5.3. Acts of Acceptance

OCLanguage represents a tool for autonomic creation of Act of Acceptance document.

This section includes all acts that have been created in the project window.

To see how to create a new Act of Acceptance document see user manual "7.9. How to issue Act of acceptance document".

To see how to send an Act of Acceptance to the Customer, see user manual "7.10. How to send Act to Customer".

Act of Acceptance is adjusted to translation agency template. The table below reveals the data that is included in the Act.

Data	Description
Logotype and company details	Set up during implementation process
Act of Acceptance	General document No. (to which this task belongs) from project details
Service name	Project task name
Unit	Unit of measure
Quantity	Amount
Price	Price per unit
Total	Total price
Without VAT	Amount on which VAT is not chargeable
Contractor	Translation agency data
Customer	Customer data

Text in the Act is subject to changes conducted in the program code which are made up upon request by translation agency.

Below you can see the sample of Act of Acceptance document.

Act of Acceptance #12D
Of supplied services (performed tasks)
at 17.06.2017

Private enterprise «Translation agency Bridge» on behalf of Director, Maxim Lobachevskiy, (hereinafter "Contractor") from one side and SIA OCL (hereinafter referred to as "Customer"), represented by _____, from other side, agree on this Act, that Contractor supplied Customer with following services (tasks performed):
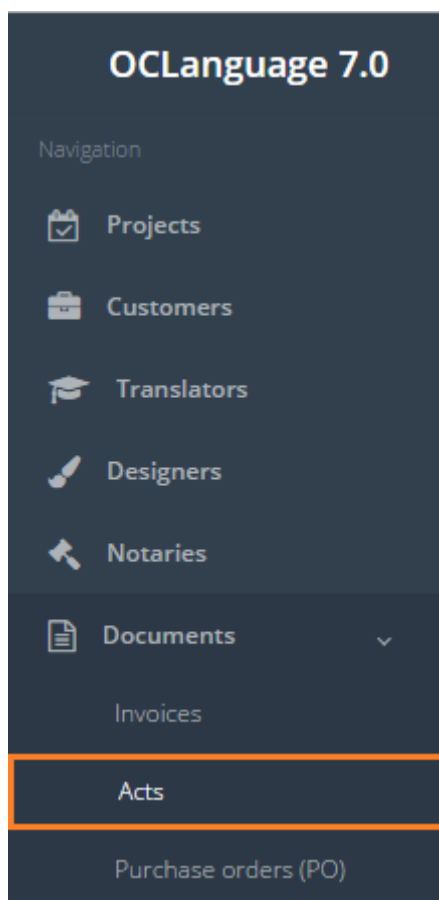
#	Service name	Unit	Quantity	Price	Total
1	Translation	Hour	4.00	23.00	92.00
				Total:	92.00
				Without VAT:	-
				In total:	92.00

Total quantity of services 1, for total price: 92.00 USD without VAT

By signing this Act, both parties confirm that they have fully met their obligations and do not have any claims to each other (including property, financial or other). The act is made in two copies, one for each party.

CONTRACTOR:	CUSTOMER:
Private enterprise "Translation agency Bridge" Chamber of Commerce A01 #372328 at 15.02.2011. Company Registration # 37481035, Bank account: 26001901349162 (OTP Bank), Kiev, MFI 300528 Address: Kiev, 01033, Saksaganskogo Street 39-B, office 5	SIA OCL
_____ Lobachevskiy M. Stamp	_____ Stamp

To view the Acts, browse "Documents" -> "Acts" in the main menu.

The table below reveals the data of columns from Acts database.

| Column name	Description
№	Act number
Issue date	Issue date of document
Language pair	Language pair (from – into)
Project	Project number (assigned autonomically by system) and link to it
Total	Total amount in the act
Customer	Customer name
Sent	Sent by courier (🚚) or e-mail (✉) (if the user clicks courier icon under Actions, the system autonomically marks the act as transferred). After clicking the icon, the system will reload the page, put date in "Sent" column and change icon color from grey to green.
Received	Act is signed (☑): either received signed copy (if the user clicks Act received icon under Actions, the system autonomically marks the act as received) or the Customer signed Act in the office. After clicking the icon, the system will reload the

	page, put date in "Received" column and change icon color from grey to green. Received　　　Actions 17.06.2017　　🚚 ✉ ☑ ✈ 📄
Actions	List of actions related to a particular invoice (the system reacts upon click on the icon)
Act sent by courier (🚚)	Click this option, if the act was sent to the Customer by courier
Act sent by postal service (✉)	Click this option to send the act to the Customer's address
Signed act is received (☑)	Click this option to mark the act as received
Ask Customer to sign the act over e-mail (✈)	Click this option to make the system send e-mail to the Customer in order to ask for signing the Act (the system uses the Customer's e-mail for system documents)
View act (📄)	Click this option to open the act in .pdf format

Acts are revealed in the following system sections:

- Projects

User can filter data in Acts database by using 3 methods:

1. Type letters or numbers in "Search" field and click "Enter"
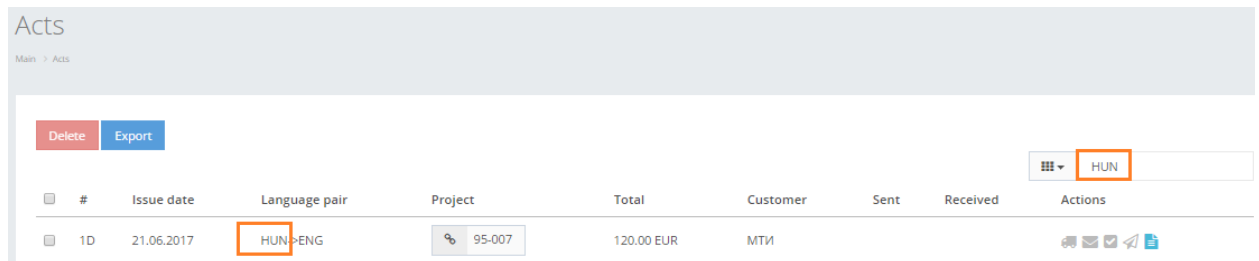
Below you will see a list of parameters (column names) the system searches data for:

- Issue date
- Language
- Project
- Total value of Act
- Customer.

! 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 Acts table. To add or remove a particular column from the table, simply click [grid icon] and select the columns that you want (or do not want) to view in the Acts 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.

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

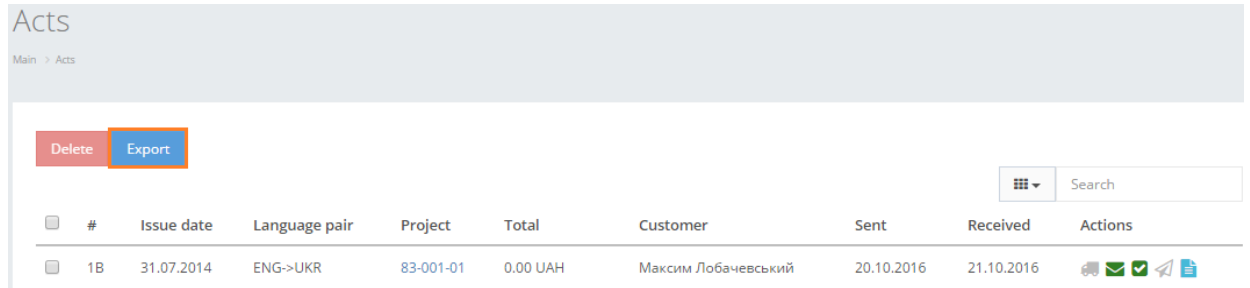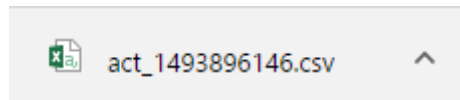In order to export full table of acts click Export.

Acts

	#	Issue date	Language pair	Project	Total	Customer	Sent	Received	Actions
☐	1B	31.07.2014	ENG->UKR	83-001-01	0.00 UAH	Максим Лобачевський	20.10.2016	21.10.2016	

The system will autonomically generate a .csv file.

act_1493896146.csv

	A	B	C	D
1	Act number	Date	Surname, name / Company name	In total
2	1B	31.07.2014	Максим Лобачевський	0
3	2B	01.08.2014	Максим Лобачевський	0
4	3B	25.09.2014	Светлана Кондратова	0
5	4B	30.10.2014	Быстрый проект	0
6	1C	24.02.2015	Максим Лобачевський	0
7	2C	24.02.2015	Максим Лобачевський	0
8	3C	26.02.2015	Криотехгаз ООО	5,000.00
9	4C	26.02.2015	Криотехгаз ООО	5,000.00
10	5C	27.02.2015	SIA OCL	40,000.00
11	6C	27.02.2015	SIA OCL	10,000.00
12	7C	08.03.2015	SIA OCL	40,000.00
13	8C	08.03.2015	SIA OCL	10,000.00
14	9C	14.03.2015	Криотехгаз ООО	6,000.00
15	10C	14.03.2015	Криотехгаз ООО	6,000.00