### **Table of Contents**

Unpaid invoices	3
1. Filters and filter options	3
2. Options	4
3. Links	4
4. Fine Tuning	5
5. Buttons	5
Meeldetuletuse saatmine Laekumata arvete aruandest	5
Maksegraafiku esitamine aruandes	7

# ✤ Fix Me!

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translation.

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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** Possiblity 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 Possiblity 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 form 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** Possiblity 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. Links

- Invoice Number Opens Invoice
- Customer Opens Customer Card
- Balance Opens Customer Balance

#### 4. Fine Tuning

- Setting 🎤 Possibility to choose personal settings
- Excel sheet (shortcut F12 or Alt+E) Opens report in Excel
- Save Report 💷 (shortcut Alt+A)- saves report to User Menu
- Show penalty Shows penalty calculated from unpaid Invoices
- Show due date as date Due date will be shown as a date, by default number of days till payment date is shown
- Show graph balance Shows payment graph of unpaid balance
- Show graph rows Shows payment graph rows that should be paid in the selected period
- **Display sent mails when sum by customers view** Shows dates when notice letters have been sent to customer in corresponding column
- **Overdue uses graph dates** Payment graph for partial payments will consider selection "Only overdue invoices"
- **Customer datafield with invoice receiver e-mail** Predefined Customer Card datafield, where invoice receiver e-mail address is set. Notice letters will be sent to that address
- Currency EUR (by default)

#### 5. Buttons

- Mail Notice Sends selected print layout to customers, if e-mail address is set on customer card
- Print Prints selected print layout
- **Mail Invoices** Sends invoices to customers, if e-mail address is set on customer card (Possiblity to choose print layout)
- Print Invoices Prints invoices (Possiblity to choose print layout)
- Print layout selection Print layouts shown in the selection, which are editable

### 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.

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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.

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ON EVENT: 1	Гуре	✓ Status		•	~					
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Notice Customer	r <b>s.Na</b> me e	mail	Manager Sa	lesman Qty	Net Profit	Sum	To pay	Balance		
<b>1001</b>	Big Client B	igClient@gmail.com	JANE RA	ILIT 7	7 000,00	7 000,00	8 400,00	8 170,00		
<b>1904</b>	Orange or	range@gmail.com	SUPER RA	ILIT 3	2 702,47	2 702,47	3 242,96	3 242,96		
1006	Mango M	lango.mango@gmail.co	m SUPER RA	ILIT 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							

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Account Manager fo	rbidden 🗹 only overdue invoic e 🗸 MAIL NOTICE Print	es 🗌 levels 💭 Events	Cust. balance Addre	PRINT INVOICES	Reg No 🗌 Warnings 🗌 F
Notice Customers . Name e-m	nail Manager S	alesman Qty Net Prot	fit Sum	To pay Bala	nce
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#### Lisavälja loomise näide :

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

### 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 V
Show penalty
Show due date as date
Show graph balance
Show graph rows
<ul> <li>Display sent mails when sum by customers view</li> </ul>
Overdue uses graph dates
Customer data field with invoice receiver e-mail Invoice and reminder email 🗸
Currency EUR 🗸
Save

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