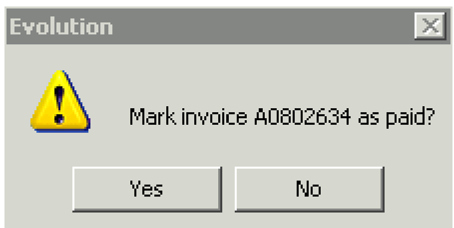
Marking Invoices as Paid

- Click Invoicing
- Click Mark Paid Invoices
- Move the Account Code box and enter the required Account Code.
  Every customer or insurer created in BMS will be allocated a unique account code. Account codes can be found on printed invoices or by expanding the customer / insurer details in the Job Enquiry or Job Search Screens. Alternatively go to Maintenance, followed by Sales Accounts and locate the account code that way.
  Leave blank for ALL Accounts
- Click the tick to display invoices and credits matching the entered criteria.
- Move to the required invoice and double click on it.



- Click Yes.
- Invoices can be marked as paid/unpaid as often as required.

Invoice Tray Notes:

- Invoices not yet processed by the day end will have their status in the invoice tray changed to Paid.
- Invoices that have been processed by the day end will have their status changed from Posted to P.P.P. (Printed, Posted and Paid).

Statements

- Click Invoicing
- Click Statements & Balance Listings
- Enter S (Statements)
- Use Invoice Due Date – if set to Y, will only show overdue outstanding invoices. If set to N, will show all outstanding invoices within the date range specified below.
- Date Range, only valid if you have entered N above. Enter required date range, or press enter to move through the fields and accept the defaults.
- Account. Enter an account number to produce a single statement or leave blank for all.
- Group Accounts – only relevant for balance listings.
- Include Chased Items – Y will include items that have already been shown on previous statements, N will exclude these items.
- Click the tick to proceed.

Balance Listings

- Click Invoicing
- Click Statements & Balance Listings
- Enter B (Balance Listing)
- Use Invoice Due Date – if set to Y, will only show overdue outstanding invoices. If set to N, will show all outstanding invoices within the date range specified below.
- Date Range, only valid if you have entered N above. Enter required date range, or press enter to move through the fields and accept the defaults.
- Account. Enter an account number to produce a single statement or leave blank for all.
- Group Accounts – only relevant for balance listings. If set to Y, will group invoices together by account code and give a sub total for each account. If set to No, invoices are not grouped by Account.
- Include Chased Items – Y will include items that have already been shown on previous statements, N will exclude these items.
- Click the tick to proceed.