



Click **Invoices**

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Dashboard Display amounts including VAT

Turnover data today

Turnover	Transactions	Average spending	Open orders
€ 0.00	0	€ 0.00	€ 0.00
			Amount
			0
			Last updated: Today at 15:39

Turnover details

— This week — Previous week

Day	This week	Previous week
Monday	€ 0.00	€ 0.00
Tuesday	€ 0.00	€ 0.00
Wednesday	€ 300.00	€ 0.00
Thursday	€ 0.00	€ 0.00
Friday	€ 0.00	€ 0.00
Saturday	€ 0.00	€ 0.00
Sunday	€ 0.00	€ 0.00

SALES UNTIL TODAY THIS WEEK	SALES UNTIL TODAY LAST WEEK	SALES TOTAL LAST WEEK
€ 0.00	€ 0.00	€ 305.00
AVERAGE UNTIL TODAY THIS WEEK	AVERAGE UNTIL TODAY LAST WEEK	AVERAGE TOTAL LAST WEEK
€ 0.00	€ 0.00	€ 43.57
TRANSACTIONS UNTIL TODAY THIS WEEK	TRANSACTIONS UNTIL TODAY LAST WEEK	TRANSACTIONS TOTAL LAST WEEK
0	0	7

Click on **All ages** to show all the invoices in a specific time period

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Minimize menu Dashboard Articles Finances Shift report Shifts report Sales report Orders Invoices booq BI General Payment Self-service Opening hours Sales channels QR codes

Invoices

edit refresh All ages None Reports Procedures

Invoices clients Invoices debtors

	Run	Name	City	Age (days)	Amount	Payable
Age 30 days max	03:54	2	David	-	57	6.00
Age 31 - 60 days						
Age 61 - 90 days						
Age 91+ days						
From / to date	09:40	1	David	-	145	1.50
6	2022-11-04	09:40	1	David	-	145
5	2022-11-04	09:40	1	David	-	145
4	2022-11-04	09:39	1	David	-	145
3	2022-11-04	09:39	1	David	-	145



Click on **an invoice**

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Invoices

edit refresh

- Invoices clients
- Invoices debtors

All ages None Reports Procedures

Order	Date		Run	Name	City	Age (days)	Amount	Payable
109	2023-01-31	03:54	2	David		57	6.00	6.00
7	2022-11-04	09:40	1	David	-	145	1.50	1.50
6	2022-11-04	09:40	1	David	-	145	5.90	5.90
5	2022-11-04	09:40	1	David	-	145	15.50	15.50
4	2022-11-04	09:39	1	David	-	145	15.50	15.50
3	2022-11-04	09:39	1	David	-	145	6.10	6.10



Via the 'Reports' menu you can print or download orders - to send as an attachment to the invoice.

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Invoices

edit refresh

All ages None **Reports** Procedures

Order	City	Age (days)	Amount	Payable
109	-	57	6.00	6.00
7	-	145	1.50	1.50
6	-	145	5.90	5.90
5	-	145	15.50	15.50
4	-	145	15.50	15.50
3	-	145	6.10	6.10

List this run
 List previous run
 List run number
 List current selection
 Accumulate current selection



Click **List current selection** to show all of the customer orders detailed separately. Or choose accumulate current selection that shows all of the customer orders combined.

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Invoices

edit refresh

Reports Procedures

Order	City	Age (days)	Amount	Payable
109	-	57	6.00	6.00
7	2022-11-04 09:40 1 David	145	1.50	1.50
6	2022-11-04 09:40 1 David	145	5.90	5.90
5	2022-11-04 09:40 1 David	145	15.50	15.50
4	2022-11-04 09:39 1 David	145	15.50	15.50
3	2022-11-04 09:39 1 David	145	6.10	6.10

Context menu for Order 109:

- List this run
- List previous run
- List run number
- List current selection**
- Accumulate current selection



To clean up the list you can click on **procedures**.

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Invoices

edit refresh

All ages None Reports **Procedures**

Order	Date	Start new run (number)	City	Age (days)	Amount	Payable
109	2023-01-31 03:54	2	David	57	6.00	6.00
7	2022-11-04 09:40	1	David	145	1.50	1.50
6	2022-11-04 09:40	1	David	145	5.90	5.90
5	2022-11-04 09:40	1	David	145	15.50	15.50
4	2022-11-04 09:39	1	David	145	15.50	15.50
3	2022-11-04 09:39	1	David	145	6.10	6.10

Set Invoice to handled externally
Set Invoice is fully payed



Click **Set Invoice to handled externally** to indicate that these open items will be processed externally.

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Invoices

edit refresh

Invoices clients
Invoices debtors

All ages None Reports Procedures

Start new run (number)

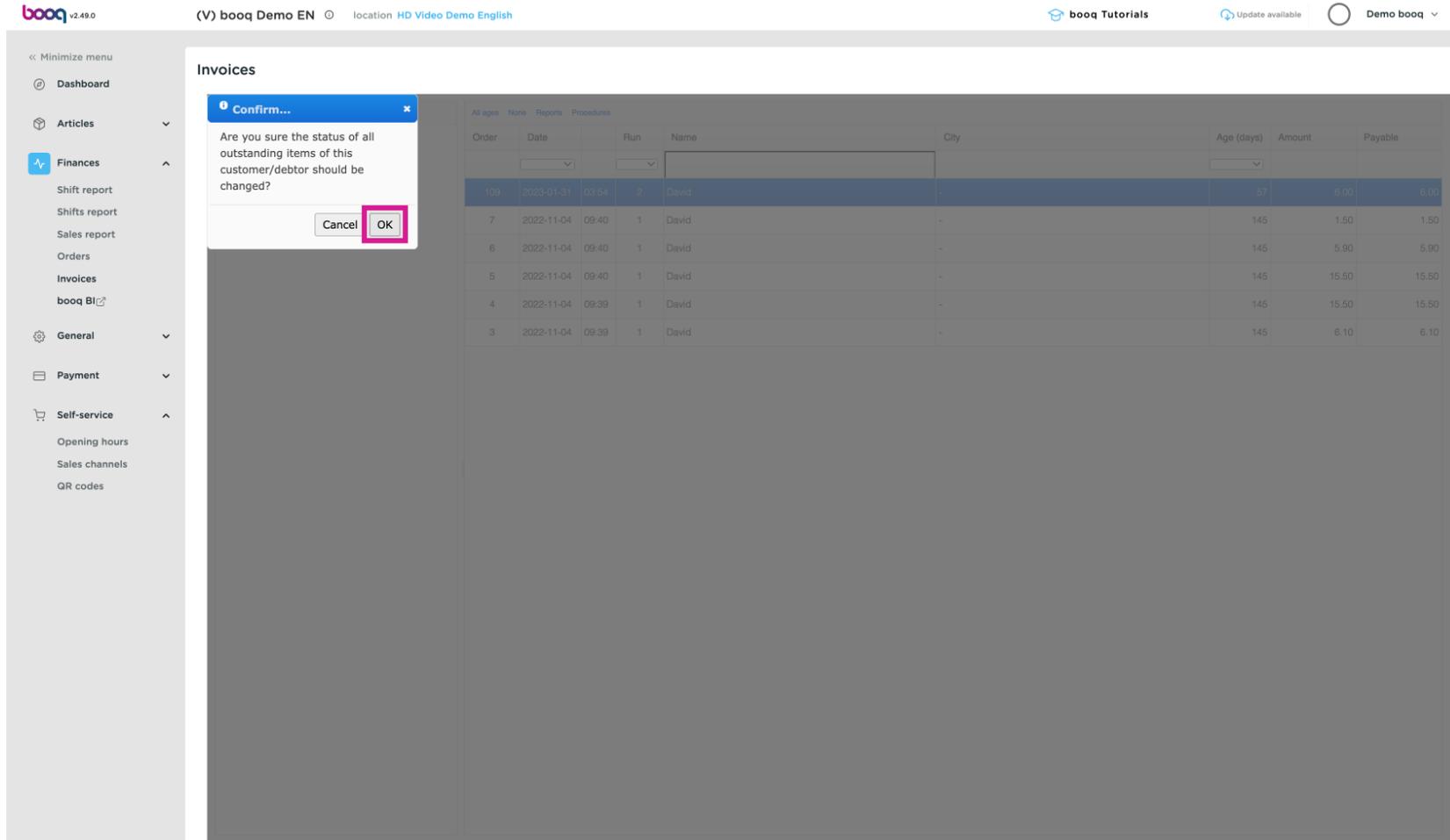
Order	Date				City	Age (days)	Amount	Payable
109	2023-01-31	03:54	2	David	-	57	6.00	6.00
7	2022-11-04	09:40	1	David	-	145	1.50	1.50
6	2022-11-04	09:40	1	David	-	145	5.90	5.90
5	2022-11-04	09:40	1	David	-	145	15.50	15.50
4	2022-11-04	09:39	1	David	-	145	15.50	15.50
3	2022-11-04	09:39	1	David	-	145	6.10	6.10

Set Invoice to handled externally

Set invoice as fully paid



click "ok" and the list is cleaned up and you can continue with the next invoice.

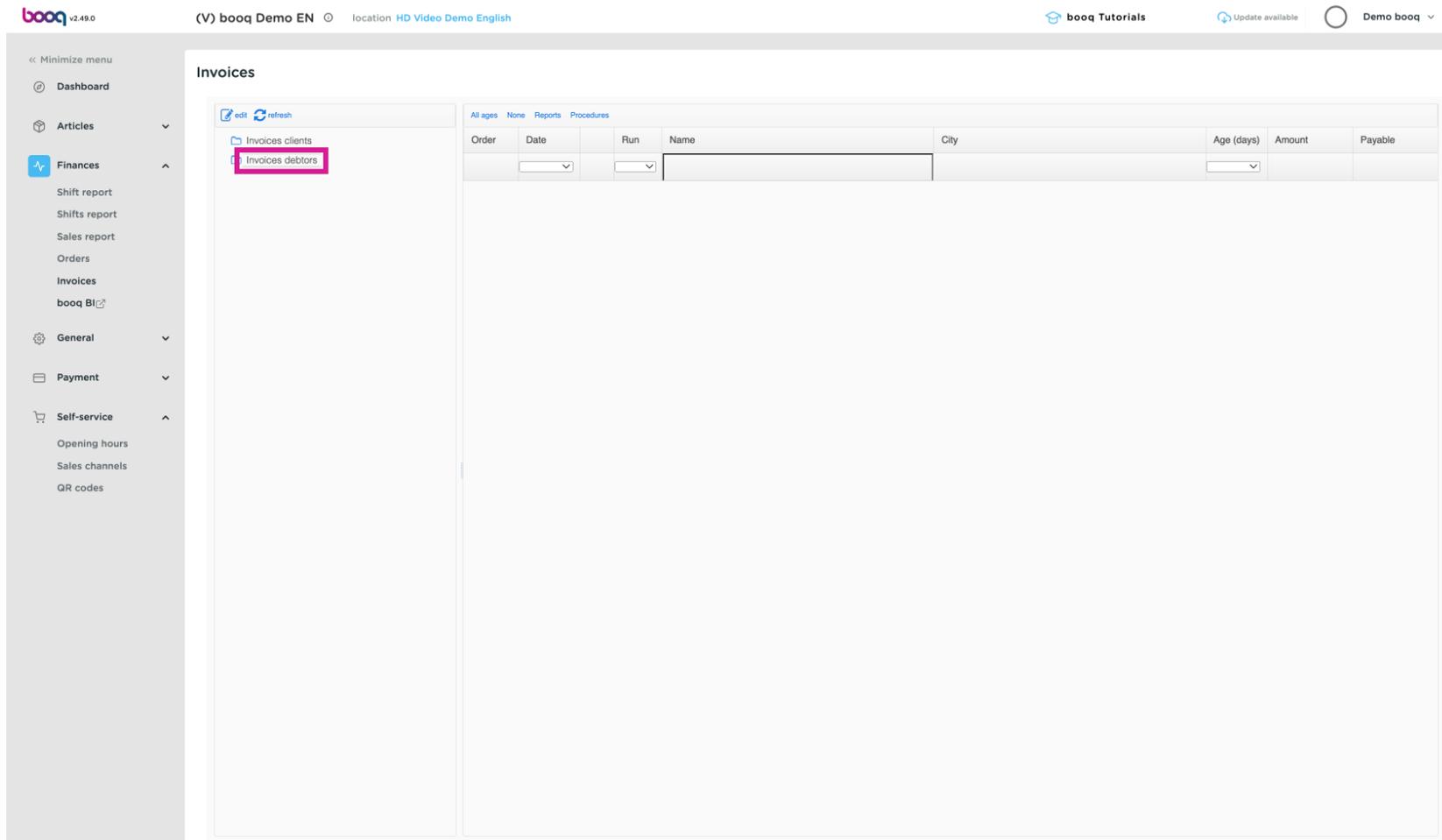


The screenshot shows the booq v2.49.0 interface. The top navigation bar includes the logo, version, location (HD Video Demo English), and user profile (Demo booq). The left sidebar contains a menu with categories like Dashboard, Articles, Finances, Invoices, General, Payment, and Self-service. The main content area is titled 'Invoices' and displays a table with columns: Order, Date, Run, Name, City, Age (days), Amount, and Payable. A 'Confirm...' dialog box is overlaid on the table, asking: 'Are you sure the status of all outstanding items of this customer/debtor should be changed?'. The 'OK' button in the dialog is highlighted with a pink square.

Order	Date	Run	Name	City	Age (days)	Amount	Payable
100	2023-01-31	00:54	2	David	97	6.00	6.00
7	2022-11-04	09:40	1	David	145	1.50	1.50
6	2022-11-04	09:40	1	David	145	5.90	5.90
5	2022-11-04	09:40	1	David	145	15.50	15.50
4	2022-11-04	09:39	1	David	145	15.50	15.50
3	2022-11-04	09:39	1	David	145	6.10	6.10



Click **Invoices debtors** to find customers that are part of a debtor or organisation. Here you have the option to click on one of the accounts of the organisation.



The screenshot shows the boooq v2.49.0 interface. The top navigation bar includes '(V) boooq Demo EN', 'location HD Video Demo English', 'boooq Tutorials', 'Update available', and 'Demo boooq'. The left sidebar contains a 'Minimize menu' button and a navigation tree with categories: Dashboard, Articles, Finances (expanded), General, Payment, and Self-service. Under 'Finances', 'Invoices' is selected. The main content area is titled 'Invoices' and features a left-hand menu with 'Invoices clients' and 'Invoices debtors'. The 'Invoices debtors' item is highlighted with a pink box. To the right of this menu is a table with columns: Order, Date, Run, Name, City, Age (days), Amount, and Payable. The table is currently empty.



Click **All ages** to specify the time period

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Invoices

edit refresh All ages None Reports Procedures

Invoices clients

Invoices debtors

Run	Debtor	Customer name	Age (days)	Amount	Payable



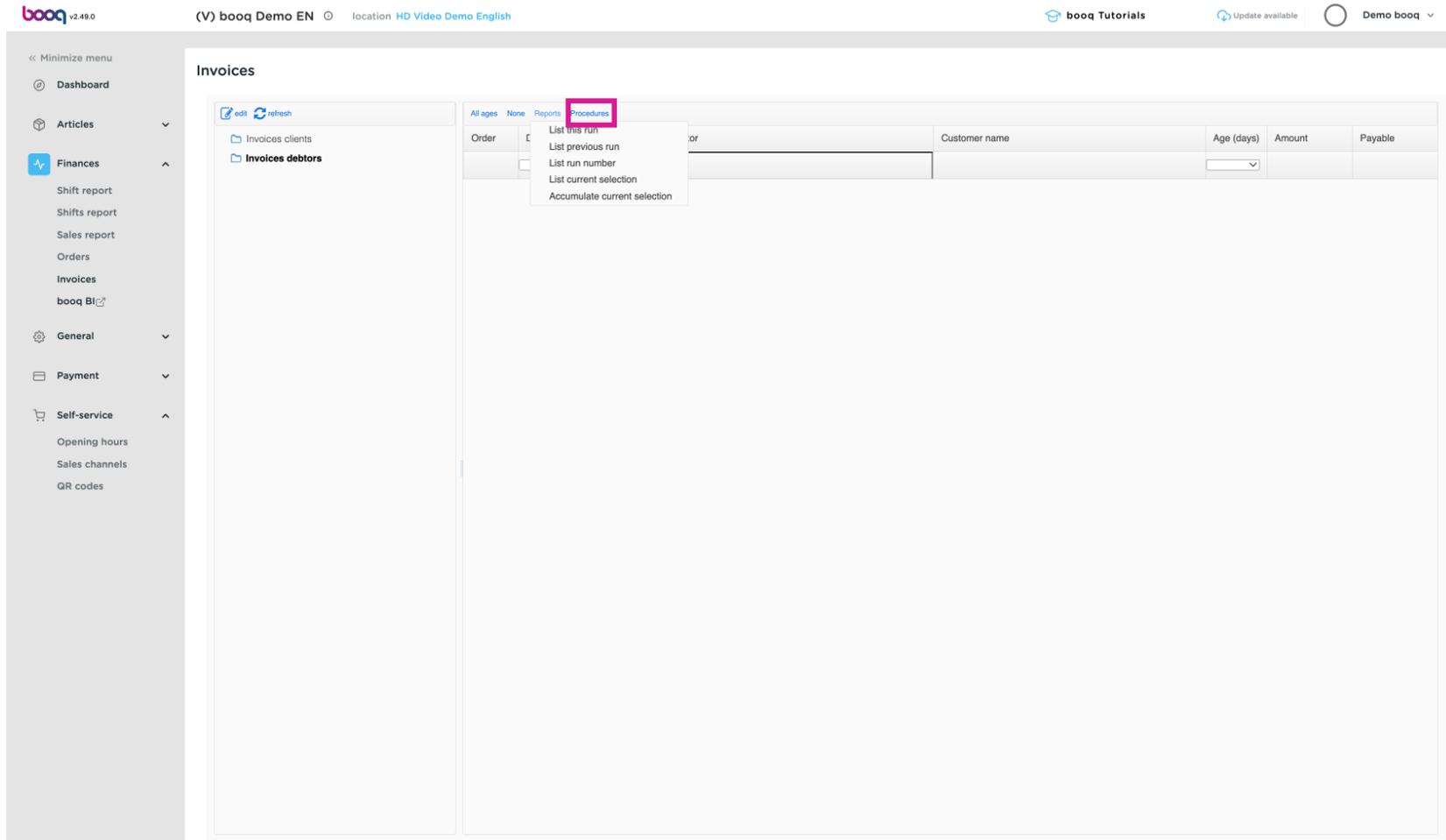
Via **Reports** you can choose orders to be printed either listed separately or accumulated.

The screenshot shows the 'Invoices' section of the booq software. The interface includes a sidebar menu on the left with categories like Dashboard, Articles, Finances, General, Payment, and Self-service. The main content area is titled 'Invoices' and contains a table with columns for Order, Customer name, Age (days), Amount, and Payable. A dropdown menu is open over the 'Reports' tab, showing options: 'List this run', 'List previous run', 'List run number', 'List current selection', and 'Accumulate current selection'. The 'Reports' tab is highlighted with a red box.

Order	Customer name	Age (days)	Amount	Payable
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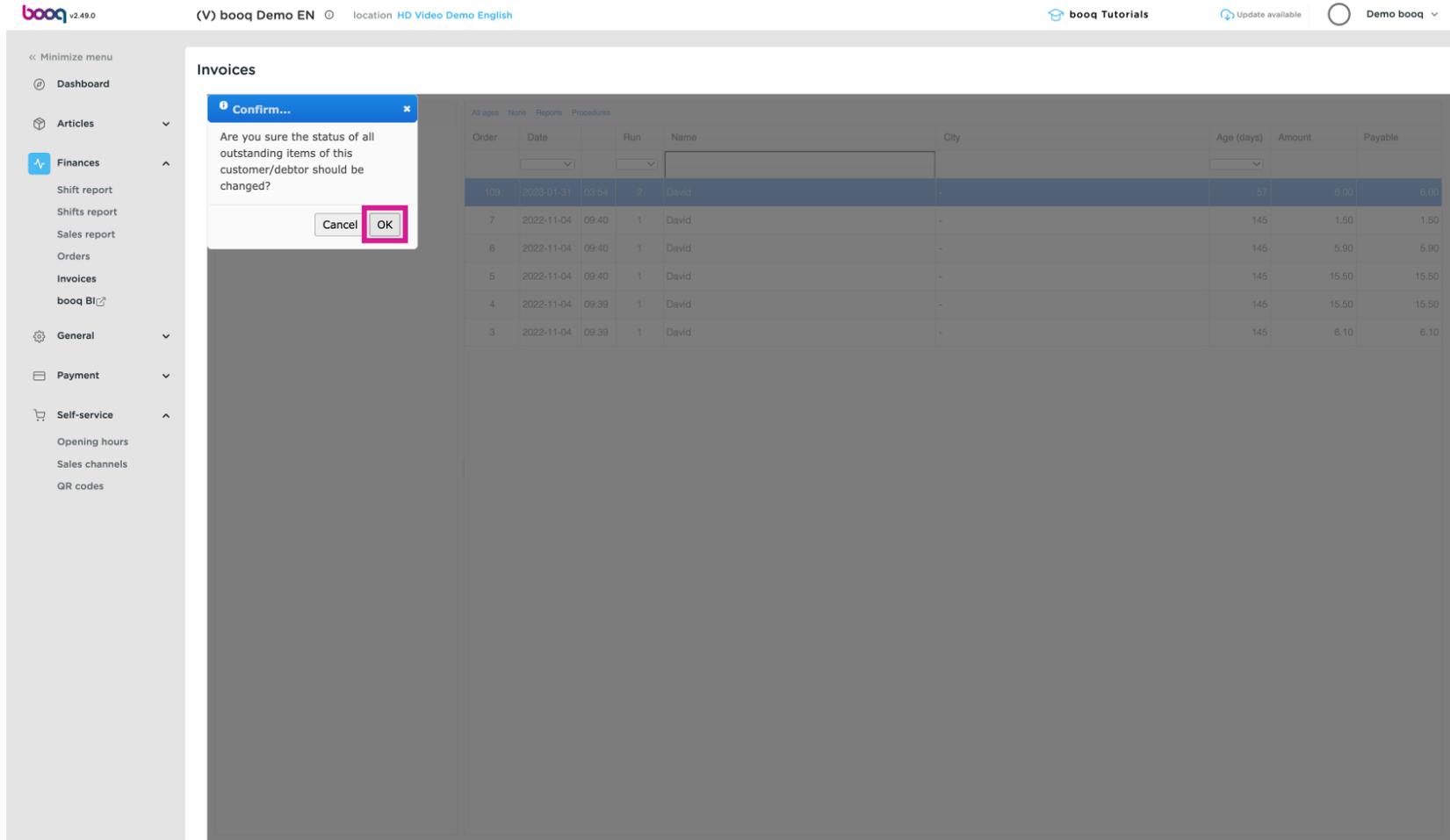
To clean up the list, go to 'Procedures' where you can indicate that these open items will be handled externally.



The screenshot shows the booq v2.49.0 interface. The top navigation bar includes '(V) booq Demo EN', 'location HD Video Demo English', 'booq Tutorials', 'Update available', and 'Demo booq'. The left sidebar contains a 'Minimize menu' button and a navigation tree with categories: Dashboard, Articles, Finances (expanded), General, Payment, and Self-service. Under 'Finances', 'Invoices' is selected. The main content area is titled 'Invoices' and features a table with columns: Order, Customer name, Age (days), Amount, and Payable. A 'Procedures' dropdown menu is open over the table, listing options: 'List this run', 'List previous run', 'List run number', 'List current selection', and 'Accumulate current selection'. The 'Procedures' menu item is highlighted with a red box.



click "ok" and the list is cleaned up and you can continue with the next debtor.



The screenshot shows the 'Invoices' section of the booq software. A 'Confirm...' dialog box is overlaid on the table, asking: "Are you sure the status of all outstanding items of this customer/debtor should be changed?". The 'OK' button in the dialog is highlighted with a pink box. The background table is dimmed and contains the following data:

Order	Date	Run	Name	City	Age (days)	Amount	Payable
100	2023-01-31	00:54	2	David	97	6.00	6.00
7	2022-11-04	09:40	1	David	145	1.50	1.50
6	2022-11-04	09:40	1	David	145	5.90	5.90
5	2022-11-04	09:40	1	David	145	15.50	15.50
4	2022-11-04	09:39	1	David	145	15.50	15.50
3	2022-11-04	09:39	1	David	145	6.10	6.10



Scan to go to the interactive player