## • The first step is to open DISH POS and click Finances

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# Click Invoices

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# Click Invoices clients

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

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

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

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

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

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## • To clean up the list you can use Procedures

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		Invoices						
Ø Dashboard								
Articles	~	🕝 edit 🔁 refresh	All ages None Reports F	Procedures				
*		Invoices clients	Order Date	Start new run (number) Set Invoice to handled externally	City	Age (days)	Amount	Payable
✓ Finances	^	Invoices debtors		Set Invoice is fully payed		~		
Shift report				•				
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#### • To indicate that these open items will be processed externally, Set Invoice to handled externally

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-√ Finances	^	Invoices debtors			Set Invoice to handled e Set Invoice is fully payed	xternally		~	
Shift report									
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#### 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 ① location HD Video D	emo English	😚 DISH POS Tutorials	Update available	dish_en_video@hd.digital ~
« Minimize menu		Invoices				
<ul> <li>Dashboard</li> </ul>						
Articles	~	<sup>0</sup> Confirm ×				
	·	Are you sure the status of all				
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Shift report		changed?				
Shifts report		Cancel				
Sales report						
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#### Click Invoices debtors - Here you have the option to click on one of the accounts of the organisation.

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Shift report				Age 61 - 90 days Age 91+ days						
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### All ages shows options for time periods to list accounts and orders for

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Articles	~	Invoices clients	All a		Run	Debtor	Customer name	Age (days)	Amount	Payable
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#### • Via the 'Reports' menu you can print or download orders - to send as an attachment to the invoice.

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« Minimize menu <ul> <li>Dashboard</li> </ul>		Invoices						
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Shift report Shifts report Sales report Orders Invoices DISH POS BIC				List current selection Accumulate current selection				
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#### Click List current selection, all the orders of this organisation will be shown

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<ul> <li>Articles</li> <li>Finances</li> <li>Shift report</li> <li>Shifts report</li> <li>Sales report</li> <li>Orders</li> <li>Invoices</li> <li>DISH POS BIC</li> </ul>	~	<ul> <li>edit Crefresh</li> <li>Invoices clients</li> <li>Invoices debtors</li> </ul>	All ages None Reports Procedures Order (List this run List previous run List run number List current selec Accumulate curre	tion	Customer name	Age (days)	Amount	Payable
General	~							
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#### Click Accumulate current selection , this shows all of the organisations orders combined.

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

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

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

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Articles	~	Confirm × Are you sure the status of all	All ages None Reports Procedures Order Date Run	Debtor	Customer name A	Age (days) Amount	Payable
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