



OrderWise Accounts Standard Layouts (Normal Item)

Version 20.11

These are the standard Accounts related layouts within OrderWise Business Management software. This is not an exhaustive list but are the typical layouts used within this area of the software. If you require different information to be displayed or have specific branding that is required for your layouts, you should discuss these requirements with your Business Consultant or Project Manager.

The examples included are:

- Batch Customer Invoice
- Credit Control Preemptive
- Credit Control Reminder
- Customer Credit Letter 1
- Customer Credit Letter 2
- Customer Credit Letter 3
- Customer Credit Letter 4
- Customer Statement - All Items
- Customer Statement - OS Items Only
- Remittance Advice
- Supplier Statement - All Items
- Supplier Statement - OS Items Only
- Transactions Due By Period

Your company logo and contact details will replace the Airbox details shown on these examples.

If you require different information or designs than the example included or require specific layout documents that are not included in these examples then please contact us to discuss this.

Air Box

Newton Court
123 Saxilby Road
Saxilby
Lincolnshire
LN1 2LR
01522345678
www.airbox.co.uk
contact@airbox.co.uk



Customer Name & Address

United Hardware Store
2 Rosslyn Avenue
Rutherglen
Glasgow
Strathclyde
G73 3HB
Scotland

BATCH INVOICE

Invoice Date: 07/03/2019
Details: Tool Sharpening
Job No:
Your Acc No: UNIT101
Payment Terms:
30 days from Invoice date

Details	Reference	Line Net	VAT %	Line VAT	Line Gross
Tool Sharpening	Services	37.50	20.00	7.50	45.00
Tool Sharpening	Services	41.67	20.00	8.33	50.00

Payments to be made to the following bank details:

Natwest
High Street
Lincoln
LN1 1VV

Account No: 01020304
Sort Code: 01-00-01

BIC/Swift: NWBK
IBAN: GB29 NWBK 010001 0102034

Total Net:	79.17
VAT:	15.83
Total:	95.00
Pound sterling	



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Express Services
999 B8086
Isle of Colonsay
Argyll and Bute, Scotland
PA61 7YU
United Kingdom

Wednesday, 26 August 2020

Dear Sir/Madam,

This is a reminder that the below transaction(s) are now due for payment.

Please see the breakdown below of any invoices that are now due for payment.

Record Type	Reference 1	Reference 2	Reference 3	Outstanding	Payment Due Date
Batch customer invoice	Tool Sharpening services			85.60	07/02/2019
Batch customer invoice	Tool Sharpening services			35.45	08/03/2019
Batch customer invoice	Tool Sharpening services			80.00	06/04/2019
Batch customer invoice	Tool Sharpening services			54.00	09/05/2019

Please ensure the above transactions are paid promptly to avoid your account being placed on hold with us.

Yours Faithfully

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Wednesday, 26 August 2020

Dear Sir/Madam,

Please note that your account with us is now overdue by £255.05.

We should be grateful to receive full payment by return.

Record Type	Date	Reference 1	Reference 2	Reference 3	Outstanding	Overdue
Batch customer invoice	08/01/2019	Tool Sharpening services			85.60	<input checked="" type="checkbox"/>
Batch customer invoice	06/02/2019	Tool Sharpening services			35.45	<input checked="" type="checkbox"/>
Batch customer invoice	07/03/2019	Tool Sharpening services			80.00	<input checked="" type="checkbox"/>
Batch customer invoice	09/04/2019	Tool Sharpening services			54.00	<input checked="" type="checkbox"/>

Yours Faithfully

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Wednesday, 26 August 2020

Dear Sir/Madam,

Please note that your account with us is now overdue by £255.05.

As no payment has been received, we regret to inform you that we have now placed your account on hold and we will be unable to fulfil any further orders from you until your account is brought up to date.

Record Type	Date	Reference 1	Reference 2	Reference 3	Outstanding	Overdue
Batch customer invoice	08/01/2019	Tool Sharpening services			85.60	<input checked="" type="checkbox"/>
Batch customer invoice	06/02/2019	Tool Sharpening services			35.45	<input checked="" type="checkbox"/>
Batch customer invoice	07/03/2019	Tool Sharpening services			80.00	<input checked="" type="checkbox"/>
Batch customer invoice	09/04/2019	Tool Sharpening services			54.00	<input checked="" type="checkbox"/>

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Wednesday, 26 August 2020

Dear Sir/Madam,

Despite multiple attempts to contact you regarding your overdue account, the balance of £255.05 still remains unpaid.

Record Type	Date	Reference 1	Reference 2	Reference 3	Outstanding	Overdue
Batch customer invoice	08/01/2019	Tool Sharpening services			85.60	<input checked="" type="checkbox"/>
Batch customer invoice	06/02/2019	Tool Sharpening services			35.45	<input checked="" type="checkbox"/>
Batch customer invoice	07/03/2019	Tool Sharpening services			80.00	<input checked="" type="checkbox"/>
Batch customer invoice	09/04/2019	Tool Sharpening services			54.00	<input checked="" type="checkbox"/>

If full payment of the above is not received within 7 days, we will have no choice but to take legal action to recover this debt.

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Wednesday, 26 August 2020

Dear Sir/Madam,

Despite our final attempts to contact you to settle your account, this remains severely overdue with a balance of £255.05.

Record Type	Date	Reference 1	Reference 2	Reference 3	Outstanding	Overdue
Batch customer invoice	08/01/2019	Tool Sharpening services			85.60	<input checked="" type="checkbox"/>
Batch customer invoice	06/02/2019	Tool Sharpening services			35.45	<input checked="" type="checkbox"/>
Batch customer invoice	07/03/2019	Tool Sharpening services			80.00	<input checked="" type="checkbox"/>
Batch customer invoice	09/04/2019	Tool Sharpening services			54.00	<input checked="" type="checkbox"/>

Unfortunately at this stage our final option is to take legal action to recover this debt.

Yours Faithfully

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Invoice Address

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STATEMENT ALL ITEMS

FAO: Macaulay Doherty
Date From: 01/04/2019
Date To: 31/03/2020
Your Acc No: EXPR195
Currency: Pound sterling

Date	Type	Reference 1	Reference 2	Disputed	Debit	Credit	Balance
		Opening balance			201.05	0.00	
09/04/2019	Sales invoice	Tool Sharpening services		<input type="checkbox"/>	54.00	0.00	255.05
23/04/2019	Sales invoice	Sales Invoice: 3653	Order No: 2528	<input type="checkbox"/>	579.64	0.00	834.69
03/05/2019	Sales invoice	Sales Invoice: 3676	Order No: 2528	<input type="checkbox"/>	243.12	0.00	1,077.81
08/07/2019	Payment on account	Payment for order 2528	Invoice No: 3653,3676		0.00	822.76	255.05
17/07/2019	Sales invoice	Sales Invoice: 3849	Order No: 2726	<input type="checkbox"/>	665.85	0.00	920.90
17/07/2019	Payment on account	Payment for order 2726	Invoice No: 3849		0.00	665.85	255.05
24/07/2019	Sales invoice	Sales Invoice: 3878	Order No: 2769	<input type="checkbox"/>	161.36	0.00	416.41
24/07/2019	Payment on account	Payment for order 2769	Invoice No: 3878		0.00	161.36	255.05
		Closing balance			255.05	0.00	

AGED BALANCES

Current	Period 1	Period 2	Period 3	Older
0.00	0.00	0.00	0.00	255.05

ACCOUNT BALANCE

255.05

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STATEMENT O/S ITEMS

FAO: Macaulay Doherty
Date: 26/08/2020
Your Acc No: EXPR195
Currency: Pound sterling

Date	Type	Reference 1	Reference 2	Disputed	Debit	Credit	Balance
08/01/2019	Sales invoice	Tool Sharpening services		<input type="checkbox"/>	85.60	0.00	85.60
06/02/2019	Sales invoice	Tool Sharpening services		<input type="checkbox"/>	35.45	0.00	121.05
07/03/2019	Sales invoice	Tool Sharpening services		<input type="checkbox"/>	80.00	0.00	201.05
09/04/2019	Sales invoice	Tool Sharpening services		<input type="checkbox"/>	54.00	0.00	255.05

AGED BALANCES

Current	Period 1	Period 2	Period 3	Older
0.00	0.00	54.00	80.00	121.05

ACCOUNT BALANCE

255.05

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Supplier Address

AG Oliver Ltd
131 Hawkins Road
Southsea
Hampshire
PO4 6SN
England

REMITTANCE ADVICE NOTE

Payment Date	01/08/2019
Our Ref.:	AGOL552
Your Ref.:	AIRBOX

Reference 1	Reference 2	Reference 3	Invoice Date	Invoice Total	Amount Paid	Outstanding
Supplier Invoice No: AGO-08072019	PO No: 744	Accounts Ref:	08/07/2019	958.60	958.60	0.00

TOTAL PAID
958.60

Pound sterling

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Supplier Name & Address

AG Oliver Ltd
131 Hawkins Road
Southsea
Hampshire
PO4 6SN
England

STATEMENT

Date From: 27 July 2019
Date To: 27 August 2020
Our Acc No: AIRBOX
Currency: Pound sterling

Date	Type	Reference 1	Reference 2	Reference 3	Debit	Credit	Balance
		Opening balance			0.00	3,166.47	
31/07/2019	Purchase invoice	Supplier Invoice No: AGO-31072019	PO No: 835	Accounts Ref:	0.00	1,349.12	4,515.59
01/08/2019	Purchase invoice	Supplier Invoice No: AGO-01082019	PO No: 854	Accounts Ref:	0.00	600.00	5,115.59
01/08/2019	Purchase payment	Aug 2019 Supplier Payments			958.60	0.00	4,156.99
		Closing balance			0.00	4,156.99	

AGED BALANCES

Current	Period 1	Period 2	Period 3	Older
0.00	0.00	0.00	0.00	4,156.99

ACCOUNT BALANCE

4,156.99

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Supplier Name & Address

AG Oliver Ltd
131 Hawkins Road
Southsea
Hampshire
PO4 6SN
England

STATEMENT O/S ITEMS ONLY

Date: 26/08/2020

Our Acc No: AIRBOX

Currency: Pound sterling

Date	Type	Reference 1	Reference 2	Reference 3	Disputed	Debit	Credit	Balance
17/07/2019	Purchase invoice	Supplier Invoice No: AGO-17072019	PO No: 790	Accounts Ref:	<input type="checkbox"/>	0.00	1,156.51	1,156.51
17/07/2019	Purchase invoice	Supplier Invoice No: AGO-17072019	PO No: 810	Accounts Ref:	<input type="checkbox"/>	0.00	837.74	1,994.25
24/07/2019	Purchase invoice	Supplier Invoice No: AGO-24072019	PO No: 822	Accounts Ref:	<input type="checkbox"/>	0.00	213.62	2,207.87
31/07/2019	Purchase invoice	Supplier Invoice No: AGO-31072019	PO No: 835	Accounts Ref:	<input type="checkbox"/>	0.00	1,349.12	3,556.99
01/08/2019	Purchase invoice	Supplier Invoice No: AGO-01082019	PO No: 854	Accounts Ref:	<input type="checkbox"/>	0.00	600.00	4,156.99

AGED BALANCES

Current	Period 1	Period 2	Period 3	Older
4,156.99	0.00	0.00	0.00	0.00

ACCOUNT BALANCE

4,156.99

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STATEMENT O/S ITEMS

FAO: Macaulay Doherty
Date: 26/08/2020
Your Acc No: EXPR195
Transactions: Within 30 days
and older

Currency: Pound sterling

Date	Type	Reference 1	Reference 2	Disputed	Debit	Credit	Balance
08/01/2019	Batch customer invoice	Tool Sharpening services		<input type="checkbox"/>	85.60	0.00	85.60
06/02/2019	Batch customer invoice	Tool Sharpening services		<input type="checkbox"/>	35.45	0.00	121.05
07/03/2019	Batch customer invoice	Tool Sharpening services		<input type="checkbox"/>	80.00	0.00	201.05
09/04/2019	Batch customer invoice	Tool Sharpening services		<input type="checkbox"/>	54.00	0.00	255.05

AGED BALANCES

Current	Period 1	Period 2	Period 3	Older
0.00	0.00	0.00	0.00	0.00

BALANCE

255.05

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