

# 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
  - Sending Notice Letter from Unpaid Invoices Report** ..... 5
- Maksegraafiku esitamine aruandes** ..... 7





**This page is not fully translated, yet. Please help completing the translation.**

*(remove this paragraph once the translation is finished)*

# 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. Links

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

# 4. Fine Tuning

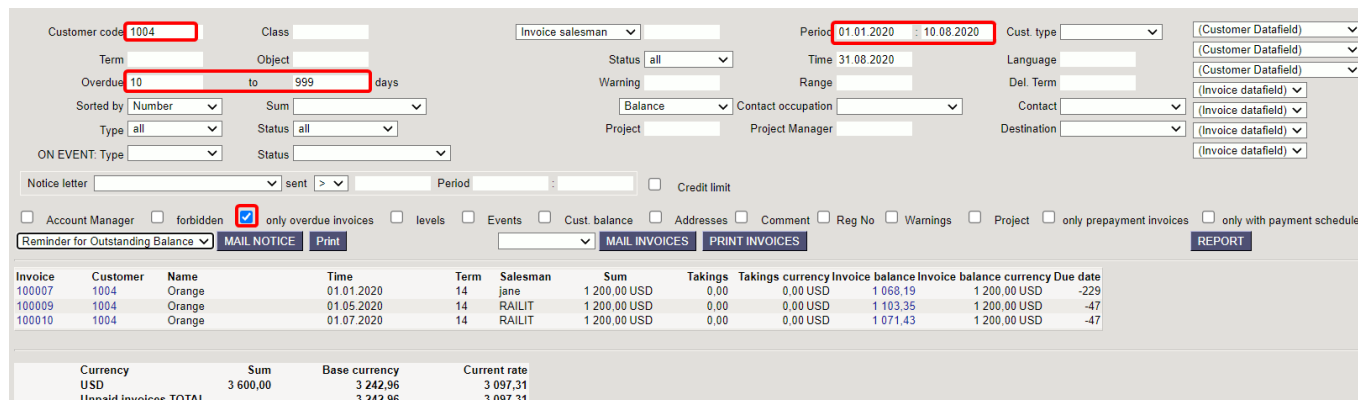
- **Setting**  - Possibility to choose personal settings
- **Excel sheet**  (shortcut F12 or Alt+E) - Opens report in Excel
- **Save Report**  (shortcut Alt+A)- saves report to User Menu
- **Show penalty** - Shows penalty calculated from unpaid Invoices
- **Show due date as date** - Due date will be 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 (Possibility to choose print layout)
- **Print Invoices** - Prints invoices (Possibility to choose print layout)
- **Print layout selection** - Print layouts shown in the selection, which are editable

# Sending Notice Letter from Unpaid Invoices Report

To display unpaid invoices it's necessary to select desired range of period for given invoices. It's also possible to sort invoices by days overdue.



The screenshot shows the 'Unpaid Invoices Report' interface. At the top, there are various filters: Customer code (1004), Class, Invoice salesman, Period (01.01.2020 to 10.08.2020), Cust. type, Term, Object, Status (all), Time (31.08.2020), Language, Overdue (10 to 999 days), Warning, Range, Del. Term, Sorted by (Number), Sum, Balance, Contact occupation, Contact, Type (all), Status (all), Project, Project Manager, Destination, ON EVENT: Type, Status, Notice letter (sent), Period, Credit limit, and several checkboxes for Account Manager, forbidden, only overdue invoices (checked), levels, Events, Cust. balance, Addresses, Comment, Reg No, Warnings, Project, only prepayment invoices, and only with payment schedule. Below the filters are buttons for 'MAIL NOTICE', 'Print', 'MAIL INVOICES', 'PRINT INVOICES', and 'REPORT'. The main table displays invoice data with columns: Invoice, Customer, Name, Time, Term, Salesman, Sum, Takings, Takings currency, Invoice balance, Invoice balance currency, and Due date. A summary row at the bottom shows 'Unpaid invoices TOTAL' with a sum of 3 600,00 USD and a base currency of 3 242,96.

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				

If Customer has more than one invoice unpaid overdue, it's possible to send one notice letter for all

these invoices. For that it's necessary to choose **Sum by Customers**. Selecting checkbox „Notice“ defines if this Customer will receive notice letter.

Customer code  Class  Invoice salesman  Period 01.01.2020 : 10.08.2020

Term  Object  Status all

Overdue  to  days Warning  Range

Sorted by Number Sum Customers . Balance Contact occupation

Type all Status all Project Project Manager

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  Pro

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 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 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

Select suitable print layout for sending Notice Letter and press **Mail Notice** button. Preview can be seen by pressing „Print“.

Customer code  Class  Invoice salesman  Period 01.01.2020 : 10.08.2020

Term  Object  Status all

Overdue  to  days Warning  Range

Sorted by Number Sum Customers . Balance Contact occupation

Type all Status all Project Project Manager

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  F

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 will be sent to the address set on the Customer Card.



Make sure that in Fine Tuning settings there is a possibility to use Customer Card Datafield for sending e-mails.

Instructions for creating Datafields can be found here: [Datafield types](#)

Example of datafield settings:

**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 esitamise aruandes

Maksegraafiku kohta saab lugeda [Maksegraafik](#)

Arvega seotud maksegraafiku info (graafik, graafikujärgne saldo) esitamiseks tuleb aruande peenhäälestuse alt märkida **Näita graafiku ridu**, **Näita graafiku saldod** 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: |

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
								99.96							15.03.2020
								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
								600.00							15.03.2020
								100.00							15.03.2020
100003	1001	Client	01.03.2020	14	RAILIT	1 200.00 EUR		0.00	0.00 EUR	1 200.00		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 EUR	1 200.00		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.

From: <https://wiki.directo.ee/> - Directo Help

Permanent link: [https://wiki.directo.ee/en/mr\\_aru\\_arved\\_maksmata?rev=1635257567](https://wiki.directo.ee/en/mr_aru_arved_maksmata?rev=1635257567)

Last update: **2021/10/26 17:12**

