

# SQL-Ledger User Guide

Version 3.0.6

First Edition

Written by

Armaghan Saqib  
Sebastian Weitmann

International SQL-Ledger Network Association  
Grundstrasse 16b, 8712 Stäfa,  
Switzerland

December 20, 2014

# Contents

<b>1</b>	<b>Introduction</b>	<b>12</b>
1.1	Introducing SQL-Ledger . . . . .	12
1.1.1	Versions . . . . .	13
1.1.2	Website and other resources on Internet . . . . .	13
1.2	Getting up and running . . . . .	14
1.2.1	Hosted version . . . . .	14
1.2.2	Quick installation script . . . . .	15
1.2.3	Manual install . . . . .	15
1.3	Our enhancements to standard SQL-Ledger . . . . .	17
1.3.1	General . . . . .	17
1.3.2	Departments . . . . .	18
1.3.3	Warehouses . . . . .	18
1.3.4	COGS . . . . .	18
1.3.5	Reports . . . . .	19
<b>2</b>	<b>Setting up your business on SQL-Ledger</b>	<b>20</b>
2.1	Creating your first dataset . . . . .	20
2.2	Creating users and roles . . . . .	23
2.2.1	Roles . . . . .	23
2.2.2	Users / Employees . . . . .	24
2.3	Defaults . . . . .	28
2.4	Customers . . . . .	30
2.5	Vendors . . . . .	33
2.5.1	Adding a new vendor . . . . .	33
2.5.2	Editing or deleting an existing vendor . . . . .	34
2.6	Type of Business . . . . .	35
2.7	Departments . . . . .	36
2.7.1	Managing Departments . . . . .	37

2.7.2	Default Department . . . . .	37
2.7.3	Using Departments . . . . .	38
2.7.4	Using Departments in Reports . . . . .	39
2.8	Projects . . . . .	41
2.8.1	Managing Projects . . . . .	42
2.8.2	Using Projects . . . . .	42
2.8.3	Project Reports . . . . .	43
2.9	Chart of Accounts . . . . .	44
2.9.1	Heading accounts . . . . .	46
2.9.2	Account types . . . . .	46
2.9.3	Marking accounts . . . . .	46
2.9.4	Mandatory default accounts . . . . .	46
2.10	GIFI . . . . .	47
2.11	Templates . . . . .	49
2.11.1	Editing Templates . . . . .	50
2.11.2	Template Variables . . . . .	51
2.11.3	Template control commands . . . . .	52
2.11.4	Three type of templates: . . . . .	53
2.11.5	An Introduction to LateX . . . . .	59
2.11.6	Structure of a Latex Document . . . . .	60
2.12	Goods & Services . . . . .	60
2.12.1	Parts . . . . .	62
2.12.2	Services . . . . .	62
2.12.3	Labor/Overhead . . . . .	63
2.13	Assemblies . . . . .	63
2.13.1	Define assemblies . . . . .	64
2.13.2	Stock assemblies . . . . .	65
2.13.3	Reports . . . . .	66
2.14	Labor/Overhead . . . . .	69
2.15	Groups . . . . .	70
2.15.1	Groups as POS buttons . . . . .	70
2.15.2	Subgroups . . . . .	71
2.16	Pricegroups . . . . .	71
2.17	Goods & Services Reports . . . . .	73
2.17.1	All Items . . . . .	74
2.17.2	Parts . . . . .	74
2.17.3	Requirements . . . . .	74
2.17.4	Services . . . . .	74

<i>CONTENTS</i>	3
-----------------	---

2.17.5 Labor/Overhead . . . . .	74
2.17.6 Groups . . . . .	74
2.17.7 Pricegroups . . . . .	74
2.17.8 Assemblies . . . . .	74
2.17.9 Components . . . . .	75
2.17.10 Stock Assembly . . . . .	75
2.18 Warehouses . . . . .	75
2.18.1 Adding warehouses . . . . .	75
2.18.2 Default warehouse . . . . .	76
2.18.3 Using warehouses . . . . .	77
2.18.4 Warehouse transfers . . . . .	78
2.18.5 Transfer Reports . . . . .	79
2.18.6 Warehouse Onhand Report . . . . .	79
2.18.7 Activity Report . . . . .	80
2.19 Languages . . . . .	81
2.20 Translations . . . . .	82
2.21 Taxes . . . . .	83
2.21.1 Define the tax accounts in chart of accounts . . . . .	83
2.21.2 Define tax percentages . . . . .	84
2.21.3 Mark Items/Services as taxable . . . . .	84
2.21.4 Mark Customers/Vendors for applicable taxes . . . . .	84
2.22 Data import from other applications . . . . .	85
2.22.1 Sale invoices . . . . .	86
2.22.2 Receipts and Payments . . . . .	88
2.22.3 AR/AP Transactions . . . . .	90
2.22.4 General Ledger . . . . .	90
2.22.5 Customers and Vendors . . . . .	91
2.22.6 Parts . . . . .	91
2.22.7 Vendor price list . . . . .	93
2.22.8 Customer price list . . . . .	93
2.22.9 Chart of accounts . . . . .	94
<b>3 Running your business on SQL-Ledger</b>	<b>95</b>
3.1 AR . . . . .	95
3.1.1 AR Transaction . . . . .	96
3.1.2 Sales Invoice . . . . .	97
3.1.3 Credit invoice and credit note . . . . .	99
3.2 AR reports . . . . .	101

3.2.1	Transactions report . . . . .	101
3.2.2	Aging report . . . . .	103
3.2.3	Reminders . . . . .	105
3.2.4	Customer history reports . . . . .	106
3.3	Point of sales (POS) . . . . .	108
3.3.1	Creating a POS invoice . . . . .	109
3.3.2	Viewing open invoices . . . . .	109
3.3.3	Receipts . . . . .	111
3.4	AP . . . . .	111
3.4.1	AP transactions . . . . .	112
3.4.2	Vendor invoice . . . . .	113
3.4.3	Debit invoice and debit note . . . . .	115
3.5	AP reports . . . . .	118
3.5.1	Transactions report . . . . .	118
3.5.2	Aging report . . . . .	119
3.5.3	Vendor history reports . . . . .	121
3.6	Cash . . . . .	122
3.6.1	Receipts . . . . .	122
3.6.2	Payments . . . . .	125
3.7	General ledger . . . . .	127
3.7.1	Add transaction . . . . .	128
3.7.2	Reports . . . . .	128
3.8	Recurring transactions . . . . .	131
3.8.1	Scheduling . . . . .	131
3.8.2	Generating . . . . .	132
3.9	Exchange rates . . . . .	132
3.9.1	Defining currencies . . . . .	132
3.9.2	Buying and selling in foreign currencies . . . . .	133
3.9.3	Reports . . . . .	133
3.9.4	Exchange rate difference . . . . .	134
3.9.5	Funds transfers in foreign currencies . . . . .	134
3.10	Quotations and RFQs . . . . .	134
3.10.1	Quotations . . . . .	135
3.10.2	RFQ . . . . .	137
3.11	Orders . . . . .	140
3.11.1	Sales orders . . . . .	141
3.11.2	Purchase orders . . . . .	147
3.11.3	Important inventory on-hand reports . . . . .	155

3.12 Time Cards . . . . .	155
3.12.1 Create a project for the customer . . . . .	155
3.12.2 Create time card entries . . . . .	156
3.12.3 Create a sales order for open time cards . . . . .	159
3.13 Audit Control . . . . .	161
3.13.1 Enforce transaction reversal for all dates . . . . .	161
3.13.2 Close books up to . . . . .	162
3.13.3 Activate audit trail . . . . .	162
3.13.4 Remove audit trail up to . . . . .	162
3.14 Reconciliation . . . . .	162
3.14.1 Marking transactions . . . . .	162
3.15 Year end . . . . .	164
3.16 Data backup . . . . .	165
3.16.1 Send by Email . . . . .	165
3.16.2 Save to File . . . . .	166
3.17 Basics of double entry accounting . . . . .	166
3.17.1 Introduction . . . . .	166
3.17.2 Account types . . . . .	166
3.17.3 Accounting rules . . . . .	167
3.17.4 Examples . . . . .	167
3.18 Cost of goods sold (COGS) . . . . .	168
3.18.1 Sale invoices and COGS . . . . .	168
3.18.2 Sales before purchases . . . . .	168
3.18.3 Editing sale invoices . . . . .	169
3.19 Ledger Doctor . . . . .	169
3.20 Monitor . . . . .	170
<b>4 Keeping track of your business in SQL-Ledger</b>	<b>172</b>
4.1 Chart of accounts & trial balance . . . . .	173
4.2 Income statement . . . . .	174
4.3 Balance sheet . . . . .	176
4.4 Tax report . . . . .	177
4.5 Project & department income statement . . . . .	178
4.5.1 Project Income statement . . . . .	178
4.5.2 Department Income statement . . . . .	178
4.6 AR reports . . . . .	180
4.6.1 Transactions report . . . . .	180
4.6.2 Outstanding report . . . . .	182

4.6.3	AR aging report . . . . .	183
4.6.4	Reminder report . . . . .	184
4.6.5	Tax collected and non-taxable reports . . . . .	185
4.7	Customers reports . . . . .	186
4.7.1	Customer search report . . . . .	186
4.7.2	Customer history report . . . . .	187
4.8	AP reports . . . . .	189
4.8.1	Transactions report . . . . .	190
4.8.2	Outstanding report . . . . .	191
4.8.3	AP aging report . . . . .	192
4.8.4	Tax paid and non-taxable reports . . . . .	193
4.9	Vendor reports . . . . .	194
4.9.1	Vendor search report . . . . .	194
4.9.2	Vendor history report . . . . .	195
4.10	Cash reports . . . . .	197
4.10.1	Receipts . . . . .	197
4.10.2	Payments . . . . .	198
4.10.3	Reconciliation . . . . .	198
4.11	Order entry reports . . . . .	199
4.11.1	Sales orders . . . . .	199
4.11.2	Requirements . . . . .	200
4.11.3	Purchase orders . . . . .	201
4.12	Warehouses reports . . . . .	201
4.12.1	Transfers . . . . .	202
4.12.2	Deliveries . . . . .	202
4.13	Quotations reports . . . . .	202
4.13.1	Quotations . . . . .	202
4.13.2	RFQs . . . . .	204
4.14	General ledger reports . . . . .	204
4.15	Project reports . . . . .	206
4.15.1	Projects . . . . .	206
4.15.2	Transactions . . . . .	207
4.15.3	Time cards . . . . .	207
<b>5</b>	<b>Ledger Cart</b>	<b>208</b>
5.1	Introduction . . . . .	208
5.1.1	Features . . . . .	208
5.1.2	Limitations . . . . .	209

5.1.3	Using LedgerCart as an online store . . . . .	209
5.1.4	Using LedgerCart as Self service portal . . . . .	209
5.1.5	Screen shots . . . . .	210
5.2	Installation . . . . .	212
5.2.1	Software packages . . . . .	212
5.2.2	Configuration and Admin access . . . . .	213
5.2.3	Customization . . . . .	213
<b>6</b>	<b>Development and Customization</b>	<b>215</b>
6.1	Customization . . . . .	215
6.1.1	custom_xx.pl files . . . . .	215
6.1.2	Modify the source code . . . . .	216
6.2	Adding a new translation . . . . .	216
6.3	SQL Queries . . . . .	217
6.3.1	Simple SQL Queries . . . . .	217
6.3.2	Advanced SQL Queries . . . . .	219
6.3.3	Queries to troubleshoot database problems . . . . .	222
6.4	API . . . . .	223
6.4.1	Introduction . . . . .	223
6.4.2	API Uses . . . . .	224
6.4.3	Calling from PHP . . . . .	225

# About authors

## **Sebastian Weitmann**

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

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

Sebastian lives in Cologne, Germany and can be reached through his email [sw@sql-ledger.net](mailto:sw@sql-ledger.net).

## **Armaghan Saqib**

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

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

Armaghan lives in Lahore, Pakistan and can be reached through his email [saqib@ledger123.com](mailto:saqib@ledger123.com).

# Corporate sponsors



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

# **SQL-Ledger User Guide**

Written by Sebastian Weitmann and Armaghan Saqib

Copyright © 2015 Sebastian Weitmann and Armaghan Saqib. All rights reserved.

Published by International SQL-Ledger Network Association, Grundstrasse 16b, 8712 Stäfa, Switzerland.

While every precaution has been taken in the preparation of this book, the publisher and authors assume no responsibility for errors or omissions, or for damages resulting from the use of the information contained herein.

# Preface

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

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

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

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

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

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

# **Chapter 1**

## **Introduction**

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

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

It's a web-server application that has already been translated into 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 business data in a PostgreSQL database. Its version 1.0 was released in Jan. 29, 1999. So as of this writing in 2015, it is 16 years old software which has been under constant development and enhancement during this period. This makes it suitable enough for small as well as for large businesses.

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

### 1.1.1 Versions

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

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

### 1.1.2 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/tree/rel3>

Ledger123 Website

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

DWS Systems Inc. SQL-Ledger website

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

## 1.2 Getting up and running

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

1. Hosted version.
2. The simplest way to use installation script.
3. Manual installation customized for your already installed Linux distribution.

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](http://www.sql-ledger-network.com)).

### 1.2.1 Hosted version

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

## 1.2.2 Quick installation script

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

```
# bash install_ledger123
```

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

## 1.2.3 Manual install

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

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

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

### 1.2.3.2 Installing Perl modules

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

There are three ways to install any Perl module:

1. Install the pre-built 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 General

1. A new pleasant looking css theme.
2. jQuery based lookups of items, customers, vendors without requiring a screen update to select these items.
3. Calendar for date lookup.
4. 'Add Customer', 'Add Vendor' links on invoices/orders/quotes/POS screens. These links appear only if allowed by access control settings.
5. Enhanced assemblies. You can get a report of all stock-assembly actions. Warehouses are correctly updated with any assemblies made and components used.
6. Enhanced bank reconciliation.
7. Added back the '**Shipping–Transfer**' function from SQL-Ledger 2.6.

8. LedgerDoctor script which identifies potential problems with data entry.
9. CSV data import. (invoices, transactions, general ledger, orders, customers, vendors, parts, chart).
10. Disabled incorrect item weight update from orders and invoices.
11. Parts group is mandatory if there is at least one group defined.

### **1.3.2 Departments**

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

### **1.3.3 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.

### **1.3.4 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.

### **1.3.5 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.

# **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.

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

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

Following instructions assume that you have installed SQL-Ledger using manual method. 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	

Pg

Add Dataset | Change Password | Lock System | Logout

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

SQL-Ledger / Add Dataset

Host:   
Port:   
User: sql-ledger  
Password:   
Connect to: template1

Continue

On this page you need to enter your database credentials. As a best practice you should create a PostgreSQL user for use with SQL-Ledger. By default this user is assumed to be 'sql-ledger'. In 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 'SQL-Ledger / Create Dataset' interface. The 'Dataset' field is set to 'new\_company'. The 'Company' field is set to 'New Company'. The 'Templates' field is set to 'Default'. The 'Multibyte Encoding' dropdown is open, showing a long list of encoding options. Below this, there's a 'Create Chart of Accounts' section with many more options. At the bottom 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' page. It lists three datasets in a table:

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

At the bottom, there's a radio button selected for 'Pg' and buttons for 'Add Dataset', 'Change Password', 'Lock System', and 'Logout'.

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 to 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.

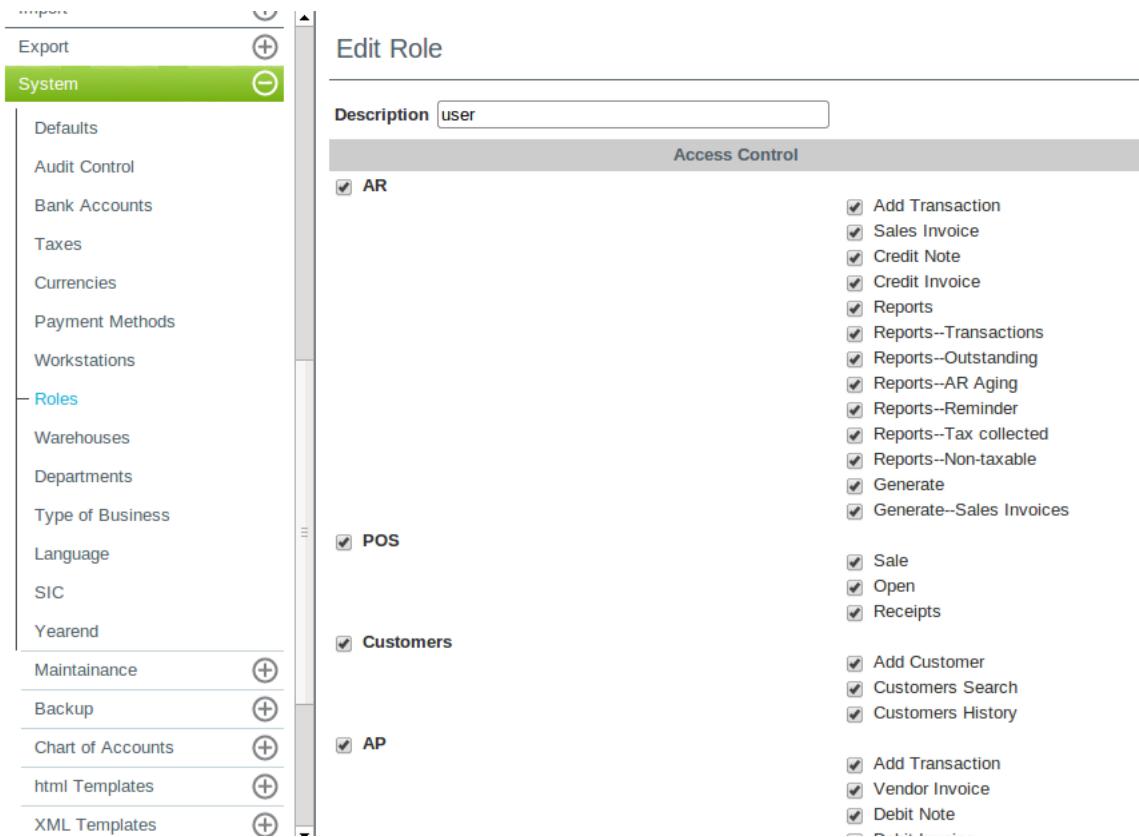
To login to your newly created dataset visit <http://your-server-ip-address/sql-ledger/login.pl> and login as 'admin@datasetname'.

### 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 them or add a new one.

No	Description	Disable
1	admin	<input type="checkbox"/>
3	user	<input type="checkbox"/>

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.



## 2.2.2 Users / Employees



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

- In the 'Role' field, select the appropriate role for this user. If no role has been created then user will have access to all the menus.
- In the login name field, type the login name which should be preferably in lower case without '@' sign and without other special characters.

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

On the screen you can add all your 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

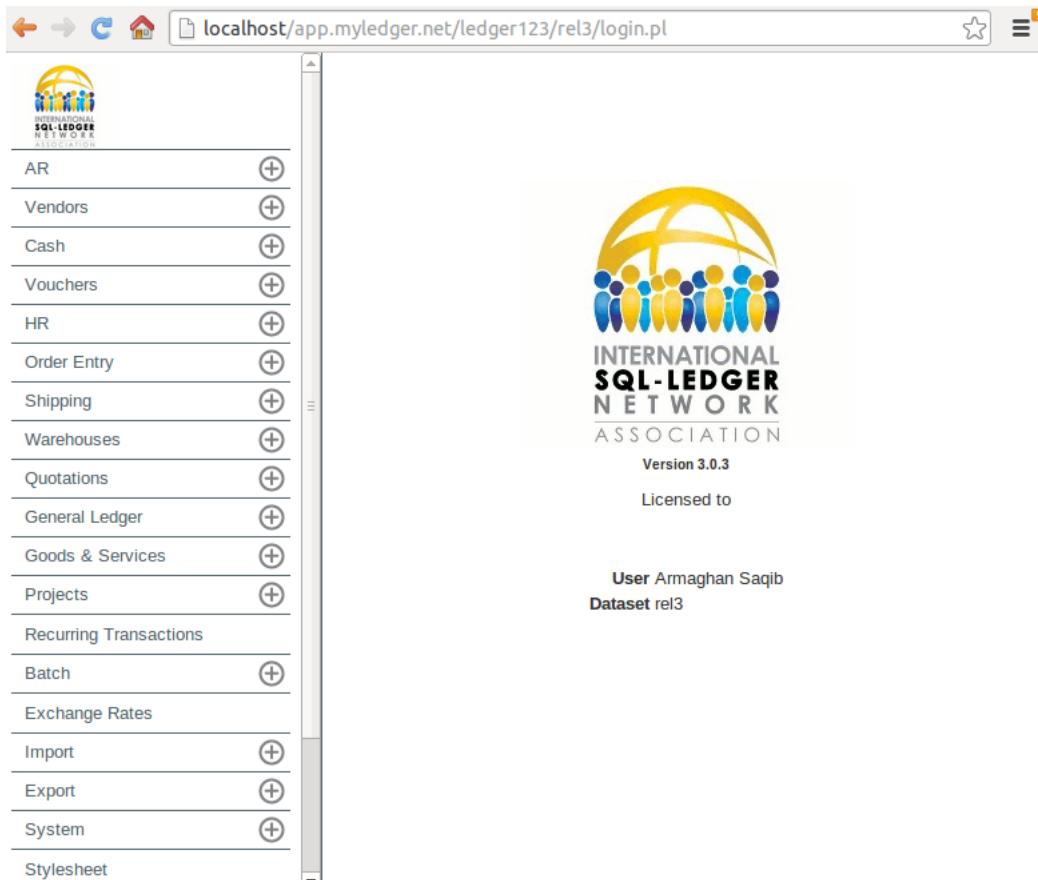
---

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



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



## 2.3 Defaults

The '**System–Defaults**' menu allows you to setup your company, 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 screen shot below. You can change these according to your business needs. You can also use following variables in the system default number fields:

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

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

System Defaults

---

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

---

Last Numbers & Default Accounts

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

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

---

## 2.4 Customers

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

**Customers**

- [Add Customer](#)
- [Customers Search](#)
- [Customers History](#)

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

Add Customer

---

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

---

[Update](#) [Save](#) [Shipping Address](#) [AR Transaction](#) [Credit Note](#) [Sales Invoice](#) [Credit Invoice](#) [POS](#) [Sales Order](#) [Quotation](#) [Pricelist](#) [New Number](#)

To make changes to existing customers, first you list them using '**Customers—Customers Search**'. You can leave this search form blank and click 'Continue'

to get all customers or you can specify a customer name, phone number or any other information to get a specific customer. If there are more than one matching customers, all those will be listed.

Search

---

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

**Startdate From**  **To**

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  Title  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**

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

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

[Add Customer](#)

## 2.5 Vendors

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



### 2.5.1 Adding a new vendor

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

## Add Vendor

Billing Address	
<input checked="" type="radio"/> Company <input type="radio"/> Person	
Vendor Number	<input type="text"/>
Vendor *	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
City	<input type="text"/>
State/Province	<input type="text"/>
Zip/Postal Code	<input type="text"/>
Country	<input type="text"/>
Salutation <input type="text"/> First Name <input type="text"/> Last Name <input type="text"/> Title <input type="text"/> Occupation <input type="text"/>	
<input checked="" type="radio"/> Male <input type="radio"/> Female	
Phone <input type="text"/> Fax <input type="text"/> Mobile <input type="text"/> E-mail <input type="text"/> Cc <input type="text"/> Bcc <input type="text"/>	
<input type="checkbox"/> VAT (17.5%) <input type="checkbox"/> VAT (5%) <input type="checkbox"/> Tax Included	
AP	<input type="text"/>
Credit Limit	<input type="text"/>
Payment	<input type="text"/>
Threshold	<input type="text"/>
Terms Net	<input type="text"/> days
Currency	GBP <input type="button" value="▼"/>
Enddate	<input type="text"/> <input type="button" value="Calendar"/>
Discount	<input type="text"/> %
Tax Number / SSN	<input type="text"/>
Employee	<input type="text"/>
Sub-contract GIFI <input type="text"/> SIC <input type="text"/> Notes <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
Bank	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
City	<input type="text"/>
State/Province	<input type="text"/>
Zip/Postal Code	<input type="text"/>
Country	<input type="text"/>
Reference Documents <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<a href="#">Update</a> <a href="#">Save</a> <a href="#">Shipping Address</a> <a href="#">AP Transaction</a> <a href="#">Debit Note</a> <a href="#">Vendor Invoice</a> <a href="#">Debit Invoice</a> <a href="#">Purchase Order</a> <a href="#">RFQ</a> <a href="#">Pricelist</a> <a href="#">New Number</a>	

## 2.5.2 Editing or deleting an existing vendor

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

those will be listed.

Search

---

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

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

---

[Continue](#)

Vendors / My Company Name

---

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

---

[Add Vendor](#)

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

## 2.6 Type of Business

You can group your customers using the '**System–Type of business**' menu. You can setup default discount percentage for any group of customers.

### Type of Business

Description	Discount %
walkin	2
wholesale	10

[Add Business](#)

### Edit Business

Type of Business

Discount %

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

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

<input type="checkbox"/> VAT (17.5%)	<input type="checkbox"/> VAT (5%)	<input type="checkbox"/> Tax Included
AR	Credit Limit	<input type="text"/>
Payment	Threshold	<input type="text"/>
Terms Net	<input type="text"/> days	
Currency <input style="width: 100px;" type="text" value="GBP"/> <input type="button" value="▼"/>		Startdate <input type="text" value="21-04-2014"/> <input type="button" value="calendar"/>
Enddate <input type="text"/>		
Discount <input type="text"/> %		
Type of Business <input type="text" value="wholesale"/>		
Tax Number / SSN <input type="text"/>		SIC <input type="text"/>
Salesperson <input style="width: 150px;" type="text"/> <input type="button" value="▼"/>		
Notes <input type="text"/>		

## 2.7 Departments

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

1. Departments lookup does not appear on transaction forms as well as on search screens unless you have defined at least one department.

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

### 2.7.1 Managing Departments

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

Departments		
Description	Cost Center	Profit Center
HARDWARE	*	
SERVICES	*	

**Add Department**

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

**Edit Department**

Description	HARDWARE
<input type="radio"/> Cost Center <input checked="" type="radio"/> Profit Center	
<b>Save</b>	<b>Save as new</b>

### 2.7.2 Default Department

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

**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		
<b>Sales</b> <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			
<b>Reference Documents</b>			
<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"/> <input type="button" value="..."/>
Warehouse <input type="text"/>	Due Date <input type="text" value="18-04-2014"/> <input type="button" value="..."/>
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 Using Departments in Reports

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

AR Transactions	
Account <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

---

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

### Income Statement

---

From  To

Period    Current  Month  Quarter  Year  
 (blank)

Include:  HARDWARE  SERVICES

---

### Income Statement

---

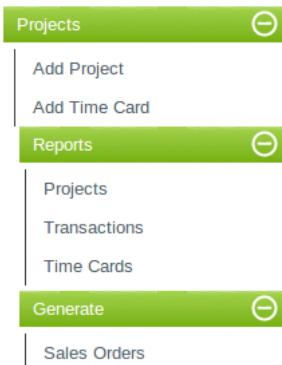
		HARDWARE   SERVICES (blank)		
		INCOME		
4000	Sales	1,048	1,300	2,348
		_____	_____	_____
	TOTAL INCOME	1,048	1,300	2,348
		_____	_____	_____
<hr/> EXPENSES				
5000	Materials Purchased	3,865		3,865
		_____	_____	_____
	TOTAL EXPENSES	3,865		3,865
		_____	_____	_____
	INCOME (LOSS)	-2,817	1,300	-1,517
		_____	_____	_____

## 2.8 Projects

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

1. Track income and expenses to specific projects using invoices and general ledger transactions and search screens.
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 the '**Projects**' menu. Click on '**Projects–Add Project**' to add a new project.

Add Project

Number P-001

Description Project1

Customer Auto Exchange Express

Startdate 18-04-2014 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 Current Month Quarter Year

All Active Inactive Orphaned

**Continue**

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

Projects

All

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

**Add Project** **Save Report**

### 2.8.2 Using Projects

Once you have defined projects, you can use them in quotations, orders, invoices and general ledger entries. In quotations, orders and invoices the project drop-down 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 and click 'Update' button, the extended details are shown for all line items.

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

### 2.8.3 Project Reports

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

Project Transactions

---

Department	<input type="button" value="▼"/>
Project	P001 <input type="button" value="▼"/>
From	<input type="text"/> <input type="button" value="To"/> <input type="text"/>
Period	<input type="button" value="▼"/> <input type="button" value="▼"/> <input 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 type="radio"/> Standard <input type="radio"/> GIFI	

---

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

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

[Save Report](#)

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

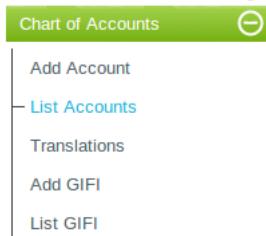
#### Account 1001 - Raw material stock /

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
					<b>1,240.95</b>		<b>1,240.95</b>

## 2.9 Chart of Accounts

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

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



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

## Chart of Accounts

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

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

## Edit Account

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

### 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' (services), it will be included in the related modules. For example marking 'Lineitem' will make the account available as an income or expense account in 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:

1. Income,
2. Expense

3. inventory
4. Foreign exchange gain
5. Foreign exchange loss
6. Cash over/short account.

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

## 2.10 GIFI

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

**Add GIFI**

---

<b>GIFI</b>	<input type="text"/>
<b>Description</b>	<input type="text"/>

---

**Save** **Copy to COA**

## GIFI

GIFI	Description
0001	Local Sales
0002	Other sales

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

## Edit Account

**Account Number \***

**Description**

Asset     Contra     Heading  
 Liability     Account  
 Equity  
 Income  
 Expense

**Account Type \***

**Is this a summary account to record**  AR  AP  Inventory

**Include in drop-down menus**

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

**GIFI**

---

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

## 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 templates can be accessed through the

'System' menu.

### 2.11.1 Editing Templates

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

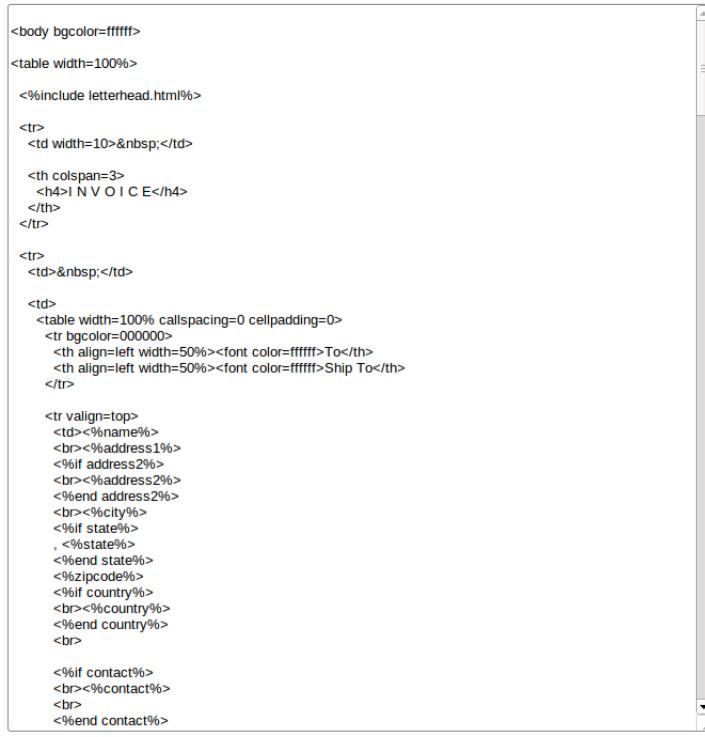
[templates/rel3/invoice.html](#)

letterhead.html

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

Here this template is opened for editing.

templates/rel3/invoice.html



```

<body bgcolor=fffff>
<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=fffff>To</font></th>
<th align=left width=50%><font color=fffff>Ship To</font></th>
</tr>
<tr valign=top>
<td><%name%>
<br><%address1%>
<br><%address2%>
<br><%end address2%>
<br><%city%>
<%if state%>
, <%state%>
<%end state%>
<%zipcode%>
<br><%country%>
<br><%contact%>
<%end contact%>
<br>
<%if contact%>
<br><%contact%>
<br>
<%end contact%>

```

Save

## 2.11.2 Template Variables

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

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

```

<%name%>
<%address1%>
<%address2%>
<%city%>
<%state%>
<%zipcode%>
<%country%>
<%contact%>
<%invnumber%>

```

```
<%invdate%>
<%duedate%>
<%ordnumber%>
<%employee%>
<%shippingpoint%>
<%shipvia%>
<%runningnumber%>
<%number%>
<%description%>
<%deliverydate%>
<%qty%>
<%unit%>
<%sellprice%>
<%discountrate%>
<%linetotal%>
```

### 2.11.3 Template control commands

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

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

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

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

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

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

```
<%end paid%>
```

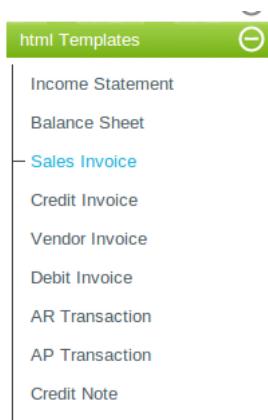
### 2.11.3.2 'for' loop to print all lines on an invoice

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

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

### 2.11.4 Three type of templates:

#### 2.11.4.1 HTML Templates



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

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

letterhead.html

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

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

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

company address		Tel: tel Fax: fax
<a href="#">Edit</a>		

templates/rel3/letterhead.html

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

<td>
<table width=100%>
<tr>
<td>
<h4>
<%company%><br>
<%address%>
</h4>
</td>
<td align=right>
<h4>
Tel: <%tel%><br>
Fax: <%fax%>
</h4>
</td>
</tr>
<tr>
<td colspan=3>
<hr noshade>
</td>
</tr>
</table>
</td>
</tr>
```

[Save](#)

#### 2.11.4.2 LateX Templates

LaTeX Templates ⊖

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

LaTeX templates are bit more complex to understand and modify, but are the most powerful tool to generate printed documents in pdf or postscript format.

See 2.11.5 for a basic introduction to LateX.

[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{\lfr}
\sbox{\lfr}
\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}
\hspace{0.2cm}

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

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

[Save](#)

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

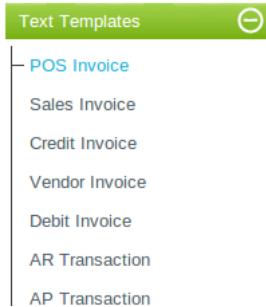
[templates/rel3/letterhead.tex](#)

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

\rule{1.5em}{\textwidth}{0.5pt}
```

[Edit](#)

### 2.11.4.3 Text Templates



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

templates/rel3/pos\_invoice.txt

---

```
company
address

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

Qty Description          Amount
qty description          linetotal
number @ sellprice/unit

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

-----
Subtotal: subtotal

taxdescription @ taxrate%:      tax

Paid: payment currency

Change: change

Balance Due:      total

discount % Discount applied

Thank you for your valued business!

Taxes are included in price.
```

[Edit](#)

templates/rel3/pos\_invoice.txt

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

Till: <%til 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**

### 2.11.5 An Introduction to LateX

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

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

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.

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

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

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

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

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

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

## 2.11.6 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 which is used to break a line. To use literal backslash (\) you can use the special command \\$\\backslash\$.

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

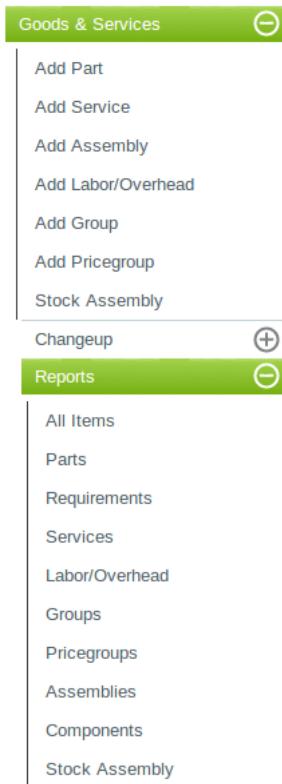
Every latex document starts with `\documentclass` with parameters ([a4paper,11pt]{article}) following it.

## 2.12 Goods & Services

All businesses sell some goods and services to generate revenue. You need to define the goods and services related to your business before you can start 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 on-hand quantity.
3. Assemblies are made up from parts, services and labor/overhead. This feature is used by manufacturing companies. When you build an assembly using the '**Goods & Services–Stock Assembly**' menu (see 2.13) all its associated parts are removed from inventory and the new assemblies are added to stock. When you sell an assembly COGS for parts and cost of services is recorded. Important note: Assemblies cannot be purchased and 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 or you use them in an assembly.

Edit Part

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

### 2.12.2 Services

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

Edit Service

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

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

## 2.13 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 manage

your manufacturing process. Work flow for using assemblies is as follows:

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

Please note that you cannot buy items defined as assemblies.

### 2.13.1 Define assemblies

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

Edit Assembly

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

**Buttons:** 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.

## Stock Assembly

Number

Description

Check Inventory

---

## Stock Assembly

Reference

Date

Department

Warehouse

Number	Description	Bin	Qty	ROP	Add
K001	Professional Kit		2	20	

---

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

---

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

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

Stock Assembly

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

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

## Assemblies

<b>Number</b>	<input type="text"/>
<b>Description</b>	<input type="text"/>
<b>Warehouse</b>	<input type="button" value="▼"/>
<b>Group</b>	<input type="button" value="▼"/>
<b>Make</b>	<input type="text"/>
<b>Drawing</b>	<input type="text"/>
<b>Microfiche</b>	<input type="text"/>
<b>Serial Number</b> <input type="text"/>	
<b>Model</b> <input type="text"/>	
<b>Tool Number</b> <input type="text"/>	
<b>Barcode</b> <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 <b>From</b> <input type="text"/> <input type="button" value="To"/> <input type="text"/> <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	
<b>Include in Report</b> <input type="checkbox"/> No. <input checked="" type="checkbox"/> Number <input checked="" type="checkbox"/> Description <input checked="" type="checkbox"/> Qty <input checked="" type="checkbox"/> Unit <input type="checkbox"/> Updated <input type="checkbox"/> Group <input type="checkbox"/> Group Code <input type="checkbox"/> Cost <input checked="" type="checkbox"/> Sell Price <input type="checkbox"/> List Price <input checked="" type="checkbox"/> Last Cost <input checked="" type="checkbox"/> Average Cost <input type="checkbox"/> Extended <input type="checkbox"/> Markup <input type="checkbox"/> Bin <input type="checkbox"/> ROP <input type="checkbox"/> Weight <input type="checkbox"/> Notes <input type="checkbox"/> Image <input type="checkbox"/> Drawing <input type="checkbox"/> Tool Number <input type="checkbox"/> Microfiche <input type="checkbox"/> Make <input type="checkbox"/> Model <input type="checkbox"/> Warehouse <input type="checkbox"/> Accounts <input type="checkbox"/> Name <input type="checkbox"/> Currency <input type="checkbox"/> Employee <input type="checkbox"/> Serial Number <input type="checkbox"/> Country of Origin <input type="checkbox"/> HS Code <input type="checkbox"/> Barcode <input type="checkbox"/> Subtotal	

**Continue**

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

## Assemblies /

Active :

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

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

**Add Assembly**

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

## Components /

Active :

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

## Work Order

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

## WORK ORDER

To	Ship To				
Big Porridge Ltd.	Big Porridge Ltd.				
London AA7 9BB	London AA7 9BB				
UK	UK				
Attn: Milton Bear	Milton Bear				
Order #	Order Date	Required by	Salesperson	Shipping Point	Ship Via
SO-002	01-04-2008		Armaghan Saqlib		
Item Number	Description	Qty	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 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"/> On Hand <input type="button"/>		
<input type="button"/> Update	<input type="button"/> Save	<input type="button"/> New Number

## 2.15 Groups

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

**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	

---

**Continue**

**Groups /**

---

All

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

---

**Add Group**

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

**Edit Group**

---

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

---

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

### 2.15.1 Groups as POS buttons

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

Add POS Invoice

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

## 2.15.2 Subgroups

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

Edit Group

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

## 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. For example, if someone buys 10 units instead of 1, he/she can automatically get a lower price.

3. And you can specify start and end dates to offer a special price during, for example, Christmas season.

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

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

## Pricegroups / COMPANY NAME

---

All

Pricegroup

Dealer

End users

Whole sale

---

Add Pricegroup

## Add Pricegroup

---

Pricegroup \*

---

Save

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

The screenshot shows the 'Obsolete' tab of an item record. It includes fields for Image, Drawing, Microfiche, Tool Number, Country of Origin, HS Code, Barcode, and a checked POS Button. Below these are sections for Make, Model, Alternate Part Number, Description, Vendor, and a detailed price grid. The price grid has columns for Customer, Pricegroup, Break, Sell Price, Curr (set to GBP), and Leadtime (set to days). Rows in the grid show prices for Dealer, Whole sale, and End users. At the bottom are buttons for Update, Save, Save as new, New Number, and Delete.

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

The screenshot shows the 'Customer' record edit screen. It includes fields for VAT (17.5%, checked), AR (1100-Debtors Control Account), Credit Limit (1,500), Payment (1200-Bank Current Account), Threshold, Terms Net (days), Currency (GBP), Pricegroup (Dealer), Startdate (2007-04-29), Enddate, Discount (%), Tax Number / SSN, Salesperson, SIC, Notes, Bank, Address, IBAN, BIC, and Member Number.

## 2.17 Goods & Services Reports

Here we explain all reports under the '**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 the following factors:

- On-hand quantity
- Sales orders
- Purchase orders

### **2.17.4 Services**

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

### **2.17.5 Labor/Overhead**

This report is similar to the 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 groups you have defined.

### **2.17.8 Assemblies**

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

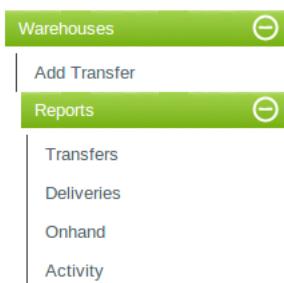
### 2.17.9 Components

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.

## 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 post invoice or a transfer without specifying a warehouse.

### 2.18.1 Adding warehouses

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

## Warehouses

Description	Address
LONDON	
PARIS	

[Add Warehouse](#)

### 2.18.2 Default warehouse

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

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			
<b>Reference Documents</b>			
<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=""/>			

---

### 2.18.3 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  
 Address AA7 9BB London UK  
 Credit Limit 0 Remaining 0  
 Record in 1100--Debtors Control Account ▾  
 Currency GBP ▾  
 Warehouse LONDON ▾  
 Shipping Point LONDON  
 Ship via PARIS  
 Waybill  
 On Hold

Reference Documents

DCN  
Description

Item	Number	Description
1		
Group		

## 2.18.4 Warehouse transfers

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

Edit Transfer

Transfer Number	12345	Department	HARDWARE ▾				
Date	29-04-2014	Description					
From Warehouse	LONDON ▾	Notes					
To Warehouse	PARIS ▾						
No.	Number	Description	Qty	Unit	Cost	Extended	
1	H002	Hand Brush	1	NOS	4.35	4.35	
2	B001	Brush Set	1	NOS	7	7.00	
3							
						Total	11.35

Transfer ▾ html ▾ Screen ▾  
 Update Print Save E-mail 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' displays a list of transactions and 'Detail' display all items in each transaction. You can click on the transfer number hyper link to edit the transfer.

Inventory Onhand

---

To	<input type="text"/>	
Number	<input type="text"/>	
Group	<input type="button" value="▼"/>	
Department	<input type="button" value="▼"/>	
Warehouse	<input type="button" value="▼"/>	
<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	<a href="#">12345</a>		LONDON	PARIS	B001	1.00	7.00
29-04-2014	<a href="#">12345</a>		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	<input type="text"/>	
Number	<input type="text"/>	
Group	<input type="button" value="▼"/>	
Department	<input type="button" value="▼"/>	
Warehouse	<input type="button" value="▼"/>	
<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**

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
					<b>147.00</b>
PARIS	B001	Brush Set	Brushes	NOS	1.00
PARIS	H002	Hand Brush	Brushes	NOS	39.00
PARIS	F003	Framing Hammer	Hammers	NOS	6.00
PARIS	M005	Modeling Hammer	Hammers	NOS	1.00
PARIS	R006	Rubber Mallet	Hammers	NOS	1.00
					<b>48.00</b>
					<b>195.00</b>

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

Inventory Activity

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

## 2.18.7 Activity Report

1. '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.

## 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 four main purposes:

1. You can define alternate descriptions, in a foreign language, for parts, services and groups ('Goods & Services–Translations'). This way you can send, for example, invoices to your customers with the description of your goods and services in their native language.
2. You can also translate the complete alternate set of templates which is created when you add a new language (See 2.11). 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 using '**System–Chart of Accounts–Translations**' menu.
4. You can also translate the balance sheet and income statement templates for a foreign language using '**System–html templates–Income Statement**' and '**System–html templates–Income Statement**'

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

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

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

The screenshot shows a transaction entry screen. At the top, there are input fields for Date, Source, Memo, Amount, and Account. The Account field is set to "1200-Bank Current Account". Below these are dropdown menus for Invoice (set to "Templates for government specific invoices"), Source, Memo, Amount, and Account. There are also buttons for Group by (Project or Group), Sort by (Item, Number, Description, Bin), and various actions like Update, Print, Post, Ship to, E-mail, Schedule, and 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, use the '**Translations**' sub-menu under the respective menu.

The first screenshot shows a form titled "Chart of Accounts Translations" with fields for "Account" and "Description", and a "Continue" button. The second screenshot shows a table titled "Chart of Accounts Translations" with columns for Number, Description, Language, and Translation. The table lists various account entries, with the "Freehold Property" row selected and its description "Goodwill" highlighted in blue.

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

Edit Chart of Accounts Translations

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

## 2.21 Taxes

Defining and using taxes is a four step process:

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

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

Edit Account

Account Number *	2200		
Description	VAT (17.5%)		
<input type="radio"/> Asset <input type="radio"/> Contra <input type="radio"/> Heading <input checked="" type="radio"/> Liability <input checked="" type="radio"/> Account <b>Account Type *</b> <input type="radio"/> Equity <input type="radio"/> Income <input type="radio"/> Expense			
Is this a summary account to record <input type="checkbox"/> AR <input type="checkbox"/> AP <input type="checkbox"/> Inventory			
Include in drop-down menus			
AR	AP	Tracking Items	Non-tracking Items
<input type="checkbox"/> Lineitem	<input type="checkbox"/> Lineitem	<input type="checkbox"/> Income	<input type="checkbox"/> Income
<input type="checkbox"/> Payment	<input type="checkbox"/> Payment	<input type="checkbox"/> COGS	<input type="checkbox"/> Expense
<input type="checkbox"/> Discount	<input type="checkbox"/> Discount	<input checked="" type="checkbox"/> Tax	<input checked="" type="checkbox"/> Tax
<input checked="" type="checkbox"/> Tax	<input checked="" type="checkbox"/> Tax		
GIFI			
<input type="button" value="Save"/> <input type="button" value="Save as new"/>		AP Payments	
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. If the tax rate changes you enter the last date into the 'Valid To', click 'Update' and enter the new rate in the new line.

Account Description	Rate (%)	Number	Valid To
2200 VAT (17.5%)	17.5		<input type="text"/>
2205 VAT (5%)	5		<input type="text"/>

**Buttons:** 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 the '**Goods & Services**' menu. Once a part or a service has been sold, the tax account should not be changed.

Number	Description	Group
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Link Accounts**

Inventory	1001–Stock	Updated	08-0
Income	4000–Sales	Sell Price	<input type="text"/>
COGS	5000–Materials Purchased	List Price	<input type="text"/>
Tax	<input checked="" type="checkbox"/> 2200–VAT (17.5%)	Last Cost	<input type="text"/>
	<input checked="" type="checkbox"/> 2205–VAT (5%)	Markup %	<input type="text"/>

**Reference Documents**

<input type="text"/>	<input type="text"/>	Average Cost	<input type="text"/>
<input type="text"/>	<input type="text"/>	Unit	<input type="text"/>
<input type="text"/>	<input type="text"/>	Weight	<input type="text"/>
<input type="text"/>	<input type="text"/>	On Hand	<input type="text"/>

## 2.21.4 Mark Customers/Vendors for applicable taxes

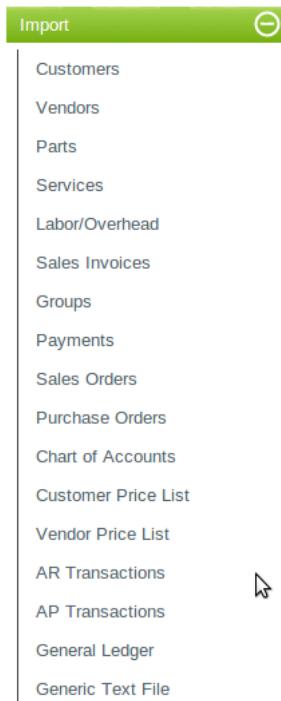
Tax will not be calculated for your customers or vendors unless you mark them as taxable. You do this using '**Customers**' or '**Vendors**' menu option.

Add Customer

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

## 2.22 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	✓ 10/12/2008	A100	Auto Exchange Express	AE001	London	Invoice description comes here	1,434.00	GBP	16	NOS	10/30/2008	Armaghan
2	✓ 10/12/2008	A101	Car Parts	CP002	London	Test description	64.00	GBP	2	NOS	10/31/2008	Armaghan
3	✓ 10/13/2008	A102	Expert Repair Ltd	ER003	London	Sale of goods	72.00	GBP	6	NOS	11/1/2008	Armaghan
4	✓ 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 ... A101, 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 <input checked="" type="checkbox"/>	GL001	Paid for training,support	01-20-2008	Next session in 2009	8203	Training Costs	124.00		23211	new hiring
2 <input checked="" type="checkbox"/>	GL001	Paid for training,support	01-20-2008	Next session in 2009	1230	Petty Cash		124.00	23211	new hiring
3 <input checked="" type="checkbox"/>	GL002	Overdue pymt for inv 11,12,13	10-19-2008		1230	Petty Cash	204.00		11,12,13	
4 <input checked="" type="checkbox"/>	GL002	Overdue pymt for inv 11,12,13	10-19-2008		1102	Other Debtors		204.00	11,12,13	
5	GL003	Invalid transaction for testing	11-20-2008	This account is not in chart	00121	*****		255.00	source2	memo2
							328.00	328.00		

Import GL

### 2.22.4.3 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",,,"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.

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

**Page 1 (Configuration):**

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

**Page 2 (Preview):**

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

**Buttons:**

- Import Parts (bottom right of preview table)
- Continue (top left of preview table)

### 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

Import Parts Vendors

## 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	<input checked="" type="checkbox"/> B001	Brush Set	AE001	Auto Exchange Express	PG1	10	11	03-01-2008		GBP	
2	<input checked="" type="checkbox"/> B002	Brush Set	BP011	Big Porridge Ltd.		20	12		03-01-2009	GBP	
3	<input checked="" type="checkbox"/> M004	Mini-Sledge	CP002	Car Parts Ltd		15	20	03-01-2008	03-05-2008	GBP	
4	D08		CP002	Car Parts Ltd	test	25	25			GBP	

Import Parts Customers

## 2.22.9 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

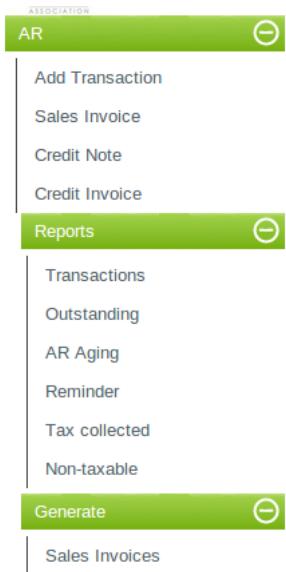
In this chapter we explain all the SQL-Ledger modules one by one. You will also learn how you can use them to process your various business transactions.

### 3.1 AR

AR stands for 'Accounts Receivable'. The 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 pre-defined accounts from the chart of accounts. This method is quick and requires no setup of goods and services. Only in some circumstances it will require the adjustment of the chart of accounts to suit your individual needs.
2. 'Sales Invoice' is the standard way to record sales. In a sales invoice you will specify the goods and/or services you have sold to your customer. This method requires the setup of goods and services using the '**Goods & Services**' menu. You can print a sales 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 the nature of each transaction.



### 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 general ledger accounts without creating an invoice.

Add AR Transaction

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

### 3.1.2 Sales Invoice

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

Your invoice can contain multiple items (parts, assemblies, services and labor etc.) Once you enter an item and click 'Update', the item description and price that has been stored in the database is shown. You then enter the quantity you want to sell and press return. A new line will then appear so that you can also add another 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 * <input type="text" value="Auto Exchange Express"/>	Department <input type="text" value="HARDWARE"/>																																
Customer Number <input type="text" value="AE001"/>	Invoice Number <input type="text" value="AR-001"/>																																
Address AA7 9BB London UK	Order Number <input type="text"/>																																
Credit Limit 1.500 Remaining 1,313	Invoice Date * <input type="text" value="05-07-2007"/>																																
Record in <input type="text" value="1100-Debtors Control Account"/>	Due Date <input type="text" value="05-07-2007"/>																																
Currency <input type="text" value="GBP"/>	Terms Net <input type="text"/> days																																
Warehouse <input type="text" value="LONDON"/>	PO Number <input type="text"/>																																
Shipping Point <input type="text"/>																																	
Ship via <input type="text"/>																																	
Waybill <input type="text"/>																																	
<input type="checkbox"/> On Hold																																	
<b>Reference Documents</b>																																	
<input type="text"/>	<input type="text"/>																																
DCN																																	
Description <input type="text"/>																																	
<table border="1"> <thead> <tr> <th>Item</th> <th>Number</th> <th>Description</th> <th>Qty</th> <th>Unit</th> <th>Price</th> <th>%</th> <th>Extended</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>D009</td> <td>Digger Hand Trencher</td> <td>6</td> <td>NOS</td> <td>18.99</td> <td></td> <td>113.94</td> </tr> <tr> <td>2</td> <td>T010</td> <td>The Claw Hand Rake</td> <td>3</td> <td>NOS</td> <td>14.99</td> <td></td> <td>44.97</td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Item	Number	Description	Qty	Unit	Price	%	Extended	1	D009	Digger Hand Trencher	6	NOS	18.99		113.94	2	T010	The Claw Hand Rake	3	NOS	14.99		44.97	3							
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 <input type="text"/>																																	
<table border="1"> <tr> <td>Notes</td> <td>Internal Notes</td> <td><input type="checkbox"/> Tax Included</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>Subtotal 158.91</td> </tr> <tr> <td></td> <td></td> <td>VAT (17.5%) 27.81</td> </tr> <tr> <td></td> <td></td> <td>Total 186.72</td> </tr> </table>		Notes	Internal Notes	<input type="checkbox"/> Tax Included	<input type="text"/>	<input type="text"/>	Subtotal 158.91			VAT (17.5%) 27.81			Total 186.72																				
Notes	Internal Notes	<input type="checkbox"/> Tax Included																															
<input type="text"/>	<input type="text"/>	Subtotal 158.91																															
		VAT (17.5%) 27.81																															
		Total 186.72																															
<b>Payments</b>																																	
Date <input type="text"/>	Source <input type="text"/>	Memo <input type="text"/>	Amount <input type="text"/>	Account <input type="text" value="1200-Bank Current Account"/>																													
Outstanding: 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 the 'Description' column of the line item or heading and click update. Now the invoice form will be displayed with extended line items as shown below.

Edit Sales Invoice

Customer * <input type="text" value="Auto Exchange Express"/>	Department <input type="text" value="HARDWARE"/>																																																																									
Customer Number <input type="text" value="AE001"/>	Invoice Number <input type="text" value="AR-001"/>																																																																									
Address AA7 9BB London UK	Order Number <input type="text"/>																																																																									
Credit Limit 1,500 Remaining 1,313	Invoice Date * <input type="text" value="05-07-2007"/>																																																																									
Record in <input type="text" value="1100--Debtors Control Account"/>	Due Date <input type="text" value="05-07-2007"/>																																																																									
Currency <input type="text" value="GBP"/>	Terms Net <input type="text"/> days																																																																									
Warehouse <input type="text" value="LONDON"/>	PO Number <input type="text"/>																																																																									
Shipping Point <input type="text"/>																																																																										
Ship via <input type="text"/>																																																																										
Waybill <input type="text"/>																																																																										
<input type="checkbox"/> On Hold																																																																										
<b>Reference Documents</b>																																																																										
<input type="text"/>	<input type="text"/>																																																																									
<b>DCN</b>																																																																										
Description <input type="text"/>																																																																										
<table border="1"> <thead> <tr> <th>Item</th> <th>Number</th> <th>Description</th> <th>Qty</th> <th>Unit</th> <th>Price</th> <th>%</th> <th>Extended</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>D009</td> <td>Digger Hand Trencher</td> <td><input checked="" type="checkbox"/></td> <td><input type="text" value="6"/></td> <td>NOS</td> <td><input type="text" value="18.99"/></td> <td><input type="text"/></td> <td>113.94</td> </tr> <tr> <td colspan="2">Delivery Date <input type="text"/></td> <td><input type="text"/></td> <td colspan="2">Serial No. <input type="text"/></td> <td colspan="3"></td> </tr> <tr> <td colspan="2">Order Number <input type="text"/></td> <td>? PO Number <input type="text"/></td> <td colspan="5"></td> </tr> <tr> <td colspan="2">Group Picks &amp; Hatchets Code <input type="text"/></td> <td colspan="6"></td> </tr> <tr> <td colspan="2">Packaging <input type="text"/> N.W. <input type="text"/> G.W. <input type="text"/> (kg) Volume <input type="text"/></td> <td colspan="6"></td> </tr> <tr> <td colspan="2">2</td> <td>T010</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>44.97</td> </tr> <tr> <td colspan="2">3</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td colspan="2">Group <input type="text"/></td> <td colspan="6"></td> </tr> </tbody> </table>		Item	Number	Description	Qty	Unit	Price	%	Extended	1	D009	Digger Hand Trencher	<input checked="" type="checkbox"/>	<input type="text" value="6"/>	NOS	<input type="text" value="18.99"/>	<input type="text"/>	113.94	Delivery Date <input type="text"/>		<input type="text"/>	Serial No. <input type="text"/>					Order Number <input type="text"/>		? PO Number <input type="text"/>						Group Picks & Hatchets Code <input type="text"/>								Packaging <input type="text"/> N.W. <input type="text"/> G.W. <input type="text"/> (kg) Volume <input type="text"/>								2		T010	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	44.97	3		<input type="text"/>	Group <input type="text"/>												
Item	Number	Description	Qty	Unit	Price	%	Extended																																																																			
1	D009	Digger Hand Trencher	<input checked="" type="checkbox"/>	<input type="text" value="6"/>	NOS	<input type="text" value="18.99"/>	<input type="text"/>	113.94																																																																		
Delivery Date <input type="text"/>		<input type="text"/>	Serial No. <input type="text"/>																																																																							
Order Number <input type="text"/>		? PO Number <input type="text"/>																																																																								
Group Picks & Hatchets Code <input type="text"/>																																																																										
Packaging <input type="text"/> N.W. <input type="text"/> G.W. <input type="text"/> (kg) Volume <input type="text"/>																																																																										
2		T010	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	44.97																																																																			
3		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																																			
Group <input type="text"/>																																																																										
<b>Notes</b>		<b>Internal Notes</b>																																																																								
<input type="text"/>		<input type="text"/>																																																																								
<input type="checkbox"/> Tax Included 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.

Instead credit note is used to record a sale return without creating a credit invoice. A credit note is typically used to record the reversal of a '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 a good tool to reverse any service sale, but not for reversing tangible goods' sale.

### 3.1.3.1 Creating a credit invoice

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

The screenshot shows the 'Receipt' screen with the following details:

- Customer:** InfoMed Ltd.
- Customer Number:** IL008
- Address:** London  
AA7 9BB  
UK
- Memo:** [empty]
- Search Filters:** All, Due Date From [ ] To [ ], Department [ ] AR 1100–Debtors Control Account, Payment 1200–Bank Current Account, Date 12/11/2014, Currency GBP, Source [ ], Amount [ ]
- Invoices Table:**

Invoice	Invoice Date	Due Date	Amount	Paid	Discount Total
AR-006	07/12/2007	07/12/2007	317.11	317.11	
AR-006 credit	12/11/2013	12/11/2013	-317.11	-317.11	
- Action Buttons:** html ▾, Screen ▾, Update, Select all, Print, Post

2. 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

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

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

The 'Invoices' table displays two rows of data:

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

Buttons at the bottom include: html, Screen, Update, Deselect all, Print, Post.

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

### AR Transactions /

Open  
Closed

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

AR Transaction Sales Invoice.

## 3.2 AR reports

### 3.2.1 Transactions report

The transaction report shows all open or closed transactions and invoices for the specified criteria on search screen. On the search screen you can specify various

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

---

[Continue](#)

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

along with the related account number. In the detail report, a single invoice or transaction is shown on multiple lines. You can also 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	
						<b>1,493.76</b>			<b>324.66</b>	<b>324.66</b>			
		06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37			71.88	4000	Hand Brush	
		06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37			119.92	4000	The Claw Hand Rake	
		06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37		225.37		1100		
		06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37			33.57	2200		
		06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37			225.37	1100		
		06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37	8712	225.37		1200		
		06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37	COGS		96.00	1001	The Claw Hand Rake	
		06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37	COGS	96.00		5000	The Claw Hand Rake	
		06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37	COGS		52.20	1001	Hand Brush	
		06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37	COGS	52.20		5000	Hand Brush	
		06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00	8712	1,000.00		1200		
		06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00			1,000.00		1100	
		06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00			227.50		2200	
		06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00		1,527.50		1100		
		06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00			400.00	4000	Wall Paint	
		06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00			900.00	4000	Cleaning	
						<b>11,418.70</b>	<b>8,253.70</b>		<b>3,126.44</b>	<b>3,126.44</b>			
		09-07-2007	AR-004		Car Parts Ltd	243.08		COGS	64.00		5000	Deluxe Hand Saw	
		09-07-2007	AR-004		Car Parts Ltd	243.08		COGS		16.00	1001	Deluxe Hand Saw	
		09-07-2007	AR-004		Car Parts Ltd	243.08		COGS	16.00		5000	Deluxe Hand Saw	
		09-07-2007	AR-004		Car Parts Ltd	243.08				89.95	4000	Deluxe Hand Saw	
		09-07-2007	AR-004		Car Parts Ltd	243.08				59.96	4000	The Claw Hand Rake	
		09-07-2007	AR-004		Car Parts Ltd	243.08				56.07	4000	Digger Hand Trencher	

### 3.2.2 Aging report

The aging report 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) lists one line for each customer with their 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
							<b>1,394.19</b>
							<b>1,394.19</b>

Statement html Screen     

^

The detail aging report (shown below) lists all outstanding invoices for each customer with their respective subtotal.

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

### 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 a reminder for the same customer, the next level of reminder is printed. You also have the option to change the reminder level yourself.

Reminder

---

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

---

[Continue](#)

## Reminder / My Company Name

		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

Reminder ▾   html ▾   Screen ▾

---

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

### 3.2.4 Customer history reports

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

Customer History

---

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

---

[Continue](#)

The summary report for customer history will show the business activity grouped by item.

## Customer History / My Company Name

Summary  
Open  
Closed

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

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

### 3.3 Point of sales (POS)

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

### 3.3.1 Creating a POS invoice

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

Add POS Invoice

Customer * <input type="text" value="InfoMed Ltd."/> <a href="#">? Add Customer</a> Customer Number <input type="text" value="IL008"/> Address AA7 9BB London UK Credit Limit 0 Remaining <span style="background-color: red; color: white; padding: 2px;">-509</span> Record in <input type="text" value="1100--Debtors Control Account"/> <a href="#">▼</a> Department <input type="text" value="HARDWARE"/> <a href="#">▼</a> Warehouse <input type="text" value=""/> <a href="#">▼</a>	Salesperson <input type="text" value="Armaghan Saqib"/> <a href="#">▼</a> Invoice Number <input type="text" value=""/> <a href="#">▼</a> Invoice Date 04-05-2014 Currency <input type="text" value="GBP"/> <a href="#">▼</a>																												
Description <input type="text" value=""/>																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Number</th> <th style="width: 40%;">Description</th> <th style="width: 10%;">Qty</th> <th style="width: 10%;">Unit</th> <th style="width: 10%;">Price</th> <th style="width: 10%;">%</th> <th style="width: 10%;">Extended</th> </tr> </thead> <tbody> <tr> <td>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																							
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: right;">Amount</td> <td style="width: 30%; text-align: right;">Source</td> <td style="width: 40%;">Memo</td> </tr> <tr> <td style="text-align: right;"><input type="text" value=""/></td> <td style="text-align: right;"><input type="text" value=""/></td> <td><input type="text" value="1200-Bank Current Account"/> <a href="#">▼</a></td> </tr> <tr> <td style="text-align: right;">Outstanding</td> <td style="text-align: right;">52.85</td> <td></td> </tr> </table>		Amount	Source	Memo	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="1200-Bank Current Account"/> <a href="#">▼</a>	Outstanding	52.85																				
Amount	Source	Memo																											
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="1200-Bank Current Account"/> <a href="#">▼</a>																											
Outstanding	52.85																												
<input type="checkbox"/> Tax Included Subtotal 44.98 VAT (17.5%) 7.87 Total 52.85																													
<input checked="" type="radio"/> Screen <input type="radio"/> Poledisplay																													
<a href="#">Update</a> <a href="#">Main Groups</a> <a href="#">Print</a> <a href="#">Open Drawer</a> <a href="#">Preview</a> <a href="#">Post</a> <a href="#">Assign Number</a>																													
<span style="border: 1px solid gray; padding: 2px;">B</span> <span style="border: 1px solid gray; padding: 2px;">Hammers</span>																													

### 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 between when an invoice is created and when it is closed. In the latter scenario, you create a POS invoice

when the customer has ordered his food. Once the customer has consumed the food and is ready to pay, you simply locate the invoice and add the payment to it.

Open /

Open

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

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

If you enter a higher payment amount than the total amount of the invoice, the rest of the payment amount will be shown as 'change' which needs to be returned back to the customer and the invoice will be closed with the payment 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		Invoice Date	04-05-2014																												
Credit Limit	0 Remaining -455		Currency	GBP																												
Record in	1100--Debtors Control Account																															
Department	HARDWARE																															
Warehouse																																
<b>Description</b>																																
<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	Source	Memo	<input type="checkbox"/> Tax Included Subtotal 44.98 VAT (17.5%) 7.87 Total 52.85																													
100.00		1200--Bank Current Account																														
		1200--Bank Current Account																														
Change	47.15																															
<input checked="" type="radio"/> Screen <input type="radio"/> Posdisplay																																
<input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Open Drawer"/> <input type="button" value="Preview"/> <input type="button" value="Post"/> <input type="button" value="Assign Number"/> <input type="button" value="Delete"/>																																
B	Brushes	Hammers	Hand Planes	Hand Saws	Picks & Hatchets																											

### 3.3.3 Receipts

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

Receipts

---

From  To

Period    Current  Month  Quarter  Year

---

Receipts /

---

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

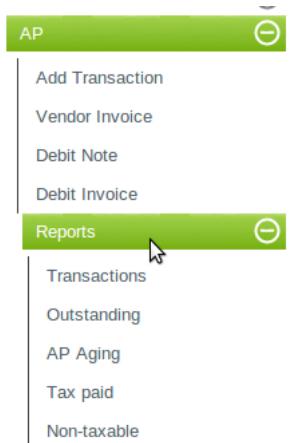
---

## 3.4 AP

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

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

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



### 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 general ledger accounts without creating a vendor invoice.

Add AP Transaction

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

### 3.4.2 Vendor invoice

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

Your invoice can contain multiple items (parts, services and labor etc.) Once you enter an item and click 'Update', the item description and price that has been stored in the database is shown. You then enter the quantity you want to sell and press return. A new line will then appear so that you can also add another 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

Vendor \* Skybird Agro Industries

Vendor Number SA003

Address AA7 9BB London UK

Credit Limit 0 Remaining -85

Record in 2100—Creditors Control Account

Currency GBP

Warehouse

Shipping Point

Ship via

Waybill

On Hold

Reference Documents

DCN

Description

Item	Number	Description	Qty	Unit	Price	%	Extended
1							

Group

Notes Internal Notes  Tax Included

Subtotal 0.00  
Total 0.00

Payments

Date Source Memo Amount Account

1200-Bank Current 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		
Record In	2100—Creditors Control Account				
Currency	GBP				
Warehouse	LONDON				
Shipping Point					
Ship via					
Waybill					
<input type="checkbox"/> On Hold					
<b>Reference Documents</b>					
<input type="button" value=" "/> <input type="button" value=" "/>					
DCN					
Description					
Item	Number	Description	Qty	Unit	
1	D009	Digger Hand Trencher	<input checked="" type="checkbox"/> 30	NOS	
SKU D009 ?		Price	%	Extended	
		16.99		509.70	
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	12.00
SKU T010 ?					444.00
3	H002	Hand Brush	<input type="checkbox"/> 55	NOS	4.35
SKU H002 ?					239.25
4			<input type="checkbox"/>		
Group					
<b>Notes</b>					<input type="checkbox"/> Tax Included
<b>Internal Notes</b>					
					Subtotal 1,192.95
					VAT (17.5%) 208.77

### 3.4.3 Debit invoice and debit note

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

### 3.4.3.3 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 the '**Cash–Payment**' menu, select the vendor and click 'Update' button. This will list all invoices as shown below.

Receipt

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

html  Screen

2. 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

The screenshot shows the 'Receipt' screen in SQL-Ledger. The top section contains various input fields: 'All' (radio button), 'Due Date From' and 'To' (date pickers), 'Customer' (InfoMed Ltd.), 'Customer Number' (IL008), 'Address' (London, AA7 9BB, UK), 'Department' (dropdown), 'AR' (1100–Debtors Control Account), 'Payment' (1200–Bank Current Account), 'Date' (12/11/2014), 'Currency' (GBP), 'Source' (adjustment), and 'Amount' (empty field). Below these is a 'Memo' field. The main area is titled 'Invoices' and displays a table:

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

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

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

#### AR Transactions /

The screenshot shows the 'AR Transactions /' screen. It has a header with 'Open' and 'Closed' buttons. Below is a table of transactions:

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

AR Transaction Sales Invoice.

## 3.5 AP reports

### 3.5.1 Transactions report

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 have 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"/> <input type="button"/>	
<input checked="" type="radio"/> Current <input type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Year	
<input checked="" type="checkbox"/> Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/> On Hold <input type="checkbox"/> Paid Late <input type="checkbox"/> Paid Early	
<input type="checkbox"/> Summary <input checked="" type="radio"/> Detail	
<input type="checkbox"/> No. <input type="checkbox"/> ID <input checked="" type="checkbox"/> Invoice Number <input type="checkbox"/> Order Number <input checked="" type="checkbox"/> Description	
<input type="checkbox"/> PO Number <input checked="" type="checkbox"/> Invoice Date <input checked="" type="checkbox"/> Vendor <input type="checkbox"/> Vendor Number <input type="checkbox"/> Address	
<input type="checkbox"/> Currency <input type="checkbox"/> Date Paid <input type="checkbox"/> Payment Difference <input checked="" type="checkbox"/> Paid <input type="checkbox"/> 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 the 'Continue' button after specifying the required criteria, your report is displayed. This is the 'Summary' report where each invoice or transaction is shown on a 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
					<b>214.54</b>	<b>1,440.48</b>		<b>1,440.48</b>
03-07-2007	AP-003		Skybird Agro Industries	1,741.12	304.70	2,045.82	2,000.00	45.82
					<b>304.70</b>	<b>2,045.82</b>	<b>2,000.00</b>	<b>45.82</b>
12-07-2007	AP-004		Skybird Agro Industries	33.49	5.86	39.35		39.35
					<b>5.86</b>	<b>39.35</b>		<b>39.35</b>
				<b>3,000.55</b>	<b>525.10</b>	<b>3,525.65</b>	<b>2,000.00</b>	<b>1,525.65</b>

AP Transaction   Vendor Invoice.

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

## AP Transactions / COMPANY NAME

Open  
Closed

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

### 3.5.2 Aging report

The aging report shows the outstanding balances of your vendors 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) lists one line for each vendor with their 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
						<b>1,525.65</b>	<b>1,525.65</b>

---



The detail aging report (shown below) lists all outstanding invoices for each vendor with their respective subtotal.

## AP Aging / My Company Name

Aged  
for Period To 08 January 2014

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

---

### 3.5.3 Vendor history reports

You can use the history reports to see which vendor you buy most from and which vendor you buy less from. You can also filter the report on any 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="checkbox"/> Open <input checked="" type="checkbox"/> Closed	
<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](#)

The summary report for vendors will show the business activity grouped by item.

Vendor History / My Company Name

---

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

---

The detailed vendor history report will show the business activity by invoice

and individual item.

[Vendor History](#) / My Company Name

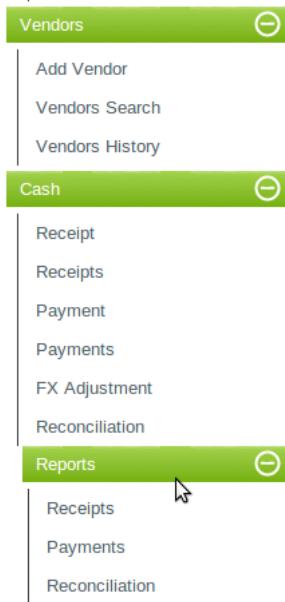
Detail  
Open  
Closed

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

## 3.6 Cash

### 3.6.1 Receipts

The '**Cash–Receipt**' menu is used to record receipts (payments) from your customers against their outstanding invoices. Another menu '**Cash–Receipts**' allows you to enter receipts from multiple customers. Both have same effect, but the latter 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 an incoming payment from your customer:

1. If the invoice has already been paid at the time of purchase, you can put the receipt information at the footer of your invoice when creating it.
2. If the invoice is paid later, you can use the '**Cash–Receipt**' menu to record the receipt for a particular customer. Using this method is advisable as you do not need to edit invoices to record the receipt. This method also allows you to record a single receipt for multiple invoices.

## Receipt

All  
 Due Date From  To    
 Customer  Auto Exchange Express  
 Customer Number  AE001  
 Address London  
 AA7 9BB  
 UK  
 Memo

Invoices							
Invoice	Invoice Date	Due Date	Amount	Due	Paid	Discount	Total
AR-001	05-07-2007	05-07-2007	186.72	186.72	<input type="checkbox"/>		186.72

[html](#) [Screen](#)  
[Update](#) [Select all](#) [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 and for multiple customers.

## Receipts

All  
 Due Date From  To    
 Department  AR  1100–Debtors Control Account  
 Payment  1200–Bank Current Account  
 Date  18-04-2014   
 Currency  GBP

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

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

The receipts report will show you all receipts (payments) made to the selected bank account.

Receipts

---

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

---

Receipts /

---

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

---

### 3.6.2 Payments

There are two ways to record a payment from your vendor.

1. If the invoice has been paid at the time of purchase, you can put the payment information at the footer of your invoice when creating the invoice.
2. If the payment is done later, 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 Construct Buildings Plc	AP <input type="button" value="2100--Creditors Control Account ▼"/>						
Vendor Number CB001	Payment <input type="button" value="1200--Bank Current Account ▼"/>						
Address London AA7 9BB UK	Date <input type="text"/> <input type="button" value="▼"/>						
Memo <input type="text"/>	Currency <input type="button" value="GBP ▼"/>						
	Source <input type="text"/>						
	Amount <input type="text"/>						
Invoices							
Invoice	Invoice Date	Due Date	Amount	Due	Paid	Discount	Total
AP-001	01-07-2007	10-07-2007	1,401.72	1,401.72	<input type="checkbox"/>		<u>1,401.72</u> <u>1,401.72</u>
<hr/>							
<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"/>							

## 3.6.2.1 Recording multiple payments to multiple vendors in one go

The '**Cash–Payments**' menu allows you to quickly record payments for multiple invoices and for 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"/> <input type="button" value="▼"/>						
Currency <input type="button" value="GBP ▼"/>							
Invoices							
Vendor	Vendor Number	Amount	Due	<input checked="" type="checkbox"/>	Paid	Memo	Source
Construct Buildings Plc	CB001	1,401.72	1,401.72	<input checked="" type="checkbox"/>	1,401.72	<input type="text"/>	<input type="text"/>
Engineering Supplies Plc	ES002	38.76	38.76	<input checked="" type="checkbox"/>	38.76	<input type="text"/>	<input type="text"/>
Skybird Agro Industries	SA003	5,714.72	3,714.72	<input checked="" type="checkbox"/>	3,714.72	<input type="text"/>	<input type="text"/>
		<u>7,155.20</u>	<u>5,155.20</u>		<u>5,155.20</u>		
<hr/>							
<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="button" value="▼"/>
Account	<input type="button" value="▼"/>
Vendor	<input type="text"/>
Vendor Number	<input type="text"/>
Description	<input type="text"/>
Source	<input type="text"/>
Memo	<input type="text"/>
From	<input type="text"/> To <input type="text"/>
Period	<input type="button" value="▼"/> <input type="button" value="▼"/> <input checked="" type="radio"/> Current <input type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Year
<input checked="" type="checkbox"/> Exchange Rate Difference <input checked="" type="checkbox"/> Date <input checked="" type="checkbox"/> Reference <input checked="" type="checkbox"/> Vendor <input type="checkbox"/> Vendor Number <input checked="" type="checkbox"/> Description <input checked="" type="checkbox"/> Amount <input checked="" type="checkbox"/> Source <input checked="" type="checkbox"/> Memo <input type="checkbox"/> Subtotal	

---

[Continue](#)

Payments /

---

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

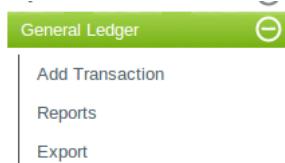
---

[Save Report](#)

recon

## 3.7 General ledger

The general ledger module is used to add standard accounting entries with debit and credit amounts to accounts selected from the chart of accounts. You cannot post a transaction until the total of debits is equal to the total of credits.



### 3.7.1 Add transaction

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

Edit General Ledger Transaction

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

### 3.7.2 Reports

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

## General Ledger Reports

---

Account

Reference / Invoice Number

Description

Company Name

Company Number

Department

Project

Line Item

Notes

Source

Memo

From  To

Period    Current  Month  Quarter  Year

Account >=  Account <=

Amount >=  Amount <=

All  Asset  Liability  Equity  Income  Expense

ID  Date  Reference  Description  Company Name

Company Number  Address  Department  Project Number  Notes

Debit  Credit  Source  Memo  Line Item

Account  Account Description  GIFI  Contra

Subtotal  CSV

---

[Continue](#)

The general ledger report can be sorted on any column.

## General Ledger /

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

Continue [C]

## General Ledger /

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

## 3.8 Recurring transactions

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

This feature can be used for the following:

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

### 3.8.1 Scheduling

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

it according to the individually chosen settings. To automatically generate the next number for a given transaction, just leave the 'Reference' field blank.

The screenshot shows the 'Recurring Transaction for InfoMed Ltd.' configuration page. It includes fields for Reference (blank), Description (blank), Startdate (22/06/2008), and an 'Include Payment' checkbox. Under 'Repeat', it shows 'Every 1 Month(s)' and 'For 1 time(s)'. Under 'Print', there are options for Packing List, Pick List, and Invoice, each with printer and format dropdowns. Under 'E-mail', there are options for Packing List, Pick List, and Invoice, each with PDF dropdowns.

### 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.

The screenshot shows the 'Recurring Transactions /' list. It displays two entries: 'Next Number' for Car Parts Ltd. (CP002) and 'Next Number' for InfoMed Ltd. (IL008). The table columns are Reference, Description, Company Name, Company Number, Next, Ends, ID, Amount, and E. A 'Process Transactions' button is at the bottom.

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

## 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 the '**System-Currencies**' menu. The currency listed as No 1 at the top will be your default currency. You can move the currencies up and down using the arrows on the currency list.

The screenshot shows the 'Currencies' configuration page. It lists four currencies: GBP, USD, CAD, and EUR, each with a precision of 2. The table has columns for No, Currency, and Precision. An 'Add Currency' button is at the bottom.

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

### 3.9.2 Buying and selling in foreign currencies

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

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

### 3.9.3 Reports

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

AR Transactions /						
Open		Date	Invoice	Description	Customer	Total
		07-05-2007	AR-001	Auto Exchange Express	186.72	186.72
		07-06-2007	AR-003	Big Porridge Ltd.	1,527.50	1,527.50
		07-09-2007	AR-004	Car Parts Ltd.	243.08	243.08
		07-12-2007	AR-005	Electronics Ltd.	119.78	119.78
		07-12-2007	AR-006	InfoMed Ltd.	317.11	317.11
		12-09-2007	AR-007	InfoMed Ltd.	11.52	23.51
					2,405.71	1,000.00

### 3.9.4 Exchange rate difference

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

### 3.9.5 Funds transfers in foreign currencies

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

**Add FX Adjustment**

Reference	Date *	12-09-2007	
Department			
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		202.89	202.89

Update Post Schedule

Or reverse, to transfer 100 USD to your GBP account:

**Add FX Adjustment**

Reference	Date *	12-09-2007	
Department			
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		100.00	100.00

Update Post Schedule

## 3.10 Quotations and RFQs

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



### 3.10.1 Quotations

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

#### Add Quotation

Customer *	Auto Exchange Express	<a href="#">?</a>	Department	<input type="button" value="▼"/>																																											
Customer Number	AE001		Employee	Armaghan Saqib																																											
Address	London AA7 9BB UK		Quotation Number																																												
Currency	GBP	<a href="#">▼</a>	Quotation Date	04-05-2014 <input type="button" value="▼"/>																																											
Warehouse		<a href="#">▼</a>	Valid until	<input type="button" value="▼"/>																																											
Shipping Point			Terms Net	<input type="button" value=""/> days																																											
Ship via																																															
Waybill																																															
<b>Reference Documents</b>																																															
<input type="button" value=""/> <input type="button" value=""/>																																															
<b>Description</b>																																															
<table border="1"> <thead> <tr> <th>Item</th> <th>Number</th> <th>Description</th> <th>Qty</th> <th>Unit</th> <th>Price</th> <th>%</th> <th>Extended</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>D008</td> <td>? Deluxe Hand Saw</td> <td><input type="checkbox"/></td> <td>1</td> <td>NOS</td> <td>17.99</td> <td><input type="checkbox"/></td> <td>17.99</td> </tr> <tr> <td>2</td> <td>D009</td> <td>? Digger Hand Trencher</td> <td><input type="checkbox"/></td> <td>1</td> <td>NOS</td> <td>18.99</td> <td><input type="checkbox"/></td> <td>18.99</td> </tr> <tr> <td>3</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td colspan="8"><b>Group</b></td> </tr> </tbody> </table>					Item	Number	Description	Qty	Unit	Price	%	Extended	1	D008	? Deluxe Hand Saw	<input type="checkbox"/>	1	NOS	17.99	<input type="checkbox"/>	17.99	2	D009	? Digger Hand Trencher	<input type="checkbox"/>	1	NOS	18.99	<input type="checkbox"/>	18.99	3			<input type="checkbox"/>				<input type="checkbox"/>		<b>Group</b>							
Item	Number	Description	Qty	Unit	Price	%	Extended																																								
1	D008	? Deluxe Hand Saw	<input type="checkbox"/>	1	NOS	17.99	<input type="checkbox"/>	17.99																																							
2	D009	? Digger Hand Trencher	<input type="checkbox"/>	1	NOS	18.99	<input type="checkbox"/>	18.99																																							
3			<input type="checkbox"/>				<input type="checkbox"/>																																								
<b>Group</b>																																															
					<input type="checkbox"/> Tax Included Subtotal 36.98 VAT (17.5%) 6.47 Total 43.45																																										
<input type="button" value="Quotation ▾"/> <input type="button" value="html ▾"/> <input type="button" value="Screen ▾"/>																																															
<b>Group by -&gt;</b> <input type="checkbox"/> Project <input type="checkbox"/> Group <b>Sort by -&gt;</b> <input checked="" type="radio"/> Item <input type="radio"/> Number <input type="radio"/> Description <input type="radio"/> Bin																																															
<input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Save"/> <input type="button" value="Ship to"/> <input type="button" value="E-mail"/> <input type="button" value="New Number"/>																																															

To get a report of existing quotations or to 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 it blank

and click 'Continue' button to get all open quotations.

Quotations

Customer

Customer Number

Department

Employee

Quotation Number

Description

Notes

Warehouse

Shipping Point

Ship via

Waybill

From   To

Period    Current  Month  Quarter  Year

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

**Include in Report**

**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
<b>43.45</b>								

**Quotation**

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

## Edit Quotation

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

### 3.10.2 RFQ

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

## Add Request for Quotation

Vendor *	Skybird Agro Industries	?	Department	▼																																																								
Vendor Number	SA003		Employee	Armaghan Saqib ▼																																																								
Address London AA7 9BB UK		RFQ Number																																																										
Currency GBP ▼		Quotation Date	04-05-2014	▼																																																								
Warehouse		Required by																																																										
Shipping Point																																																												
Ship via																																																												
Waybill																																																												
<b>Reference Documents</b>																																																												
[ ] [ ]																																																												
Description [ ]																																																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Item</th> <th>Number</th> <th>Description</th> <th>Qty</th> <th>Unit</th> <th>Price</th> <th>%</th> <th>Extended</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B001</td> <td>Brush Set</td> <td><input type="checkbox"/> 5</td> <td>NOS</td> <td>7.00</td> <td></td> <td>7.00</td> </tr> <tr> <td></td> <td></td> <td>SKU B001 ?</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>H002</td> <td>Hand Brush</td> <td><input type="checkbox"/> 2</td> <td>NOS</td> <td>4.35</td> <td></td> <td>4.35</td> </tr> <tr> <td></td> <td></td> <td>SKU H002 ?</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td><input type="checkbox"/> [ ]</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">Group</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Item	Number	Description	Qty	Unit	Price	%	Extended	1	B001	Brush Set	<input type="checkbox"/> 5	NOS	7.00		7.00			SKU B001 ?						2	H002	Hand Brush	<input type="checkbox"/> 2	NOS	4.35		4.35			SKU H002 ?						3			<input type="checkbox"/> [ ]					Group							
Item	Number	Description	Qty	Unit	Price	%	Extended																																																					
1	B001	Brush Set	<input type="checkbox"/> 5	NOS	7.00		7.00																																																					
		SKU B001 ?																																																										
2	H002	Hand Brush	<input type="checkbox"/> 2	NOS	4.35		4.35																																																					
		SKU H002 ?																																																										
3			<input type="checkbox"/> [ ]																																																									
Group																																																												
<input type="checkbox"/> Tax Included																																																												
Notes	Internal Notes				Subtotal	11.35																																																						
					VAT (17.5%)	1.99																																																						
					Total	13.34																																																						
<input type="button" value="RFQ ▼"/> <input type="button" value="HTML ▼"/> <input type="button" value="Screen ▼"/> Group by -> <input type="checkbox"/> Project <input type="checkbox"/> Group      Sort by -> <input checked="" type="radio"/> Item <input type="radio"/> Number <input type="radio"/> Description <input type="radio"/> Bin																																																												
<input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Save"/> <input type="button" value="Ship to"/> <input type="button" value="E-mail"/> <input type="button" value="New Number"/>																																																												

To get report of the 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 open RFQs.

## Request for Quotations

Vendor

Vendor Number

Department

Employee

RFQ Number

Description

Notes

Warehouse

Shipping Point

Ship via

Waybill

From  To

Period    Current  Month  Quarter  Year

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

**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**

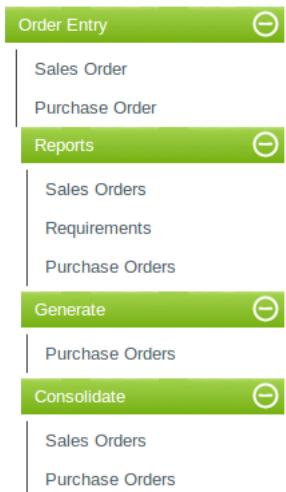
Once an RFQ has been made, you can create a purchase order from it. Creating an PO from an RFQ will mark it closed. You can also close an RFQ just by clicking the 'Closed' radio button and saving it by clicking on the 'Save' button at the bottom of the screen.

## Edit Request for Quotation

Vendor *	Skybird Agro Industries	<a href="#">?</a>	<input checked="" type="radio"/> Open	<input type="radio"/> Closed																																																								
Vendor Number	SA003	Department	<input type="button" value="▼"/>																																																									
Address London AA7 9BB UK		Employee	Armaghan Saqib																																																									
Currency GBP		RFQ Number	RFQ-002																																																									
Warehouse		Quotation Date	04-05-2014 <input type="button" value="▼"/>																																																									
Shipping Point		Required by	<input type="button" value="▼"/>																																																									
Ship via																																																												
Waybill																																																												
<b>Reference Documents</b>																																																												
[Empty Document List]																																																												
Description																																																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Item</th> <th>Number</th> <th>Description</th> <th>Qty</th> <th>Unit</th> <th>Price</th> <th>%</th> <th>Extended</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B001</td> <td>Brush Set</td> <td><input type="checkbox"/> 5</td> <td>NOS</td> <td>7.00</td> <td></td> <td>35.00</td> </tr> <tr> <td></td> <td></td> <td>SKU B001 ?</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>H002</td> <td>Hand Brush</td> <td><input type="checkbox"/> 2</td> <td>NOS</td> <td>4.35</td> <td></td> <td>8.70</td> </tr> <tr> <td></td> <td></td> <td>SKU H002 ?</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">Group</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Item	Number	Description	Qty	Unit	Price	%	Extended	1	B001	Brush Set	<input type="checkbox"/> 5	NOS	7.00		35.00			SKU B001 ?						2	H002	Hand Brush	<input type="checkbox"/> 2	NOS	4.35		8.70			SKU H002 ?						3			<input type="checkbox"/>					Group							
Item	Number	Description	Qty	Unit	Price	%	Extended																																																					
1	B001	Brush Set	<input type="checkbox"/> 5	NOS	7.00		35.00																																																					
		SKU B001 ?																																																										
2	H002	Hand Brush	<input type="checkbox"/> 2	NOS	4.35		8.70																																																					
		SKU H002 ?																																																										
3			<input type="checkbox"/>																																																									
Group																																																												
					<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 ▼"/>																																																							
					<input type="checkbox"/> Group by -> <input type="checkbox"/> Project <input type="checkbox"/> Group <input type="checkbox"/> Sort by -> <input checked="" type="radio"/> Item <input type="radio"/> Number <input type="radio"/> Description <input type="radio"/> Bin																																																							
					<input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Save"/> <input type="button" value="Ship to"/> <input type="button" value="E-mail"/> <input type="button" value="Save as new"/> <input type="button" value="Vendor Invoice"/> <input type="button" value="Purchase Order"/> <input type="button" value="New Number"/> <input type="button" value="Delete"/>																																																							

## 3.11 Orders

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



Here are few points to remember:

1. When you create an invoice from an order, you cannot edit the quantities on the invoice screen or add or remove items.
2. When you create invoice from a partially received order, this order is marked closed and a new order with same number but with the remaining quantities and a new order date is created.

### 3.11.1 Sales orders

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

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

#### 3.11.1.1 Add a new sales order

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

## Edit Sales Order

Customer * <input type="text" value="Auto Exchange Express"/>	<input type="button" value="?"/>	<input checked="" type="radio"/> Open <input type="radio"/> Closed																																													
Customer Number <input type="text" value="AE001"/>	Department <input type="button" value="▼"/>	Salesperson <input type="text" value="Armaghan Saqib"/>																																													
Address London AA7 9BB UK																																															
Credit Limit 1,500	Remaining <input type="text" value="738"/>	Order Number <input type="text" value="SO-001"/>																																													
Currency <input type="button" value="GBP ▼"/>																																															
Warehouse <input type="text" value="LONDON"/>																																															
Order Date * <input type="text" value="29-04-2014"/> <input type="button" value="▼"/>																																															
Required by <input type="text"/> <input type="button" value="▼"/>																																															
PO Number <input type="text"/>																																															
Terms Net <input type="text"/> days																																															
Shipping Point <input type="text"/>																																															
Ship via <input type="text"/>																																															
Waybill <input type="text"/>																																															
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>H002</td> <td>Hand Brush</td> <td><input type="checkbox"/> 15</td> <td><input type="checkbox"/></td> <td>NOS</td> <td>5.99</td> <td></td> <td>89.85</td> </tr> <tr> <td>2</td> <td>F003</td> <td>Framing Hammer</td> <td><input type="checkbox"/> 20</td> <td><input type="checkbox"/></td> <td>NOS</td> <td>19.99</td> <td></td> <td>399.80</td> </tr> <tr> <td>3</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="9">Group <input type="text"/></td> </tr> </tbody> </table>			Item	Number	Description	Qty	Ship	Unit	Price	%	Extended	1	H002	Hand Brush	<input type="checkbox"/> 15	<input type="checkbox"/>	NOS	5.99		89.85	2	F003	Framing Hammer	<input type="checkbox"/> 20	<input type="checkbox"/>	NOS	19.99		399.80	3			<input type="checkbox"/>	<input type="checkbox"/>					Group <input type="text"/>								
Item	Number	Description	Qty	Ship	Unit	Price	%	Extended																																							
1	H002	Hand Brush	<input type="checkbox"/> 15	<input type="checkbox"/>	NOS	5.99		89.85																																							
2	F003	Framing Hammer	<input type="checkbox"/> 20	<input type="checkbox"/>	NOS	19.99		399.80																																							
3			<input type="checkbox"/>	<input type="checkbox"/>																																											
Group <input type="text"/>																																															
<p>Notes <input type="text"/></p> <p>Internal Notes <input type="text"/></p> <p><input type="checkbox"/> Tax Included</p> <table> <tr> <td>Subtotal</td> <td>489.65</td> </tr> <tr> <td>VAT (17.5%)</td> <td>85.69</td> </tr> <tr> <td>Total</td> <td>575.34</td> </tr> </table>			Subtotal	489.65	VAT (17.5%)	85.69	Total	575.34																																							
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 ▼"/> <input type="checkbox"/> Project <input type="checkbox"/> Group <input type="checkbox"/> Sort by -> <input checked="" type="radio"/> Item <input type="radio"/> Number <input type="radio"/> Description <input type="radio"/> Bin																																															
<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 click 'Update'. Now each detail line will span 5 lines where you can enter lots of other information for each item you sell.

Item	Number	Description	<input checked="" type="checkbox"/>	Qty	Ship	Unit	Price	%	Extended
1	H002	Hand Brush	<input checked="" type="checkbox"/> 10	<input type="checkbox"/>	NOS	5.99			59.90
Required by <input type="text"/> <input type="button" value="▼"/>			Serial No. <input type="text"/>						
Project <input type="button" value="▼"/> Order Number <input type="text"/> ? 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	B001	Brush Set	<input checked="" type="checkbox"/> 24	<input type="checkbox"/>	NOS	9.99			239.76
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"/>									

### 3.11.1.2 Editing a sales order

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

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

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

TODO: Screen shot with quotation and sales invoice buttons.

### 3.11.1.4 Shipping a sales order

There are two ways to ship a sales order.

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

This is how it is done using the '**Shipping**' menu.



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

## 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="button" value="▼"/> <input 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 the sales orders with open quantities. You click on a particular sales order to ship the goods listed in it.

## Receive Merchandise /

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

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

Receive Merchandise

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

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

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

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

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

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

Add Vendor Invoice

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

### 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 the search screen before you continue. 'Closed' sales orders are those which have been fully received OR which have been marked 'Closed' by editing the sales order.

Sales Orders

---

Customer

Customer Number

Department

Salesperson

Order Number

PO Number

Description

Notes

Warehouse

Shipping Point

Ship via

Waybill

From  To

Period    Current  Month  Quarter  Year

Open  Closed  
 No.  ID  Order Number  Description  Date  
 PO Number  Required by  Customer  Customer Number  Salesperson  
 Tax  Total  Currency  Waybill  Amount  
 Internal Notes  Line Item  Notes  
 Subtotal

---

[Continue](#)

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

Sales Orders /

---

Open

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

---

[Sales Order](#)

### 3.11.2 Purchase orders

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

1. Make a purchase order.
2. Receive a purchase order fully or partially using the '**Shipping–Receive**' menu.

3. Create a vendor invoice from a partially or fully received purchase order.
4. If warehouses are enabled, you can receive goods to a particular warehouse.

### 3.11.2.1 Add a new purchase order

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

Add Purchase Order

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

If you want to enter more information for each item you can 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 other information for each item you order.

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

### 3.11.2.2 Editing a purchase order

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

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

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

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

### 3.11.2.4 Receiving a purchase order

There are two ways to receive a purchase order.

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

This is how it is done using the '**Shipping**' menu.



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

A screenshot of a "Receive Merchandise" form. The form includes fields for Vendor, Vendor Number, Department, Employee, Order Number, PO Number, Description, Notes, Warehouse, Shipping Point, Ship via, Waybill, and From/To dates. There are also dropdown menus for Period and a section for "Include in Report" with checkboxes for various report items like No., ID, Order Number, Description, Date, PO Number, Required by, Vendor, Vendor Number, Employee, Warehouse, Shipping Point, Ship via, Waybill, Amount, Tax, Total, Currency, Line Item, and Notes. At the bottom is a "Continue" button.

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

## Receive Merchandise /

Open

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

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

## Receive Merchandise

Vendor Engineering Supplies Plc  
 Shipping Point   
 Ship via   
 Waybill   
 Warehouse PARIS ▾

Description

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"/>

Contact Armaghan Saqib ▾  
 Order Number PO-003  
 Order Date 28-04-2014  
 PO Number  
 Date Received \* 28-04-2014

↶

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

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

Description <input type="button" value="X"/>									
Item	Number	Description		Qty	Recd	Unit	Price	%	Extended
1	H002	Hand Brush		15	8	NOS	4.35		65.25
		SKU H002 ?							
2	F003	Framing Hammer		10	6	NOS	13.85		138.50
		SKU F003 ?							
3									
Group									

Tax Included  
Notes Internal Notes Subtotal 203.75

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

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

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

Add Vendor Invoice

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

### 3.11.2.6 Purchase order reports

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

Purchase Orders

---

Vendor	<input type="text"/>		
Vendor Number	<input type="text"/>		
Department	<input type="text"/>		
Employee	<input type="text"/>		
Order Number	<input type="text"/>		
PO Number	<input type="text"/>		
Description	<input type="text"/>		
Notes	<input type="text"/>		
Warehouse	<input type="text"/>		
Shipping Point	<input type="text"/>		
Ship via	<input type="text"/>		
Waybill	<input type="text"/>		
From	<input type="text"/>	To	<input type="text"/>
Period	<input type="button" value="▼"/>	<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 <b>Include in Report</b> <input type="checkbox"/> Warehouse <input type="checkbox"/> Shipping Point <input type="checkbox"/> Ship via <input type="checkbox"/> Waybill <input type="checkbox"/> Amount <input type="checkbox"/> Tax <input checked="" type="checkbox"/> Total <input checked="" type="checkbox"/> Currency <input type="checkbox"/> Line Item <input type="checkbox"/> Notes <input type="checkbox"/> Internal Notes <input type="checkbox"/> Subtotal			

---

**Continue**

### 3.11.2.7 Order entry notes

Please note that:

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

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

### 3.11.3 Important inventory on-hand reports

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

## 3.12 Time Cards

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

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

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

### 3.12.1 Create a project for the customer

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

## Edit Project

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

### 3.12.2 Create time card entries

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

## Add Time Card

Employee \* Demo User ▾

Project Number \* Project 1 ▾ Project 1

Date worked \* 12/12/2014 

Service Code \* PAINT

Description Wall Paint

Time In 10    Time Out 16

Clocked 6.0000

Non-chargeable 1.0000

Chargeable 5.0000

Chargeout Rate 9.00 Total 45.00

Allocated

Notes

---

Time Card ▾ html ▾ Screen ▾

Update Preview Print Save Print and Save

Once you have added time cards, you can view a report for the selected time cards using the '**Projects–Reports–Time Cards**' 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 'ID' link in the list, you can edit the time card.

## Time Cards / COMPANY NAME

Open

Demo User demo

Date	ID	Project Number	Service Code	Description	Notes	
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 for open time cards

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

## Generate Sales Orders

Project

Employee

**Transaction Dates** From  To

Period    Current  Month  Quarter

Summary  Detail

---

**Continue**

## 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

---

**Generate Sales Orders** **Select Customer**

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

Edit Sales Order

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

## 3.13 Audit Control

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

**Audit Control**

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

### 3.13.1 Enforce transaction reversal for all dates

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

### 3.13.2 Close books up to

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

### 3.13.3 Activate audit trail

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

### 3.13.4 Remove audit trail up to

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

## 3.14 Reconciliation

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

### 3.14.1 Marking transactions

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

### Reconciliation

---

Account 1230--Petty Cash

From 01-03-2014  To

Period    Current  Month  Quarter  Year

Summary  Detail

Include Exchange Rate Difference

---

[Continue](#)

**Usage Notes:**

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

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

1230--Petty Cash /

---

From 01 March 2014

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

Reconciliation Date 18-04-2014

Statement Balance	1,000.00
Difference	-1,000.00
Ignore Difference	<input type="checkbox"/>

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

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

Reconciliation Report

---

Account

From

Period    Current  Month  Quarter  Year

Summary  Detail

Include Exchange Rate Difference

---

**Usage Notes:**

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

1230--Petty Cash /

---

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

## 3.15 Year end

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

Please note that:

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

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

Yearend			
Date *	30/06/2008		
Reference	07/08 year end		
	07/08 year end		
Description			
Retained Earnings	3000--Ordinary Shares		
Method	<input checked="" type="radio"/> Accrual <input type="radio"/> Cash		
<input type="button" value="Continue"/>			
Edit General Ledger Transaction			
Reference	07/08 year end		
Date *	30/06/2008		
Department			
Currency	GBP		
Description	07/08 year end		
Notes			
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	
<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="Delete"/>			

## 3.16 Data backup

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

### 3.16.1 Send by Email

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



### 3.16.2 Save to File

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

## 3.17 Basics of double entry accounting

### 3.17.1 Introduction

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

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

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

### 3.17.2 Account types

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

1. Assets
2. Liabilities
3. Equity

4. Sales
5. Expenses

### 3.17.3 Accounting rules

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

### 3.17.4 Examples

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

- Debit: Your bank account
- Credit: Equity account

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

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

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

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

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

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

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

## 3.18 Cost of goods sold (COGS)

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

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

### 3.18.1 Sale invoices and COGS

Let us make it clear with an example:

You purchase 10 Linux computers for \$400 each.

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

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

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

So your gross profit is \$200.

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

### 3.18.2 Sales before purchases

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

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

### 3.18.3 Editing sale invoices

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

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

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

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

## 3.19 Ledger Doctor

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

Ledger Doctor

---

### Check for database inconsistencies

First transaction date 01-07-2007

Last transaction date 28-04-2014

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

---

Continue

## Ledger Doctor

---

### Invalid Dates

Module Invoice Number / Reference Date

### Unbalanced Journals

Module Invoice Number / Reference Date Amount

### Orphaned Rows

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

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

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

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

## 3.20 Monitor

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

**Database Monitor**

Enter a SQL command to send to the server

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



```
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="text"/>	<input type="button" value="▼"/>					
From	<input type="text"/>	<input type="button" value="From"/>	To	<input type="text"/>	<input type="button" value="To"/>		
Period	<input type="text"/>	<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							

---

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

[Save Report](#)

## 4.2 Income statement

The income statement is a financial report that lists income, expenses and profit or loss for a given period of time. Income statements can be run for any period and you can also compare the results with previous periods. The structure and presentation of your income statement can be changed to suit your individual needs, either by linking each individual account to a GIFI account, or by including headers in your chart of accounts. See 2.10 for more information on how to setup GIFI accounts and account headings.

## CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 175

### 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	<hr/>
Sales	29 Apr 2014 3,347.59
TOTAL INCOME	<hr/> 3,347.59 -
EXPENSES	<hr/>
Materials Purchased	3,950.80
Light & heat	250.00
TOTAL EXPENSES	<hr/> 4,200.80
INCOME / (LOSS)	<hr/> (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			
<b>INCOME</b>		<b>01 Jan 2007</b>	<b>01 Jan 2014</b>
Sales		31 Dec 2007	31 Dec 2014
		2,229.41	1,000.00
<b>TOTAL INCOME</b>		<b>2,229.41</b>	<b>1,000.00</b>
<b>EXPENSES</b>			
Materials Purchased		766.49	3,013.85
Light & heat		250.00	-
<b>TOTAL EXPENSES</b>		<b>1,016.49</b>	<b>3,013.85</b>
<b>INCOME / (LOSS)</b>		<b>1,212.92</b>	<b>(2,013.85)</b>

[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	GBP <input type="button" value="▼"/>
Decimal places	<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](#)

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

## 4.4 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.

**Tax collected**

---

<b>Department</b>	<input type="text"/>
<b>From</b>	<input type="text"/> <b>To</b> <input type="text"/>
<b>Period</b>	<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="radio"/> Summary <input type="radio"/> Detail	
<b>Method</b>	<input checked="" type="radio"/> Accrual <input type="radio"/> Cash
<input type="checkbox"/> ID <input checked="" type="checkbox"/> Invoice <input checked="" type="checkbox"/> Date <input checked="" type="checkbox"/> Description <b>Include In Report</b> <input checked="" type="checkbox"/> Customer <input type="checkbox"/> Customer Number <input checked="" type="checkbox"/> Amount <input checked="" type="checkbox"/> Tax <input type="checkbox"/> Subtotal	

---

## 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.

### 4.5.1 Project Income statement

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

#### Income Statement

From	<input type="text"/>	To	<input type="text"/>
Period	<input type="button" value="▼"/> <input type="button" value="▼"/>		
	<input checked="" type="radio"/> Current	<input type="radio"/> Month	<input type="radio"/> Quarter
	<input type="radio"/> Year		
<input checked="" type="checkbox"/> (blank) Include: <input checked="" type="checkbox"/> Project 1 <input checked="" type="checkbox"/> Project 2			

**Continue**

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

#### Income Statement

##### INCOME STATEMENT

for Period

(blank) Project 1 Project 2 Total

##### INCOME

4000	Sales	1,533	697	2,229
------	-------	-------	-----	-------

<b>TOTAL INCOME</b>		1,533	697	2,229
---------------------	--	-------	-----	-------

##### EXPENSES

5000	Materials Purchased	1,026	473	1,499
------	---------------------	-------	-----	-------

7200	Light & heat	—	—	—
------	--------------	---	---	---

<b>TOTAL EXPENSES</b>		1,026	473	1,499
-----------------------	--	-------	-----	-------

<b>INCOME (LOSS)</b>		507	223	730
----------------------	--	-----	-----	-----

### 4.5.2 Department Income statement

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

## CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 179

### Income Statement

From  To   
Period    
 Current  Month  Quarter  Year  
 (blank)  
Include:  HARDWARE  SERVICES

**Continue**

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

### Income Statement

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

## 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.

## CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 181

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

## CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 182

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		
					<b>1,493.76</b>			<b>324.66</b>	<b>324.66</b>					
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37				71.88	4000	Hand Brush		
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37				119.92	4000	The Claw Hand Rake		
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37		225.37		1100				
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37				33.57	2200			
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37				225.37	1100			
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37	8712	225.37			1200			
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37	COGS			96.00	1001	The Claw Hand Rake		
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37	COGS	96.00		5000		The Claw Hand Rake		
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37	COGS			52.20	1001	Hand Brush		
	06-07-2007	AR-002		Big Porridge Ltd.	225.37	225.37	COGS	52.20		5000		Hand Brush		
	06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00	8712	1,000.00			1200			
	06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00				1,000.00	1100			
	06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00				227.50	2200			
	06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00		1,527.50		1100				
	06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00				400.00	4000	Wall Paint		
	06-07-2007	AR-003		Big Porridge Ltd.	1,527.50	1,000.00				900.00	4000	Cleaning		
					<b>11,418.70</b>	<b>8,253.70</b>		<b>3,126.44</b>	<b>3,126.44</b>					
	09-07-2007	AR-004		Car Parts Ltd	243.08		COGS	64.00		5000		Deluxe Hand Saw		
	09-07-2007	AR-004		Car Parts Ltd	243.08		COGS			16.00	1001	Deluxe Hand Saw		
	09-07-2007	AR-004		Car Parts Ltd	243.08		COGS	16.00		5000		Deluxe Hand Saw		
	09-07-2007	AR-004		Car Parts Ltd	243.08					89.95	4000	Deluxe Hand Saw		
	09-07-2007	AR-004		Car Parts Ltd	243.08					59.96	4000	The Claw Hand Rake		
	09-07-2007	AR-004		Car Parts Ltd	243.08						56.07	4000	Digger Hand Trencher	

### 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. December of last year, you

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

AR Outstanding

The screenshot shows the AR Outstanding report search interface. At the top, there are dropdown menus for Account, Salesperson, Department, and Warehouse. Below these are input fields for Customer, Customer Number, From, To, Shipping Point, and Ship via. A 'Period' section includes radio buttons for Current, Month, Quarter, and Year. A 'Waybill' input field is also present. Below these controls is a list of items to include in the report, each with a checkbox. The items are grouped into two columns: 'Include in Report' and 'Report Fields'. The 'Include in Report' group includes: No., ID, Invoice Number, PO Number, Invoice Date, Customer, Salesperson, Department, Amount, Currency, Date Paid, Payment Difference, Paid, Due Date, Due, Line Item, Notes, Till, Warehouse, Shipping Point, Ship via, DCN, and Subtotal. The 'Report Fields' group includes: Order Number, Description, Customer Number, Address, Tax, Total, Payment Method, Internal Notes, and Waybill. At the bottom left is a 'Continue' button.

### 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

The screenshot shows the AR Aging report search interface. At the top, there are dropdown menus for Department and Customer. Below these are input fields for Customer Number and To. A 'Period' section includes radio buttons for Summary and Detail. A 'Report Fields' section includes radio buttons for Aged and Overdue. Below these controls is a list of aging categories, each with a checkbox. The categories are grouped into two columns: 'Include in Report' and 'Report Fields'. The 'Include in Report' group includes: Current, 30, 60, 90, 15, 45, and 75. The 'Report Fields' group includes: 15, 45, and 75. At the bottom left is a 'Continue' button.

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

## CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 184

AR Aging / My Company Name									
Aged for Period To 08 January 2014									
	Customer		Customer Number	Current	30	60	90	Total	GBP
<input type="checkbox"/>	Auto Exchange Express		AE001					186.72	186.72
<input type="checkbox"/>	Big Porridge Ltd.		BP011					527.50	527.50
<input type="checkbox"/>	Car Parts Ltd		CP002					243.08	243.08
<input type="checkbox"/>	Electronics Ltd.		EL004					119.78	119.78
<input type="checkbox"/>	InfoMed Ltd.		IL008					317.11	317.11
								<b>1,394.19</b>	<b>1,394.19</b>

The detail aging report (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
<input type="checkbox"/>	Auto Exchange Express	AE001	AR-001		05-07-2007	05-07-2007		186.72	186.72
<input type="checkbox"/>	Big Porridge Ltd.	BP011	AR-003		06-07-2007	06-07-2007		527.50	527.50
<input type="checkbox"/>	Car Parts Ltd	CP002	AR-004		09-07-2007	10-07-2007		243.08	243.08
<input type="checkbox"/>	Electronics Ltd.	EL004	AR-005		12-07-2007	12-07-2007		119.78	119.78
<input type="checkbox"/>	InfoMed Ltd.	IL008	AR-006		12-07-2007	12-07-2007		317.11	317.11
								<b>1,394.19</b>	<b>1,394.19</b>

### 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"/>

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

## Reminder / My Company Name

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

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–Search**' and '**Customers–History**'. The search report is used to display customer master data and can also display the customer related business transactions. The history report is used to display customer related totals for selected business transactions. The search report is based on the total value of customer business transactions, whereas the history report is based on the total quantities of customer business transactions.

### 4.7.1 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.

Search

---

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

---

All  Active  Inactive  Orphaned  Sleeper

AR Transactions  Sales Invoices  Sales Orders  Quotations
 
 Open  Closed  
 Amount  Tax  Total  Subtotal

---

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

---

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.

## Customers / COMPANY NAME

All  
 Customer : Big Porridge Ltd.  
 Customer Number : BP011  
 Open  
 Closed

Customer	Contact	Phone	E-mail	Invoice	Amount	Tax	Total
Big Porridge Ltd.	Milton	Bear		AR-002	191.80	33.57	225.37
				AR-003	1,300.00	227.50	1,527.50
					1,491.80	261.07	1,752.87

[Add Customer](#)

### 4.7.2 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"/>
From <input type="text"/> To <input type="text"/>	
<input checked="" type="radio"/> Sales Invoices <input type="radio"/> Sales Orders <input type="radio"/> Quotations	
<input checked="" type="radio"/> Summary <input type="radio"/> Detail	
<input checked="" type="checkbox"/> Part Number <input checked="" type="checkbox"/> Description <input checked="" type="checkbox"/> Sell Price <input type="checkbox"/> Currency	
<input checked="" type="checkbox"/> Qty <input type="checkbox"/> Unit <input type="checkbox"/> Discount	
<input type="checkbox"/> Delivery Date <input type="checkbox"/> Project Number <input type="checkbox"/> Serial Number	

[Continue](#)

Customer history summary report shows business activity grouped by item.

*CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 188*

Customer History / My Company Name

Summary  
Open  
Closed

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

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

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

### Customer History / My Company Name

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

## 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="▼"/> <input type="button" value="▼"/>	<input checked="" type="radio"/> Current <input type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Year
<input checked="" type="checkbox"/> Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/> On Hold <input type="checkbox"/> Paid Late <input type="checkbox"/> Paid Early <input checked="" type="radio"/> Summary <input type="radio"/> Detail <input type="checkbox"/> No. <input type="checkbox"/> ID <input checked="" type="checkbox"/> Invoice Number <input type="checkbox"/> Order Number <input checked="" type="checkbox"/> Description <input type="checkbox"/> PO Number <input checked="" type="checkbox"/> Invoice Date <input checked="" type="checkbox"/> Vendor <input type="checkbox"/> Vendor Number <input type="checkbox"/> Address <b>Include in Report</b> <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.

## CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 191

### AP Transactions / My Company Name

Open  
Closed

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

AP Transaction   Vendor Invoice.

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

### AP Transactions / COMPANY NAME

Open  
Closed

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

### 4.8.2 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 were still open on the 31. December of last year, you need to use the outstanding report, since the transactions report only shows the selected open invoices and transactions as of today. On the outstanding report search screen you can specify various criteria and select/ de-select columns which you want to show on the screen.

### 4.8.3 AP aging report

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

AP Aging

---

Department	<input type="text"/>
Vendor	<input type="text"/>
Vendor Number	<input type="text"/>
To	<input type="text"/> 
	<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 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
							<b>1,525.65</b>	<b>1,525.65</b>

---

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

[Save Report](#)

#### 4.8.4 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.

Tax collected

Department

From   To

Period     Current  Month  Quarter  Year

Summary  Detail

Report for  VAT (17.5%)  VAT (5%)

Method  Accrual  Cash

ID  Invoice  Date  Description

Include In Report  Customer  Customer Number  Amount  Tax

Subtotal

[Continue](#)

Tax collected VAT (17.5%) / COMPANY NAME						
Accrual December 20 2014						
Date	Invoice	Description	Customer	Amount	Tax	
2007-07-05	AR-001		Auto Exchange Express	158.91	27.81	
2007-07-06	AR-002		Big Porridge Ltd.	191.80	33.57	
2007-07-06	AR-003		Big Porridge Ltd.	1,300.00	227.50	
2007-07-09	AR-004		Car Parts Ltd	206.88	36.20	
2007-07-12	AR-005		Electronics Ltd.	101.94	17.84	
2007-07-12	AR-006		InfoMed Ltd.	269.88	47.23	
2013-12-11	AR-006 credit		InfoMed Ltd.	-269.88	-47.23	
				<b>1,959.53</b>	<b>342.92</b>	

[Save Report](#)

## 4.9 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.

## CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 195

Search

---

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

All  Active  Inactive  Orphaned  Sleeper

AP Transactions  Vendor Invoices  Purchase Orders  Request for Quotations

From  To 
 Open  Closed

Amount  Tax  Total  Subtotal

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

**Include in Report**

---

[Continue](#)

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

Vendors / COMPANY NAME

---

All	Open	Closed																																								
<table border="1"> <thead> <tr> <th>Vendor</th> <th>Contact</th> <th>Phone</th> <th>E-mail</th> <th>Invoice</th> <th>Amount</th> <th>Tax</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Construct Buildings Plc</td> <td>Thomas</td> <td>Lucas</td> <td></td> <td>AP-001</td> <td>1,192.95</td> <td>208.77</td> <td>1,401.72</td> </tr> <tr> <td>Engineering Supplies Plc</td> <td>John</td> <td>King</td> <td></td> <td>AP-002</td> <td>32.99</td> <td>5.77</td> <td>38.76</td> </tr> <tr> <td>Skybird Agro Industries</td> <td>Michael</td> <td>King</td> <td></td> <td>AP-003</td> <td>1,741.12</td> <td>304.70</td> <td>2,045.82</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>AP-004</td> <td>33.49</td> <td>5.86</td> <td>39.35</td> </tr> </tbody> </table>			Vendor	Contact	Phone	E-mail	Invoice	Amount	Tax	Total	Construct Buildings Plc	Thomas	Lucas		AP-001	1,192.95	208.77	1,401.72	Engineering Supplies Plc	John	King		AP-002	32.99	5.77	38.76	Skybird Agro Industries	Michael	King		AP-003	1,741.12	304.70	2,045.82					AP-004	33.49	5.86	39.35
Vendor	Contact	Phone	E-mail	Invoice	Amount	Tax	Total																																			
Construct Buildings Plc	Thomas	Lucas		AP-001	1,192.95	208.77	1,401.72																																			
Engineering Supplies Plc	John	King		AP-002	32.99	5.77	38.76																																			
Skybird Agro Industries	Michael	King		AP-003	1,741.12	304.70	2,045.82																																			
				AP-004	33.49	5.86	39.35																																			

---

[Add Vendor](#)

### 4.9.2 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 196

### Vendor History

---

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

Vendor Invoices       From  To 
  
 Purchase Orders       Open  Closed

Request for Quotations

Summary       Detail

Part Number     Description     Sell Price     Currency

Qty     Unit     Discount

Delivery Date     Project Number     Serial Number

---

[Continue](#)

Vendor history summary report shows purchase activity grouped by item.

### Vendor History / My Company Name

Summary  
Open  
Closed

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

---

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

## CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 197

### Vendor History / My Company Name

Detail  
Open  
Closed

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

## 4.10 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.

## CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 198

### Receipts / COMPANY NAME

Date	Reference	Description	Customer	Amount	Source	Memo
<b>1200--Bank Current Account</b>						
2007-07-01	GL-002	Initial investment (ordinary shares)		6,000.00		
2007-07-01	GL-001	Initial investment		10,000.00	1234	
2007-07-12	AR-003		Big Porridge Ltd.	1,000.00	8712	
2007-07-12	AR-002		Big Porridge Ltd.	225.37	8712	
2014-12-11	AR-006 credit		InfoMed Ltd.	-317.11	adjustment	
2014-12-11	AR-006		InfoMed Ltd.	317.11	adjustment	
					<b>17,225.37</b>	
					<b>17,225.37</b>	

[Save Report](#)

### 4.10.2 Payments

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

### Payments / COMPANY NAME

Date	Reference	Description	Vendor	Amount	Source	Memo
<b>1200--Bank Current Account</b>						
2007-07-12	GL-003	Office equipment purchased		234.00		
2007-07-12	GL-004	Paid bill for light and heating system		250.00		
2014-12-18	AP-010		Skybird Agro Industries	-39.35	adjustment	
2014-12-18	AP-004		Skybird Agro Industries	39.35	adjustment	
					<b>484.00</b>	
					<b>484.00</b>	

[Save Report](#)

### 4.10.3 Reconciliation

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

#### 1230--Petty Cash /

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

## 4.11 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

---

<b>Customer</b>	<input type="text"/>		
<b>Customer Number</b>	<input type="text"/>		
<b>Department</b>	<input type="text"/>		
<b>Salesperson</b>	<input type="text"/>		
<b>Order Number</b>	<input type="text"/>		
<b>PO Number</b>	<input type="text"/>		
<b>Description</b>	<input type="text"/>		
<b>Notes</b>	<input type="text"/>		
<b>Warehouse</b>	<input type="text"/>		
<b>Shipping Point</b>	<input type="text"/>		
<b>Ship via</b>	<input type="text"/>		
<b>Waybill</b>	<input type="text"/>		
<b>From</b>	<input type="text"/>	<b>To</b>	<input type="text"/>
<b>Period</b> <input type="button" value="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 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 <b>Include in Report</b> <input type="checkbox"/> Warehouse <input type="checkbox"/> Shipping Point <input type="checkbox"/> Ship via <input type="checkbox"/> Waybill <input type="checkbox"/> Amount <input type="checkbox"/> Tax <input checked="" type="checkbox"/> Total <input checked="" type="checkbox"/> Currency <input type="checkbox"/> Line Item <input type="checkbox"/> Notes <input type="checkbox"/> Internal Notes <input type="checkbox"/> Subtotal			

---

**Continue**

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

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

Edit Sales Order

---

Customer * <input type="text" value="Auto Exchange Express"/>	<input type="button" value="?"/>	<input checked="" type="radio"/> Open <input type="radio"/> Closed
Customer Number <input type="text" value="AE001"/>	Department <input type="button" value="▼"/>	Salesperson <input type="text" value="Armaghan Saqib"/>
Address London AA7 9BB UK	Order Number <input type="text" value="SO-001"/>	Order Date * <input type="text" value="29-04-2014"/> <input type="button" value="▼"/>
Credit Limit 1,500 Remaining <input type="text" value="738"/>	Required by <input type="button" value="▼"/>	PO Number <input type="text"/>
Currency <input type="text" value="GBP"/>	Terms Net <input type="text"/> days	
Warehouse <input type="text" value="LONDON"/>		
Shipping Point <input type="text"/>		
Ship via <input type="text"/>		
Waybill <input type="text"/>		

---

Reference Documents	
<input type="text"/>	<input type="text"/>

---

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

---

Item	Number	Description	Qty	Ship	Unit	Price	%	Extended
1	H002	Hand Brush	<input type="text" value="15"/>	<input type="text"/>	NOS	5.99	<input type="text"/>	89.85
2	F003	Framing Hammer	<input type="text" value="20"/>	<input type="text"/>	NOS	19.99	<input type="text"/>	399.80
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Group <input type="text"/>								

---

Notes <input type="text"/>	Internal Notes <input type="text"/>	<input type="checkbox"/> Tax Included
		Subtotal 489.65
		VAT (17.5%) 85.69
		Total 575.34

---

Sales Order <input type="button" value="▼"/>	html <input type="button" value="▼"/>	Screen <input type="button" value="▼"/>
Group by -> <input type="checkbox"/> Project <input type="checkbox"/> Group		
Sort by -> <input checked="" type="radio"/> Item <input type="radio"/> Number <input type="radio"/> Description <input type="radio"/> Bin		
<a href="#">Update</a> <a href="#">Print</a> <a href="#">Save</a> <a href="#">Ship to</a> <a href="#">E-mail</a> <a href="#">Save as new</a> <a href="#">Sales Invoice</a> <a href="#">Quotation</a> <a href="#">Schedule</a> <a href="#">New Number</a> <a href="#">Delete</a>		

### 4.11.2 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.

Add Purchase Order

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

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

### 4.12 Warehouses reports

There are four main warehouse reports in SQL-Ledger; transfers, deliveries, on-hand 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
							<b>2.00</b>

### 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.

## CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 203

### Quotations

Customer

Customer Number

Department

Employee

Quotation Number

Description

Notes

Warehouse

Shipping Point

Ship via

Waybill

From  To

Period    Current  Month  Quarter  Year

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

**Include in Report**

Continue

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

## CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 204

Edit Quotation

Customer * <input type="text" value="Auto Exchange Express"/>	<input type="button" value="?"/>	<input checked="" type="radio"/> Open <input type="radio"/> Closed																																								
Customer Number <input type="text" value="AE001"/>	Department <input type="text"/>	Employee <input type="button" value="▼"/>																																								
Address London A47 9BB UK																																										
Currency <input type="text" value="GBP"/>	Quotation Number <input type="text" value="SO-001"/>	Quotation Date <input type="text" value="2014-12-12"/>																																								
Warehouse <input type="text"/>	Valid until <input type="text"/>	Terms Net <input type="text"/> days																																								
Shipping Point <input type="text"/>																																										
Ship via <input type="text"/>																																										
Waybill <input type="text"/>																																										
<b>Reference Documents</b>																																										
<input type="text"/> <input type="text"/>																																										
<b>Description</b> <input type="text"/>																																										
<table border="1"> <thead> <tr> <th>Item</th> <th>Number</th> <th>Description</th> <th>Qty</th> <th>Unit</th> <th>Price</th> <th>%</th> <th>Extended</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B001</td> <td>Brush Set</td> <td><input type="text" value="1"/></td> <td>NOS</td> <td><input type="text" value="9.99"/></td> <td></td> <td>9.99</td> </tr> <tr> <td>2</td> <td>D008</td> <td>Deluxe Hand Saw</td> <td><input type="text" value="1"/></td> <td>NOS</td> <td><input type="text" value="17.99"/></td> <td></td> <td>17.99</td> </tr> <tr> <td>3</td> <td></td> <td></td> <td><input type="text"/></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="8">Group <input type="text"/> <input type="text"/></td> </tr> </tbody> </table>			Item	Number	Description	Qty	Unit	Price	%	Extended	1	B001	Brush Set	<input type="text" value="1"/>	NOS	<input type="text" value="9.99"/>		9.99	2	D008	Deluxe Hand Saw	<input type="text" value="1"/>	NOS	<input type="text" value="17.99"/>		17.99	3			<input type="text"/>					Group <input type="text"/> <input type="text"/>							
Item	Number	Description	Qty	Unit	Price	%	Extended																																			
1	B001	Brush Set	<input type="text" value="1"/>	NOS	<input type="text" value="9.99"/>		9.99																																			
2	D008	Deluxe Hand Saw	<input type="text" value="1"/>	NOS	<input type="text" value="17.99"/>		17.99																																			
3			<input type="text"/>																																							
Group <input type="text"/> <input type="text"/>																																										
<input type="checkbox"/> Tax Included Notes <input type="text"/> Internal Notes <input type="text"/>																																										
Subtotal 27.98 VAT (17.5%) 4.90 Total 32.88																																										

### 4.13.2 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 205

### General Ledger Reports

---

Account

Reference / Invoice Number

Description

Company Name

Company Number

Department

Project

Line Item

Notes

Source

Memo

From  To

Period    Current  Month  Quarter  Year

Account >=  Account <=

Amount >=  Amount <=

All  Asset  Liability  Equity  Income  Expense

ID  Date  Reference  Description  Company Name

Company Number  Address  Department  Project Number  Notes

Debit  Credit  Source  Memo  Line Item

Account  Account Description  GIFI  Contra

Subtotal  CSV

---

[Continue](#)

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

## CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 206

General Ledger /

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

General ledger reports can be sorted on any displayed column.

## 4.15 Project reports

There are three main project reports in SQL-Ledger; projects, transactions and time cards.

### 4.15.1 Projects

The projects reports will display a list of all available projects and their respective start and end dates.

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

### Projects

All

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

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

### 4.15.2 Transactions

The transactions report will display the total amounts booked in debit and credit on each account for any chosen project, and include the beginning balance and ending balance of each account. By clicking on the account number you can also drill down and see the individual transactions.

#### Project Transactions



Project Number : P001  
18 April 2014

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

[Save Report](#)

### 4.15.3 Time cards

The time card report will display time cards that have been entered for any chosen project.

#### Time Cards / COMPANY NAME

Open

Demo User demo

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

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

# **Chapter 5**

## **Ledger Cart**

### **5.1 Introduction**

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

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

#### **5.1.1 Features**

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

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

### 5.1.2 Limitations

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.

**My Store**  
Best prices all year - your tag line here

Home | About us | Contact us

**Welcome**  
Welcome to the Ledger123Cart Store!  
This site is intended to get you started building your own e-business site. Replace the stock graphics, products, and categories in this store to begin building your custom site.

**What's new**  
[The Claw Hand Rake](#)   [Deluxe Hand Saw](#)   [Rubber Mallet](#)

Our Price: \$ 14.99   Our Price: \$ 17.99   Our Price: \$ 24.99

**What's hot**  
[Digger Hand Trencher](#)   [The Blade Hand Planer](#)   [Brush Set](#)

Welcome [Armaghan Sagib](#) ([Logout](#))

**Groups**

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

**Your cart**

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

**Admin**

- Save cart as hot items
- Save cart as new items

**My Store**  
Best prices all year - your tag line here

Home | About us | Contact us

	Product	SKU	Price	Qty	Add to cart
	Modeling Hammer	M005	\$ 14.99	<input type="text"/>	<a href="#">Add to cart</a>
	Framing Hammer	F003	\$ 19.99	<input type="text"/>	<a href="#">Add to cart</a>
	Mini-Sledge	M004	\$ 24.99	<input type="text"/>	<a href="#">Add to cart</a>
	Rubber Mallet	R006	\$ 24.99	<input type="text"/>	<a href="#">Add to cart</a>

**Groups**

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

**Your cart**

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

Welcome [Armaghan Sagib](#) ([Logout](#))

**Admin**

- Save cart as hot items
- Save cart as new items

**My Store**  
Best prices all year - your tag line here

[Home](#) | [About us](#) | [Contact us](#)

**Modeling Hammer**



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

Price: \$ 14.99

Quantity  [Add to cart](#)

[Back to Hammers](#)

**Groups**

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

**Your cart**

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

Email  Password

[Login](#)

[Forgot your password?](#)

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

**Deluxe Hand Saw**



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

Sizes available:

- 2'
- 2.5'
- 3'

Price: \$ 17.99

Quantity  [Add to cart](#)

[Recreate thumbnail](#)

New image:  No file chosen

Item notes:

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

Sizes available:

- \* 2'
- \* 2.5'

[Syntax for notes.](#)

[Back to Hand Saws](#)

**Groups**

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

**Your cart**

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

Welcome Armaghan Saib ([Logout](#))

[Orders](#)

[Invoices](#)

**Admin**

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

**Your cart**

SKU	Description	Qty	Price	Extended
D009	Digger Hand Trencher	1	\$ 18.99	\$ 18.99
T010	The Claw Hand Rake	1	\$ 14.99	\$ 14.99
D008	Deluxe Hand Saw	1	\$ 17.99	\$ 17.99
T007	The Blade Hand Planer	1	\$ 19.99	\$ 19.99
				<b>\$ 71.96</b>
			<a href="#">Update</a>	
				<a href="#">Checkout</a>

**Groups**

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

**Your cart**

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

Welcome [Armaghan Saqib](#)  
([Logout](#))

- [Orders](#)
- [Invoices](#)

## 5.2 Installation

### 5.2.1 Software packages

Login to the server with your user name and password. To be able to install the software, we have to change to the “root” account. In this way, we get administrator rights. Type:

```
su -
```

and enter your password.

With the following command, we install the packages we need for LedgerCart:

```
apt-get install libcgi-simple-perl libdbi-perl libtemplate-
perl libobject-signature-perl libnumber-format-perl
libmime-lite-perl libdbix-simple-perl libtext-markdown-
perl libdate-calc-perl libgd-gd2-perl libdatetime-perl
libhtml-format-perl apg
```

After that you need to install some further cpan modules:

```
cpan GD cpan GD::Thumbnail cpan MIME::Lite::TT::HTML
```

Then install LedgerCart in your SQL-Ledger directory:

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

## 5.2.2 Configuration and Admin access

To configure LedgerCart for your installation, edit the config.pl file and change the appropriate lines for your database connection information. You can also change default thumbnail sizes here.

### 5.2.2.1 Admin User

To enable admin access, create a customer using SQL-Ledger with your email address and specify its id in \$form{admin\_id}. Now using "forgot password" link, generate a new password which will be sent to your email address.

### 5.2.2.2 Editing item descriptions, images and thumbnails

When you are logged in as admin and visit item detail pages, you can edit item descriptions as well as upload images and auto-create thumbnails.

Item descriptions text uses simple markup language 'markdown' for html elements. No html is allowed for security reasons. See <http://daringfireball.net/projects/markdown/dingus> for markdown syntax. Item descriptions are stored in item notes column and can be editing from within SQL-Ledger as well.

### 5.2.2.3 Editing pages through admin access

Once you login as admin, you can see 'Edit' links. Pages can be edited right away. You can use standard html and template toolkit tokens to edit pages.

### 5.2.2.4 Marking 'hot' and 'new' items

When you are logged in as admin, add items to your cart and click the 'Save cart as hot items' or 'Save cart as new items'. This will mark those items as hot or new and will display them on main page (in default templates). In future, hot/new functionality will be made to work based upon actual 'hot' or 'new' items.

## 5.2.3 Customization

LedgerCart is extremely easy to customize. LedgerCart consists of one big gateway script 'index.pl' which processes html templates created with Template::Toolkit.

1. Template::Toolkit templates are standard html files which can include Perl variables within [% and %] delimiters. You can copy the default templates and modify them as you please.
2. New pages can be added by creating standard html files and linking them to 'templatesfolder/header.html' or 'templatesfolder/sidebar.html'.
3. You can also customize the theme.css to change the colors and other look and feel according to your taste.
4. Expert users can modify the 'index.pl' file to add their own variables which can be interpolated within your LedgerCart templates.

# **Chapter 6**

## **Development and Customization**

### **6.1 Customization**

SQL-Ledger can be customized in three ways:

#### **6.1.1 custom\_xx.pl files**

You can create your own functions or override any existing function by creating custom scripts in `custom_xx.pl` files and putting them in `bin/mozilla` folder. For example, to add new functions to `gl.pl` file, add these functions to `custom_gl.pl` file and put this file into `bin/mozilla/` folder. This file will be automatically loaded by SQL-Ledger before running any functions in `gl.pl` files.

Once your new functions are there, you can call them using your own custom menu. Custom menu entries are put in `custom_menu.ini` and follow the same syntax as that of `menu.ini`. This method of extending the SQL-Ledger is upgrade-safe and is the recommended way.

#### **6.1.1.1 Custom Modules**

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

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

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

This method is also upgrade safe.

### 6.1.2 Modify the source code

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

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

## 6.2 Adding a new translation

SQL-Ledger can be run in 45 languages. Each user in a single installation can run it in his or her own language. So, for example, users of a company with offices in Germany, Italy and France, can see SQL-Ledger in their own native languages.

If your language is missing then you can add it using language translation feature. This feature can also be used to customize the user interface text to suit your business needs. For example you can translate 'Customers' to 'Students' if you are using SQL-Ledger in a school or college accounting department.

Here the steps you need to take to create a new language:

1. Add a new folder in within 'locale' folder.
2. Create a text file LANGUAGE with short description of your language.
3. Copy locales.pl from 'locale/de/' folder to this folder.
4. Create a text file named 'all' with following format. Here you translate the default English labels to any text in English or your native language:

```
$self{texts} = {
    'Shipping Point' => 'Shipping Place',
    'Ship via' => 'Ship Name',
    'Waybill' => 'Bill Number',
}
```

5. Once you have created this 'all' file with all the required strings for your translations, you will run 'perl locales.pl -m' on command line and the translation files for all modules will be created individually.

Please note that this 'all' file serves as a default for all translation files which are created by running 'perl locales.pl -m'. You can fine tune each module translation by editing that file directly in the text editor and adding the module specific translation in the same format as for 'all' file.

## 6.3 SQL Queries

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

### 6.3.1 Simple SQL Queries

#### 6.3.1.1 Sales summary report

```
SELECT
    ar.invnumber,
    ar.transdate,
    c.name AS customer,
    ar.netamount,
    ar.amount - ar.netamount AS tax,
    ar.amount,
    ar.paid,
    ar.invoice
FROM ar
JOIN customer c ON (c.id = ar.customer_id);
```

#### 6.3.1.2 Sales summary report with department and warehouse

```
SELECT
    ar.invnumber,
    ar.transdate,
    c.name AS customer,
    ar.netamount,
```

```

ar.amount - ar.netamount AS tax ,
ar.amount ,
ar.paid ,
ar.invoice ,
d.description AS department ,
w.description AS warehouse
FROM ar
JOIN customer c ON (c.id = ar.customer_id)
JOIN department d ON (d.id = ar.department_id)
JOIN warehouse w ON (w.id = ar.warehouse_id);

```

### 6.3.1.3 Sales report with items

```

SELECT
    ar.invnumber ,
    ar.transdate ,
    c.name AS customer
    p.partnumber ,
    ar.description ,
    i.qty ,
    i.sellprice ,
    i.qty * i.sellprice AS extended
FROM ar
JOIN customer c ON (c.id = ar.customer_id)
JOIN invoice i ON (i.id = ar.trans_id);

```

### 6.3.1.4 List of customers

```

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

```

### 6.3.1.5 Cash accounts with current balances

```

SELECT
    accno ,

```

```

        description ,
        (
            SELECT SUM(amount) FROM acc_trans
            WHERE acc_trans.chart_id = chart.id
        ) AS balance
    FROM chart
    WHERE link LIKE '%_paid%';

```

### 6.3.1.6 Parts list

```

SELECT
    p.partnumber,
    pg.partsgroup,
    p.description,
    p.lastcost,
    p.rop,
    p.rop * p.lastcost AS reorder_amount
FROM parts p
JOIN partsgroup pg ON (pg.id = p.partsgroup_id)
WHERE inventory_accno_id IS NOT NULL
ORDER BY partnumber;

```

## 6.3.2 Advanced SQL Queries

### 6.3.2.1 Inventory on hand on specific date

```

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

```

```

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

```

### 6.3.2.2 Customer balances on a specific date

```

SELECT
    ct.id ,
    ct.customernumber ,
    ct.name ,
    SUM(0 - ac.amount) AS balance
FROM customer ct
JOIN ar aa ON (ct.id = aa.customer_id)
JOIN acc_trans ac ON (aa.id = ac.trans_id)
JOIN chart c ON (c.id = ac.chart_id)
WHERE (ac.transdate <= '06-30-2007')
  AND (c.link = 'AR')
GROUP BY 1,2,3
ORDER BY customernumber;

```

### 6.3.2.3 Sales summary by month

```

SELECT
    TO_CHAR(transdate , 'YY-MM') AS month ,
    d.description AS department ,
    SUM(netamount)
FROM ar
JOIN department d ON (d.id = ar.department_id)
WHERE (transdate BETWEEN '01.07.2005' AND '30.06.2006')
GROUP BY TO_CHAR(transdate , 'YY-MM') , d.description;

```

### 6.3.2.4 Sales Summary by group and month

```

SELECT
    d.description AS department ,
    pg.partsgroup ,

```

```

        TO_CHAR(ar.transdate, 'YY-MM') AS month,
        SUM(0 - i.qty * i.sellprice) AS amount
FROM invoice i
JOIN ar ON (ar.id = i.trans_id)
JOIN parts p ON (p.id = i.parts_id)
JOIN partsgroup pg ON (pg.id = p.partsgroup_id)
JOIN department d ON (d.id = ar.department_id)
WHERE ar.transdate BETWEEN '01.07.2005' AND '30.06.2006'
GROUP BY
        d.description,
        pg.partsgroup,
        TO_CHAR(ar.transdate, 'YY-MM')
ORDER BY 1, 2

```

### 6.3.2.5 Cash received today with age of AR in days

```

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

```

### 6.3.2.6 Trial Balance with Month Headings

```

SELECT
        accno,
        description,
        (SELECT SUM(amount) FROM acc_trans ac WHERE ac.chart_id = chart.id
        AND TO_CHAR(transdate, 'YY-MM') = '06-01') AS jan,
        (SELECT SUM(amount) FROM acc_trans ac WHERE ac.chart_id = chart.id
        AND TO_CHAR(transdate, 'YY-MM') = '06-02') AS fab,
        (SELECT SUM(amount) FROM acc_trans ac WHERE ac.chart_id = chart.id
        AND TO_CHAR(transdate, 'YY-MM') = '06-03') AS mar,
        (SELECT SUM(amount) FROM acc_trans ac WHERE ac.chart_id = chart.id
        AND TO_CHAR(transdate, 'YY-MM') = '06-04') AS apr,

```

```

(SELECT SUM(amount) FROM acc_trans ac WHERE ac.chart_id = chart.id
 AND TO_CHAR(transdate, 'YY-MM') = '06-05') AS may,
(SELECT SUM(amount) FROM acc_trans ac WHERE ac.chart_id = chart.id
 AND TO_CHAR(transdate, 'YY-MM') = '06-06') AS jun,
(SELECT SUM(amount) FROM acc_trans ac WHERE ac.chart_id = chart.id
 AND TO_CHAR(transdate, 'YY-MM') = '05-07') AS jul,
(SELECT SUM(amount) FROM acc_trans ac WHERE ac.chart_id = chart.id
 AND TO_CHAR(transdate, 'YY-MM') = '05-08') AS aug,
(SELECT SUM(amount) FROM acc_trans ac WHERE ac.chart_id = chart.id
 AND TO_CHAR(transdate, 'YY-MM') = '05-09') AS sep,
(SELECT SUM(amount) FROM acc_trans ac WHERE ac.chart_id = chart.id
 AND TO_CHAR(transdate, 'YY-MM') = '05-10') AS oct,
(SELECT SUM(amount) FROM acc_trans ac WHERE ac.chart_id = chart.id
 AND TO_CHAR(transdate, 'YY-MM') = '05-11') AS nov,
(SELECT SUM(amount) FROM acc_trans ac WHERE ac.chart_id = chart.id
 AND TO_CHAR(transdate, 'YY-MM') = '05-12') AS dec,
FROM chart
WHERE charttype = 'A'
ORDER BY accno;

```

### 6.3.3 Queries to troubleshoot database problems

#### 6.3.3.1 Transactions without departments

```

SELECT 'AR', id, invnumber AS reference, transdate
FROM ar
WHERE id NOT IN (SELECT DISTINCT trans_id FROM dpt_trans)
UNION ALL
SELECT 'AP', id, invnumber AS reference, transdate
FROM ap
WHERE id NOT IN (SELECT DISTINCT trans_id FROM dpt_trans)
UNION ALL
SELECT 'GL', id, reference, transdate
FROM gl
WHERE id NOT IN (SELECT DISTINCT trans_id FROM dpt_trans);

```

#### 6.3.3.2 Unbalanced Journals

```

SELECT 'GL' AS mod, gl.reference, SUM(ac.amount)
FROM acc_trans ac
JOIN gl ON (gl.id = ac.trans_id)
GROUP BY 1, 2
HAVING SUM(ac.amount) <> 0
UNION ALL
SELECT 'AR' AS mod, ar.invnumber, SUM(ac.amount)
FROM acc_trans ac JOIN ar ON (ar.id = ac.trans_id)

```

```

GROUP BY 1, 2
HAVING SUM(ac.amount) <> 0
UNION ALL
SELECT 'AP' AS mod, ap.invnumber, SUM(ac.amount)
FROM acc_trans ac
JOIN ap ON (ap.id = ac.trans_id)
GROUP BY 1, 2 HAVING SUM(ac.amount) <> 0
ORDER BY 3

```

### 6.3.3.3 Orphan Transactions

```

SELECT *
FROM acc_trans
WHERE trans_id NOT IN (
    SELECT id FROM ar UNION ALL SELECT id FROM ap UNION ALL SELECT id
);

```

### 6.3.3.4 Correcting Assemblies Onhand

Due to a bug/gotcha in orders handling in official SQL-Ledger, parts on hand can go out of sync from actual transactions. Following query will help you find the correct on hand quantity for a given assembly.

```

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

```

## 6.4 API

### 6.4.1 Introduction

SQL-Ledger allows you to call any of its functions from command line. An example will better illustrate this.

The following code run from your Linux/Unix shell will add a new customer to the customers table:

```
./ct.pl "
login=armaghan
&password=armaghan
&path=bin/mozilla
&db=customer
&action=save
&typeofcontact=company
&name=Ledger123
&firstname=Armaghan
&lastname=Saqib
&city=London
"
```

You could also insert this information using plain old SQL INSERT statement but here is the problem. Customer information is stored in at least three tables (customer, contact, address). You have to make sure you INSERT rows with correct id numbers in all three tables.

On the other hand API takes care of adding proper data rows in each tables with a single call like above. API also validates your data and runs any logic which is run when you are adding a customer through web interface. For example if you have defined a sequence for customer numbers, the next number is assigned automatically from that sequence.

#### 6.4.2 API Uses

API can be used to “simulate” any SQL-Ledger function from command line. You can add customers, vendors, parts as well as any type of transaction (invoices, cash receipts and payments etc.)

This makes it very easy to integrate SQL-Ledger with any other application. For example you can integrate it with your CRM solution, POS system, or e-commerce solutions like AgoraCart or Interchange.

API also allows you to add new data entry interfaces with ease. All you need to develop is the code which will interact with users and leave the rest to the API.

Import invoices and payment functions built in new versions of SQL-Ledger are in fact “newer interfaces” built using the API.

### 6.4.3 Calling from PHP

You can make API calls from any language using its shell execution mechanism. For example you can use the following php code to make SL api call.

```
<?php
$module = './ct.pl';
$params = 'login=armaghan';
$params .= '&password=armaghan';
$params .= '&path=bin/mozilla';
$params .= '&db=customer';
$params .= '&action=save';
$params .= '&typeofcontact=company';
$params .= '&name=Ledger123';
$params .= '&firstname=Armaghan';
$params .= '&lastname=Saqib';
$params .= '&city=London';
$output = shell_exec("$module \"$params\"");
echo "<pre>$output</pre>";
?>
```

END