5.1. Invoices

OCLanguage represents a tool for autonomic creation of Commercial Invoices (CI).

After invoice creation, the user can download the created CI either with pre-built signature and stamp ( ) or without them ( ) and send it to the Customer manually or let the system autonomically send the issued invoice to the Customer ( ) (for more information about invoice creation see manuals: "7.7 Ho to issue invoice for project" and "7.8 How to send invoice to Customer").

During implementation process, our specialists will add translation agency company data in the template of invoice. The table below reveals the data that is included in the invoice.

Data	Description
Logotype and company details	This information is set up during implementation process
Supplier	Translation agency company details
Recipient	Customer name, who receives a translated document
Payer	Company or Private person's name, who pays an invoice
Commercial invoice No.	Commercial Invoice number with reference to invoice date
Task #	Task number
Service type	Service type, gathered from task details
Unit of measure	Choose unit of measure, either of symbols/document/words/pages
Amount	Specified volume of service
Price	Price per unit
Total	Total price of the task
Without VAT	Total payment amount, to which VAT is not applicable
Total services quantity	Total quantity of tasks, included in the invoice
Amount in words	Total payment amount in words
Issued	Translation agency representative, who signs the invoice

Below you can see the sample of invoice.

GRAFIT
TULKOJUMU BIROJS

Zaubes Street 7-2, Riga, Latvia
Tel.: (+371) 22332787
Fax: (+371) 67375087
E-mail: info@grafit.lv

Due date: 12.08.2017

Vendor: SIA GRAFIT
Registration No: 40003999836
VAT payer code: LV40003999836
Legal address: Stirnu 1-84, Riga, LV-1035
Agency address: Zaubes Street 7-2, Riga, LV-1013
A\S SWEDBANK
Account No: LV20HABA0551019640120
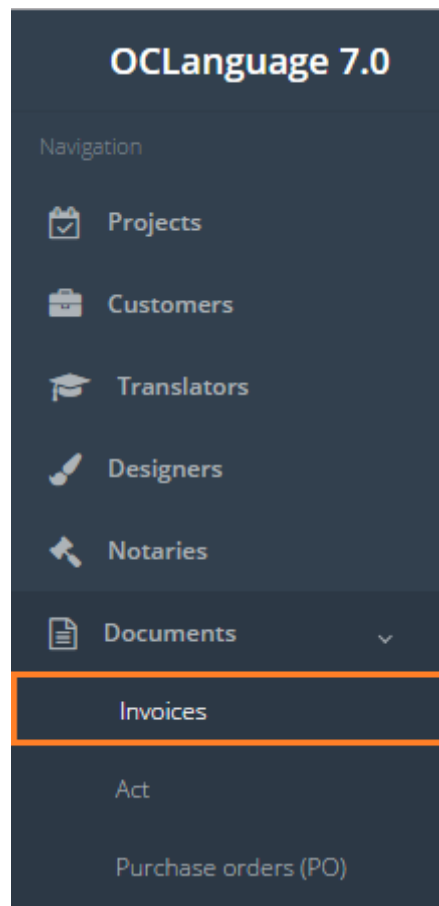SWIFT: HABALV22

Payer:

Invoice GR_2069 on 02.08.2017

No.	Service	Unit	Quantity	Price	Total
1	Bankas dokuments	Pages	3.9	14	54.60
				Total:	54.60
				VAT 21%:	11.47
				In total:	66.07

In total services 1, for amount: 66.07 with VAT
Sixty-six point seven EUR

Issued: Marija Konstantinova

Received: _____

_____

To manage an invoices list, browse "Documents -> Invoices".

Invoices are revealed in the following system sections:

- Projects

The user can filter data in the Invoices database by using 3 methods:

1. Type letters or numbers in "Search" field and click "Enter"

Below you will see a list of parameters (column names) the system searches data for:

- Issue #
- Customer
- Comment.

! Please note that data filter can be removed by deleting text in "Search" field and clicking "Enter".

2. Filter data by sorting data from A to Z and vice versa by clicking on the column name.
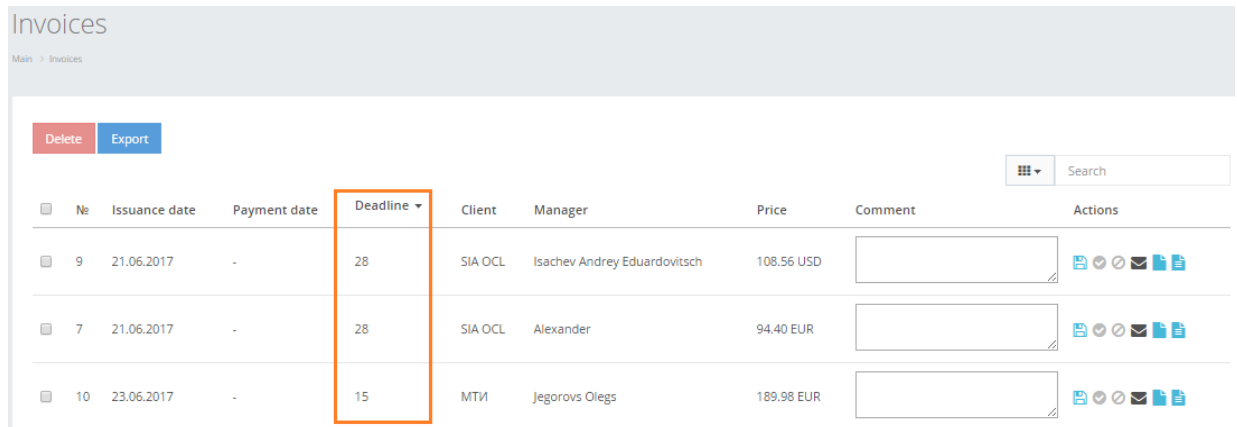
3. Review the columns that you want to see in the Invoices table. To add or remove a particular column from the table, simply click [ ] and select the columns that you want (or do not want) to view in the Invoices database. This feature is especially relevant, if there are big databases with many columns and/or relatively small monitor/tablet/smartphone screen.

! Please note that the system will save these settings for upcoming user sessions.
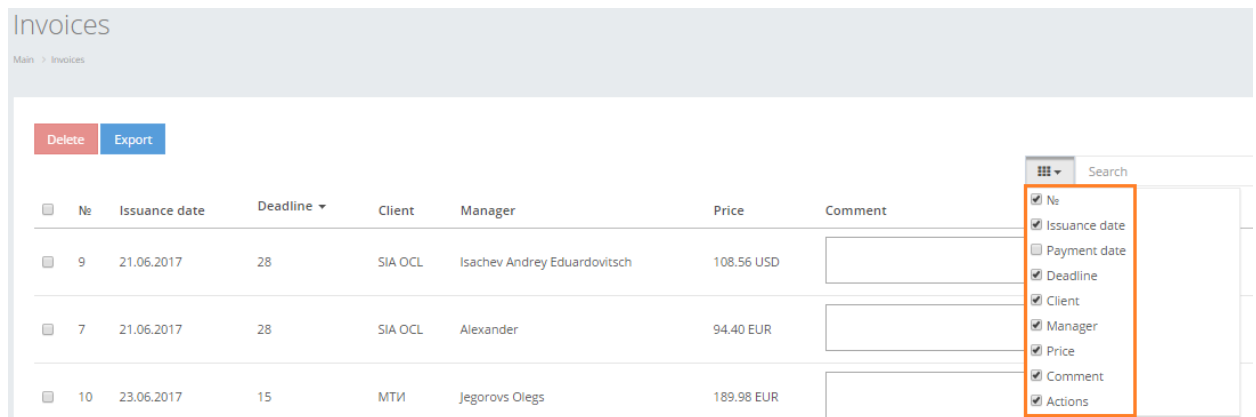
The table below reveals the data of columns from invoices section.

Column name	Description
№	Unique number of invoice
Issuance date	Invoice issuance date
Payment date	Invoice payment date
Deadline	Project deadline (amount of days)
Client	Customer name
Manager	Manager name
Price	Payment amount
Comment	Manager's comment related to invoice
Actions	List of actions related to a particular invoice (the system reacts upon click on the icon)

Save comment (💾)	Comment that one user wants to save
Invoice paid (✅)	Mark the invoice as paid by Customer. After clicking the icon, the system will ask, if the user is sure about marking the invoice as paid; reload the page; put the date in "Payment date" column and change icon color from grey to green. ☐ № Issuance date Payment date Actions ☐ 3 17.05.2017 17.06.2017 💾✅⊘✉📄📄
Invoice cancelled (⊘)	Mark the invoice as cancelled. After clicking the icon, the system will ask, if the user is sure about marking the invoice as cancelled; reload the page and change icon color from grey to red. ☐ № Issuance date Actions ☐ 4 11.06.2017 💾✅⊘✉📄📄
Send invoice over e-mail (✉)	Click to send invoice to the Customer's e-mail address. After clicking the icon, the system will ask, if the user is sure about sending the e-mail; reload the page and notification will pop up. ❌ E-mail was successfully sent!
View invoice (📄)	Open the invoice in .pdf format
View signed invoice (📄)	Open the signed invoice in .pdf format

In order to remove a particular invoice, check the box next to the invoice(s) that you want to delete and click "Delete".

Invoices

Main > Invoices

Delete Export

	№	Issuance date	Payment date	Deadline	Client	Manager	Price	Comment	Actions
☑	1	23.04.2014	05.11.2016		МТИ	Jegorovs Olegs	140.00 RUR	test	💾✅⊘✉📄📄

In order to export full table of invoices click "Export".

Invoices

	№	Issuance date	Payment date	Deadline	Client	Manager	Price	Comment	Actions
☐	1	23.04.2014	05.11.2016		МТИ	Jegorovs Olegs	140.00 RUR	test	

Delete Export

The system will autonomically generate .csv file.
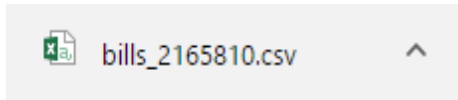
bills_2165810.csv

	A	B	C	D	E	F	G	H	I	J
1	№	Manager	Client	Issuance date	Payment date	Deadline	Price	Currency	Status	Comment
2	OC_1	Jegorovs Olegs	МТИ	23.04.2014	05.11.2016		140	RUR	Paid	test
3	OC_2			07.07.2014	08.12.2016		0		Paid	
4	OC_3			07.07.2014	26.09.2014		0		Paid	
5	OC_1			12.01.2015	22.01.2015	-833	0		Issued	
6	OC_2			12.01.2015	22.01.2015	-833	0		Issued	
7	OC_3			12.01.2015	22.01.2015		2000		Annulled	
8	OC_6			27.02.2015	02.05.2015		49600		Paid	
9	OC_7			27.02.2015	27.02.2015		1200		Paid	