

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

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About authors

Sebastian Weitmann

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

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

Sebastian lives in Cologne, Germany and can be reached through his email 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 the International SQL-Ledger Network Association. His consulting company 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.

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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.

SQL-Ledger User Guide

Written by Sebastian Weitmann and Armaghan Saqib

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Preface

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

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

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

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

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

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

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

Chapter 1

Introduction

1.1 Introducing SQL-Ledger

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

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

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

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

1.1.1 Features

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

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

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

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

1.1.2 Versions

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

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

1.1.3 Website and other resources on Internet

International SQL-Ledger Network Association website

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

International SQL-Ledger Network Association Support Forum

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

Mailing list

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

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

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

Ledger123 Website

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

DWS Systems Inc. SQL-Ledger website

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

1.2 Getting up and running

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

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

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

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

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

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

1.2.1 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 and sign up 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 and download the appropriate script for your Linux distribution. Once you have downloaded the script you can run it in the terminal window using the following command:

```
# bash install_ledger123
```

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

1.2.3 Manual install

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

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

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

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

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

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

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

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

```
git pull
```

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

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

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

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

6. To revert to SQL-Ledger 2.8.17 type

```
git checkout 7b15e9b
```

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

1.2.3.2 Installing Perl modules

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

There are three ways to install any Perl module:

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

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

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

```
cpan DBIx::Simple
```

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

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

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

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

```
cpanm DBIx::Simple
```

1.2.4 github branch structure

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

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

1.2.5 Upgrading from previous versions of SQL-Ledger

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

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

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

Notes:

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

1.2.6 Data backup

SQL-Ledger stores all its data in three places:

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

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

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

or better yet with gzip compression:

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

2. User information (preferences and passwords) is stored in a text file 'users/members'. As part of your backup, you can copy this file to a safe place. This file can be re-created by opening each user information using '**HR—Employees**' menu and saving again with a new password but it can be long and tedious process and cause disruption to the usage of SQL-Ledger so it is always better to have the latest copy of this text file in a safe place.
3. Templates (html, latex and text) specific to your company dataset are stored in 'templates/DATASET-NAME' folder. You should backup this folder regularly whenever you make changes to your templates. If you don't backup this folder then you will need to recreate these templates which can be a long and tedious process.

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

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

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

1.2.7 Data restore

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

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

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

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

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

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

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

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

1.3 Our enhancements to standard SQL-Ledger

1.3.1 General

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

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

1.3.2 Departments

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

1.3.3 Warehouses

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

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

1.3.4 COGS

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

1.3.5 Reports

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

1.4 Future development of SQL-Ledger

1.4.1 Bug fixes

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

1.4.2 New features

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

1.4.3 New version

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

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

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

Chapter 2

Setting up your business on SQL-Ledger

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

2.1 Creating your first dataset

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

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

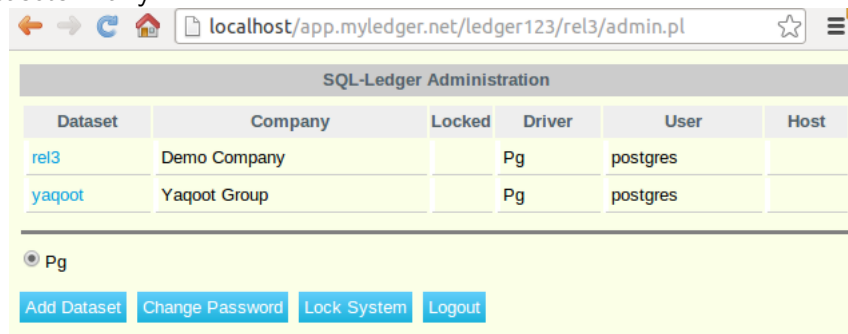
To create a new dataset, you need to login to the admin interface. The admin interface is accessible through the following URL:

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

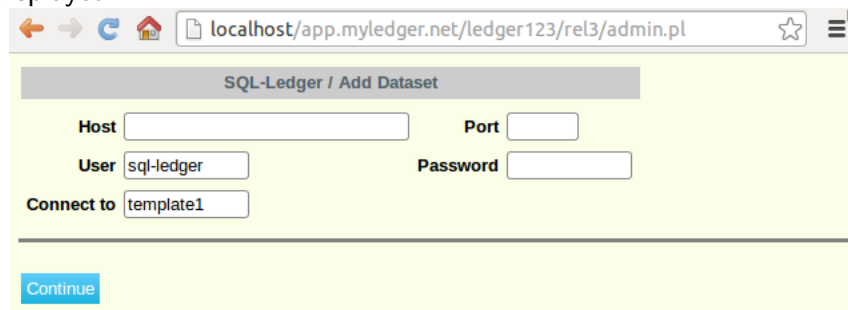
You will be asked for a password. The default password is blank. Once you login for the first time, you are asked to set the password to something secure.



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



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



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

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

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

Existing Datasets [demo_ledger123] [demo_sql-ledger] [postgres] [template0] [template1]

Dataset

Company

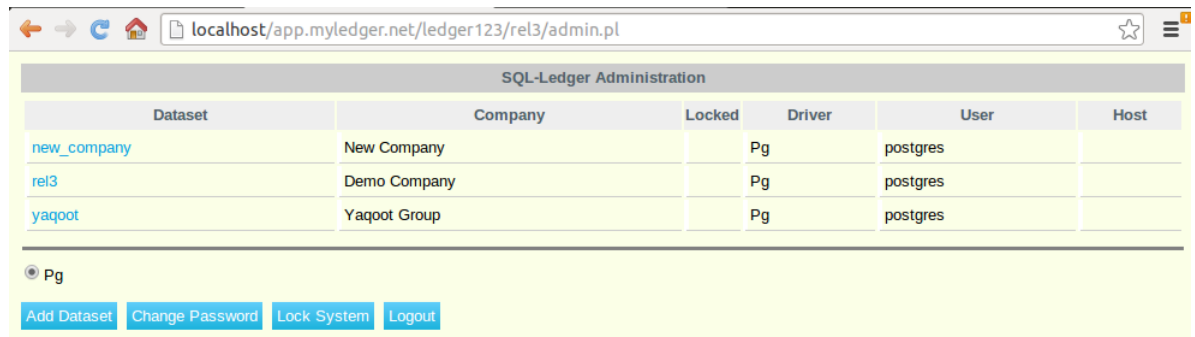
Templates

Multibyte Encoding

Create Chart of Accounts

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

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



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

2.2 Creating users and roles

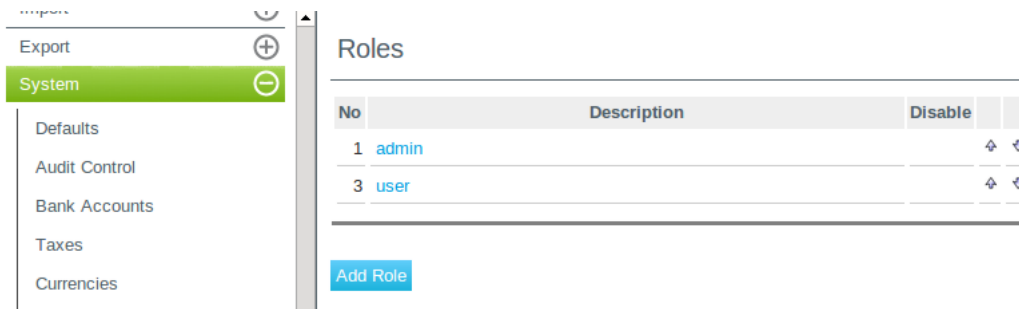
A default admin account with name 'admin@datasetname' is created with each new dataset. Its password is set to blank so make sure to change it to something secure on your first login. Now you need to login and create some new users as well as set up their access privileges using roles.

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

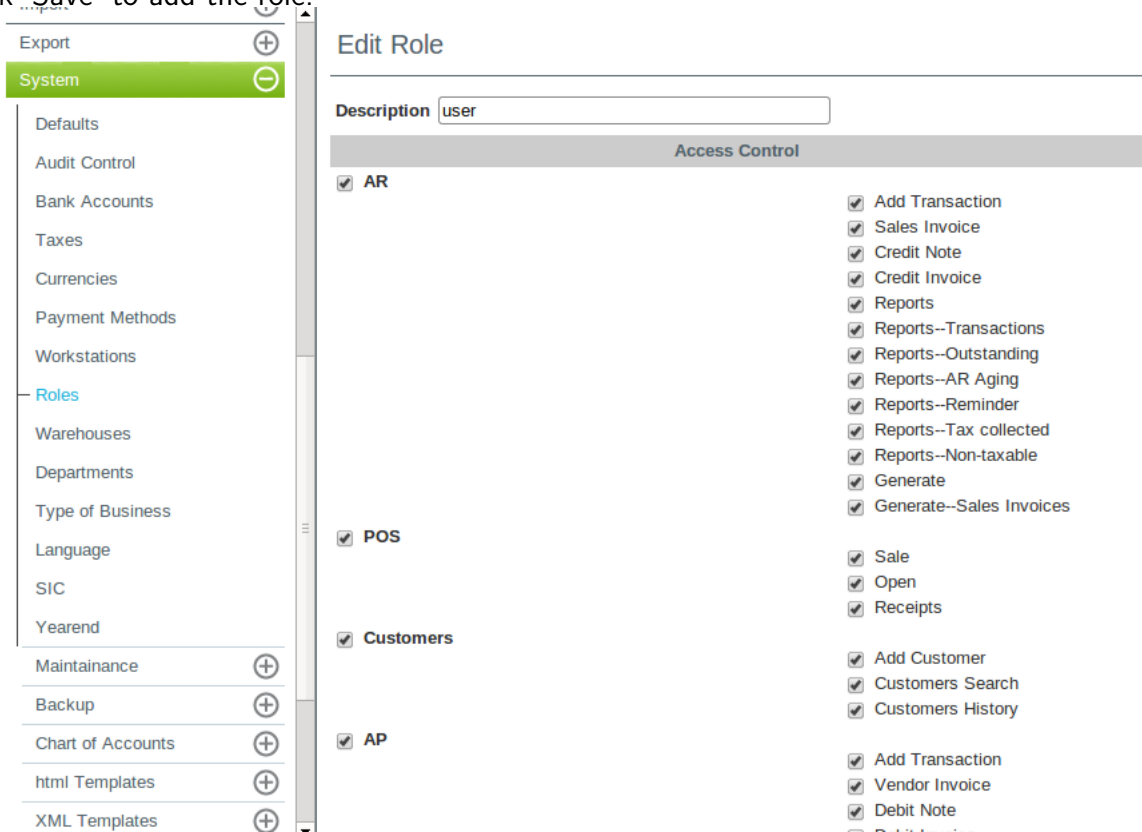
Tip: At this point you can start using SQL-Ledger for your business by creating invoices and other transactions but it is better to create a 'regular' user and use it instead of using admin user for this purpose. Admin user should be reserved for performing administrative tasks only.

2.2.1 Roles

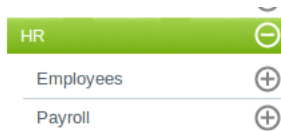
Roles allow you to define which menus are available to each user. You can group your users into roles and then define the access privileges for the roles. Click the menu '**System–Roles**' to display existing roles, change them or add a new one.



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

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

Add Employee

Employee Number	<input type="text"/>	Work Phone	<input type="text"/>
Name *	<input type="text" value="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	<input type="text" value="08-01-2014"/>
Zip/Postal Code	<input type="text"/>	Enddate	<input type="text"/>
Country	<input type="text"/>	SSN	<input type="text"/>
E-mail	<input type="text"/>	DOB	<input type="text"/>
Role	<input type="text"/>	Notes	<input type="text"/>
Login	<input type="text" value="armaghan"/>		
Password	<input type="text" value="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	<input type="text" value="HARDWARE"/> ▼
Zip/Postal Code	<input type="text"/>	Warehouse	<input type="text" value="PARIS"/> ▼
Country	<input type="text"/>		
Reference Documents			
	<input type="text"/>		<input type="text"/>
AP	<input type="text"/>	Pay Rates	<input type="text"/>
Payment	<input type="text"/>	Over	<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

Employee Number

Startdate From To

Notes

All
 Active
 Inactive
 Orphaned
 Sales

Pos
 ID
 Employee Name
 Employee Number
 Address

City
 State/Province
 Zip/Postal Code
 Country
 Work Phone

Work Fax
 Work Mobile
 Home Phone
 Home Mobile
 Startdate

Enddate
 Role
 Sales
 Login
 E-mail

SSN
 DOB
 IBAN
 BIC
 Notes

Department
 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.



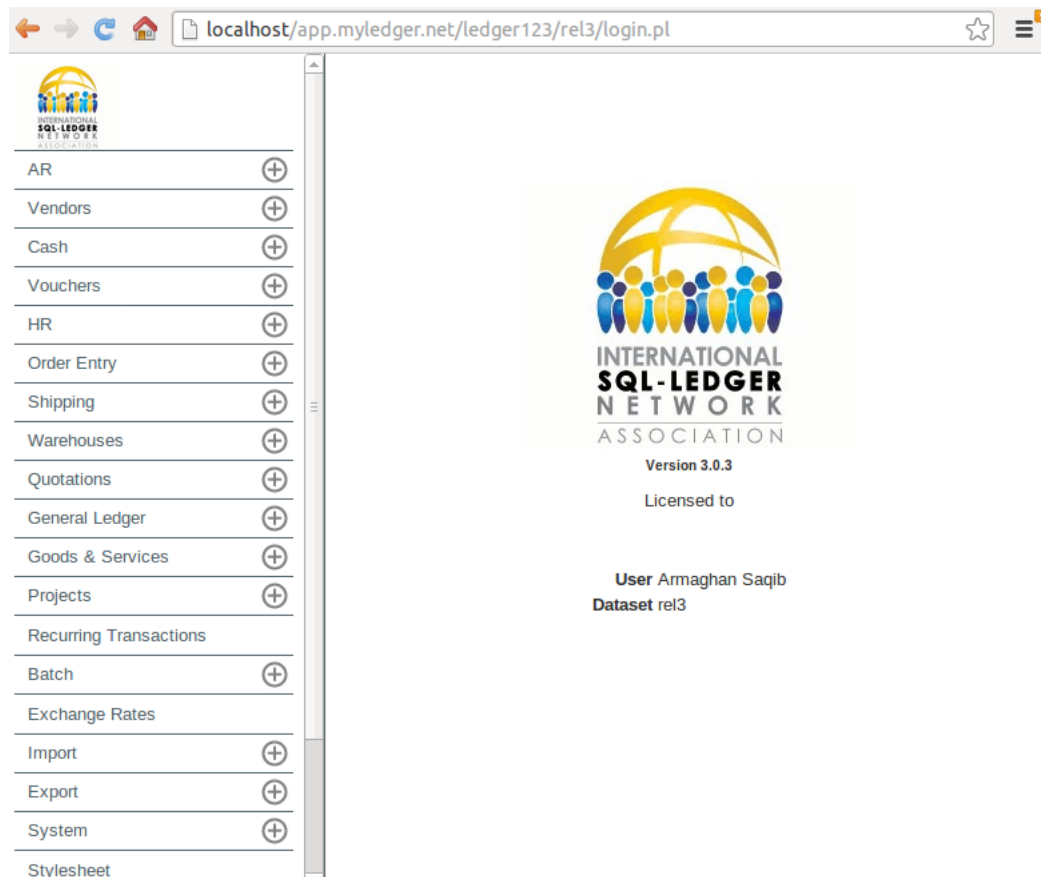
INTERNATIONAL
SQL-LEDGER
NETWORK
ASSOCIATION

Version 3.0.3

Name

Password

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



2.3 Defaults

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

<%DATE%>

<%YYMMDD%>

<%YEAR%>

<%MONTH%>

<%DAY%>

<%NAME 1 1 3%>

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

System Defaults

Company Name

Address

Phone

Fax

E-Mail

Website

Business Number

Reporting Method Cash

Cash Discount Taxable

Precision

Reference Documents

0.01
 0.05
 0.10
 0.20
 0.50
 1.00
Round
 Weight Unit
 Sort Names by Number
 Type of Contact Company Person

Last Numbers & Default Accounts

Inventory

Income

Expense

Foreign Exchange Gain

Foreign Exchange Loss

Cash Over/Short

GL Reference Number

Sales Invoice/AR Transaction Number

Sales Order Number

Vendor Invoice/AP Transaction Number

Batch Number

Voucher Number

Purchase Order Number

Sales Quotation Number

RFQ Number

Part Number

Job/Project Number

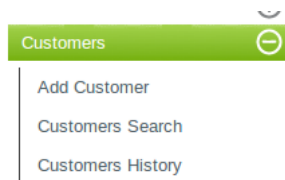
Employee Number

Customer Number

Vendor Number

2.4 Customers

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



2.4.1 Adding a new customer

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

Add Customer

Billing Address	
Type <input checked="" type="radio"/> Company <input type="radio"/> Person	
Customer Number <input type="text"/>	Salutation <input type="text"/>
Customer * <input type="text"/>	First Name <input type="text"/>
Address <input type="text"/>	Last Name <input type="text"/>
<input type="text"/>	Title <input type="text"/>
City <input type="text"/>	Occupation <input type="text"/>
State/Province <input type="text"/>	<input checked="" type="radio"/> Male <input type="radio"/> Female
Zip/Postal Code <input type="text"/>	Phone <input type="text"/>
Country <input type="text"/>	Fax <input type="text"/>
	Mobile <input type="text"/>
	E-mail <input type="text"/>
	Cc <input type="text"/>
	Bcc <input type="text"/>
<input type="checkbox"/> VAT (17.5%) <input type="checkbox"/> VAT (5%) <input type="checkbox"/> Tax Included	
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"/>	Member Number <input type="text"/>
City <input type="text"/>	BC Number <input type="text"/>
State/Province <input type="text"/>	<input type="checkbox"/> Remittance Voucher
Zip/Postal Code <input type="text"/>	
Country <input type="text"/>	
Reference Documents	
<input type="text"/> <input type="text"/>	

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

2.4.2 Editing or deleting an existing customer

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

customers, all those will be listed.

Search

Customer Customer Number

Contact Address

E-mail City

Phone State/Province

Salesperson Zip/Postal Code

Notes

Country

Startdate From To

All
 Active
 Inactive
 Orphaned

AR Transactions
 Sales Invoices
 Sales Orders
 Quotations

From To

Open
 Closed
 Amount
 Tax
 Total
 Subtotal

No.
 Address
 Occupation
 State/Province
 Notes
 Tax Number
 Address
 IBAN
 Credit Limit
 Enddate

ID
 Salutation
 E-mail
 Discount
 Salesperson
 City
 BIC
 Terms

Type
 Contact
 Cc
 Country
 Threshold
 Pricegroup
 State/Province
 Member Number
 Language

Customer
 Titel
 Bcc
 Phone
 Accounts
 SIC
 Zip/Postal Code
 BC Number
 Remittance Voucher

Customer Number
 Gender
 City
 Fax
 Payment Method
 Bank
 Country
 Type of Business
 Startdate

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 customer once you have posted invoices or transactions to this customer.

Customers / My Company Name

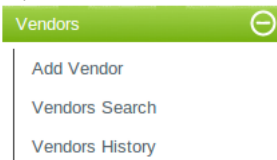
All

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

[Add Customer](#)

2.5 Vendors

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



2.5.1 Adding a new vendor

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

Add Vendor

Billing Address	
Type <input checked="" type="radio"/> Company <input type="radio"/> Person	
Vendor Number <input type="text"/>	Salutation <input type="text"/>
Vendor * <input type="text"/>	First Name <input type="text"/>
Address <input type="text"/>	Last Name <input type="text"/>
<input type="text"/>	Title <input type="text"/>
City <input type="text"/>	Occupation <input type="text"/>
State/Province <input type="text"/>	<input checked="" type="radio"/> Male <input type="radio"/> Female
Zip/Postal Code <input type="text"/>	Phone <input type="text"/>
Country <input type="text"/>	Fax <input type="text"/>
	Mobile <input type="text"/>
	E-mail <input type="text"/>
	Cc <input type="text"/>
	Bcc <input type="text"/>
<input type="checkbox"/> VAT (17.5%) <input type="checkbox"/> VAT (5%) <input type="checkbox"/> Tax Included	
AP <input type="text"/> Credit Limit <input type="text"/>	
Payment <input type="text"/> Threshold <input type="text"/>	
Terms Net <input type="text"/> days	
Currency <input type="text"/> GBP	Startdate <input type="text"/> 08-01-2014
Enddate <input type="text"/>	
Discount <input type="text"/> %	
Tax Number / SSN <input type="text"/>	Sub-contract GIF1 <input type="text"/>
Employee <input type="text"/>	SIC <input type="text"/>
	Notes <input type="text"/>
Bank <input type="text"/>	IBAN <input type="text"/>
Address <input type="text"/>	BIC <input type="text"/>
<input type="text"/>	Member Number <input type="text"/>
City <input type="text"/>	BC Number <input type="text"/>
State/Province <input type="text"/>	<input type="checkbox"/> Remittance Voucher
Zip/Postal Code <input type="text"/>	
Country <input type="text"/>	
Reference Documents	
<input type="text"/>	

Update Save Shipping Address AP Transaction Debit Note Vendor Invoice Debit Invoice Purchase Order RFQ Pricelist New Number

2.5.2 Editing or deleting an existing vendor

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

those will be listed.

Search

Vendor Vendor Number

Contact Address

E-mail City

Phone State/Province

Employee Zip/Postal Code

Notes

Country

Startdate From To

All Active Inactive Orphaned

AP Transactions Vendor Invoices Purchase Orders Request for Quotations

No. ID Type Vendor Vendor Number

Address Salutation Contact Titel Gender

Occupation E-mail Cc Bcc City

State/Province Zip/Postal Code Country Phone Fax

Notes Discount Threshold Accounts Payment Method

Tax Number Employee GIFi SIC Bank

Address City State/Province Zip/Postal Code Country

IBAN BIC Member Number BC Number Type of Business

Credit Limit Terms Language Remittance Voucher Startdate

Enddate

From To
 Open Closed

Amount Tax Total Subtotal

[Continue](#)

Vendors / My Company Name

All

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

[Add Vendor](#)

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

2.6 Type of Business

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

Type of business' menu.

Type of Business

Description	Discount %
walkin	2
wholesale	10

Add Business

Edit Business

Type of Business

Discount %

Save Save as new Delete

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

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

AR Credit Limit

Payment Threshold

Terms Net days

Currency Startdate

Enddate

Discount %

Type of Business

Tax Number / SSN SIC

Salesperson Notes

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

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

Edit Department

Description

Cost Center Profit Center

Save Save as new

2.7.2 Default Department

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

The screenshot shows a user management form with the following fields and values:

- E-mail: mavsol@gmail.com
- DOB: [calendar icon]
- Role: user
- Notes: [text area]
- Login: armaghan
- Password: arq9V4t32M4EQ
- Sales:
- Bank: [text field]
- IBAN: [text field]
- Address: [text field]
- BIC: [text field]
- City: [text field]
- Member: [text field]
- Clearing No.: [text field]
- State/Province: [text field]
- Department: **HARDWARE** (highlighted with a red circle)
- Warehouse: LONDON
- Zip/Postal Code: [text field]
- Country: [text field]
- Reference Documents: [button]

2.7.3 Using Departments

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

Add Sales Invoice

The screenshot shows the 'Add Sales Invoice' form with the following fields and values:

- Customer: InfoMed Ltd.
- Customer Number: IL008
- Address: AA7 9BB London UK
- Credit Limit: 0
- Remaining: -456
- Record in: 1100-Debtors Control Account
- Currency: GBP
- Warehouse: [dropdown]
- Shipping Point: [text field]
- Ship via: [text field]
- Waybill: [text field]
- On Hold:
- Department: **HARDWARE**
- Salesperson: Armaghan Saqib
- Invoice Number: [text field]
- Order Number: [text field]
- Invoice Date: 18-04-2014
- Due Date: 18-04-2014
- Terms Net: [text field] days
- PO Number: [text field]

2.7.4 Using Departments in Reports

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

AR Transactions

Account <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 be filtered and compared 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 GIF1

[Continue](#)

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

[Continue](#)

Income Statement

INCOME STATEMENT

for Period

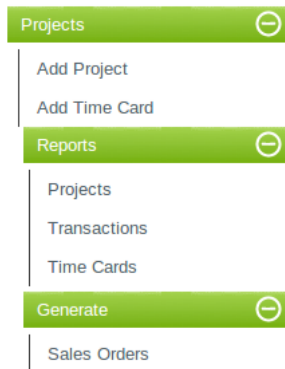
		HARDWARE	SERVICES	(blank)
INCOME				
4000	Sales	1,048	1,300	2,348
	TOTAL INCOME	1,048	1,300	2,348
EXPENSES				
5000	Materials Purchased	3,865		3,865
	TOTAL EXPENSES	3,865		3,865
	INCOME (LOSS)	-2,817	1,300	-1,517

2.8 Projects

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

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

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



2.8.1 Managing Projects

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

Add Project

Number

Description

Customer

Startdate Enddate

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

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

Projects

All

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

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

2.8.2 Using Projects

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

Description

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

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 the selected project. Before displaying the report you can also specify a date range as well as a department for the report.

Project Transactions

Department

Project

From To

Period Current Month Quarter Year

Include in Report Heading Subtotal

Accounts Standard GIFL

[Continue](#)

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

Project Transactions

Project Number : P001
18 April 2014

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

[Save Report](#)

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

Account 1001 - Raw material stock /

Project Number : P001
18 April 2014

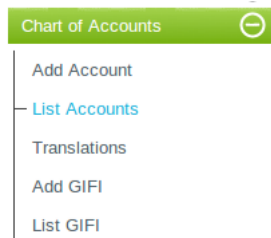
Date	Reference	Description	Debit	Credit	Balance
01-07-2007	AP-001	Construct Buildings Plc	509.70		509.70
01-07-2007	AP-001	Construct Buildings Plc	444.00		953.70
01-07-2007	AP-001	Construct Buildings Plc	239.25		1,192.95
25-03-2014	AP-005	Skybird Agro Industries	48.00		1,240.95
			1,240.95		1,240.95

2.9 Chart of Accounts

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	GIFl	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 Pavment

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

Edit Account

Account Number *

Description

Asset Contra Heading
 Liability Account

Account Type *

 Equity

 Income

 Expense

Is this a summary account to record AR AP Inventory

Include in drop-down menus

AR	AP	Tracking Items	Non-tracking Items
<input 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](#)

2.9.1 Heading accounts

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

2.9.2 Account types

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

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

2.9.3 Marking accounts

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

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

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

2.9.4 Mandatory default accounts

There are six default accounts in SQL-Ledger:

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

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

2.9.5 GIFI

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

Add GIFI

GIFI

Description

GIFI

GIFI	Description
0001	Local Sales
0002	Other sales

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

Edit Account

Account Number *

Description

Asset Contra Heading
 Liability Account

Account Type *

 Equity

 Income

 Expense

Is this a summary account to record AR AP Inventory

Include in drop-down menus

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

GIFI

2.10 Templates

Print forms for invoices, orders, quotations and financial reports are defined as templates. This makes it easy to customize these forms and reports according to your requirements. Templates can be in html, L^AT_EX or text format. These

templates can be accessed through the 'System' menu.

2.10.1 Editing Templates

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

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

letterhead.html

INVOICE

To				Ship To			
name	address1	address2	city , state zipcode	country	contact	Tel: customerphone	Fax: customerfax
email							
shiptoname	shiptoaddress1	shiptoaddress2	shiptocity , shiptostate	shiptozipcode	shiptocountry	shiptocontact	Tel: shiptophone
							Fax: shiptofax
							shiptoemail

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

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

Total	invtotal	Subtotal	subtotal
taxdescription on taxbase @ taxrate %	tax		
Paid	- paid		
Balance Due	total		

notes text_amount ***** decimal/100

All prices in currency

Payments

Date	Account	Source	Amount
paymentdate	paymentaccount	paymentsource	payment

Thank you for your valued business!

Payment due by due date. 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.

[Edit](#)

Here this template is opened for editing.

templates/rel3/invoice.html

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

Save

2.10.2 Template Variables

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

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

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

```

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

```

2.10.3 Template control commands

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

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

```

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

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

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

```

```

<%end taxincluded%>

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

```

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

```

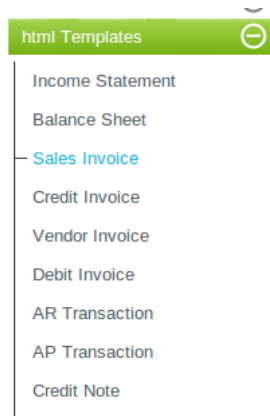
<%foreach number%>
  <tr valign=top>
    <td align=right><%runningnumber%>.</td>
    <td><%number%></td>
    <td><%description%></td>
    <td><%deliverydate%></td>
    <td align=right><%qty%></td>
    <td><%unit%></td>
    <td align=right><%sellprice%></td>
    <td align=right><%discountrate%></td>
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

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

```

2.10.4 Three type of templates:

2.10.4.1 HTML Templates



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

templates/rel3/invoice.html

[letterhead.html](#)

INVOICE

To name address1 address2 city , state zipcode country contact Tel: customerphone Fax: customerfax email	Ship To shiptoname shiptoaddress1 shiptoaddress2 shiptocity , shiptostate shiptozipcode shiptocountry shiptocontact Tel: shiophone Fax: shiopfax shiptoemail
--	--

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

Item	Number	Description	Qty	Unit Price	Disc %	Extended		
runningnumber.	number	description	deliverydate	qty unit	sellprice	discountrate		
Total						invtotal	Subtotal	subtotal
taxdescription on taxbase @ taxrate %							tax	
Paid							- paid	
Balance Due						total		

notes text_amount ***** decimal/100 All prices in currency

Payments

Date	Account	Source	Amount
paymentdate	paymentaccount	paymentsource	payment

Thank you for your valued business!

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


taxdescription Registration taxnumber

Taxes shown are included in price.

[Edit](#)

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.

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

company address		Tel: tel Fax: fax
--------------------	---	----------------------

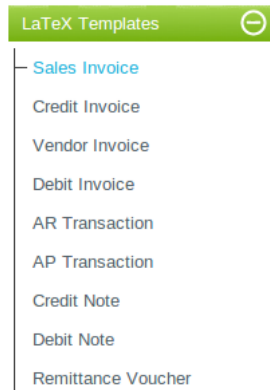
[Edit](#)

templates/rel3/letterhead.html

```
<tr>
  <td width=10>&nbsp;</td>
  <td>
    <table width=100%>
      <tr>
        <td>
          <h4>
            <%company%><br>
            <%address%>
          </h4>
        </td>
        <th><img src=<%templates%>/<%language_code%>/logo.png border=0 height=58</th>
        <td align=right>
          <h4>
            Tel: <%tel%><br>
            Fax: <%fax%>
          </h4>
        </td>
      </tr>
      <tr>
        <td colspan=3>
          <hr noshade>
        </td>
      </tr>
    </table>
  </td>
</tr>
```

[Save](#)

2.10.4.2 \LaTeX Templates



\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 2.10.5 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{\ftr}
\savebox{\ftr}{
  \parbox{\textwidth}{
    \tiny
    \rule[1.5em]{\textwidth}{0.5pt}
    Payment due NET <%terms%> Days from date of Invoice. Interest on overdue amounts will accrue at the rate
    of 12% per annum starting from <%duedate%> until paid in full. Items returned are subject to a 10%
    restocking charge.
    A return authorization must be obtained from <%company%> before goods are returned. Returns must be
    shipped prepaid and properly insured.
    <%company%> will not be responsible for damages during transit.
  }
}

<%include letterhead.tex%>

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

\rule{\textwidth}{2pt}

\vspace{0.2cm}

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

\newpage

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

```

Save

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

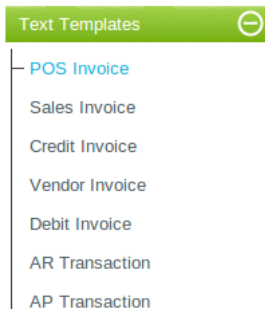
```
\parbox{\textwidth}{%
  \parbox[b]{.42\textwidth}{%
    company

    address
  }
  \parbox[b]{.2\textwidth}{
    \includegraphics[scale=0.3]{../templates/rel3//logo}
  }\vfill
  \begin{tabular}[b]{rr@{}}
    Tel: & tel\\
    Fax: & fax
  \end{tabular}

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

Edit

2.10.4.3 Text Templates



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

templates/rel3/pos_invoice.txt

```

                                company
                                address

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

Qty Description                Amount
qty description                linetotal
number @ sellprice/unit

Number of items: totalqty

-----
Total:  invtotal

-----
Subtotal:  subtotal

taxdescription @ taxrate%:      tax

Paid:  payment currency

Change:  change

Balance Due:  total

discount % Discount applied

Thank you for your valued business!

Taxes are included in price.
```

[Edit](#)

templates/rel3/pos_invoice.txt

```

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

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

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

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

<%discount%> % Discount applied
<%end discount%>

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

```

Save

2.10.5 An Introduction to \LaTeX

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

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

\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 .

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

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

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

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

2.10.5.3 You can also convert it to pdf:

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

2.10.6 Structure of a \LaTeX Document

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

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

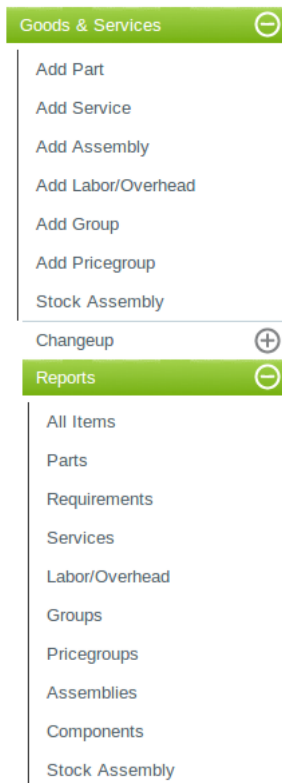
Every latex document starts with \backslashdocumentclass with parameters ($[a4paper,11pt]\{article\}$) following it.

2.11 Goods & Services

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

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

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



2.11.1 Parts

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

Edit Part

Number H002	Description Hand Brush	Group Brushes
Link Accounts		
Inventory 1001--Raw material stock	Updated 29-04-2007	Sell Price 5.99
Income 4000--Sales	List Price 5.99	Last Cost 4.35
COGS 5000--Materials Purchased	Markup % 37.7	Average Cost 4.35
Tax <input checked="" type="checkbox"/> 2200--VAT (17.5%) <input type="checkbox"/> 2205--VAT (5%)	Unit NOS	Weight kg
Reference Documents	On Hand 43	ROP
Notes	Bin	Obsolete <input type="checkbox"/>
Image	Country of Origin	HS Code
Drawing	Barcode	POS Button <input checked="" type="checkbox"/>
Microfiche		
Tool Number		
Make	Model	
Alternate Part Number	Description	
Vendor	Number	Cost
		Curr GBP
		Leadtime days
Customer	Break	Sell Price
		Curr GBP
		From
		To

Update Save Save as new New Number

2.11.2 Services

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

Edit Service

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

Update Save Save as new New Number

2.11.3 Labor/Overhead

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

Add Labor/Overhead

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

Update Save New Number

2.11.4 Assemblies

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

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

Please note that you cannot buy items defined as assemblies.

2.11.4.1 Define assemblies

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

Edit Assembly

Number K002	Description Professional Kit 2	Group Kits							
Link Accounts		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							
Reference Documents		Markup % 20.0							
		Unit							
Notes		Weight kg							
		On Hand 1							
		Stock							
		ROP							
		Bin							
		Obsolete <input type="checkbox"/>							
Image	Country of Origin								
Drawing	HS Code								
Microfiche	Barcode								
Tool Number	POS Button <input checked="" type="checkbox"/>								
Make	Model								
Alternate Part Number	Description								
Customer	Break	Sell Price							
		Curr GBP							
		From							
		To							
Individual Items									
Item	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

Update Save Save as new New Number

2.11.4.2 Stock assemblies

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

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

Stock Assembly

Number

Description

Check Inventory

Continue

Stock Assembly

Reference

Date

Department

Warehouse

Number	Description	Bin	Qty	ROP	Add
K001	Professional Kit		2		<input type="text" value="20"/>

Continue

2.11.4.3 Reports

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

Stock Assembly

Reference

From

To

Number

Department

Warehouse

Summary Detail

Include in Report

No. Reference Date Warehouse Warehouse

Number Description Qty Unit

Subtotal CSV

Continue

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

Stock Assembly

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

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

Stock Assembly

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

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

Assemblies

Number

Description

Warehouse

Group

Serial Number

Make

Model

Drawing

Tool Number

Microfiche

Barcode

Top Level Individual Items
 Active On Hand Short Obsolete Orphaned BOM

Sales Invoices Sales Orders Quotations

From To

Accrual Cash
 Open Closed Summary Detail

No. Number Description Qty Unit
 Updated Group Group Code Cost Sell Price
 List Price Last Cost Average Cost Extended Markup
 Bin ROP Weight Notes Image
 Drawing Tool Number Microfiche Make Model
 Warehouse Accounts Name Currency Employee
 Serial Number Country of Origin HS Code Barcode
 Subtotal

[Continue](#)

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

Assemblies /

Active :

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

[Add Assembly](#)

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

Components /

Active :

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

Work Order

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

WORK ORDER

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

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

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

2.11.5 Groups

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

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

Add Group

Group *

Code

Image

POS Button

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

Groups /

All

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

[Add Group](#)

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

Edit Group

Group *

Code

Image

POS Button

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

2.11.5.1 Groups as POS buttons

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

Add POS Invoice

Customer * InfoMed Ltd. [? Add Customer](#) Salesperson

Customer Number IL008 Invoice Number

Address AA7 9BB London UK Invoice Date 2014-12-20

Credit Limit 0 Remaining 0 Currency GBP

Record in 1100-Debtors Control Account

Department HARDWARE

Warehouse

Description

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

Amount Source Memo 1200-Bank Current Account

Tax Included

Subtotal 0.00

Total 0.00

Screen Poledisplay

Update Print Open Drawer Preview Post Print and Post Assign Number

B Brushes Hammers Hand Planes Hand Saws Picks & Hatchets

2.11.5.2 Subgroups

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

Edit Group

Group * Hammers:Big Hammers

Code

Image

POS Button

Save Save as new Delete

2.11.6 Pricegroups

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

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

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

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

Pricegroups / COMPANY NAME

All

Pricegroup
Dealer
End users
Whole sale

Add Pricegroup

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.

Image Drawing Microfiche Tool Number

Country of Origin HS Code Barcode

Obsolete POS Button

Make		Model				
<input type="text"/>		<input type="text"/>				
Alternate Part Number		Description				
<input type="text"/>		<input type="text"/>				
Vendor	Number	Cost	Curr	Leadtime		
<input type="text"/>	<input type="text"/>	<input type="text"/>	GBP ▼	<input type="text"/> days		
Customer	Pricegroup	Break	Sell Price	Curr	From	To
	Dealer	<input type="text"/>	8.00	GBP ▼	<input type="text"/>	<input type="text"/>
	Whole sale	<input type="text"/>	6.00	GBP ▼	<input type="text"/>	<input type="text"/>
	End users	<input type="text"/>	9.00	GBP ▼	<input type="text"/>	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>	<input type="text"/>	GBP ▼	<input type="text"/>	<input type="text"/>

Update Save Save as new New Number Delete

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

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

AR Credit Limit

Payment Threshold

Terms Net days

Currency Startdate

Pricegroup Enddate

Discount %

Tax Number / SSN SIC

Salesperson Notes

Bank IBAN

Address BIC

Member Number

2.12 Goods & Services Reports

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

2.12.1 All Items

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

2.12.2 Parts

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

2.12.3 Requirements

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

- On-hand quantity
- Sales orders
- Purchase orders

2.12.4 Services

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

2.12.5 Labor/Overhead

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

2.12.6 Groups

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

2.12.7 Pricegroups

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

2.12.8 Assemblies

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

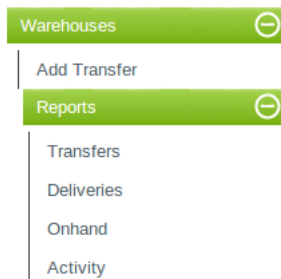
2.12.9 Components

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

2.12.10 Stock Assembly

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

2.13 Warehouses



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

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

2.13.1 Adding warehouses

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


Warehouses

Description	Address
LONDON	
PARIS	

Add Warehouse

2.13.2 Default warehouse

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

E-mail DOB 
 Role Notes
 Login
 Password
 Sales
 Bank IBAN
 Address BIC
 City Member
 State/Province Clearing No.
 Zip/Postal Code Department
 Country Warehouse

Reference Documents

2.13.3 Using warehouses

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

Add Sales Invoice

Customer * ?
 Customer Number
 Address
 Credit Limit 0 Remaining
 Record In
 Currency
 Warehouse
 Shipping Point
 Ship via
 Waybill
 On Hold

Reference Documents

DCN

Description

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

GROUP

2.13.4 Warehouse transfers

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

Edit Transfer

Transfer Number Department

Date Description

From Warehouse Notes

To Warehouse

No.	Number	Description	Qty	Unit	Cost	Extended
1	<input type="text" value="H002"/>	<input type="text" value="Hand Brush"/>	<input type="text" value="1"/>	<input type="text" value="NOS"/>	<input type="text" value="4.35"/>	4.35
2	<input type="text" value="B001"/>	<input type="text" value="Brush Set"/>	<input type="text" value="1"/>	<input type="text" value="NOS"/>	<input type="text" value="7"/>	7.00
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total						11.35

Transfer Screen

2.13.5 Transfer Reports

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

'Summary' displays a list of 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

Number

Group

Department

Warehouse

Summary Detail

Include in Report No. Warehouse Number Description Group

Unit Onhand Subtotal CSV


Transfers List

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

2.13.6 Warehouse Onhand Report

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

Inventory Onhand

To 

Number

Group

Department

Warehouse

Summary
 Detail

Include in Report
 No.
 Warehouse
 Number
 Description
 Group

Unit
 Onhand
 Subtotal
 CSV

[Continue](#)

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

Inventory Onhand

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

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

Inventory Activity

Number : H002
Warehouse : LONDON

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

2.13.7 Activity Report

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

2.14 Languages

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

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

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

Languages

Code	Description
french	French
gov	Templates for government specific invoices

[Add Language](#)

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.

Invoice ▾ Templates for government specific invoices ▾ html ▾ Screen ▾

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

[Update](#) [Print](#) [Post](#) [Ship to](#) [E-mail](#) [Schedule](#) [New Number](#)

2.15 Translations

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

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

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

Chart of Accounts Translations

Account

Description

[Continue](#)

Chart of Accounts Translations

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

Edit Chart of Accounts Translations

0010	Freehold Property
Language	Translation
Templates for government specific invoices ▾	

Update Save

2.16 Taxes

Defining and using taxes is a four step process:

2.16.1 Define the tax accounts in chart of accounts

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

Edit Account

Account Number * 2200

Description VAT (17.5%)

Asset Contra Heading
 Liability Account

Account Type *

 Equity

 Income

 Expense

Is this a summary account to record AR AP Inventory

Include in drop-down menus

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

GIFI

Save Save as new

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

2.16.2 Define tax percentages

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

Taxes

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

Update Save

2.16.3 Mark Items/Services as taxable

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

Add Part

Number	Description	Group

Link Accounts

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

Reference Documents

--	--

2.16.4 Mark Customers/Vendors for applicable taxes

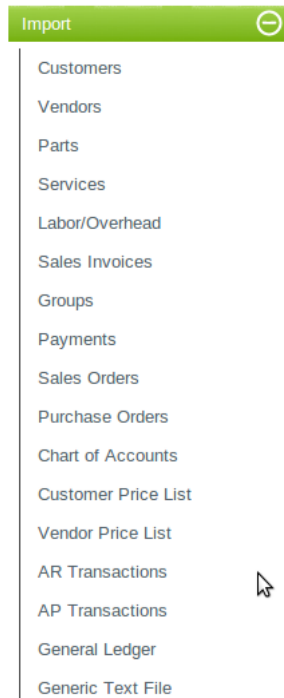
Tax will not be calculated for your customers or vendors unless you mark them as taxable. You do this using '**Customers**' or '**Vendors**' menu.

Add Customer

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

2.17 Data import from other applications

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



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

2.17.1 Sale invoices

Sales invoices can be imported from CSV text files.

2.17.1.1 Format your data

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

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

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

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

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

2.17.1.2 Upload and preview

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

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

2.17.1.3 Confirm data import

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

1. Posting Invoice ... A102, Sale of goods, ER003, Expert Repair Ltd, London, 72 ... ok
 2. Posting Invoice ... A100, Invoice description comes here, AE001, Auto Exchange Express, London, 1,434 ... ok
 3. Posting Invoice ... A101, Test description, CP002, Car Parts Ltd, London, 64 ... ok
 4. Posting Invoice ... A103, Sale, SP007, Spare Parts, Ltd., London, 384 ... ok
 Total: 1,954

2.17.1.4 Additional data which can be imported

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

- transdate
- invnumber
- customernumber
- curr
- duedate
- employeenumber
- ordnumber
- quonumber
- datepaid

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

2.17.2 Receipts and Payments

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

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

2.17.2.1 Format your data

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


```

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

```

2.17.2.2 Upload and preview

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

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

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

Import Payments

2.17.2.3 Confirm data import

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

```

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

```

2.17.2.4 Advanced receipts/payments import

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

2.17.3 AR/AP Transactions

You can import both AR and AP transactions.

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

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

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

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

2.17.4 General Ledger

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

2.17.4.1 Format your data

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

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

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

2.17.4.2 Upload and preview

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

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

Import GL

2.17.4.3 Confirm data import

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

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

2.17.5 Customers and Vendors

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

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

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

2.17.6 Parts

2.17.6.1 Format your data

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

1. The import procedure assigns a unique parts_id to each part imported or group created.

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

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

2.17.6.2 Upload and preview

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

Please note:

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

Import Parts

Inventory:

Income:

COGS:

2200--VAT (17.5%)

2205--VAT (5%)

File to Import:

Type of File: CSV Tab delimited file

Delimiter:

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

2.17.6.3 Confirm data import

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

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

2.17.7 Vendor price list

2.17.7.1 Format your data

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

2.17.7.2 Upload and preview

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

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

Import Parts Vendors

2.17.8 Customer price list

2.17.8.1 Format your data

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

2.17.8.2 Upload and preview

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

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

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

Import Parts Customers

2.17.9 Chart of accounts

2.17.9.1 Format your data

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

```

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

```

Chapter 3

Running your business on SQL-Ledger

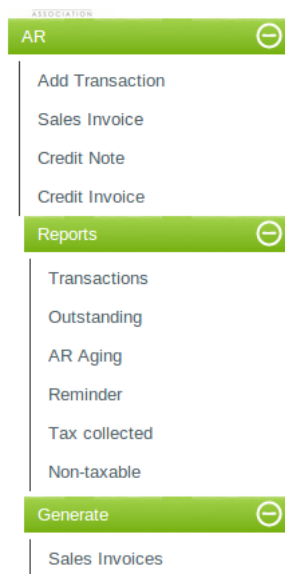
In this chapter you will learn how to use different SQL-Ledger modules to process your business transactions. Each module has been explained in detail with screen shots and explanation.

3.1 AR

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

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

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



3.1.1 AR Transaction

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

Add AR Transaction

Customer * InfoMed Ltd. ?	Department HARDWARE ▾
Customer Number IL008	Salesperson ▾
Address London AA7 9BB UK	Invoice Number
Credit Limit 0 Remaining -458	Order Number
Currency GBP ▾	Invoice Date * 08-01-2014 📅
<input type="checkbox"/> On Hold	Due Date 08-01-2014 📅
<input type="checkbox"/> Tax Included	PO Number
	Terms Net <input type="text"/> days

Reference Documents

DCN

Description

Amount	Account	Description
100.00	4000--Sales ▾	Today's sales
20.00	4904--Rent Income ▾	Rent received
	4904--Rent Income ▾	
21.00 <input checked="" type="checkbox"/>	2200--VAT (17.5%) ▾	
141.00	1100--Debtors Control Account ▾	

Notes

Internal Notes

Payments

Date	Source	Memo	Amount	Account
				1200--Bank Current Account ▾

Outstanding: 141.00

Transaction ▾ | html ▾ | Screen ▾

Update | Print | Post | Schedule | New Number

3.1.2 Sales Invoice

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

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

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

Edit Sales Invoice

Customer * ?

Customer Number

Address

Credit Limit 1,500 Remaining 1,313

Record in

Currency

Warehouse

Shipping Point

Ship via

Waybill

On Hold

Department

Invoice Number

Order Number

Invoice Date *

Due Date

Terms Net days

PO Number

Reference Documents

DCN

Description

Item	Number	Description	<input type="checkbox"/>	Qty	Unit	Price	%	Extended
1	<input type="text" value="D009"/> ?	<input type="text" value="Digger Hand Trencher"/>	<input type="checkbox"/>	<input type="text" value="6"/>	<input type="text" value="NOS"/>	<input type="text" value="18.99"/>	<input type="text"/>	<input type="text" value="113.94"/>
2	<input type="text" value="T010"/> ?	<input type="text" value="The Claw Hand Rake"/>	<input type="checkbox"/>	<input type="text" value="3"/>	<input type="text" value="NOS"/>	<input type="text" value="14.99"/>	<input type="text"/>	<input type="text" value="44.97"/>
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

Notes

Internal Notes

Tax Included

Subtotal 158.91

VAT (17.5%) 27.81

Total 186.72

Payments

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

Outstanding: 186.72

Invoice

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

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

Edit Sales Invoice

Customer * <input type="text" value="Auto Exchange Express"/> ?	Department <input type="text" value="HARDWARE"/>
Customer Number <input type="text" value="AE001"/>	Invoice Number <input type="text" value="AR-001"/>
Address <input type="text" value="AA7 9BB London UK"/>	Order Number <input type="text"/>
Credit Limit 1,500 Remaining <input type="text" value="1,313"/>	Invoice Date * <input type="text" value="05-07-2007"/>
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	

Reference Documents

DCN

Description

Item	Number	Description	Qty	Unit	Price	%	Extended
1	<input type="text" value="D009"/> ?	<input type="text" value="Digger Hand Trencher"/>	<input checked="" type="checkbox"/> 6	<input type="text" value="NOS"/>	<input type="text" value="18.99"/>	<input type="text"/>	113.94
Delivery Date <input type="text"/>		Serial No. <input type="text"/>					
Order Number <input type="text"/>		PO Number <input type="text"/>					
Group Picks & Hatchets Code							
Packaging <input type="text"/>		N.W. <input type="text"/>	G.W. <input type="text"/>	(kg)	Volume <input type="text"/>		
2	<input type="text" value="T010"/> ?	<input type="text" value="The Claw Hand Rake"/>	<input type="checkbox"/> 3	<input type="text" value="NOS"/>	<input type="text" value="14.99"/>	<input type="text"/>	44.97
3	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Group <input type="text"/>							

Notes

Internal Notes

Tax Included

Subtotal	158.91
VAT (17.5%)	27.81
Total	186.72

3.1.3 Credit invoice and credit note

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

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

3.1.3.1 Creating a credit invoice

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

3.1.3.2 Creating a credit note

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

3.1.3.3 Adjusting a credit note or a credit invoice

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

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

Receipt

All

Due Date From To

Customer

Customer Number

Address
London
AA7 9BB
UK

Memo

Department

AR

Payment

Date

Currency

Source

Amount

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

html Screen

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

in source column.

Receipt

All

Due Date From To

Customer

Customer Number

Address
London
AA7 9BB
UK

Memo

Department

AR

Payment

Date

Currency

Source

Amount

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

html Screen

Update Deselect all Print Post

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

AR Transactions /

Open
Closed

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

AR Transaction Sales Invoice

3.2 AR reports

3.2.1 Transactions report

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

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

AR Transactions

Account

Customer

Customer Number

Invoice Number

Description

Order Number

PO Number

Source

Line Item

Notes

From To

Period

Current
 Month
 Quarter
 Year

Salesperson

Department

Warehouse

Shipping Point

Ship via

Waybill

Open Closed On Hold Paid Late Paid Early

Summary Detail

No. ID Invoice Number Order Number Description

PO Number Invoice Date Customer Customer Number Address

Salesperson Department Amount Tax Total

Currency Date Paid Payment Difference Paid Payment Method

Due Date Due Line Item Notes Internal Notes

Till Warehouse Shipping Point Ship via Waybill

DCN
 Subtotal

[Continue](#)

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

AR Transactions / My Company Name

Open
Closed

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

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

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

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

AR Transactions / My Company Name

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

3.2.2 Aging report

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

AR Aging

Department

Customer

Customer Number

To

Summary Detail

Aged Overdue

Include in Report Current 30 60 90
 15 45 75

[Continue](#)

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

AR Aging / My Company Name

Aged
for Period To 08 January 2014

GBP

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

Statement

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

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

AR Aging / My Company Name

Aged
for Period To 08 January 2014

GBP

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

Statement

3.2.3 Reminders

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

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

Reminder

Department

Customer

Customer Number

Reminder / My Company Name

GBP								
<input type="checkbox"/>	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 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 customer history reports to see exactly what your various customers are buying. You can also filter the report for invoices, orders and quotations between any date range, or on other selected criteria.

Customer History

Customer Customer Number

Contact Address

E-mail City

Phone State/Province

Salesperson Zip/Postal Code

Notes

Country

Startdate From To

Sales Invoices From To
 Sales Orders Open Closed
 Quotations

Summary Detail
 Part Number Description Sell Price Currency
 Qty Unit Discount
 Delivery Date Project Number Serial Number

[Continue](#)

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

Customer History / My Company Name

Summary
Open
Closed

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

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

Customer History / My Company Name

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

3.3 Point of sales (POS)

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

3.3.1 Creating a POS invoice

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

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

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

Add POS Invoice

Customer * InfoMed Ltd. ? Add Customer Salesperson Armaghan Saqib ▾

Customer Number IL008 Invoice Number

Address AA7 9BB London UK Invoice Date 04-05-2014

Credit Limit 0 Remaining -509 Currency GBP ▾

Record in 1100–Debtors Control Account ▾

Department HARDWARE ▾

Warehouse ▾

Description

Number	Description	Qty	Unit	Price	%	Extended
F003	? Framing Hammer	1	NOS	19.99		19.99
M004	? Mini-Sledge	1	NOS	24.99		24.99
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Amount Source Memo 1200–Bank Current Account ▾

Outstanding 52.85

Tax Included

Subtotal	44.98
VAT (17.5%)	7.87
Total	52.85

Screen Poledisplay

Update Main Groups Print Open Drawer Preview Post Assign Number

Hammers

3.3.2 Viewing open invoices

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

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

Open /

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

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

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

Edit POS Invoice

Customer * ? Add Customer

Customer Number

Address AA7 9BB London UK

Credit Limit 0 Remaining -455

Record in

Department

Warehouse

Salesperson

Invoice Number AR-008

Invoice Date 04-05-2014

Currency

Description

Number	Description	Qty	Unit	Price	%	Extended
<input type="text" value="F003"/>	<input type="text" value="Framing Hammer"/>	<input type="text" value="1"/>	<input type="text" value="NOS"/>	<input type="text" value="19.99"/>	<input type="text"/>	<input type="text" value="19.99"/>
<input type="text" value="M004"/>	<input type="text" value="Mini-Sledge"/>	<input type="text" value="1"/>	<input type="text" value="NOS"/>	<input type="text" value="24.99"/>	<input type="text"/>	<input type="text" value="24.99"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Amount

Source

Memo

Change

Tax Included

Subtotal 44.98

VAT (17.5%) 7.87

Total 52.85

Screen Poledisplay

Update Print Open Drawer Preview Post Assign Number Delete

3.3.3 Receipts

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

Receipts

From To
 Period Current Month Quarter Year

Continue

Receipts /

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

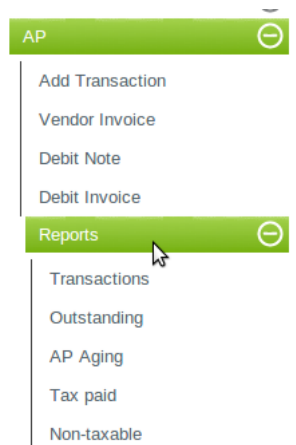
Save Report

3.4 AP

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

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

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



3.4.1 AP transactions

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

Add AP Transaction

Vendor * Skybird Agro Industries ?
 Vendor Number SA003
 Address London AA7 9BB UK
 Credit Limit 0 Remaining -85
 Currency GBP

Department HARDWARE
 Employee
 Invoice Number
 Order Number
 Invoice Date * 08-01-2014
 Due Date 08-01-2014
 PO Number
 Terms Net days

On Hold
 Tax Included

Reference Documents

DCN
 Description

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

Notes
 Internal Notes

Payments

Date	Source	Memo	Amount	Account
				1200--Bank Current Account

Transaction | html | Screen

Update | Print | Post | Schedule | New Number

3.4.2 Vendor invoice

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

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

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

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

Add Vendor Invoice

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

Department HARDWARE
 Employee
 Invoice Number
 Order Number
 Invoice Date * 08-01-2014
 Due Date 08-01-2014
 Terms Net days
 PO Number

Reference Documents

DCN
 Description

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

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 display additional fields for extended information input on each line item. To do this, just mark the check-box next to the 'Description' column of the line item or heading and click 'Update'. Now the invoice form will be displayed with extended line items as shown below.

Edit Vendor Invoice

<p>Vendor * Construct Buildings Plc ?</p> <p>Vendor Number CB001</p> <p>Address AA7 9BB London UK</p> <p>Credit Limit 0 Remaining -1,402</p> <p>Record in 2100--Creditors Control Account</p> <p>Currency GBP</p> <p>Warehouse LONDON</p> <p>Shipping Point</p> <p>Ship via</p> <p>Waybill</p> <p><input type="checkbox"/> On Hold</p>	<p>Department HARDWARE</p> <p>Invoice Number AP-001</p> <p>Order Number</p> <p>Invoice Date * 01-07-2007</p> <p>Due Date 10-07-2007</p> <p>Terms Net 9 days</p> <p>PO Number</p>
--	--

Reference Documents

DCN

Description

Item	Number	Description	<input type="checkbox"/>	Qty	Unit	Price	%	Extended
1	D009	Digger Hand Trencher	<input checked="" type="checkbox"/>	30	NOS	16.99		509.70
SKU D009 ?								
Delivery Date		<input type="text"/>	Serial No.		<input type="text"/>			
Order Number		<input type="text"/>	PO Number		<input type="text"/>			
Group Picks & Hatchets Code								
Packaging		<input type="text"/>	N.W.	<input type="text"/>	G.W.	<input type="text"/>	(kg)	Volume <input type="text"/>
2	T010	The Claw Hand Rake	<input type="checkbox"/>	37	NOS	12.00		444.00
SKU T010 ?								
3	H002	Hand Brush	<input type="checkbox"/>	55	NOS	4.35		239.25
SKU H002 ?								
4	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Group <input type="text"/> <input type="text"/>								

Notes	Internal Notes	<input type="checkbox"/> Tax Included
<input type="text"/>	<input type="text"/>	Subtotal 1,192.95 VAT (17.5%) 208.77

3.4.3 Debit invoice and debit note

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

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

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

3.4.3.1 Creating a debit invoice

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

3.4.3.2 Creating a debit note

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

3.4.3.3 Adjusting debit note or debit invoice

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

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

Receipt

All

Due Date From To

Customer

Customer Number

Address
London
AA7 9BB
UK

Memo

Department

AR

Payment

Date

Currency

Source

Amount

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

html Screen

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

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

Receipt

All

Due Date From To

Customer

Customer Number

Address
London
AA7 9BB
UK

Memo

Department

AR

Payment

Date

Currency

Source

Amount

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

html Screen

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

3.5 AP reports

3.5.1 Transactions report

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

AP Transactions

Account <input type="text"/>	Employee <input type="text"/>
Vendor <input type="text"/>	Department <input type="text"/>
Vendor Number <input type="text"/>	Warehouse <input type="text"/>
Invoice Number <input type="text"/>	Shipping Point <input type="text"/>
Description <input type="text"/>	Ship via <input type="text"/>
Order Number <input type="text"/>	Waybill <input type="text"/>
PO Number <input type="text"/>	
Source <input type="text"/>	
Line Item <input type="text"/>	
Notes <input type="text"/>	
From <input type="text"/> To <input type="text"/>	
Period <input type="text"/>	
<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	
Include in Report <input type="checkbox"/> Employee <input type="checkbox"/> Department <input type="checkbox"/> Amount <input type="checkbox"/> Tax <input checked="" type="checkbox"/> Total	
<input type="checkbox"/> Currency <input type="checkbox"/> Date Paid <input type="checkbox"/> Payment Difference <input checked="" type="checkbox"/> Paid <input type="checkbox"/> Payment Method	
<input type="checkbox"/> Due Date <input type="checkbox"/> Due <input type="checkbox"/> Line Item <input type="checkbox"/> Notes <input type="checkbox"/> Internal Notes	
<input type="checkbox"/> Warehouse <input type="checkbox"/> Shipping Point <input type="checkbox"/> Ship via <input type="checkbox"/> Waybill <input type="checkbox"/> DCN	
<input type="checkbox"/> Subtotal	

[Continue](#)

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

AP Transactions / My Company Name

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

AP Transaction Vendor Invoice:

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

AP Transactions / COMPANY NAME

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

3.5.2 Aging report

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

AR Aging

Department
 Customer
 Customer Number
 To
 Summary Detail
 Aged Overdue
 Include in Report Current 30 60 90
 15 45 75

[Continue](#)

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

AP Aging / My Company Name

Aged
for Period To 08 January 2014

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

[Save Report](#)

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

AP Aging / My Company Name

Aged
for Period To 08 January 2014

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

[Save Report](#)

3.5.3 Vendor history reports

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

Vendor History

Vendor Vendor Number

Contact Address

E-mail City

Phone State/Province

Employee Zip/Postal Code

Notes

Country

Startdate From To

Vendor Invoices From To

 Purchase Orders Open Closed

Summary Detail

Part Number Description Sell Price Currency

Qty Unit Discount

Delivery Date Project Number Serial Number

[Continue](#)

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

Vendor History / My Company Name

Summary
Open
Closed

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

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

individual item as shown below.

Vendor History / My Company Name

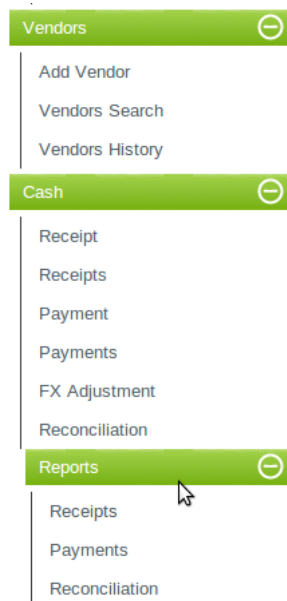
Detail
Open
Closed

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

3.6 Cash

3.6.1 Receipts

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



3.6.1.1 Receipt from a single customer

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

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

Receipt

All

Due Date From To

Customer

Customer Number

Address
London
AA7 9BB
UK

Memo

Department

AR

Payment

Date

Currency

Source

Amount

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

3.6.1.2 Receipts from multiple customers

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

Receipts

Due Date From To

Department

AR

Payment

Date

Currency

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

3.6.1.3 Receipts report

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

Receipts

Department
 Account
 Customer
 Customer Number
 Description
 Source
 Memo
 From To
 Period Current Month Quarter Year
 Exchange Rate Difference
 Include in Report Date Reference Customer Customer Number Description
 Amount Source Memo
 Subtotal

[Continue](#)

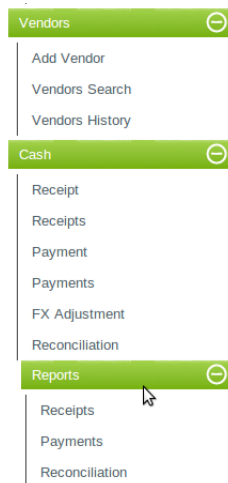
Receipts /

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

[Save Report](#)

3.6.2 Payments

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



3.6.2.1 Payment to a single vendor

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

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

Payment

All

Due Date From To

Vendor

Vendor Number

Address
London
AA7 9BB
UK

Memo

Department

Type of Business

AP

Payment

Date

Currency

Source

Amount

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

3.6.2.2 Payments to multiple vendors

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

Payments

Due Date From To

Department

Type of Business

AP

Payment

Date

Currency

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

3.6.2.3 Payments report

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

Payments

Department

 Account

 Vendor

 Vendor Number

 Description

 Source

 Memo

 From To

 Period
 Current
 Month
 Quarter
 Year

Exchange Rate Difference

Include in Report
 Date
 Reference
 Vendor
 Vendor Number
 Description
 Amount
 Source
 Memo
 Subtotal

Continue


Payments /

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

Save Report

3.7 General ledger

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

General Ledger 

- Add Transaction
- Reports
- Export

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 Date *

Department Currency

Description

Notes

Reference Documents

Account	Debit	Credit	Source	Memo
1200–Bank Current Account	<input type="text"/>	<input type="text" value="250.00"/>	<input type="text"/>	<input type="text"/>
7200–Light & heat	<input type="text" value="250.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
0010–Freehold Property	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	250.00	250.00		

3.7.2 Reports

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

General Ledger Reports

Account

Reference / Invoice Number

Description

Company Name

Company Number

Department

Project

Line Item

Notes

Source

Memo

From To

Period Current Month Quarter Year

Account >= Account <=

Amount >= Amount <=

All Asset Liability Equity Income Expense

ID Date Reference Description Company Name

Company Number Address Department Project Number Notes

Debit Credit Source Memo Line Item

Account Account Description GIF1 Contra

Subtotal CSV

[Continue](#)

The general ledger report can be sorted on any column.

General Ledger /

◊	◊◊	◊◊	◊◊	◊◊	◊◊	◊
◊	Date	Reference	Description	Debit	Credit	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			2100	1,401.72 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		3000	10,000.00 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)		3000	6,000.00 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			2100	38.76 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			2100	2,045.82 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			1001	36.00 Raw material stock
	05-07-2007	AR-001			1001	101.94 Raw material stock
	05-07-2007	AR-001		186.72	1100	Debtors Control Account
	05-07-2007	AR-001			2200	27.81 VAT (17.5%)
	05-07-2007	AR-001			4000	113.94 Sales
	05-07-2007	AR-001			4000	44.97 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 /

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

3.8 Recurring transactions

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

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

3.8.1 Scheduling

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

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

Recurring Transaction for InfoMed Ltd.

Reference:

Description:

Startdate: 22/06/2008

Include Payment

Repeat

Every 1 Month(s)

For time(s)

Print

Packing List Epson html

Pick List Epson html

Invoice Epson html

E-mail

Packing List PDF

Pick List PDF

Invoice PDF

E-mail message

3.8.2 Generating

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

Recurring Transactions /

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

Process Transactions

3.9 Currencies and exchange rates

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

3.9.1 Defining currencies

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

Currencies

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

Add Currency

3.9.2 Buying and selling in foreign currencies

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

Customer * **InfoMed Ltd.**

Customer Number **IL008**

London, UK

Credit Limit 0 Remaining **-329**

Record in 1100--Debtors Control Account

Currency **USD** Exchange Rate * **0.49**

Warehouse **LONDON**

Shipping Point

Ship via

Waybill

On Hold

DCN

Description

Item	Number	Description
1	T007	The Blade Hand Planer

3.9.3 Reports

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

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

3.9.4 Exchange rate difference

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

3.9.5 Fund transfers in foreign currencies

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

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, you should proceed as follows:

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 * ?
 Customer Number
 Address
 Currency
 Warehouse
 Shipping Point
 Ship via
 Waybill

Department
 Employee
 Quotation Number
 Quotation Date
 Valid until
 Terms Net days

Reference Documents

Description

Item	Number	Description	Qty	Unit	Price	%	Extended
1	<input type="text" value="D008"/> ?	<input type="text" value="Deluxe Hand Saw"/>	<input type="text" value="1"/>	<input type="text" value="NOS"/>	<input type="text" value="17.99"/>	<input type="text"/>	17.99
2	<input type="text" value="D009"/> ?	<input type="text" value="Digger Hand Trencher"/>	<input type="text" value="1"/>	<input type="text" value="NOS"/>	<input type="text" value="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"/>	

Group

Notes
 Internal Notes

Tax Included
 Subtotal 36.98
 VAT (17.5%) 6.47
 Total 43.45

Quotation html Screen

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

[Update](#) [Print](#) [Save](#) [Ship to](#) [E-mail](#) [New Number](#)

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

button to list all open quotations.

Quotations

Customer

Customer Number

Department

Employee

Quotation Number

Description

Notes

Warehouse

Shipping Point

Ship via

Waybill

From To

Period Current Month Quarter Year

Open Closed

No. ID Quotation Number Description Date

Valid until Customer Customer Number Employee Warehouse

Shipping Point Ship via Waybill Amount Tax

Total Currency Line Item Notes Internal Notes

Subtotal

[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
						43.45		

[Quotation](#)

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

Edit Quotation

Customer * ?

Customer Number

Address

Currency

Warehouse

Shipping Point

Ship via

Waybill

Open Closed

Department

Employee

Quotation Number

Quotation Date

Valid until

Terms Net days

Reference Documents

Description

Item	Number	Description	Qty	Unit	Price	%	Extended
1	<input style="width: 50px;" type="text" value="D008"/>	<input style="width: 150px;" type="text" value="Deluxe Hand Saw"/>	<input style="width: 30px;" type="text" value="1"/>	<input style="width: 40px;" type="text" value="NOS"/>	<input style="width: 60px;" type="text" value="17.99"/>	<input style="width: 30px;" type="text"/>	17.99
2	<input style="width: 50px;" type="text" value="D009"/>	<input style="width: 150px;" type="text" value="Digger Hand Trencher"/>	<input style="width: 30px;" type="text" value="1"/>	<input style="width: 40px;" type="text" value="NOS"/>	<input style="width: 60px;" type="text" value="18.99"/>	<input style="width: 30px;" type="text"/>	18.99
3	<input style="width: 50px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 30px;" type="text"/>	

Group

Notes

Internal Notes

Tax Included

Subtotal	36.98
VAT (17.5%)	6.47
Total	43.45

Quotation html Screen

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

3.10.2 RFQ

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

Add Request for Quotation

<p>Vendor * Skybird Agro Industries ?</p> <p>Vendor Number SA003</p> <p>Address London AA7 9BB UK</p> <p>Currency GBP ▾</p> <p>Warehouse ▾</p> <p>Shipping Point</p> <p>Ship via</p> <p>Waybill</p>	<p>Department ▾</p> <p>Employee Armaghan Saqib ▾</p> <p>RFQ Number</p> <p>Quotation Date 04-05-2014 📅</p> <p>Required by 📅</p>
---	--

Reference Documents

Description

Item	Number	Description	Qty	Unit	Price	%	Extended
1	B001 <small>SKU B001 ?</small>	Brush Set	5	NOS	7.00		7.00
2	H002 <small>SKU H002 ?</small>	Hand Brush	2	NOS	4.35		4.35
3							

Group

Notes	Internal Notes	<input type="checkbox"/> Tax Included
<input style="width: 95%; border: 1px solid #ccc;" type="text"/>	<input style="width: 95%; border: 1px solid #ccc;" type="text"/>	Subtotal 11.35 VAT (17.5%) 1.99 Total 13.34

RFQ ▾
html ▾
Screen ▾

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

Update
Print
Save
Ship to
E-mail
New Number

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

Request for Quotations

Vendor

Vendor Number

Department

Employee

RFQ Number

Description

Notes

Warehouse

Shipping Point

Ship via

Waybill

From To

Period Current Month Quarter Year

Open Closed

No. ID RFQ Number Description Date

Required by Vendor Vendor Number Employee Warehouse

Shipping Point Ship via Waybill Amount Tax

Total Currency Line Item Notes Internal Notes

Subtotal

[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
						51.35		

[RFQ](#)

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

Edit Request for Quotation

Vendor * Skybird Agro Industries ?

Vendor Number SA003

Address London AA7 9BB UK

Currency GBP ▾

Warehouse ▾

Shipping Point

Ship via

Waybill

Open Closed

Department ▾

Employee Armaghan Saqib ▾

RFQ Number RFQ-002

Quotation Date 04-05-2014

Required by

Reference Documents

Description

Item	Number	Description	Qty	Unit	Price	%	Extended
1	B001 <small>SKU B001 ?</small>	Brush Set	5	NOS	7.00		35.00
2	H002 <small>SKU H002 ?</small>	Hand Brush	2	NOS	4.35		8.70
3							

Group

Notes Internal Notes

Subtotal 43.70

VAT (17.5%) 7.65

Total 51.35

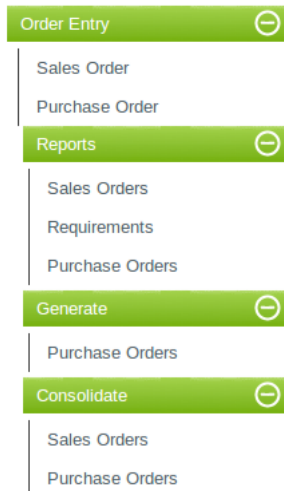
RFQ ▾ html ▾ Screen ▾

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

Update Print Save Ship to E-mail Save as new Vendor Invoice Purchase Order New Number Delete

3.11 Orders

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



Here are few points to remember:

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

3.11.1 Sales orders

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

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

3.11.1.1 Add a new sales order

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

Edit Sales Order

Customer * ?

Customer Number

Address

Credit Limit 1,500 Remaining 738

Currency

Warehouse

Shipping Point

Ship via

Waybill

Open Closed

Department

Salesperson

Order Number

Order Date *

Required by

PO Number

Terms Net days

Reference Documents

Description

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

Group

Notes

Internal Notes

Tax Included

Subtotal 489.65

VAT (17.5%) 85.69

Total 575.34

Sales Order

html

Screen

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

[Update](#)

[Print](#)

[Save](#)

[Ship to](#)

[E-mail](#)

[Save as new](#)

[Sales Invoice](#)

[Quotation](#)

[Schedule](#)

[New Number](#)

[Delete](#)

If you want to enter more information for each item you can mark the check-box 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		NOS	5.99		59.90
Required by		<input type="text"/>	<input type="text"/>	Serial No.		<input type="text"/>			
Project	<input type="text"/>	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"/>		
<hr/>									
2	B001 ?	Brush Set	<input checked="" type="checkbox"/>	24		NOS	9.99		239.76
Required by		<input type="text"/>	<input type="text"/>	Serial No.		<input type="text"/>			
Project	<input type="text"/>	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.)

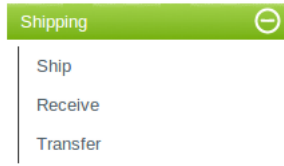
3.11.1.4 Shipping a sales order

There are two ways to ship a sales order.

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

3.11.1.5 Using Shipping menu to ship a sales order

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



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

Receive Merchandise

Vendor

Vendor Number

Department

Employee

Order Number

PO Number

Description

Notes

Warehouse

Shipping Point

Ship via

Waybill

From To

Period Current Month Quarter Year

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 Notes
 Internal Notes
 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		GBP
28-04-2014		PO-003	Engineering Supplies Plc	ES002		239.41	239.41	GBP
						278.17		

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

Receive Merchandise

Vendor Engineering Supplies Plc

Shipping Point

Ship via

Waybill

Warehouse **PARIS**

Contact **Armaghan Saqib**

Order Number PO-003

Order Date 28-04-2014

PO Number

Date Received * 28-04-2014

Description

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

Bin List html Screen

Group by -> Project Group Item Number Description Bin

Update Print Preview Receive all Done

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

Description

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

Notes Internal Notes

Tax Included

Subtotal 203.75

3.11.1.6 Creating customer invoice from a partially shipped sales order

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

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

Add Vendor Invoice

Vendor * <input type="text" value="Engineering Supplies Plc"/>	Department <input type="text"/>
Vendor Number <input type="text" value="ES002"/>	Employee <input type="text" value="Armaghan Saqib"/>
Address <input type="text" value="AA7 9BB London UK"/>	Invoice Number <input type="text"/>
Credit Limit <input type="text" value="0"/> Remaining <input type="text" value="-278"/>	Order Number <input type="text" value="PO-003"/>
Record in <input type="text" value="2100--Creditors Control Account"/>	Invoice Date * <input type="text" value="28-04-2014"/>
Currency <input type="text" value="GBP"/>	Due Date <input type="text" value="28-04-2014"/>
Warehouse <input type="text" value="PARIS"/>	Terms Net <input type="text"/> days
Shipping Point <input type="text"/>	PO Number <input type="text"/>
Ship via <input type="text"/>	
Waybill <input type="text"/>	
<input type="checkbox"/> On Hold	

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

Item	Number	Description	Qty	Unit	Price	%	Extended
1	<input type="text" value="H002"/> SKU H002 ?	<input type="text" value="Hand Brush"/>	<input type="text" value="8"/>	<input type="text" value="NOS"/>	<input type="text" value="4.35"/>	<input type="text"/>	34.80
2	<input type="text" value="F003"/> SKU F003 ?	<input type="text" value="Framing Hammer"/>	<input type="text" value="6"/>	<input type="text" value="NOS"/>	<input type="text" value="13.85"/>	<input type="text"/>	83.10
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Notes <input type="text"/>	Internal Notes <input type="text"/>	<input type="checkbox"/> Tax Included
		Subtotal 117.90
		VAT (17.5%) 20.63
		Total 138.53

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

Outstanding: 138.53

3.11.1.7 Sales order reports

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

Sales Orders

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

Include in Report Warehouse Shipping Point Ship via Waybill Amount

Tax Total Currency Line Item Notes

Internal Notes

Subtotal

[Continue](#)

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

Sales Orders /

Open

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

[Sales Order](#)

3.11.2 Purchase orders

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

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

3.11.2.1 Add a new purchase order

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

Add Purchase Order

Vendor * ?

Vendor Number

Address

Credit Limit 0 Remaining -278

Currency

Warehouse

Shipping Point

Ship via

Waybill

Department

Employee

Order Number

Order Date *

Required by

PO Number

Terms Net days

Reference Documents

Description

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

Group

Notes

Internal Notes

Tax Included

	Subtotal	203.75
	VAT (17.5%)	35.66
	Total	239.41

Purchase Order | |

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

[Update](#) [Print](#) [Save](#) [Ship to](#) [E-mail](#) [Schedule](#) [New Number](#)

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

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

3.11.2.2 Editing a purchase order

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

3.11.2.3 Creating an RFQ or vendor invoice from a purchase order

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

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

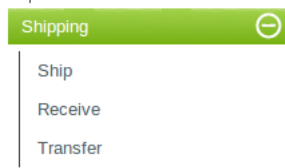
3.11.2.4 Receiving a purchase order

There are two ways to receive a purchase order.

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

3.11.2.5 Using Shipping menu to receive a purchase order

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



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

Receive Merchandise

Vendor

Vendor Number

Department

Employee

Order Number

PO Number

Description

Notes

Warehouse

Shipping Point

Ship via

Waybill

From To

Period Current Month Quarter Year

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 Notes
 Internal Notes
 Subtotal

[Continue](#)

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

Receive Merchandise /

Open

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

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

Receive Merchandise

Vendor Engineering Supplies Plc

Shipping Point

Ship via

Waybill

Warehouse PARIS

Contact Armaghan Saqib

Order Number PO-003

Order Date 28-04-2014

PO Number

Date Received 28-04-2014

Description

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

Bin List | html | Screen

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

Update | Print | Preview | Receive all | Done

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

Description

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

Notes Internal Notes

Tax Included

Subtotal 203.75

3.11.2.6 Creating vendor invoice from a partially received purchase order

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

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

Add Vendor Invoice

Vendor * ?

Vendor Number

Address

Credit Limit 0 Remaining -278

Record in

Currency

Warehouse

Shipping Point

Ship via

Waybill

On Hold

Department

Employee

Invoice Number

Order Number

Invoice Date *

Due Date

Terms Net days

PO Number

Reference Documents

DCN

Description

Item	Number	Description	<input type="checkbox"/>	Qty	Unit	Price	%	Extended
1	<input type="text" value="H002"/> SKU H002 ?	<input type="text" value="Hand Brush"/>	<input type="checkbox"/>	<input type="text" value="8"/>	<input type="text" value="NOS"/>	<input type="text" value="4.35"/>	<input type="text"/>	34.80
2	<input type="text" value="F003"/> SKU F003 ?	<input type="text" value="Framing Hammer"/>	<input type="checkbox"/>	<input type="text" value="6"/>	<input type="text" value="NOS"/>	<input type="text" value="13.85"/>	<input type="text"/>	83.10
3	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Group

Notes

Internal Notes

Tax Included

Subtotal 117.90

VAT (17.5%) 20.63

Total 138.53

Payments

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

Outstanding: 138.53

3.11.2.7 Purchase order reports

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

Purchase Orders

Vendor

Vendor Number

Department

Employee

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 Vendor Vendor Number Employee

Include in Report Warehouse Shipping Point Ship via Waybill Amount

Tax Total Currency Line Item Notes

Internal Notes

Subtotal

[Continue](#)

3.11.2.8 Order entry notes

Please note that:

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

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

3.11.3 Important inventory on-hand reports

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

3.12 Time Cards

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

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

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

3.12.1 Create a project for the customer

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

Edit Project

Number

Description

Customer

Startdate Enddate

3.12.2 Create time card entries

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

Add Time Card

Employee * Project Number * Project 1

Date worked * Service Code *

Description

Time In Time Out

Clocked 6.0000

Non-chargeable

Chargeable

Chargeout Rate Total 45.00

Allocated

Notes

Time Card Screen

[Update](#) [Preview](#) [Print](#) [Save](#) [Print and Save](#)

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

Time Cards

Project Number

Service Code

Employee

Description

Notes

Startdate From To

Period Current Month Quarter Year

Open Closed

Include in Report Date Project Number Project Name ID Service Code

Description Notes Qty Time Allocated

Subtotal

[Continue](#)

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

Time Cards / COMPANY NAME

Open

Demo User demo

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

[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 Year

Summary Detail

[Continue](#)

Generate Sales Orders

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

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

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

Edit Sales Order

Customer * ?

Customer Number

Address

Credit Limit 1,500 Remaining 1,148

Currency

Warehouse

Shipping Point

Ship via

Waybill

Open Closed

Department

Salesperson

Order Number

Order Date *

Required by

PO Number

Terms Net days

Reference Documents

Description

Item	Number	Description	Qty	Ship	Unit	Price	%	Extended
1	<input type="text" value="PAINT"/> ?	<input type="text" value="Wall Paint"/>	<input type="text" value="15"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="9.00"/>	<input type="text"/>	<input type="text" value="135.00"/>
2	<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

Notes

Internal Notes

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

Enforce transaction reversal for all dates

Close Books up to

Activate Audit trail

Remove Audit trail up to

3.13.1 Enforce transaction reversal for all dates

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

3.13.2 Close books up to

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

3.13.3 Activate audit trail

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

3.13.4 Remove audit trail up to

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

3.14 Reconciliation

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

3.14.1 Marking transactions

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

Reconciliation

Account

From To

Period Current Month Quarter Year

Summary Detail

Include Exchange Rate Difference

[Continue](#)

Usage Notes:

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

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

1230--Petty Cash /

From 01 March 2014

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

Reconciliation Date 18-04-2014

Statement Balance

Difference

Ignore Difference

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

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

Reconciliation Report

Account

From To

Period Current Month Quarter Year

Summary Detail

Include Exchange Rate Difference

[Continue](#)

Usage Notes:

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

1230--Petty Cash /

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

3.15 Year end

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

Please note that:

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

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

Yearend

Date * 30/06/2008
 Reference 07/08 year end
 Description 07/08 year end

Retained Earnings 3000--Ordinary Shares
 Method Accrual Cash

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	

Update Post Post as new Schedule 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 a item on cash, your sale is increased and your cash is also increased.

3.17.2 Account types

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

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

3.17.3 Accounting rules

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

3.17.4 Examples

You invest \$1000 to start a new business:

- Debit: Your bank account
- Credit: Equity account

You pay \$100 check for office rent:

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

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

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

Your customer pays you \$200 after 20 days.

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

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

3.18 Cost of goods sold (COGS)

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

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

3.18.1 Sale invoices and COGS

Let us make it clear with an example:

You purchase 10 Linux computers for \$400 each.

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

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

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

So your gross profit is \$200.

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

3.18.2 Sales before purchases

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

This will 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–Maintenance–Repost Invoices**' menu.

3.19 Ledger Doctor

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

Ledger Doctor

Check for database inconsistencies

First transaction date

Last transaction date

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

[Continue](#)

Ledger Doctor

Invalid Dates

Module Invoice Number / Reference Date

Unbalanced Journals

Module Invoice Number / Reference Date Amount

Orphaned Rows

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

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

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

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

3.20 Monitor

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

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

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

Database Monitor

Enter a SQL command to send to the server

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



Run SQL command

SELECT accno, description FROM chart ORDER BY accno

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

Chapter 4

Keeping track of your business in SQL-Ledger

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

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

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

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

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

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

4.1 Financial reports

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

4.1.1 Chart of accounts & trial balance

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

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

Trial Balance

Department

From To

Period Current Month Quarter Year

Include in Report Heading Subtotal All Accounts

Accounts Standard GIF

[Continue](#)

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

Trial Balance /

29 April 2014

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

Save Report

4.1.2 Income statement

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

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

Continue

CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 180

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)

[Save Report](#)

The following income statement includes two periods.

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

[Save Report](#)

4.1.3 Balance sheet

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

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

Balance Sheet

Department

as at

Compare to

Currency

Decimalplaces

Method Accrual Cash

Include in Report Heading Subtotal Account Number

Accounts Standard GIFL

[Continue](#)

BALANCE SHEET as at 29 Apr 2014

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

[Save Report](#)

4.1.4 Tax report

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

Tax collected

Department

From To

Period Current Month Quarter Year

Summary Detail

Method Accrual Cash

ID Invoice Date Description

Include in Report Customer Customer Number Amount Tax

Subtotal

[Continue](#)

4.1.5 Project & department income statement

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

4.1.6 Project Income statement

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

Income Statement

From To

Period Current Month Quarter Year

(blank)

Include: Project 1

Project 2

[Continue](#)

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

CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 183

Income Statement

INCOME STATEMENT					
for Period		(blank)	Project 1	Project 2	Total
INCOME					
4000	Sales		1,533	697	2,229
			-----	-----	-----
	TOTAL INCOME		1,533	697	2,229
			-----	-----	-----
EXPENSES					
5000	Materials Purchased		1,026	473	1,499
7200	Light & heat				
			-----	-----	-----
	TOTAL EXPENSES		1,026	473	1,499
			-----	-----	-----
	INCOME (LOSS)		507	223	730
			-----	-----	-----

4.1.7 Department Income statement

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

Income Statement

From 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
INCOME				
4000	Sales	660	1,300	1,960
	TOTAL INCOME	660	1,300	1,960
EXPENSES				
5000	Materials Purchased	733		733
	TOTAL EXPENSES	733		733
	INCOME (LOSS)	-73	1,300	1,227

4.2 Module reports

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

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

4.2.1 AR reports

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

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

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

4.2.1.1 Transactions report

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

AR Transactions

Account <input type="text"/>	Salesperson <input type="text"/>
Customer <input type="text"/>	Department <input type="text"/>
Customer Number <input type="text"/>	Warehouse <input type="text"/>
Invoice Number <input type="text"/>	Shipping Point <input type="text"/>
Description <input type="text"/>	Ship via <input type="text"/>
Order Number <input type="text"/>	Waybill <input type="text"/>
PO Number <input type="text"/>	
Source <input type="text"/>	
Line Item <input type="text"/>	
Notes <input type="text"/>	
From <input type="text"/> To <input type="text"/>	
Period <input type="text"/>	
<input checked="" type="radio"/> Current <input type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Year	

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

[Continue](#)

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 186

AR Transactions / My Company Name

Open
Closed

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

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

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

CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 187

AR Transactions / My Company Name

Open
Closed

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

4.2.1.2 Outstanding report

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

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

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

AR Outstanding

Account Salesperson

Customer Department

Customer Number Warehouse

From To Shipping Point

Period Ship via

Current Month Quarter Year Waybill

No. ID Invoice Number Order Number Description

PO Number Invoice Date Customer Customer Number Address

Salesperson Department Amount Tax Total

Include in Report Currency Date Paid Payment Difference Paid Payment Method

Due Date Due Line Item Notes Internal Notes

Till Warehouse Shipping Point Ship via Waybill

DCN

Subtotal

[Continue](#)

4.2.1.3 AR aging report

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

AR Aging

Department

Customer

Customer Number

To

Summary Detail

Aged Overdue

Include in Report Current 30 60 90

15 45 75

[Continue](#)

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

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

AR Aging / My Company Name

Aged
for Period To 08 January 2014

GBP

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

Statement

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

GBP

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

Statement

4.2.1.4 Reminder report

In the reminder report you can also print or email reminders to your customers. The reminder report search screen can be set to show selected departments or selected customers.

Reminder

Department

Customer

Customer Number

[Continue](#)

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

Reminder / My Company Name

GBP

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

Reminder html Screen

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

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

4.2.1.5 Tax collected and non-taxable reports

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

4.2.2 Customers reports

There are two customer reports in SQL-Ledger; '**Customers-Search**' and '**Customers-History**'. The search report is used to display customer master data and can also

display the customer related business transactions. The history report is used to display customer related totals for selected business transactions.

The search report is based on the total value of customer business transactions, whereas the history report is based on the total quantities of customer business transactions.

4.2.2.1 Customer search report

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

Search

Customer Customer Number
 Contact Address
 E-mail City
 Phone State/Province
 Salesperson Zip/Postal Code
 Notes

Country
 Startdate From To

All Active Inactive Orphaned Sleeper

AR Transactions Sales Invoices Sales Orders Quotations

No. Address Occupation State/Province Notes Tax Number Address IBAN Credit Limit Enddate

ID Salutation E-mail Discount Salesperson City BIC Terms

Type Contact Cc Country Threshold Pricegroup State/Province Member Number Language

Customer Title Bcc Phone Accounts SIC Zip/Postal Code BC Number Remittance Voucher

Customer Number Gender City Fax Payment Method Bank Country Type of Business Startdate

From To

Open Closed Amount Tax Total Subtotal

Include in Report

[Continue](#)

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

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Customers / COMPANY NAME

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

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

Add Customer

4.2.2.2 Customer history report

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

Customer History

Customer Customer Number

Contact Address

E-mail City

Phone State/Province

Salesperson Zip/Postal Code

Notes

Country

Startdate From To

Sales Invoices From To
 Sales Orders
 Quotations

Open Closed

Summary Detail

Part Number Description Sell Price Currency
 Qty Unit Discount
 Delivery Date Project Number Serial Number

Continue

Customer history summary report shows business activity grouped by item.

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

Customer History / My Company Name

Summary
Open
Closed

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

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

CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 194

Customer History / My Company Name

Detail
Open
Closed

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

4.2.3 AP reports

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

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

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

4.2.3.1 Transactions report

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

AP Transactions

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

[Continue](#)

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

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AP Transactions / My Company Name

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

AP Transaction | Vendor Invoice:

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

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				1,401.72	2100		
2007-07-01	AP-002		Engineering Supplies Plc	38.76				38.76	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				2,045.82	2100		
2007-07-03	AP-003		Skybird Agro Industries	2,045.82			322.83		1001	Mini-Sledge	
2007-07-03	AP-003		Skybird Agro Industries	2,045.82			494.50		1001	Rubber Mallet	
2007-07-03	AP-003		Skybird Agro Industries	2,045.82			672.00		1001	Deluxe Hand Saw	
2007-07-12	AP-004		Skybird Agro Industries	39.35	39.35	adjustment		39.35	1200		
2007-07-12	AP-004		Skybird Agro Industries	39.35	39.35		11.99		1001	Modeling Hammer	

4.2.3.2 Outstanding report

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

The outstanding report, on the other hand, will show you the selected open

and closed invoices and transactions as on a chosen date or as within a chosen time frame. If you for example want to create a report for an auditor to show which invoices and transactions where still open on the 31. December of last year, you need to use the outstanding report, since the transactions report only shows the selected open invoices and transactions as of today.

On the outstanding report search screen you can specify various criteria and select/ de-select columns which you want to shown on the screen.

4.2.3.3 AP aging report

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

AP Aging

Department

Vendor

Vendor Number

To

Summary Detail

Aged Overdue

Include in Report Current 30 60 90
 15 45 75

[Continue](#)

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

AP Aging / My Company Name

Aged
for Period To 08 January 2014

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

[Save Report](#)

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

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AP Aging / My Company Name

Aged
for Period To 08 January 2014

GBP

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

Save Report

4.2.3.4 Tax paid and non-taxable reports

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

Tax collected

Department

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

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

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
				1,959.53	342.92

Save Report

4.2.4 Vendor reports

There are two vendor reports in SQL-Ledger; '**Vendors-Reports-Search**' and '**Vendors-Reports-History**'.

The search report is used to display vendor master data and can also display the vendor related business transactions. The history report is used to display vendor related totals for selected business transactions. The search report is based on the total value of vendor business transactions, whereas the history report is based on the total quantities of vendor business transactions.

4.2.4.1 Vendor search report

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

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

Search

Vendor Vendor Number
 Contact Address
 E-mail City
 Phone State/Province
 Employee Zip/Postal Code
 Notes

Country
 Startdate From To

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

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

[Continue](#)

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

Vendors / COMPANY NAME

All
Open
Closed

Vendor	Contact	Phone	E-mail	Invoice	Amount	Tax	Total
Construct Buildings Plc	Thomas Lucas			AP-001	1,192.95	208.77	1,401.72
Engineering Supplies Plc	John King			AP-002	32.99	5.77	38.76
Skybird Agro Industries	Michael King			AP-003	1,741.12	304.70	2,045.82
				AP-004	33.49	5.86	39.35

[Add Vendor](#)

4.2.4.2 Vendor history report

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

CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 201

Vendor History

Vendor Vendor Number

Contact Address

E-mail City

Phone State/Province

Employee Zip/Postal Code

Notes

Country

Startdate From To

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

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

CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 202

Vendor History / My Company Name

Detail
Open
Closed

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

4.2.5 Cash reports

There are three main cash reports in SQL-Ledger; receipts, payments and reconciliation.

4.2.5.1 Receipts

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

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

Receipts / COMPANY NAME

Date	Reference	Description	Customer	Amount	Source	Memo
1200--Bank Current Account						
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	
				17,225.37		
				17,225.37		

Save Report

4.2.5.2 Payments

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

Payments / COMPANY NAME

Date	Reference	Description	Vendor	Amount	Source	Memo
1200--Bank Current Account						
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	
				484.00		
				484.00		

Save Report

4.2.5.3 Reconciliation

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

1230--Petty Cash /

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

4.2.6 Order entry reports

There are three main order entry reports in SQL-Ledger; sales orders, requirements and purchase orders.

4.2.6.1 Sales orders

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

Sales Orders

Customer

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
 Warehouse Shipping Point Ship via Waybill Amount
 Tax Total Currency Line Item Notes
 Internal Notes
 Subtotal

[Continue](#)

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

CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 205

Edit Sales Order

Customer * ?

Customer Number

Address

Credit Limit 1,500 Remaining 738

Currency

Warehouse

Shipping Point

Ship via

Waybill

Open Closed

Department

Salesperson

Order Number

Order Date *

Required by

PO Number

Terms Net days

Reference Documents

Description

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

Group

Notes

Internal Notes

Tax Included

Subtotal 489.65

VAT (17.5%) 85.69

Total 575.34

Sales Order

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

4.2.6.2 Requirements

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

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

4.2.6.3 Purchase orders

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

Add Purchase Order

Vendor * ?

Vendor Number

Address

Credit Limit 0 Remaining -278

Currency

Warehouse

Shipping Point

Ship via

Waybill

Department

Employee

Order Number

Order Date *

Required by

PO Number

Terms Net days

Reference Documents

Description

Item	Number	Description	Qty	Recd	Unit	Price	%	Extended
1	<input type="text" value="H002"/> <small>SKU H002 ?</small>	<input type="text" value="Hand Brush"/>	<input type="text" value="15"/>	<input type="text"/>	<input type="text" value="NOS"/>	<input type="text" value="4.35"/>	<input type="text"/>	<input type="text" value="65.25"/>
2	<input type="text" value="F003"/> <small>SKU F003 ?</small>	<input type="text" value="Framing Hammer"/>	<input type="text" value="10"/>	<input type="text"/>	<input type="text" value="NOS"/>	<input type="text" value="13.85"/>	<input type="text"/>	<input type="text" value="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

Notes

Internal Notes

Tax Included

Subtotal	203.75
VAT (17.5%)	35.66
Total	239.41

Purchase Order

Group by -> Project Group Item Number Description Bin

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

4.2.7 Warehouses reports

There are four main warehouse reports in SQL-Ledger; transfers, deliveries, on-hand and activity.

4.2.7.1 Transfers

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

Transfers List

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

4.2.7.2 Deliveries

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

Transfers to be Delivered						
My Warehouse LONDON						
Date	Transfer Number	Description	Notes	From WH	Delivered Date	
01-16-2008	12311	Hand saw and brush sets	New shipment.	HONGKONG	<input type="text"/>	
01-19-2008	12322	Hand saw and hand trencher	Quantity at Paris	PARIS	<input type="text"/>	

4.2.8 Quotations reports

There are two main quotation reports in SQL-Ledger; quotations and RFQs (request for quotations).

4.2.8.1 Quotations

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

CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 208

Quotations

Customer

Customer Number

Department

Employee

Quotation Number

Description

Notes

Warehouse

Shipping Point

Ship via

Waybill

From To

Period Current Month Quarter Year

Open Closed

No. ID Quotation Number Description Date

Valid until Customer Customer Number Employee Warehouse

Shipping Point Ship via Waybill Amount Tax

Total Currency Line Item Notes Internal Notes

Subtotal

[Continue](#)

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

CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 209

Edit Quotation

Customer * ?

Customer Number

Address

Currency

Warehouse

Shipping Point

Ship via

Waybill

Open Closed
 Department
 Employee
 Quotation Number
 Quotation Date
 Valid until
 Terms Net days

Reference Documents

Description

Item	Number	Description	<input type="checkbox"/>	Qty	Unit	Price	%	Extended
1	<input type="text" value="B001"/> ?	<input type="text" value="Brush Set"/>	<input checked="" type="checkbox"/>	<input type="text" value="1"/>	<input type="text" value="NOS"/>	<input type="text" value="9.99"/>	<input type="text"/>	9.99
2	<input type="text" value="D008"/> ?	<input type="text" value="Deluxe Hand Saw"/>	<input checked="" type="checkbox"/>	<input type="text" value="1"/>	<input type="text" value="NOS"/>	<input type="text" value="17.99"/>	<input type="text"/>	17.99
3	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Group

Notes Internal Notes

Tax Included
 Subtotal 27.98
 VAT (17.5%) 4.90
 Total 32.88

4.2.8.2 RFQs

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

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

4.2.9 General ledger reports

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

You can specify any conditions to filter the report by entering your criteria in the search screen or just leave it blank and click 'Continue' button to list all existing general ledger transactions.

CHAPTER 4. KEEPING TRACK OF YOUR BUSINESS IN SQL-LEDGER 210

General Ledger Reports

Account

Reference / Invoice Number

Description

Company Name

Company Number

Department

Project

Line Item

Notes

Source

Memo

From To

Period Current Month Quarter Year

Account >= Account <=

Amount >= Amount <=

All Asset Liability Equity Income Expense

ID Date Reference Description Company Name

Company Number Address Department Project Number Notes

Debit Credit Source Memo Line Item

Account Account Description GIF1 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 211

General Ledger /

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

General ledger reports can be sorted on any displayed column.

4.2.10 Project reports

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

4.2.10.1 Projects

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

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Projects

All

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

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

4.2.10.2 Transactions

The transactions report will display the 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
			3,240.95		

[Save Report](#)

4.2.10.3 Time cards

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

Time Cards / COMPANY NAME

Open

Demo User demo

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

Currently no payment gateways are supported. However, you can sponsor the development of any payment gateway you want to use with LedgerCart. Send email to support@ledger123.com for details.

5.1.3 Using LedgerCart as an online store

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

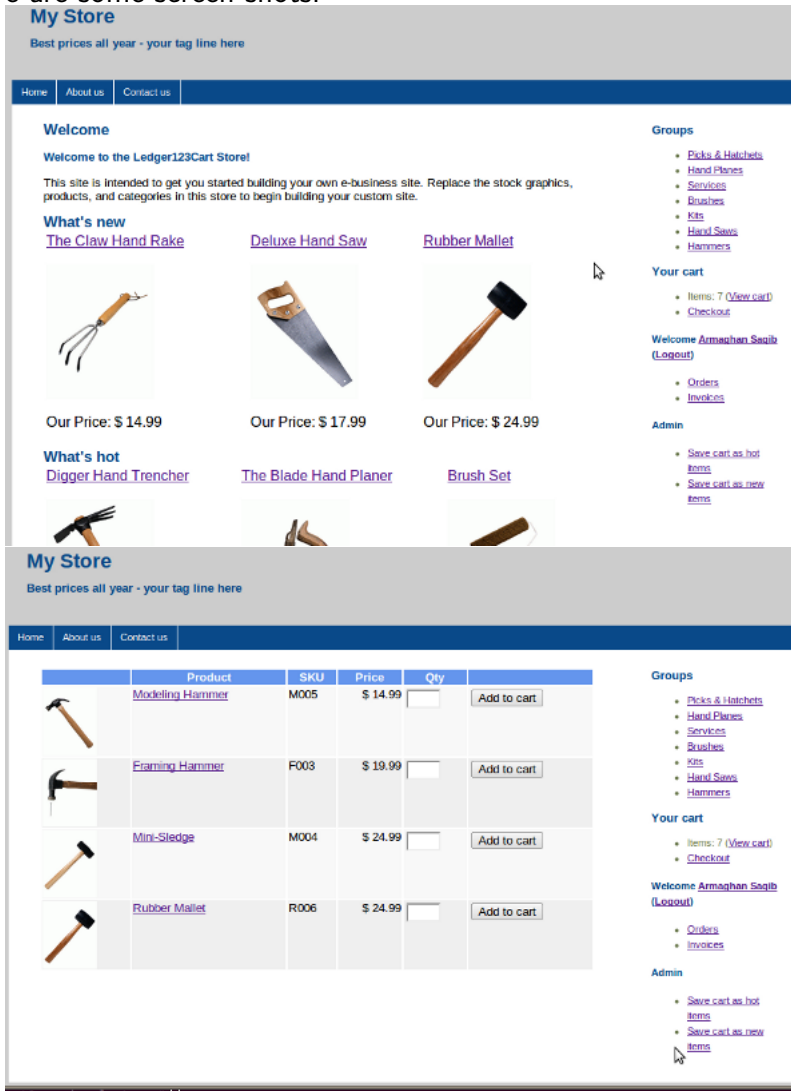
5.1.4 Using LedgerCart as Self service portal

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

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

5.1.5 Screen shots


Here are some screen shots.



My Store
Best prices all year - your tag line here

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

Modeling Hammer



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

Price: \$ 14.99

Quantity

[Back to Hammers](#)

Groups

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

Your cart

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


Email

Password

[Forgot your password?](#)

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

Deluxe Hand Saw



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

Sizes available:

- 2'
- 2.5'
- 3'

Price: \$ 17.99

Quantity

[Recreate thumbnail](#)

New image: No file chosen

Item notes:

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

Sizes available:

* 2'

* 2.5'

[Syntax for notes.](#)

[Back to Hand Saws](#)

Groups

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

Your cart

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

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

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

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

Your cart

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

[Checkout](#)

[Update](#)

Groups

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

Your cart

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

Welcome Armaghan Saqib
([Logout](#))

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

5.2 Installation

5.2.1 Software packages

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

```
su -
```

and enter your password.

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

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

After that you need to install some further cpan modules:

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

Then install LedgerCart in your SQL-Ledger directory:

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

5.2.2 Configuration and Admin access

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

5.2.2.1 Admin User

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

5.2.2.2 Editing item descriptions, images and thumbnails

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

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

5.2.2.3 Editing pages through admin access

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

5.2.2.4 Marking ‘hot’ and ‘new’ items

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

5.2.3 Customization

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

1. Template::Toolkit templates are standard html files which can include Perl variables within [% and %] delimiters. You can copy the default templates and modify them as you please.
2. New pages can be added by creating standard html files and linking them to ‘templatesfolder/header.html’ or ‘templatesfolder/sidebar.html’.

3. You can also customize the `theme.css` to change the colors and other look and feel according to your taste.
4. Expert users can modify the `'index.pl'` file to add their own variables which can be interpolated within your LedgerCart templates.

Chapter 6

Development and Customization

6.1 Customization

SQL-Ledger can be customized in three ways:

6.1.1 custom_xx.pl files

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

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

6.1.1.1 Custom Modules

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

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

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

This method is also upgrade safe.

6.1.2 Modify the source code

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

A bit discipline and an SCM software like GIT can help manage such changes or patches with easy. 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. One you have created this 'all' file with all the required strings for your translations, you will run 'perl locales.pl -m' on command line and the translation files for all modules will be created individually.

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

6.3 SQL Queries

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

6.3.1 Simple SQL Queries

6.3.1.1 Sales summary report

```

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

```

6.3.1.2 Sales summary report with department and warehouse

```

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

```

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

6.3.1.3 Sales report with items

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

6.3.1.4 List of customers

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

6.3.1.5 Cash accounts with current balances

```
SELECT
    accno,
```



```

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

```

6.3.1.6 Parts list

```

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

```

6.3.2 Advanced SQL Queries

6.3.2.1 Inventory on hand on specific date

```

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

```

```

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

```

6.3.2.2 Customer balances on a specific date

```

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

```

6.3.2.3 Sales summary by month

```

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

```

6.3.2.4 Sales Summary by group and month

```

SELECT
    d.description AS department,
    pg.partsgroup,

```

```

        TO_CHAR(ar.transdate, 'YY-MM') AS month,
        SUM(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 feb,
    (SELECT SUM(amount) FROM acc_trans ac WHERE ac.chart_id = chart.id AND TO_CHAR(
        transdate, 'YY-MM') = '06-03') AS mar,
    (SELECT SUM(amount) FROM acc_trans ac WHERE ac.chart_id = chart.id AND TO_CHAR(
        transdate, 'YY-MM') = '06-04') AS apr,

```

```

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

```

6.3.3 Queries to troubleshoot database problems

6.3.3.1 Transactions without departments

```

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

```

6.3.3.2 Unbalanced Journals

```

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

```

```

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

```

6.3.3.3 Orphan Transactions

```

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

```

6.3.3.4 Correcting Assemblies Onhand

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

```

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

```

6.4 API

6.4.1 Introduction

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

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

```
./ct.pl "
```

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

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

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

6.4.2 API Uses

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

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

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

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

6.4.3 Calling from PHP

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

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

END