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Unpaid invoices

Report Unpaid invoices shows invoices with balance (partially/ fully unpaid or overpaid) according to selected filters.

1. Filters and filter options

- **Customer code** - Customer's code on invoice
- **Class** - Client class marked on customer card. Can be separated by colon or comma
- **Invoice salesman** - Salesman on invoice
- **Customer salesman** - Salesman on customer card
- **Account manager** - Account manager on customer card
- **Invoice in charge** - Responsible user on invoice
- **Period** - Period of invoices
- **Cust. type** - Customer types - *Company, Private or State institution*
- **Customer Datafield** - Report shows specific customer datafield values in separate column
- **Customer Datafield Content** - Possibility to search results according to Customer Datafield content
- **Term** - Payment term on Invoice
- **Object** - Object on Invoice
- **Status** - Invoice Status - All, Confirmed or Unconfirmed
- **Time** - Date of the Report
- **Language** - Shows invoices that have the same value in Language field. Language field on Invoice is filled according to the same field on Customer Card

 To Exclude Clients use symbol "!" in that field

- **Overdue** - from ... to ... days of payment date
- **Warning** - Warning on customer card
- **Range** - Range code of documents
- **Del.Term** - Delivery Term on Invoice
- **Invoice Datafield** - Report shows specific invoice datafield values in separate column
- **Invoice Datafield Content** - Possibility to search results according to Invoice Datafield content
- **Sorted by** - Possibility to sort report by - *Number, Customer code, Time, Salesman, Balance, Due date, Customer Name*
- **Sum** - Groups values by selection. Option Sum by Customers gives possibility to filter clients. If selection **Customers** is applied then pressing Report button will show only selected customers. Pressing **Mail** button will send the e-mail only to selected customers. Default notice selection is active (tick marked) if the parameter "Notice letter" is activated on customer card.
- **Balance** - Default option, additional option is *Balance with Fine*
- **Contact occupation** - Invoice's Contact occupation. Can be chosen from predefined occupations. Settings can be found from Main Menu > Settings > Personnel Settings > Positions

- **Contact** - "from Customer" - Contact from Customer Card will be shown in the report, "from Invoice" - Contact from Invoice will be shown in the report, predefined Positions are also in selection
- **Type** - Invoice type
- **Status** - Invoice Status
- **Project** - Project on Invoice header or rows
- **Project Manager** - Project Manager from invoice's project
- **Destination** - Destination on invoice
- **ON EVENT:**
- **Type** - Possibility to filter invoices according to related events. Events are also used for indicating payment commitment of customer. For example event type "Debit Claim" is used on invoice related event.
- **Status** - Invoice related event status
- **Notice letter** - Possibility to filter Invoices by sent Notices and the number of sent Notices. Options ">,<,<=,<!=" and period can be used for filtering
- **Credit limit** - If selected, separate column with Customer's limit from the Customer Card will be shown.

2. Options



- **Account Manager** - Shows Account Manager (from the customer card) in the report
- **Forbidden** - Unpaid Invoices that have longer payment term than indicated on Customer Card will be shown
- **Only overdue Invoices** - Only overdue Invoices will be shown in the report
- **Levels** - Divides invoices by object levels
- **Events** - Shows events related to invoice
- **Cust. balance** - Shows customer balance
- **Addresses** - Shows customer addresses
- **Comment** - Shows invoice's Comment and invoice's Int Comment
- **Reg No** - Shows customer's Registration Number from customer card
- **Warnings** - Shows Warnings from Customer Card
- **Project** - Shows project code of invoice
- **Only prepayment Invoices** - Shows only prepayment Invoices
- **Only with payment schedule** - Shows only invoices with payment Schedule

3. Lingid

- **Arve number** - avab müügiarve
- **Klient** - avab kliendi kaardi
- **Saldo** - avab kliendi saldo

4. Peenhäällestus

- **Seadistus**  - Võimalus valida oma personaalseid seadistusi.

- **Exceli tabel**  (kiirkäsklus F12 või Alt+E) – valikud Hankija infoga (nagu aruandes), tabelina (võimaldab kombineerida aruande infot tulpades).
- **Salvesta aruanne**  (kiirkäsklus Alt+A) – Salvesta aruanne kasutajamenüüsse enda valitud nimetusega.
- **Näita viivist** - näitab arvetelt arvestatud viivist
- **Tähtaeg kuvatakse kuupäevana** - valituna näidatakse kuupäeva, vaikimisi näidatakse, mitu päeva on laekumise tähtajani või üle tähtaja
- **Näita graafiku saldod** - arvel maksegraafiku olemasolul näitab maksegraafikujärgset laekumata saldod
- **Näita graafiku ridu** - arvel maksegraafiku olemasolul näitab maksegraafiku ridu, mis peaks olema perioodi vahemikus laekunud
- **Kuva saadetud kirjad kliendi lõikes vaates** - näitab “Kokku: Kliendi lõikes” vaates vastavas veerus kuupäevi, millal on eri tüüpi kirju kliendile saadetud
- **Üle tähtaja arvestab graafiku kuupäevi** - maksegraafikujärgsed osamaksed arvestavad filtrit “Ainult ületähtaja laekumata arved” ja Ületähtaja valitud kuupäevade vahemikku
- **kliendi lisaväli, kus on arve saaja meil** - enda seadistatud lisaväli, kuhu on kirjutatud müügiarve saaja email. Sellele meilile lähevad märgukirjad kliendile.
- **Valuuta** - EUR (vaikimisi)

5. Nupud

- **Meili meeldetuletus** - saadab klientidele valitud meeldetuletuse väljatrüki meiliga, kui kliendikaardil on meiliaadress olemas.
- **Trüki** - trükib valitud meeldetuletuse väljatrüki
- **Meili arved** - saadab arved klientidele meiliga, kui kliendikaardil on meiliaadress olemas (väljatrüki valimise võimalus)
- **Trüki arved** - trüki valitud arved (väljatrüki valimise võimalus)
- **Väljatrüki valik** - rippmenüüs kuvatavad mallid on kujundatavad

Meeldetuletuse saatmine Laekumata arvete aruandest

Selleks, et näha teatud perioodis laekumata arveid, tuleb valida vastav ajavahemik, mille sisse arved peavad jääma. Samuti saab arveid sorteerida ületähtaja läinud päevade järgi.

Customer code: 1004 Class: Invoice salesman: Period: 01.01.2020 to 10.08.2020 Cust. type: (Customer Datafield)

Term: Object: Status: all Time: 31.08.2020 Language: (Customer Datafield)

Overdue: 10 to 999 days Warning: Range: Del. Term: (Customer Datafield)

Sorted by: Number Sum: Customers . Type: all Status: all Balance: Contact occupation: (Invoice datafield)

ON EVENT: Type: Status: Project: Project Manager: Destination: (Invoice datafield)

Notice letter: sent > Period: Credit limit

☐ Account Manager ☐ forbidden ☒ only overdue invoices ☐ levels ☐ Events ☐ Cust. balance ☐ Addresses ☐ Comment ☐ Reg No ☐ Warnings ☐ Project ☐ only prepayment invoices ☐ only with payment schedule

Reminder for Outstanding Balance MAIL NOTICE Print MAIL INVOICES PRINT INVOICES REPORT

Invoice	Customer	Name	Time	Term	Salesman	Sum	Takings	Takings currency	Invoice balance	Invoice balance currency	Due date
100007	1004	Orange	01.01.2020	14	jane	1 200,00 USD	0,00	0,00 USD	1 068,19	1 200,00 USD	-229
100009	1004	Orange	01.05.2020	14	RAILIT	1 200,00 USD	0,00	0,00 USD	1 103,35	1 200,00 USD	-47
100010	1004	Orange	01.07.2020	14	RAILIT	1 200,00 USD	0,00	0,00 USD	1 071,43	1 200,00 USD	-47

Currency Sum Base currency Current rate
USD 3 600,00 3 242,96 3 097,31
Unpaid invoices TOTAL 3 242,96 3 097,31

Kui kliendil on mitu arvet ületähtaja ja laekumata, siis nende kohta saab saata ühe meeldetuletuskirja. Selle jaoks tuleb valida aruandes **Kokku: Kliendi lõikes**. Linnuke kastis **Kiri** määrab ära, kas sellele kliendile saata meeldetuletuse meil või mitte.

Customer code: Class: Invoice salesman: Period: 01.01.2020 to 10.08.2020

Term: Object: Status: all Time: 31.08.2020

Overdue: to days Warning: Range: Balance: Contact occupation: Project: Project Manager: Destination: On EVENT: Type: Status:

Notice letter: sent > Period: Credit limit

☐ Account Manager ☐ forbidden ☒ only overdue invoices ☐ levels ☐ Events ☐ Cust. balance ☐ Addresses ☐ Comment ☐ Reg No ☐ Warnings ☐ Project

Reminder for Outstanding Balance MAIL NOTICE Print MAIL INVOICES PRINT INVOICES

Notice Customers . Name	e-mail	Manager	Salesman	Qty	Net Profit	Sum	To pay	Balance
<input checked="" type="checkbox"/> 1001	Big Client BigClient@gmail.com	JANE	RAILIT	7	7 000,00	7 000,00	8 400,00	8 170,00
<input type="checkbox"/> 1004	Orange orange@gmail.com	SUPER	RAILIT	3	2 702,47	2 702,47	3 242,96	3 242,96
<input checked="" type="checkbox"/> 1006	Mango Mango.mango@gmail.com	SUPER	RAILIT	3	2 846,78	2 846,79	3 416,14	3 416,14
Sum:				13	12 549,25	12 549,25	15 059,10	14 829,10

Spent 0 seconds

Select clients for mail notice

Meeldetuletusmeili saatmiseks tuleb valida rippmenüüst sobiv väljatrükk ning vajutada **Meili Meeldetuletus** nuppu. Eelvaadet saab näha **Trüki** nupu alt.

Customer code: Class: Invoice salesman: Period: 01.01.2020 to 10.08.2020

Term: Object: Status: all Time: 31.08.2020

Overdue: to days Warning: Range: Balance: Contact occupation: Project: Project Manager: Destination: On EVENT: Type: Status:

Notice letter: sent > Period: Credit limit

☐ Account Manager ☐ forbidden ☒ only overdue invoices ☐ levels ☐ Events ☐ Cust. balance ☐ Addresses ☐ Comment ☐ Reg No ☐ Warnings ☐ Project

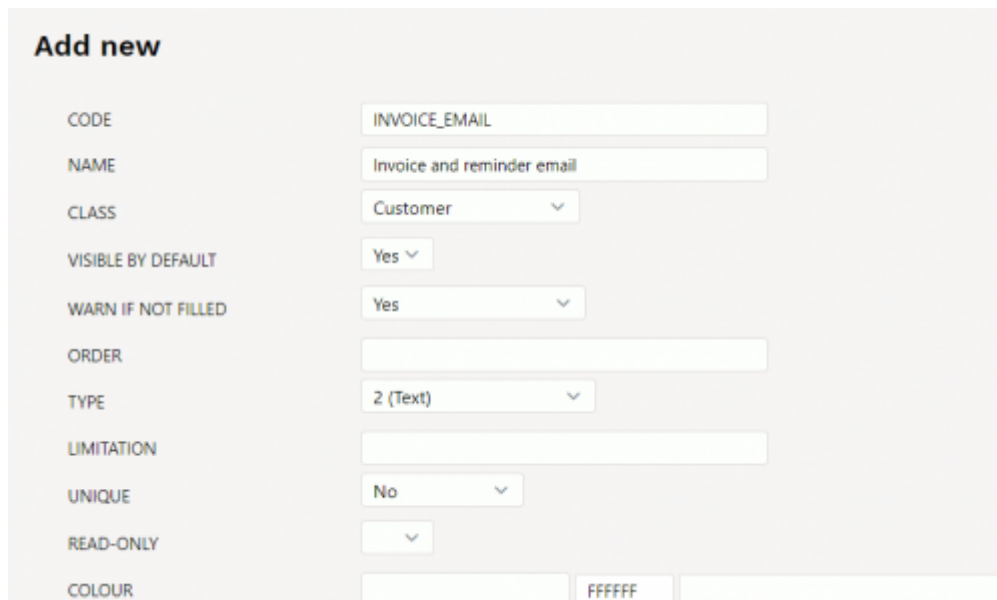
Reminder for Outstanding Balance MAIL NOTICE Print MAIL INVOICES PRINT INVOICES

Notice Customers . Name	e-mail	Manager	Salesman	Qty	Net Profit	Sum	To pay	Balance
<input checked="" type="checkbox"/> 1001	Big Client BigClient@gmail.com	JANE	RAILIT	7	7 000,00	7 000,00	8 400,00	8 170,00

E-mail läheb kliendikaardil märgitud meilile.

⚠ Jälgi, et peenhäälestuse alt on valitud kliendi lisaväli, kus on e-mail märgitud Lisaväljade loomise juhend [Lisaandmete liigid](#)

Lisavälja loomise näide :



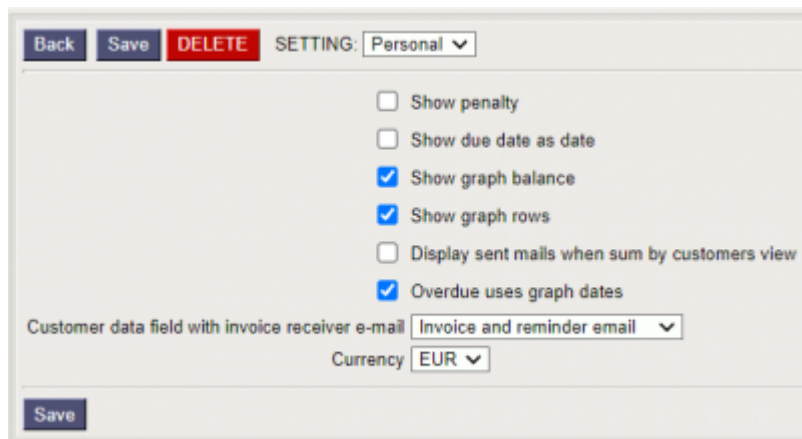
Add new

CODE	INVOICE_EMAIL
NAME	Invoice and reminder email
CLASS	Customer
VISIBLE BY DEFAULT	Yes
WARN IF NOT FILLED	Yes
ORDER	
TYPE	2 (Text)
LIMITATION	
UNIQUE	No
READ-ONLY	
COLOUR	FFFFFF

Maksegraafiku esitamine aruandes

Maksegraafiku kohta saab lugeda [Maksegraafik](#)

Arvega seotud maksegraafiku info (graafik, graafikujärgne saldo) esitamiseks tuleb aruande peenhäälestuse alt märkida **Näita graafiku ridu**, **Näita graafiku saldot** ja **Üle tähtaja arvestab graafiku kuupäevi**:



Back Save DELETE SETTING: Personal

- ☐ Show penalty
- ☐ Show due date as date
- ☒ Show graph balance
- ☒ Show graph rows
- ☐ Display sent mails when sum by customers view
- ☒ Overdue uses graph dates

Customer data field with invoice receiver e-mail: Invoice and reminder email

Currency: EUR

Save

Seejärel ilmuvad aruandesse ka graafiku read ning graafiku saldo:

Customer code 1001

Class

Invoice salesman

Period 01.01.2020 - 31.03.2020

Cust. type

(Customer Datafield)

Term

Object

Status all

Time 31.03.2020

Language

(Customer Datafield)

Overdue 10

to 999 days

Warning

Range

Del. Term

(Customer Datafield)

Sorted by Number

Sum

Balance

Contact occupation

Contact

(Invoice datafield)

Type all

Status all

Project

Project Manager

Destination

(Invoice datafield)

ON EVENT Type

Status

(Invoice datafield)

Notice letter

sent

Period

Credit limit

☐ Account Manager

☐ forbidden

☐ only overdue invoices

☐ levels

☐ Events

☐ Cust. balance

☐ Addresses

☐ Comment

☐ Reg No

☐ Warnings

☐ Project

☐ only prepayment invoices

☐ only with payment schedule

Test

MAIL NOTICE

Print

MAIL INVOICES

PRINT INVOICES

REPORT

Invoice	Customer	Name	Time	Term	Salesman	Sum	Partial sum	Takings	Takings currency	Invoice balance	Unpaid partial sum	Invoice balance currency	Graph balance	Graph balance currency	Due date
100001	1001	Client	01.01.2020	14	JANE	1 200.00 EUR		30.00	30.00 EUR	1 170.00		1 170.00 EUR	270.00	270.00 EUR	15.01.2020
					Payment schedule		99.96				69.96				15.01.2020
					Payment schedule		200.04				200.04				15.03.2020
100002	1001	Client	01.02.2020	14	RAILIT	1 200.00 EUR		0.00	0.00 EUR	1 200.00		1 200.00 EUR	700.00	700.00 EUR	15.02.2020
					Agreement		600.00				600.00				15.02.2020
					Payment schedule		100.00				100.00				15.03.2020
100003	1001	Client	01.03.2020	14	RAILIT	1 200.00 EUR	0.00	0.00	0.00 EUR	1 200.00	0.00	1 200.00 EUR	1 200.00	1 200.00 EUR	-16
100023	1001	Client	01.01.2020	14	JANE	1 200.00 EUR	0.00	0.00	0.00 EUR	1 200.00	0.00	1 200.00 EUR	1 200.00	1 200.00 EUR	-76
Currency						Sum	Base currency	Current rate							
EUR						4 770.00	4 770.00	4 770.00							
Unpaid invoices TOTAL							4 770.00	4 770.00							
Unpaid invoices in period							4 770.00								
Unpaid overdue invoices in period							2 400.00								
Unpaid overdue graph payments							3 370.00								
Unconfirmed invoice total							0.00								
Unpaid overdue invoices qty							4.00								
Unpaid overdue invoices total sum							4 800.00								

Graafiku read näitavad, millised osamaksed on laekumata aruande filtri **Aeg** suhtes. Graafiku saldo näitab graafiku ridade saldot kokku filtri **Aeg** suhtes. Tulp **Saldo** näitab arve kogu saldot sõltumata ajast.



Meeldetuletuse väljatrükke saab koostada lisades graafikujärgsed tasumisread.

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