

Invoicing

How can I follow the payment of invoices?

In the invoice table (tab "Invoicing" ① > Menu "Invoices" ②) there is a column "UnPaid". In this column, the outstanding amount shows in red or if the invoice is paid the word "paid" in green.

If you click the amount ③, a popup will appear ④ where you can give in the payment for the invoice by clicking on new ⑤ (Invoices can also partially be paid, eg an advance.).

Number	Date	Customer	Customer Number	Job	Amount Excl.	Amount Incl.	Registration	Unpaid
31-07-2017	Owner	150042	150053		£ 3 270.99	£ 3 957.90	GJ58 AAB	£ 3 957.90
20-03-2017	DE GROOTE FRANKY	11	150048		£ 43.00	£ 52.03	ETC697	£ 52.03
17-02-2017	Smith	150034	150039		£ 710.00	£ 859.10	KLO6XDB	£ 859.10
07-02-2017	DE GROOTE FRANKY	11	150012		£ 1 201.21	£ 1 453.46	ETC697	£ 1 453.46
01-02-2017	TIJTGAT PATRICIA	2	150045		£ 500.00	£ 949.50	CHP882	£ 949.50
21-12-2016	TIJTGAT PATRICIA	2	150045		£ 2 140.47	£ 2 589.97	CHP882	£ 2 589.97
1003	21-12-2016	TIJTGAT PATRICIA	2	150045	£ 200.00	£ 242.00	CHP882	£ 242.00
20-12-2016	ery	ery	150030		£ 752.80	£ 910.89	12345	£ 910.89
1002	23-11-2016	Test Insurance Co.	150013		£ 938.41	£ 1 135.48	XAC783	£ 1 135.48
2002	23-11-2016	Smith	150034		£ 710.00	£ 859.10	KLO6XDB	£ 859.10
			150039		£ 100.00	£ 100.00	KLO6XDB	£ 100.00
						£ 90.75	KLO6XDB	£ 90.75
						£ 3 563.73	8998TN	£ 3 563.73
						£ 492.50	TEST 2	£ 492.50
						£ 2 977.82	RCC285	£ 2 977.82

You will get a new popup where you can enter the amount, the date, the name of the party and a comment. After the entry, click on the Save icon to save the transaction. The pop-up will then close, and the transaction summary adjusts.

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Unikátní ID: #2100

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