

SQL-Ledger User Guide

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About authors

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Sebastian Weitmann has been associated with SQL-Ledger since 2004. He has done masters in law and has been implementing SQL-Ledger for his clients in Germany and other parts of the Europe. His clients range from small companies to big corporation using SQL-Ledger to its full potential with all the features.

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

Sebastian lives in Koln, German and can be reached through his email sweitmann@e-accountant.de.

Armaghan Saqib

Armaghan Saqib is using SQL-Ledger since 2004. He is primarily a computer programmer. In 2004 he was looking for an open source accounting solution and he discovered SQL-Ledger. He immediately realized that SQL-Ledger was the next best thing since sliced bread invention. The simplicity of SQL-Ledger while still being feature rich made him a fan of this ERP solution. Since then he has written lots of code for SQL-Ledger which encompasses many enhancements and new modules for the original SQL-Ledger. He is the lead developer and maintainer of his SQL-Ledger fork (ledger123) which is official SQL-Ledger version of International SQL-Ledger Network.

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Armaghan lives in Lahore, Pakistan and can be contacted via saqib@ledger123.com.

Corporate sponsors

Run my Accounts AG

Run my Accounts (RMA) is the biggest corporate sponsor of all new SQL-Ledger development for many years now. RMA is headed by Thomas Brändle and situated in Stäfa, Switzerland and is the biggest SQL-Ledger success story. Run my Accounts has contributed to the project in terms of a pleasant looking theme, code as well as financed the development of many features which are available to everyone through the github repository. Thomas Brändle is using SQL-Ledger since for 2006 for his business.

SQL-Ledger User Guide

Written by Sebastian Weitmann and Armaghan Saqib

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Preface

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

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

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

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

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

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

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Chapter 1

Introduction

1.1 Introducing SQL-Ledger

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

It's a web-server application that has already been translated into 30 languages and enables business management and administration over the Internet or on a private local network. Any web browser can be used as its standard user interface which makes SQL-Ledger platform independent and usable on practically any operating system.

SQL-Ledger is written in the programming language Perl, runs on any modern web server like Apache and stores all related business data in a SQL database such as PostgreSQL, Oracle or IBM DB2. Its version 1.0 was released in Jan. 29, 1999. So as of this writing in 2014, it is 15 years old software which has been under constant development and enhancement during this period. This makes it suitable enough for small as well as for large businesses.

SQL-Ledger 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.

Invoices, Packing Lists, Income Statements, Balance Sheets, Sales, Work and Purchase Orders, Statements, Receipts and Checks are generated from templates and can be changed to suit individual needs. Templates come in html, xml, tex and text format. The tex templates are processed with LaTex to produce

postscript and PDF documents. Documents can be sent to a printer, file or fax, emailed or displayed on screen. The translation mechanism for items and foreign language templates also make it possible to invoice in any foreign language.

SQL-Ledger is developed by DWS Systems Inc. and the International SQL-Ledger Network Association. It is licensed under the GNU GENERAL PUBLIC LICENSE commonly known as the GPL.

1.1.1 Versions

The current release of stock SQL-Ledger is 3.0.6. The International SQL-Ledger Network Association also maintains its own version of SQL-Ledger. It's developed openly by the International SQL-Ledger Network Community on GitHub and is based upon the original SQL-Ledger version 3.0.6 with its enhancements. We call it the SQL-Ledger Network version, or Ledger123 release 3. The SQL-Ledger Network version alias Ledger123 tries to incorporate all the goodness which comes from stock SQL-Ledger. So you get best of both worlds.

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

1.1.2 Website and other resources on Internet

International SQL-Ledger Network Association website

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

International SQL-Ledger Network Association Support Forum

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

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

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

SQL-Ledger website

- <http://www.SQL-Ledger.com/>

1.2 Getting up and running

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

- Web Server (Apache, NCSA, httpi, thttpd, ...);
- Perl (version 5 or newer);
- Database Server (PostgreSQL version 7.1 or newer)
- Database Driver (DBD-Pg)
- Database Independent Interface (DBI)
- LaTex (optional)

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

1.2.1 Installing the SQL-Ledger Network version using 'git clone'

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

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

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

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

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

3. From now onwards you can upgrade to our latest enhancements (which includes any latest releases from SQL-Ledger.com) with the following simple command:

```
git pull
```

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

```
git checkout -b SQL-Ledger origin/SQL-Ledger
```

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

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

6. To revert to SQL-Ledger 2.8.17 type

```
git checkout 7b15e9b
```

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

1.2.2 Installing Perl modules

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

There are three ways to install any Perl module:

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

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

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

```
cpan DBIx::Simple
```

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

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

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

Once installed, you can install Perl module of your choice with:

```
cpanm DBIx::Simple
```

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 on-hand 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. On-hand 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, general ledger, orders, customers, vendors, parts, chart).
7. Disabled incorrect item weight update from orders and invoices
8. Parts group is mandatory if there is at least one group defined

Chapter 2

Setting up your business on SQL-Ledger

The next step after successful SQL-Ledger installation is to setup your initial business data. You need to do this before you can 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. The admin interface is accessible through the following URL:

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

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



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

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

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

On this page you need to enter your database credentials. As a best practice you should create a PostgreSQL user for use with SQL-Ledger. By default this user is assumed to be 'sql-ledger'. In Linux Debian you create an 'sql-ledger'

user by entering the following the command 'su postgres -c "createuser -d -S -R sql-ledger"'.

If you are not sure how to create this user on your own system, you can go ahead with the default PostgreSQL superuser which is normally 'postgres' instead of 'sql-ledger' and click 'Continue'

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

The screenshot shows the 'Create Dataset' configuration page. At the top, there is a list of 'Existing Datasets' which includes many entries starting with 'mansha_'. Below this, there are several input fields:

- Dataset:** new_company
- Company:** New Company
- Templates:** Default
- Multibyte Encoding:** A dropdown menu showing a long list of encoding options, with 'Default' selected. Other options include Australia_General_0000, Australia_General_00000, Austria, Bahasa-Indonesia_Default, Canada-English_General, Colombia-utf8-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-utf, Spain-UTF8, Sweden, Sweden_Agriculture, Sweden_Church_Society, Swiss-German, Traditional-Chinese_Default, UCOA-Form990, UK_General, US_General, Venezuela_Default, and Venezuela_Default.

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

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

The screenshot shows the SQL-Ledger Administration interface. At the top, there's a header bar with icons for back, forward, refresh, and a search bar containing the URL 'localhost/app.myledger.net/ledger123/rel3/admin.pl'. Below the header is a table titled 'SQL-Ledger Administration' with columns: Dataset, Company, Locked, Driver, User, and Host. The table contains three rows: 'new_company' (New Company, Pg, postgres), 'rel3' (Demo Company, Pg, postgres), and 'yaqoot' (Yaqoot Group, Pg, postgres). Below the table, there's a radio button labeled 'Pg' and a row of buttons: 'Add Dataset', 'Change Password', 'Lock System', and 'Logout'. The background of the interface is light yellow.

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

2.2 Creating users and roles

A default admin account with name 'admin@datasetname' is created with each new dataset. Its password is set to blank, so 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 privileges using roles.

To login to your newly created dataset visit <http://your-server-ip-address/sql-ledger/login.pl> and login as 'admin@datasetname'

2.2.1 Roles

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

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

To add a new role, click 'Add Role' and check/un-check the menus under 'Access Control' to allow or disallow that menu to the role. If you un-check for example 'AR', all features pertaining to 'AR', like 'Add Transaction', 'Sales'.

Invoice' etc. will also be disabled. Once you have defined the access privileges, click 'Save' to add the role.

The screenshot shows the 'Edit Role' window with the 'System' tab selected in the sidebar. The 'Access Control' section contains four groups: AR, POS, Customers, and AP. Each group has a list of checkboxes representing different transaction types and reports. The 'AR' group includes: Add Transaction, Sales Invoice, Credit Note, Credit Invoice, Reports, Reports--Transactions, Reports--Outstanding, Reports--AR Aging, Reports--Reminder, Reports--Tax collected, Reports--Non-taxable, Generate, and Generate--Sales Invoices. The 'POS' group includes: Sale, Open, and Receipts. The 'Customers' group includes: Add Customer, Customers Search, and Customers History. The 'AP' group includes: Add Transaction, Vendor Invoice, Debit Note, and Purchase.

Edit Role	
Description	<input type="text" value="user"/>
Access Control	
<input checked="" type="checkbox"/> AR	<input checked="" type="checkbox"/> Add Transaction <input checked="" type="checkbox"/> Sales Invoice <input checked="" type="checkbox"/> Credit Note <input checked="" type="checkbox"/> Credit Invoice <input checked="" type="checkbox"/> Reports <input checked="" type="checkbox"/> Reports--Transactions <input checked="" type="checkbox"/> Reports--Outstanding <input checked="" type="checkbox"/> Reports--AR Aging <input checked="" type="checkbox"/> Reports--Reminder <input checked="" type="checkbox"/> Reports--Tax collected <input checked="" type="checkbox"/> Reports--Non-taxable <input checked="" type="checkbox"/> Generate <input checked="" type="checkbox"/> Generate--Sales Invoices
<input checked="" type="checkbox"/> POS	<input checked="" type="checkbox"/> Sale <input checked="" type="checkbox"/> Open <input checked="" type="checkbox"/> Receipts
<input checked="" type="checkbox"/> Customers	<input checked="" type="checkbox"/> Add Customer <input checked="" type="checkbox"/> Customers Search <input checked="" type="checkbox"/> Customers History
<input checked="" type="checkbox"/> AP	<input checked="" type="checkbox"/> Add Transaction <input checked="" type="checkbox"/> Vendor Invoice <input checked="" type="checkbox"/> Debit Note <input checked="" type="checkbox"/> Purchase

2.2.2 Users / Employees

The screenshot shows the 'HR' interface with the 'Employees' section selected in the sidebar. It includes a plus sign icon for adding new employees.

HR	
<input type="button" value="Employees"/>	<input type="button" value="+"/>
<input type="button" value="Payroll"/>	<input type="button" value="+"/>

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' check-box is there to mark whether this user is to appear as a salespersons on your quotations, orders and invoices or not.

On the screen you can add all your 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 the login and password.

Add Employee

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

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

display. To display the list click the 'Continue' button.

[Employees](#)

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

[Continue](#)

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

[Employees /](#)

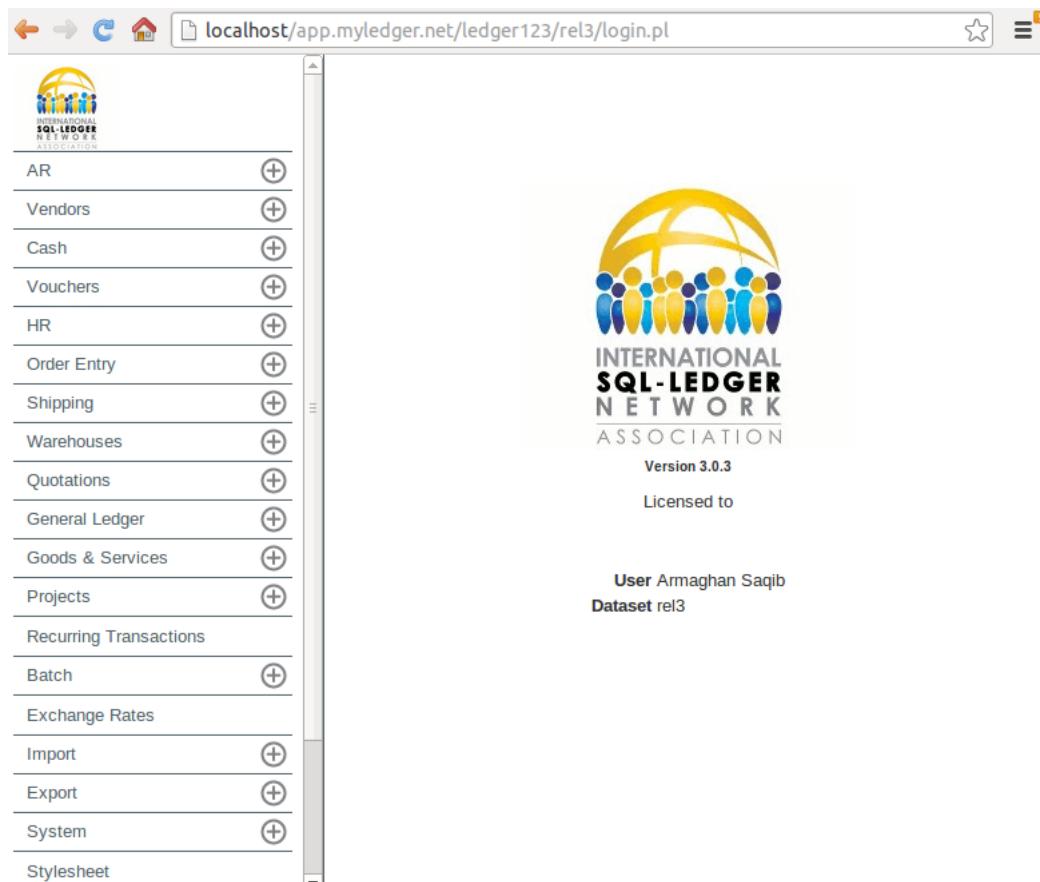
All	Name	Number	Work Phone	Work Fax	Home Phone	Home Mobile	Startdate	Enddate	Role	Login
	Armaghan Saqib						01-06-2007		admin	ukdemo
	Armaghan Saqib	E-001	5762601	5764674			28-04-2007		user	armaghan

[Add Employee](#)

Once you have created a user, he or she can login with his or her username. The username is of the format 'login@datasetname'. For example if you created a user with login 'armaghan' for a dataset named 'rel3' then the user needs to login with 'armaghan@rel3' as his or her username. If you use SQL-Ledger in a multi-company environment and a user has access to various different datasets, by entering only the username without the '@' and the name of the dataset, you will get a list of all the different datasets (companies) available to choose from.



When you or your user has successfully logged-in to the SQL-Ledger and the 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 (see 2.2 above). If no role has been created then user will have access to all the menus.



2.3 Defaults

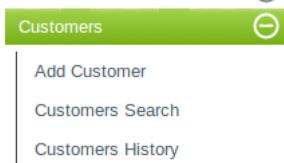
The '**System–Defaults**' menu allows you to setup your company, address and related information in SQL-Ledger. Document numbering is also controlled by system defaults. We setup defaults for document numbers as shown on the following screen shot. You can change these to your liking or organizational needs. You can also use various variables in the system default number fields like <%dd%> for day, <%mm%> for month, <%yy%> for year etc

System Defaults

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

2.4 Customers

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



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

Add Customer

Type Company Person

Customer Number

Customer *

Address

City

State/Province

Zip/Postal Code

Country

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

AR Credit Limit

Payment Threshold

Terms Net days

Currency GBP

Enddate 

Discount %

Startdate 

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

Search

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

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

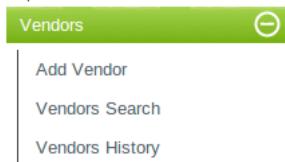
When you click the customer name in this list, that particular customer record will be shown for editing.

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

[Add Customer](#)

2.5 Vendors

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



2.5.1 Adding a new vendor

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

Add Vendor

Type Company Person

Vendor Number

Vendor *

Address

City

State/Province

Zip/Postal Code

Country

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

AP Credit Limit

Payment Threshold

Terms Net days

Currency GBP

Enddate 

Discount %

2.5.2 Editing or deleting an existing vendor

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

Search

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

Include in Report

 No. ID Type Vendor Vendor 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 Employee GIFI SIC Bank
 Address City State/Province Zip/Postal Code Country
 IBAN BIC Member Number BC Number Type of Business
 Credit Limit Terms Language Remittance Voucher Startdate
 Enddate

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	

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

2.6 Type of Business

You can group your customers using the '**System–Type of business**' menu. You can 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 %



Once you have defined types of business, you select a particular one when you are adding or editing your customer as shown below.

The screenshot shows a configuration interface for a business setup. It includes the following fields:

- VAT settings: VAT (17.5%), VAT (5%), Tax Included.
- AR and Payment dropdowns.
- Credit Limit and Threshold input fields.
- Terms Net days input field.
- Currency dropdown set to GBP.
- Startdate: 21-04-2014.
- Enddate input field.
- Discount percentage input field.
- Type of Business dropdown set to wholesale.
- Tax Number / SSN input field.
- SIC code input field.
- Salesperson dropdown.
- Notes input field.

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. When managing departments, following points are important:

1. Departments lookup does not appear on transaction forms unless you define at least one department.
2. SQL-Ledger departments can be mapped to the various departments (sales, purchase etc.), branches (London, Oxford etc.) or product divisions (Product 1, Product2 etc.) within your organization.
3. Departments can be marked as 'Cost Center' or 'Profit Center'. Cost center departments appear only in purchasing module. Profit center departments appear both in purchasing and sales modules.
4. You can also change 'Department' to anything you like (eg.Branch) using the SQL-Ledger language customization feature.

Departments

Description	Cost Center	Profit Center
HARDWARE		*
SERVICES		*

[Add Department](#)

Edit Department

Description

Cost Center Profit Center

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

2.7.2 Default Department

You can define a default department for a particular user using '**HR-Employees**' menu. 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 <input type="button" value="..."/>
Zip/Postal Code		Enddate	<input type="button" value="..."/>
Country		SSN	
E-mail	mavsol@gmail.com	DOB	<input type="button" value="..."/>
Role	user <input type="button" value="..."/>	Notes	
Login	armaghan		
Password	arq9V4t32M4EQ		
Sales <input checked="" type="checkbox"/>			
Bank		IBAN	
Address		BIC	
		Member No.	
City		Clearing No.	
State/Province		Department	HARDWARE <input type="button" value="..."/>
Zip/Postal Code		Warehouse	LONDON <input type="button" value="..."/>
Country			
Reference Documents			
<input type="button" value=""/>		<input type="button" value=""/>	
AP	<input type="button" value="..."/>	Pay Rates	Over
Payment	<input type="button" value="..."/>	<input type="button" value=""/>	<input type="button" value=""/>
Pay Periods <input type="button" value=""/>			

2.7.3 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. For example you can filter AR Transactions report '**AR–Reports–Transactions**' by specifying a particular department on search screen.

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"/>	

'**Reports–Income Statement**' and '**Reports–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

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

Income Statement

From To

Period Current Month Quarter Year
 (blank)

Include: HARDWARE SERVICES

Income Statement

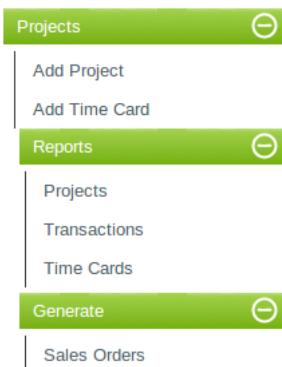
INCOME STATEMENT			HARDWARE	SERVICES	(blank)
for Period					
INCOME					
4000	Sales		1,048	1,300	2,348
			—	—	—
	TOTAL INCOME		1,048	1,300	2,348
			—	—	—
EXPENSES					
5000	Materials Purchased		3,865		3,865
			—	—	—
	TOTAL EXPENSES		3,865		3,865
			—	—	—
	INCOME (LOSS)		-2,817	1,300	-1,517
			—	—	—

2.8 Projects

Projects are optional and can be used for following things:

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

Projects only appear on transaction forms if you have created at least one project.



2.8.1 Managing Projects

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

Add Project

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

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

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

Projects

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

[Continue](#)

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

Projects

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

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

2.8.2 Using Projects

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

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

2.8.3 Project Reports

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

Project Transactions												
Department												
Project	P001											
From			To									
Period					<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												

Continue

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

Project Transactions						
Project Number : P001 18 April 2014						
Account	Description			Beginning Balance	Debit	Credit
1001	Raw material stock			1,240.95		1,240.95
5000	Materials Purchased			2,000.00		2,000.00
					3,240.95	

Save Report

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

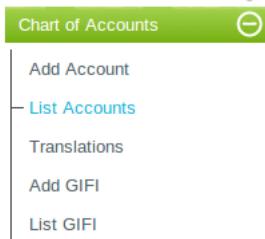
Account 1001 - Raw material stock /

Project Number : P001 18 April 2014						
Date	Reference	Description	Debit	Credit	Balance	
01-07-2007	AP-001	Construct Buildings Plc	509.70		509.70	
01-07-2007	AP-001	Construct Buildings Plc	444.00		953.70	
01-07-2007	AP-001	Construct Buildings Plc	239.25		1,192.95	
25-03-2014	AP-005	Skybird Agro Industries	48.00		1,240.95	
					1,240.95	
					1,240.95	

2.9 Chart of Accounts

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

The '**System–Chart of Accounts**' menu is used to manage the chart of accounts. Here you can add new accounts, change existing ones or delete the unwanted ones from sample chart of accounts which have not been used in any transaction.



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

Chart of Accounts

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

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

Edit Account

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

Save **Save as new**

2.9.1 Heading accounts

All accounts in SQL-Ledger must be defined as either 'Heading' or 'Account'. The 'Heading' accounts help you divide your various accounts into groups. 'Heading' accounts are mainly for organizational purposes and commonly used to subtotal groups of accounts in the income statement or balance sheet.

2.9.2 Account types

The 'Account Type' sets the accounting purpose for each account. Accounts marked as 'Contra' accounts are shown with reversed amounts in the trial balance. Summary accounts are used to record transactions for accounts receivable, accounts payable and inventory. If you mark an account as a summary account, it will be included in the selection drop-down menus available when you process accounts receivable and accounts payable transactions, or when you set up new inventory.

2.9.3 Marking accounts

When you mark an account to be included in the drop-down menus 'AR', 'AP' or 'Tracking Items' (parts, assemblies, direct labor) and 'Non-tracking Items' (ser-

vices), it will be included in the related modules. For example marking 'Lineitem' will make the account available as an income or expense account in all AR and AP transactions. Marking 'Payment' will include it for recording the payment of such transactions.

Accounts marked to be included for 'Income', 'COGS' / 'Expense' or 'Tax' under 'Tracking Items' and 'Non-tracking Items' will become available in the corresponding drop-down menus when you set up new goods and services under 'Goods & Services–Add...'. In SQL-Ledger each tax account has a tax level which can be defined in 'System–Taxes' for automatic calculation. Tax accounts can also be used for other purposes like commission fees.

2.9.4 Mandatory default accounts

There are six default accounts in SQL-Ledger. Income, expense, inventory, foreign exchange gain, foreign exchange loss and the cash over/short account. You will find them in 'System–Defaults' and once they have been set up accordingly they cannot be deleted. You must also have at least one account for accounts receivable and one for accounts payable, in order for SQL-Ledger to be able to keep track of any outstanding amounts in the balance sheet.

2.10 GIFI

GIFI stands for 'General Index for Financial Information'. GIFI codes can be created and attached to accounts in chart of accounts. You can add or change GIFI codes just like standard chart of accounts.

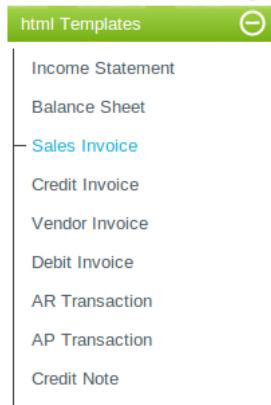
GIFI accounts can be used to re-group the accounts for reporting purposes. All financial reports can be displayed with regular accounts or with gif accounts.

2.11 Templates

Print forms for invoices, orders, quotations and financial reports have been defined as templates. This makes it easy to customize these forms and reports according to your requirements. All these templates can be accessed through the '**System**' menu. There are three type of templates:

2.11.1 HTML Templates

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



templates/rel3/invoice.html

[letterhead.html](#)

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

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

[letterhead.html](#)

I N V O I C E

To	Ship To
name	shiptoname
address1	shiptoaddress1
address2	shiptoaddress2
city , state zipcode	shiptocity , shiptostate shiptozipcode
country	shiptocountry

contact

shiptocontact

Tel: customerphone
Fax: customerfax
email

Tel: shiptophone
Fax: shiptofax
shiptoemail

Invoice #	Date	Due	Order #	Salesperson	Shipping Point	Ship via
invnumber	invdate	duedate	ordnumber	employee	shippingpoint	shipvia

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

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

Balance Due total

notes text_amount **** decimal/100

All prices in currency

Payments

Date	Account	Source	Amount
paymentdate	paymentaccount	paymentsource	payment

Thank you for your valued business!

Payment due by duedate. Items returned are subject to a 10% restocking charge. A return authorization must be obtained from company before goods are returned. Returns must be shipped prepaid and properly insured. Company will X not be responsible for damages during transit.

taxdescription Registration taxnumber

Taxes shown are included in price.



[Edit](#)

ory

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

company
address



Tel: tel
Fax: fax

[Edit](#)

templates/rel3/letterhead.html

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

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

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

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

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

Save

2.11.2 Latex Templates

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

LaTeX Templates Θ

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

templates/rel3/invoice.tex

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

\begin{document}

\pagestyle{myheadings}
\thispagestyle{empty}

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

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

\%include letterhead.tex

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

\rule{\textwidth}{2pt}

\vspace{0.2cm}

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

\newpage

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

Save

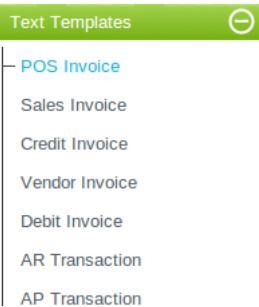
templates/rel3/letterhead.tex

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

Edit

2.11.3 Text Templates

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



templates/rel3/pos_invoice.txt

```
company
address

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

Qty Description          Amount
qty description          linetotal
number @ sellprice/unit

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

-----
Subtotal: subtotal

taxdescription @ taxrate%:      tax

Paid: payment currency

Change: change

Balance Due:      total

discount % Discount applied

Thank you for your valued business!

Taxes are included in price.
```

[Edit](#)

templates/rel3/pos_invoice.txt

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

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

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

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

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

Save

2.11.4 Editing Templates

Templates can be edited directly through SQL-Ledger. When you click on a template, it is displayed with an '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.

templates/rel3/invoice.html

[letterhead.html](#)

I N V

To

name
address1
address2
city , state zipcode
country

contact

Tel: customerphone
Fax: customerfax
email

Invoice #	Date	Due	Order #
invnumber	invdate	duedate	ordnumber
Item	Number	Description	Qt'y
runningnumber.	number	description	deliverydate
			qty

taxdescription on

notes text_amount ***** decimal/100

Payments

Date	Account	Source
paymentdate	paymentaccount	paymentsource

Thank you for your

Payment due by duedate. Items returned are subject to a 10% restocking charge. A return authorization must be obtained from company before goods are returned. Returns must be shipped prepaid and properly

Here this template is opened for editing.

templates/rel3/invoice.html

```
<body bgcolor=ffffff>

<table width=100%>

    <%include letterhead.html%>

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

        <th colspan=3>
            <h4>I N V O I C E</h4>
        </th>
    </tr>

    <tr>
        <td>&nbsp;</td>

        <td>
            <table width=100% cellspacing=0 cellpadding=0>
                <tr bgcolor=000000>
                    <th align=left width=50%><font color=ffffff>To</th>
                    <th align=left width=50%><font color=ffffff>Ship To</th>
                </tr>

                <tr valign=top>
                    <td><%name%>
                    <br><%address1%>
                    <%if address2%>
                    <br><%address2%>
                    <%end address2%>
                    <br><%city%>
                    <%if state%>
                        , <%state%>
                    <%end state%>
                    <%zipcode%>
                    <%if country%>
                    <br><%country%>
                    <%end country%>
                    <br>
```

2.11.5 Template Variables

SQL-Ledger replaces actual data into templates by 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%>
```

2.11.6 Template control commands

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

2.11.6.1 '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%>

```

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

```

2.11.7 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 most Linux distributions. In the Red Hat distribution Latex can be installed with the command 'yum install tetex'.

In the Debian distribution it can be installed with 'apt-get install latex'.

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

Latex might seem overwhelming to a newcomer but it is really a simple toolkit to use for customizing the SQL-Ledger templates. In this very short introduction of Latex, we shall go through the basic document format and its use in SQL-Ledger.

Here is 'Hello world!' in latex.

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

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

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

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

2.11.7.3 You can also convert it to pdf:

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

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

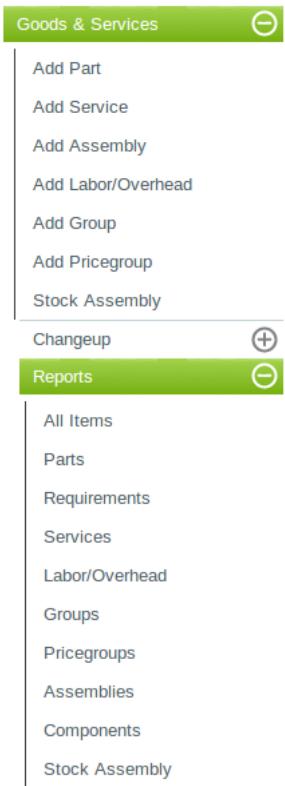
Single line comments start with % while multi-line comments can be enclosed between \begin{comment} and \end{comment} structure.

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

2.12 Goods & Services

All business sell some goods and services to generate revenue. You need to define the goods and services related to your business before you can start creating invoices, orders or quotations. Goods and services have been defined into following entities:

1. Parts are something which you keep in the inventory and want to track their on-hand quantity.
2. Services are something which you provide to your customers or buy from vendors. Services are not 'stored' somewhere and you do not track their onhand quantity.
3. Assemblies are made up from parts, services and labor/overhead. This feature is used by manufacturing companies. When you sell an assembly all its associated parts are removed from inventory. COGS for parts and cost of services is recorded. Important note: Assemblies can only be sold.
4. Labor/overhead can be used to allocate the cost of labor or manufacturing overhead to the assemblies.



2.12.1 Parts

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

Edit Part

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

2.12.2 Services

Services are intangible items which you sell or purchase.

Edit Service

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

2.12.3 Labor/Overhead

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

Add Labor/Overhead

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

2.13 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.

2.13.1 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 & Service–Add Assembly**'.

Edit Assembly

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

2.13.2 Stock assemblies

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

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

in invoice table for component parts with assemblyitem=TRUE)

Stock Assembly

Number

Description

Check Inventory

Continue

Stock Assembly

Number	Description	Bin	Qty	ROP	Add
K001	Professional Kit		2		20

Continue

2.13.3 Reports

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

Stock Assembly

Reference

From

To

Number

Department

Warehouse

Summary Detail

Include in Report

- No. Reference Date Warehouse Unit
- Number Description Qty Unit
- Subtotal CSV

Continue

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

Stock Assembly

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

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

Stock Assembly

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

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

Assemblies

Number	<input type="text"/>
Description	<input type="text"/>
Warehouse	<input type="button" value="▼"/>
Group	<input type="button" value="▼"/>
Make	<input type="text"/>
Drawing	<input type="text"/>
Microfiche	<input type="text"/>
	Serial Number <input type="text"/>
	Model <input type="text"/>
	Tool Number <input type="text"/>
	Barcode <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 From <input type="text"/> <input type="button" value="▼"/> To <input type="text"/> <input type="button" value="▼"/> <input type="checkbox"/> Sales Orders <input checked="" type="radio"/> Accrual <input type="radio"/> Cash <input type="checkbox"/> Quotations <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	

Continue

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

Assemblies /

Active :

Number	Description	Qty	Unit	Sell Price	Last Cost	Avg Cost
K001	Professional Kit	22		103.94	85.83	
D008	Deluxe Hand Saw		NOS	17.99	16.00	16.00
F003	Framing Hammer		NOS	19.99	13.85	
M005	Modeling Hammer		NOS	14.99	11.99	11.99
K002	Professional Kit 2	1		118.18	98.48	
D009	Digger Hand Trencher		NOS	18.99	16.99	16.99
R006	Rubber Mallet		NOS	24.99	21.50	21.50

Add Assembly

The '**Goods and Services–Components**' menu gives you a list order by

part number and the assembly in which it is used.

Components /

Active :

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

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

W O R K O R D E R

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

2.14 Labor/Overhead

Labor/overhead items are used to record labor/overhead of a manufacturing business in assemblies.

Add Labor/Overhead

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

2.15 Groups

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

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

Groups

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

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

[Add Group](#)

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

Edit Group

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

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

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

Edit Group

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

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

2.16 Pricegroups

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

1. You can define customer specific prices for each part.
2. You can define quantity breaks. (If someone buys 10 units instead of 1, he/she can automatically get 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 end-user. (**'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

2.17 Goods & Services Reports

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

2.17.1 All Items

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

2.17.2 Parts

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

2.17.3 Requirements

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

- On-hand quantity
- Sales orders
- Purchase orders

2.17.4 Services

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

2.17.5 Labor/Overhead

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

2.17.6 Groups

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

2.17.7 Pricegroups

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

2.17.8 Assemblies

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

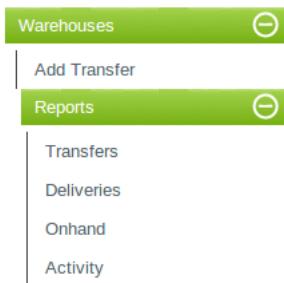
2.17.9 Components

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

2.17.10 Stock Assembly

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

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.

Warehouses	
Description	Address
LONDON	
PARIS	

[Add Warehouse](#)

2.18.1 Adding warehouses

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

Warehouses	
Description	Address
LONDON	
PARIS	

[Add Warehouse](#)

2.18.2 Default warehouse

You can define a default warehouse for users through the administrative interface ('**HR-Employees**'). You can restrict a user to view and make transactions to only one warehouse by setting his role to User. Users with role Administrator, Manager, Supervisor always have access to all warehouses. For more information on how to create different 'roles' see 2.2.1 above.

TODO: Default roles from 2.8 are not in 3.0. We need to check / change code and text above.

Edit Employee

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

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

2.18.3 Using warehouses

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

Add Sales Invoice

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

2.18.4 Warehouse transfers

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

Edit Transfer

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

2.18.5 Transfer Reports

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

'Summary' lists transfer transactions and 'Detail' lists all items in each transfer transaction. You can click on the transfer number hyper link to edit the transfer.

Inventory Onhand

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

[Continue](#)

Transfers List

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

2.18.6 Warehouse Onhand Report

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

Inventory Onhand

To

Number

Group

Department

Warehouse

Summary Detail

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

[Continue](#)

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

Inventory Onhand

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

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

Inventory Activity

Number : H002
Warehouse : LONDON

No.	Date	Reference	Department	Warehouse2	In	Out	Onhand
1	01-07-2007	AP-001	HARDWARE		55.00		55.00
2	06-07-2007	AR-002	HARDWARE			12.00	43.00
3	29-04-2014	12345	HARDWARE	PARIS		1.00	42.00
4	29-04-2014					30.00	12.00
					55.00	43.00	
					55.00	43.00	

2.18.7 Transfers delivered

Some companies also need to track the in-transit goods between warehouse transfers. The delivery date is sometimes different from the transfer date. When you login to SQL-Ledger, you will see the number of transfers which have been sent to your default warehouse but not 'received' by you yet.

TODO: This function needs to be ported to rel3

To 'receive' the transfers, click the '**Warehouses–Reports–Deliveries**' menu option, specify criteria and click 'Continue' to display the transfers pending to be received. Then 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

2.18.8 Other Reports

1. The '**Goods & Services–Reports–Parts**' report provides a summary of your on-hand quantity at selected or all warehouses. Click the 'Warehouse' check box to display the on-hand quantities by warehouse.

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

2.18.9 Enabling multiple warehouses for old dataset

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

Assemblies are a special case. In the standard SQL-Ledger, a 'Stock Assembly' action does not create any transaction/log and directly updates the on-hand quantities in the 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. Suggest to use 'System–Maintainance–Monitor' to insert queries.

2.19 Languages

When you add a new language to your dataset, SQL-Ledger will add a complete alternate set of templates and simultaneously open up the possibility for you to translate the descriptions of your parts, services, groups, chart of accounts and projects. The SQL-Ledger language feature can be used for for main purposes:

1. You can define alternate descriptions, in a foreign language, for parts, services and groups ('Goods & Services–Translations'). This way you can

send, for example, invoices to your customers with the description of your goods and services in their native language.

2. You can also translate the complete alternate set of templates which is created when you add a new language (see 2.11 above). This way you can send, for example, invoices to your customers where also the standard template content is translated into a foreign language. This can be used in combination with the alternate descriptions for parts, services and groups mentioned above, or on its own to define a particular set of documents for a particular customer or market segment.
3. You can translate your chart of accounts if you want to be able to print your 'Balance Sheet' and/or 'Income Statement' in a foreign language (**'System–Chart of Accounts–Translations'**).
4. You can translate your chart of accounts if you want to be able to print your 'Balance Sheet' and/or 'Income Statement' in a foreign language (**'System–Chart of Accounts–Translations'**).

To define a new language, use the '**System–Language**' menu. An existing list of languages (if any) will be displayed with the 'Add Language' button at the bottom of the report.

Languages

Code	Description
french	French
gov	Templates for government specific invoices

Add Language

Languages

Code	Description
french	French
gov	Templates for government specific invoices

Add Language

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

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="Templates for government specific invoices"/> <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"/>				

2.20 Translations

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

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

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

Chart of Accounts Translations

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

Chart of Accounts Translations

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

Edit Chart of Accounts Translations

0010	Freehold Property
Language	T
Templates for government specific invoices ▾	
Update	Save

2.21 Taxes

Defining and using taxes in SQL-Ledger is a four step process:

2.21.1 Define tax accounts in chart

You create (or edit) tax accounts in the chart of accounts using the '**System—Accounts**' menu option.

Edit Account

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

Save **Save as new**

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

2.21.2 Define tax percentages

You set percentages for each tax using the '**System–Taxes**' menu.

Taxes

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

Update **Save**

2.21.3 Mark Items/Services as taxable

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

Add Part

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

2.21.4 Mark Customers/Vendors for applicable taxes

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

Add Customer

Billing Address

Type Company Person

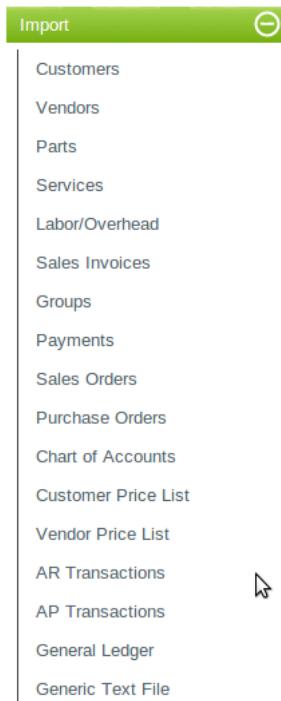
Customer Number	<input type="text"/>	Salutation	<input type="text"/>
Customer *	<input type="text"/>	First Name	<input type="text"/>
Address	<input type="text"/>	Last Name	<input type="text"/>
	<input type="text"/>	Title	<input type="text"/>
City	<input type="text"/>	Occupation	<input type="text"/>
State/Province	<input type="text"/>	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 Credit Limit
Payment Threshold
Terms Net days

2.22 Data import from other applications

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



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

2.22.1 Sale invoices

Sales invoices can be imported from CSV text files.

2.22.1.1 Format your data

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

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

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

```
invnumber,transdate,duedate,customernumber,curr,invoicedescription,
partnumber,
```

```

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

```

2.22.1.2 Upload and preview

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

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

2.22.1.3 Confirm data import

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

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

Total: 1,954

2.22.1.4 Additional data which can be imported

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

- transdate
- invnumber
- customernumber
- curr
- duedate

```
employeenumber  
ordnumber  
quonumber  
datepaid  
shippingpoint  
shipvia  
waybill  
terms  
notes  
intnotes  
language_code  
ponumber  
cashdiscount  
discountterms  
partnumber  
description  
sellprice  
discount  
qty  
unit  
serialnumber  
projectnumber  
deliverydate  
AR  
taxincluded
```

2.22.2 Receipts and Payments

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

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

2.22.2.1 Format your data

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

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

2.22.2.2 Upload and preview

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

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

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

[Import Payments](#)

2.22.2.3 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

2.22.2.4 Advanced receipts/payments import

1. You can easily change the script to match the payments on other invoice columns like invoice number. The procedures to modify are located in 'sub payments' in 'SL/IM.pm' and 'sub im_payment' in the 'bin/mozilla/im.pl' file.

2. To match payments only to AR (or AP) invoices, change the UNION queries in the 'SL/IM.pm' file to select invoices from AR or AP only as required.

2.22.3 AR/AP Transactions

You can import both AR and AP transactions.

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

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

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

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

2.22.4 General Ledger

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

2.22.4.1 Format your data

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

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

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

2.22.4.2 Upload and preview

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

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

2.22.4.3 Confirm data import

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

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

2.22.5 Customers and Vendors

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

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

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

2.22.6 Parts

2.22.6.1 Format your data

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

1. The import procedure assigns a unique parts_id to each part imported or group created.
2. Duplicates are not allowed and duplicate check is done on partnumber.

```

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

```

2.22.6.2 Upload and preview

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

Please note:

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

Import Parts

Inventory: 1001--Stock

Income: 4000--Sales

COGS: 5000--Materials Purchased

2200--VAT (17.5%)

2205--VAT (5%)

File to Import:

Type of File: CSV Delimiter:
Tab delimited file

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

2.22.6.3 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
```

2.22.7 Vendor price list

2.22.7.1 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
```

2.22.7.2 Upload and preview

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

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

2.22.8 Customer price list

2.22.8.1 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

```

2.22.8.2 Upload and preview

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

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

Import Parts Customers

2.22.9 Chart of accounts

2.22.9.1 Format your data

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

```

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

```

Chapter 3

Running your business on SQL-Ledger

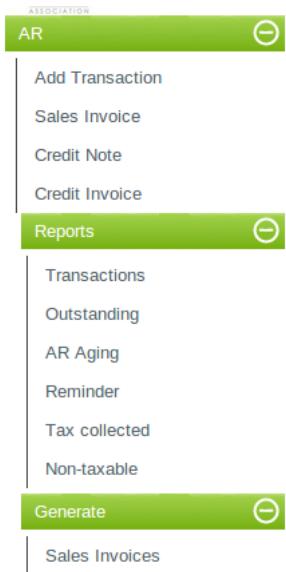
In this chapter we explain all SQL-Ledger modules one by one. You will also learn how can use them for your business.

3.1 AR

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

1. 'AR Transaction' is a simplified way to book your sales and receipts using chart of accounts. This method is quick and requires no setup except adjusting / adding to the chart of accounts for your sales accounts.
2. 'Sales Invoice' is a standard way to record sales. In a sales invoice you specify the goods and/or services you have sold to your customer. This method requires setup of goods and services using the '**Goods & Services**' menu. You can print the invoice and send it to your customer. If you are managing your inventory, you should use this method to reduce the inventory when you sell something.

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



3.1.1 AR Transaction

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

Add AR Transaction

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

3.1.2 Sales Invoice

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

Your invoice can contain multiple items (parts, assemblies, services and labor etc.) Once you enter an item and click 'Update', the item description and price is shown from database. You then enter the quantity you want to sell. A new line also appears so that you can also add one more item and so on. This way you can enter any number of items (parts, services or labor) in the detail portion

of the invoice.

Edit Sales Invoice

Customer *	Auto Exchange Express	?	Department	HARDWARE
Customer Number	AE001		Invoice Number	AR-001
Address	AA7 9BB London UK		Order Number	
Credit Limit	1,500	Remaining	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				
Reference Documents				
<input type="button" value=" "/> <input type="button" value=" "/>				
DCN Description				
Item Number Description Qty Unit Price % Extended 1 D009 ? Digger Hand Trencher 6 NOS 18.99 113.94 2 T010 ? The Claw Hand Rake 3 NOS 14.99 44.97 3				
Group				
Notes Internal Notes <input type="checkbox"/> Tax Included <input type="text"/> <input type="text"/> Subtotal 158.91 Internal Notes <input type="text"/> VAT (17.5%) 27.81 Total 186.72				
Payments Date Source Memo Amount Account <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 1200-Bank Current Account				
Outstanding: 186.72				
<input type="button" value="Invoice"/> <input type="button" value="html"/> <input type="button" value="Screen"/>				
Group by -> <input type="checkbox"/> Project <input type="checkbox"/> Group Sort by -> <input checked="" type="radio"/> Item <input type="radio"/> Number <input type="radio"/> Description <input type="radio"/> Bin				
<input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Post"/> <input type="button" value="Ship to"/> <input type="button" value="E-mail"/> <input type="button" value="Post as new"/> <input type="button" value="Sales Order"/> <input type="button" value="Schedule"/> <input type="button" value="New Number"/> <input type="button" value="Delete"/>				

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

Edit Sales Invoice

Customer *	Auto Exchange Express	?	Department	HARDWARE
Customer Number	AE001		Invoice Number	AR-001
Address	AA7 9BB London UK		Order Number	
Credit Limit	1,500	Remaining	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				
Reference Documents				
<input type="button" value=" "/> <input type="button" value=" "/>				
DCN				
Description				
Item	Number	Description	Qty	Unit
1	D009	? Digger Hand Trencher	<input checked="" type="checkbox"/> 6	NOS
Delivery Date				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"/> 3	NOS
3			<input type="checkbox"/>	
Group				
<input type="checkbox"/> Tax Included Notes Internal Notes				
Subtotal 158.91 VAT (17.5%) 27.81 Total 186.72				

3.1.3 Credit Invoice and Credit Note

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

Credit note is used to record a sale return without creating a credit invoice. A credit note is typically used to record reversal of 'AR Transaction' though it can also be used to reverse all or part of a sales invoice but be aware that inventory

is not added back to your stock with a credit note. So credit note is good tool to reverse any service sale but not for reversing tangible goods' sale.

3.1.3.1 Creating a credit invoice

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

3.1.3.2 Creating a credit note

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

3.1.3.3 Adjusting credit note or credit invoice

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

1. You go to 'Cash-Receipt' menu, select the customer and click 'Update' button. This will show all invoices as shown below.

Receipt

All

Due Date From To

Customer

Customer Number

Address

Memo

Invoices			
Invoice	Invoice Date	Due Date	Amount
AR-006	07/12/2007	07/12/2007	317.00
AR-006 credit	12/11/2013	12/11/2013	-317.00

html ▾ Screen ▾

Update **Select all** **Print** **Post**

- Now you can click to check the invoices which you want to adjust to each other. and click 'Update'. If the amounts of both open invoice and credit invoice are equal, there will be no amount in the 'Amount' column

in header. For your reference you can put something like 'adjustment' in source column.

Receipt

All

Due Date From To

Customer

Customer Number

Address

Memo

Invoices			
Invoice	Invoice Date	Due Date	Amount
AR-006	07/12/2007	07/12/2007	317.11
AR-006 credit	12/11/2013	12/11/2013	-317.11

html ▾ Screen ▾

[Update](#) [Deselect all](#) [Print](#) [Post](#)

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

AR Transactions /

Open
Closed

Date	Invoice	Description	Customer
07/05/2007	AR-001		Auto Exchange Expr
07/06/2007	AR-002		Big Porridge Ltd.
07/06/2007	AR-003		Big Porridge Ltd.
07/09/2007	AR-004		Car Parts Ltd
07/12/2007	AR-005		Electronics Ltd.
07/12/2007	AR-006		InfoMed Ltd.
12/11/2013	AR-006 credit		InfoMed Ltd.

AR Transaction | Sales Invoice.

3.2 AR Reports

3.2.1 Transactions Report

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

AR Transactions

Account <input type="text"/>	Salesperson <input type="text"/>
Customer <input type="text"/>	Department <input type="text"/>
Customer Number <input type="text"/>	Warehouse <input type="text"/>
Invoice Number <input type="text"/>	Shipping Point <input type="text"/>
Description <input type="text"/>	Ship via <input type="text"/>
Order Number <input type="text"/>	Waybill <input type="text"/>
PO Number <input type="text"/>	
Source <input type="text"/>	
<input type="checkbox"/> Line Item <input type="text"/> <input type="checkbox"/> Notes <input type="text"/>	
<input type="text"/> From To <input type="text"/>	
<input type="button" value="Period"/> <input type="radio"/> Current <input type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Year	
<input checked="" type="checkbox"/> Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/> On Hold <input type="checkbox"/> Paid Late <input type="checkbox"/> Paid Early <input type="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	
<input type="button" value="Continue"/>	

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

AR Transactions / My Company Name

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

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

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

AR Transactions / My Company Name

Open Closed	Date	Invoice	Description	Customer	Total	Paid	Source	Debit	Credit	Account	Line Item	Project
	05-07-2007	AR-001		Auto Exchange Express	186.72				113.94	4000	Digger Hand Trencher	
	05-07-2007	AR-001		Auto Exchange Express	186.72				44.97	4000	The Claw Hand Rake	
	05-07-2007	AR-001		Auto Exchange Express	186.72			186.72		1100		
	05-07-2007	AR-001		Auto Exchange Express	186.72				27.81	2200		
	05-07-2007	AR-001		Auto Exchange Express	186.72		COGS		36.00	1001	The Claw Hand Rake	
	05-07-2007	AR-001		Auto Exchange Express	186.72		COGS	36.00		5000	The Claw Hand Rake	
	05-07-2007	AR-001		Auto Exchange Express	186.72		COGS		101.94	1001	Digger Hand Trencher	
	05-07-2007	AR-001		Auto Exchange Express	186.72		COGS	101.94		5000	Digger Hand Trencher	
					1,493.76			324.66	324.66			
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37			71.88	4000	Hand Brush	
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37			119.92	4000	The Claw Hand Rake	
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37		225.37		1100		
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37			33.57	2200		
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37			225.37	1100		
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37	8712	225.37		1200		
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37	COGS		96.00	1001	The Claw Hand Rake	
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37	COGS	96.00		5000	The Claw Hand Rake	
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37	COGS		52.20	1001	Hand Brush	
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37	COGS	52.20		5000	Hand Brush	
	06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00	8712	1,000.00		1200		
	06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00			1,000.00	1100		
	06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00			227.50	2200		
	06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00		1,527.50		1100		
	06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00			400.00	4000	Wall Paint	
	06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00			900.00	4000	Cleaning	
					11,418.70	8,253.70		3,126.44	3,126.44			
	09-07-2007	AR-004		Car Parts Ltd	243.08		COGS	64.00		5000	Deluxe Hand Saw	
	09-07-2007	AR-004		Car Parts Ltd	243.08		COGS		16.00	1001	Deluxe Hand Saw	
	09-07-2007	AR-004		Car Parts Ltd	243.08		COGS	16.00		5000	Deluxe Hand Saw	
	09-07-2007	AR-004		Car Parts Ltd	243.08				89.95	4000	Deluxe Hand Saw	
	09-07-2007	AR-004		Car Parts Ltd	243.08				59.96	4000	The Claw Hand Rake	
	09-07-2007	AR-004		Car Parts Ltd	243.08				55.07	4000	Digger Hand Trencher	

3.2.2 Aging Report

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

AR Aging

Department

Customer

Customer Number

To

Summary Detail

Aged Overdue

Include in Report Current 30 60 90
 15 45 75

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

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

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

AR Aging / My Company Name

Aged
for Period To 08 January 2014

	Customer	Customer Number	Invoice	Order	Date	Due Date	Current	30	60	90	Total
<input type="checkbox"/>	Auto Exchange Express	AE001	AR-001		05-07-2007	05-07-2007				186.72	186.72
											186.72
<input type="checkbox"/>	Big Porridge Ltd.	BP011	AR-003		06-07-2007	06-07-2007				527.50	527.50
											527.50
<input type="checkbox"/>	Car Parts Ltd	CP002	AR-004		09-07-2007	10-07-2007				243.08	243.08
											243.08
<input type="checkbox"/>	Electronics Ltd.	EL004	AR-005		12-07-2007	12-07-2007				119.78	119.78
											119.78
<input type="checkbox"/>	InfoMed Ltd.	IL008	AR-006		12-07-2007	12-07-2007				317.11	317.11
											317.11
											1,394.19
											1,394.19

Statement ▾ html ▾ Screen ▾



Select all Print Preview E-mail Save Report

3.2.3 Reminders

You can print or email reminders to your customers. You can define up to 3 levels of reminders. Level 1 being a polite one and level 3 being a bit harsh one.

When you print a reminder, its level is stored in the database. Next time when you print reminder for the same customer, next level of reminder is printed. You also have the option to change the reminder level yourself.

Reminder

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

Reminder / My Company Name

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

3.2.4 Customer History Reports

You can use history reports to see which customer is giving you more business. You can filter the report on date range which is applied to the invoices (or orders or quotations).

Customer History

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

Summary for customer history report shows business activity grouped by item.

[Customer History / My Company Name](#)

Summary
Open
Closed

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

Detail for customer history report shows business activity by invoice and individual item.

Customer History / My Company Name

Detail
Open
Closed

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

3.3 Point of Sales (POS)

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

optimized receipts section.

3.3.1 Creating a POS invoice

You use '**POS-Sale**' to create a new POS invoice. The screen below is shown. Here you select a customer and then add items (parts or services) which you going to sell to a particular customer.

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

Item groups are shown as buttons on POS screen to make it easier to select the item you want to sell. Make sure check the checkbox 'POS Button' to show that group as a button on the screen. You can then click this group button on POS screen to display all the items in that group and can select or all items in that group.

Add POS Invoice

Customer * <input type="text" value="InfoMed Ltd."/>	? Add Customer	Salesperson <input type="text" value="Armaghan Saqib"/>																												
Customer Number <input type="text" value="IL008"/>	Invoice Number	Invoice Date 04-05-2014																												
Address AA7 9BB London UK	Currency <input type="text" value="GBP"/>																													
Credit Limit 0 Remaining -509																														
Record in <input type="text" value="1100--Debtors Control Account"/>																														
Department <input type="text" value="HARDWARE"/>																														
Warehouse <input type="text"/>																														
Description <input type="text"/>																														
<table border="1"> <thead> <tr> <th>Number</th> <th>Description</th> <th>Qty</th> <th>Unit</th> <th>Price</th> <th>%</th> <th>Extended</th> </tr> </thead> <tbody> <tr> <td>F003</td> <td>? Framing Hammer</td> <td>1</td> <td>NOS</td> <td>19.99</td> <td></td> <td>19.99</td> </tr> <tr> <td>M004</td> <td>? Mini-Sledge</td> <td>1</td> <td>NOS</td> <td>24.99</td> <td></td> <td>24.99</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Number	Description	Qty	Unit	Price	%	Extended	F003	? Framing Hammer	1	NOS	19.99		19.99	M004	? Mini-Sledge	1	NOS	24.99		24.99							
Number	Description	Qty	Unit	Price	%	Extended																								
F003	? Framing Hammer	1	NOS	19.99		19.99																								
M004	? Mini-Sledge	1	NOS	24.99		24.99																								
Amount <input type="text"/>	Source <input type="text"/>	Memo <input type="text"/> 1200--Bank Current Account	<input type="checkbox"/> Tax Included																											
Outstanding <input type="text" value="52.85"/>					Subtotal <input type="text" value="44.98"/>																									
				VAT (17.5%) <input type="text" value="7.87"/>																										
				Total <input type="text" value="52.85"/>																										
<input checked="" type="radio"/> Screen <input type="radio"/> Poledisplay																														
<input type="button" value="Update"/> <input type="button" value="Main Groups"/> <input type="button" value="Print"/> <input type="button" value="Open Drawer"/> <input type="button" value="Preview"/> <input type="button" value="Post"/> <input type="button" value="Assign Number"/>																														
B	<input type="button" value="Hammers"/>																													

3.3.2 Viewing open invoices

In places like retail shops a POS invoice is created and closed in one step. In places like restaurant, there is a considerable time period when an invoice is created and when it is closed. In later scenarios, you create a POS invoice when the customer has ordered food. Once the customer has consumed the food and is ready to pay you locate the invoice and then add the payment to it.

Open /

Open

Date	Invoice	Customer	Total
04-05-2014	AR-008	InfoMed Ltd.	
04-05-2014	AR-009	InfoMed Ltd.	

To open a one particular POS invoice, you view the open invoices using '**POS–Sale**' menu and then open that invoice. In the payment section, you put the payment received from the customer as well as the account which could be cash or credit card or something else.

If you will add more payment than the invoice amount then the rest of the amount will be shown as 'change' which needs to be returned back to the customer and invoice will be closed with payment equal to the invoice amount.

Edit POS Invoice

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

3.3.3 Receipts

This report shows the receipts done so far with your POS module. Use 'POS-Receipts' menu to view this report.

Receipts

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

Receipts /

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

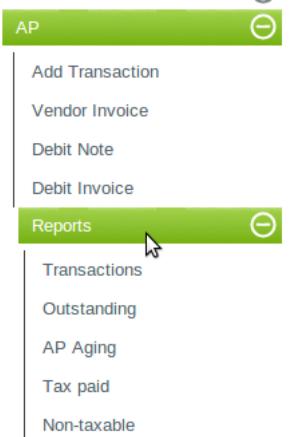
[Save Report](#)

3.4 AP

AP stands for 'Accounts Payable'. AP module is used to record your sales with your customers. You can record your sales in two possible ways:

1. 'AP Transaction' is a simplified way to book your purchases, expenses and payments using chart of accounts. This method is quick and requires no setup except adjusting / adding to the chart of accounts for your purchase and expense accounts.
2. 'Vendor Invoice' is a standard way to record purchases. In a vendor invoice you specify the goods and/or services you have purchased from your vendor. This method requires setup of goods and services using the '**Goods & Services**' menu. If you are managing your inventory, you should use this method to increase the inventory when you buy something.

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



3.4.1 AP Transactions

The '**AP–Add Transaction**' menu is used to create AP Transactions. These transactions allow you to record your purchases and expenses using GL accounts and without creating an invoice.

Add AP Transaction

Vendor *	Skybird Agro Industries	?	Department	HARDWARE
Vendor Number	SA003		Employee	<input type="button" value="▼"/>
Address	London AA7 9BB UK			
Credit Limit	0	Remaining	-85	
Currency	GBP			
<input type="checkbox"/> On Hold <input type="checkbox"/> Tax Included				
Reference Documents 				
DCN	<input type="text"/>			
Description	<input type="text"/>			
Amount	Account	Description		
<input type="text"/>	5000–Materials Purchased	<input type="text"/>		
<input type="text"/>	<input checked="" type="checkbox"/> 2200–VAT (17.5%)	<input type="text"/>		
	2100–Creditors Control Account			
Notes	Internal Notes			
<input type="text"/>	<input type="text"/>			
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="Transaction ▼"/> <input type="button" value="html ▼"/> <input type="button" value="Screen ▼"/> <input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Post"/> <input type="button" value="Schedule"/> <input type="button" value="New Number"/>				

3.4.2 Vendor Invoice

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

Your invoice can contain multiple items (parts, services and labor etc.) Once you enter an item and click 'Update', the item description and price is shown

from database. You then enter the quantity you want to sell. A new line also appears so that you can also add one more item and so on. This way you can enter any number of items (parts, services or labor) in the detail portion of the invoice.

Add Vendor Invoice

Item	Number	Description	Qty	Unit	Price	%	Extended
1	<input type="text"/>						

Notes Internal Notes Tax Included
 Subtotal 0.00
 Total 0.00

Payments
 Date Source Memo Amount Account

Invoice ▾ html ▾ Screen ▾
 Group by -> Project Group Sort by -> Item Number Description Bin
 Update Print Post Ship to E-mail Schedule New Number

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

Edit Vendor Invoice

Vendor *	Construct Buildings Plc	?	Department	HARDWARE
Vendor Number	CB001		Invoice Number	AP-001
Address AA7 9BB London UK			Order Number	
Credit Limit	0	Remaining -1,402	Invoice Date *	01-07-2007
Record in	2100--Creditors Control Account		Due Date	10-07-2007
Currency	GBP		Terms Net	9 days
Warehouse	LONDON		PO Number	
Shipping Point				
Ship via				
Waybill				
<input type="checkbox"/> On Hold				
Reference Documents				
<input type="button" value="New"/> <input type="button" value="Edit"/>				
DCN				
Description				
Item	Number	Description	Qty	Unit
1	D009	Digger Hand Trencher	<input checked="" type="checkbox"/> 30	NOS
SKU D009 ?			16.99	
Delivery Date			Serial No.	
Order Number		?	PO Number	
Group Picks & Hatchets Code				
Packaging		N.W.	G.W.	(kg) Volume
2	T010	The Claw Hand Rake	<input type="checkbox"/> 37	NOS
SKU T010 ?			12.00	
3	H002	Hand Brush	<input type="checkbox"/> 55	NOS
SKU H002 ?			4.35	
4			<input type="checkbox"/>	
Group				
<input type="checkbox"/> Tax Included Notes Internal Notes				
Subtotal 1,192.95 VAT (17.5%) 208.77				

3.4.3 Debit Note and Debit Invoice

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

Debit note is used to record a sale return without creating a debit invoice. A credit note is typically used to record reversal of 'AP Transaction' though it can also be used to reverse all or part of a vendor invoice but be aware that inventory is not removed from your stock with a debit note. So debit note is good tool to reverse any service purchases but not for reversing tangible goods purchase.

3.4.3.1 Creating a debit note

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

3.4.3.2 Creating a debit invoice

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

3.4.3.3 Adjusting debit note or debit invoice

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

1. You go to '**Cash–Payment**' menu, select the vendor and click 'Update' button. This will show all invoices as shown below.

Receipt

All

Due Date From **To**

Customer

Customer Number

Address
London
AA7 9BB
UK

Memo

Invoices			
Invoice	Invoice Date	Due Date	Amount
AR-006	07/12/2007	07/12/2007	317.00
AR-006 credit	12/11/2013	12/11/2013	-317.00

html ▾ **Screen** ▾

Update **Select all** **Print** **Post**

- Now you can click to check the invoices which you want to adjust to each other. and click 'Update'. If the amounts of both open vendor invoice and debit invoice are equal, there will be no amount in the 'Amount' column

in header. For your reference you can put something like 'adjustment' in source column.

Receipt

All

Due Date From To

Customer

Customer Number

Address

Memo

Invoices			
Invoice	Invoice Date	Due Date	Amount
AR-006	07/12/2007	07/12/2007	317.11
AR-006 credit	12/11/2013	12/11/2013	-317.11

html ▾ Screen ▾

[Update](#) [Deselect all](#) [Print](#) [Post](#)

- Now you just click 'Post'. Your debit invoice will be adjusted against the open vendor invoice and both the debit invoice/note and vendor invoice will be closed.

AR Transactions /

Open
Closed

Date	Invoice	Description	Customer
07/05/2007	AR-001		Auto Exchange Expr
07/06/2007	AR-002		Big Porridge Ltd.
07/06/2007	AR-003		Big Porridge Ltd.
07/09/2007	AR-004		Car Parts Ltd
07/12/2007	AR-005		Electronics Ltd.
07/12/2007	AR-006		InfoMed Ltd.
12/11/2013	AR-006 credit		InfoMed Ltd.

AR Transaction | Sales Invoice.

3.5 AP Reports

3.5.1 Transactions Report

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

AP Transactions

Account <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="From"/> <input type="button" value="To"/>	<input type="radio"/> Current <input type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Year
<input checked="" type="checkbox"/> Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/> On Hold <input type="checkbox"/> Paid Late <input type="checkbox"/> Paid Early <input checked="" type="radio"/> Summary <input type="radio"/> Detail <input type="checkbox"/> No. <input type="checkbox"/> ID <input checked="" type="checkbox"/> Invoice Number <input type="checkbox"/> Order Number <input checked="" type="checkbox"/> Description <input type="checkbox"/> PO Number <input checked="" type="checkbox"/> Invoice Date <input checked="" type="checkbox"/> Vendor <input type="checkbox"/> Vendor Number <input type="checkbox"/> Address Include in Report <input type="checkbox"/> Employee <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"/> Warehouse <input type="checkbox"/> Shipping Point <input type="checkbox"/> Ship via <input type="checkbox"/> Waybill <input type="checkbox"/> DCN <input type="checkbox"/> Subtotal	

[Continue](#)

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

AP Transactions / My Company Name

Open
Closed

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

AP Transaction **Vendor Invoice**

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

TODO: Detail report screen shots

3.5.2 Aging Report

Aging report shows the outstanding balances of your vendors divided into pre-defined periods of time in the past.

AR Aging

Department	<input type="button" value="▼"/>
Customer	<input type="text"/>
Customer Number	<input type="text"/>
To	<input type="text"/> <input type="button" value="..."/>
	<input type="button" value="▼"/> <input type="button" value="▼"/>
<input checked="" type="radio"/> Summary	<input type="radio"/> Detail
<input checked="" type="radio"/> Aged	<input type="radio"/> Overdue
Include in Report	
<input checked="" type="checkbox"/> Current <input checked="" type="checkbox"/> 30 <input checked="" type="checkbox"/> 60 <input checked="" type="checkbox"/> 90 <input type="checkbox"/> 15 <input type="checkbox"/> 45 <input type="checkbox"/> 75	

Continue

The summary aging report (shown below) shows on-line for each vendor with outstanding balance.

AP Aging / My Company Name

Aged
for Period To 08 January 2014

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

[Save Report](#)

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

AP Aging / My Company Name

Aged
for Period To 08 January 2014

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

[Save Report](#)

3.5.3 Vendor History Reports

You can use history reports to see which vendor you buy most from and which vendor you buy less from and what. You can filter the report on date range which is applied to the invoices (or orders or quotations)

Vendor History

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

Continue

Vendor history summary report shows purchase activity grouped by item.

Vendor History / My Company Name

Summary
Open
Closed

Part Number	Description	Qty	Sell Price	Total
Construct Buildings Plc London AA7 9BB UK				
D009	Digger Hand Trencher	30	16.99	-509.70
H002	Hand Brush	55	4.35	-239.25
T010	The Claw Hand Rake	37	12.00	-444.00
				1,192.95
Engineering Supplies Plc London AA7 9BB UK				
D008	Deluxe Hand Saw	1	16.00	-16.00
D009	Digger Hand Trencher	1	16.99	-16.99
				32.99
Skybird Agro Industries London AA7 9BB UK				
D008	Deluxe Hand Saw	42	16.00	-672.00
M004	Mini-Sledge	17	18.99	-322.83
M005	Modeling Hammer	22	11.99	-263.78
R006	Rubber Mallet	24	21.50	-516.00
				1,774.61

^

Vendor history detail report shows purchasing activity by invoice and item.

Vendor History / My Company Name

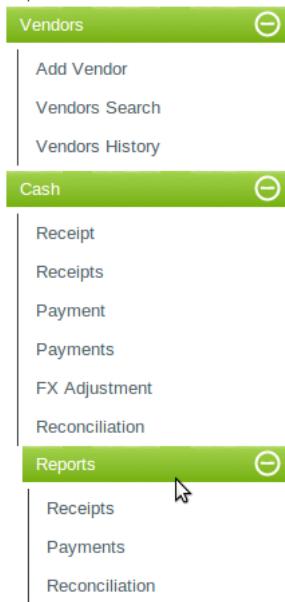
Detail
Open
Closed

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

3.6 Cash

3.6.1 Receipts

The '**Cash–Receipt**' menu is used to record receipts from your customers against outstanding invoices. Another menu '**Cash–Receipts**' allows you to enter receipts from multiple customers. Both have same effect but the later one make data entry quick for adding receipts from multiple customers.



3.6.1.1 Recording receipts from one customer at a time

There are two ways to record payment from your customer:

1. 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.
2. 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"/>																								
Invoices <table border="1"> <thead> <tr> <th>Invoice</th> <th>Invoice Date</th> <th>Due Date</th> <th>Amount</th> <th>Due</th> <th>Paid</th> <th>Discount</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>AR-001</td> <td>05-07-2007</td> <td>05-07-2007</td> <td>186.72</td> <td>186.72</td> <td><input type="checkbox"/></td> <td></td> <td>186.72</td> </tr> <tr> <td colspan="4"></td> <td colspan="4">186.72 186.72</td> </tr> </tbody> </table>		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"/>		186.72					186.72 186.72			
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"/>		186.72																		
				186.72 186.72																					
<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"/>																									

3.6.1.2 Recording receipts from multiple customers in one go.

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

Receipts

Due Date From <input type="text"/> <input type="button" value="To"/> <input type="button" value="▼"/>	AR <input type="button" value="1100--Debtors Control Account ▼"/>																																																								
Department <input type="button" value="▼"/>	Payment <input type="button" value="1200--Bank Current Account ▼"/>																																																								
Date <input type="text" value="18-04-2014"/> <input type="button" value="▼"/>	Currency <input type="button" value="GBP ▼"/>																																																								
Invoices <table border="1"> <thead> <tr> <th>Customer</th> <th>Customer Number</th> <th>Amount</th> <th>Due</th> <th><input checked="" type="checkbox"/></th> <th>Paid</th> <th>Memo</th> <th>Source</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Auto Exchange Express</td> <td>AE001</td> <td>186.72</td> <td>186.72</td> <td><input checked="" type="checkbox"/></td> <td><input type="text" value="186.72"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="checkbox"/> Big Porridge Ltd.</td> <td>BP011</td> <td>1,527.50</td> <td>527.50</td> <td><input checked="" type="checkbox"/></td> <td><input type="text" value="527.50"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="checkbox"/> Car Parts Ltd</td> <td>CP002</td> <td>243.08</td> <td>243.08</td> <td><input checked="" type="checkbox"/></td> <td><input type="text" value="243.08"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="checkbox"/> Electronics Ltd.</td> <td>EL004</td> <td>119.78</td> <td>119.78</td> <td><input checked="" type="checkbox"/></td> <td><input type="text" value="119.78"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="checkbox"/> InfoMed Ltd.</td> <td>IL008</td> <td>455.97</td> <td>455.97</td> <td><input checked="" type="checkbox"/></td> <td><input type="text" value="455.97"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td colspan="4"></td> <td>2,533.05</td> <td>1,533.05</td> <td>1,533.05</td> <td></td> </tr> </tbody> </table>		Customer	Customer Number	Amount	Due	<input checked="" type="checkbox"/>	Paid	Memo	Source	<input type="checkbox"/> Auto Exchange Express	AE001	186.72	186.72	<input checked="" type="checkbox"/>	<input type="text" value="186.72"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Big Porridge Ltd.	BP011	1,527.50	527.50	<input checked="" type="checkbox"/>	<input type="text" value="527.50"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Car Parts Ltd	CP002	243.08	243.08	<input checked="" type="checkbox"/>	<input type="text" value="243.08"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Electronics Ltd.	EL004	119.78	119.78	<input checked="" type="checkbox"/>	<input type="text" value="119.78"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> InfoMed Ltd.	IL008	455.97	455.97	<input checked="" type="checkbox"/>	<input type="text" value="455.97"/>	<input type="text"/>	<input type="text"/>					2,533.05	1,533.05	1,533.05	
Customer	Customer Number	Amount	Due	<input checked="" type="checkbox"/>	Paid	Memo	Source																																																		
<input type="checkbox"/> Auto Exchange Express	AE001	186.72	186.72	<input checked="" type="checkbox"/>	<input type="text" value="186.72"/>	<input type="text"/>	<input type="text"/>																																																		
<input type="checkbox"/> Big Porridge Ltd.	BP011	1,527.50	527.50	<input checked="" type="checkbox"/>	<input type="text" value="527.50"/>	<input type="text"/>	<input type="text"/>																																																		
<input type="checkbox"/> Car Parts Ltd	CP002	243.08	243.08	<input checked="" type="checkbox"/>	<input type="text" value="243.08"/>	<input type="text"/>	<input type="text"/>																																																		
<input type="checkbox"/> Electronics Ltd.	EL004	119.78	119.78	<input checked="" type="checkbox"/>	<input type="text" value="119.78"/>	<input type="text"/>	<input type="text"/>																																																		
<input type="checkbox"/> InfoMed Ltd.	IL008	455.97	455.97	<input checked="" type="checkbox"/>	<input type="text" value="455.97"/>	<input type="text"/>	<input type="text"/>																																																		
				2,533.05	1,533.05	1,533.05																																																			
<input type="button" value="Update"/> <input type="button" value="Deselect all"/> <input type="button" value="Post"/> <input type="button" value="html ▼"/> <input type="button" value="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 checked="" type="radio"/> Current <input type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Year
<input checked="" type="checkbox"/> Exchange Rate Difference Include in Report <input checked="" type="checkbox"/> Date <input checked="" type="checkbox"/> Reference <input checked="" type="checkbox"/> Customer <input type="checkbox"/> Customer Number <input checked="" type="checkbox"/> Description <input checked="" type="checkbox"/> Amount <input checked="" type="checkbox"/> Source <input checked="" type="checkbox"/> Memo <input type="checkbox"/> Subtotal	



Receipts /

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



3.6.2 Payments

There are two ways to record payment from your vendor.

1. 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.
2. 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="button" value="▼"/>																												
Due Date From <input type="text"/> <input type="button" value="To"/> <input type="button" value="▼"/>	Type of Business <input type="button" value="▼"/>																												
Vendor <input type="text" value="Construct Buildings Plc"/>	AP <input type="button" value="2100--Creditors Control Account ▼"/>																												
Vendor Number <input type="text" value="CB001"/>	Payment <input type="button" value="1200--Bank Current Account ▼"/>																												
Address London AA7 9BB UK	Date <input type="text" value="18-04-2014"/> <input type="button" value="▼"/>																												
Memo <input type="text"/>	Currency <input type="button" value="GBP ▼"/>																												
	Source <input type="text"/>																												
	Amount <input type="text"/>																												
Invoices <table border="1"> <thead> <tr> <th>Invoice</th> <th>Invoice Date</th> <th>Due Date</th> <th>Amount</th> <th>Due</th> <th>Paid</th> <th>Discount Total</th> </tr> </thead> <tbody> <tr> <td>AP-001</td> <td>01-07-2007</td> <td>10-07-2007</td> <td>1,401.72</td> <td>1,401.72</td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td colspan="6"></td> <td>1,401.72</td> </tr> <tr> <td colspan="6"></td> <td>1,401.72</td> </tr> </tbody> </table>		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"/>	<input type="text"/>							1,401.72							1,401.72
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"/>	<input type="text"/>																							
						1,401.72																							
						1,401.72																							
<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"/>																													

Multiple payments to multiple vendors.

Payments

Due Date From <input type="text"/> <input type="button" value="To"/> <input type="button" value="▼"/>	AP <input type="button" value="2100--Creditors Control Account ▼"/>																																								
Department <input type="button" value="▼"/>	Payment <input type="button" value="1200--Bank Current Account ▼"/>																																								
Type of Business <input type="button" value="▼"/>	Date <input type="text" value="18-04-2014"/> <input type="button" value="▼"/>																																								
Currency <input type="button" value="GBP ▼"/>																																									
Invoices <table border="1"> <thead> <tr> <th>Vendor</th> <th>Vendor Number</th> <th>Amount</th> <th>Due</th> <th><input checked="" type="checkbox"/></th> <th>Paid</th> <th>Memo</th> <th>Source</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Construct Buildings Plc</td> <td>CB001</td> <td>1,401.72</td> <td>1,401.72</td> <td><input checked="" type="checkbox"/></td> <td><input type="text" value="1,401.72"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="checkbox"/> Engineering Supplies Plc</td> <td>ES002</td> <td>38.76</td> <td>38.76</td> <td><input checked="" type="checkbox"/></td> <td><input type="text" value="38.76"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="checkbox"/> Skybird Agro Industries</td> <td>SA003</td> <td>5,714.72</td> <td>3,714.72</td> <td><input checked="" type="checkbox"/></td> <td><input type="text" value="3,714.72"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td colspan="4"></td> <td>7,155.20</td> <td>5,155.20</td> <td>5,155.20</td> <td></td> </tr> </tbody> </table>		Vendor	Vendor Number	Amount	Due	<input checked="" type="checkbox"/>	Paid	Memo	Source	<input type="checkbox"/> Construct Buildings Plc	CB001	1,401.72	1,401.72	<input checked="" type="checkbox"/>	<input type="text" value="1,401.72"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Engineering Supplies Plc	ES002	38.76	38.76	<input checked="" type="checkbox"/>	<input type="text" value="38.76"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Skybird Agro Industries	SA003	5,714.72	3,714.72	<input checked="" type="checkbox"/>	<input type="text" value="3,714.72"/>	<input type="text"/>	<input type="text"/>					7,155.20	5,155.20	5,155.20	
Vendor	Vendor Number	Amount	Due	<input checked="" type="checkbox"/>	Paid	Memo	Source																																		
<input type="checkbox"/> Construct Buildings Plc	CB001	1,401.72	1,401.72	<input checked="" type="checkbox"/>	<input type="text" value="1,401.72"/>	<input type="text"/>	<input type="text"/>																																		
<input type="checkbox"/> Engineering Supplies Plc	ES002	38.76	38.76	<input checked="" type="checkbox"/>	<input type="text" value="38.76"/>	<input type="text"/>	<input type="text"/>																																		
<input type="checkbox"/> Skybird Agro Industries	SA003	5,714.72	3,714.72	<input checked="" type="checkbox"/>	<input type="text" value="3,714.72"/>	<input type="text"/>	<input type="text"/>																																		
				7,155.20	5,155.20	5,155.20																																			
<input type="button" value="Update"/> <input type="button" value="Deselect all"/> <input type="button" value="Post"/> <input type="button" value="html ▼"/> <input type="button" value="Screen ▼"/>																																									

Payments

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

[Continue](#)

Payments /

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

[Save Report](#)

recon

3.7 General Ledger

General Ledger module is used to add standard accounting journals with debit and credit amounts to some accounts from chart of accounts. You cannot post a transaction until the total of debits is equal to the total of credits.



3.7.1 Add Transaction

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

Edit General Ledger Transaction

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

3.7.2 Reports

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

General Ledger Reports

Account

Reference / Invoice Number

Description

Company Name

Company Number

Department ▼

Project ▼

Line Item

Notes

Source

Memo

From To

Period ▼ ▼ Current Month Quarter Year

Account >= Account <=

Amount >= Amount <=

All Asset Liability Equity Income Expense

ID Date Reference Description Company Name
 Company Number Address Department Project Number Notes
 Debit Credit Source Memo Line Item
 Account Account Description GIFI Contra
 Subtotal CSV

[Continue](#)

Report can be sorted on any column.

General Ledger /

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

Continue [C]

General Ledger /

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

3.8 Recurring Transactions

Recurring Transactions allow you to auto-generate predefined invoices, transactions and orders.

This feature can be used for the following:

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

3.8.1 Scheduling

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

Recurring Transaction for InfoMed Ltd.

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

3.8.2 Generating

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

Recurring Transactions /

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

3.9 Exchange Rates

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

3.9.1 Defining currencies

To define a new currency use System–Currencies menu. The top-most currency is the default currency. You can move the currencies up and down using the arrows on the currency list.

Currencies		
No	Currency	Precision
1	GBP	2 ▲▼
2	USD	2 ▲▼
3	CAD	2 ▲▼
4	EUR	2 ▲▼

[Add Currency](#)

3.9.2 Buying and selling in foreign currencies

When you want to create invoice in currency, just change the currency code from currency dropdown box. SQL-Ledger will show you the last exchange rate for this currency. You can just accept this rate or change it.

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

3.9.3 Reports

You can view reports in base currency as well as in the foreign currency.

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			

3.9.4 Exchange rate difference

3.9.5 Funds transfers in foreign currencies

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

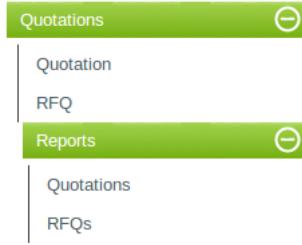
Add FX Adjustment				
Reference		Date *	12-09-2007	
Department	<input type="button" value="▼"/>			
Description				
Notes				
Account	FX	Debit	Credit	
1200--Bank Current Account - GBP			100.00	
1201--Bank Current Account - USD		202.89		
1299--Foreign Currency Adjustments	x		102.89	
0010--Freehold Property	<input type="button" value="▼"/>	<input type="checkbox"/>		
		202.89	202.8	
<input type="button" value="Update"/> <input type="button" value="Post"/> <input type="button" value="Schedule"/>				

Add FX Adjustment

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

3.10 Quotations and RFQs

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



3.10.1 Quotations

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

Add Quotation

Customer *	Auto Exchange Express	?	Department	<input type="button" value="▼"/>	
Customer Number	AE001		Employee	Armaghan Saqib	
Address London AA7 9BB UK			Quotation Number		
Currency GBP			Quotation Date	04-05-2014 <input type="button" value="▼"/>	
Warehouse			Valid until	<input type="text"/>	
Shipping Point			Terms Net	<input type="text"/> days	
Ship via					
Waybill					
Reference Documents					
<input type="text"/> <input type="text"/>					
Description <input type="text"/>					
Item	Number	Description	Qty	Unit	Price
1	D008	? Deluxe Hand Saw	<input type="checkbox"/> 1	NOS	17.99
2	D009	? Digger Hand Trencher	<input type="checkbox"/> 1	NOS	18.99
3			<input type="checkbox"/>		
Group <input type="text"/> <input type="text"/>					
<input type="checkbox"/> Tax Included Notes <input type="text"/> Internal Notes <input type="text"/>					
Subtotal 36.9 VAT (17.5%) 6.4 Total 43.3					
Quotation <input type="button" value="▼"/> html <input type="button" value="▼"/> Screen <input type="button" value="▼"/> Group by -> <input type="checkbox"/> Project <input type="checkbox"/> Group Sort by -> <input checked="" type="radio"/> Item <input type="radio"/> Number <input type="radio"/> Description <input type="radio"/> Bin Update Print Save Ship to E-mail New Number					

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

Quotations

Customer

Customer Number

Department

Employee

Quotation Number

Description

Notes

Warehouse

Shipping Point

Ship via

Waybill

From To

Period Current Month Quarter Year

<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed
<input type="checkbox"/> No.	<input type="checkbox"/> ID
<input checked="" type="checkbox"/> Valid until	<input checked="" type="checkbox"/> Customer
<input type="checkbox"/> Shipping Point	<input checked="" type="checkbox"/> Customer Number
<input checked="" type="checkbox"/> Total	<input checked="" type="checkbox"/> Description
<input type="checkbox"/> Subtotal	<input checked="" type="checkbox"/> Date
	<input checked="" type="checkbox"/> Employee
	<input type="checkbox"/> Warehouse
	<input type="checkbox"/> Waybill
	<input type="checkbox"/> Amount
	<input type="checkbox"/> Tax
	<input type="checkbox"/> Notes
	<input type="checkbox"/> Internal Notes

Include in Report

[Continue](#)

Quotations /

Open

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

[Quotation](#)

Once a quotation has been made, you can create a purchase order from it. Creating a PO from a quotation will mark it closed. You can also close a quotation just by clicking the 'Closed' radio button when you edit a quotation.

Edit Quotation

Customer *	Auto Exchange Express	?
Customer Number	AE001	
Address London AA7 9BB UK		
Currency	GBP ▾	
Warehouse	▼	
Shipping Point		
Ship via		
Waybill		
Reference Documents		
<input type="text"/> <input type="text"/>		
Description		
Item	Number	Description
1	D008	? Deluxe Hand Saw
2	D009	? Digger Hand Trencher
3		
Group		

Notes**Internal Notes**

3.10.2 RFQ

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

Add Request for Quotation

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

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

Request for Quotations

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

[Continue](#)

Request for Quotations /

Open

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

[RFQ](#)

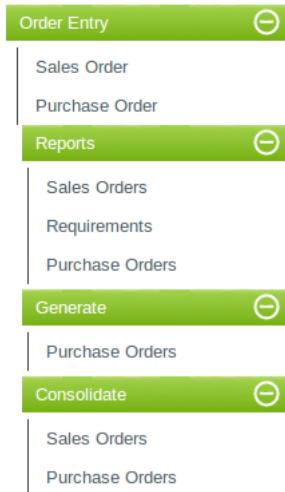
Once an RFQ has been made, you can create a sales order from it. Creating an SO from an RFQ will mark it closed. You can also close an RFQ just by clicking the 'Closed' radio button when you edit it.

Edit Request for Quotation

Vendor *	Skybird Agro Industries	?	<input checked="" type="radio"/> Open <input type="radio"/> Closed						
Vendor Number	SA003	Department	<input type="button" value="▼"/>						
Address	London AA7 9BB UK								
Currency	GBP	Employee	Armaghan Saqib						
Warehouse	<input type="button" value="▼"/>	RFQ Number	RFQ-002						
Shipping Point	<input type="button" value="▼"/>								
Ship via	<input type="button" value="▼"/>								
Waybill	<input type="button" value="▼"/>								
Reference Documents									
<input type="button" value=""/> <input type="button" value=""/>									
Description <input type="text"/>									
Item	Number	Description		<input type="checkbox"/>	Qty	Unit	Price	%	Extended
1	B001	Brush Set		<input type="checkbox"/>	5	NOS	7.00	<input type="checkbox"/>	35.00
		SKU B001 ?							
2	H002	Hand Brush		<input type="checkbox"/>	2	NOS	4.35	<input type="checkbox"/>	8.70
		SKU H002 ?							
3	<input style="background-color: #ADD8E6; width: 100px; height: 20px; border: none;" type="text"/>	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group <input type="text"/>		<input type="text"/>							
Notes <input type="text"/>		Internal Notes <input type="text"/>		<input type="checkbox"/> Tax Included Subtotal 43.70 VAT (17.5%) 7.65 Total 51.35					
<input type="button" value="RFQ ▼"/> <input type="button" value="html ▼"/> <input type="button" value="Screen ▼"/> Group by -> <input type="checkbox"/> Project <input type="checkbox"/> Group Sort by -> <input checked="" type="radio"/> Item <input type="radio"/> Number <input type="radio"/> Description <input type="radio"/> Bin <input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Save"/> <input type="button" value="Ship to"/> <input type="button" value="E-mail"/> <input type="button" value="Save as new"/> <input type="button" value="Vendor Invoice"/> <input type="button" value="Purchase Order"/> <input type="button" value="New Number"/> <input type="button" value="Delete"/>									

3.11 Orders

SQL-Ledger has very powerful 'Orders' module. Orders module can be used to create purchase orders for your vendors or sales orders to your customers.



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.

3.11.1 Sales Orders

A purchase order allows you to order goods and services from your vendor. You can:

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

3.11.1.1 Add a new sales order

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

Edit Sales Order

Customer *	Auto Exchange Express	?	<input checked="" type="radio"/> Open	<input type="radio"/> Closed																																				
Customer Number	AE001	Department	<input type="button" value="▼"/>																																					
Address London AA7 9BB UK		Salesperson	Armaghan Saqib <input type="button" value="▼"/>																																					
Credit Limit	1,500	Remaining	738																																					
Currency	GBP <input type="button" value="▼"/>	Order Number	SO-001																																					
Warehouse	LONDON <input type="button" value="▼"/>	Order Date *	29-04-2014 <input type="button" value="▼"/>																																					
Shipping Point																																								
Ship via																																								
Waybill																																								
Reference Documents																																								
<input type="button"/> <input type="button"/>																																								
Description <input type="text"/>																																								
Item	Number	Description	Qty	Ship																																				
1	H002	? Hand Brush	15	NOS																																				
2	F003	? Framing Hammer	20	NOS																																				
3																																								
Group <input type="text"/>																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Item</th> <th style="width: 10%;">Number</th> <th style="width: 40%;">Description</th> <th style="width: 10%;">Qty</th> <th style="width: 10%;">Ship</th> <th style="width: 10%;">Unit</th> <th style="width: 10%;">Price</th> <th style="width: 10%;">%</th> <th style="width: 10%;">Extended</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>H002</td> <td>? Hand Brush</td> <td>15</td> <td>NOS</td> <td>5.99</td> <td></td> <td></td> <td>89.85</td> </tr> <tr> <td>2</td> <td>F003</td> <td>? Framing Hammer</td> <td>20</td> <td>NOS</td> <td>19.99</td> <td></td> <td></td> <td>399.80</td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Item	Number	Description	Qty	Ship	Unit	Price	%	Extended	1	H002	? Hand Brush	15	NOS	5.99			89.85	2	F003	? Framing Hammer	20	NOS	19.99			399.80	3								
Item	Number	Description	Qty	Ship	Unit	Price	%	Extended																																
1	H002	? Hand Brush	15	NOS	5.99			89.85																																
2	F003	? Framing Hammer	20	NOS	19.99			399.80																																
3																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Notes</th> <th style="width: 50%;">Internal Notes</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>					Notes	Internal Notes	<input type="text"/>	<input type="text"/>																																
Notes	Internal Notes																																							
<input type="text"/>	<input type="text"/>																																							
<input type="checkbox"/> Tax Included Subtotal 489.65 VAT (17.5%) 85.69 Total 575.34																																								
<input type="button" value="Sales Order ▼"/> <input type="button" value="html ▼"/> <input type="button" value="Screen ▼"/> Group by -> <input type="checkbox"/> Project <input type="checkbox"/> Group Sort by -> <input checked="" type="radio"/> Item <input type="radio"/> Number <input type="radio"/> Description <input type="radio"/> Bin <input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Save"/> <input type="button" value="Ship to"/> <input type="button" value="E-mail"/> <input type="button" value="Save as new"/> <input type="button" value="Sales Invoice"/> <input type="button" value="Quotation"/> <input type="button" value="Schedule"/> <input type="button" value="New Number"/> <input type="button" value="Delete"/>																																								

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

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

3.11.1.2 Editing a SO

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

3.11.1.3 Creating a quotation or customer invoice from an SO

When you have saved a SO, you can open it in editing and create a quotation. When you have received quantities you can directly create vendor invoice from the SO. (Also see below to see how to use 'Shipping' menu to partially receive a PO.)

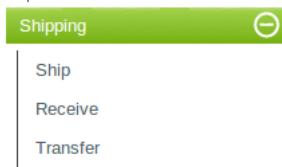
TODO: Screen shot with quotation and vendor invoice buttons.

3.11.1.4 Receiving an SO

There are two ways to receive a SO.

1. Open the SO and click 'Customer Invoice' button. The SO will be received in full, marked 'closed' and a customer invoice will be created for it. Inventory on-hand will be updated.
2. Use '**Shipping–Receive**' to receive a PO fully or partially. Inventory on-hand will be updated. Later on you can open the PO and create vendor invoice.

Let us see how it is done using the '**Shipping**' menu.



Following screen is displayed when you click '**Shipping–Ship**'. Here you can select SOs you want to process or just 'Continue' button if you want to process all open SOs.

Receive Merchandise

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

Continue

The following screen shows all SOs with open quantities. You click on a particular SO to receive goods in it.

Receive Merchandise /

Open

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

The selected SO is displayed with order quantities and you can put the quantities received in the 'Ship' column. If there are any serial numbers associated with shipped goods you put them in serial number column. You also need to specify correct receiving date. In the example below we are partially receiving this SO.

Receive Merchandise

Vendor Engineering Supplies Plc Shipping Point <input type="text"/> Ship via <input type="text"/> Waybill <input type="text"/> Warehouse PARIS ▾	Contact <input type="text"/> Armaghan Saqib ▾ Order Number PO-003 Order Date 28-04-2014 PO Number Date Received * <input type="text"/> 28-04-2014 <input type="button" value="Calendar"/>
--	---

Number	SKU	Description	Qty	Recd	Unit	Bin	Serial No.
H002	H002	Hand Brush	15	8	NOS	<input type="text"/>	<input type="text"/>
F003	F003	Framing Hammer	10	6	NOS	<input type="text"/>	<input type="text"/>

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

If you open this SO again (using '**Order Entry–Reports–Sales Orders**') you will see the quantity received in the 'Ship' column. Received quantity gets updated every time you receive goods using the '**Shipping–Ship**' menu.

Description											
Item	Number	Description			Qty	Recd	Unit	Price	%		
1	H002	Hand Brush			15	8	NOS	4.35			
	SKU H002 ?										
2	F003	Framing Hammer			10	6	NOS	13.85			
	SKU F003 ?										
3											
Group											
Notes		Internal Notes			Subtotal						

3.11.1.5 Creating customer invoice from an SO

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

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

Add Vendor Invoice

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

3.11.1.6 Sales order reports

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

Sales Orders

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

Continue

Sales order report

Sales Orders /

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

[Sales Order](#)

3.11.2 Purchase Order

A purchase order allows you to order goods and services from your vendor. You can:

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

3.11.2.1 Add a new purchase order

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

Add Purchase Order

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

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

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

3.11.2.2 Editing a PO

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

3.11.2.3 Creating an RFQ or vendor invoice from a PO

When you have saved a PO, you can open it in editing and create an RFQ (request for quotation). When you have received quantities you can directly create vendor invoice from the PO. (Also see below to see how to use '**Shipping**' menu to partially receive a PO.)

2	D009	Digger Hand Trencher	<input type="checkbox"/> 1		NOS	16.99		16.99		
SKU D009 ?										
3	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Group <input type="text"/>										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Notes <input type="text"/></td> <td style="width: 30%;">Internal Notes <input type="text"/></td> <td style="width: 40%; text-align: right; vertical-align: bottom;"> <input type="checkbox"/> Tax Included Subtotal 32.99 VAT (17.5%) 5.77 Total 38.76 </td> </tr> </table>								Notes <input type="text"/>	Internal Notes <input type="text"/>	<input type="checkbox"/> Tax Included Subtotal 32.99 VAT (17.5%) 5.77 Total 38.76
Notes <input type="text"/>	Internal Notes <input type="text"/>	<input type="checkbox"/> Tax Included Subtotal 32.99 VAT (17.5%) 5.77 Total 38.76								
Purchase Order <input type="button" value="▼"/> html <input type="button" value="▼"/> Screen <input type="button" value="▼"/>										
Group by -> <input type="checkbox"/> Project <input type="checkbox"/> Group Sort by -> <input checked="" type="radio"/> Item <input type="radio"/> Number <input type="radio"/> Description <input type="radio"/> Bin										
Update Print Save Ship to E-mail Save as new Vendor Invoice RFQ Schedule New Number Delete										

3.11.2.4 Receiving a PO

There are two ways to receive a PO.

1. Open the PO and click 'Vendor Invoice' button. The PO will be received in full, marked 'closed' and a vendor invoice will be created for it. Inventory on-hand will be updated.
2. Use '**Shipping–Receive**' to receive a PO fully or partially. Inventory on-hand will be updated. Later on you can open the PO and create vendor invoice.

Let us see how it is done using the '**Shipping**' menu.



Following screen is displayed when you click '**Shipping–Receive**'. Here you can select POs you want to process or just 'Continue' button if you want to process all open POs.

Receive Merchandise

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

Continue

The following screen shows all POs with open quantities. You click on a particular PO to receive goods in it.

Receive Merchandise /

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

The selected PO is displayed with order quantities and you can put the quantities received in the 'Rcvd' column. If there are any serial numbers associated with received goods you put them in serial number column. You also need to specify correct receiving date. In the example below we are partially receiving

this PO.

Receive Merchandise

Vendor Engineering Supplies Plc		Contact <input type="text" value="Armaghan Saqib"/>																																												
Shipping Point	<input type="text"/>	Order Number <input type="text" value="PO-003"/>																																												
Ship via	<input type="text"/>	Order Date <input type="text" value="28-04-2014"/>																																												
Waybill	<input type="text"/>	PO Number <input type="text"/>																																												
Warehouse	<input type="text" value="PARIS"/>	Date Received * <input type="text" value="28-04-2014"/> <input type="button" value=""/>																																												
<table border="1"> <tr> <th colspan="2">Description</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>Serial No.</th> </tr> <tr> <th>Number</th> <th>SKU</th> <th>Description</th> <th>Qty</th> <th>Recd</th> <th>Unit</th> <th>Bin</th> <th colspan="4"></th> </tr> <tr> <td>H002</td> <td>H002</td> <td>Hand Brush</td> <td>15</td> <td><input type="text" value="8"/></td> <td>NOS</td> <td><input type="text"/></td> <td colspan="4"></td> </tr> <tr> <td>F003</td> <td>F003</td> <td>Framing Hammer</td> <td>10</td> <td><input type="text" value="6"/></td> <td>NOS</td> <td><input type="text"/></td> <td colspan="4"></td> </tr> </table>			Description										Serial No.	Number	SKU	Description	Qty	Recd	Unit	Bin					H002	H002	Hand Brush	15	<input type="text" value="8"/>	NOS	<input type="text"/>					F003	F003	Framing Hammer	10	<input type="text" value="6"/>	NOS	<input type="text"/>				
Description										Serial No.																																				
Number	SKU	Description	Qty	Recd	Unit	Bin																																								
H002	H002	Hand Brush	15	<input type="text" value="8"/>	NOS	<input type="text"/>																																								
F003	F003	Framing Hammer	10	<input type="text" value="6"/>	NOS	<input type="text"/>																																								
<input type="button" value="Bin List"/> <input type="button" value="html"/> <input type="button" value="Screen"/> <input type="checkbox"/> Project <input type="checkbox"/> Group <input type="radio"/> Item <input type="radio"/> Number <input type="radio"/> Description <input type="radio"/> Bin																																														
<input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Preview"/> <input type="button" value="Receive all"/> <input type="button" value="Done"/>																																														

If you open this PO again (using '**Order Entry–Reports–Purchase Orders**') you will see the quantity received in the 'Rcvd' column. Received quantity gets updated every time you receive goods using the '**Shipping–Receive**' menu.

Item	Number	Description	Qty	Recd	Unit	Price
1	H002	Hand Brush	<input type="text" value="15"/>	<input type="text" value="8"/>	NOS	4.35
2	F003	Framing Hammer	<input type="text" value="10"/>	<input type="text" value="6"/>	NOS	13.85
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Group"/> <input type="button" value=""/>						
<input type="button" value="Notes"/> <input type="button" value="Internal Notes"/>						
<input type="button" value="Subtotal"/>						

3.11.2.5 Creating vendor invoice from PO

You can create a vendor invoice for the quantities received so far. To do this just click the 'Vendor Invoice' button and the 'Add Vendor Invoice' screen will open for received quantities as show below.

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

remaining items with open quantities.

Add Vendor Invoice

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

3.11.2.6 Purchase order reports

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

Purchase Orders

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

Continue

3.11.2.7 Order Entry Notes

1. Normally inventory on-hand quantities are updated when you create a vendor or customer invoice. This default behavior is changed if you are using orders module. See below.
2. When you receive or ship an order through '**Shipping**' menu your inven-

tory on-hand is immediately updated. You can confirm this by viewing '**Warehouses—Reports—Onhand**' immediately after you receive or ship an order. Your AR or AP is updated only when you create an invoice from a partially or fully received order.

3. You cannot change item quantities or add new items when an invoice is created from a partially or fully shipped/received order. This feature to keep the invoices and orders data in sync.
4. When you create invoice from a partially shipped or received order, SQL-Ledger closes that order and creates a new one with the remaining order quantities but with same order number.

3.11.3 Important inventory on-hand reports from orders

Inventory on hand at warehouses:

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

3.12 Time Cards

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

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

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

3.12.1 Create a project for the customer

You can create a new project using 'Projects–Add Project' menu. Here you will need to select the name of the customer for whom you or your staff is working. You can also specify start and stop dates as desired.

Edit Project

Number	Project 1				
Description	Project 1				
Customer	Auto Exchange Express				
Startdate	12/12/2014		Enddate	<input type="text"/>	
<hr/>					
Update	Save				

3.12.2 Create time card entries

Now you are reading to create time card entries. Use '**Projects–Add Time Card**' to add new time card entries. On this screen you need to select employee name, project, date and time worked. You also need to select one of the service codes you have defined using '**Goods & Services–Add Service**' menu.

Add Time Card

Employee * Demo User ▾

Project Number * Project 1 ▾ Project 1

Date worked * 12/12/2014 

Service Code * PAINT

Description Wall Paint

Time In 10 Time Out 16

Clocked 6.0000

Non-chargeable 1.0000

Chargeable 5.0000

Chargeout Rate 9.00 Total 45.00

Allocated

Notes

Time Card ▾ html ▾ Screen ▾

Update Preview Print Save Print and Save

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

Time Cards

Project Number

Service Code

Employee

Description

Notes

Startdate From To

Period Current Month Quarter

Open Closed

Date Project Number Project Name ID

Description Notes Qty Time

Subtotal

Include in Report

Continue

By clicking on the link on ID, you can edit a time card.

Time Cards / COMPANY NAME

Open

Demo User demo

Date	ID	Project Number	Service Code	Description	Notes	
12/12/2014	2	Project 1	PAINT	Wall Paint		
12/13/2014	3	Project 1	PAINT	Wall Paint		
12/14/2014	4	Project 1	PAINT	Wall Paint		
15						

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

3.12.3 Create a sales order

The third step in using time cards is to create a sales order from time cards. For this you use '**Projects—Generate—Sales Orders**' menu to select the projects for which you want to create time cards.

Generate Sales Orders

Project

Employee

Transaction Dates From To

Period Current Month Quarter

Summary Detail

Generate Sales Orders

	Project Number	Customer	Employee	Customer Number	Serv Co Pa Num
<input checked="" type="checkbox"/>	Project 1	Auto Exchange Express	Demo User	AE001	PAINT

Once you have selected the required sales orders you can click on the 'Generate Sales Orders' button to create your sales order. Once an SO is generated you can view it using '**Order Entry–Reports–Sales Orders**' menu.

Edit Sales Order

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

3.13 Audit Control

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

Audit Control

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"/>

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 **System–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.

3.14 Reconciliation

Bank reconciliation function in Cash module allows you to match your SQL-Ledger transactions with your bank statement and them mark them as reconciled. This way you can be sure that your account balance in bank matches that with your account balance in SQL-Ledger.

3.14.1 Marking transactions

To match and mark your transactions with your bank statement, you open the reconciliation input screen using 'Cash-Reonciliation' menu. Here you select your bank account and click continue. Carefully read the 'usage notes' section on this screen to display your account data as you desire.

Reconciliation

Account	1230-Petty Cash	<input type="button" value="▼"/>
From	01-03-2014	<input type="button" value="To"/> <input type="button" value="▼"/>
Period	<input type="button" value="▼"/> <input type="button" value="▼"/>	<input type="radio"/> Current <input checked="" type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Year
<input checked="" type="radio"/> Summary <input type="radio"/> Detail <input checked="" type="checkbox"/> Include Exchange Rate Difference		

Usage Notes:

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

Once you have displayed your account data, you can check/uncheck the checkbox which is next to description column. If the transaction is reconciled,

check this box, if not then uncheck this box. Once you have checked all the reconciled transactions you can mark click the 'Done' button to save the updates.

1230--Petty Cash /

From 01 March 2014

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

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

Reconciliation report allows you to view your reconciled account with balance.

Reconciliation Report

Account 1230--Petty Cash

From To

Period Current Month Quarter Year

Summary Detail

Include Exchange Rate Difference

Continue

Usage Notes:

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

1230--Petty Cash /

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

3.15 Year End

The '**System–Yearend**' menu does the period closing in SQL-Ledger. 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 two consecutive screens from the SQL-Ledger application.

Yearend Screen:

- Date: 30/06/2008
- Reference: 07/08 year end
- Description: 07/08 year end
- Retained Earnings: 3000--Ordinary Shares
- Method: Accrual (radio button selected)

Edit General Ledger Transaction Screen:

- Reference: 07/08 year end
- Date: 30/06/2008
- Department: (dropdown menu)
- Currency: GBP (dropdown menu)
- Description: 07/08 year end
- Notes: (text input field)

Account	Debit	Credit	Source
3000--Ordinary Shares		1,345.27	07/08 year
4000--Sales	3,054.08		07/08 year
5000--Materials Purchased		1,458.81	07/08 year
7200--Light & heat		250.00	07/08 year
0010--Freehold Property			
	3,054.08	3,054.08	

Buttons at the bottom: Update, Post, Post as new, Schedule, Delete.

3.16 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' menu.



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.

3.17 Basics of double-entry accounting system

3.17.1 Introduction

Double entry accounting system, although much feared by non-accountants, is a very simple but extremely powerful method of managing money. SQL-Ledger does much of the double entry accounting itself linking all parts of the application through a chart of accounts.

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

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

3.17.2 Account types

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

1. Assets

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

3.17.3 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.

3.17.4 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>

3.18 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.

3.18.1 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.

3.18.2 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.

3.18.3 Editing Sale Invoices

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

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

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

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

3.19 Ledger Doctor

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

[Ledger Doctor](#)

Check for database inconsistancies

First transaction date

Last transaction date

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

[Continue](#)

Ledger Doctor

Invalid Dates

Module Invoice Number / Reference Date

Unbalanced Journals

Module Invoice Number / Reference Date Amount

Orphaned Rows

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

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

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

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

3.20 Monitor

Using the '**System–Maintenance–Monitor**' menu, you can run any SQL directly to your SQL-Ledger database. **WARNING:** Be careful with this option as no checks are made on what you do. You can quickly corrupt your database with a small mistake. If you are not sure how to use it then just ignore it. **TIP:** Always take a backup before running any SQL using this menu.

Database Monitor

Enter a SQL command to send to the server

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



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

accno	description
0010	Freehold Property
0011	Goodwill
0012	Goodwill Amortisation
0020	Plant and Machinery
0021	Plant/Machinery Depreciation
0030	Office Equipment
0031	Office Equipment Depreciation
0040	Furniture and Fixtures
0041	Furniture/Fixture Depreciation
0050	Motor Vehicles
0051	Motor Vehicles Depreciation
1001	Raw material stock
1002	Work in Progress
1003	Finished goods stock
1100	Debtors Control Account
1102	Other Debtors
1103	Prepayments
1200	Bank Current Account
1210	Bank Deposit Account
1220	Building Society Account
1230	Petty Cash

Chapter 4

Keeping track of your business in SQL-Ledger

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

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

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

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

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

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

Financial Reports

There are seven different Financial Reports in the '**Financial Reports**' menu. The first two, '**Financial Reports–Chart of Accounts**' and '**Financial Reports–Trial Balance**', are very similar and explained in chapter 4.1. The two last reports '**Financial Reports–Project Income Statement**' and '**Financial Reports–Department Income Statement**' are also very similar and explained in chapter 4.4. The '**Financial Reports–Tax Report**' is explained in chapter 4.5.

4.1 Chart of Accounts & Trial Balance

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

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

Trial Balance

Department	<input type="button" value="▼"/>
From	<input type="text"/> To <input type="text"/>
Period	<input type="button" value="▼"/> <input type="button" value="▼"/> <input checked="" type="radio"/> Current <input type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Year
Include in Report <input type="checkbox"/> Heading <input type="checkbox"/> Subtotal <input type="checkbox"/> All Accounts Accounts <input checked="" type="radio"/> Standard <input type="radio"/> GIFI	

Continue

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

[Save Report](#)

4.2 Income Statement

The Income Statement is a financial report that lists income, expenses and profit or loss for a given period of time. Income statements can be run for any period and you can also compare the results with previous periods. The structure and presentation of your income statement can be changed to suit your individual needs, either by linking each individual account to a GIFI account, or by including headers in your chart of accounts. See chapter 2.9 for more information on how to setup GIFI accounts and account headings.

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Income Statement

Department

Project

From

Period Current Month Quarter Year

Compare to

From

Period

Currency

Decimal places

Method Accrual Cash

Include in Report Heading Subtotal Account Number

Accounts Standard GIFI

The following income statement is for a single period.

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

The following income statement includes two periods.

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

4.3 Balance Sheet

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

Balance Sheet

Department	<input type="button" value="▼"/>
as at	<input type="text"/> <input type="button" value="▼"/> <input type="button" value="▼"/>
Compare to	<input type="text"/> <input type="button" value="▼"/> <input type="button" value="▼"/>
Currency	<input type="button" value="GBP ▼"/>
Decimalplaces	<input type="text" value="2"/>
Method	<input checked="" type="radio"/> Accrual <input type="radio"/> Cash
Include in Report	<input type="checkbox"/> Heading <input type="checkbox"/> Subtotal <input type="checkbox"/> Account Number
Accounts	<input checked="" type="radio"/> Standard <input type="radio"/> GIFI

Continue

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

[Save Report](#)

4.4 Tax Report

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

4.5 Project & Department Income Statement

The project income statement will list income, expenses and profit or loss for selected projects, and the department income statement will do the same for

selected departments.

Module Reports

All module reports in SQL-Ledger have been preconditioned to display the basic information usually required when analyzing data in each related module. For example, the preconditioned module report in '**AR–Reports–Transactions**' will automatically display the "Date, Invoice Number, Description, Customer, Total and Paid Amounts" of the open account receivables. One of the major strengths of SQL-Ledger is that all module reports can easily be customized to fit individual needs or requirements. To adapt a module report to your individual requirements, all you need to do is to enter criteria and

4.6 AR Reports

There are six main AR reports in SQL-Ledger; Transactions, Outstanding, AR aging, Reminder, Tax collected and Non-taxable. You will find all these reports in the menu under '**AR–Reports**'. The first thing you will see when you select one of these reports is the search screen. In the search screen you can enter different criteria for your report and also select which specific data you want to display in the report. All reports are preset to display the information which is most commonly required, so if you simply click on the 'Continue' button without defining any criteria or selecting specific data, the standard report will be displayed.

4.6.1 Transactions Report

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

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AR Transactions

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

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

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

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

invoice number.

AR Transactions / My Company Name

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

4.6.2 Outstanding Report

The difference between the Outstanding report and the Transactions report, is that the latter will show you only the selected open or closed invoices and transactions as of today. Instead, the Outstanding report will show you the selected open and closed invoices and transactions as on a chosen date or as within a chosen time frame. If you for example want to create a report for an auditor to show which invoices and transactions where still open on the 31. Decem-

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

TODO: insert picture displaying 'AR-Outstanding search screen'

4.6.3 AR Aging Report

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

AR Aging

Department	<input type="text"/>
Customer	<input type="text"/>
Customer Number	<input type="text"/>
To	<input type="text"/> 
	<input type="button"/> <input type="button"/>
<input checked="" type="radio"/> Summary <input type="radio"/> Detail	
<input checked="" type="radio"/> Aged <input type="radio"/> Overdue	
Include in Report	<input checked="" type="checkbox"/> Current <input checked="" type="checkbox"/> 30 <input checked="" type="checkbox"/> 60 <input checked="" type="checkbox"/> 90 <input type="checkbox"/> 15 <input type="checkbox"/> 45 <input type="checkbox"/> 75

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

AR Aging / My Company Name

Aged
for Period To 08 January 2014

GBP

	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

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

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

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

4.6.4 Reminder Report

The Reminder Report search screen can be set to show selected departments or selected customers.

Reminder

Department	<input type="text"/>
Customer	<input type="text"/>
Customer Number	<input type="text"/>

[Continue](#)

If neither is selected it will display all outstanding customer invoices and divide them by currency.

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

In the Reminder Report you can also print or email reminders to your customers.

You can define up to 3 levels of reminders. Level 1 being a polite one and level 3 being a bit harsh one. When you print a reminder, its level is stored in the database. Next time when you run the Reminder Report, the next level of reminder for that customer is displayed. You also have the option to change the reminder level manually and click on 'Save Level'.

4.6.5 Tax collected and Non-taxable Reports

The '**AR–Reports–Tax collected**' and '**AR–Reports–Non-taxable**' reports are statements of all taxable and non-taxable customers (AR) transactions. These tax reports will display a statement with the single transactions and their totals for a chosen month, quarter, year or any other defined period of time.

4.7 Customers Reports

There are two customer reports in SQL-Ledger; '**Customers–Reports–Search**' and '**Customers–Reports–History**'. The Search Report is used to display customer master data and can also display the customer related business transactions. The History Report is used to display customer related totals for selected business transactions. The Search Report is based on the total value of customer business transactions, whereas the History Report is based on the total quantities of customer business transactions.

4.7.1 Customer Search Report

The customer search report can be used either to find and make changes to existing customers or to list the individual business transactions for selected customers.

TODO: enter picture showing 'AR-Reports-Search' search screen.

If you select the 'Sales Invoice' checkbox in the Customer Search Report search screen, SQL-Ledger will display all sales invoices that have been issued for the selected customer and their respective amount, tax and total values. You can also click 'Subtotal' in the search screen to subtotal the values by customer.

TODO: enter picture showing 'AR-Reports-Search' search results for selected customer with Subtotals.

4.7.2 Customer History Report

You can use history reports to see which customer is giving you more business. You can filter the report on date range which is applied to the invoices (or orders or quotations).

Customer History

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

Continue

Customer history summary report shows business activity grouped by item.

CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 193

Customer History / My Company Name

Summary
Open
Closed

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

Customer history detail report shows business activity by invoice and item.

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

4.8 AP Reports

There are five main AP reports in SQL-Ledger; Transactions, Outstanding, AR aging, Tax collected and Non-taxable. You will find all these reports in the menu under '**AP-Reports**'. The first thing you will see when you select one of these reports is the search screen. In the search screen you can enter different criteria for your report and also select which specific data you want to display in the report. All reports are preset to display the information which is most commonly required, so if you simply click on the 'Continue' button without defining any criteria or selecting specific data, the standard report will be displayed.

4.8.1 Transactions Report

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

AP Transactions

Account <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="From"/> <input type="button" value="To"/>	
<input type="radio"/> Current <input type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Year	
<input checked="" type="checkbox"/> Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/> On Hold <input type="checkbox"/> Paid Late <input type="checkbox"/> Paid Early	
<input checked="" type="radio"/> Summary <input type="radio"/> Detail	
<input type="checkbox"/> No. <input type="checkbox"/> ID <input checked="" type="checkbox"/> Invoice Number <input type="checkbox"/> Order Number <input checked="" type="checkbox"/> Description	
<input type="checkbox"/> PO Number <input checked="" type="checkbox"/> Invoice Date <input checked="" type="checkbox"/> Vendor <input type="checkbox"/> Vendor Number <input type="checkbox"/> Address	
<input type="checkbox"/> Employee <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"/> Warehouse <input type="checkbox"/> Shipping Point <input type="checkbox"/> Ship via <input type="checkbox"/> Waybill <input type="checkbox"/> DCN	
<input type="checkbox"/> Subtotal	

[Continue](#)

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

AP Transactions / My Company Name

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

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

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

TODO: Detail report screen shots

4.8.2 Outstanding Report

The difference between the Outstanding Report and the Transactions Report, is that the latter will show you only the selected open or closed invoices and transactions as of today. Instead, the Outstanding Report will show you the selected open and closed invoices and transactions as on a chosen date or as within a chosen time frame. If you for example want to create a report for an auditor to show which invoices and transactions where still open on the 31. December of last year, you need to use the Outstanding Report, since the Transactions Report only shows the selected open invoices and transactions as of today. On the Outstanding Report search screen you can specify various criteria and select/de-select columns which you want to shown on the screen.

4.8.3 AP Aging Report

AP Aging Report shows the outstanding balances of your customers divided into predefined periods of time in the past.

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AP Aging

Department

Vendor

Vendor Number

To

Summary Detail

Aged Overdue

Include in Report Current 30 60 90
 15 45 75

[Continue](#)

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

AP Aging / My Company Name

Aged
for Period To 08 January 2014

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

[Save Report](#)

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

AP Aging / My Company Name

Aged
for Period To 08 January 2014

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

[Save Report](#)

4.8.4 Tax paid and Non-taxable Reports

The 'AP-Reports-Tax collected' and 'AP-Reports-Non-taxable' reports are statements of all taxable and non-taxable vendor (AP) transactions. These tax reports will display a statement with the single transactions and their totals for a chosen month, quarter, year or any other defined period of time.

4.9 Vendor Reports

There are two Vendor Reports in SQL-Ledger; '**Vendors-Reports-Search**' and '**Vendors-Reports-History**'. The Search Report is used to display vendor master data and can also display the vendor related business transactions. The History Report is used to display vendor related totals for selected business transactions. The Search Report is based on the total value of vendor business transactions, whereas the History Report is based on the total quantities of vendor business transactions.

4.9.1 Vendor Search Report

The Vendor Search Report can be used either to find and make changes to existing vendors or to list the individual business transactions for selected vendors.

TODO: enter picture showing 'AP-Reports-Search' search screen.

If you select the 'Vendor Invoice' checkbox in the Vendor Search Report search screen, SQL-Ledger will display all sales invoices that have been issued for the selected vendor and their respective amount, tax and total values. You can also click 'Subtotal' in the search screen to subtotal the values by vendor.

TODO: enter picture showing 'AP-Reports-Search' search results for selected customer with Subtotals.

4.9.2 Vendor History Report

You can use history reports to see which vendor you buy most from and which vendor you buy less from and what. You can filter the report on date range which is applied to the invoices (or orders or quotations).

CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 199

Vendor History

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

[Continue](#)

Vendor history summary report shows purchase activity grouped by item.

Vendor History / My Company Name

Summary
Open
Closed

Part Number	Description	Qty	Sell Price	Total
Construct Buildings Plc London AA7 9BB UK				
D009	Digger Hand Trencher	30	16.99	-509.70
H002	Hand Brush	55	4.35	-239.25
T010	The Claw Hand Rake	37	12.00	-444.00
1,192.95				
Engineering Supplies Plc London AA7 9BB UK				
D008	Deluxe Hand Saw	1	16.00	-16.00
D009	Digger Hand Trencher	1	16.99	-16.99
32.99				
Skybird Agro Industries London AA7 9BB UK				
D008	Deluxe Hand Saw	42	16.00	-672.00
M004	Mini-Sledge	17	18.99	-322.83
M005	Modeling Hammer	22	11.99	-263.78
R006	Rubber Mallet	24	21.50	-516.00
1,774.61				

Vendor history detail report shows purchasing activity by invoice and item.

CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 200

Vendor History / My Company Name

Detail
Open
Closed

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

4.10 Cash Reports

There are three main Cash Reports in SQL-Ledger; Receipts, Payments and Reconciliation.

4.10.1 Receipts

Receipts report will list all receivables (incoming payments) that have been booked on the available payment accounts.

TODO: Insert picture of Receipts Report.

4.10.2 Payments

Payments report will list all payables (outgoing payments) that have been booked on the available payment accounts.

TODO: Insert picture of Payments Report.

4.10.3 Reconciliation

Reconciliation report will list all transactions that have been marked as reconciled on any chosen account. See chapter 3.14. to learn more about how to mark transactions as reconciled.

TODO: Insert picture of Reconciliation report.

4.11 Order Entry Reports

There are three main Order Entry Reports in SQL-Ledger; Sales Orders, Requirements and Purchase Orders.

4.11.1 Sales Orders

In the Sales Order search screen you can define criteria for the purchase orders you want to list. For example, you can check/uncheck the 'Open' and 'Closed' to list only open or closed sales orders.

Sales Orders

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

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'Closed' sales orders are those which have been fully received or which have been marked 'Closed' by editing the sales order.

Edit Sales Order

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

4.11.2 Requirements

The Requirements report will show you which parts and assemblies are low on stock and need to be ordered or assembled. The Reorder Point (ROP) is set individually for each part or assembly by entering the desired minimum quantity in the ROP field. The Requirements report will show which parts and assemblies need to be ordered or assembled based upon the following factors:

- On-hand quantity
- Open Sales Orders
- Open Purchase Orders

4.11.3 Purchase Orders

In the Purchase Order search screen you can define criteria for the purchase orders you want to list. For example, you can check/uncheck the 'Open' and 'Closed' to list only open or closed purchase orders.

TODO: Insert picture of Purchase order search screen

'Closed' purchase orders are those which have been fully delivered or which have been marked 'Closed' by editing the purchase order.

TODO: Insert picture of 'Edit Purchase order' showing 'open' and 'closed' box.

4.12 Warehouses Reports

There are four main Warehouse Reports in SQL-Ledger; Transfers, Deliveries, Onhand and Activity.

4.12.1 Transfers

You can move inventory between warehouses by using the '**Warehouses–Add Transfer**' menu option. The Transfers report will show you any inventory transfers that have been done between warehouses.

Transfers List

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

4.12.2 Deliveries

Some companies need to track the in-transit goods between warehouse transfers. The delivery date is sometimes different from the transfer date. The Deliveries report will display all the transfers pending to be received. To 'receive' the transfers, specify the dates when the goods were delivered at 'your' warehouse and click 'Save Delivered'.

Transfers to be Delivered					
My Warehouse LONDON					
Date	Transfer Number	Description	Notes	From WH	Delivered Date
01-18-2008	12311	Hand saw and brush sets	New shipment. HONGKONG		
01-19-2008	12322	Hand saw and hand trencher	Quantity at Paris	PARIS	

4.13 Quotations Reports

There are two main Quotation Reports in SQL-Ledger; Quotations and RFQs (Request For Quotations).

4.13.1 Quotations

The Quotation Report will display the existing quotations. You can specify any conditions to filter the report by entering your criteria in the search screen or just leave it blank and click 'Continue' button to get all existing 'Open' quotations.

Quotations

Customer	<input type="text"/>		
Customer Number	<input type="text"/>		
Department	<input type="text"/>		
Employee	<input type="text"/>		
Quotation Number	<input type="text"/>		
Description	<input type="text"/>		
Notes	<input type="text"/>		
Warehouse	<input type="text"/>		
Shipping Point	<input type="text"/>		
Ship via	<input type="text"/>		
Waybill	<input type="text"/>		
From	<input type="text"/> 	To	<input type="text"/>
Period	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> Current <input type="radio"/> Month <input type="radio"/> Quarter
<input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> No. <input type="checkbox"/> ID <input checked="" type="checkbox"/> Quotation Number <input checked="" type="checkbox"/> ID <input checked="" type="checkbox"/> Valid until <input checked="" type="checkbox"/> Customer <input checked="" type="checkbox"/> Customer Number <input type="checkbox"/> Name <input type="checkbox"/> Shipping Point <input type="checkbox"/> Ship via <input type="checkbox"/> Waybill <input type="checkbox"/> Address <input checked="" type="checkbox"/> Total <input checked="" type="checkbox"/> Currency <input type="checkbox"/> Line Item <input type="checkbox"/> Description <input type="checkbox"/> Subtotal			

Include in Report

'Closed' quotations are those which have been used to create a sales order or which have been marked 'Closed' by editing the quotation.

TODO: Insert picture of 'Edit Quotation' showing 'open' and 'closed' box.

4.13.2 RFQs

RFQs are quotation requests that have been sent to your vendors. The RFQs Report will display the existing quotations. You can specify any conditions to filter the report by entering your criteria in the search screen or just leave it blank and click 'Continue' button to get all existing 'Open' quotations. 'Closed' quotations are those which have been used to create a purchase order or which have been marked 'Closed' by editing the quotation.

4.14 General Ledger Reports

The General Ledger Reports is used to view all accounting journals with debits and credits to the particular accounts. Initially this report can be confusing because it shows not only the journals added using 'Add Transaction' menu show above but also all accounting transactions posted from AR, AP and Cash modules. You can specify any conditions to filter the report by entering your criteria in the search screen or just leave it blank and click 'Continue' button to list all existing general ledger transactions.

CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 207

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

The General Ledger Reports can also be used to export all or only defined transactions in CSV-format. To achieve this, just mark the CSV checkbox before you click on 'Continue'.

General Ledger /

Date	Reference	Description	Debit	Credit
01-07-2007	AP-001		239.25	
01-07-2007	AP-001		509.70	
01-07-2007	AP-001		444.00	
01-07-2007	AP-001			1,493.95
01-07-2007	AP-001		208.77	
01-07-2007	GL-001	Initial investment	10,000.00	
01-07-2007	GL-001	Initial investment		10,000.00
01-07-2007	GL-002	Initial investment (ordinary shares)	6,000.00	
01-07-2007	GL-002	Initial investment (ordinary shares)		6,000.00
01-07-2007	AP-002		16.99	
01-07-2007	AP-002		16.00	
01-07-2007	AP-002			
01-07-2007	AP-002		5.77	
			17,440.48	17,440.48
03-07-2007	AP-003		494.50	
03-07-2007	AP-003		672.00	
03-07-2007	AP-003		322.83	
03-07-2007	AP-003		251.79	
03-07-2007	AP-003			2,045.82
03-07-2007	AP-003		304.70	
			2,045.82	2,045.82

The General Ledger Reports can be sorted on any displayed column.

4.15 Project Reports

4.16 Exchange Rates

Chapter 5

Ledger Cart

5.1 Introduction

LedgerCart instantly creates an on-line store and order system using information in your SQL-Ledger. You just drop the cgi scripts into your web server, install few CPAN modules, configure your db connection and you are ready to go.

Users can browse products and services, add items to their cart and checkout in a familiar way. New order is added to SQL-ledger sales orders.

5.1.1 Features

1. Extremely simple to install and configure.
2. Can be installed on dedicated or shared hosting.
3. No additional database required. Retrieves and saves all data from/to SQL-Ledger dataset.
4. Easy to customize. All pages are standard html pages with template toolkit tokens.
5. Add new pages by creating standard html files and linking them in header.html or sidebar.html.
6. Look and feel can be customized using css and templates.
7. A single script 'index.pl' allows you to easily add more features by adding new actions.

8. Add item descriptions. These are displayed on product detail page and are stored in item notes. Item descriptions can use markdown syntax.
9. Add item images. LedgerCart automatically creates thumbnails and shows full image on item detail.
10. Visitors can now add items to their cart and checkout with their billing and shipping address.
11. New customers can register during checkout.
12. Existing customers can get a new password to their email using 'forgot password'. They can login with their email address and place orders.
13. Customers can browse their orders and invoices when logged-in.

5.1.2 Limitations

No payment gateways support yet.

5.1.3 Using LedgerCart as an online store

LedgerCart can instantly turn your SL installation into an on-line store with little or no effort. Customers can place order using the familiar shopping cart interface. Your existing customers can generate a new password using 'Forgot password' feature.

5.1.4 Using LedgerCart as Self service portal

LedgerCart can be used to serve as a self-service internet portal just like the self-service internet banking. Your customers can view:

1. Their orders summary, order details and status
2. Invoices summary and details
3. Statements (payment summary and detail)

5.1.5 Screen shots

Here are some screen shots.

The screenshot shows a basic e-commerce store interface. At the top, there's a header with 'My Store' and a tagline 'Best prices all year - your tag line here'. Below the header is a navigation bar with links for 'Home', 'About us', and 'Contact us'. The main content area has a 'Welcome' section with a message about building a custom site. It features a 'What's new' section with three products: 'The Claw Hand Rake', 'Deluxe Hand Saw', and 'Rubber Mallet'. Below this are sections for 'What's hot' (showing 'Digger Hand Trencher', 'The Blade Hand Planer', and 'Brush Set') and a 'Your cart' section showing 7 items. On the right side, there are 'Groups' (listing categories like 'Picks & Hatchets', 'Hand Planes', etc.) and 'Admin' options for saving carts as hot or new items.

This screenshot shows a more advanced version of the e-commerce store. The layout is similar, with a header, navigation bar, and a 'Welcome' message. The 'What's new' section now includes four products: 'Modeling Hammer', 'Framing Hammer', 'Mini-Sledge', and 'Rubber Mallet'. The 'Your cart' section shows 7 items. The right sidebar includes 'Groups' (with the same category list), 'Your cart' (showing 7 items), and 'Admin' options. The overall design is more polished and feature-rich than the first screenshot.

My Store
Best prices all year - your tag line here

Home | About us | Contact us |

Modeling Hammer



Ideal for the hobbyist this modeling hammer is made for the delicate work. Fits easily into small spaces and the smaller head size is perfect for intricate projects.

Price: \$ 14.99

Quantity

Back to [Hammers](#)

Groups

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

Your cart

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

Email Password

[Forgot your password?](#)

Copyright (c) My Store 2010. All rights reserved.

Deluxe Hand Saw



Our deluxe hand saw is perfect for precision work. This saw features an ergonomic handle and **carbide tipped teeth**.

Sizes available:

- 2'
- 2.5'
- 3'

Price: \$ 17.99

Quantity

[Recreate thumbnail](#)

New image: No file chosen

Item notes:

Our deluxe hand saw is perfect for precision work. This saw features an ergonomic handle and **carbide tipped teeth**.

Sizes available:

- * 2'
- * 2.5'

[Syntax for notes.](#)

Back to [Hand Saws](#)

Groups

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

Your cart

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

Welcome Armaghan Saib ([Logout](#))

[Orders](#)

[Invoices](#)

Admin

- [Save cart as hot items](#)
- [Save cart as new items](#)

Your cart

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

Groups

- Picks & Hatchets
- Hand Planes
- Services
- Brushes
- Kits
- 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.

6.1.1.1 Custom Modules

You can build your own modules. To write a module, you need to create at least three files:

1. Module back-end code which will reside in `./SQL-Ledger/SL/MyModule.pm`
2. Module front-end code which will reside in `./SQL-Ledger/bin/mozilla/mymodule.pl`

3. Gateway script in ./SQL-Ledger. (You just need to make a copy of an existing one. For example cp gl.pl mymodule.pl in ./SQL-Ledger/ folder.

This method is also upgrade safe.

6.1.2 Modify the source code

Sometimes there is a need to directly alter the SQL-Ledger source code for particular needs. We have, for example, modified few reports (GL Transactions, All Items) in this way. Your changes, however, will be overwritten when you upgrade to new version and you will need to port these changes again to the new version.

A bit discipline and an SCM software like GIT can help manage such changes or patches with ease. We, at ledger123.com, use GIT to track and manage such changes across newer versions of SQL-Ledger.

6.2 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 on hand on specific date

```

SELECT
    p.partnumber,
    p.description,
    pg.partsgroup,
    p.unit,
    (
        SELECT SUM(0 - i.qty) AS onhand
        FROM invoice i
        JOIN ap ON (ap.id = i.trans_id)
        WHERE ap.transdate <= '01-01-08' AND i.parts_id = p.id
    ) AS purchase,
    (

```

```

        SELECT SUM(i.qty) AS onhand
        FROM invoice i
        JOIN ar ON (ar.id = i.trans_id)
        WHERE ar.transdate <= '01-01-08'
        AND i.parts_id = p.id
    ) AS sale
FROM parts p
LEFT JOIN partsgroup pg
ON (pg.id = p.partsgroup_id);

```

6.2.2.2 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(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 on hand can go out of sync from actual transactions. Following query will help you find the correct on hand quantity for a given assembly.

```

SELECT 'Purchased', SUM(0-qty) FROM invoice WHERE parts_id = (SELECT id
    FROM parts WHERE partnumber='TW01') AND trans_id IN (SELECT id FROM ap)
UNION ALL
SELECT 'Sold', SUM(0-qty) FROM invoice WHERE parts_id IN (SELECT aid FROM
    assembly WHERE parts_id = (SELECT id FROM parts WHERE partnumber='TW01'))
    ) AND trans_id IN (SELECT id FROM ar)
UNION ALL
SELECT 'Onhand', SUM(0-onhand) FROM parts WHERE id IN (SELECT aid FROM
    assembly WHERE parts_id = (SELECT id FROM parts WHERE partnumber='TW01'))
);

```

6.3 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>";
?>
```

END