

## How to Generate the Sales Ledger in REST Professional



### Overview

The sales ledger shows all transactions relating to the trust and investment ledger and can be run for all sales cards, or criteria can be selected to print/preview by group, status or salesperson.

### Steps

1. Go to **Reports > Sales > Sales Ledger** or by clicking on the  icon when in the sales card

Select Criteria as required:

- You can select All Vendors, a range or select a specific Vendor.
- Group - If sales groups are setup, select the required group
- Status - You can filter this by the status of the sale
- Salesperson - You can filter this by select All or a particular salesperson
- Show History - This tick box should be populated so that the history of the ledger can be viewed.
- Incl Completed/fallen over - Tick if you would like sales that are marked as completed fallen over

**NOTE:** If viewing the ledger through a sale card rather than **Reports > Sales**, the selection criteria will not be available as you are viewing one sale card and there is no other criteria to select



SALES TRUST LEDGER - NOVEMBER 2014

Records selected: 1  
 Status: All  
 Salesperson: All  
 Group: All

Full History

Date	Alpha Ref	Vendor Type	Details	Buyer	Payee/Payer	Property	Debit	Credit	Balance
		WINDSOR	MS ELIZABETH WINDSOR	Sally Bowles		444 BUCKINGHAM PLACE			
						Balance B/F:		0.00	0.00
14/04/15	00009360	SRecS	Adv. Advertising budget		MS ELIZABETH WINDSOR			5000.00	5000.00
14/04/15	00009361	SRecD	Deposit on sale		Sally Bowles			150000.00	155000.00
14/04/15	00000000	SDisC	Adv. West Australian 4/4/15 (Includes GST of \$86.36)				950.00		154050.00
14/04/15	00000000	SDisC	Adv. West Australian 11/4/15 (Includes GST of \$86.36)				950.00		153100.00
14/04/15	00000000	SDisC	Adv. West Australian 18/4/15 (Includes GST of \$86.36)				950.00		152150.00
14/04/15	00000000	SDisC	Adv. Sign Board (Includes GST of \$68.18)				750.00		151400.00
14/04/15	00000000	SDisC	Adv. Brochures & Flyers (Includes GST of \$76.82)				845.00		150555.00
14/04/15	00000000	SDisC	Adv. The Times 4/4/15 (Includes GST of \$36.36)				400.00		150155.00
14/04/15	00999888	SDisT	Transfer the deposit to the investment acc		Elizabeth Windsor & Sal		150000.00		155.00
14/04/15	00009362	SRecS	Transfer Deposit & Interest to the Trust A		Elizabeth Windsor & Sal			150850.00	151005.00
14/04/15	E00000175	SDisA	Commission on Sale of 444 Buckingham Pl (Includes GST of \$2,727.27)		Rock Sales Commission		30000.00		121005.00
15/04/15	E00000175	SJrnl	Half share interest on deposit		Sally Bowles		425.00		120580.00
15/04/15	E00000175	SJrnl	Balance of Deposit plus half share of inte		MS ELIZABETH WINDSOR		120425.00		155.00
15/04/15	E00000175	SJrnl	Adv. Advertising budget refund		MS ELIZABETH WINDSOR		155.00		0.00
			<u>INVESTMENT LEDGER</u>						
						Balance B/F:		\$0.00	0.00
14/04/15	00000000	IRecS	Transfer the deposit to the investment acc		Elizabeth Windsor & Sal			150000.00	150000.00
14/04/15	00000000	IRecD	Interest on Deposit		Bank			850.00	150850.00
14/04/15	00777777	IDisV	Transfer Deposit & Interest to the Trust A		ROCKEND TRUST ACCOUNT		150850.00		0.00

Number of items - 1

The trust transactions both debits and credits will show up the top part of the ledger. The investment ledger will generate at the bottom of the trust ledger.

02/02/2016 10:55 am AEDT