

How to Generate the Sales Advertising Ledger



Overview

The Sales Advertising Ledger looks at the transactions for the Advertising sub account only where Advertising has been used to receipt and disburse. It does not include the Sundry/Deposits sub account.

Steps

1. Go to **Reports > Sales > Sales Advertising Ledger**

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 - tick if you would like to show the history of the sales advertising ledger
- Incl Completed/fallen over - tick if you would like sales that are marked as completed fallen over

Selection		Advanced	
Month to Print	Current	Group	
<input checked="" type="radio"/> All		Status	All
<input type="radio"/> Range	Start at Alpha Index <input type="text"/>	Salesperson	All
	Finish at Alpha Index <input type="text"/>		
<input type="radio"/> Select	<input type="text"/>		
		Show History	<input type="checkbox"/>
		Incl. Completed/Fallen Over	<input type="checkbox"/>

Orientation F1	Font Select F2	Printer Select F3	Print - F12	Preview - F11	Export - F10	Cancel - ESC
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2. Click **Print-F12** or **Preview-F11**

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SALES ADVERTISING LEDGER - NOVEMBER 2014

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

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	Advertising budget		MS ELIZABETH WINDSOR			5000.00	5000.00
14/04/15	00000000	SDisC	West Australian 4/4/15 (Includes GST of \$86.36)		Buyer		950.00		4050.00
14/04/15	00000000	SDisC	West Australian 11/4/15 (Includes GST of \$86.36)				950.00		3100.00
14/04/15	00000000	SDisC	West Australian 18/4/15 (Includes GST of \$86.36)				950.00		2150.00
14/04/15	00000000	SDisC	Sign Board (Includes GST of \$68.18)				750.00		1400.00
14/04/15	00000000	SDisC	Brochures & Flyers (Includes GST of \$76.82)				845.00		555.00
14/04/15	00000000	SDisC	The Times 4/4/15 (Includes GST of \$36.36)				400.00		155.00
15/04/15	E00000175	SJml	Advertising budget refund		MS ELIZABETH WINDSOR		155.00		0.00

Number of items - 1

This ledger will show the amount received in using type advertising together with a receipt number and each creditor disbursement paid out including any refunded or journalled amounts.

02/02/2016 10:55 am AEDT