## Sisukord

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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

# Sending Notice Letter from Unpaid Invoices Report

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

Cue	tomer code 1004		Class			Invoice s	alesman 🗸		Period 01.01	1 2020 1 0 0	8.2020 Cust. type		~	(Customer Datafield)	~
003	Term	_	Object			_ III VOICE 3	Status all	~	Time 31.08		Language			(Customer Datafield)	~
		_		<u> </u>						5.2020				(Customer Datafield)	~
	Overdue 10		to 999	days			Warning		Range		Del. Term			(Invoice datafield) 🗸	
	Sorted by Num	iber 🗸	Sum	~			Balance	✓ Cont	act occupation		✓ Contact		~	(Invoice datafield) 🗸	
	Type all	~	Status all	~			Project	P	oject Manager		Destination		~	(Invoice datafield) 🗸	
ON E	VENT: Type	~	Status		~									(Invoice datafield) 🗸	
Notice le	ottor		✓ sent		Period			Credit limit							
								orean min							
	ount Manager	forbidden	_	due invoices 🗌 lev	rels 🗌	Events			Comment 🗌 Reg I	No 🗆 Warning	s 🗌 Project 🗌	only prepay	ment invoices	only with payment	schedule
Acce	ount Manager ( r for Outstanding I		only over		rels 🗌	Events		Addresses		No 🗌 Warning	s 🗆 Project 🗆	only prepay	ment invoices	only with payment	schedule
Acce	-		only over		rels 🗆	Events	Cust. balance	Addresses		No 🗆 Warning	s 🗌 Project 🗌	only prepay	ment invoices		schedule
Acco Reminde	r for Outstanding I Customer	Balance 🗸 🚺 Name	only over	Print	Term	Salesman	Cust. balance	Addresses  FRINT IN Takings Taki	/OICES	e balance Invoi	ce balance currency [	Due date	ment invoices		schedule
Acco Reminde	r for Outstanding I Customer 1004	Balance ✔ ▲ Name Orange	only over	Print Time 01.01.2020	Term 14	Salesman jane	Cust. balance  MAIL INVOID Sum 1 200,00 USD	Addresses C ES PRINT IN Takings Taki 0,00	VOICES	e balance Invoi 1 068,19	ce balance currency [ 1 200,00 USD	Due date -229	ment invoices		schedule
Acco Reminde	r for Outstanding I Customer	Balance 🗸 🚺 Name	only over	Print	Term	Salesman	Cust. balance	Addresses  FRINT IN Takings Taki	/OICES	e balance Invoi	ce balance currency [	Due date	ment invoices		schedule
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Acco Reminde	r for Outstanding I Customer 1004 1004 1004	Balance ✓ Name Orange Orange		Print Time 01.01.2020 01.05.2020 01.07.2020	Term 14 14 14	Salesman jane RAILIT RAILIT	Cust. balance MAIL INVOID Sum 1 200,00 USD 1 200,00 USD	Addresses ES PRINT IN Takings Taki 0,00 0,00	VOICES	e balance Invoi 1 068,19 1 103,35	ce balance currency ( 1 200,00 USD 1 200,00 USD	Due date -229 -47	ment invoices		schedule
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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 neccessary to choose **Sum by Customers**. Selecting checkbox "Notice" defines if this Customer will receive notice letter.

Customer coo	de	Class				Invo	ice salesman 🗸	]	Period	01.01.2020	: 10.08.2020	
Ter	m	Object					Status	all 🗸	Time	31.08.2020	2	L
Overdu	le	to		days			Warning	)	Range			I
Sorted I	oy Number 🗸	Sum	Customers	. '	~		Ba	lance 🗸	Contact occupation		~	
Тур	e all 🗸	Status a	all	~			Projec	t	Project Manager			De
ON EVENT: Typ	ve 🔍 🗸	Status			~							
Notice letter		✓ ser	nt > 🗸		Period		:	Credit limit				
	ager 🗌 forbidden tanding Balance 🗸		erdue invoi Print	ces 🗆	levels	Events			Comment	Reg No 🗌	Warnings 🗌	Pro
Notice Customers	.Name e-mail		Manager	Salesman G	lty	Net Profit	Sun	n To	pay Bala	nce		
1001	Big Client BigClient@	gmail.com	JANE F	RAILIT	7	7 000,00	7 000,00	8 400	,00 8 17	0,00		
- +004	Orange orange@gr	nail.com	SUPER F	RAILIT	3	2 702,47	2 702,47	7 3 242	.96 3 242	2,96		
1006	Mango Mango.mai	ngo@gmail.con	SUPER F	RAILIT	3	2 846,78	2 846,79	9 3 4 1 6	,14 3 41	6,14		
					13	40 540 05		45.050	40 44.00			
Sum: Spent 0 seconds					15	12 549,25	12 549,25	5 15 059	,10 14 82	9,10		

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	✓ Time	31.08.2020
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 for Reminder for Outstanding Balance	bidden 🗹 only overdue invoice	es 🗆 levels 🗆 Events	Cust. balance	Addresses Comment C	Reg No 🗌 Warnings 🔲 F
Notice Customers . Name e-ma	ail Manager Sa	lesman Qty Net Pro	ofit Sum	To pay Bala	ance
✓ 1001 Big Client BigC	Client@gmail.com JANE R/	ALIT 7 7 000	00 7 000,00	8 400,00 8 17	0,00

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.

Instuctions 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 V
ORDER	
TYPE	2 (Text) 🗸
LIMITATION	
UNIQUE	No Y
READ-ONLY	×
COLOUR	FFFFF

### **Showing Payment Graph in Report**

More information about Payment Graph can be found here: Payment schedule

To see information about invoice payment graph it's neccessary to choose **Show graph balance**, **Show graph rows** and **Overdue uses graph dates** :

Back Save DELETE SETTING: Personal V										
	Show penalty									
	Show due date as date									
2	Show graph balance									
Image: A state of the state	Show graph rows									
0	Display sent mails when sum by customers view									
Image: A start and a start and a start a sta Start a start	Overdue uses graph dates									
Customer data field with invoice receiver e-mail	Invoice and reminder email 🗸									
Currency	EUR 🗸									
Save										

Graph balance and graph rows will be shown in the report:

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	Unpaid ove Unpaid ove Unconfirme Unpaid ove	pices in period rdue invoices rdue graph par d invoice total rdue invoices rdue invoices	in period yments I qty					4 770,00 2 400,00 3 370,00 0,00 4,00 4 800,00									
	Currency EUR Unpaid invoic		Sum 4 770,00	Base currency 4 770,00 4 770,00		rent rate 4 770,00 4 770,00											
00023	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	-7	
00003	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	-1	
						Agreement Payment schedule		600,00 100,00				600,00 100,00			1	15.02.202 15.03.202	
0002	1001	Cliend		01.02.2020	14	schedule RAILIT	1 200,00 EUR		0,00	0.00 EUR	1 200,00		1 200,00 EUR	700.00	700.00 EUR		
						Payment schedule Payment		99,96 200,04				69,96 200,04				15.01.20 15.03.20	
voice 0001	Customer 1001	Name Client		Time 01.01.2020	Term 14	JANE	Sum 1 200,00 EUR	Partial sum	Takings Ta 30,00	kings currency Invo 30,00 EUR	bice balance U 1 170,00	npaid partial sum Invoi	ce balance currency 1 170,00 EUR	Graph balance Grap 270,00	270,00 EUR	1	
est	ount manager		MAIL NOTICE					ICES PRINT IN			inga 🗢 🕫	oject 🗢 only prepay	REPOR				
Notice I	ount Manager	forbiddon			Period	Evente		Credit limit	Commont	Bag No. 🗌 Warr	vinas 🗍 Br	aiast 🔲 anlu pronour	aant invalaaa 🔲 anl	y with payment schedule			
	VENT: Type	~	Status		~								(Invoice	datafield) 🗸			
	Type all	~	Status	I v			Project	Р	roject Manage	r		lestination	<ul> <li>(Invoice)</li> </ul>	datafield) 🗸			
Overdue 10 Sorted by Number					1	Warning Balance			Range act occupation		~	Del. Term Contact		(Invoice datafield) V (Invoice datafield) V			
	Term		Object				Status all	~		e 31.03.2020		Language		ner Datafield) V			
Cus	tomer code 1001		Class			Invoice s	alesman 🗸 🗌		Perior	d 01.01.2020 : 3	1.03.2020	Cust. type		ner Datafield) 🗸 🗸			

Graph rows show which rows are unpaid according to the report **Period**. Graph balance shows the sum of balance of graph rows according to the report **Period**. Column Invoice Balamce shows invoice total balance not depending on report period.

Notice Letter print layouts can be created with graph rows included

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