

Unpaid outgoing invoices

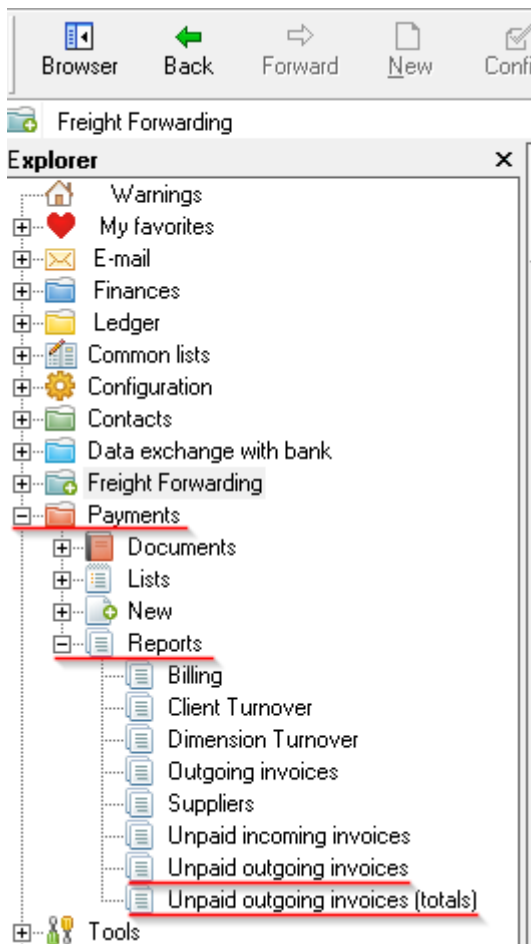
Two ways to select unpaid outgoing invoices


1. **List of all unpaid** outgoing invoices:

OZOLS > Payments > Reports > Unpaid outgoing invoices

2. Outgoing invoices **grouped by Partners** :

OZOLS > Payments > Reports > Unpaid outgoing invoices (totals)



3. With the help of Filter , specify additional conditions for more accurate selection.

Unpaid outgoing invoices

Template [None] [icon] [icon]

☒ Term to 08.09.2022 [icon] ☐ Paid till 08.09.2022

☐ Days past due from 200 to 10 days

☒ Invoice date This Year [icon] from 01.01.2022 [icon] to 31.12.2022 [icon]

☐ Invoice type Pavadzime [icon] ☐ Type Invoice [icon]

☐ Client [icon] [icon]

☐ Trip/Sped. TA115 [icon] TA115 EKG Cargo [icon] [icon]

☐ Truck [icon] [icon]

☐ Payment [icon]

☒ Currency EUR [icon] Euro

☐ Partner status [icon]

☐ Show only booked invoices ☐ Show summary by partners

☐ Show also paid invoices ☐ Include unconfirmed invoices

☐ Show only paid invoices ☐ Include hopeless debtors

☐ Exclude unsent invoices

☐ Add post days to payment due date

[icon] [Prepare] [Cancel]

See also :

[How to send payment reminders by e-mail?](#)

[List of debtors in your e-mail.](#)

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