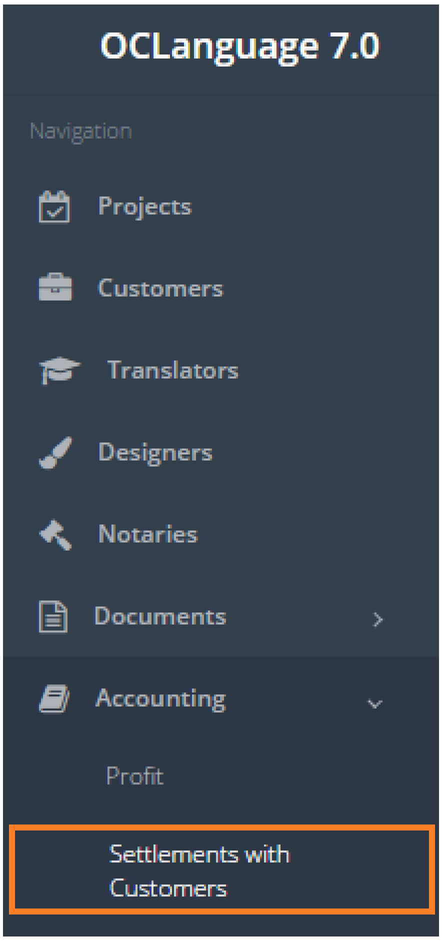
### 4.5. Settlements with Customers

To view business statistics data, click “Accounting -> Settlements with Customers” in the main menu.




To gather statistics fill the data in the “Search” field. If no data is supplied and the user clicks “Search”, the system will reveal all settlements with the Customer.

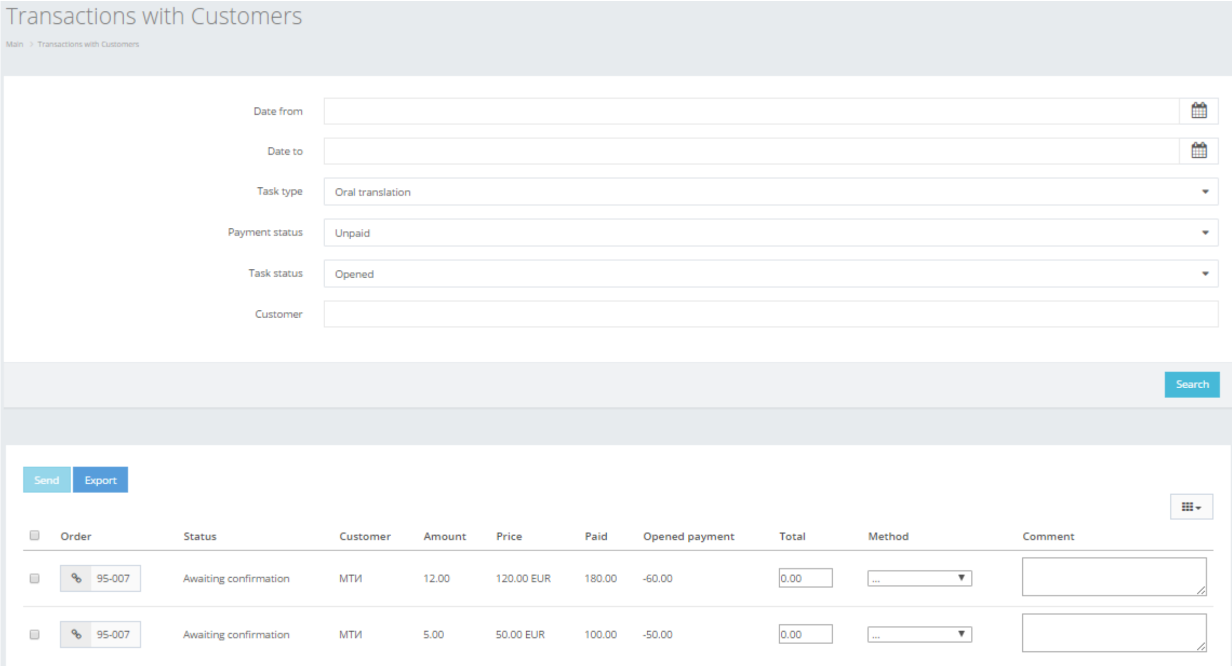
! Please fill in as much data as possible to minimize affect to system performance.

Every line in the Settlements report equals to a task (it might be full or partial payment of one task).

Search parameters are described in the table below.

| Field | Description |
|---|---|
| **Date** | Order date |
| **Order** | Project number (consists of project and task number) |
| **Status** | Project task status |
| **Customer** | Customer’s name |
| **Amount** | |
| **Price** | Price for the Customer |
| **Paid** | Amount paid to the Customer |
| **Opened amount** | Opened amount to the Customer |
| **Total** | Specify total amount of payment |

The system supplies the user with a table of payments history.



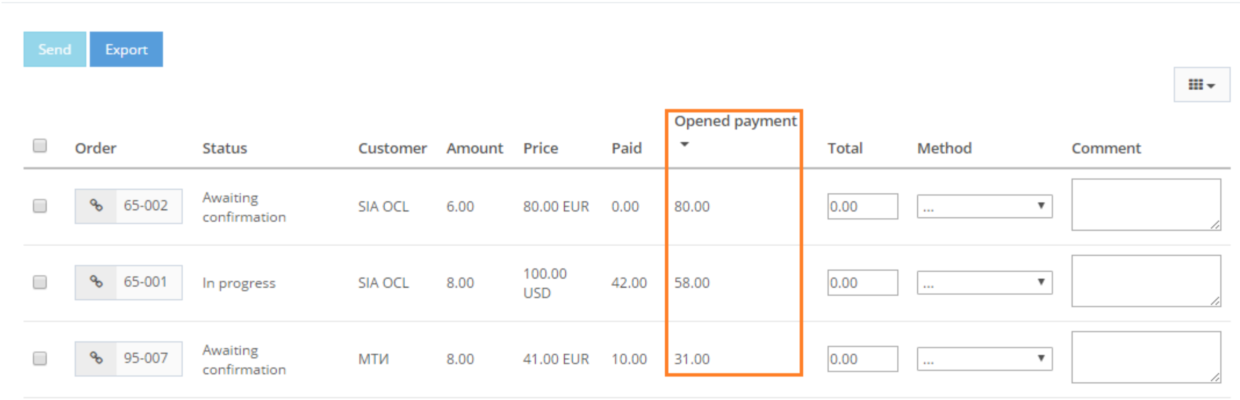

In the table below you can see the description of fields related to payment history.

| **Field** | **Description** |
|---|---|
| **Order No.** | Project No. with reference to the following: Customer No.; Project No.; Document No. |
| **Status** | Project status |
| **Customer** | Customer's name and surname / company name |
| **Amount** | Project task amount (characters, words, pages, hours etc.) |
| **Price** | Price for the Customer |
| **Paid** | Total amount that was paid to the Customer |
| **Opened payment** | Total amount that has not been paid yet |
| **Total** | Payment amount |
| **Method** | Payment method (all payment methods options are collected from the Payment method table under Board section) |
| **Comment** | Manager's comment to this payment |

The main purpose of this section is to save the incoming Customer payments and to control the incoming financial flow per particular date or period.

Besides the aforementioned option for searching data, the manager can use two more methods for gathering the required data:

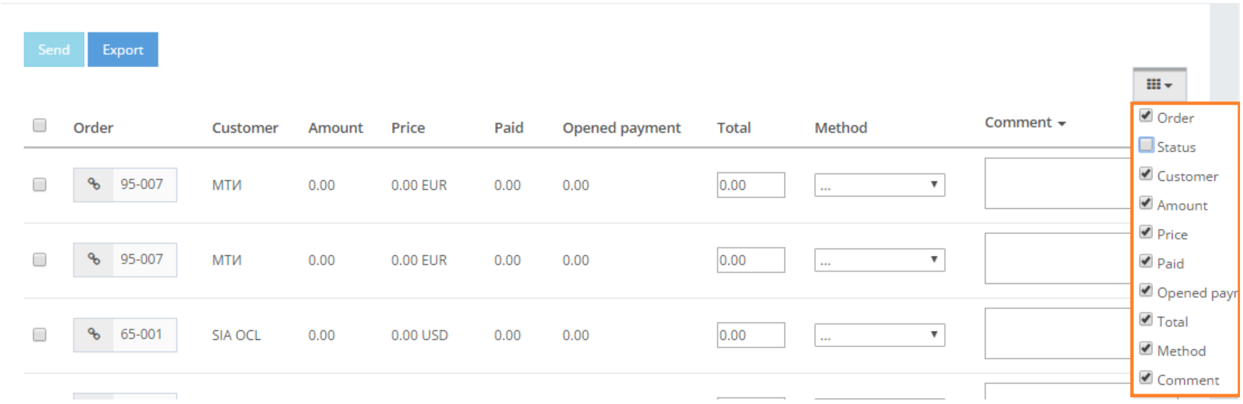
1. Filter data by sorting data from A to Z and vice versa by clicking on the column name.




| Order | Status | Customer | Amount | Price | Paid | Opened payment | Total | Method | Comment |
|---|---|---|---|---|---|---|---|---|---|
| 65-002 | Awaiting confirmation | SIA OCL | 6.00 | 80.00 EUR | 0.00 | 80.00 | 0.00 | ... | |
| 65-001 | In progress | SIA OCL | 8.00 | 100.00 USD | 42.00 | 58.00 | 0.00 | ... | |
| 95-007 | Awaiting confirmation | МТИ | 8.00 | 41.00 EUR | 10.00 | 31.00 | 0.00 | ... | |

2. Review the columns that you want to see in the Payments history table. To add or remove a particular column from the table, simply click and select the columns that you want (or do not want) to view in the Payments history database. This feature is especially relevant, if there are big databases with many columns and/or relatively small monitor/tablet/smartphone screen.

! Please note that the system will save these settings for upcoming user sessions.




| Order | Customer | Amount | Price | Paid | Opened payment | Total | Method | Comment |
|---|---|---|---|---|---|---|---|---|
| 95-007 | МТИ | 0.00 | 0.00 EUR | 0.00 | 0.00 | 0.00 | ... | |
| 95-007 | МТИ | 0.00 | 0.00 EUR | 0.00 | 0.00 | 0.00 | ... | |
| 65-001 | SIA OCL | 0.00 | 0.00 USD | 0.00 | 0.00 | 0.00 | ... | |