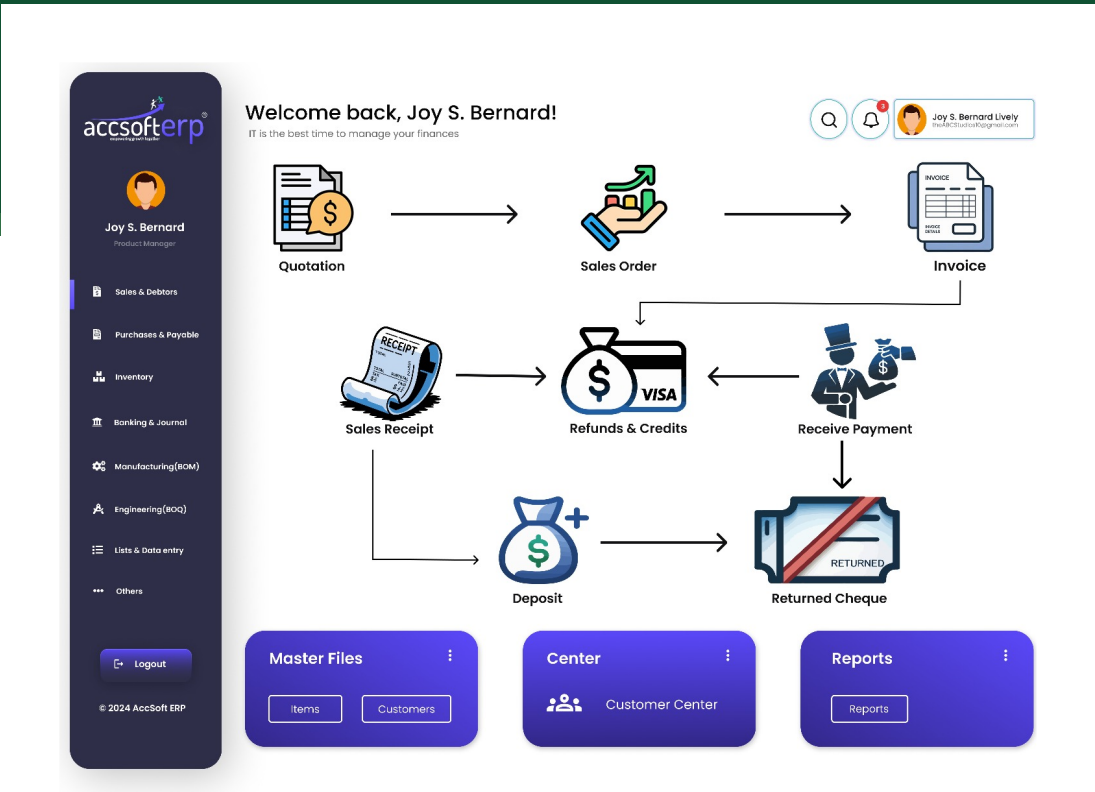


Sales & Debtors

From quotation to cash in the bank, with every customer balance up to date

The Sales & Debtors module runs the full quote-to-cash cycle. Every document, from quotation to receipt, passes through an approval level before it moves on, and each step is created from the one before it, so line items, taxes and customer details never have to be re-typed. Your debtors ledger, ageing and post-dated cheques are always current.



Module dashboard: the quote-to-cash workflow, with Master Files, Customer Center and Reports

Approval on every document Quotations, orders, invoices, receipts, credits and deposits each carry an approval level	Sales Order to PO or BOM Convert a customer order straight into a purchase order or a bill of material	VAT and SSCL built in Sri Lankan taxes calculated per line, tax invoices with VAT registration number	76 reports Sales analysis, customer balances, ageing, collections and PD cheques
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The quote-to-cash workflow

Eight documents, one chain. Each is created from the previous one and carries its own approval status, so sales and accounts teams can see exactly where a deal stands.

1	Quotation Price the customer's request with item, quantity, rate, discount, VAT and SSCL per line. Print or email it on your own template.
2	Sales Order Convert the accepted quotation with Select Quote. Items not held in stock convert straight into a Purchase Order, and made-to-order items into a BOM.
3	Invoice Bill the customer from the sales order, in full or in part. Receive All invoices a fully delivered order in one step; partial deliveries are tracked line by line.
4	Receive Payment Settle invoices by cash, bank transfer, cheque or post-dated cheque, matched to the invoices they clear.
5	Sales Receipt Record cash sales where invoice and payment happen together.
6	Refunds & Credits Raise credit notes for returns and price adjustments, and refund or apply them to open invoices.
7	Deposit Bank the day's receipts and cheques in one deposit slip, posted to the bank ledger.
8	Returned Cheque Reverse a bounced cheque, reinstate the customer balance and record bank charges.

Approval control on every document

Sales is where revenue and credit exposure are created, so AccSoft ERP puts an approval level on every sales document. User permissions decide who can approve at each stage, and every document shows its Approved / Closed status at a glance, so unauthorised discounts or credit are stopped before they happen.

Document	What approval confirms
Quotation	Pricing and discounts are agreed before conversion to a sales order
Sales Order	Credit and stock are checked before invoicing, delivery or conversion to a purchase order
Invoice	The invoice is correct before printing, emailing or posting to the debtors ledger
Receipt / Payment / Deposit	Funds are confirmed before they hit the bank ledger
Credit Note / Returned Cheque	A change to a customer balance is checked before it posts

Key features

Quotations

- Raised per customer, location, sales rep and Class
- Due date and expected delivery date on every quotation
- Approval level before conversion to a sales order
- Copy and Copy to all for fast entry of repeat lines
- Quotation (Open) and (Over Due) reports to chase unanswered quotes

Invoices and delivery

- Invoice in full or in part against the sales order, or raise a direct invoice
- Delivery Orders for goods leaving before or after the invoice
- Tax invoice templates with VAT registration number
- Credit period and due date per invoice; Amount Due shown live
- Void, Memorise and Receive Payment straight from the invoice
- To be Printed, Emailed, Delivered and SMS flags

Multi-currency sales and receivables

- Exchange rate captured on every document
- Sell in USD, EUR, GBP or any currency and post to your base-currency ledger
- Customer balances and ageing in base and original currency (MC and Foreign Currency reports)

Sales Orders

- Create from an approved quotation with Select Quote, or from scratch
- Convert directly to a Purchase Order for back-to-back and drop-ship sales, or to a BOM for made-to-order items
- Ordered, delivered, invoiced and closed quantities visible on every line
- Select Quote, Receive All, Show Quote, Temp Save and Copy controls
- Approved, Closed, To be Printed, To be Delivered and To be Emailed flags
- Item To Be Delivered reports for the warehouse

Receipts, payments and PD cheques

- Receive one payment against many invoices, in full or in part
- Invoice-to-payment matching so every receipt is traceable
- Post-dated cheque register with PD Cheque, In Hand and Ageing reports
- Customer balances with and without PD cheques in hand
- Returned Cheque document reverses a bounced cheque
- Daily Collection reports for the cashier

Sri Lankan tax handling, built in

- VAT and SSCL calculated per line and summarised on every document
- Amts Inc VAT toggle for tax-inclusive pricing
- Customer VAT registration number stored and printed on tax invoices
- Sales by Item (Inc VAT) report

Quotation entry

The Quotation screen prices the customer's request line by line with quantity, rate, discount, VAT and SSCL, and the totals panel recalculates Gross, Discount, Net, SSCL, Tax and Total as you type. The Approved flag must be set before it can be converted into a Sales Order.

Quotation

Customer

test456

Class

Template

ACC Default Quo (A4)

Customer

ert
12313
345

Quo No

Q73

Date

14-01-2025

Ship To

111
222

VAT No

Location

DCL HO

Sales Rep

Admin

Term

Due Date

15-01-2024

PO No

Pay Method

Custom Field

Custom Field

Expected

14-01-2025

Ship Via

Item	Description	Qty	Rate	Disc %	Tax	SSCL Amt	Tax Amt	Class	Amount	Disc Amt	Received	Qline	Close
1	Nokia 6233	2	2,500.00	0	18%	125.00	922.50		5,000.00	0.00	0	0	0
2	Samsung A32	1	30,500.00	0	18%	762.50	5,627.25		30,500.00	0.00	0	0	0
3	Huawei Mate	4	20,500.00	0	18%	2,050.00	15,129.00		82,000.00	0.00	0	0	0
4	Realme C75	1	6,500.00	0	18%	162.50	1,199.25		6,500.00	0.00	0	0	0
5	Nokia 6233	2	4,500.00	0	18%	225.00	1,660.50		9,000.00	0.00	0	0	0
6	Realme GT 6	6	2,500.00	0	18%	375.00	2,767.50		15,000.00	0.00	0	0	0

Copy to all

Copy

Exchange Rate

1

Approved

Closed

To be Printed

Amts Inc VAT

Memo

Customer Msg

Save & Close

Save & New

Clear & New

Gross

148,000.00

Discount

0.00

Net

148,000.00

SSCL

3,700.00

Tax

27,306.00

Total

179,006.00

Quotation with 18% VAT and 2.5% SSCL per line and live totals

Sales Order entry

The Sales Order carries every line from the quotation with Select Quote, adds delivery details, terms and dates, and tracks delivered, invoiced and closed quantities per line. From here the order can be invoiced, converted to a Purchase Order or converted to a BOM.

Sales Order

×

Customer

AR Account

Class

Template

Laboratory Equipment Company

1200 - Trade Debtors

Quick Books

ACC Default SO (A4)

Customer

Quo No

Date

Ship To

Laboratory Equipment Company (Pvt) Ltd
No. 72, Mahavidhyala Mawatha.
Colombo - 13

M 46572

14-01-2025

Location

Sales Rep

PO No

Pay Method

Custom Field

Main

(2) Two User

Custom Field

Term

Due Date

Ship Date

Ship Via

6500.00

14-01-2025

14-01-2025

Item	Description	Qty	Rate	Disc %	Tax	SSCL Amt	Tax Amt	Class	Amount	Disc Amt	Received	Qline	Close
1	Nokia 6233	2	2,500.00	0	18%	125.00	922.50		5,000.00	0.00	0	0	0
2	Samsung A32	1	30,500.00	0	18%	762.50	5,627.25		30,500.00	0.00	0	0	0
3	Huawei Mate	4	20,500.00	0	18%	2,050.00	15,129.00		82,000.00	0.00	0	0	0
4	Realme C75	1	6,500.00	0	18%	162.50	1,199.25		6,500.00	0.00	0	0	0
5	Nokia 6233	2	4,500.00	0	18%	225.00	1,660.50		9,000.00	0.00	0	0	0
6	Realme GT 6	6	2,500.00	0	18%	375.00	2,767.50		15,000.00	0.00	0	0	0

Select Quote

Receive All

Show Quote

Copy to all

Copy

Temp Save

☐ Approved
 ☐ Closed
 ☐ Amts Inc VAT
 ☐ To be Printed
 ☐ To be Delivered
 ☐ To be Emailed

Exchange Rate

1

Memo

Quick Books Service maintenance fee for the period

Customer Msg

Save & Close

Save & New

Clear & New

Gross

148,000.00

Discount

0.00

Net

148,000.00

SSCL

3,700.00

Tax

27,306.00

Total

179,006.00

Sales Order ready for invoicing, purchase order or BOM conversion

Invoice entry

The Invoice bills the customer from the sales order with Amount Due, invoice number, credit period and due date on the header, four custom fields and a Target field for sales tracking, and Void, Memorise and Receive Payment controls at the foot.

Invoice

Customer

AR Account

Class

Template

CTV Creation (PVT) Ltd

1200 - Trade Debtors

PLM - INVOICE Tax Invoice

Bill Address

Amount Due

Inv No

Date

Sarathchandra Agencies Co. (Pvt) Ltd.
133, Main Street.
Embilipitiya

179,006.00

INV/19/09

14-01-2025

VAT Reg No

Target

Custom Field

Custom Field

Custom Field

Custom Field

Location

Sales Rep

Credit Period

Due Date

PO No

DCL HO

14-01-2025

Item	Description	Qty	Rate	Disc %	Tax	SSCL Amt	Tax Amt	Class	Amount	Disc Amt	Received	Qline	Close
1	Nokia 6233	2	2,500.00	0	18%	125.00	922.50		5,000.00	0.00	0	0	0
2	Samsung A32	1	30,500.00	0	18%	762.50	5,627.25		30,500.00	0.00	0	0	0
3	Huawei Mate	4	20,500.00	0	18%	2,050.00	15,129.00		82,000.00	0.00	0	0	0
4	Realme C75	1	6,500.00	0	18%	162.50	1,199.25		6,500.00	0.00	0	0	0
5	Nokia 6233	2	4,500.00	0	18%	225.00	1,660.50		9,000.00	0.00	0	0	0
6	Realme GT 6	6	2,500.00	0	18%	375.00	2,767.50		15,000.00	0.00	0	0	0

Select Quote

Receive All

Show Quote

Copy

Void

Memorise

Temp Save

Receive Payment

☒ Approved
 ☐ Amts Inc VAT
 ☐ To be Delivered
 ☐ To be Printed
 ☐ To be Emailed
 ☐ To be SMS

Exchange Rate

1

Memo

Customer Msg

Save & Close

Save & New

Clear & New

Gross

148,000.00

Discount

0.00

Net

148,000.00

SSCL

3,700.00

Tax

27,306.00

Total

179,006.00

Tax Invoice with Amount Due, credit period and Receive Payment control

Master files and Customer Center

Items and Customers

- Items: one item master shared with Inventory and Purchasing, so cost, stock and selling price stay in sync
- Customers: full profiles with contacts, addresses, VAT registration, customer type, credit period, sales rep and price level

Customer Center

- Every quotation, order, invoice, receipt, credit and cheque for a customer on one screen
- Outstanding balance and ageing at a glance
- Drill down to any document from the customer record

Reports

Seventy-six ready-made reports, filterable by date range, customer, sales rep, location and Class, and exportable to Excel and PDF.

Sales reports (55)

Quotations and orders

- Quotation Summary (All) / (Open) / (Over Due)
- Quotation Details (All) / (Open)
- Sales Order Summary (All) / (Open) / (Over Due)
- Sales Order Details (All) / (Open)
- Sales Order to Purchase Order
- Sales Order to BOM

Invoices, credits and delivery

- Invoice Summary / Details
- Credit Note Summary / Details
- Delivery Order Summary / Details
- Item To Be Delivered Summary / Details
- Sales Vs Sales Return

Sales analysis

- Sales by Item: Summary, Details, Details (Inc VAT), Details GP
- Sales by Customer: Summary and Details
- Sales by Sales Rep: Summary and Details
- Sales by Location: Summary and Details
- Sales by Class: Summary and Details
- Sales by Customer Type: Summary and Details

Cross-analysis (20)

- Sales by Item / Customer, Sales Rep, Class, Location
- Sales by Customer / Item, Sales Rep, Class, Location
- Sales by Sales Rep / Item, Customer, Class, Location
- Sales by Class / Item, Customer, Sales Rep, Location
- Sales by Location / Item, Customer, Sales Rep, Class

Customer & receivables reports (21)

Balances

- Customer Balance Summary / Details
- Customer Balance Details (Foreign Currency)
- Customer Balance With PD Cheque / With PD Cheque (Total)
- Customer Balance With PD Cheque Ageing Summary
- Open Invoices

Ageing

- Customer Ageing Summary / Details
- Customer Ageing Summary MC / Details MC

Receipts and collections

- Receipts Summary / Receipts Details
- Invoice Vs Receive Payment Details
- Payment Settled By Invoice
- Daily Collection Detail
- Collection Report Details by Transaction Date

Cheques

- PD Cheque
- PD Cheque In Hand
- PD Cheque Ageing
- Return Cheque

Why AccSoft ERP for sales?

Fully integrated	Sales orders reserve stock in Inventory, convert to Purchase Orders in Purchases & Payables or BOMs in Manufacturing, and every invoice, receipt and deposit posts to the General Ledger, with no double entry.
Controlled credit	Approval levels on every document mean no unauthorised discount, credit note or over-limit sale goes through unchecked.
Built for Sri Lanka	VAT, SSCL, post-dated cheques, returned cheques and local tax invoice formats are standard, not add-ons.
Familiar to QuickBooks users	Teams coming from QuickBooks find the Customer Center, Sales Receipt, Receive Payment and Deposit layout immediately familiar, with the depth and control of a full ERP.
Proven since 1998	AccSoft Solutions has supported Sri Lankan businesses for over 25 years, with more than 5,000 installations.

Who uses this module

- Trading and distribution companies invoicing hundreds of customers a month
- Importers and exporters selling in foreign currency
- Dealers and showrooms with sales reps and targets
- Back-to-back traders converting customer orders straight into purchase orders
- Manufacturers taking made-to-order sales through to BOM
- Any business collecting by post-dated cheque

Frequently asked questions

Which sales documents require approval?

All of them. Quotations, sales orders, invoices, receipts, payments, deposits, credit notes and returned cheques each carry an approval level, and user permissions control who can approve at each stage.

Can a sales order be converted to a purchase order?

Yes. An approved sales order can be converted directly into a purchase order to the supplier, with all lines carried across. Made-to-order items can be converted to a BOM in the same way.

Can we invoice a sales order in parts?

Yes. Each sales order line tracks ordered, delivered, invoiced and closed quantities. You can raise several invoices against one order until it is fully invoiced or manually closed.

How are VAT and SSCL calculated?

Tax is applied per line at the rate set for the item or customer, and totals are shown separately on the document. An Amts Inc VAT option handles tax-inclusive pricing, and the customer's VAT registration number prints on the tax invoice.

How are post-dated cheques handled?

Post-dated cheques are recorded against invoices and held in a PD cheque register. Customer balances can be viewed with or without PD cheques in hand, the PD Cheque Ageing report shows what falls due when, and a bounced cheque is reversed with the Returned Cheque document.

See Sales & Debtors in action

Book a free demo and we will walk your sales and accounts teams through the full quote-to-cash cycle, including approvals, sales-order-to-PO conversion and PD cheque handling, using your own customer and item data.

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