

Instant Pay Feature: Report changes for Administrators

Last Modified on 03/02/2021 10:08 am GMT

All Invoices & Credit Notes report – The Invoice Report will now include tentative invoices, which will display in Purple, and a new column called 'Status' to display if the Invoice status is Tentative, Billed, Part Paid, Fully Paid or Void. It will also display Credit Notes as usual, with their status showing as either Raised or Void.

All Invoices and Credit Notes from 08/01/2021 to 08/01/2021												
Date	Due Date	Number	Contact Name	Client Name	Status	Voided By	Date Voided	Reason For Void	Net	VAT	Total	
08/01/2021	19/01/2021	GP5034	Abigail Peterson	Abby's Dancers	Fully paid				£33.34	£0.00	£33.34	
08/01/2021	13/01/2021	GP5035	Abigail Peterson	Abby's Dancers	Tentative				£50.01	£0.00	£50.01	
08/01/2021	29/01/2021	GP5036	Abigail Peterson	Abby's Dancers	Billed				£16.67	£0.00	£16.67	
									£100.02	£0.00	£100.02	

The Bookings Value Report and Bookings Value Report (CSV) – The Bookings Value Report will now contain Tentative bookings to show any bookings that are in progress with a client. These will also display in purple and may be Billed or Unbilled depending on whether the client has attempted a payment yet.

Bookings Value Report from 13/01/2021 to 03/02/2021														
Venue	Date	Day	Start Time	End Time	Client	Category	Description	Booking	Charge	VAT	Total	Payment status	Booked By Typ	Booking Ref
1. Grange Park School Demo	13/01/2021	Wed	15:00	16:00	Abigail Peterson (Abby's Dance)	Ballet	Dance Studio	Tentative	£16.67	£0.00	£16.67	Billed	Customer	#520214
1. Grange Park School Demo	19/01/2021	Tue	15:00	16:00	Abigail Peterson (Abby's Dance)	Ballet	Dance Studio	Confirmed	£16.67	£0.00	£16.67	Fully paid	Customer	#520213
1. Grange Park School Demo	20/01/2021	Wed	15:00	16:00	Abigail Peterson (Abby's Dance)	Ballet	Dance Studio	Tentative	£16.67	£0.00	£16.67	Billed	Customer	#520214
1. Grange Park School Demo	26/01/2021	Tue	15:00	16:00	Abigail Peterson (Abby's Dance)	Ballet	Dance Studio	Confirmed	£16.67	£0.00	£16.67	Fully paid	Customer	#520213
1. Grange Park School Demo	27/01/2021	Wed	15:00	16:00	Abigail Peterson (Abby's Dance)	Ballet	Dance Studio	Tentative	£16.67	£0.00	£16.67	Billed	Customer	#520214
1. Grange Park School Demo	29/01/2021	Fri	15:00	16:00	Abigail Peterson (Abby's Dance)	Ballet	Dance Studio	Confirmed	£16.67	£0.00	£16.67	Billed	Customer	#520213
1. Grange Park School Demo	03/02/2021	Wed	15:00	16:00	Abigail Peterson (Abby's Dance)	Ballet	Dance Studio	Tentative	£16.67	£0.00	£16.67	Unbilled	Customer	#520214