Sisukord

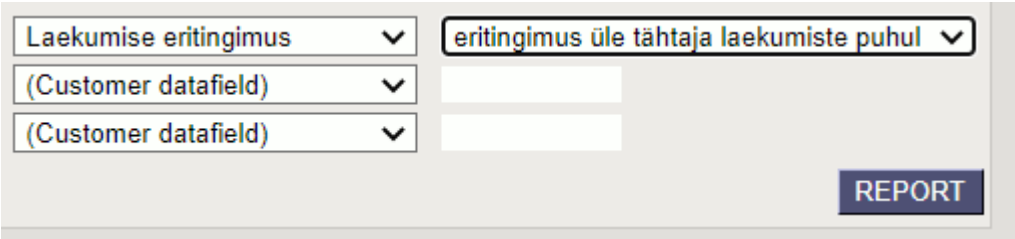
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Receipt Forecast

The report shows confirmed invoices with a balance (either fully/partially unpaid or overpaid) according to the selected conditions.

1. Filters

- **Customer** - customer code on the invoice
- **Class** - customer class on the invoice. Can be a colon separated range. Also considers the additional field class.
- **Overdue at least** - only those invoices that are at least the selected number of days past due.
- **and not more than** - only those invoices that are no more than the selected number of days past due
- **Customer** datafield - it is possible to filter the report according to additional parameters set on the customer card. For example:

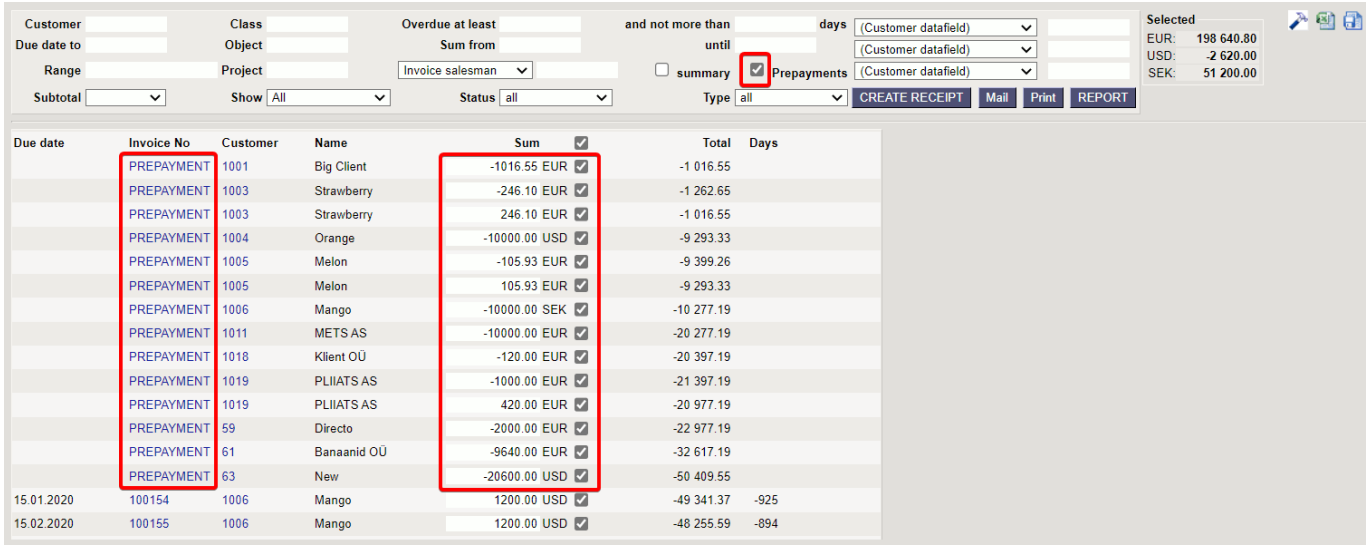


(Picture 1)

- **Due date to** - unpaid invoices until the selected time
- **Object** - object on invoice
- **Sum from** - an empty option shows all unpaid sums, filling in with a number does not show unpaid sums smaller than the number.
- **until** - an empty option shows all unpaid sums, filling in with a number does not show unpaid sums larger than the number.
- **Range** - document number range, for example if invoices are made with several different range, it is possible to select only unpaid invoices of one range
- option **Invoice salesman** - according to the option, whether only invoices with the selected salesman or **Customer salesman** - only those invoices with a customer whose customer card has a selected salesman.
- **Type** - invoice type (options you can set yourself)
- **Subtotal** - unpaid sums are shown as grouped
  - ***Customer*** - by customers
  - ***Class*** - by classes
  - ***Salesman*** - according to the salesman on the invoice
- **Show** -
  - ***all*** - all unpaid invoices
  - ***without receipt*** - invoices that have not even been partially received
- **Status** - invoice status (options you can set yourself)

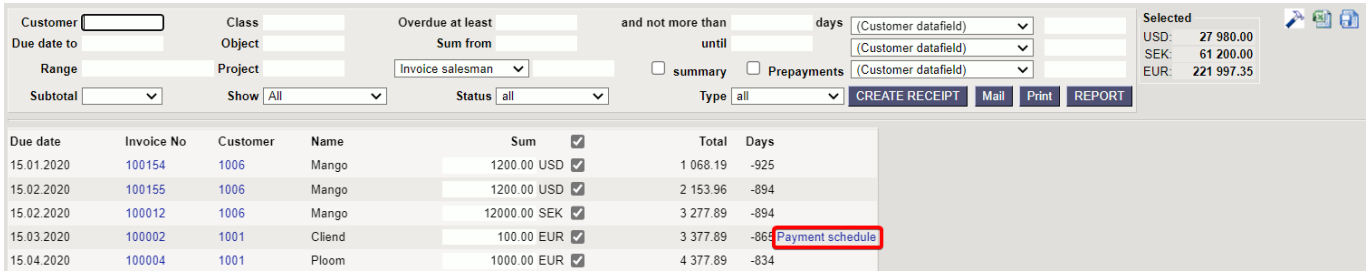
2. Options

- summary - unpaid sums are shown grouped into a 15-day period. The link opens the receipt forecast for the given day range.
- Prepayments - adds prepayments to the report, which reduces the amount of unpaid invoices.



3. Links

- payment schedule - opens the customer's payment schedule



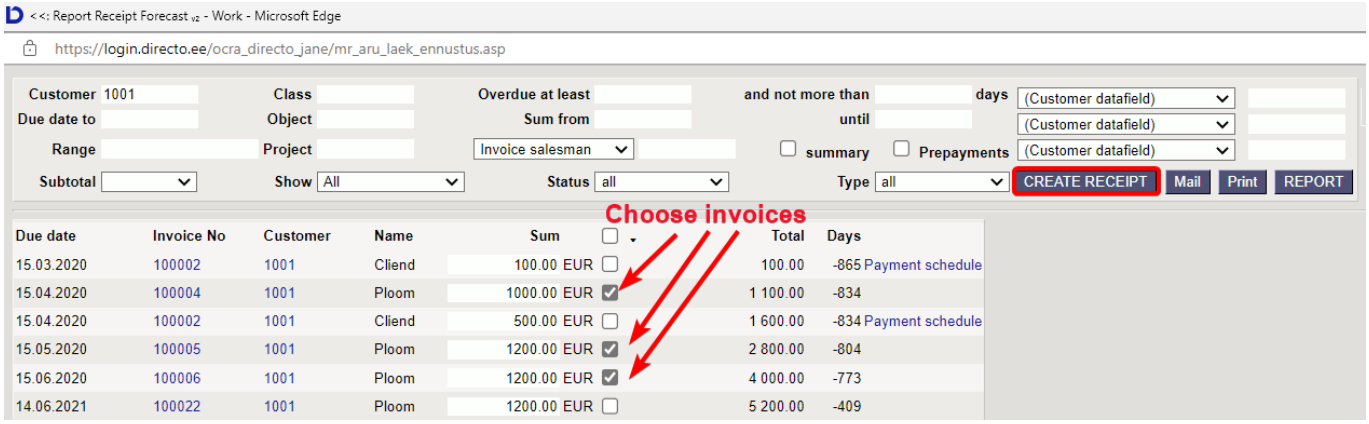
4. Fine-tuning

- **Setting** - option to choose your own personal settings.

- **Show header Object** - invoice header object
- **Show header Project** - invoice header project
- **Comment** - invoice comment
- **Show customer Order** -
- **Show customer order no** -
- **Orders are included by** - options No, Prepayment, Payment graph
- **Currency** - by default EUR

5. Buttons

- **Excel** (shortcut F12 or Alt+E) – options with Supplier information (as in the report), as a table (allows to combine report information in columns).
- **Save the report** (shortcut Alt+A) – Save the report in the user menu with a name of your choice.
- **CREATE RECEIPT** - makes a payment to the selected invoices

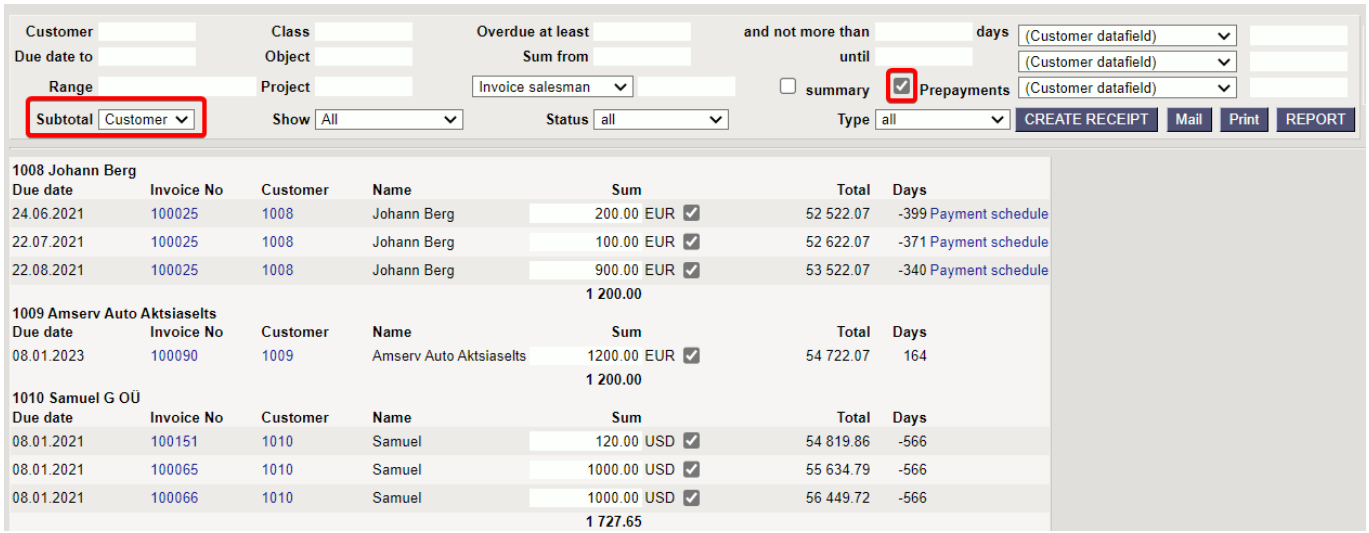


(Picture 2)

- **Mail** - if you have a mass emailing module, you can send emails to customers. It is possible to prepare printouts to send to customers.
- **Print** - printing the report
- **REPORT** - creates a report based on the given parameters

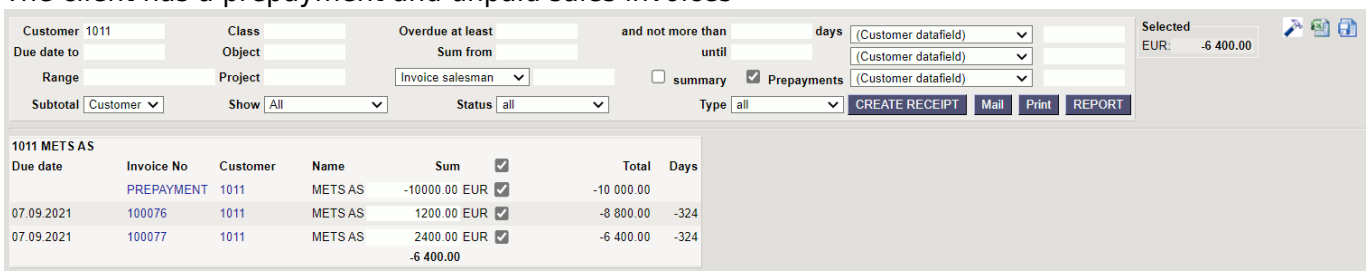
6. Examples

6.1. Example - subtotal by customers with prepayments

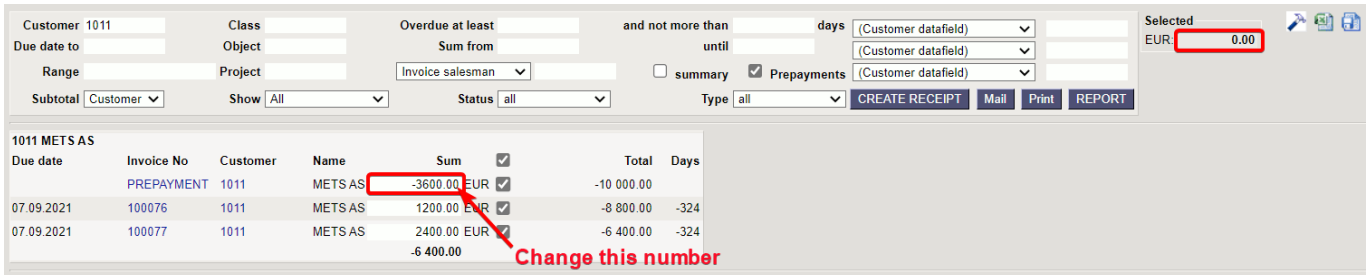


6.2. Example - netting with prepayment

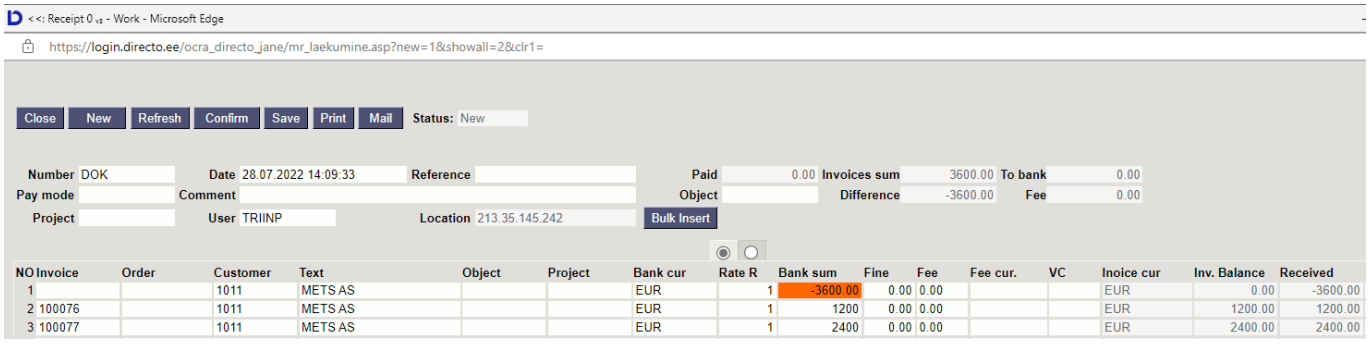
The client has a prepayment and unpaid sales invoices



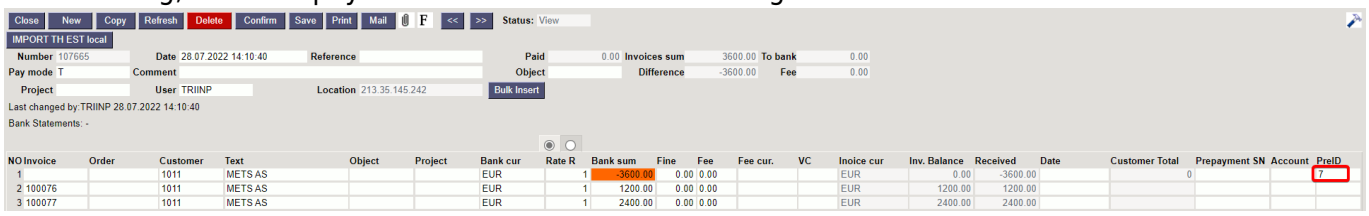
To make a netting, write the sum as the amount to be paid in advance so that the netting goes to zero



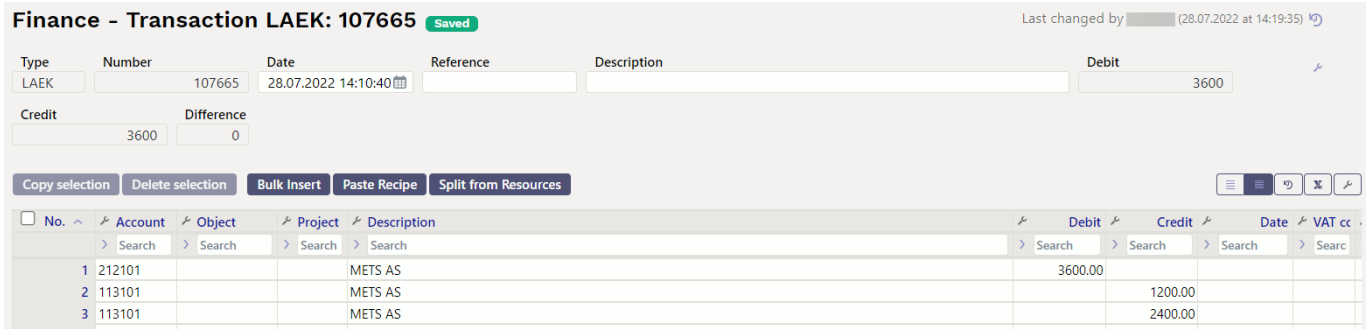
Press CREATE RECEIPT



When saving, advance payments are distributed according to the EtteID



The financial transaction is created after confirmation



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