

Costs

- [Received Invoices](#)

Received Invoices

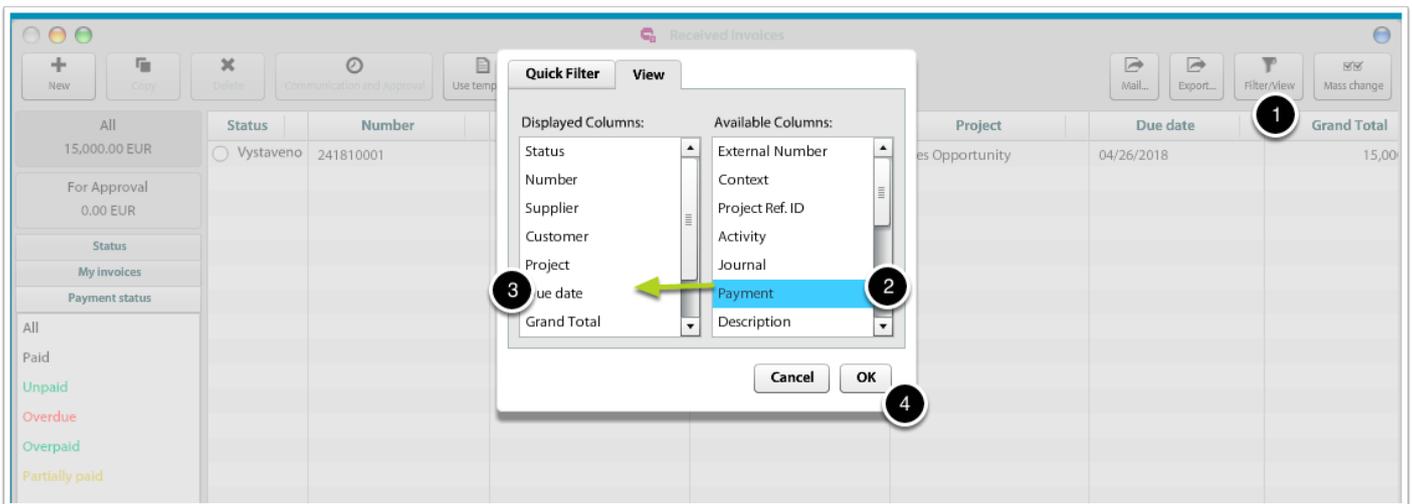
Invoice Payment information

The source of invoice payment information may be gathered using 3 different methods:

- Manual setting of payment status on invoice
- Synchronization of payment balance with external accounting solution
- Synchronization of payment transactions with external accounting solution

Display payment status of invoices

In the **Received invoices** overview, it is possible to show column displaying current status of **invoice payment**. To show the corresponding column, go to Filter/View Settings and display the **Payment** column in the grid.



1. Go to Filter/View button (top left)
2. Find "Payment" column
3. Move it to left column
4. Confirm

Filter for invoices based on payment status

The Received invoices overview contains Payment status filter, using which you may gather overview about unpaid invoices.

Received Invoices							
<input type="button" value="New"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/> <input type="button" value="Communication and Approval"/> <input type="button" value="Use template"/>							
Status	Number	Supplier	Customer	Payment	Project	Due date	
<input type="radio"/> All 15,000.00 EUR	Mystaveno	241810001	Ma.Mi s.r.o.	crm demo	Unpaid	Sales Opportunity	04/26/2018
<input type="radio"/> For Approval 0.00 EUR							
<input type="radio"/> Status							
<input type="radio"/> My invoices							
<input type="radio"/> Payment status							
<input type="radio"/> All							
<input type="radio"/> Paid							
<input type="radio"/> Unpaid							
<input type="radio"/> Overdue							
<input type="radio"/> Overpaid							
<input type="radio"/> Partially paid							

- All - show all invoices no matter what payment status is indicated
- Paid - show all fully paid invoices
- Unpaid - show all invoices, where payment is pending
- Overdue - show all invoices, where payment is pending and due date has passed already
- Overpaid - show invoices, where payment exceeds value of the invoice
- Partially paid - show invoices, that have not been fully paid