5.1. Invoices

OCLanguage represents a tool for autonomic creation of Commercial Invoices (CI).

After invoice creation, the user can download the created CI either with pre-built signature and stamp ($\stackrel{\frown}{=}$) or without them ($\stackrel{\frown}{=}$) and send it to the Customer manually or let the system autonomically send the issued invoice to the Customer ($\stackrel{\frown}{=}$) (for more information about invoice creation see manuals: "7.7 Ho to issue invoice for project" and "7.8 How to send invoice to Customer").

During implementation process, our specialists will add translation agency company data in the template of invoice. The table below reveals the data that is included in the invoice.

Data	Description
Logotype and company details	This information is set up during
	implementation process
Supplier	Translation agency company details
Recipient	Customer name, who receives a translated
	document
Payer	Company or Private person's name, who pays
	an invoice
Commercial invoice No.	Commercial Invoice number with reference to
	invoice date
Task #	Task number
Service type	Service type, gathered from task details
Unit of measure	Choose unit of measure, either of
	symbols/document/words/pages
Amount	Specified volume of service
Price	Price per unit
Total	Total price of the task
Without VAT	Total payment amount, to which VAT is not
	applicable
Total services quantity	Total quantity of tasks, included in the invoice
Amount in words	Total payment amount in words
Issued	Translation agency representative, who signs
	the invoice

Below you can see the sample of invoice.



Zaubes Street 7-2, Riga, Latvia Tel.: (+371) 22332787 Fax: (+371) 67375087 E-mail: info@grafit.lv

Due date: 12.08.2017 Vendor: SIA GRAFTT Registration No: 40003999836 VAT payer code: LV40003999836 Legal address: Stirnu 1-84, Riga, LV-1035 Agency address: Zaubes Street 7-2, Riga, LV-1013 A\S SWEDBANK Account No: LV20HABA0551019640120 SWIFT: HABALV22

Payer:

Invoice GR_2069 on 02.08.2017

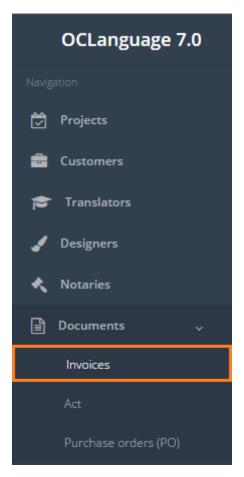
No.	Service	Unit	Quantity	Price	Total
1	Bankas dokuments	Pages	3.9	14	54.60
		at a star of	e const	Total:	54.60
				VAT 21%:	11.47
				In total:	66.07

In total services 1, for amount: 66.07 with VAT Sixty-six point seven EUR

Issue i Marija Konstantinova

Received:

To manage an invoices list, browse "Documents -> Invoices".



Invoices are revealed in the following system sections:

• Projects

The user can filter data in the Invoices database by using 3 methods:

1. Type letters or numbers in "Search" field and click "Enter"

IVOİ ⇒ Invo		5							
Dek	ete	Export	Payment date	Deadline	Client	Manager	Price	I Comment	H → SIA OCL
	7	21.06.2017		28	SIA OCL	Alexander	94.40 EUR		
	9	21.06.2017	-	28	SIA OCL	Isachev Andrey Eduardovitsch	108.56 USD		E © 0 🖬 🖹

Below you will see a list of parameters (column names) the system searches data for:

- Issue #
- Customer
- Comment.

! Please note that data filter can be removed by deleting text in "Search" field and clicking "Enter".

2. Filter data by sorting data from A to Z and vice versa by clicking on the column name.

	nvo	ces	5								
N	lain > Invo	ices									
	Del	ete	Export								
										Ⅲ ▼	Search
		N₂	Issuance date	Payment date	Deadline 🔻	Client	Manager	Price	Comment		Actions
		9	21.06.2017		28	SIA OCL	Isachev Andrey Eduardovitsch	108.56 USD		h	🖹 🛇 🖉 📑 🖺
		7	21.06.2017		28	SIA OCL	Alexander	94.40 EUR		11	200
		10	23.06.2017		15	МТИ	Jegorovs Olegs	189.98 EUR		1.	🖹 🕲 🖉 🔛 📑 🖹

3. Review the columns that you want to see in the Invoices table. To add or remove a particular column from the table, simply click and select the columns that you want (or do not want) to view in the Invoices database. This feature is especially relevant, if there are big databases with many columns and/or relatively small monitor/tablet/smartphone screen.

! Please note that the system will save these settings for upcoming user sessions.

In	voi	ces								
Main	> Invo	ices								
	Del	ete	Export						Ⅲ ▼ Search	
		N₂	Issuance date	Deadline 🔻	Client	Manager	Price	Comment	 N₂ ✓ Issuance date 	
		9	21.06.2017	28	SIA OCL	Isachev Andrey Eduardovitsch	108.56 USD		 Payment date Deadline 	
		7	21.06.2017	28	SIA OCL	Alexander	94.40 EUR		 ✓ Client ✓ Manager ✓ Price 	
		10	23.06.2017	15	МТИ	Jegorovs Olegs	189.98 EUR		Comment Actions	

The table below reveals the data of columns from invoices section.

Column name	Description
N≌	Unique number of invoice
Issuance date	Invoice issuance date
Payment date	Invoice payment date
Deadline	Project deadline (amount of days)
Client	Customer name
Manager	Manager name
Price	Payment amount
Comment	Manager's comment related to invoice
Actions	List of actions related to a particular invoice (the system reacts upon click
	on the icon)

Invoice paid (Mark the invoice as paid by Customer. After clicking the icon, the system will ask, if the user is sure about marking the invoice as paid; reload the page; put the date in "Payment date" column and change icon color from grey to green. Invoice Ne Issuance date Payment date Actions Invoice 3 17.05.2017 Image: Payment date Actions Invoice Mark the invoice as cancelled. After clicking the icon, the system will ask, if the user is sure about marking the invoice as cancelled; reload the page and change icon color from grey to red. Invoice Ne Issuance date Actions Invoice After clicking the invoice as cancelled; reload the page and change icon color from grey to red. Image: Payment date Actions Invoice A 11.06.2017 Image: Payment date Actions Image: A trip and the invoice to the Customer's e-mail address. After clicking the icon, the system will ask, if the user is sure about sending the e-mail; reload the page and notification will pop up. Image: E-mail was successfully sent Image: E-mail was successfully sent Image: Payment date invoice Open the invoice in .pdf format	Course comment		+								
Invoice paid (Mark the invoice as paid by Customer. After clicking the icon, the system will ask, if the user is sure about marking the invoice as paid; reload the page; put the date in "Payment date" column and change icon color from grey to green. ■ Ne Issuance date Payment date Actions ■ 3 17.05.2017 17.06.2017 E Image: put the invoice as cancelled. After clicking the icon, the system will ask, if the user is sure about marking the invoice as cancelled; reload the page and change icon color from grey to red. Invoice over e-mail Ne Issuance date Actions Imvoice over e-mail Click to send invoice to the Customer's e-mail address. After clicking the icon, the system will ask, if the user is sure about sending the e-mail; reload the page and notification will pop up. Imvoice over e-mail Open the invoice in .pdf format	Save comment	Comment that one user wants	to save								
Image: put the date in "Payment date" column and change icon color from grey to green. Ne Issuance date Payment date" column and change icon color from grey to green. Ne Issuance date Payment date Actions Article 3 17.05.2017 Image: put the user is sure about marking the invoice as cancelled. After clicking the icon, the system will ask, if the user is sure about marking the invoice as cancelled; reload the page and change icon color from grey to red. Ne Issuance date Actions 4 11.06.2017 Image: provide the invoice to the Customer's e-mail address. Send invoice Click to send invoice to the Customer's e-mail address. After clicking the icon, the system will ask, if the user is sure about sending the e-mail; reload the page and notification will pop up. Image: Payment date E-mail was successfully sent View invoice (Open the invoice in .pdf format	· · /										
page; put the date in "Payment date" column and change icon color from grey to green. ■ № Issuance date Payment date Actions ■ 3 17.05.2017 Invoice cancelled (♡) Mark the invoice as cancelled. After clicking the icon, the system will ask, if the user is sure about marking the invoice as cancelled; reload the page and change icon color from grey to red. ■ № Issuance date Actions ■ 4 11.06.2017 Send invoice over e-mail Click to send invoice to the Customer's e-mail address. After clicking the icon, the system will ask, if the user is sure about sending the e-mail; reload the page and notification will pop up. Image: E-mail was successfully sent! View invoice (Open the invoice in .pdf format	Invoice paid (Mark the invoice as paid by Cu	istomer. After clickir	ng the icon, the system							
grey to green. Issuance date Payment date Actions 3 17.05.2017 17.06.2017 10 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	 (2) 	will ask, if the user is sure abc	out marking the invo	ice as paid; reload the							
Image: Network of the system will ask, if the user is sure about marking the invoice as cancelled; reload the page and change icon color from grey to red. Image: Network of the system of the system will ask, if the user is sure about marking the invoice as cancelled; reload the page and change icon color from grey to red. Image: Network of the system of the system will ask, if the user is sure about marking the invoice as cancelled; reload the page and change icon color from grey to red. Image: Network of the system will ask, if the user is sure about sending the e-mail; reload the page and notification will pop up. Send invoice of the invoice in .pdf format View invoice (Open the invoice in .pdf format											
Invoice cancelled (O) Mark the invoice as cancelled. After clicking the icon, the system will ask, if the user is sure about marking the invoice as cancelled; reload the page and change icon color from grey to red. Image: Invoice of the transmitter of the		grey to green.									
Invoice cancelled (O) Mark the invoice as cancelled. After clicking the icon, the system will ask, if the user is sure about marking the invoice as cancelled; reload the page and change icon color from grey to red. Image: Invoice of the transmitter of the		No. Issuance date	Payment date	Actions							
Invoice cancelled (Mark the invoice as cancelled. After clicking the icon, the system will ask, if the user is sure about marking the invoice as cancelled; reload the page and change icon color from grey to red. ■ Nº Issuance date Actions ■ 4 11.06.2017 E C E Send invoice over e-mail (Click to send invoice to the Customer's e-mail address. After clicking the icon, the system will ask, if the user is sure about sending the e-mail; reload the page and notification will pop up. View invoice (Open the invoice in .pdf format			r dymene date	Actions							
Invoice cancelled (Mark the invoice as cancelled. After clicking the icon, the system will ask, if the user is sure about marking the invoice as cancelled; reload the page and change icon color from grey to red. ■ Nº Issuance date Actions ■ 4 11.06.2017 E C E Send invoice over e-mail (Click to send invoice to the Customer's e-mail address. After clicking the icon, the system will ask, if the user is sure about sending the e-mail; reload the page and notification will pop up. View invoice (Open the invoice in .pdf format			17.06.2017								
cancelled (if the user is sure about marking the invoice as cancelled; reload the page and change icon color from grey to red. Image: Issuance date Actions Image: Image: Issuance date Image: Ima		3 17.05.2017	17.00.2017								
and change icon color from grey to red. Image: Negocial structure Actions Image: Action structure Actions Image: Action structure Image: Actin structure <td< th=""><th>Invoice</th><th>Mark the invoice as cancelled.</th><th>After clicking the ico</th><th>on, the system will ask,</th></td<>	Invoice	Mark the invoice as cancelled.	After clicking the ico	on, the system will ask,							
and change icon color from grey to red. Image: Negocial structure Actions Image: Action structure Actions Image: Action structure Image: Actin structure <td< th=""><th>cancelled (🖉)</th><th>if the user is sure about markir</th><th>ng the invoice as can</th><th>celled; reload the page</th></td<>	cancelled (🖉)	if the user is sure about markir	ng the invoice as can	celled; reload the page							
Image: Additional and the second of the s		and change icon color from gro	ey to red.								
Image: Additional and the second of the s		No Issuance da	te	Actions							
Send invoice over e-mail Click to send invoice to the Customer's e-mail address. After clicking the icon, the system will ask, if the user is sure about sending the e-mail; reload the page and notification will pop up. Image: Click to send invoice to the Customer's e-mail address. After clicking the icon, the system will ask, if the user is sure about sending the e-mail; reload the page and notification will pop up. Image: Click to send invoice to the Customer's e-mail address. After clicking the icon, the system will ask, if the user is sure about sending the e-mail; reload the page and notification will pop up. Image: Click to send the page and notification will pop up. Image: Click to send the page and notification will pop up. Image: Click to send the page and notification will pop up. Image: Click to send the page and notification will pop up. Image: Click to send the page and notification will pop up. Image: Click to send the page and notification will pop up. Image: Click to send the page and notification will pop up. Image: Click to send the page and notification will pop up. Image: Click to send the page and notification will pop up. Image: Click to send the page and notification will pop up. Image: Click to send the page and the page and notification will pop up. Image: Click to send the page and the				Actions							
Send invoice over e-mail Click to send invoice to the Customer's e-mail address. After clicking the icon, the system will ask, if the user is sure about sending the e-mail; reload the page and notification will pop up. Image: Click to send invoice to the Customer's e-mail address. After clicking the icon, the system will ask, if the user is sure about sending the e-mail; reload the page and notification will pop up. Image: Click to send invoice to the Customer's e-mail address. After clicking the icon, the system will ask, if the user is sure about sending the e-mail; reload the page and notification will pop up. Image: Click to send the page and notification will pop up. Image: Click to send the page and notification will pop up. Image: Click to send the page and notification will pop up. Image: Click to send the page and notification will pop up. Image: Click to send the page and notification will pop up. Image: Click to send the page and notification will pop up. Image: Click to send the page and notification will pop up. Image: Click to send the page and notification will pop up. Image: Click to send the page and notification will pop up. Image: Click to send the page and notification will pop up. Image: Click to send the page and the page and notification will pop up. Image: Click to send the page and the		4 11.06.2017									
over e-mail After clicking the icon, the system will ask, if the user is sure about sending the e-mail; reload the page and notification will pop up. View invoice (Open the invoice in .pdf format											
(M) the e-mail; reload the page and notification will pop up. E-mail was successfully sentI View invoice (Open the invoice in .pdf format	Send invoice	Click to send invoice to the Cu	stomer's e-mail addı	ress.							
View invoice (Open the invoice in .pdf format	over e-mail	After clicking the icon, the system	em will ask, if the use	er is sure about sending							
View invoice (Open the invoice in .pdf format		the e-mail; reload the page an	d notification will po	p up.							
View invoice (Open the invoice in .pdf format)											
View invoice (Open the invoice in .pdf format)		са стана с	mail was successfully se	otl							
View signed Open the signed invoice in .pdf format	View invoice (Open the invoice in .pdf forma	it								
View signed Open the signed invoice in .pdf format)										
	View signed	Open the signed invoice in .pd	f format								
invoice (b)	invoice (📄										

In order to remove a particular invoice, check the box next to the invoice(s) that you want to delete and click "Delete".

Invo	ices	5								
Main ⇒ Inv	oices									
De	lete	Export								
	iene	Export								
		export							iii •	Search
	Nº	Issuance date	Payment date	Deadline	Client	Manager	Price	Comment	₩.	Search Actions

In order to export full table of invoices click "Export".

Main > Invoices Delete Export Image: Search
The system will autonomically generate .csv file.

				×a,	bills_216	5810.c	sv	^			
		• ♂ · ∓ Home Insert	Pag	ie Lavout For	mulas Data	Review	View	Ø Tell m		2165810.csv - Excel want to do	
ľ	File Home Insert Page Layout Formulas Data Review View Q Tell me what you want to do Image: Composition of the										
J2		• : ×	~	f _x test							
	Α	В	C	D	E	F	G	Н	1	J	
1	Nº	Manager			Payment date	Deadline		Currency		Comment	
2	OC_1	Jegorovs Olegs	мти	23.04.2014	05.11.2016			RUR	Paid	test	
3	OC_2			07.07.2014	08.12.2016		0		Paid		
4	OC_3			07.07.2014	26.09.2014		0		Paid		
5	OC_1			12.01.2015	22.01.2015	-833			Issued		
6	OC_2			12.01.2015	22.01.2015	-833			Issued		
7	OC_3			12.01.2015	22.01.2015		2000		Annulled		
8	OC_6			27.02.2015	02.05.2015		49600		Paid		
9	OC_7			27.02.2015	27.02.2015		1200		Paid		