



The first step is to open **DISH POS** and click **Finances**

DISH POS v2.49.0 (V) Demo EN Video location HD Video Demo English DISH POS Tutorials Update available dish_en_video@hd.digital

<< Minimize menu

- Dashboard
- Articles
- Finances**
- General
- Payment
- Self-service

Invoices

edit refresh

- Invoices clients
- Invoices debtors

All ages None Reports Procedures

Order	Date	Run	Name	City	Age (days)	Amount	Payable



Click **Invoices**

DISH POS v2.49.0 (V) Demo EN Video location HD Video Demo English DISH POS Tutorials Update available dish_en_video@hd.digital

<< Minimize menu

- Dashboard
- Articles
- Finances
 - Shift report
 - Shifts report
 - Sales report
 - Orders
 - Invoices**
 - DISH POS BI
- General
- Payment
- Self-service

Invoices

edit refresh

- Invoices clients
- Invoices debtors

Order	Date	Run	Name	City	Age (days)	Amount	Payable



Click **Invoices clients**

DISH POS v2.49.0 (V) Demo EN Video location HD Video Demo English DISH POS Tutorials Update available dish_en_video@hd.digital

<< Minimize menu

- Dashboard
- Articles
- Finances**
 - Shift report
 - Shifts report
 - Sales report
 - Orders
 - Invoices**
 - Invoices clients**
 - Invoices debtors
 - DISH POS BI
- General
- Payment
- Self-service

Invoices

edit refresh

All ages None Reports Procedures

Order	Date	Run	Name	City	Age (days)	Amount	Payable



To select all the invoices in a time period you can specify a time period under '**All items**'.

DISH POS v2.49.0 (V) Demo EN Video location HD Video Demo English DISH POS Tutorials Update available dish_en_video@hd.digital

<< Minimize menu

- Dashboard
- Articles
- Finances
 - Shift report
 - Shifts report
 - Sales report
 - Orders
 - Invoices
 - DISH POS BI
- General
- Payment
- Self-service

Invoices

edit refresh

- Invoices clients
- Invoices debtors

All ages None Reports Procedures

Run	Name	City	Age (days)	Amount	Payable



Select one of the orders in question. This example does not have Orders, a list should appear here.

DISH POS v2.49.0
(V) Demo EN Video
location HD Video Demo English
DISH POS Tutorials
Update available
dish_en_video@hd.digital

<< Minimize menu
Dashboard
Articles
Finances
Shift report
Shifts report
Sales report
Orders
Invoices
DISH POS BI
General
Payment
Self-service

Invoices

edit
refresh

Invoices clients
Invoices debtors

Order	Date	Run	Name	City	Age (days)	Amount	Payable



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

DISH POS v2.49.0
(V) Demo EN Video
location HD Video Demo English
DISH POS Tutorials
Update available
dish_en_video@hd.digital

<< Minimize menu
Dashboard
Articles
Finances
Shift report
Shifts report
Sales report
Orders
Invoices
DISH POS BI
General
Payment
Self-service

Invoices

edit
refresh

Invoices clients
Invoices debtors

All ages
None
Reports
Procedures

Order
City
Age (days)
Amount
Payable

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



List current selection will show all of the customer orders detailed separately.

DISH POS v2.49.0
(V) Demo EN Video
location HD Video Demo English
DISH POS Tutorials
Update available
dish_en_video@hd.digital

<< Minimize menu
Dashboard
Articles
Finances
Shift report
Shifts report
Sales report
Orders
Invoices
DISH POS BI
General
Payment
Self-service

Invoices

edit
refresh
Invoices clients
Invoices debtors

All ages
None
Reports
Procedures

Order		City	Age (days)	Amount	Payable

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



Click **Accumulate current selection**, which shows all of the customer orders combined.

DISH POS v2.49.0 (V) Demo EN Video location HD Video Demo English DISH POS Tutorials Update available dish_en_video@hd.digital

<< Minimize menu

- Dashboard
- Articles
- Finances**
 - Shift report
 - Shifts report
 - Sales report
 - Orders
 - Invoices**
 - DISH POS BI
- General
- Payment
- Self-service

Invoices

edit refresh

- Invoices clients
- Invoices debtors

All ages None Reports Procedures

Order	City	Age (days)	Amount	Payable

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



To clean up the list you can use **Procedures**

DISH POS v2.49.0 (V) Demo EN Video location HD Video Demo English DISH POS Tutorials Update available dish_en_video@hd.digital

<< Minimize menu

- Dashboard
- Articles
- Finances
 - Shift report
 - Shifts report
 - Sales report
 - Orders
 - Invoices
 - DISH POS BI
- General
- Payment
- Self-service

Invoices

edit refresh

- Invoices clients
- Invoices debtors

All ages	None	Reports	Procedures	Order	Date	City	Age (days)	Amount	Payable
			Start new run (number)						
			Set Invoice to handled externally						
			Set Invoice is fully payed						



To indicate that these open items will be processed externally, **Set Invoice to handled externally**

DISH POS v2.49.0 (V) Demo EN Video location HD Video Demo English DISH POS Tutorials Update available dish_en_video@hd.digital

<< Minimize menu

- Dashboard
- Articles
- Finances
 - Shift report
 - Shifts report
 - Sales report
 - Orders
 - Invoices
 - DISH POS BI
- General
- Payment
- Self-service

Invoices

edit refresh

- Invoices clients
- Invoices debtors

All ages		None	Reports	Procedures	City	Age (days)	Amount	Payable
Order	Date		Start new run (number)					
			Set Invoice to handled externally					
			Set Invoice is fully paid					



Click **OK** and the list is cleaned up and you can continue with the next invoice.

DISH POS v2.49.0 (V) Demo EN Video location HD Video Demo English DISH POS Tutorials Update available dish_en_video@hd.digital

<< Minimize menu

- Dashboard
- Articles
- Finances
 - Shift report
 - Shifts report
 - Sales report
 - Orders
 - Invoices
 - DISH POS BI
- General
- Payment
- Self-service

Invoices

Confirm...
Are you sure the status of all outstanding items of this customer/debtor should be changed?

Order	Date	Run	Name	City	Age (days)	Amount	Payable
-------	------	-----	------	------	------------	--------	---------



Click **Invoices debtors** - Here you have the option to click on one of the accounts of the organisation.

DISH POS v2.49.0 (V) Demo EN Video location HD Video Demo English DISH POS Tutorials Update available dish_en_video@hd.digital

<< Minimize menu

- Dashboard
- Articles
- Finances
 - Shift report
 - Shifts report
 - Sales report
 - Orders
 - Invoices
 - DISH POS BI
- General
- Payment
- Self-service

Invoices

edit refresh


Invoices clients

Invoices debtors

All ages None Reports Procedures

Run	Debtor	Customer name	Age (days)	Amount	Payable

All ages
 Age 30 days max
 Age 31 - 60 days
 Age 61 - 90 days
 Age 91+ days
 From / to date

 **All ages** shows options for time periods to list accounts and orders for

DISH POS v2.49.0 (V) Demo EN Video location HD Video Demo English DISH POS Tutorials Update available dish_en_video@hd.digital

<< Minimize menu

- Dashboard
- Articles
- Finances
 - Shift report
 - Shifts report
 - Sales report
 - Orders
 - Invoices
 - DISH POS BI
- General
- Payment
- Self-service

Invoices

edit refresh

- Invoices clients
- Invoices debtors**

All ages None Reports Procedures

Run	Debtor	Customer name	Age (days)	Amount	Payable

All ages
 Age 30 days max
 Age 31 - 60 days
 Age 61 - 90 days
 Age 91+ days
 From / to date



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

DISH POS v2.49.0 (V) Demo EN Video location HD Video Demo English DISH POS Tutorials Update available dish_en_video@hd.digital

<< Minimize menu

- Dashboard
- Articles
- Finances
 - Shift report
 - Shifts report
 - Sales report
 - Orders
 - Invoices
 - DISH POS BI
- General
- Payment
- Self-service

Invoices

edit refresh

- Invoices clients
- Invoices debtors**

All ages None **Reports** Procedures

Order	Customer name	Age (days)	Amount	Payable

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



Click **List current selection**, all the orders of this organisation will be shown

DISH POS v2.49.0 (V) Demo EN Video location HD Video Demo English DISH POS Tutorials Update available dish_en_video@hd.digital

<< Minimize menu

- Dashboard
- Articles
- Finances
 - Shift report
 - Shifts report
 - Sales report
 - Orders
 - Invoices
 - DISH POS BI
- General
- Payment
- Self-service

Invoices

edit refresh

- Invoices clients
- Invoices debtors**

All ages None Reports Procedures

Order	Customer name	Age (days)	Amount	Payable

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



Click **Accumulate current selection** , this shows all of the organisations orders combined.

DISH POS v2.49.0
(V) Demo EN Video ⓘ location HD Video Demo English
DISH POS Tutorials
Update available
dish_en_video@hd.digital

<< Minimize menu
Dashboard
Articles
Finances
Shift report
Shifts report
Sales report
Orders
Invoices
DISH POS BI
General
Payment
Self-service

Invoices

edit refresh
Invoices clients
Invoices debtors

All ages None Reports Procedures

Order	Customer name	Age (days)	Amount	Payable

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



To clean up the list, go to **Procedures**

DISH POS v2.49.0 (V) Demo EN Video location HD Video Demo English DISH POS Tutorials Update available dish_en_video@hd.digital

<< Minimize menu

- Dashboard
- Articles
- Finances
 - Shift report
 - Shifts report
 - Sales report
 - Orders
 - Invoices
 - DISH POS BI
- General
- Payment
- Self-service

Invoices

edit refresh

- Invoices clients
- Invoices debtors**

All ages	None	Reports	Procedures	Order	Date	Customer name	Age (days)	Amount	Payable
			Start new run (number)						
			Set Invoice to handled externally						
			Set Invoice is fully payed						

 You can indicate that these open items will be **handled externally**.

DISH POS v2.49.0 (V) Demo EN Video location HD Video Demo English DISH POS Tutorials Update available dish_en_video@hd.digital

<< Minimize menu

- Dashboard
- Articles
- Finances
 - Shift report
 - Shifts report
 - Sales report
 - Orders
 - Invoices
 - DISH POS BI
- General
- Payment
- Self-service

Invoices

edit refresh

- Invoices clients
- Invoices debtors**

All ages		None	Reports	Procedures	Customer name	Age (days)	Amount	Payable
Order	Date		Start new run (number) Set Invoice to handled externally Set Invoice is fully payed					



Press "ok" and the list is cleaned up. You can continue with the next debtor.

DISH POS v2.49.0 (V) Demo EN Video location HD Video Demo English DISH POS Tutorials Update available dish_en_video@hd.digital

<< Minimize menu

- Dashboard
- Articles
- Finances
 - Shift report
 - Shifts report
 - Sales report
 - Orders
 - Invoices
 - DISH POS BI
- General
- Payment
- Self-service

Invoices

Confirm...
Are you sure the status of all outstanding items of this customer/debtor should be changed?

Order	Date	Run	Debtor	Customer name	Age (days)	Amount	Payable
-------	------	-----	--------	---------------	------------	--------	---------



Scan to go to the interactive player