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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

6. 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.

Cust	omer code 1004		Class			Invoice s	salesman 🗸		Perioc 01.0	01.2020 :	10.08.2020	Cust. type		~	(Customer Datafield)	~
	Term	_	Object				Status all	×	Time 31.0	08.2020		Language			(Customer Datafield)	~
		_										D. 1 T			(Customer Datafield)	~
	Overdue 10	_	to 999	days			vvarning		Range			Del. Term			(Invoice datafield) 🗸	
	Sorted by Num	ber 🗸	Sum	~			Balance	✓ C	ontact occupation		~	Contact		~	(Invoice datafield) 🗸	
	Type all	~	Status all	~			Project		Project Manager			Destination		~	(Invoice datafield) 🗸	
ON EV	ENT: Type	~	Status		~										(Invoice datafield) 🗸	
Notice le	tter		✓ sent	> 🗸	Period	:		Credit limit								
_			_													
Reminder	unt Manager	forbidde Balance 🗸	n 🔽 only over MAIL NOTICE	rdue invoices 🗌 ler Print	vels 🗌	Events	Cust. balance MAIL INVOIC	Addresses ES PRINT	Comment CReg	No 🗆 Wa	arnings 🗌	Project 🗌	only prepaym	ent invoice	s only with payment s	chedule
Reminder	unt Manager	forbidde Balance V	n 🗹 only over MAIL NOTICE	due invoices Ien	vels 🗌	Events	Cust. balance MAIL INVOIC Sum	Addresses	Comment CReg	No 🗆 Wi	arnings 🗌	Project 🗌	only prepaym	ent invoice	s only with payment s	chedule
Acco Reminder	unt Manager for Outstanding B Customer 1004	forbidde Balance V Name Orange	n 🗹 only over	rdue invoices Ier Print Time 01.01.2020	Vels	Events Salesman jane	Cust. balance MAIL INVOIC	Addresses ES PRINT Takings T 0,00	Comment Reg	No Wa	arnings Invoice balance 1 20	Project D e currency D 0,00 USD	only prepaym Due date -229	ent invoice	s only with payment s	chedule
Acco Reminder	unt Manager for Outstanding E Customer 1004 1004	forbidde Balance V Name Orange Orange	n 🗹 only over	Image: Constraint of the second sec	Term 14 14	Salesman jane RAILIT	Cust. balance MAIL INVOIC Sum 1 200,00 USD 1 200,00 USD	Addresses ES PRINT Takings T. 0,00 0,00	Comment Reg INVOICES skings currency Invoi 0,00 USD 0,00 USD	No Wa	Invoice balance 1 20 1 20	Project	only prepaym Due date -229 -47	ent invoice	s only with payment s	chedule
Acco Reminder 100007 100009 100010	unt Manager for Outstanding B Customer 1004 1004 1004	forbidde Balance V Name Orange Orange Orange	n 🗹 only over	Time 01.01.2020 01.05.2020 01.07.2020	Vels Term 14 14 14 14	Salesman jane RAILIT RAILIT	Cust. balance MAIL INVOIC Sum 1 200,00 USD 1 200,00 USD 1 200,00 USD	Addresses ES PRINT Takings T. 0,00 0,00 0,00	Comment Reg INVOICES akings currency Invoi 0,00 USD 0,00 USD 0,00 USD	No Wa	Invoice balanc 1 20 1 20 1 20 1 20	Project D e currency D 0,00 USD 0,00 USD 0,00 USD	only prepaym Due date -229 -47 -47	ent invoice	s only with payment s	chedule
Acco Reminder	unt Manager for Outstanding B Customer 1004 1004 1004	forbidde Balance V Name Orange Orange Orange	n only over	Image: square invoices Image: square invoices Time 01.01.2020 01.05.2020 01.07.2020	Term 14 14 14	Salesman jane RAILIT RAILIT	Cust balance MAIL INVOIC Sum 1 200,00 USD 1 200,00 USD 1 200,00 USD	Addresses ES PRINT Takings T. 0,00 0,00 0,00	Comment Reg	No Wa	Invoice balance 1 20 1 20 1 20 1 20	Project	only prepaym Due date -229 -47 -47	ent invoice	s only with payment s	chedule

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 code	Class				Invoid	e salesman 🗸		Period 01.01.2	2020 : 10.08.2020 C
Term	Object	1				Status all	~	Time 31.08.2	1020 L
Overdue	to		days			Warning		Range	1
Sorted by	umber 🗸 Sum	Customers	i.	~		Balance	✓ Conta	act occupation	~
Туре а	II V Status	all	~			Project	Pro	oject Manager	De
ON EVENT: Type	✓ Status			~					
Notice letter	v :	sent > 🗸		Period		:	Credit limit		
• • • •	o								o
Account Manager	forbidden forbidden forbidden forbidden	overdue invo	oices 🗆	levels 🗆	Events _	Cust. balance	Addresses U (Comment U Reg No	🗆 🗆 Warnings 🕒 Pro
Reminder för Odtstandi								UICE3	
Notice Customers . Nan	ne e-mail	Manager	Salesman	Qty	Net Profit	Sum	То рау	Balance	
1001 Big	Client BigClient@gmail.com	JANE	RAILIT	7	7 000,00	7 000,00	8 400,00	8 170,00	
004 Ora	nge orange@gmail.com	SUPER	RAILIT	3	2 702,47	2 702,47	3 242,96	3 242,96	
1006 Mar	go Mango.mango@gmail.c	om 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 fo	r mail notic	æ						

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 \checkmark	Perio	d 01.01.2020 : 10.08.2020
Term	Object		Status	all 🗸 Tim	ie 31.08.2020
Overdue	to	days	Warning	Rang	le
Sorted by Number	✓ Sum Customers .	~	Balan	ce 🗸 Contact occupatio	in 🔍 🗸
Type all	✓ Status all	~	Project	Project Manag	er
ON EVENT: Type	✓ Status	~			
Notice letter	✓ sent > ✓	Period	: (Credit limit	
Account Manager forb	idden 🗹 only overdue invoice V MAIL NOTICE Print	s 🗌 levels 🗌 Eve	nts Cust. balance MAIL INV	Addresses Comment Contract Con	🕽 Reg No 🗌 Warnings 🔲 F
Notice Customers . Name e-ma	il Manager Sa	lesman Qty Net	Profit Sum	То рау Ва	lance
1001 Big Client BigCl	lient@gmail.com JANE RA	ILIT 7 70	00,00 7 000,00	8 400,00 8 1	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.

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

Showing Payment Graph in Report

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

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 state of the state	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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								_											
Cus	tomer code 100	1	Class			Invoice	salesman 🗸 🗌		Period	01.01.2020 :	31.03.2020	Cust. type	~		(Customer Data	afield)	~		
	Term		Object				Status all	~	Time	31.03.2020		Language			(Customer Data	afield)	~	_	
	Overdue 10		to 999	9 days			Warning		Range			Del. Term			(Customer Data	atield)	~	_	
	Sorted by Nur	mber 🗸	Sum		7		Balanc		ontact occupation		×	Contact		×	(Invoice datatie	(D) V		-	
	Type all	~	Status all	~	_		Project		Project Manager			Destination		-	(Invoice datafie	ld) V	-	_	
0115	ITAT Ture		Casture						r rejoor managor			e contration [(Invoice datafie			-	
ONE	VENT. Type	•	Status		•										(
Notice le	etter		✓ sent	> 🗸	Period	1		Credit limit											
		C 41-41-44-4	O			Europe	Curt halance			D N- 0 W		Desires D .			🗆 anti-unita a				
Toot	ount manager	lonbidden		Reint	eveis 🕒	Events U	MAIL INVO			Reg No 🕒 Wa	annings 🕒	Project 🗆 t	only prepayment in	voices		ayment sche	dule		
1651			MAILINGTIGE	T THIC			• MALE NOVC		WOICES						REPORT				
Invoice	Customer	Name		Time	Term	Salesman	Sum	Partial sum	Takings Tak	ings currency In	nvoice balance	Unpaid partia	I sum Invoice bal	ance ci	urrency Gr	aph balance	e Graph ba	lance currency	Due date
100001	1001	Client		01.01.2020	14	JANE Payment	1 200,00 EUR	99.96	30,00	30,00 EUR	1 170,00)	69.96	170,0	DEUR	270,00)	270,00 EUR	76
						schedule		200,00					00,00						45 02 2020
						schedule		200,04				4	200,04						15.03.2020
100002	1001	Cliend		01 02 2020	14	RAILIT	1 200 00 EUR		0.00	0.00 EUR	1 200 0	1		200.0	0 EUR	700.00	n	700.00 EUR	15
						Agreement		600,00				. (500,00						15.02.2020
						Payment schedule		100,00				1	100,00						15.03.2020
100003	1001	Client		01.03.2020	14	RAILII	1 200,00 EUR	0.00	0,00	0,00 EUR	1 200,00	,	0.00	200,01	UEUR	1 200,00	J	1 200,00 EUR	-16
							4 000 00 5115			0.00 5110									70
100023	1001	Client		01.01.2020	14	JANE	1 200,00 EUR	0,00	0,00	0,00 EUR	1 200,00	,	0,00	200,01	UEUR	1 200,00	J	1 200,00 EUR	-76
	Currency		Sum	Base currency	Cur	cont rate													
	EUR		4 770,00 4 770,00		Cui	4 770,00													
	Unpaid invoid	es TOTAL		4 770,00		4 770,00													
	Unpaid inv	oices in period						4 770,0	10										
	Unpaid ove	rdue invoices	in period					2 400,0	0										
	Unconfirme	ed invoice total	l					0,0	10										
	Unpaid ove	rdue invoices	qty					4,0	10										
	unpaid ove	nuue mvoices	totai sum					4 800,0	10										

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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