

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.).

The screenshot shows the PlanManager interface. The 'Invoicing' tab is selected (1). The 'Invoices' menu is open (2). A popup window titled 'Transactions Invoice CJM2000052' is displayed. The popup shows the 'Owed' amount as € 23317.69 (3). A 'New' button is visible in the popup (5). The background shows a table of invoices with columns for Number, Date, Smets Jean-Marie, Amount, and Unpaid. The 'Unpaid' column shows the amount € 23317.69 in red (3).

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.

The screenshot shows the PlanManager interface. The 'Invoicing' tab is selected (1). The 'Invoices' menu is open (2). A popup window titled 'Transactions Invoice CJM2000052' is displayed. The popup shows the 'Owed' amount as € 23317.69 (3). A 'New' button is visible in the popup (5). A sub-popup window titled 'New' is displayed, showing fields for Amount (€ 23317.69), Payed On (03-05-2022), Payed By, Payment Type (Contant), and Comments. A 'Save' icon is visible in the sub-popup (4). The background shows a table of invoices with columns for Number, Date, Smets Jean-Marie, Amount, and Unpaid. The 'Unpaid' column shows the amount € 23317.69 in red (3).

Unique solution ID: #1527

Author: Jean-Marie

Last update: 2022-05-03 14:44