

Invoicing and Collections

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December 2.017





Invoicing and Collections



3. A. Invoices pending collection.

As well it was said previously the collection can be made at the moment of the INVOICE ISSUE “\$”.

An INVOICE can be collect WHOLE from itself or PARTIALLY and for so many payment methods that we want and we have created.

Also an INVOICE THAT we have said to him that WE WERE NOT COLLECTED it, we can see in any MOMENT the INVOICES that we have pending collection and COLLECT any of them WHOLE or PARTIALLY and for so many payment methods that we want and we have created.

Other one of the possibilities is that when a TTOO sends to us a quantity against a series of INVOICES, for this situation also a concrete solution exists.

Sometimes they can pay away from us for ANTICIPATED or A ACCOUNT, Seven Stars control perfectly the above mentioned situation by means of the ADVANCES paragraphs and at the time of the PAYMENT on the part of the CLIENT it detects if there is some advance against its account (Room, Reservation, Agency / Company / Client)

That we have invoiced to a CLIENT and he has not paid us, we can express a LETTER of PRESSURE, to receive them earlier possibly.

Anyway, and many other questions and tones that can be observed entering the different options that Seven Stars raises to us for this chapter.

There are special sections:

- 3. E. Global Invoices collections.
- D.A. Global TTOO collections with the possibility of adding INVOICES

The screenshot shows a software interface with a search bar at the top. Below the search bar are several icons: a magnifying glass, a list, a calendar, a document, and a printer. The main section contains a list of filters with labels and corresponding dropdown menus:

- List Type: By Date (selected)
- Date from: By Age/Comp/Client
- Date to: By # Room
- # Invoice from: By # Booking
- # Invoice to: By Service
- Age/Comp from: By Guest
- Age/Comp to: By Name Charge
- Client from: By Accountin account
- Client to: By Days
- Only totals: ☐
- Agencies: ☒
- Companies: ☒
- Directs: ☒

At the bottom right, there is a blue button with a circular arrow icon, indicating a refresh or reset function.



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3. To. Invoices pending collection.

At all times we can know WHICH INVOICES and THE ONE WHO OWES IT TO US.

Inclusive its antiquity in the debt for days annotations.

Let's see what we have not collected from an Agency, Company or Certain Client.



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3. B. Incoices Collection

Class One

Main menu / Invoicing and Payments / 3.3. Invoices modification User: admin1

Invoice: 1173606 Date: 09/01/2018

Client type: Direct Voucher:

Code / Name: BERNARDEZ CURROS LIDIA

Address 1: LGAR CASTELO CEBREIRO 14

Address 2:

Zip / Town: O PINO

Province / NIF: A CORUÑA 45955467H

Max. discount: 0.00 % Discount: 0.00

Save

2015-01-08 15 LOBBY BAR 40.06

Total: 40.06

Cobro

Factura: 2 Fecha: 12/04/2017

Age/Emp: DIR

Voucher: NúmeroDeVoucher

Nombre: PETRANTONIO, CARLOS ANTONIO

Forma de pago: 1 Efectivo 98.00

Forma de pago: TR Transferencia 200.00

Guardar

Total Neto: 270.91

Total Descuento: 0.00

Total IGIC: 27.09

Total Factura: 298.00

Total Pagado: 98.00

Saldo pdte.: 200.00

Cambio / Propinas: 0.00

Charge an Invoice directly

Menú Principal / Facturación y Cobros / 3.B. Cobros de facturas Usuario: admin

Factura: 1 Fecha: 12/04/2017

Age/Emp: DIR

Voucher: rrra

Nombre: antonio

Forma de pago: 1.212,00

Guardar

Total Neto: 1.101,82

Total Descuento: 0,00

Total IGIC: 110,18

Total Factura: 1.212,00

Total Pagado: 0,00

Saldo pdte.: 1.212,00

Cambio / Propinas: 0,00



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3. C. Collection modification.



It can be modified all those COLLECTIONS that are of the DAY. If it possesses a major key it can modify a Collection of previous dates whenever it has not been taken into account.

The screenshot displays the '3.C. Payments modification' window in the ClassOne software. The window is titled 'Main menu / Invoicing and Payments / 3.C. Payments modification' and shows a user profile for 'admin1'. The main area contains a table of payments with the following columns: Date, Name, Payment method, # Invoice, and Amount. The table lists various payments, including those from 'BERNARDEZ CURROS LIDIA', 'DUMORTIER REMCO', and 'BAUER KEEFER ANDRES'. A search bar is located at the top of the table. To the right of the table, there are several input fields for 'Total Net', 'Total Discount', 'Total I.V.A.', 'Total Invoice', 'Total Paid', 'Outstanding balance', and 'Change / Tips'. Below the table, there is a section for 'Edit / d, supr: Delete' with a search bar and a table of payment details. The interface also includes a sidebar with navigation options and a top bar with user information.

3. D. Collection list.



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3. D. Collection list.

Class One

Cash Register / Payments Method.

From this option we will be able to analyze the transactions of the cash in a given date, in a space of certain time and From / up to a Payment Method. In the resultant list we will be able to leak Agencies and/or Companies and/or Directs.

Select the option button. Payments Method.

We will annotate the list to the payments made between two dates and given hours, being able to leak Agencies and/or Companies and/or Direct.

Select the option button For Invoice Number

The resultant list will be ordained for Invoice number, being able to leak it for Agency and/or Company and/or Direct.

We will list the collections made From / up to a certain agency annotated per Date / Hour. The Agency we will be able to introduce it from keyboard or look for between the existing ones pressing (F3).

Select the option button For Companies.

We will list the collections made From / up to a certain Company annotated per Date / hour. The Company we will be able to introduce it from keyboard or look between the existing ones pressing (F 3).

Select the option button For Clients.

We will list the collections made From / up to a certain Client annotated per Date / Hour.

| Pay. method | Date | User | Date Invoice | # Invoice | Days | Age/Comp | Client | Adv. payment | Amount |
|---------------------------|------------------|------|--------------|-----------|------|--------------|--------------------------------|--------------|---------|
| AM - AMERICAN EXPRESS | 2018-01-09 11:12 | | 2018-01-09 | 1173608 | | 0 C | DUMORTIER REMCO | | 63.99 |
| AM - AMERICAN EXPRESS | 2018-01-10 08:05 | | 2018-01-10 | 1173620 | | 0 C | DUMORTIER REMCO | | 18.99 |
| AM - AMERICAN EXPRESS | 2018-01-10 11:01 | | 2018-01-10 | 1173622 | | 0 E - GRACO | GRACO | | 210.79 |
| AM | | | | | | | | | 293.77 |
| CO - CONTADO | 2018-01-09 10:00 | | 2018-01-02 | 1173554 | 7 | E - BNI | BNI | | 9.00 |
| CO - CONTADO | 2018-01-09 16:19 | | 2018-01-09 | 1173608 | | 0 C | DUMORTIER REMCO | | 0.01 |
| CO - CONTADO | 2018-01-10 07:51 | | 2018-01-10 | 1173619 | | 0 C | IRIGORRY EDZMENE XABIER | | 2.00 |
| CO - CONTADO | 2018-01-11 07:05 | | 2018-01-11 | 1173631 | | 0 C | BAUER KEEFER ANDRES | | 2.00 |
| CO - CONTADO | 2018-01-11 08:11 | | 2018-01-11 | 1173633 | | 0 E - DISTR | DISTR | | 30.00 |
| CO - CONTADO | 2018-01-11 08:11 | | 2018-01-11 | 1173632 | | 0 E - DISTR | DISTR | | 189.98 |
| CO - CONTADO | 2018-01-11 08:31 | | 2018-01-11 | 1173634 | | 0 C | TOMAS LUKAS | | 45.01 |
| CO - CONTADO | 2018-01-12 07:29 | | 2018-01-12 | 1173643 | | 0 C | CARBALLO TORRES JOSE MANUEL | | 4.99 |
| CO - CONTADO | 2018-01-12 15:39 | | 2018-01-12 | 1173646 | | 0 C | CARMAO LESTON AITOR | | 91.99 |
| CO - CONTADO | 2018-01-13 06:20 | | 2018-01-13 | 1173651 | | 0 C | MERLIN SEBASTIAN | | 2.50 |
| CO - CONTADO | 2018-01-13 08:04 | | 2018-01-13 | 1173652 | | 0 C | MARTINEZ SUAREZ DAVID | | 2.50 |
| CO - CONTADO | 2018-01-13 08:12 | | 2018-01-13 | 1173653 | | 0 C | COTO FERNANDEZ JAIME | | 4.50 |
| CO - CONTADO | 2018-01-13 09:37 | | 2018-01-13 | 1173654 | | 0 C | CARMAO LESTON AITOR | | 4.00 |
| CO - CONTADO | 2018-01-14 06:26 | | 2018-01-14 | 1173659 | | 0 C | PEREIRA DA COSTA NORBERTO | | 8.00 |
| CO - CONTADO | 2018-01-15 13:37 | | 2018-01-15 | 1173661 | | 0 C | AMELIAC GERARD | | 9.01 |
| CO - CONTADO | 2018-01-15 15:47 | | 2018-01-15 | 1173662 | | 0 E - CEN | CEN | | 674.69 |
| CO | | | | | | | | | 1009.18 |
| DN - DINNERS | 2018-01-09 15:34 | | 2018-01-09 | 1173607 | | 0 C | BAUER KEEFER ANDRES | | 254.99 |
| DN - DINNERS | 2018-01-15 21:52 | | 2018-01-15 | 1173666 | | 0 A - AMEBA | AMEBA | | 339.99 |
| DN | | | | | | | | | 594.98 |
| MC - MASTERCARD | 2018-01-10 07:03 | | 2018-01-10 | 1173617 | | 0 E - SALIC | SALIC | | 101.99 |
| MC - MASTERCARD | 2018-01-10 08:48 | | 2018-01-10 | 1173621 | | 0 E - ELECT | ELECT | | 75.00 |
| MC - MASTERCARD | 2018-01-11 08:40 | | 2018-01-11 | 1173635 | | 0 C | DIAZ GUTIERREZ CARLOS | | 2.00 |
| MC - MASTERCARD | 2018-01-12 04:24 | | 2018-01-12 | 1173638 | | 0 C | MEWES MICHAEL | | 197.40 |
| MC - MASTERCARD | 2018-01-13 03:47 | | 2018-01-13 | 1173650 | | 0 C | KETTUNEN MANU HEIKKI JOHANES | | 72.00 |
| MC - MASTERCARD | 2018-01-13 15:00 | | 2018-01-13 | 1173655 | | 0 C | DA SILVA INACIO SERGIO ALEXAND | | 79.00 |
| MC - MASTERCARD | 2018-01-13 15:00 | | 2018-01-13 | 1173656 | | 0 C | GALVAO MENDES INACIO MARTA SOF | | 79.00 |
| MC - MASTERCARD | 2018-01-13 15:01 | | 2018-01-13 | 1173657 | | 0 C | DA SILVA INACIO MENDES FILOMEN | | 79.00 |
| MC - MASTERCARD | 2018-01-15 12:07 | | 2018-01-15 | 1173665 | | 0 C | VILLACIAN GOIRI JORGE | | 71.10 |
| MC | | | | | | | | | 756.49 |
| TRAN - PAGO TRANSFERENCIA | 2018-01-09 12:13 | | 2017-10-19 | 1171979 | | 82 A - TRANG | TRANG | | 136.00 |
| TRAN - PAGO TRANSFERENCIA | 2018-01-09 12:14 | | 2017-10-20 | 1172019 | | 81 A - BARGE | BARGE | | 206.11 |

At all times we have access to the PERMANENT BOOK of the COLLECTIONS MADE, to which it is possible to gain access in different ways.

Across this option we will be able to realize lists of the realized collections arranged by different criteria that we will see next. Any of the lists we will be able to visualize it for screen or for printer.