

Invoice "Date sent"

This will answer the question of when the Invoice **"Date sent"** is set automatically and when the user needs to enter it manually.

The status **"Invoice sent"** changes automatically when a value is set in the Invoice field **"Date sent."**

The **"Date sent"** field is set automatically when the **"Send by email only"** checkbox is selected and the invoice is sent by email.

Outgoing invoice No.: 23-062 - **Invoice sent** SIA Apse

Date * 06.12.2023 Type Rēķins Account group Apse
Client * 1 namu pārvalde vas_cd Payment terms * Prepayment Due date * 06.12.2026

Search..

No.	Service type	Quantity	Price	Sum	VAT code	VAT sum	Order No.	Trip/Spedition no.	Truck/Trailer No	Sum [bc]
1	Freight	1 gab.	501	501	EU	0	8965	E2318		501
2	Freight	1 gab.	50	50	EU	0	8896/3	R2410-6	M9001	50
				551	551					551

Invoice data Attachment(s)

Total sum 551 EUR

Notes

Manager Veldre Janis **Date sent** 21.01.2026 **Send by email only**

Confirmed 22.01.2026 11:06 JanisV Delete Save Cancel

The **"Send by email only"** checkbox value is set automatically when generating an invoice from an order.

The checkbox value depends on the **"Send invoices"** field value.

Partner : M.o.n.t.a

Basic data Invoices Sales Notification settings Attachment(s)

Name: M.o.n.t.a
 Code: M.o.n.t.a SIA
 Reg No.: 40003087148
 Client status: Neutral
 Carrier status: Neutral

1 **Send invoices**: By e-mail and post (with POD)

Client order 9041 **Invoice Issued**

Term: Prepayment 2 **Send inv.**: By e-mail and post (wit... *

Outgoing invoice No.: 25-016

Date sent: DD.MM.YYYY 3 **Send by email only**

Send invoices values marked with "*" set the **"Send by email only"** checkbox value automatically:

- **By e-mail (with POD) ***
- By post (with POD)
- By e-mail and post (with POD)
- **Don't send (Self-billing) ***
- **Download in client portal ***
- By e-mail (invoice upon delivery, second time with POD)
- **By e-mail (without POD) ***
- Upload to the customer portal together with POD

Revision #12

Created Wed, Jul 3, 2024 11:38 AM by [Janis Veldre](#)

Updated Thu, Jan 22, 2026 10:21 AM by [Janis Veldre](#)