# Millogic Documentation

homepage: www.millogic.nl
support: www.millogic.nl/support
whitepapers: www.millogic.nl/support/white-papers

support e-mail: Helpdesk@millogic.nl
sales e-mail: Info@millogic.nl

# Table of Contents

# 1      Invoicing Debtors

The possibility to create invoices is part of the module Time & Billing.

The process of invoicing debtors can be roughly divided in two steps, first the creation of invoices ( the actual data) in Mill7 and step two is generating reports in order to print, save as PDF or send by e-mail.
In this topic we will describe this process step by step. Settings applicable to these steps are explained during these steps and can therefore be described multiple times.
Although it is technically possible to perform these two steps in one, in this documentation we will split these actions like we recommend our customers.

To be able to create an invoice you need a debtor, one or more articles and possibly VAT codes. Knowledge about creating this information can be found in other topics.

Mill7 is able to create two types of invoices:
- Manual invoices.
  The user will enter the debtor and the articles to be invoiced manually.
- Automatic invoices
  Mill7 will create invoices based on Fees, Time registration and Disbursements entered in Mill7.

The process of invoicing debtors will be explained step by step.


## 1.1      General settings

Before you can create invoices settings must be made, some of which are entered in the general settings (*Maintenance> Settings> Invoicing*), some at the debtor.
Apart from these settings, to be able to create an invoice you need a debtor, one or more articles and possibly VAT codes.
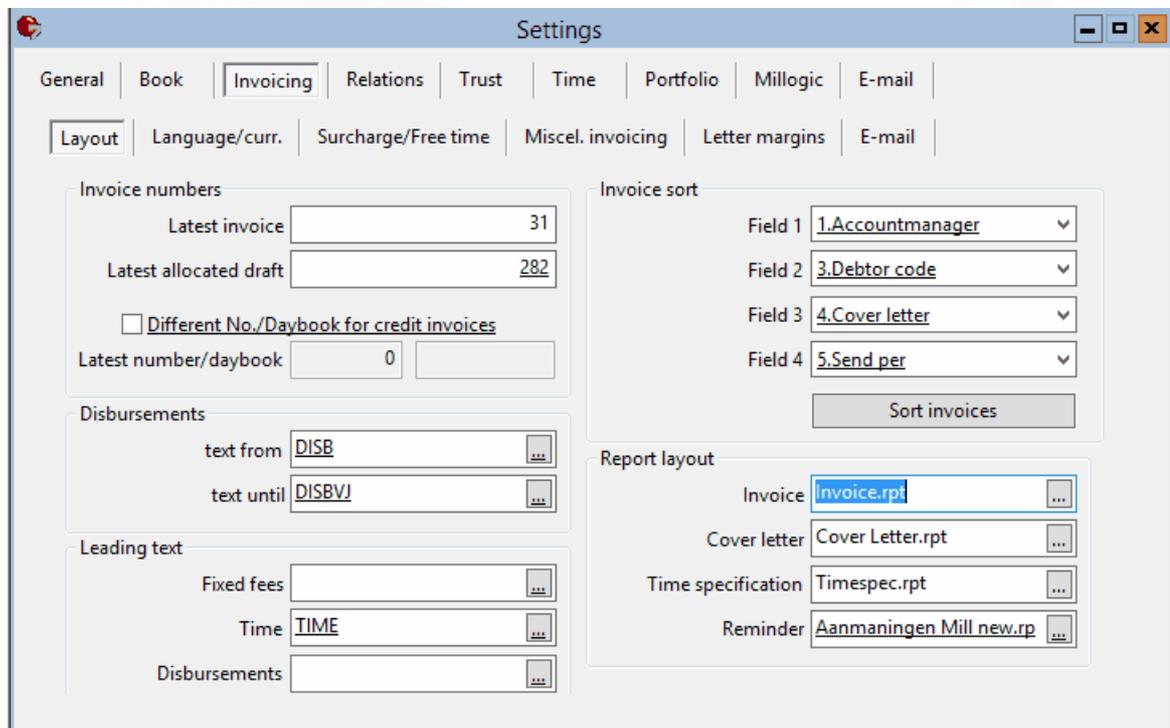
- **The Layout of the invoice**
  Custom made layouts for the Invoice, Time specification and Cover letter can be entered as default layouts in the general settings.
  These layout are created with Crystal reports or Dataflex report writer and are necessary to print, create pdf output or e-mail an invoice.

  Mill7 has default layouts in the reports folder that will be used when the settings for the layouts are left blanc.
  These layouts can be used to test the invoicing procedure before having any customized layouts.

- **Language invoice**
  The language in which debtors are invoiced can be fixed to a default language for all debtors, like Dutch, English or a third language.
  Another option is to set the language variable to the language entered at the debtor.
  A line on an invoice contains an article and an article text that is entered in the maintenance of the article.
  It is possible to maintain an article text in the three mentioned languages.
  Mill7 will not translate the texts on the invoice but will choose the correct text according to the settings.

  Additional information that must be displayed on an invoice must be arrange in the custom layouts created by Crystal reports or Dataflex report writer.

- **Currency rates for invoicing**
  Invoices are created in the currency of the debtor. A debtor can only be invoiced in one currency.
  The rate will be determined the moment you create the invoice in Mill7, draft or booked and is displayed in the right upper corner of the invoice screen.

  When the invoice is booked, the amounts are converted to the bookkeeping currency by using the fixed rates entered in the settings.
  An alternative option is to use the daily rates saved in Mill7. To use this option, activate the setting and enter the rate table to be used for invoices.
  All fees and time records entered in Mill7 are expected to be in the currency of the debtor.

  For fees an alternative currency can be entered in the fee itself. Time registration is always in the currency of the debtor, therefore time rates must be entered in all currencies used for debtors.

- **Invoice number**
  Mill7 will generate invoice numbers incremented by one number every invoice. The number in the settings is the last number issued to an invoice.
  It is possible to cosmetically solve exotic numbers in the invoice layout, for example when a text code should be included in the number or a year with a dash like 2015-000031.
  The number used in Mill7 as document number in the journals though will be the number issued by the settings, in this example 31.

- **Draft number**
  It is possible to create drafts in Mill7, explained later in this documentation.
  For now it is sufficient to know that Mill7 will generate a draft number incremented by one number for every draft invoice.
  The number displayed in the settings is the last number issued to a draft invoice.

- **Disbursements**
  The text entered in the fields  *<text from>* and  *<text until>* will identify the disbursements in the time records.

## 1.2    Debtor settings

Besides the general settings, other settings must be made in the maintenance of the debtor to be able to create a manual invoice.
Most settings for a manual invoice are set on the tab page  *General*. The addresses can be entered on tab page  *Addresses* and layouts on tab page  *Invoicing*.



- **The Layouts**
  An alternative customized layout for the Invoice, time specification and Cover letter can be set per debtor.
  If this field is left blanc, the default layout is used entered in the general settings.

- **Addresses Invoice and Cover Letter (CL)**
  Two addresses can be entered for a debtor, the invoice address and the cover letter address.
  As the names indicate, the invoice address will be printed on the invoice and CL address on the cover letter.

  For Trust offices, the invoice address is most likely the address of the Trust office itself.
  By entering the code of the service company in the company field of the invoice address, the address of the service company will be used.
  The name in the address though will be the name of the debtor.

  The box below will show the address as it will be printed on the invoice.

- **Method of sending**
  The option '*Send invoice per*'  can be used to indicate how a debtor wants to receive their invoice.

- **VAT on invoice**
  The VAT code entered in the maintenance of the debtor determines wether VAT will be calculated or not on the invoice of a debtor.

  **Vat 0**
  If a VAT code with 0% is entered for the debtor, no VAT will be calculated on the invoice.

  Mill7 has several types of VAT that have 0% of VAT.
  Three types need extra attention: *VAT shifted*, *Delivery inside EU* and  *Delivery outside EU*.
  When a VAT code of this type is used, the invoice should contain information regarding the VAT number of this debtor and the invoice should show "Vat shifted".

The VAT code used is important for the declaration of VAT. Debtors with a VAT code *Delivery inside EU* will automatically appear on the ICP declaration.
The country will be determined based on the VAT code entered in field VAT identification number or country in the postal address of the debtor.

### VAT not 0

If a VAT code with a percentage other than 0% is used, VAT will be calculated on the invoice.
The VAT however is not based on the percentage in the VAT code used for the debtor but by the VAT code used in the article that is invoiced.
This way it is possible to have up to three different VAT % in the invoice. In the Netherlands 19%, 6% and 0%.

- **VAT identification number**
  This field must contain a correct VAT number when the VAT is shifted, like Delivery inside EU.
  When the VAT code includes the ISO country code of the debtor, this will be used in the ICP declaration.
  If this is not found, Mill7 will look at the country code of the debtor entered in the postal address.

- **Salesman (AM)**
  Enter the person responsible for this client, this information can be printed on the invoice or be used for selecting the sales per salesman.

- **Service company**
  Mill7 makes it possible to book debtors in different bookkeepings. During the invoice process Mill7 will determine the bookkeeping based on the code entered in this field.
  This option is only available in the Trust version of Mill7 when using bookkeepings of the type Service companies.

- **Invoice time/disb**
  It is possible to indicate when a debtor is allowed to be invoiced for Time and Disbursements. Options are monthly, quarterly, biannually and annually.
  This option can be used to invoice Time and Disbursements in the same frequency as the Fees.

## 1.3     E-mail settings

**Output to e-mail**
All invoices in Mill can be sent by e-mail.
An e-mail needs an addressee, a subject, a body and attachments, setting up must be done in the general settings.



**Addressee**
The tab page E-mail in the general settings of invoicing contains these settings.
The addressee can be composed by choosing one of the four mentioned options.
All four options refer to persons used in various places related to the debtor.

To be able to send an e-mail to a person, the e-mail address must be entered for this person in
*Relations - Persons- Address - E-mail.*

**Subject**
The subject of an e-mail with an invoice is composed by using the name of the debtor and the invoice number like, Hetrix Holding Invoice: 1122.
This text can be preceded by a fixed text mentioned in field Subject prefix, resulting in: Mill7: Hetrix Holding Invoice: 1122.

**Name attachments**
The name of the attachments contain the invoice number. When activated the invoice number will be preceded by the debtor code.
Attachments are created in the folder entered in *Save attachments in folder* and are deleted afterwards unless the option Save attachments is activated.
By default the files are saved in the windows TEMP folder when no folder is entered.

**The Body of the e-mail**
The opening of the email is entered in the maintenance of the person just like the e-mail address.
On tab page  *Other* in  *Relations - Persons* enter the field  *Opening* with a text like: Dear mister Alewijn.

The rest of the body text is set via Maintenance - User text, number 15.
This is the default text but per debtor an adjusted text number can be set in the field  *Adjusted text e-mail*.

# 1.4     Manual Invoice

### Creating a manual invoice

Manual Invoices are single invoices where the invoice lines are entered manually.

The function can be started via ⬚ Invoicing at the menu bar or by menu option  *Bookkeeping - Invoicing*.
To clear the screen press F5 or choose the icon for new document in the Mill7 menu bar.
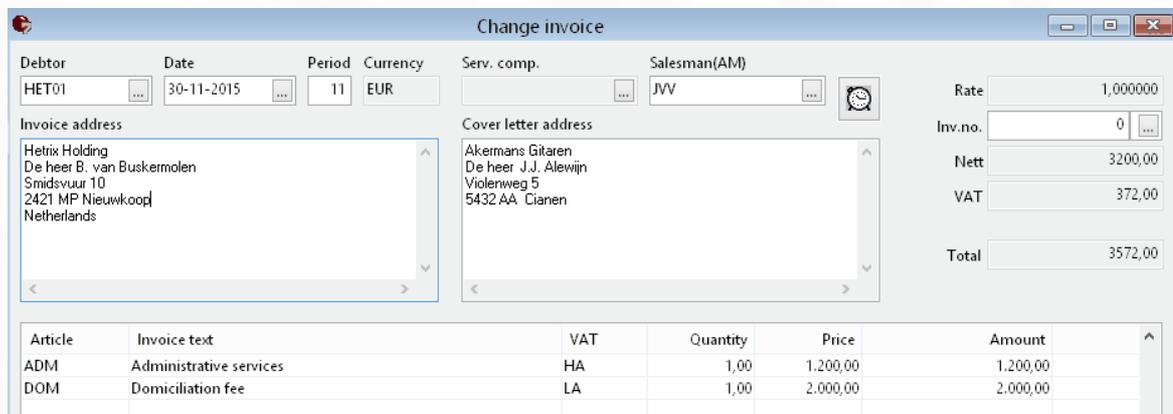


A manual invoice is made by selecting the  **debtor** you want to invoice.
Based on the settings made, the invoice will be completed with the necessary data after choosing a debtor.
The currency, addresses and rate will be set.
The address entered at the debtor will fill the boxes invoice address and Cover letter address but can be altered manually as well.

VAT will be calculated when the debtor is invoiced with a VAT code that has a VAT percentage other than 0.

**Articles**
In Mill7 invoice lines are created by choosing an article in the first column. By pressing of F4 a list of articles will be presented.
The text from this article will appear in the second column. The text in this column can be changed by the user, press F4 in this column to make entering texts easier.

The VAT code used for this article will determine the VAT calculated for that line on the invoice.
Up to three different VAT percentages can be used.

**Salesman**
The field salesman can be used for identification of the salesman or account manager responsible for the turnover. By default the salesman (AM) entered for this debtor is entered.

**Service company**
A default service company is entered at the debtor and will be used in the invoice.
This field determines the bookkeeping where the invoice will be booked.

**Note**
When a manual invoice is created but not booked, the invoice can be retrieved by the selection list
of invoices.
To activate the list of invoices, press the little button next to the field invoice number.
This list will show invoices of the category  *Booked* and  *Not booked*.

## 1.4.1    Book manual invoice

To book a manual invoice in Mill7 the actual invoice must but active in the invoice screen.
If the invoice screen is closed, open the invoice screen and look up the invoice to be booked by
using the invoice list. The invoice list can be activated by pressing the button next to the field
invoice number.

Press ⬛Invoice in the menu bar when the correct invoice is selected and the screen to book and
print invoices will be activated.

To book the invoice just activate the option  *Book,*  and press the button  *OK.*

**Output**
The first container with options (print) contains the option to select the output.
There are three documents that can be created:
- Invoice
- Time specification
- Cover letter

The invoice will show the actual invoice.

The time specification can only be printed when the invoice includes invoiced time which is not the case with a manual invoice.
So activating this will not generate any output.

The cover letter can only be printed when the field with the Cover letter address is filled with an address.

After each output option the desired number of copies can be entered when the documents are printed to paper.
This will not lead two multiple e-mails when a number higher than 1 is entered.

Notice that the selection is set to *This invoice* meaning the invoice active in the invoice screen.

**Print options**
For now we will describe the options in short as they will be explained more extensive in the topic about printing and sending invoices by e-mail.

The options screen and print are straight forwards and send the output to the screen or paper.

When the option E-mail is chosen, Mill7 will generate an e-mail example using the installed e-mail client on the computer like Outlook.
The documents will be created as a PDF file and attached to the e-mail.
The e-mail will NOT be sent automatically, you will have to press sent in the e-mail to actually sent the e-mail.
Choosing option E-mail + File will save a copy of the invoice in a folder specified in the settings.

The option file can be used to save the invoice to file with the option to set the path and composure of the name.

## 1.5     Automatic invoices

Mill7 can generate invoices based on Fixed Fees, Time and Disbursements in one invoice run.
You can invoice them separately in different invoices but also in one invoice.

We like to call these invoices automatic invoices.
The invoice that Mill7 generates can be divided in three sections.
The fees are created first followed by time and the disbursements are created in the last part of the invoices.

When you look at an invoice in Mill7 you will see a specific order of invoice lines within these sections.
The invoice lines within a section are sorted alphabetically on the article code.

You can create automatic invoices by opening the invoice screen via 🗐 Invoicing in the menu bar

followed by pressing the ⏱ button.

**Complete list**
To generate a complete list of invoices, use the option  *report*.
Based on the selections made a list of invoices will be generated calculating the amount of Time, Fees and Disbursements.
This list can be printed to excel.

**One draft**
The option  *adjust concept* is to create one concept that will be displayed in the invoice screen.
An invoice much like a manual invoice will appear in the invoice screen and can be invoiced just like a manual invoice.
When you clear the screen, this invoice cannot be retrieved again by the invoice list but must be recreated.

**Invoice Run**
Before Fees and time registration is invoiced it is common to generate drafts that can be checked and approved.

There are two ways to generate drafts:
- Create drafts on paper
- Allocate drafts in Mill7 ( allocate drafts)

## 1.5.1    Selections

**Selections**

**Selection debtors**
At the top right, a selection of debtors can be made.
When entering a range of debtors, the first debtor determines the service company (bookkeeping).
Only debtors of that service company are processed.

**Cases**
Cases can be used in time and fees. By selecting a case only time and fees of the entered case will be invoiced.
This will only work with one debtor, the selection debtors will automatically be set.

**All Bookk.**
When using the Trust version of Mill7 all service companies can invoiced in one run by selecting the option All bookk. When the option is not selected only one service company will be invoiced.

**All salesman (AM)**
A salesman or accountmanager can be entered at the debtor.
By making a selection on this accountmanager only debtors of the entered accountmanager will be invoiced.

**All cost centres**
A cost centre can be entered at the debtor.
By making a selection on cost centre only debtors of the entered cost centre will be invoiced.

**All Groups**
A group can be entered in Relation Management in file General.
By making a selection only the selected group will be invoiced.

**Selection of time and fee on invoice and invoice date**

**Invoice date and period**
The invoice date is also the entry date of journals.
Also the period in which the invoices must booked can be entered.

**Invoicing**
Select the different activities that can be invoiced:
- Fixed Fee
- Time
- Disbursements.

To invoice fixed fees enter the invoice month and year for the fixed fees.
Only fixed fees with the same invoice month and year are invoiced.
When in the settings <article selection for invoicing fee> is set on it is possible to select one or more specific fees to be invoiced by using the button <select fees>.

For Time and Disbursements the date until must be entered and the invoice month of the debtors.
The date is for the selection of the time that should be invoiced.
When the setting <Always invoice disbursements until today> is selected, all disbursements until today will be selected..
The <debtor month> is for the selection of the debtors that should be invoiced.

If only approved time is to be invoiced, you first need to check whether all time has been approved.

When an invoice is booked, the invoicing status of the time will change.
Non-recurring fixed fees can only be invoiced once and for recurring fixed fees, the period settings are adjusted to the next period.
In menu maintenance, settings you can define when and how the period is printed on the invoice.
Other options are: the date format, invoice language, how amounts are displayed and counted, surcharges, free amounts, the optional order to print invoices, leading texts for time, disbursements and fixed fees, etc.

**Period fixed fee**
The text regarding the period of the fee is generated based on the periods set in the fee.
Normally a fee is invoiced for the coming period.
If the fee is invoiced afterwards, the field "Invoice text over previous period" can be set in the fee.

### 1.5.2    Drafts on paper

By default all drafts are created on paper. After creation on paper all drafts are deleted in Mill7. The paper drafts can be handed out to the account managers and approved or disapproved with remarks written on the paper draft.



To make the corrections on the drafts, the source must be changed which means corrections must be made to the Fees or Time etc.
After all changes have been made, the new draft can be checked by the option *adjust concept* to view the result.
It is not possible until all drafts are corrected to generate all invoices in one run.

**Book drafts**
Once all drafts are ok, all invoices can be booked by the option *Print and Book.*
By pressing the OK button a screen appears with settings for printing.
If no output is desired, simply uncheck all options. In this case all invoices are saved as PDF-file in
the specified folder.



**Note**
The invoice process can be time consuming. Therefore we recommend that when booking the
drafts to uncheck the Cover letter, Invoice and Time Specification.
That way no output will be created, only journals will be booked.

After the run is finished  press 🖶 Invoice in the menu bar when the invoice screen is open and
choose  *<Booked invoices>.*  Make the right selection of invoices you just created by selection the
correct range of invoice numbers.

Now choose the correct output method and send, print or save the invoices.

### 1.5.3   Allocate draft invoices

When the option  *Allocate draft invoices*  is checked in  Maintenance> Settings> General, drafts will
be created in Mill7.
The draft invoices are not deleted and the Time and Fees in the draft are allocated. These records
cannot be changed until the draft is removed.
This makes it possible to start an invoice run for drafts that are approved at any time. Drafts not
approved or rejected will simply be skipped.
A special screen in Mill7 enables users to approve or reject drafts

To create draft invoices choose ▧ Invoicing followed by the 🕰 button and select the option <
*Allocate drafts*>.

**Create Drafts**
The option Allocate drafts creates draft invoices in Mill7.
After choosing <*OK*> the screen <*Print settings*> pops up.
By checking <*No output*> the drafts are created in Mill7 without a copy on paper or file.

When a draft invoice is made the corresponding time, disbursement and fees are allocated to be sure that these aren't invoiced twice or change before invoicing.
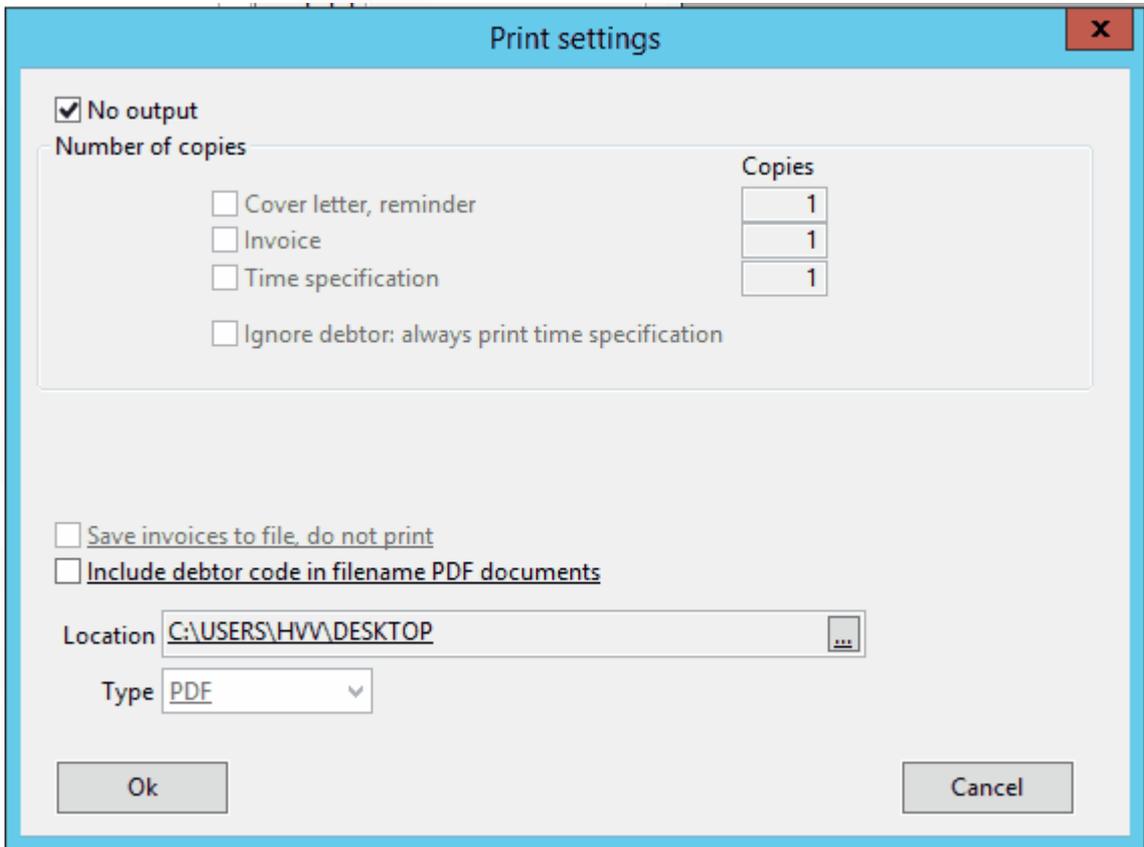
### Approve draft invoices

The drafts are saved in the system and can now be controlled by the account managers using the menu < *Approve draft invoices*>. (menu *Bookkeeping> Time*>).
A list of draft invoices appears for the selected Accountmanager.



By using the <*Show reports*> button the invoice and time specification will be shown on the screen.

Text changes can be made to the invoice or the time specification using the buttons <*Edit invoice*> and <*Edit time*>.

Changes that will affect the amount of the invoice can only be done in the original sources of the invoice details (time and fees).
In that case the draft has to be rejected and deleted. After the changes are made the draft invoice can be created again.

The account manager can approve or reject draft invoices by selecting an invoice and clicking the corresponding button.
By clicking the button twice the rejection or approval can be undone.

**Delete draft invoices**

Re-allocate time, disbursements and fees from a draft invoice can only by deleting the draft.

To delete rejected drafts, press 🖨Invoice in the menu bar when the invoice screen is open, select <*Draft invoices*> and any output option but without checking <*Book invoice*>.
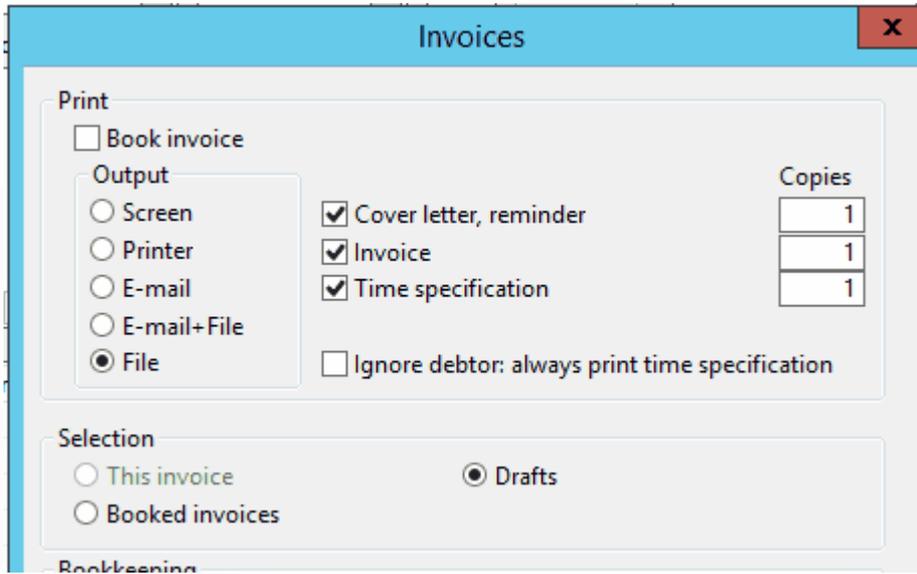


The proposal will show all draft invoices in the system.

After choosing <*Delete drafts*> a popup screen appears in which you can set your delete selection.
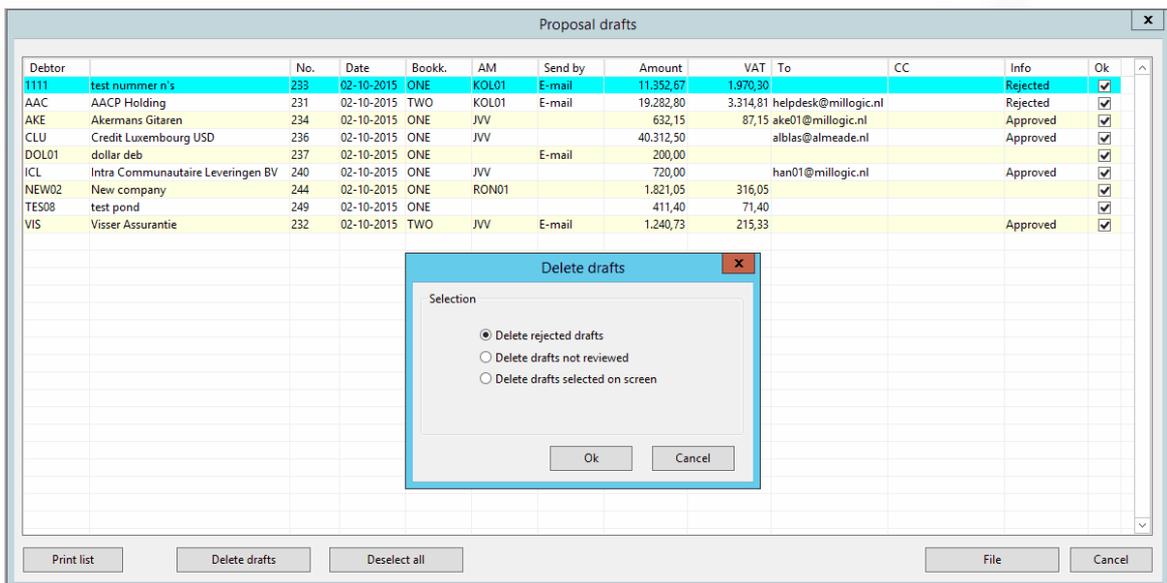
### Book draft invoices
Only draft invoices that are approved can be booked.

Choose the 📄 invoice function followed by 🖨Invoice from the menu bar.



Choose <*Book invoice*>, <*Approved drafts*> and the action you want to proceed while booking the drafts.

The proposal screen will show a list of invoices that meet your selection criteria.
On of the selection criteria is the <*Debtor selection, send by>*.
If you want to send your drafts by e-mail but not to all your debtors please uncheck <Other>, the
list will only show invoices for debtors with the send-option set to *Send by e-mail.*

By confirming the proposal all invoices will be booked.

**Note**
The invoice process can be time consuming. Therefore we recommend that when booking the
drafts to set the output to screen and uncheck the Cover letter, Invoice and Time Specification.
That way no output will be created, only journals will be booked.
After the run is finished  press 🖨Invoice in the menu bar when the invoice screen is open and
choose  <*Booked invoices>.*  Make the right selection of invoices you just created by selection the
correct range of invoice numbers.

Now choose the correct output method and send, print or save the invoices.

## 1.5.4    Sending invoices by e-mail

Invoices can be printed, saved to file and send by e-mail.

When you select an invoice in the invoice screen and press the print button, the selection is set to
*This invoice*.
By selecting e-mail an e-mail will be generated using your locally installed e-mail software like
outlook.
The e-mail will be composed according to the settings made in  *Maintenance - Settings - Invoicing -
E-mail*.
Please look at topic  E-mail settings.

**Sending e-mails in bulk**
Mill7 has the option to send invoices by SMTP or by using the local client.
The settings can be made in menu  *Maintenance - Settings - E-mail*.

Here you can enter the specifics of the SMTP server and test if an e-mail will be delivered.
A test e-mail will be sent using the SMTP server to the address mentioned at SMTP e-mail
address errors.

When you use this option you will not see the e-mails in your e-mail client in the sent items.
The server will sent all the e-mails. You can use the SMTP CC e-mail address to sent a copy to.

When using Outlook a security warning will ask you to confirm each e-mail.
This security warning can be disabled in the settings.

### 1.5.5   Free time

An amount for free time can be entered in the settings of the debtor.

By using free time, time will be invoiced when the amount of time exceeds this free time.
To use this function, you must enable the option  *<Free Time>*  in menu Settings -> Invoicing ->
Surcharge/Free time.
Free time can apply to all time written or a selection based on the article used in the time
registration.
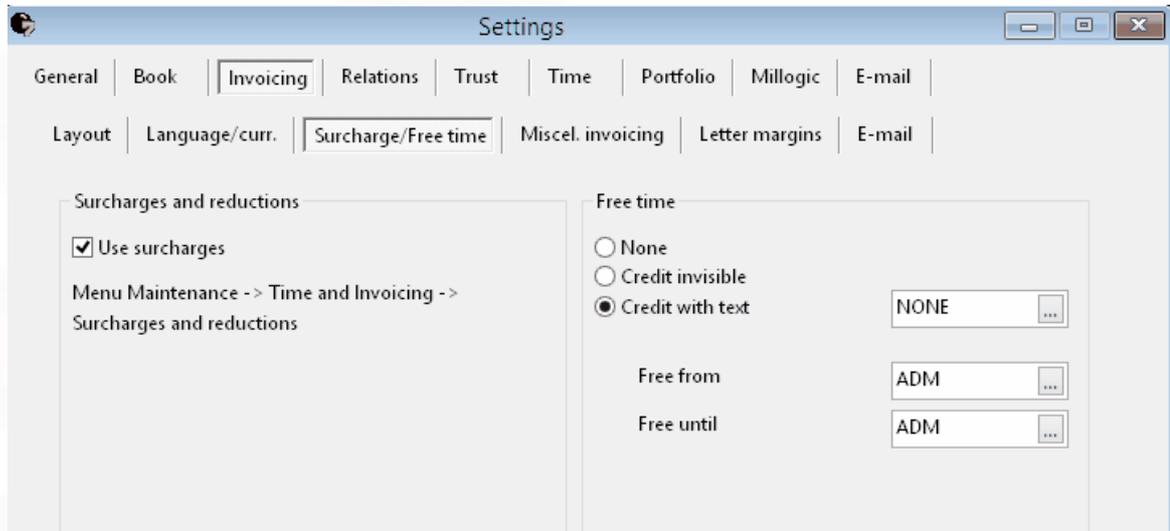


Each time when free time is calculated in an invoice, the field  *<invoiced this year>* is updated.
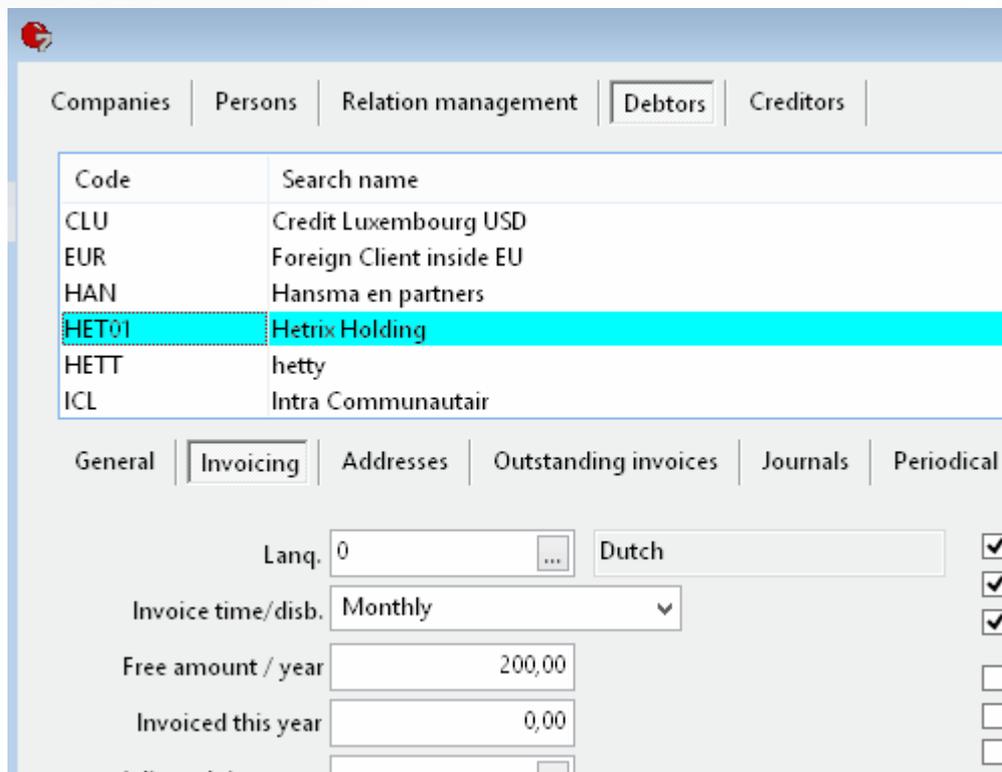
### 1.5.6    Surcharges & Reductions

Surcharges and reductions are used for ranges of articles.
This works with invoicing time, disbursements and fixed fees.

This functionality has to be switched on in the settings on tab page Invoicing.

Surcharges and reductions can be maintained by menu Maintenance -> Time and invoicing.
A surcharge contains a range of articles that have the same percentage of surcharge when invoiced.
When it is a reduction, the percentage must be entered as a negative number.
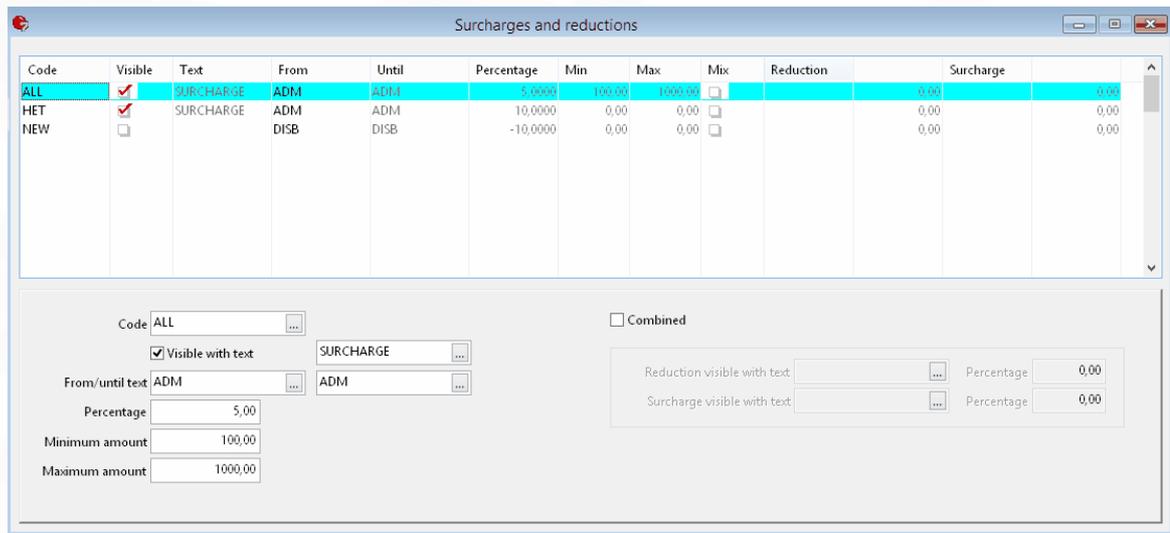


**Code**
A surcharge is identified by a code. This code is not unique and can be entered several times with a different range of articles.
The range of articles entered at a code is not to overlap another range entered at the same code.

The code can be freely chosen, however by using the code ALL a default surcharge is created for all debtors.

An example:

| Code | from article | until article | percentage |
|------|--------------|---------------|------------|
| ALL  | A            | D             | 15         |
| ALL  | E            | U             | 10         |
| ALL  | V            | Y             | 8          |
| ALL  | Z            | Z             | 7          |
| DEB  | A            | D             | 5          |
| DEB  | E            | U             | 7,5        |
| DEB  | V            | Y             | 10         |

By entering a default surcharge ( or reduction ) all invoices will use that surcharge.
For example when an article within the range A - D is invoiced, a surcharge of 15% is calculated.

Different codes can also be entered like DEB. These codes can be used to enter at the debtor as an adjusted surcharge code.
In the example above a surcharge of 5% will be charged to debtors with an adjusted surcharge code set to DEB.

First Mill7 will look if an adjusted surcharge code is entered at the debtor.
When no code is entered or no surcharge is found, Mill7 will try to find a surcharge for code ALL.

### Visible
A surcharge can be added visible to an invoice with a text.
The text and amount will be printed below the group of articles for which the surcharge is calculated.

### Minimum and Maximum
A minimum and maximum amount can be set for a surcharge.
This is not possible with a combined surcharge.
When for example a surcharge of 5% is applicable, but the surcharge calculated does not meet the minimum, the surcharge is set to the minimum amount.
When the maximum amount is exceeded, the amount is set to the maximum amount.

These amounts can be shown visible or invisible. When shown invisible on the invoice, it can be difficult to understand the amounts that appear on the invoice.
If for instance the surcharge is applicable to three invoiced articles, and the minimum has not been reached, the difference with the minimum amount is added to the last line of the three articles.
The same when the maximum amount has been exceeded, the difference with the maximum amount will be deducted from the last line or lines when the difference exceeds the amount of the last line.

To be able to have more insight in the amounts that appear on the invoice, the report "Invoice details" can be used.
Two fields, surcharge and free, are added in which the calculated surcharge or free amount is shown.
The field free contains the amount of free time in the invoice, the total free time can be set at the debtor.

### Combined
When the option visible is checked, this option can be used.
A combination of surcharge and reduction will be made.

A text has to be entered at the surcharge and at the reduction.
On the invoice first the reduction is calculated, followed by the surcharge.
Both are presented visible on the invoice.

# 1.6   Copy and Credit invoices

A booked invoice cannot be changed, except the address or article description.

An invoiced that is already booked can be used to credit an invoice or copy an invoice.

The function can be started via [icon] Invoicing at the menu bar.
Select the invoice at field 'Inv.no.' from the list of booked invoices and select one of the three special functions.



**Credit Invoice**
The <*Change invoice*> screen will shown the data of the selected invoice with all the amounts opposite.
The process to book and send the invoice is the same as described for   Manual invoices.
When the credit invoice is booked extra journal entries are made in a default memorial daybook ( *Maintenance> Settings> Book> General*) to credit both the original invoice and the credit invoice.

**Copy**
The <*Change invoice*> screen will shown the data of the selected invoice.
The process to book and send a new invoice is the same as described for   Manual invoices.

**Display/save new address**
The <Change invoice> screen will shown the data of the selected invoice but with the actual Address data (Debtors tab page Addresses, Invoice address and Cover letter address).

To save, print or e-mail the invoice choose [icon]Invoice from the menu bar.

**Note**
When none of these functions is selected, the <*Booked invoice*> screen will shown the selected invoice.
Only the address fields and the Invoice text field can be changed.

The invoice including changes can be filed, printed or send by choosing [icon]Invoice from the menu bar.

## 1.7    Trouble shooting

When you have problems with invoicing a debtor please read the following checklist:

**General Settings - Invoicing**
- Status debtor
  The status of the debtor must be in the range entered in tab page *<Miscel. invoicing>*, in the
  field  *<Status active debtor from/until>*.
  Debtors with a status outside this range will not be invoiced.

- Minimum time
  A minimum amount can be set for an invoice.  When the amount of an invoice is below the
  minimum, no invoice will be created.
  To invoice this amount you can create this by option Create Concept. Mill7 will ask if you would
  like to create the invoice although below the minimum.
  This minimum is set in tab page *<Language/Cur>.*

- Only invoice time approved by supervisor
  When time is not invoiced or not complete, check this option. Only time approved by the
  supervisor will appear on the invoice.
  This option is set in tab page *<Miscel. invoicing>.*

- Only invoice Time/disb. if fixed fees are invoiced.
  This option applies to all debtors, when no fixed fee is found to invoice, no time will be calculated
  and no invoice will be created.
  This option is set in tab page *<Miscel. invoicing>.*

**Debtor Settings**
- Currency
  Can the currency of the debtor be found in the currency list

- Service company
  Is the code of the service company entered at the debtor found in the bookkeeping list.
  If the code is not found as bookkeeping, Mill7 cannot generate an invoice.

- The settings *<Invoice Time>, <Invoice disbursements>* are used to indicate if time and
  disbursements are invoiced.
  When no time is invoiced, check this setting.

- Block invoices
  A debtor can be blocked for invoicing by option  *<Block invoices>.*

- For each debtor the invoice month can be set. By default it is set to each month which means
  always.
  When set to quarterly or biannually, the month in the invoice selection should correspond with
  this setting.

**Time and Fees selection**
More obvious reasons can be found in the time and fee registration:

• Year and next month in the fees must be set correctly to be included in the invoice.

• Is the invoice status in the time registration set to "J".

• Is the selection set to the desired month and year for selecting the correct Fees or Time.

**E-mail**
Invoices can be made by using Win2pdf as alternative for pdf files created by Crystal Reports. When you use this option the default printer must be set to Win2pdf. If you forget to do so, the invoice will be printed and an e-mail will be sent without attachment.