
									<b>1,525.65</b>	<b>1,525.65</b>

[Save Report](#)

## 3.3.5 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"/>
<input type="checkbox"/> Vendor Invoices <input type="checkbox"/> Purchase Orders <input type="checkbox"/> Request for 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	
<input type="checkbox"/> Open <input checked="" type="checkbox"/> Closed	
From <input type="text"/> To <input type="text"/>	
Startdate From <input type="text"/> To <input type="text"/>	

[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
				<b>1,192.95</b>
Engineering Supplies Plc London AA7 9BB UK				
D008	Deluxe Hand Saw	1	16.00	-16.00
D009	Digger Hand Trencher	1	16.99	-16.99
				<b>32.99</b>
Skybird Agro Industries London AA7 9BB UK				
D008	Deluxe Hand Saw	42	16.00	-672.00
M004	Mini-Sledge	17	18.99	-322.83
M005	Modeling Hammer	22	11.99	-263.78
R006	Rubber Mallet	24	21.50	-516.00
				<b>1,774.61</b>

^

## Vendor History / My Company Name

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

## 3.4 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		

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

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

**Save Report**

recon

## 3.5 General Ledger

### 3.5.1 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**

### 3.5.2 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%)
			<b>17,440.48</b>	<b>17,440.48</b>		
03-07-2007	AP-003		494.50		1001	Raw material stock
03-07-2007	AP-003		672.00		1001	Raw material stock
03-07-2007	AP-003		322.83		1001	Raw material stock
03-07-2007	AP-003		251.79		1001	Raw material stock
03-07-2007	AP-003			2,045.82	2100	Creditors Control Account
03-07-2007	AP-003		304.70		2200	VAT (17.5%)
			<b>2,045.82</b>	<b>2,045.82</b>		
05-07-2007	AR-001			36.00	1001	Raw material stock
05-07-2007	AR-001			101.94	1001	Raw material stock
05-07-2007	AR-001		186.72		1100	Debtors Control Account
05-07-2007	AR-001			27.81	2200	VAT (17.5%)
05-07-2007	AR-001			113.94	4000	Sales
05-07-2007	AR-001			44.97	4000	Sales
05-07-2007	AR-001		101.94		5000	Materials Purchased
05-07-2007	AR-001			36.00	5000	Materials Purchased
			<b>324.66</b>	<b>324.66</b>		

Continue [C]

### General Ledger /

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

## 3.6 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.

### 3.6.1 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><b>Repeat</b></td> <td><b>Print</b></td> </tr> <tr> <td>Every 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>		<b>Repeat</b>	<b>Print</b>	Every 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
<b>Repeat</b>	<b>Print</b>								
Every 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><b>E-mail</b></td> <td><b>E-mail message</b></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>		<b>E-mail</b>	<b>E-mail message</b>	<input type="checkbox"/> Packing List PDF		<input type="checkbox"/> Pick List PDF		<input type="checkbox"/> Invoice PDF	
<b>E-mail</b>	<b>E-mail message</b>								
<input type="checkbox"/> Packing List PDF									
<input type="checkbox"/> Pick List PDF									
<input type="checkbox"/> Invoice PDF									

### 3.6.2 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	Action
<b>AR</b>								
<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	

## 3.7 Exchange Rates

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

### 3.7.1 Defining currencies

**Currencies**

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

### 3.7.2 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		
<b>Item</b>	<b>Number</b>	<b>Description</b>
1	T007	The Blade Hand Planer

### 3.7.3 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		

### 3.7.4 Exchange rate difference

### 3.7.5 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				
<b>Account</b>	<b>FX</b>	<b>Debit</b>	<b>Credit</b>	
1200--Bank Current Account - GBP			<b>100.00</b>	
1201--Bank Current Account - USD		<b>202.89</b>		
1299--Foreign Currency Adjustments	x		<b>102.89</b>	
0010--Freehold Property	<input type="button" value="▼"/>	<input type="checkbox"/>		
			<b>202.89</b>	<b>202.8</b>

Add FX Adjustment				
Reference		Date *	12-09-2007	
Department	<input type="button" value="▼"/>			
Description				
Notes				
<b>Account</b>	<b>FX</b>	<b>Debit</b>	<b>Credit</b>	
1200--Bank Current Account - GBP		<b>49.29</b>		
1201--Bank Current Account - USD			<b>100.00</b>	
1299--Foreign Currency Adjustments	x	<b>50.71</b>		
0010--Freehold Property	<input type="button" value="▼"/>	<input type="checkbox"/>		
			<b>100.00</b>	<b>100.00</b>

## 3.8 Quotations

## 3.9 RFQ

## 3.10 Sales Order

## 3.11 Purchase Order

Here is the default work flow to use purchase orders.

1. Create a purchase order to inform vendor your intent to purchase goods.
2. To records the goods received, use 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.

Note: An alternate work flow is also supported with some code changes (available as orders2 branch at [github.com/ledger123](https://github.com/ledger123)). This allows you to partially/fully receive orders by editing them. 'Shipping-Receive' and 'Shipping-Ship' are not available in this branch.

### 3.11.1 Notes

Here are few points to remember:

1. 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.

When you are using the alternate workflow: (using orders2 code branch)

1. Stock onhand is increased when you save a PO with quantity in Rcvd column. No accounting entries are made. (COGS/expense, Vendor balances etc.)

2. You can create an invoice directly from PO by entering the qty received in Rcvd column and clicking the Vendor Invoice button. This automatically saves the order, updates stock and opens Add Vendor Invoice screen with information carried forward from the PO.

## 3.12 Shipping

Shipping module allows you to ship from and receive to warehouses from your orders. Here is the work flow to use the shipping module.

1. Create a sales or purchase order.
2. Ship/Receive this order from/to a warehouses.
3. Open the order and create invoice from it.

See also the documentation of orders entry module.

Shipping module serves the same purpose as putting the quantity in Ship or Recd column of a sales order or a purchase order but allows a different warehouse to be specified and maintain inventory quantities at warehouses.

Following paragraphs discuss the correct work flow to use the shipping module for purchases and sales.

### 3.12.1 Purchases

1. Create purchase orders for the inventory you want to purchase. If you do not specify a warehouse with order, you can receive the order to any warehouse.
2. Receive inventory using Shipping–Receive menu option. Select the desired warehouse during this process.
3. Create AP/Vendor invoice by opening the purchase order which has been received in the above step and clicking the Purchase Invoice button. Do not make any change to partnumber or quantity. Just click the Post button.

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

### 3.12.2 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.

### 3.12.3 Reports

Inventory onhand at warehouses:

1. Goods & Services–All Items report. Check the 'Warehouse' checkbox on search screen.
2. Warehouses–Reports–Onhand

Inventory receive/ship activity

1. Warehouses–Reports–Activity report.

### 3.12.4 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" with four options: "Enforce transaction reversal for all dates" (checkbox), "Close Books up to" (text input field), "Activate Audit trail" (checkbox), and "Remove Audit trail up to" (text input field). A "Continue" button is at the bottom.

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

Continue

### 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**

**4.2 Income Statement**

**4.3 Balance Sheet**

**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
					<b>1,000.00</b>

Reconciliation Date 18-04-2014

Statement Balance

Difference

Ignore Difference

[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	
				<b>1,000.00</b>

## 4.6 List Projects

## 4.7 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.

The screenshot shows a form titled "Yearend". The "Date" field is set to "30/06/2008". The "Reference" field contains "07/08 year end". The "Description" field also contains "07/08 year end". The "Retained Earnings" dropdown is set to "3000--Ordinary Shares". The "Method" section has two radio buttons: "Accrual" (which is selected) and "Cash". At the bottom of the form is a "Continue" button.

**Edit General Ledger Transaction**

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

## 4.8 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.

## 4.9 Basics of double-entry accounting system

### 4.9.1 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.

### 4.9.2 Account types

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

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

### 4.9.3 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.

#### 4.9.4 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>

## 4.10 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.

### 4.10.1 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.

### 4.10.2 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.

### 4.10.3 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.

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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.

# **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 the same store interface but with a different view. The main content area now displays a grid of four product categories: 'Modeling Hammer', 'Framing Hammer', 'Mini-Sledge', and 'Rubber Mallet', each with an image, SKU, price (\$14.99, \$19.99, \$24.99, \$24.99), quantity input field, and an 'Add to cart' button. The right sidebar remains the same, showing groups, your cart (Items: 7), welcome message, and admin options.

**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
				<b>\$ 71.96</b>
			<a href="#">Update</a>	<a href="#">Checkout</a>

**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(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
```