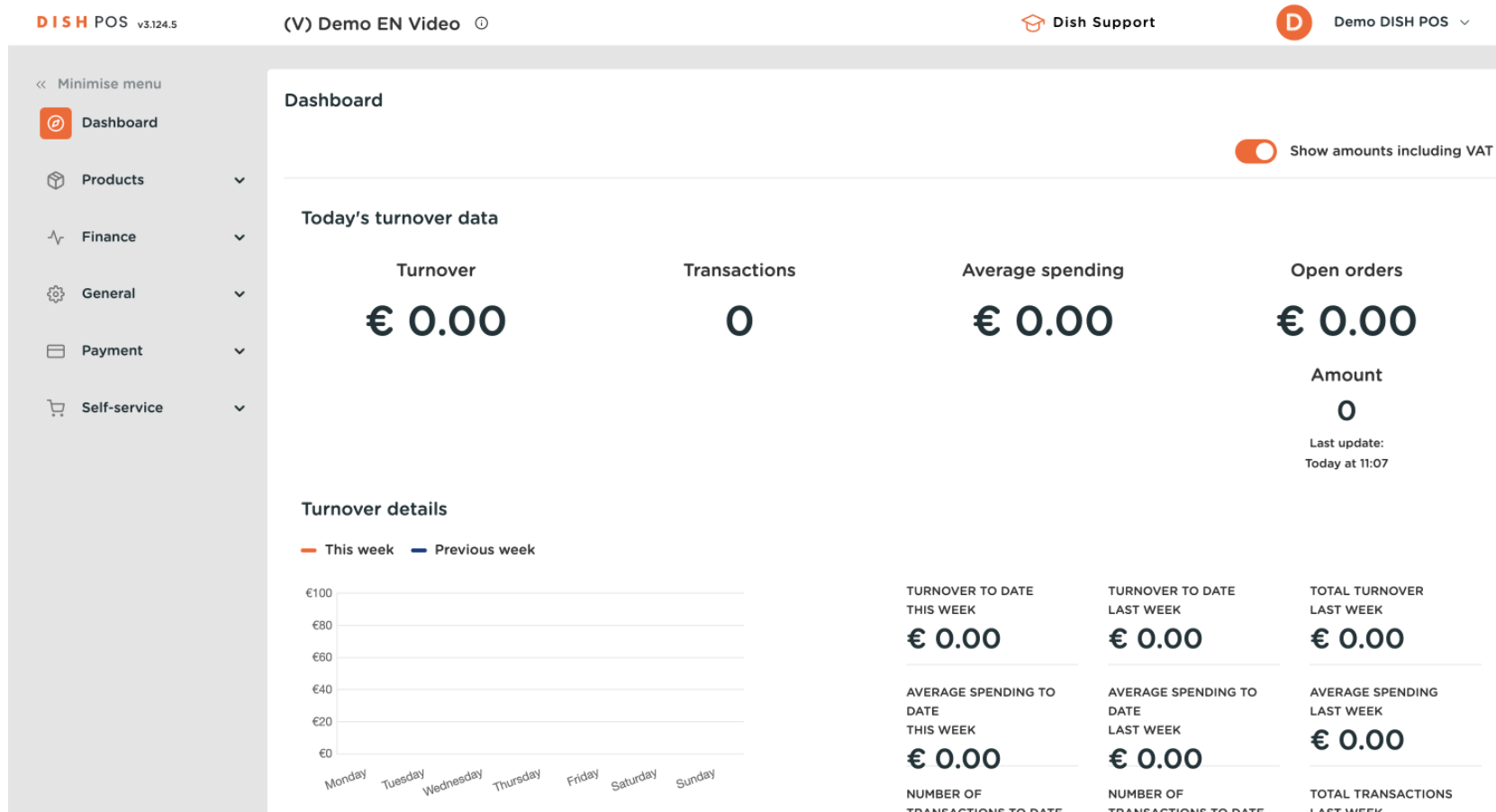




Welcome to the DISH Dashboard! In this tutorial, we are going to show you how to retrieve and manage invoices.





The first step is to click on **Finance**.

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Dashboard

☒ Show amounts including VAT

Today's turnover data

Turnover	Transactions	Average spending	Open orders
€ 0.00	0	€ 0.00	€ 0.00

Amount
0
Last update:
Today at 11:07

Turnover details

— This week
— Previous week



TURNOVER TO DATE THIS WEEK € 0.00	TURNOVER TO DATE LAST WEEK € 0.00	TOTAL TURNOVER LAST WEEK € 0.00
AVERAGE SPENDING TO DATE THIS WEEK € 0.00	AVERAGE SPENDING TO DATE LAST WEEK € 0.00	AVERAGE SPENDING LAST WEEK € 0.00
NUMBER OF TRANSACTIONS TO DATE	NUMBER OF TRANSACTIONS TO DATE	TOTAL TRANSACTIONS LAST WEEK

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Click on **Invoices**.

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Invoices

 edit  refresh

 Invoices clients
 Invoices debtors

All ages None Reports Procedures

Order	Date		Run	Name	City	Age (days)	Amount	Payable

Click on **All ages** to view all invoices for a specific period.

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Invoices

edit refresh
All ages None Reports Procedures

Invoices clients
Invoices debtors

Order	Date	Run	Name	City	Age (days)	Amount	Payable



The select **All post.**

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Invoices

edit refresh
All ages Done Reports Procedures

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 with the invoice.

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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 on 'List current selection' to display all customer orders separately. Or select 'Total overview Selection' to display all customer orders combined.

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Invoices

edit refresh
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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 clear the list, click on **Procedures**.

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Invoices

 edit  refresh

Invoices clients

Invoices debtors

All ages None Reports **Procedures**

Order	Date		Run	Name	City	Age (days)	Amount	Payable



Click on 'Set invoice to handled externally' to indicate that these open items are processed externally.

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Invoices

edit refresh

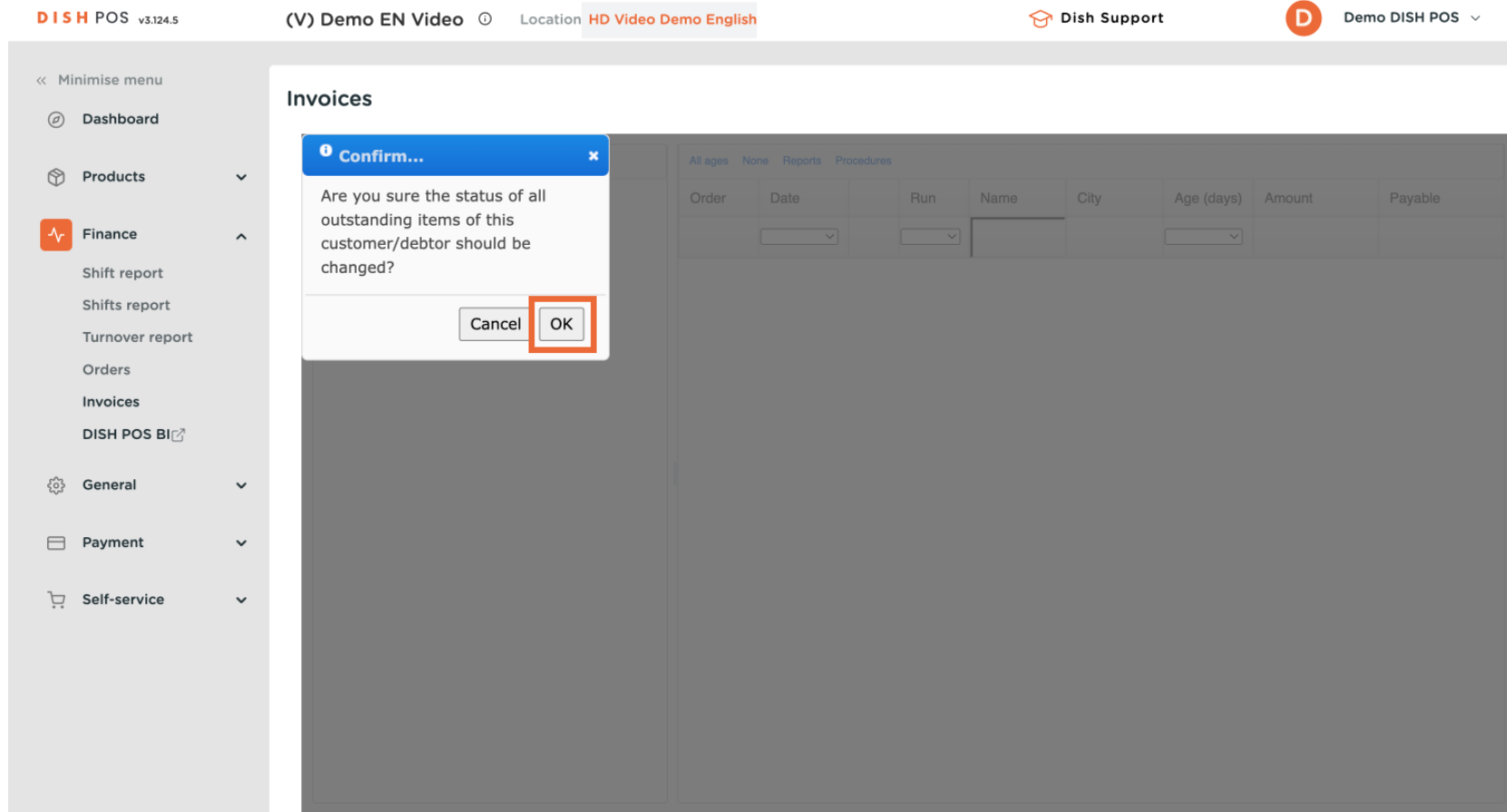
Invoices clients
Invoices debtors

All ages None Reports Procedures

Order	Date	Start new run (number)	ity	Age (days)	Amount	Payable
		Set Invoice to handled externally				
		Set invoice is fully payed				



Click 'OK' and the list will be cleared, allowing you to continue with the next invoice.



The screenshot shows the DISH POS v3.124.5 interface. The top navigation bar includes the DISH POS logo, version, a video icon, location 'HD Video Demo English', 'Dish Support', and a demo user 'Demo DISH POS'. The left sidebar contains a 'Minimise menu' button and a list of menu items: Dashboard, Products, Finance (selected), General, Payment, and Self-service. The Finance menu is expanded, showing options like Shift report, Shifts report, Turnover report, Orders, Invoices, and DISH POS BI. The main content area is titled 'Invoices' and displays a table with columns: Order, Date, Run, Name, City, Age (days), Amount, and Payable. A confirmation dialog box is overlaid on the table, asking 'Are you sure the status of all outstanding items of this customer/debtor should be changed?'. The dialog has 'Cancel' and 'OK' buttons, with the 'OK' button highlighted by a red square.



Click on **Invoices debtors** to find customers who are part of a debtor or organization. Here you can click on one of the organization's accounts.

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Invoices

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Invoices debtors

All ages None Reports Procedures

Order	Date	Run	Name	City	Age (days)	Amount	Payable



Click on **All ages** to specify the period.

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Invoices

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All ages
None
Reports
Procedures

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

Run	Debtor	Customer name	Age (days)	Amount	Payable

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Via **Reports**, you can choose whether orders should be printed individually or accumulated.

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Invoices

edit refresh
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Invoices debtors

All ages None **Reports** Procedures

Order	Customer	Age (days)	Amount	Payable
	name			

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



To clean up the list, go to 'Procedures', where you can indicate that these outstanding items should be handled externally.

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Invoices

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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



Click 'OK' and the list will be cleared, allowing you to continue with the next debtor.

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Invoices

Confirm... ✕

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

Cancel **OK**

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



That's it!

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Invoices

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Invoices clients
Invoices debtors

All ages None Reports Procedures

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



Scan to go to the interactive player