

BLUE CHAMELEON : Invoices & Payments

For links outside this document,

*download the relevant chapter or the **Blue Chameleon Full Documentation**.*

December 19, 2013

Chapter 5

Invoices and Payments Management

Blue Chameleon has been designed to provide sure ways of managing your clients' payments ; they will be lengthfully described in this Chapter.

All commands explained in this section are accessible from the **Sales** command group.



User rights for invoice management (creating, viewing, modifying,...) can be set up either at the Modify User Page (Fig.9.17) or the User Right Page (11.2) under the element

Invoice management

5.1 Basic invoice handling

Blue Chameleon has made invoices easy and straightforward to deal with, thanks to the *Invoices Management Page*, as shown on Fig.5.1 and accessed via **Sales** / **Invoicing**.

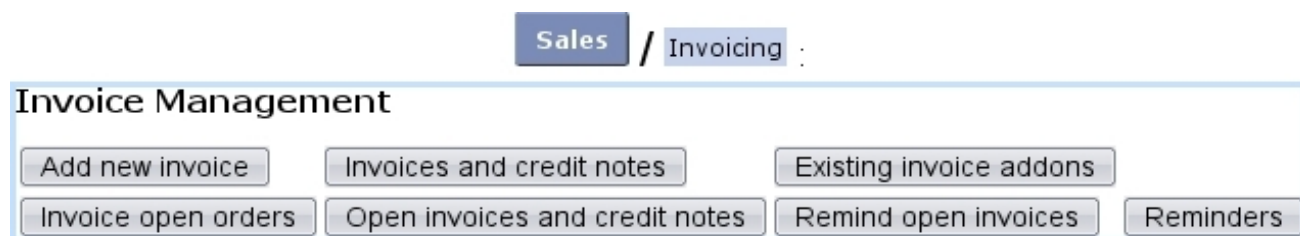


Figure 5.1: The *Invoice Management Page*, with buttons designed to accomplish any invoice-related action.

For all that follows, invoice management must be enabled while at the *Merchant Configuration Page* (9.1.6).

5.1.1 Invoicing an order



Successful invoice creation requires a defined currency (9.1.8) as well as a credit control class (9.1.6).

Just after an order has been done (4.1.1) :

- if ordered goods are *not* stock-supported (3.3.4.3), a **Invoice selected articles** button is available to create the invoice for the ordered and selected items ;
- if ordered goods are stock-supported, a **Supply** button is available to supply the goods from stock (4.4.3). If supplying was successful, a **Invoice articles 'to be invoiced'** button is available to create the invoice.

Otherwise, to create an invoice anytime :



Summary : adding an invoice for a specific order

1. at the *Invoices Management Page*, click on the **Add new invoice** button ;
2. specify the client related to this concluded order ;
3. on subsequent click-list of order numbers, click on the one to invoice ;
4. you are brought to the *Add New Invoice Page*, as featured on Fig.5.2 which enables to generate the invoice for that order.

Also, the open orders (waiting to be invoiced) can be displayed and then invoiced client via **Invoice open orders** (5.4.2).

This page features :

- as the client's general information (non-modifiable) ; the date and period date are set by default to the current day but can be modified ;
- an 'Export:' menu, dealing with the exporting of the invoice to the External System : 'not exported', the default choice, allows this invoice to be exported, either manually (6.1.2) or automatically (6.1.3), while the other makes the invoice 'blocked for export' ; this choice can be changed after invoice is created (5.4.1) ;
- finally, the item part allows to edit the item list, that is to say to modify quantity, delete articles or add new ones.

/ [Client Search] Smith John [2010052901001](#) :

Add new invoice

Username : [Smith.John](#)
Title : Mr
Name : Smith John
Address : 12 Orange Road
90000 Los Angeles
USA
Billing : **First reminder**
Currency:
Value date: - -
Period date: - -
Export:

Article	Quantity	Price	Total price	Total tax	VAT	Total tax incl.
<input type="text" value="Cheddar Crackers Box"/>	<input type="text" value="3"/>	<input type="text" value="1.00"/>	<input type="text" value="3.00"/>	<input type="text" value="0.17"/>	6.00 %	<input type="button" value="Delete #1"/>
Total			<input type="text" value="3.00"/>	<input type="text" value="0.17"/>		

Article list:

Article	Quantity	Price	Total price	Total tax	Total tax incl.
<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Figure 5.2: The *Add New Invoice Page* allowing to create an invoice for a given order.

5.1.2 Invoice number

Once successfully created, an invoice is assessed a number, corresponding to the order number (4.1.6) of the order it refers to : for instance, the new invoice as created in Fig.5.2 for order [2010052901001](#) is assessed the identifier [#2010052901001](#).

5.1.3 Invoice statuses

They are five :

- open : this is the default status for a newly-created invoice, and it remains so until payment has been registered (5.6.2) ;
- sent : invoice belonged to a successfully sent work set of the 'Invoice' type (5.5.6) ;
- reminded : invoice belonged to reminding procedure (5.9.2) ;
- canceled : invoice has been canceled (5.4.1) ;

- paid : invoice switches automatically to this status when payment is registered.

5.2 Searching invoices

Looking for already-existing invoices is made possible with an efficient search engine.

From the *Invoices Management Page* (as seen at 5.1), click on the **Invoices and credit notes** button.

Invoices and credit notes :

Invoices and credit notes

Date: 29 - 5 - 2010	Period: Specified date	Registered by: Dick	
Client name pattern: Smith	Article: <All>	<All>	Select new articles
Status: <Any>	Min./Max. amount: <input type="text"/> / <input type="text"/>	Salesperson: <All>	
Display: Invoices	Sort: by date	Version: Normal version	

Search

Add new invoice Register other credit note

1 invoice(s) found

29/5/2010	#2010052901001	Invoice open Smith John	Smith.John 3.00	Modify	Cancel invoice	Register payment	Register credit note
Total (1): 3.00							

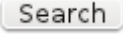
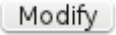
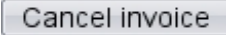
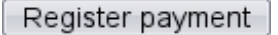
Back to menu Print version

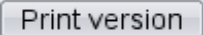
Figure 5.3: The invoice search engine and the results it displays.

Then, the subsequent page as featured at Fig.5.3 leaves you the possibility to input your search criteria :

- the date at which invoices were issued, and how far back it time ('Period:') from this date they have been ;
- registered by which user or salesperson ;
- a defined invoice status (5.1.3) ;
- a minimum amount for invoices, tax included or not ;
- concerning certain articles only, which can be selected via **Select new articles** (a pop-up window then appears where one or several categories and/or articles can be chosen : multiple choices are inputed by holding the [CTRL] key) ;
- a client name pattern ;
- various display options :

- 'Display:' normal or detailed (i.e. including article name) invoices, as well as turnover ;
- 'Sort:' by date, client or amount ;
- 'Version:' normal, print or export (see below).

Once you have given all the search information you had, click on . The results will be given as a click-list of invoice numbers. Clicking on any of these will bring you to the *View Invoice Page* (5.3). Also featured for each invoice : its status, the amount to be paid or which has been paid, the client who issued the order and a button to  invoice. Also, if available, buttons to  (see below) or .

The invoice search results as described above are obtained through 'Version:' menu's default value, 'Normal version' ; one other choice, 'Print version', displays results in a print-friendly version, without the above-said buttons. This version is also available through the  button as available at the bottom right of the page after a 'Normal version' search.

Lastly, one other choice provided by the 'Version:' menu is an 'Export version', which shows similar results as for the print version, with the addition of a downloadable .csv file of the invoice search results.

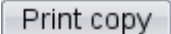
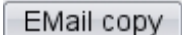
5.3 The *View Invoice Page*

This page, attained from an invoice search (5.2) or from any context where an invoice number can be clicked on, features the invoice's details in an exhaustive way as well as links to other information pertaining to it. See Fig.5.4 for the *View Invoice Page* pertaining to the current example.

First, the general information about this invoice is given :

- its reference ;
- the date at which it has been created ;
- its status (5.1.3) ;
- ...

The order number related to this invoice is also given as a click-link, which leads conveniently to the *Order Details Page* (4.3) for that very order. The client who made the order also appears, as a click-link to her/his *Client Management Page* (2.3).

Several buttons are there available :  generates a pre-formatted, ready-to-print PDF file of this invoice, as shown at 5.9, and it is also possible to  of this invoice. There are also two eponymous buttons that enable to modify the invoice (that is to say, to delete or add articles) or cancel it.

Invoice

Reference: 2010052901001	Username : Smith.John
Value date: 29/5/2010	Title : Mr
Period date: 29/5/2010	Name : Smith John
Status: paid	Address : 12 Orange Road
Order number: 2010052901001	90000 Los Angeles
Export: not exported	USA
Registered by: Richard Malone	Billing : First reminder
Registered by: Richard Malone	

Article	Quantity	Price	Total price	VAT
Cheddar Crackers Box	3	1.00	3.00	6.00%
Total VAT incl.			3.00	
Total VAT excl.			2.83	
Total VAT 6.00%			0.17	

Figure 5.4: The *View Invoice Page*.

5.4 Invoice management through time

Invoices require rigorous and extended management functions, which Blue Chameleon of course provides.

5.4.1 Operations on invoices

Right after each invoice as displayed after an invoice search (5.2), , , and buttons are available depending on invoice status (5.1.3) and whether it has been exported (6.1.2). The following table sums up what operations can be thus done :

Status (5.1.3) :	Operation :			
	Modify	Cancel invoice	Register payment	Register credit note
open	YES*	YES*	YES	YES
sent	YES	YES	YES	YES
reminded	YES	YES	YES	YES
canceled	YES	NO	NO	NO
paid	YES	NO	NO	NO

(*) *provided that invoice has not been exported yet.*

Provided that an invoice **can** be modified, then :

- if it has not been exported, the following can be modified : currency, date, period date and status. Invoice can also be blocked for export, and articles can be added or deleted ;
- if it has been exported, only period date and status can be modified.

If an invoice is canceled, the amount of the order is then transferred as credit notes (5.7). Also, an invoice can be canceled automatically when related order is canceled (4.4.2).

Credit notes can be manually registered provided that invoice has not be paid for nor canceled yet and that there is no subscription in the related order.

5.4.2 Orders that have not been invoiced yet

Displaying the orders that are still waiting to be invoiced is conveniently done from **Invoice open orders**, again accessible from **Invoicing**. As featured at Fig.5.5, a search can be lead with order number and/or article.

Invoice open orders :

Invoice open orders

Search order reference:

Search the following articles:

Order	Date	Client	Username	
2010123101026	31/12/2010	Sheldon Helen	Sheldon.Helen	<input type="button" value="Invoice"/>
	Gizmo 60.00 1			
2010041101002	11/4/2010	Smith John	Smith.John	<input type="button" value="Invoice"/>
	Chunky Choc Bar 2.00 30			

All invoices have been successfully added.

Figure 5.5: Displaying the uninvoiced orders for August, 2008 and invoicing them.

Search results feature a list of order numbers (leading to the *Order Details Page*, see 4.3), the date on which the order has been done, the client, and a button to this particular order.

Also, the at the bottom of the page allows to create the invoices for all the displayed orders.

5.4.3 Invoices for which no payment has been registered yet

Unpaid invoices can be displayed thanks via button. An illustrated example is given at 5.8 where this feature is used to reconcile invoices and payments.

5.4.4 Delivering invoices and reminders

The task of delivering invoices and reminders is done through delivery methods created in a similar way as those for articles (4.5.1), including charges or not. The creation pages are accessed via and , also accessible via / / .

Available delivery types are now different, 'Send bill by mail' and 'Send electronic bill' for invoices and 'Send reminder by mail' for reminders. As for article delivery methods, invoice and reminder delivery methods can also be assessed a status (visible, hidden,...) and are to be associated with a default or specific 'delivery' external account (6.1.1) and a credit note account (6.2.2).

5.4.5 Invoice addons

The use of those is extensively cleared up in the following.

5.4.5.1 Creating an invoice add-on

Invoice addons, for a particular client can be added directly from her/his *Client Management Page* (2.3) as illustrated on Fig.5.6. They consist in, for a subscription bought by the client, to add a specific article.



An article is featured in the 'Article list:' only if checkbox "Use for invoice addons" has been checked while creating (3.1.1) or modifying (3.2.1.1) this article.

5.4.5.2 Managing invoice addons

After one or several invoice addons have been added, they can be seen and managed through the *Invoice Management Page* via .

Add new invoice addon

Username : Salazar.Ramon
 Title : Mr
 Name : Salazar Ramon
 Address : 4, Taco Street
 87100 Albuquerque
 USA
 Billing : **Contentious**
 Date: 28 - 2 - 2011

Article list: Tomato-Flavored Crackers Box

Subscription	Article	Quantity	Unit price	Total price	Total tax	Total (tax incl.)	
2011022101009 - ...	Tomato...	50	0.80	40.00	0.06	40.00	<input type="button" value="Add"/>

[Possibility to add another article]

Figure 5.6: Creating an invoice add-on to go with a particular subscription.

5.4.5.2.1 Validating an invoice add-on There, as pictured in Fig.5.7, they can be search along their status (validated or not) and a button enables to execute validation.

Invoicing / Existing invoice addons :

View invoice addons

Status: New Registered by: <All>

Date	User	Name	Username	Order	Description	Amount	Status
28/2/2011	Jack Jones	Salazar Ramon	Salazar.Ramon	2011022101009	Tomato-...	40.00	New
Total (1):						40.00	

Invoice addon(s) successfully updated.

Figure 5.7: Validating a new invoice add-on.

5.4.5.2.2 Canceling an invoice add-on validation If necessary, a validated invoice can have its validation canceled via the **Cancel all validations for invoice** button as available at the bottom of the page when a search on validated invoice addons has been run, or on the *Invoice Add-On Details Page* as cleared up below.

5.4.5.2.3 Invoice add-on details Clicking on the date link (as for instance [28/2/2011](#) in the example featured at Fig.5.7) leads to the page shown at Fig.5.8.

There, according to the status of the invoice add-on, it is possible to perform certain actions :

- a yet non-validated add-on can be either validated or removed ;
- for an already-validated addon, the only possibility is the canceling of the validation.

[Invoice addon search] [6/11/2008](#) :

View invoice addon details

Date: 28/2/2011
Period date: 28/2/2011
User: Jack Jones

Name	Username	Order	Description	Quantity	Amount	Total amount	VAT	Status	Invoice
<input type="checkbox"/>	Salazar Ramon	Salazar.Ramon	2011022101009	Tomato-...	50	0.80	40.00	2.40	Validated
Total (1):						40.00	2.40		

Cancel validation for invoice

Figure 5.8: This page, displaying the details of an invoice add-on, allows in the case of validated addons to cancel the validation.

5.5 Printing, sending invoices and reminders

Blue Chameleon features the possibility to generate in a single click invoices and reminders in a custom way.

With the help of print models and work sets, the layout of an invoice or reminder can be defined as you wish while the ordered article list, client information and general formatting is entirely handled by Blue Chameleon.

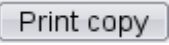
Fig.5.9 features for instance the final result of an invoice printout (as generated by clicking on the **Print copy** button featured on the *View Invoice Page*, 5.3) ; there :

- top and bottom elements such as merchant logo and address, client address and footer note are handled by a "Print model" ;

- phrases to introduce and conclude the invoice are defined in a "Work set".

How these elements are set is described next.

5.5.1 Quick start : using default print model

Blue Chameleon comes with a default print model that allows to print invoices without having to define anything : this 'Default invoice model' is automatically launched on click of the  button.

This Default model will automatically put the following on the printout :

- your merchant address and logo (as defined in 9.1.1 - and 9.1.2 for alternative merchant addresses) in the top-left corner ;
- the client's address further down, aligned on the right ;
- below that, the date of the invoice ;
- then, the invoice number and the description of the ordered articles with their amount.

Using work sets, as described next, can now enrich this printout with custom sentences such as '*Dear Sir/Madam,...*' and '*We thank you for choosing...*'.

Of course, it is possible to create your own print models or enrich the default one with a footer (5.5.8).

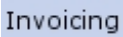
5.5.2 Work sets



User rights for work sets (creating, processing, sending,...) can be set up either at the Modify User Page (Fig.9.17) or the User Right Page (11.2) under the element

Bill set management

Most generally, work sets are used to gather invoices and reminders, whether to be printed out or sent via email.

Work sets are managed from the page accessed via , with a set of buttons below the ones shown at 5.1 ; they are featured at Fig.5.10.

[View invoice page] :

[Result on generated PDF] :

	Retail Food Company 41, Green Hill Road Los Angeles 90000	
		Mr Ferguson Bob 23 Namaste Street 96800 Honolulu USA
		USA, 14 January 2011
<h1>INVOICE</h1>		
Invoice nbr: 2011011401001		
Dear Sir/Madam, Please find below the item(s) you ordered :		
Description	Quantity	Unit price
Gizmo	1	60.00
Standard mail	1	8.00
		Total VAT incl. (USD)
We thank you for choosing Retail Food Company !		

Figure 5.9: An example of an invoice printout that uses the Default print model.

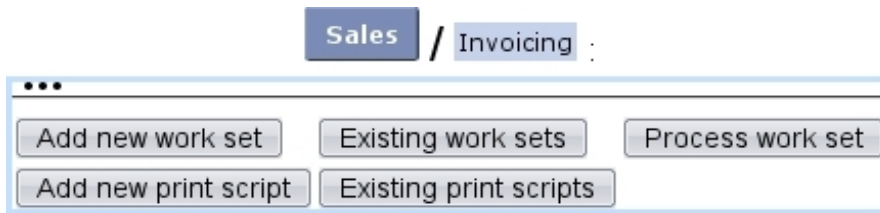


Figure 5.10: These buttons, as available on the *Invoice Management Page*, are designed to accomplish any action related to work sets.

The screenshot shows the 'Add print set' form. At the top, the navigation bar reads 'Sales / Invoicing / Add new work set :'. The form title is 'Add print set'. The fields are as follows:

- Type: Invoice copy (dropdown)
- Content type: Individual invoices (dropdown)
- Label: Basic invoice copy (text input)
- Mail title: INVOICE (text input)
- Header address: Head office (dropdown)
- Mail header: (empty text area)
- Mail footer: (empty text area)
- Mail prologue: Dear Sir/Madam, Please find below the item(s) you ordered : (text area)
- Mail epilogue: We thank you for choosing Retail Food Company ! (text area)
- Email from: client.order@retailfc.com (text input)
- Email Cc: (empty text input)
- Email subject: Your invoice (text input)

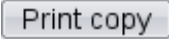
At the bottom left, there is an 'Add' button with a hand cursor icon.

Figure 5.11: Creating a 'Basic invoice copy' work set.

5.5.2.1 Adding and managing work sets

Fig.5.11 shows an example of a 'invoice copy' work set creation, that will be used for invoice printouts and electronic sending.

Work sets are created along several print types, ruling for which use this work set will be used for :

- mailing : this work set will not contain any invoice, and will be used only for general mailing ;
- invoice : this work set will gather invoices ;
- invoice copy ;
- reminder : this work set will gather reminded invoices ;
- reminder copy : this work set is needed when using the  button, that is available at the *View Reminder Page* (5.9.3) for a specific reminder.

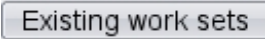
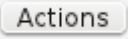
Their 'Content type:' holds three choices :

- individual invoices : for *each* invoice, *one* email/paper mail will be generated ;
- client account with invoices : all invoices related to the same client will be grouped on one email/paper mail ;
- client mail without invoices : this is the choice to make for a 'mailing' work set.

Apart from the work set's label, several fields by which to design the paper and electronic invoices/reminders can be filled :

- a general title ;
- a header address, by default set as 'Head office', corresponding to merchant's head office address (9.1.1) ; alternative merchant addresses, if defined (9.1.2), can be selected ;
- mail header and footer, left empty for print models to be used (5.5.8) ;
- the prologue and epilogue define the sentences that are to be put before and after the list of ordered articles. For that matter, the sentences as seen on Fig.5.9 were defined here.

Also, email options (email from, email CC, email subject) are featured for invoices that will be sent by mail through the  button.

Once created, work sets can be viewed via , where they can be modified and removed thanks to the eponymous buttons. The use of the  buttons is explained at 5.5.4.

5.5.3 Sending reminders

As how to print out invoices has been seen, the case of reminders will now be described.

For those, a 'Reminder for invoices' work set may be defined as follows :

Sales / Invoicing / Add new work set :

Add print set

Type:

Content type:

Label:

Mail title:

Header address:

Mail header:

Mail footer:


Mail prologue:

Mail epilogue:

Email from:

Email Cc:

Email subject:



5.5.4 Processing a 'reminder' work set

Once reminders or invoices have been added to a set (for the current 'reminder' example, open invoices are added to the above-created 'Reminder for invoices' work set through a dedicated process, explained at 5.9.2), it is possible to .

This displays a clickable list of current work sets and then clicking on one brings to its *Work Set Process Page* featuring a set of buttons as shown in Fig.5.12.

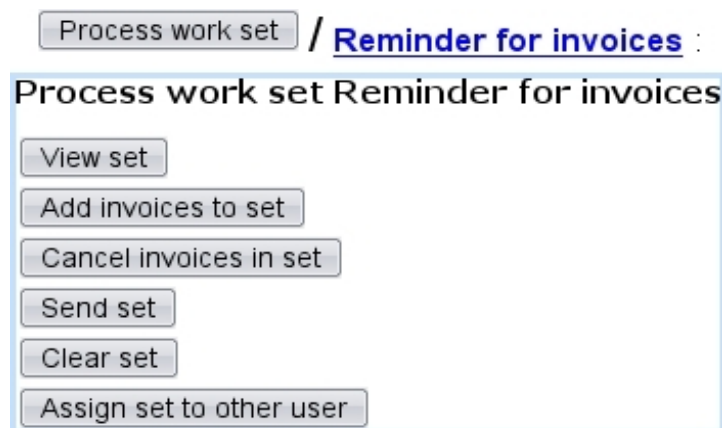


Figure 5.12: The *Work Set Process Page* is designed to accomplish actions on a particular work set.

These actions are the following :

- **View set** displays the list of invoices in this set (in this case, reminders that have been created and added through a reminding procedure as described in 5.9.2), with possibility for each of them to be **Remove**d ;
- **Add invoices to set**, through an invoice search tool, enables to add to this work set invoices, if it has not been the case already ;
- **Cancel invoices in set** allows to mass-cancel (5.4.1) invoices that have been added to this set ;
- **Send set**, whose function is explained at length at 5.5.5 below ;
- **Clear set**, which allows to remove added invoices from a yet-unsent set ;
- **Assign set to other user**, whose function is to forward this work set to another user.

5.5.5 Sending a reminder work set

Send set, in this example, begins to display the list of open invoices that have been reminded (5.9.2). Each of them can be selected or de-selected in order to be sent or not by paper mail and/or electronic mail.

The process is shown at Fig.5.13 ; upon success, for the current example, two 'Reminder for invoices' files are created :

- one 'overall' PDF 'Reminder for invoices' file, which contains formal reminders with client general information, invoice details in the template (header, footer, prologue,...) defined by this work set. This file is aimed to be printed and according to the 'Content type:' of this work set (5.5.2.1), each page will feature either one individual invoice or a client's grouped invoices ;
- one 'mainmerge' 'Reminder for invoices', which is a flat file that gathers client information and invoice amounts.

Send set :

Send print set Reminder for invoices

Sort:

Attached file:

Send bill by mail

<input checked="" type="checkbox"/>	Client	Username	EEmail	Invoice	Date	Amount	Status
<input checked="" type="checkbox"/>	Bauer Kim	Bauer.Kim	kim.bauer@mailserv.com	2010120401002	4/12/2010	58.00	open
... [List of invoices to remind] ...							

Send paper mail Send email

Preparation done, 9 invoices to be treated
Continue with initialization

Overall file [Reminder for invoices](#) (this file remains 30 days on the server)

Mailmerge file [Reminder for invoices](#) (this file remains 30 days on the server)

Figure 5.13: Sending paper mail and email reminders for invoices to be reminded.

Also, the *Work Set Process Page* now displays what is shown on Fig.5.14. The link under 'Report' shows the log of the sending process, displaying successful or unsuccessful email sending, while the file under 'Files' shows the generated PDF 'Reminder for invoices' file.

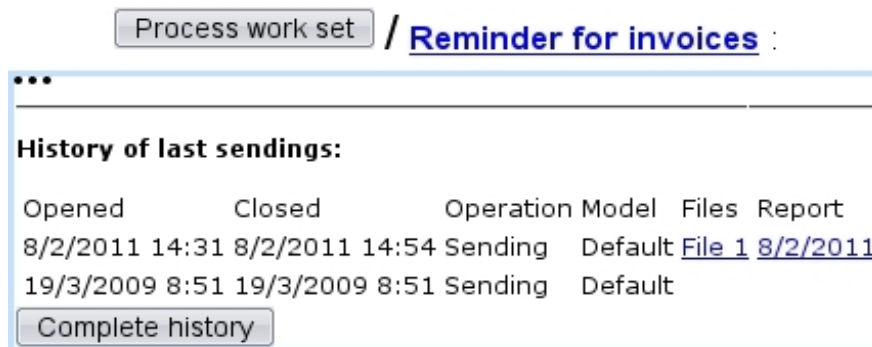
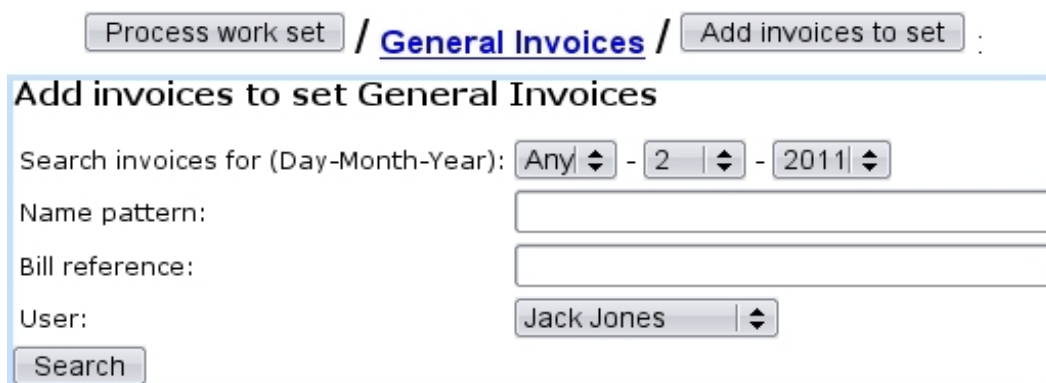


Figure 5.14: The sending of a work set is featured on its *Work Set Process Page*.

5.5.6 Other sets that can be created and processed

The example shown above dealt with the creation and the processing of a reminder work set. A work set with normal invoices can also be filled in a similar way through **Add invoices to set**. Invoices can be selected with date and client name filters : for instance, this will add the invoices of February, 2011 to the "General Invoices" work set, of the 'Invoice' type :



Then, all the sending process remains the same as for a reminder work set. This way, all your client's invoices can be generated easily.



Summary : generating automatically invoices or reminders to be printed out and/or sent by mail

- For groups of invoices, reminders or mass-mailing :
 1. Be sure an 'Invoice', 'Reminder' or 'Mailing' work set (according to the task you want to achieve) has been defined (5.5.2.1) ;
 2. then, through **Process work set**, click on the work set to process (5.5.4) ;
 3. for invoice work sets (and optionally for reminder work sets), **Add invoices to set** ;
 4. finally **Send set** (5.5.5), picking the options you wish (paper and/or electronic mails) ;
- For an individual invoice or reminder :
 1. Be sure an 'Invoice copy' or 'Reminder copy' work set has been defined ;
 2. at the corresponding *View Invoice Page* (5.3) or *View Reminder Page* (5.9.3), simply click on **Print copy** to generate the PDF file of the invoice (see example below) or reminder. A **E-Mail copy** button is also available.

5.5.7 Print scripts management



User rights for print script management can be set up either at the Modify User Page (Fig.9.17) or the User Right Page (11.2) under the element

Script management

5.5.8 Print models

Print models rely on print templates (13.2) ; for instance, the 'Default invoice model' as described in 5.5.1 relies on the 'Default' print template.

This one can be modified as featured in Fig.5.15 so that the invoice printout includes a footer, for instance containing the company's VAT information and bank data.

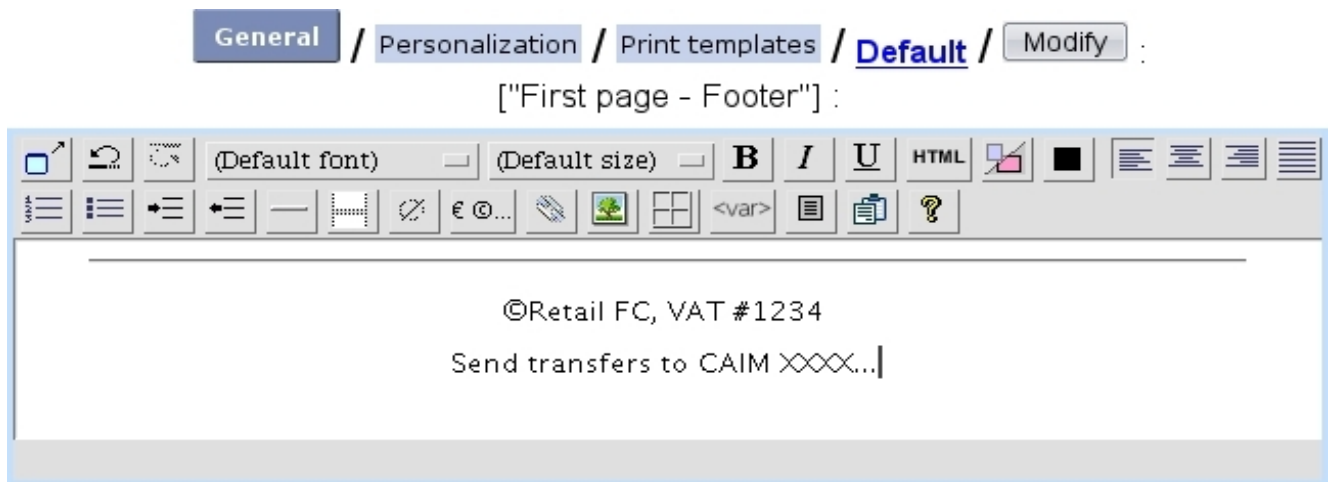


Figure 5.15: Enriching the 'Default' print template, as used by the 'Default invoice model' print model.

It is to note that, with the 'Default invoice model', no header needs to be defined, as it is already included internally. Nonetheless, it is still possible to modify the heights of the header and footer margins.

5.5.8.1 Defining your own print models

[In Development]

5.6 Client payments



User rights for client payment management can be set up either at the Modify User Page (Fig.9.17) or the User Right Page (11.2) under the element

Client payment management

Dealing with general client payment matters is an easy task thanks to the *Client Payment Management Page* (Fig.5.16), which is accessible from **Sales** / **Client payments**.

Methods by which clients can pay are defined at 6.4.1.

5.6.1 Payment statuses

According to the settings of 'Supported payment status:' at the *Merchant Configuration Page* (9.1.6), there are only two statuses to a client payment : 'In progress' or 'Paid'. The payment status is displayed at the *Order Details Page* (4.3) for that particular order.

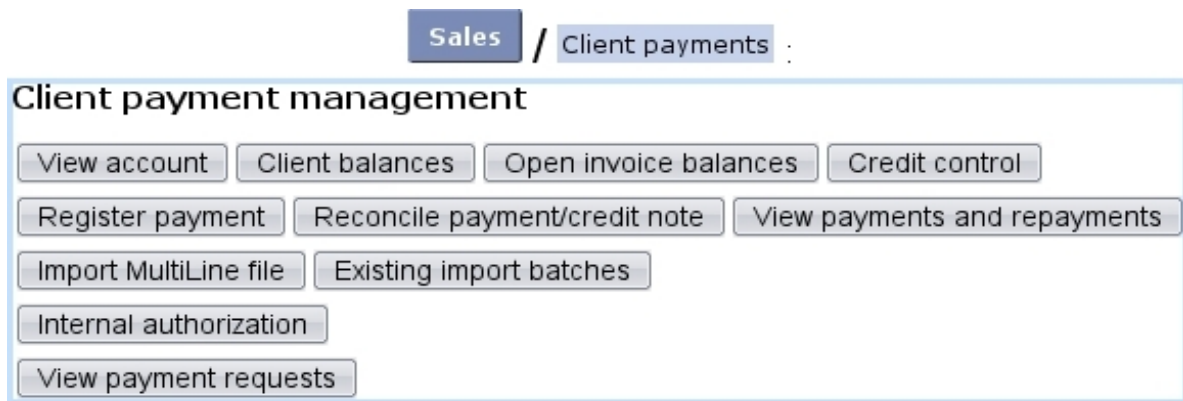


Figure 5.16: The *Client Payment Management Page*, with buttons designed to accomplish any client payment-related action.

5.6.2 Registering invoice payment



Registering a client payment requires at least one defined bank account (6.2.1).

Once payment for a specific invoice has been received, it is necessary to register it :



Registering a payment

1. via **Sales** / **Client payments**, click on **Register payment**
2. after subsequent search by client (or invoice reference), on the then-displaying click-list of invoices, click on the one for which to register payment
3. you are finally brought to the *Register Invoice Payment Page* as displayed in Fig.5.17.

This page features client general information, ordered articles (these are not modifiable), and amongst other the value date (set to current day, but can be modified). The 'Amount paid:' field is always set as default to the total amount of the invoice, but in fact any amount can be registered : reconciling will then take care of regulation (5.8).

Finally clicking on **Register** marks the invoice as paid, yielding a confirmation screen.

Apart from the value date, label and amount paid, a defined bank (6.2.1) or cash-box (6.2.3) account is assessed to this payment (this 'Account:' menu only appears if several accounts are available ; if there is only one, it is implicitly chosen).


Register invoice payment

Reference: 2010052901001 **Username:** Smith.John
Value date: 29/5/2010 **Title:** Mr
Period date: 29/5/2010 **Name:** Smith John
Status: open **Address:** 12 Orange Road
Order number: [2010052901001](#) 90000 Los Angeles
Export: not exported USA
Registered by: Richard Malone

Article	Quantity	Price	Total price	VAT	Total tax incl.
Cheddar Crackers Box (s/n: Box 2,Box 3,Box 4)	3	1.00	3.00	6.00%	3.00
Total VAT incl.			3.00		

Value date: 29 - 5 - 2010
 Label:
 Account: Cash-box - C#1
 Amount paid: 3.00

Article	Qty	Price	Total price	Settled	Register
<input checked="" type="checkbox"/> Cheddar Crackers Box	3	1.00	3.00	0.00	<input type="text" value="3.00"/>
				0.00	<input type="text" value="3.00"/>



New payment [2010052901C000147](#) was successfully registered.

Figure 5.17: Registering a payment.

5.6.3 Registering a shop sale payment

While doing a shop sale (4.6), when articles and client are rightly selected, as shown as an example on Fig.4.19, the payment is ready to be registered.

The registering process, whether the 'Payment method:' is set to 'Cash payment' or 'Cash payment by card', is shown below in both cases ; once registration is achieved, a new order is generated automatically and an invoice corresponding to the shop sale can be printed out.

5.6.3.1 Via cash

Fig.5.18 shows the process of registering payment through such a means.

[Shop Sale Page, after article(s) and client have been chosen] :

The image shows a sequence of three screenshots illustrating the payment registration process. The first screenshot is a 'Register payment' dialog box with a title bar containing a maximize and close button. It features a 'Payment method:' dropdown menu set to 'Cash payment'. Below this is a table with the following data:

Total purchased articles :	3.00
Total amount to be paid :	3.00
Paid by client :	<input type="text" value="5.00"/>
To refund :	<input type="text" value="2.00"/>

At the bottom of the dialog are 'Register' and 'Cancel' buttons, with a red hand cursor pointing to the 'Register' button. A blue arrow points from this dialog to the second screenshot, which is a summary table:

Total to be paid :	3.00 USD
Paid :	5.00 USD
Refunded :	2.00 USD

Below the table are 'Finish order' and 'Cancel payment' buttons, with a hand cursor pointing to 'Finish order'. A second blue arrow points from this summary to the third screenshot, which is a confirmation message:

[View new order #2011021801078](#)
The payment was registered successfully
[Click this link to open the printed invoice](#)

Figure 5.18: Registering the payment of a shop sale via cash.

5.6.3.2 Via credit card

Fig.5.19 shows the process of registering payment through such a means.

It is to note that such a payment is in fact registered as a payment request (5.9.5).

5.6.3.3 Balance of a cash register

As illustrated on Fig.5.20, it is possible to check the balance of a cash register on its related page.

5.6.3.4 Operations on balance

Through , a pop-up and its 'Operation:' menu allow to do the following :

- 'Add to cash flow' a certain amount, as illustrated below ;
- 'Deposit on a bank account' an amount of the money in the cash register ;
- a 'Balance correction'.

[Shop Sale Page, after article(s) and client have been chosen] :

The figure shows a sequence of three screenshots from a software application. The first screenshot is a dialog box titled "Register payment". It has a "Payment method:" dropdown menu set to "Cash payment by card". Below this is a table with two rows: "Total purchased articles :" with a value of "22.60" and "Total amount to be paid :" with a value of "22.60". Underneath the table is a "Credit card type :" section with four radio button options: "American Express", "Bancomat", "MasterCard", and "VISA". The "VISA" option is selected. At the bottom of the dialog are "Register" and "Cancel" buttons. A red hand cursor is pointing at the "Register" button. The second screenshot shows a summary of the payment: "Total to be paid : 22.60 USD" and "Paid by VISA : 22.60 USD". Below this are "Finish order" and "Cancel payment" buttons. A white hand cursor is pointing at the "Finish order" button. The third screenshot shows a confirmation message: "View new order #2011022201023", "The payment was registered successfully", and a link: "Click this link to open the printed invoice". Blue arrows on the left side of the second and third screenshots indicate the flow from the first screenshot to the second, and then to the third.

Figure 5.19: Registering the payment of a shop sale via a credit card.

5.6.4 Payment numbers

Once registered, a payment is assessed a number, based upon the date it was registered (*not* the date of the actual order/invoice), pasted with a distinctive string. For instance, the payment registered at Fig.5.17 is assessed the identifier [2010052901C000147](#).

5.6.5 Viewing payments

These can be looked for via the [View payments/credit notes](#) ; as shown on Fig.5.22, different search criteria can be inputted :

- the date when the aimed payment was registered ;
- a reference ;
- a name pattern for the client it refers to, also a billing status (5.9.1) ;
- a bank (6.2.1) or cash-box (6.2.3) account.

Cash register balance □ ×

Date: 22/2/2011 17:20
 User: Jack Jones
 From: [21/2/2011](#)
 To: [22/2/2011](#)

Cash payment

Time	Client	User	Input	Output	Balance	Cash reg.	Operation
						0.00	Starting balance
21/2/2011 10:04	Ferguson Bob (bferguson)	Jack Jones	5.00	2.00	3.00	3.00	Payment
			Balance		3.00	3.00	Operation on balance

Cash payment by card VISA

Time	Client	User	Input	Output	Balance	Cash reg.	Operation
						0.00	Starting balance
22/2/2011 15:14	Bauer Kim (Bauer.Kim)	Jack Jones	22.60	0.00	22.60	22.60	Payment request
			Balance		22.60	22.60	

Print Close


Figure 5.20: Checking the balance of a cash register as it is after the payments registered via cash (5.6.3.1) and via credit card (5.6.3.2).

Payment details can then be displayed by clicking on the [Payment #20...](#) link ; an example is displayed at Fig.5.32 further down.

5.6.6 Credit control

This concept has been taken care of in Blue Chameleon, as *classes*.

5.6.6.1 Credit control classes



User rights for generally managing credit control classes can be set up either at the Modify User Page (Fig.9.17) or the User Right Page (11.2) under the element

Credit control and SLA management

If Credit Control is enabled at the *Merchant Configuration Page* (9.1.6), it is then mandatory to have a defined credit control class ; this is done through the same place. Fig.5.23 shows how to define a credit control class.

[Cash Register Balance]

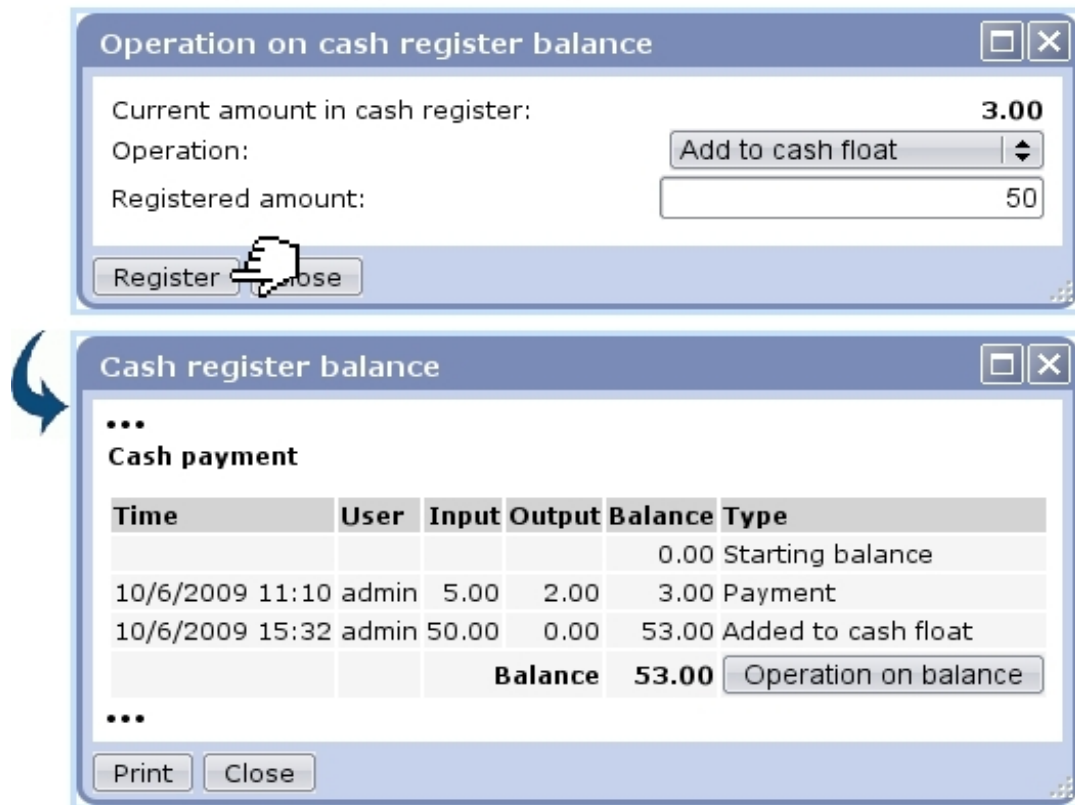


Figure 5.21: Putting change inside a cash register.

/

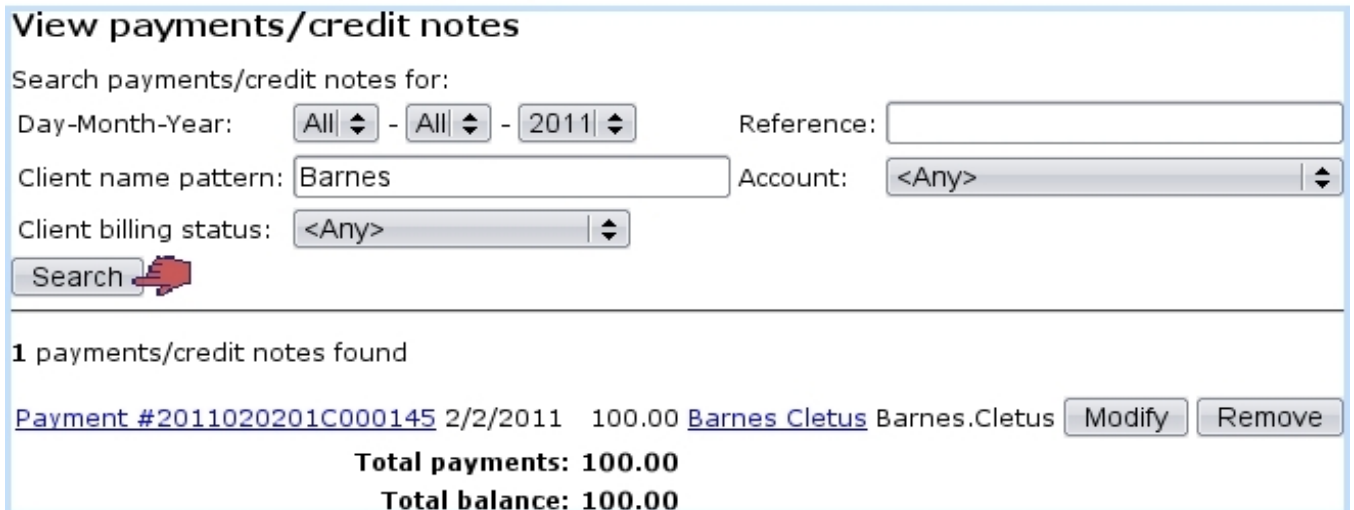


Figure 5.22: An example of payment search.

General / Merchant / Credit control classes / Add new credit control class

Add credit control class

Class:

Maximum credit:

Deadline: days
 from end of month

Min. general user right level:

Min. owner user right level:

Steps to execute:

Figure 5.23: Defining a default control class.



The user rights levels as seen on this page relate to the 'Financial access level:' as set on the Modify User Page (Fig.9.17) : in order to modify this class afterwards, her/his financial access levels will have to be equal or higher than the levels as set while defining the control class. Therefore, the higher the levels are assessed to the credit control class, the more protected it will be.

Once created, a credit control class is selected from the related menu at the *Merchant Configuration Page* (9.1.6). The credit line is then visible when client balances are checked (5.26).

5.6.6.2 Outstanding amounts

It is possible to estimate those from the *Client Payment Management Page* through / .

On the subsequent page, as featured on Fig.5.24 :

- warning is made if there are invoice addons (5.4.5) that have not been validated yet : a then redirects to a page (5.4.5.2) where it is possible to view them and validate them ;
- month and year for outstanding amounts to be calculated on are chosen ;
- the calculating task can be started right on the moment or scheduled ; in the later case, a further screen will allow to choose date and time at which this calculation will be launched, as a system task (9.8).

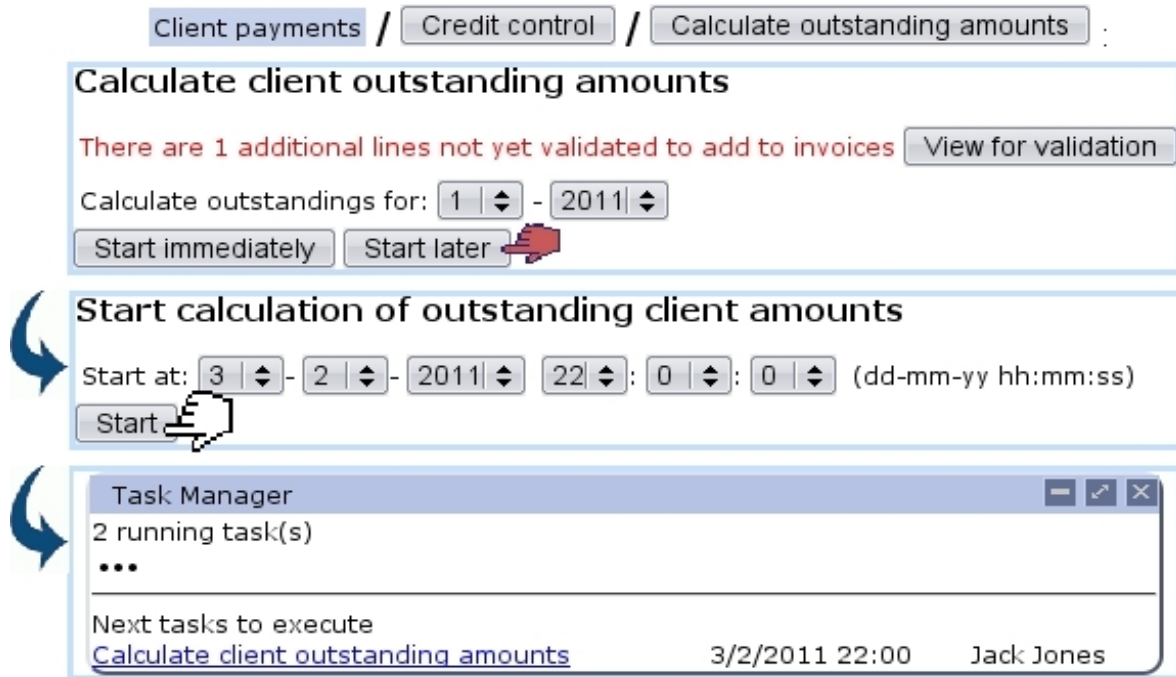


Figure 5.24: Scheduling the calculation of outstanding amounts.

5.6.7 Checking client accounts



User rights for client account management can be set up either at the Modify User Page (Fig.9.17) or the User Right Page (11.2) under the element

Client account management

Clicking on the **View account** button as found on the *Client Payment Management Page* (5.16) leads to a search client page ; to look for a specific client, either click on the corresponding initial letter or enter full name or one part of it, and launch the search by clicking the eponymous button.

You can also run a search or refine it by indicating, via a drop-down menu, the billing status you are looking for (5.9.1) ; for instance, not filling the name field and picking 'First reminder' will display all of your clients whose status is so.

Clients fitting search criteria are then displayed along with :

- their billing status ;
- the date of their last invoice ;
- their total debit and credit, as well as the resulting balance, as a click-link to the *View Client Account Page* as shown in Fig.5.25 ;

- their outstanding debt.

The *View Client Account Page* sums up every invoice, payment and credit note related to that client, each as click-links to see their details. Payments and credit notes can be individually modified or removed thanks to the eponymous buttons, which comes in handy when having to cancel an already-paid invoice (5.8.3).

Client payments /

Search clients whose name start with:

Client billing status:

[A](#) - [B](#) - [C](#) - [D](#) - [E](#) - [F](#) - [G](#) - [H](#) - [I](#) - [J](#) - [K](#) - [L](#) - [M](#) - [N](#) - [O](#) - [P](#) - [Q](#) - [R](#) - [S](#) - [T](#) - [U](#) - [V](#) - [W](#) - [X](#) - [Y](#) - [Z](#)

View client account

Name	Username	Status	Invoice	Debit	Credit	Balance	Outstanding
Mayfield Herbert, Jr	Mayfield.HerbertJr	Ok	10/6/2009	722.51	926.60	204.09	0.00
Total				722.51	926.60	204.09	0.00

View client account for Mayfield Herbert, Jr

Date	Reference	Debit	Credit	Balance		
10/6/2009	Invoice #2009061001005	1.17	2.00	0.83		
10/6/2009	Invoice #2009061001003	26.37	22.60	-3.77		
...			
23/4/2009	Credit note #2009042301C000111	0.00	150.00	150.00	<input type="button" value="Modify"/>	<input type="button" value="Remove"/>
13/11/2008	Payment #2008111301C000043	0.00	174.00	174.00	<input type="button" value="Modify"/>	<input type="button" value="Remove"/>
Total				722.51	926.60	204.09

Period shown:

View details

Hide null balances

Figure 5.25: The *View Client Account Page*.



The View Client Account Page is also accessible from the Client Management Page's button.

5.6.8 Checking client balances

Client payments / **Client balances** :

Client balances

Invoice reference date: 3 | ▾ - 1 | ▾ - 2011 | ▾

Payment reference date: 3 | ▾ - 1 | ▾ - 2011 | ▾


View: non-null balances | ▾

Clients: B | ▾ - C | ▾

Minimum amount: 0 USD

Maximum amount: 0 USD

Accounting exported data only
 Clients with domiciliation only
 Clients with exceeding credit only

View 

Client balances on 3/1/2011

Name	Username	Billing	Debit	Credit	Balance	Credit line	Exceeding
Barnes Cletus	Barnes.Cletus	Ok	842.79	655.75	-187.04	250.00	
Bauer Kim	Bauer.Kim	First reminder	803.20	804.60	1.40	250.00	
Total			1645.99	1460.35	-185.64		-314.36

Figure 5.26: Viewing client balances.

Balances are accessed through **Client balances**. There, as displayed at Fig.5.26, display criteria include :

- the dates until which invoices and payments are taken into consideration ;
- a 'View :' mode, selecting balances according to the following choices :
 - non-null balances
 - debit balances
 - credit balances
 - all of them
- an alphabetical range of client names;
- a minimum and a maximum amount given in the selected currency (maximum amount is put to 0 to set no upper limit) ;
- checkboxes :
 - to select only data that has been exported to the External System (6.1.2) ;

- to select only clients having a domiciliation (5.10.1) ;
- to select only clients having exceeding credit.

The result screen then displays :

- clients as click-link to their individual *View Client Account Page* (5.6.7) ;
- their billing status (5.9.1) ;
- their total debit, credit and balance ;
- their credit line, if applicable (corresponding to the chosen 'Credit control class:' on the *Create/Modify Client Page*) ;
- the resulting exceeding amount, if it exists.

5.6.9 Checking open invoice balances

Through **Open invoice balances**, as illustrated in Fig.5.27, it is possible to display the balances related to open invoices, classified according to increasing amounts. It is also possible to export those results into a downloadable .csv file.

Client payments / **Open invoice balances** :

Open invoice balances

Billing date before: 31 - 1 - 2011


Salesperson: <All>

Minimum balance: 0 USD

Hide null balances

Clients: B - C (not included)

Export into file

View 

Open invoice balances on 31/1/2011

Name	Username	Billing	Credit line	Exceeding Balance	<14	<30	<60	<90	More
Barnes Cletus	Barnes.Cletus	Ok	250.00	-1.17	0.00	0.00	0.00	0.00	-1.17
Bauer Kim	Bauer.Kim	First reminder	250.00	-59.23	0.00	0.00	0.00	0.00	-59.23
				-60.40	0.00	0.00	0.00	0.00	-60.40

The export file can be downloaded [here](#)

Figure 5.27: Viewing balances related to open invoices and also exporting them.

5.6.10 Cost analysis

[In Development]

5.6.11 Internal authorization

In your activity, you might have non-tangible articles for which use by the ordering client requires an authorization on your behalf. For those, as payment may sometimes be delayed for whatever reason, you would still want to make the facility available to the client even her/his payment has still not been registered yet.

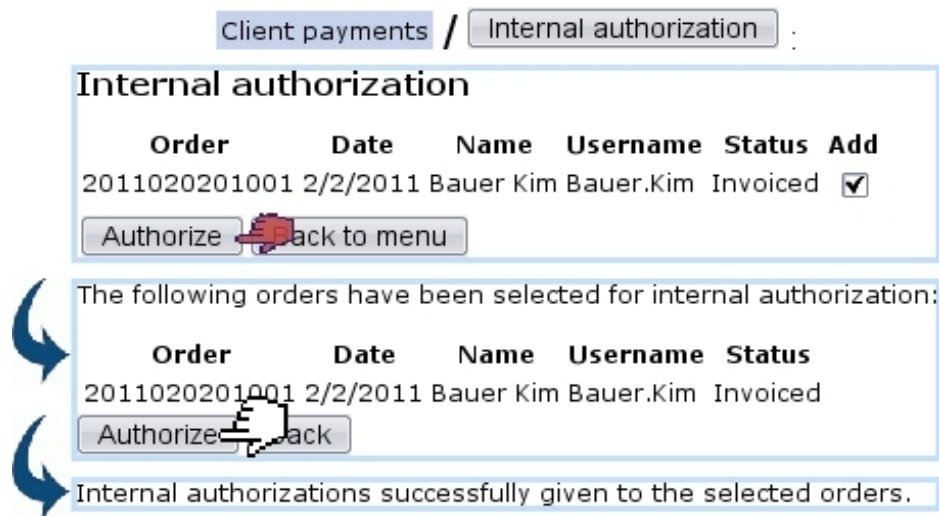


Figure 5.28: Internally authorizing orders.

To declare it as such in Blue Chameleon, from the *Client Payment Management Page* (5.6), click on **Internal authorization**; on subsequent page as illustrated on Fig.5.28, an order search tool will display the orders for which authorization has been given.

It is to note that internal authorization is a payment request status (5.9.5.1) by which payment request searches can be narrowed (5.9.5.2).

5.7 Credit notes

Credit notes are objects that counter a given invoice and can be created either manually or automatically, provided that payment has not been registered yet.

Already-paid invoices can nonetheless be canceled through the client's account (5.8.3).



Credit note creation requires the existence of at least one credit note account (6.2.2).

5.7.1 Manually registering a credit note

Registering a credit note for an unpaid invoice can be done after an invoice search (5.2) through the **Register credit note**, in a process as shown in Fig.5.29.

[Invoice Search] [#2011020201001](#) (...) **Register credit note** :

Register credit note

Reference: 2011020201001	Username : Seranescu.Pompilius
Value date: 2/2/2011	Name : Seranescu Pompilius
Period date: 2/2/2011	Address : 26 Lame Street
Status: open	90210 BH
Order number: 2011020201001	USA
Export: not exported	Billing : First reminder
Registered by: Jack Jones	

<input checked="" type="checkbox"/> Article	Quantity	Price	Total price	Settled	Register
<input checked="" type="checkbox"/> Low-Salt Crackers Box	1	2.00	2.00	0.00	2.00
<input checked="" type="checkbox"/> Tomato-Flavored Crackers Box	1	0.80	0.80	0.00	0.80
<input checked="" type="checkbox"/> Cheddar Crackers Box	1	1.00	1.00	0.00	1.00
<input checked="" type="checkbox"/> Standard mail	1	8.00	8.00	0.00	8.00
Total VAT incl. 11.80				0.00	11.80

Value date: 4/2/2011

Register

New credit note [2011020201001/1](#) was successfully registered.

[Invoice Search Page] :

2/2/2011	#2011020201001/1 Credit note paid Seranescu Pompilius	... -11.80	Modify
2/2/2011	#2011020201001 Invoice paid Seranescu Pompilius	... 11.80	Modify

Figure 5.29: Registering a credit note for a specific invoice.

5.7.2 Automatically registering a credit note

This is done when an unpaid invoice is canceled, as displayed on Fig.5.30.

[Invoice Search] [#2011021401001](#) (...)

Cancel invoice

Reference:	2011021401001	Username :	Salazar.Ramon
Value date:	14/2/2011	Title :	Mr
Period date:	14/2/2011	Name :	Salazar Ramon
Status:	sent	Address :	4, Taco Street 87100 Albuquerque USA
Order number:	2011021401001	Billing :	Contentious
Export:	not exported		
Registered by:	Jack Jones		

Article	Quantity	Price	Total price
Low-Salt Crackers Box	22	2.00	44.00
Standard mail	1	8.00	8.00
Total VAT incl.			54.94
Total VAT excl.			52.00
Total VAT 6.00%			2.94

 Are you sure you want to cancel this invoice on value date ? 16/2/2011 



Invoice 2011021401001 successfully canceled.

[Invoice Search Page] :

16/2/2011	#2011021401001/1	Credit note canceled	Salazar Ramon	Salazar.Ramon	-54.94	<input type="button" value="Modify"/>
14/2/2011	#2011021401001	Invoice canceled	Salazar Ramon	Salazar.Ramon	54.94	<input type="button" value="Modify"/>

Figure 5.30: Canceling an invoice automatically creates a related credit note.

5.8 Reconciling payments

The example of payment registering shown above used the same amount for client payment as the amount of the invoice. But sometimes a client with one or more open invoices may make bulk payments (for instance by check) that are not aimed for one specific invoice.

In the following example, a client has made three orders that have been invoiced, as shown through an open invoice search led through / (Fig.5.31).

This client therefore owes 94.00.

Invoicing / Open invoices and credit notes

Open invoices

Start date (optional): -- | -- | --

End date: 4 | 2 | 2011

Salesperson: <All>

Minimum amount: 0 USD

Hide null balances

Clients: F | G (not included)

Client billing status: <Any>

Ordered by: Clients

Open invoices on 4/2/2011

Name	Username Invoice	Date	Salesperson	Debit	Credit	Balance
Ferguson Bob	bferguson #2011011401001	14/1/2011		68.00	0.00	-68.00
	#2011012001001	20/1/2011		29.00	0.00	-29.00
	#2011012501001	25/1/2011		29.00	0.00	-29.00
	Credit			0.00	32.00	32.00
				126.00	32.00	-94.00
				Total	126.00	32.00
						-94.00

Figure 5.31: A search on open invoices shows that this client still has to pay for three orders.

5.8.1 Registering a bulk payment

He then pays 100 in check ; this payment is registered in the way shown at Fig.5.32 : the *Register Payment Page* is accessed in the standard way described in 5.6.2, that is to say through **Sales** / Client payments / Register payment .

On the list of invoices for client Bob Ferguson, the one with the biggest amount is picked, and on subsequent page, 100 is entered in the 'Amount paid:' field.

Clicking on resulting payment [2011020301C000146](#) (directly after payment registering validation or later through a payment search as explained in 5.6.5) then shows what is featured on Fig.5.33.

5.8.1.1 Registering a payment aimed at no particular invoice

If you wish to not associate right on the moment a payment to a particular invoice, there is a [<None>](#) link on the top list of invoices for which to register payment. As shown in Fig.5.34, this enables you to register a payment to be afterwards used for invoices you will choose.

Client payments / Register payment / [Client Search] **Ferguson Bob** :

Register invoice payment

Choose an invoice or credit note to go on with payment :

Reference	Date	Debit	Credit	Balance
<None>				
2011012501001	25/1/2011	29.00	0.00	-29.00
2011012001001	20/1/2011	29.00	0.00	-29.00
2011011401001	14/1/2011	68.00	0.00	-68.00
Total		126.00	0.00	-126.00

...

Value date: 3 - 2 - 2011

Label:

Account: Cash-box - C#1

Amount paid:

	Article	Qty	Price	Total price	Settled	Register
<input checked="" type="checkbox"/>	Gizmo	1	60.00	60.00	0.00	<input type="text" value="60.00"/>
<input checked="" type="checkbox"/>	Standard mail	1	8.00	8.00	0.00	<input type="text" value="8.00"/>
					0.00	<input type="text" value="68.00"/>

New payment [2011020301C000146](#) was successfully registered.

Figure 5.32: A larger payment for that invoice is registered.

Apart from the value date, label and amount paid, a defined bank (6.2.1) or cash-box (6.2.3) account is assessed to this payment (this 'Account:' menu only appears if several accounts are available ; if there is only one, it is implicitly chosen).

5.8.2 Reconciliation process

Reconciliation is the process of using a positive balance to pay for unpaid invoices. Through Blue Chameleon, this is achieved from the *View Account Page for...* (Fig.5.25) by clicking on the invoice to be used ; something which can be attained in two ways :

- either through **Client payments** / **View account** / [Client Search] [balance amount](#)
- or through **Client payments** / **Reconcile payment/credit note** / [Client Search] [Client Name](#).

[2011020301C000146](#) :

View payment/credit note

Reference:	2011020301C000146	Username :	bferguson
Payment :	100.00	Title :	Mr
Posting date:	3/2/2011	Name :	Ferguson Bob
Value date:	3/2/2011	Address :	23 Namaste Street
Account:	C#1		96800 Honolulu
Export:	not exported		USA
Registered by:	Jack Jones		

Description	Reference	Debit	Credit	Balance	
Gizmo	Payment on invoice #2011011401001	0.00	60.00	60.00	Remove reconciliation
Standard mail	Payment on invoice #2011011401001	0.00	8.00	8.00	Remove reconciliation
Payment		0.00	32.00	32.00	

[Print](#) [Email](#)

Figure 5.33: The details of this payment show well that 68 have gone to pay the invoice and that an extra 32 remains.

[Client payments](#) / [Register payment](#) / [Client Search] [Client Name](#) :

Register invoice payment

Choose an invoice or credit note to go on with payment :

Reference	Date	Debit	Credit	Balance
<None>				

Register invoice payment

Value date: - -

Label:

Account:

Amount paid:

Payment: (uncheck for repayment)

[Register](#)

Figure 5.34: Registering a payment related to no invoice (yet).

Either way, as the aimed invoice is clicked, as featured on Fig.5.35, a [Reconcile](#) button becomes available.

Next, upon click on [Reconcile](#), a screen with three parts appears (Fig.5.36) :

- a panel (A) where a list of available payments appears ;

Client payments / Reconcile payment/credit note / [Client Search] **Ferguson Bob** :

Reconcile invoices and payments/credit notes

Name	Username	Billing	Domiciliation	Debit	Credit	Balance
Ferguson Bob	bferguson	Ok	all orders	58.00	64.00	6.00

View client account for Ferguson Bob

Date	Reference	Debit	Credit	Balance		
25/1/2011	Invoice #2011012501001	29.00	0.00	-29.00		
20/1/2011	Invoice #2011012001001	29.00	0.00	-29.00		
14/1/2011	Invoice #2011011401001	68.00	68.00	0.00		
3/2/2011	Payment #2011020301C000146	0.00	32.00	32.00	<input type="button" value="Modify"/> <input type="button" value="Remove"/>	
				
Total				126.00	100.00	-26.00 <input type="button" value="Register online payment"/>

View client account for Ferguson Bob

Date	Reference	Debit	Credit	Balance	Export
25/1/2011	Invoice #2011012501001	29.00	0.00	-29.00	not exported ...
		Total	29.00	0.00	-29.00

...

Figure 5.35: Displaying the details on how a payment was used : as overall balance is positive, reconciliation is proposed.

- below, a panel (B) where the clicked invoice details appear ;
- on the right, a panel (C) displaying the details of the payments as clicked in Panel A.

The process shown is as follows : a payment is clicked in panel A, then appears in Panel C ; if it is fine, a checkbox appears in front of the purchased articles (Panel B). It is ticked, and the button is finally clicked to register the reconciliation.

The successful result of this reconciliation can then be checked on the *View Account Page*, by clicking on the payment : in this example (Fig.5.37), it is well seen that this 100.00 payment has been used to pay for (initially) a 68.00 invoice, then, during this reconciliation, for a 29.00 invoice.

5.8.3 Canceling an already-paid invoice

As seen in Fig.5.37, when checking the details of a payment on the *View Account Page*, a button is available for each attached invoice : clicking on it then allows to remove the payment from the invoice (Fig.5.38) and thus mark it as unpaid, which allows in turn to cancel it.

Invoice #2011012501001 (...) Reconcile

Reconcile invoice #2011012501001 for Ferguson

Reference	Type	Date	Balance	
2011020301C000146	Payment	3/2/2011	32.00	<i>Panel A</i>

Reference:	2011012501001	Username :	bferguson
Value date:	25/1/2011	Title :	Mr
Period date:	25/1/2011	Name :	Ferguson Bob
Status:	open	Address :	23 Namaste Street
Order number:	2009042201010		96800 Honolulu
Export:	not exported		USA
Registered by:	Jack Jones		<i>Panel B</i>

Article	Quantity	Price	Total price	Settled	Register
Cracker Box	29	1.00	29.00	0.00	
Total VAT incl.			29.00	0.00	0.00

Panel C

Panel A

<i>Panel B</i>	Reference: 2011020301C000146	Username : bferguson

		<i>Panel C</i>

Description	Reference	Debit	Credit	Balance
Gizmo	Payment on invoice# 2011011401001	0.00	60.00	60.00
Standard mail	Payment on invoice# 2011011401001	0.00	8.00	8.00
Payment		0.00	32.00	32.00

Panel B

<input checked="" type="checkbox"/>	Article	Quantity	Price	Total price	Settled	Register
<input checked="" type="checkbox"/>	Cracker Box	29	1.00	29.00	0.00	<input type="text" value="29.00"/>
Total VAT incl.			29.00	0.00		<input type="text" value="29.00"/>

Reconciliation was successfully registered.

Figure 5.36: The 32 as available in the selected payment allows to reconcile the invoice.

[View Client Account Page] [Payment #2011020301C000146](#) :

Date	Reference	Debit	Credit	Balance	Export	
3/2/2011	Payment #2011020301C000146	0.00	100.00	100.00	not exported	<input type="button" value="Modify"/> <input type="button" value="Remove"/> <input type="button" value="Reconcile"/>
14/1/2011	Invoice #2011011401001	68.00	0.00	-68.00	not exported	<input type="button" value="Remove reconciliation"/>
25/1/2011	Invoice #2011012501001	29.00	0.00	-29.00	not exported	<input type="button" value="Remove reconciliation"/>
Total		97.00	100.00	3.00		

Figure 5.37: How this payment was used.



[Invoice Search Page] :

#2011012501001	Invoice	open	Ferguson Bob	bferguson	29.00	<input type="button" value="Modify"/>	<input type="button" value="Cancel invoice"/>	...
--------------------------------	---------	------	------------------------------	-----------	-------	---------------------------------------	-----------------------------------------------	-----

Figure 5.38: Removing an invoice's payment.

5.9 Reminders and payment requests

When invoices go unpaid for too long, reminders can be generated.

5.9.1 Billing statuses

Billing statuses (which are different from invoice statuses, 5.1.3) are meant to indicate whenever there is a delay in payment or more serious matters of the legal kind ; the default billing status for a client having a non-negative balance is 'Ok' and is not shown on this client's *Client Management Page*. Every other status appears there with a background color ; available statuses can be used to :

- show the absence of payment ('first reminder', 'second reminder') ;
- the lack of information or the waiting for some ('client without address', 'client without contract', 'order to be prepared', 'address to be verified') ;
- anything pertaining to conflicts and legal action ('court', 'bailiff', 'contentious', 'undesired client').

'First reminder' statuses are triggered automatically whenever a reminding is done.

5.9.2 Reminding invoices

Invoices possess a creation date and a period date, starting from which reminders can be produced. Blue Chameleon enables to produce such reminders for all invoices that are past due date, via **Invoicing** / **Remind open invoices**.

At least one 'Reminder'-type work set (5.5.2) has to be defined for reminding operations to work. Fig.5.39 then shows what options can be chosen, amongst other the reminder type (first, second or third), the expiration date, the minimum amount,...

Invoicing / Remind open invoices :

Remind open invoices

Reminder type: First reminder

Print set: Reminder for invoices

Clear all reminder sets before generating the new reminders

Expiration date: 8 - 1 - 2011

Minimum amount: 0 USD

Clients: <beginning> - <end>

Hide all null and too small amounts

View

Figure 5.39: Choices by which to display open invoices.

Upon validation by **View**, next screen displays, as shown in Fig.5.40, a list of clients with open invoices, and for each of them, their list of invoices. Thanks to tick boxes, it is possible to select or de-select particular clients and/or invoices.

Also, the corresponding debit/credit/balance are conveniently displayed. Next, reminder options are chosen : whether to send reminder by mail and send bill by mail, also, if applicable adding an invoice with the corresponding reminder charge (5.4.4).

Finally, confirmation screen shows how many invoices have been reminded, and for which amount.

As a result of this reminding, on the *Client Management Page* of the involved clients, 'Billing :' is now set automatically to 'First reminder' (Fig.5.41).

5.9.3 Looking for and displaying reminded invoices

A reminded invoice search tool as featured in Fig.5.42 is available via **Invoicing** / **Reminders**. It is pretty similar to the invoice search tool as presented in 5.2.

View :

Remind open invoices

Name	Invoice	Date	Debit	Credit	Balance
<input checked="" type="checkbox"/> Bauer Kim	<input checked="" type="checkbox"/> #2010120401002	04/12/2010	58.00	40.00	-18.00
			58.00	40.00	-18.00
<input checked="" type="checkbox"/> Scofield Michael	<input checked="" type="checkbox"/> #2010112901004	29/11/2010	100.00	0.00	-100.00
	<input checked="" type="checkbox"/> #2010122201009	22/12/2010	80.00	0.00	-80.00
			180.00	0.00	-180.00
<input checked="" type="checkbox"/> Seranescu Pompilius	<input checked="" type="checkbox"/> #2010120701001	07/12/2010	1.00	0.00	-1.00
...			-1.00	0.00	-1.00

Toggle client selection

Remind selected invoices

Remind open invoices

Choose reminder charge:

Send reminder by mail
The reminder will be sent to you by mail.

Choose reminder delivery:

Send bill by mail
The bill will be sent to you by mail.

Add invoice with reminder charge

Send this reminder to client

Remind

9 open invoices for a total amount of 293.29 USD successfully added to set Reminder for invoices.

Figure 5.40: Making choices on clients to whom to send reminders, and for which invoices ; and setting contact options.

As shown on Fig.5.43, clicking on the date of an individual reminder allows to show its history and the invoices it reminds.

5.9.4 Configuring reminders

[In Development]

[Client Management Page for Michael Scofield] :

Client management	
Username:	Scofield.Michael
Name:	Scofield
First name:	Michael
...	
Billing:	First reminder

Figure 5.41: Billing status is updated automatically for reminded clients.

Invoicing / Reminders :

View reminders

Date: - - Status:

Name pattern: Registered by:

10 reminder(s) found

4/5/2009	Reminder for invoices Sheldon Helen	Sheldon.Helen	2.46 sent
4/5/2009	Reminder for invoices Seranescu Pompilius	Seranescu.Pompilius	71.46 sent
...			

Figure 5.42: Displaying the reminders issued on May, 2009.

[4/5/2009](#) Reminder for invoices [Sheldon Helen](#)

Posting date :	4/5/2009
Value date :	4/5/2009
Client :	Sheldon Helen (Sheldon.Helen)
Reminder :	Reminder for invoices
Status :	sent
Registered by :	admin
#2009050401000148	reminded 1.23
#2009031901000103	reminded 1.23
Total: 2.46	

Figure 5.43: The history and contents of a particular reminder.

5.9.5 Managing payment requests

Payment requests can be displayed easily by clicking the button, still in the *Client Payment Management Page*. There, search criteria can be picked to render searches more accurate : a defined payment method (6.4.1) or bank account (6.2.1) can be picked, as well as a payment request status.

View payment requests

Payment method:

Account:

Status:

Payment method **Transfer to our Bahamas account**

Status **internal authorization**

Date	Reference	Client	Identification	Amount	Comment	Validate	Remove	Domiciliation
09/02/2011	2011020901002	Scotfield Michael	DCKDCMGKDMIFKECJEHDH	400.00				

Figure 5.44: A payment request search done on internally authorized orders.

5.9.5.1 Payment request statuses

They are five :

- started payment request ;
- checked payment request ;
- failed payment request ;
- successful payment request : request has finally led to payment ;
- internal authorization (5.6.11).

5.9.5.2 Payment request search results

They feature a sorted-by-date list of order numbers (each clickable, leading to the *View Order Details Page* (4.3) and for each the client name, the payment request identification, the amount claimed, the payment method, the payment request status and, if applicable, three checkboxes ('Comment'/'Validate'/'Remove'). Fig.5.44 features for instance a search for particular payment requests.

5.10 Domiciliation management



User rights for domiciliations (creating, batches,...) can be set up either at the *Modify User Page* (Fig.9.17) or the *User Right Page* (11.2) under the element

Domiciliation management

Domiciliation matters are mostly taken care of from **Sales** / **Domiciliations**. In order to achieve anything related to them, it is necessary to have created at least one payment method of the domiciliation type (6.4.1).

5.10.1 Creating default Client domiciliation order

The first step is creating a default, 'all-orders' domiciliation order for a client. This is achieved via her/his *Client Management Page*, accessed as described in 2.3. There, **Domiciliation orders** leads to this client's *Domiciliation Order Management Page*, which allows to create domiciliation orders as well as display her/his bank accounts and executed domiciliation payments.

Creating a domiciliation order is then done via the eponymous button ; on subsequent page as displayed at Fig.5.45, amongst other things a client bank account is first defined through **Add new account**, a client number is given. Below, orders this client did can be picked individually for them to be assessed a new domiciliation payment method.

Finally, a confirmation screen shows the success of the domiciliation order creation.

5.10.2 Viewing default Client domiciliation order

Upon successful creation of default domiciliation order as described above, the previous **Create domiciliation order** is now **Existing domiciliation orders**, which leads to the *View Client Domiciliation Orders Page* as featured in Fig.5.46.

From there, for a particular domiciliation order, it is possible to :

- **Replace** the current account by another ;
- **Modify** the client number and maximum amount per line ;
- **Finish** it ; a new payment method needs then to be chosen ;
- **Show executed orders**, i.e. all the domiciliation-pertaining details such as related batch (5.10.6), date, bank account...

It is also possible to **Add an additional domiciliation order** in a similar way as described above : this will be done now for 'real' orders .

Finally, clicking on the [all orders](#) link (also now featured on the *Client Management Page*) displays the domiciliation order's details.

Once a client domiciliation order has been created, adding a new one as well as displaying the *View Client Domiciliation Orders Page* can now be achieved via **Sales**

Add domiciliation order for client Marshall Justin

Order:

Account: [Add new account](#)

Add client bank account

Account:

[Add](#)

Add domiciliation order for client Marshall Justin

Order:

Account: [Add new account](#)

Client number:

Max. amount per line:

Status:

Choose a new domiciliation payment method for the following orders:

[2011020701001](#) Gizmo 1 60.00 (VAT incl.)

[Add](#)

Client domiciliation order was successfully added.

Figure 5.45: Creating a 'all-orders' domiciliation order for client Cletus Barnes, on his defined account.

[Domiciliations](#) / [Add client domiciliation](#) and [Existing client domiciliations](#) (both lead to a client search, as this accessing is not done following a particular client anymore).

5.10.3 Creating Client domiciliation orders

Now, once a client with domiciliation has done an order (registered of course with the 'Bank domiciliation' payment method), the domiciliation order for that order can be created through [Domiciliations](#) / [Add client domiciliation](#), as shown on Fig.5.47. The 'Order:' drop-down menu now contains the order number (4.1.6) for which to create the domiciliation order.

5.10.4 Payment orders

Payment orders (that is to say, for clients with domiciliations) can be displayed through [Domiciliations](#) / [View order domiciliation orders](#), as shown on Fig.5.48.

View client domiciliation orders for Marshall Justin

Order	Status	Registered	Send		
all orders	registered	7/2/2011		Replace	Modify
Show executed orders					
Add an additional domiciliation order					

Replace : Order: **all orders**
 Account: Add new account
Replace

Modify : Order: **all orders**
 Client number:
 Status: ⬇
 Max. amount per line:
Modify

Finish : Choose a new payment method for the following orders:
 ⬇
 [2011020701001](#) At-Home Help, basic 1 100.00 (+ 15.00% VAT)
 Are you sure you want to remove the client domiciliation order **all orders** ?
Yes No

Show executed orders : **View executed client domiciliation orders**

Batch	Date	Domiciliation	Invoice	Amount	Bank account	Status	Message
...							

Figure 5.46: This page lists all domiciliation orders for a particular client, so far only 'all orders'.

5.10.5 Viewing domiciliations

As featured on Fig.5.49, on the *View Client Domiciliation Orders*, it is possible to search for clients, domiciliation-wise, by :

- name ;
- bank account ;
- domiciliation order status (registered, sent, suspended, activated, finished - or any of those) ;
- client number.

On this page's search results :

Sales / Domiciliations / Add client domiciliation / [Client Search] [Marshall Justin](#) :

Add domiciliation order for client Marshall Justin

Order:

Account:

Client number:

Max. amount per line:

Status:

Choose a new domiciliation payment method for the following orders:

[2011021001001](#) Gizmo 1 60.00 (VAT incl.)

 Client domiciliation order was successfully added.

Figure 5.47: Creating a domiciliation order, from the 'Sales' environment.

Sales / Domiciliations / View order domiciliation orders :

View payment orders

Search mode:

Order numbers:

Search confirmed orders only

1 orders found

Date	Order	Client	Username	Status	Payment order
7/2/2011	2011020701001	Marshall Justin	jstn.mrsh73	Invoiced	2011020701001 (Pay by transfer)

Figure 5.48: The example order above is dutifully displayed.

- the client's name is featured as a click-link leading a page where her/his domiciliation orders are shown in detail (c.f. Fig.H2MM *This page lists all domiciliation orders for a particular client*) ;
- a buttons allows to send domiciliation.

5.10.5.1 The 'Billboard' event control

In order to remind how many domiciliation orders are in wait of activation, a 'Billboard' event control can be activated :

View client domiciliation orders

Search clients whose name start with: Domiciliation order status: registered |

Client bank account: Client number:

[A](#) - [B](#) - [C](#) - [D](#) - [E](#) - [F](#) - [G](#) - [H](#) - [I](#) - [J](#) - [K](#) - [L](#) - [M](#) - [N](#) - [O](#) - [P](#) - [Q](#) - [R](#) - [S](#) - [T](#) - [U](#) - [V](#) - [W](#) - [X](#) - [Y](#) - [Z](#)

<input type="checkbox"/>	Name	Username	Client number	Registered	Send
<input type="checkbox"/>	Marshall Justin	jstn.mrsh73	124	7/2/2011	

Figure 5.49: The *View Client Domiciliation Orders* : viewing clients for which domiciliation is 'registered'.



The click-link as seen there leads to the *View Client Domiciliation Orders*, with 'Domiciliation order status' menu set directly to 'registered'.

5.10.6 Domiciliation batches handling

[In Development]

5.10.6.1 Filling a domiciliation batch

[In Development]

5.10.7 Domiciliation returns

[In Development]