

Displaying Payment Status Indicators in the Document List

Scope

This article applies to both **FirstBIT ERP** and **FirstBIT Contracting** configurations.

The described behavior is part of the standard payment status calculation logic implemented in both configurations.

Overview

The Payment Indicator is calculated automatically by the system.

The calculation logic depends on the document type.

For example:

- for **Invoice** and **Invoice Received**, the indicator is calculated by comparing values from the **Sales** and **Accounts Receivable** registers;
- for **Customer Order** and **Purchase Order**, the indicator is calculated using the **Invoices and Orders Payment** accumulation register.

Based on these calculations, the system displays the appropriate Payment Indicator for the document.

As a result, reducing the outstanding balance does not always change the Payment Indicator.

Payment Status Icons

Depending on the calculated payment status, one of the following **Payment Indicators** is displayed for the document.:

Status	Description	Icon
Unpaid (payment not required)	The document is unpaid, but payment is not required because a Credit Note has been posted.	
Partially paid (not overdue)	The document has not been fully paid, but the payment due date has not yet passed.	
Fully paid	The document has been completely settled.	
Fully unpaid	No payments have been registered for the document.	
Partially paid (less than 50%)	Less than half of the document amount has been paid and the payment is overdue.	
Partially paid (more than 50%)	More than half of the document amount has been paid and the payment is overdue.	
Not posted	The document exists in the system but has not been posted.	

Payment Status Calculation Logic

The Payment Indicator is calculated differently depending on the document type.

Invoice and Invoice Received

For **Invoice** and **Invoice Received** documents, the system calculates the following values.

Sales Amount

Calculated based on the turnover in the **Sales** register.

Accounts Receivable Amount

Calculated based on the remaining balance in the **Accounts Receivable** register.

The Payment Indicator is determined by comparing these calculated values according to the implemented algorithm.

Therefore, for Invoices, the Payment Indicator reflects the relationship between register values rather than simply the remaining outstanding balance.

Customer Order and Purchase Order

For **Customer Order** and **Purchase Order** documents, the Payment Indicator is calculated using the **Invoices and Orders Payment** register.

The system compares the following values:

- **Amount** (the total amount of the Order);
- **Amount of Advance**;
- **Amount of Payment**.

Based on the comparison of these values, the system automatically determines the Payment Indicator displayed for the Order.

Unlike Invoices, the Payment Indicator for Orders is not based on the **Sales** and **Accounts Receivable** registers. Instead, it reflects the payment progress recorded in the **Invoices and Orders Payment** accumulation register.

Document's Registers Records

Customer Order #NN00-000013 from 3/22/2018
Document's Registers Records

Accumulation Register "Customer Orders (Financial Accounting)"

Accumulation Register "Invoices and Orders Payment"

Period	Proforma invoice	Entity	Accounting Currency	Amount	Amount of Advance	Amount of Payment	Amount (Cur.)	Amount of Advance (Cur.)	Amount of Payment (Cur.)
3/22/2018 12:00:00 PM	Customer Order #NN00-000013 from 3/22/2018	Nel New Trading Limited	AED	300			300		

Information Register "Accounts Receivable (Payment Terms Versions)"

Accumulation Register "Accounts Receivable (Payment Terms)"

Accumulation Register "Inventory Relocation Graph"

Accumulation Register "Customer Orders"

Invoices and Orders Payment

Proforma invoice: Customer Order #NN00-000013 from 3/22/2018

Period	Recorder	Li...	Proforma invoice	Entity	Accou...	Amount	Amount of Advance	Amount of Payment	Amount (Cur.)
3/22/2018 12:00:00 PM	Customer Order #NN00-000013 from 3/22/2018	1	Customer Order #NN00-000013 from 3/22/2018	Nel New Tradin...	AED	300.00			
3/22/2018 12:30:00 PM	Cash Receipt NN00-000006 from 3/22/2018	1	Customer Order #NN00-000013 from 3/22/2018	Nel New Tradin...	AED			120.00	

Filtering by Payment Indicator

The **Payment Indicator** is intended for visual reference only.

It is calculated dynamically by the system and is not stored as a separate document attribute.

Therefore, the Payment Indicator:

- cannot be used as a filter in list forms;
- cannot be used in search conditions;
- cannot be used as a selection criterion in standard reports.

To analyze outstanding invoices, use the **Balance** column or settlement reports instead.

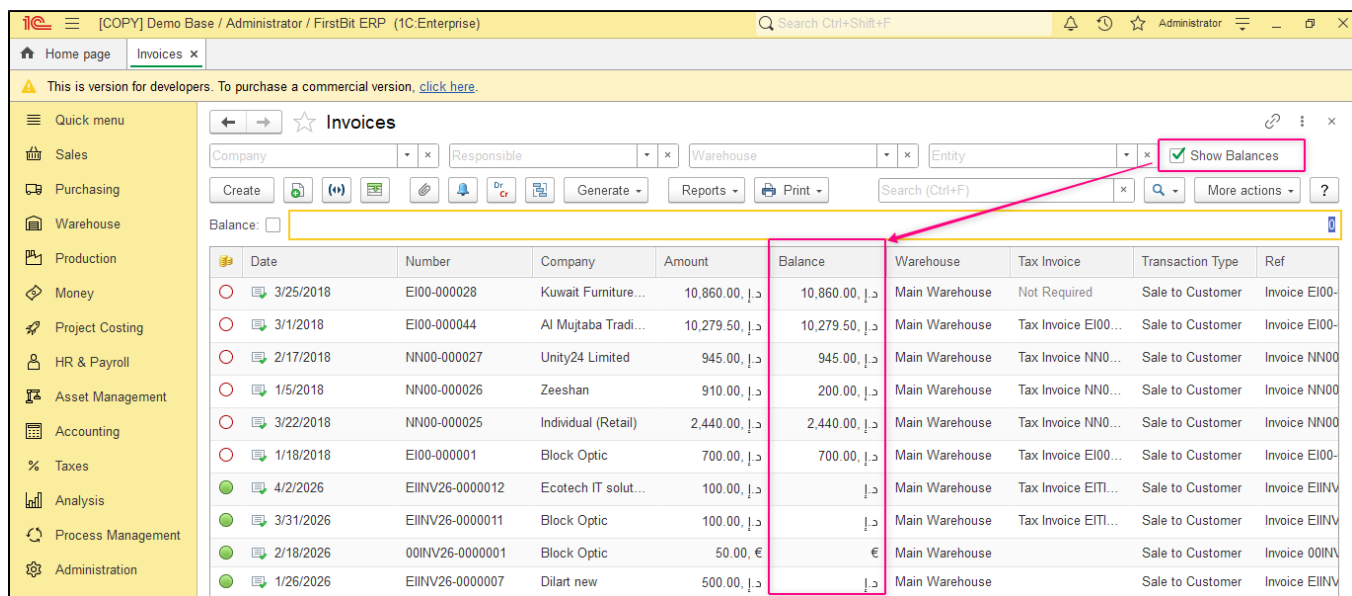
How to Check the Actual Outstanding Balance

The **Payment Indicator** is intended for visual reference only and should not be used as the primary source for analyzing customer debt or filtering documents.

To verify the actual outstanding amount, use one of the methods below.

Method 1. Display the Balance Column

Enable the **Show Balance** column in the Invoice or Invoice Received list.



	Date	Number	Company	Amount	Balance	Warehouse	Tax Invoice	Transaction Type	Ref
○	3/25/2018	EI00-000028	Kuwait Furniture...	10,860.00, ﷵ	10,860.00, ﷵ	Main Warehouse	Not Required	Sale to Customer	Invoice EI00-
○	3/1/2018	EI00-000044	Al Mujtaba Tradi...	10,279.50, ﷵ	10,279.50, ﷵ	Main Warehouse	Tax Invoice EI00...	Sale to Customer	Invoice EI00-
○	2/17/2018	NN00-000027	Unity24 Limited	945.00, ﷵ	945.00, ﷵ	Main Warehouse	Tax Invoice NN0...	Sale to Customer	Invoice NN00
○	1/5/2018	NN00-000026	Zeeshan	910.00, ﷵ	200.00, ﷵ	Main Warehouse	Tax Invoice NN0...	Sale to Customer	Invoice NN00
○	3/22/2018	NN00-000025	Individual (Retail)	2,440.00, ﷵ	2,440.00, ﷵ	Main Warehouse	Tax Invoice NN0...	Sale to Customer	Invoice NN00
○	1/18/2018	EI00-000001	Block Optic	700.00, ﷵ	700.00, ﷵ	Main Warehouse	Tax Invoice EI00...	Sale to Customer	Invoice EI00-
●	4/2/2026	EIINV26-0000012	Ecotech IT solut...	100.00, ﷵ	ﷵ	Main Warehouse	Tax Invoice EITI...	Sale to Customer	Invoice EIINV
●	3/31/2026	EIINV26-0000011	Block Optic	100.00, ﷵ	ﷵ	Main Warehouse	Tax Invoice EITI...	Sale to Customer	Invoice EIINV
●	2/18/2026	00IINV26-0000001	Block Optic	50.00, €	€	Main Warehouse		Sale to Customer	Invoice 00IINV
●	1/26/2026	EIINV26-0000007	Dilart new	500.00, ﷵ	ﷵ	Main Warehouse		Sale to Customer	Invoice EIINV

The Balance column displays the current remaining amount due for each document and allows users to analyze:

- fully paid documents;
- partially paid documents;
- unpaid documents.

You can also configure filters for this column using appropriate comparison conditions.

[COPY] Demo Base / Administrator / FirstBit ERP (1C:Enterprise) Search Ctrl+Shift+F Administrator

Home page Invoices x

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Invoices

Company Responsible Warehouse Entity Show Balances

Create Generate Reports Print Search (Ctrl+F) More actions ?

Balance: ☒ Less than 1,000

Date	Number	Company	Amount	Balance	Warehouse	Tax Invoice	Transaction Type	Ref
1/29/2018	EI00-000010	The Finewatch L...	1,440.00, د.ا.	40.00, د.ا.	Main Warehouse	Tax Invoice EI00...	Sale to Customer	Invoice EI00-
4/16/2017	EI00-000012	Dilart new	60,543.50, د.ا.	950.00, د.ا.	Main Warehouse	Not Required	Sale to Customer	Invoice EI00-
1/12/2026	EIINV26-0000003	Dilart new	475.00, د.ا.	975.00, د.ا.	Main Warehouse		Sale to Customer	Invoice EIINV
3/22/2018	NN00-000013	Mecon Media C...	300.00, د.ا.	180.00, د.ا.	Main Warehouse	Tax Invoice NN0...	Sale to Customer	Invoice NN00
2/28/2018	NN00-000010	Multi Printed Cir...	189.00, د.ا.	169.00, د.ا.	Main Warehouse	Tax Invoice NN0...	Sale to Customer	Invoice NN00
2/26/2018	EI00-000018	Unity24 Limited	350.00, د.ا.	175.00, د.ا.	Main Warehouse	Tax Invoice EI00...	Sale to Customer	Invoice EI00-
3/31/2026	NNINV26-0000003	Block Optic	100.00, د.ا.	100.00, د.ا.	Main Warehouse	Tax Invoice EITI...	Sale to Customer	Invoice NNIN
1/26/2026	NNINV26-0000002	Dilart new	475.00, د.ا.	475.00, د.ا.	Main Warehouse		Sale to Customer	Invoice NNIN
1/19/2026	NNINV26-0000001	Dilart new	475.00, د.ا.	475.00, د.ا.	Main Warehouse		Sale to Customer	Invoice NNIN
1/16/2026	NNINV26-0000004	Block Optic	500.00, د.ا.	500.00, د.ا.	Main Warehouse	Tax Invoice EITI...	Sale to Customer	Invoice NNIN
1/2/2026	EIINV26-0000002	Dilart new	569.05, د.ا.	569.05, د.ا.	Main Warehouse	Tax Invoice EITI...	Sale to Customer	Invoice EIINV
1/2/2026	EIINV26-0000001	Individual (Retail)	500.00, د.ا.	500.00, د.ا.	Main Warehouse	Tax Invoice EITI...	Sale to Customer	Invoice EIINV
12/3/2025	EIINV25-0000002	Al Mujtaba Tradi...	500.00, د.ا.	500.00, د.ا.	Main Warehouse	Tax Invoice EITI...	Sale to Customer	Invoice EIINV

For additional information, refer to:

- [How to Display the Invoice Balance in the Invoice List](#)
- [Configure List Option \(Filter\)](#)

Method 2. Generate the Statement of Settlements Report

Generate the **Statement of Settlements with Customers/Suppliers** report from the Sales or Purchasing module.

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Home page Invoices x Reports of Purchasing x Statement of Settlements with Suppliers x

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Statement of Settlements with Suppliers

Generate Find... Send... Quick Settings More actions

STATEMENT OF SETTLEMENTS WITH SUPPLIERS

Accounting Currency	Opening Balance			Purchase		Prepayment		
Company	Debt	Prepayment	Total	Purchased	Paid	Transferred	Set Off	
Contract								
AED				1,536,729.97	1,255,978.35	124,751.05	104,086.05	280,71
Al Azeez Warehouse				3,150.00				3.1
Main Contract				3,150.00				3.1
Aramex				4,500.00	500.00			4.0
Delivery				4,500.00	500.00			4.0
Bank NBD				6.93				
Loan (car)				6.93				
Bowbridge Software				1,363.95	1,363.95			
# 754B from 01.01.2017 (AED)				1,363.95	1,363.95			
Dilart new				1,836.25				1.8
# from 1/1/2026 (USD)				1,836.25				1.8
Esge-Tool-Trading LTD				42,403.03	38,370.00	6,400.00	6,400.00	4.0
# 8645T from 01.01.2017 (AED)				42,403.03	38,370.00	6,400.00	6,400.00	4.0
Eurocoffee				4,252.50	4,252.50	1,155.00	1,155.00	
Main Contract				4,252.50	4,252.50	1,155.00	1,155.00	
Gatapex Medical Limited				8,845.00	3,250.00			5.5
# 753M from 01.01.2017 (AED)				8,845.00	3,250.00			5.5
Geepas Distribution LTD				3,601.50				3.6
Main Contract				3,601.50				3.6
Good Furniture ME				357,979.50	357,979.50	96,222.05	91,422.05	
# 2344C from 01.01.2017 (AED)				357,979.50	357,979.50	96,222.05	91,422.05	
Goody warehouse service providers				4,935.00				4.9
Main Contract				4,935.00				4.9
Hardware Store				51,732.50	51,282.50	2,150.00	2,150.00	4

This report provides detailed information about:

- settlements with customers and suppliers;

- payment allocations;
- remaining balances;
- payment history across all related documents.

Credit Notes documents and the Payment Indicator

Situation:

Based on Invoice document Credit Note was created (Invoice Correction or Goods Return transaction type) amount of initial document was corrected - but will it be visible with indicator?

Example:

initial Invoice:

#	Item	Content	Warranty Duration	Quantity	UOM	Price	Auto. Discount, %	Auto. Discount	Amount	VAT, %	VAT Amount	Total	Income Item	Expense Item
1	Rent a Car Expenses	Rent a Car Expenses		10,000	NOS	1 100.00			11 000.00	5%	550.00	11 550.00	Sales Revenue	Not Applicable

Credit Note:

#	Item	Content	Quantity	UOM	Price	Auto. Discount, %	Auto. Discount	Amount	VAT, %	VAT Amount	Total	Income Item	Expense Item	Business Activity
1	Rent a Car Expenses	Rent a Car Expenses	10,000	NOS	900.00			9 000.00	5%	450.00	9 450.00	Sales Revenue	Not Applicable	Main Activity

And setting on Settlements tab may have impact to payment indication.

Credit Note without Advance

When a Credit Note is created without the **Advance** option (on Settlements tab):

- the outstanding Accounts Receivable balance is reduced correctly;
- the remaining amount due is recalculated correctly;
- subsequent **Bank Receipt** documents will suggest only the remaining outstanding amount for payment.

← → ☆ Credit Note 0000011 dated 03.07.2026 15:28:40 🔗 Conversation ⋮ ×

Main Approvals History of Approval History of Object Status Changes Taken Decisions Statement of Mutual Settlements

Post and close Save Post Generate - Settings Print - More actions - ?

Main Inventory (1) Settlements (1) Additional Information

On this tab, you can specify how the amount of this Credit Note should be used:
 • Leave the table empty to indicate that, on posting, the system should automatically apply the Credit Note amount against the basis. Any excess amount will be posted as an advance.
 • Use the table to manually distribute this amount between the application to basis and advance.
 Such advances can be later applied to other documents or used as a basis for refund.

Add Fill by Balances Search (Ctrl+F) More actions -

#	Advance	Document	Customer Order	Amount	GL Accounts
1	☐	Invoice 000012 dated 16.06.2026 15:35:15		9 450,00	2030100

However, because both the **Sales Amount** and the **Accounts Receivable Amount** are reduced proportionally, the values remain equal. According to the implemented payment indicator algorithm, the Invoice continues to display the **Not Paid** status.

← → ☆ Document's Registers Records 🖨️ 🔍 🔗 ⋮ ×

Horizontal Details Vertical Details

Credit Note 0000011 dated 03.07.2026 15:28:40
Document's Registers Records

Accounting Register "General Ledger"

Accumulation Register "Sales"

Period	Item	Document	VAT Rate	Entity	Company	Contract	Customer Order	Dep
03.07.2026 15:28:40	Rent a Car Expenses	Invoice 000012 dated 16.06.2026 15:35:15	5%	QBD Construction LLC	Test Customer	Main Contract		Cons

Accumulation Register "Revenue and VAT Amount Calculation"

Accumulation Register "Accounts Receivable (Payment Terms)"

Accumulation Register "Output VAT"

Accumulation Register "Accounts Receivable"

Record Type	Period	Entity	Accounts Type	Company	Contract	Document	Order	GL A
Expense	03.07.2026 15:28:40	QBD Construction LLC	Advance	Test Customer	Main Contract	Credit Note 0000011 dated 03.07.2026 15:28:40		Prep.
Receipt	03.07.2026 15:28:40	QBD Construction LLC	Advance	Test Customer	Main Contract	Credit Note 0000011 dated 03.07.2026 15:28:40		Prep.
Receipt	03.07.2026 15:28:40	QBD Construction LLC	Debt	Test Customer	Main Contract	Invoice 000012 dated 16.06.2026 15:35:15		Curre from

Accumulation Register "Finished Goods and Work Output"

And indication:

	16.06.2026	000012	Test Customer	11 550,00, ل.د	< n/a >	2 100,00, ل.د	Main Warehouse
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This behavior is expected.

Credit Note with Advance

When the **Advance** option is selected:

- the posting logic differs from a standard Credit Note;
- the calculated values of the **Sales** and **Accounts Receivable** registers are no longer equal;
- therefore, the Invoice payment indicator changes to reflect a **Partially Paid** status.

← → ☆ Credit Note 0000011 dated 03.07.2026 15:28:40 🔗 Conversation

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[More actions - ?](#)

[Main](#)
[Inventory \(1\)](#)
[Settlements \(1\)](#)
[Additional Information](#)

On this tab, you can specify how the amount of this Credit Note should be used:

- Leave the table empty to indicate that, on posting, the system should automatically apply the Credit Note amount against the basis. Any excess amount will be posted as an advance.
- Use the table to manually distribute this amount between the application to basis and advance. Such advances can be later applied to other documents or used as a basis for refund.

[Add](#)
[⬆️](#)
[⬆️](#)
[Fill by Balances](#)
Search (Ctrl+F)
[More actions -](#)

#	Advance	Document	Customer Order	Amount	GL Accounts
1	☒	Not Applicable		9 450,00	Not Applicable

← → ☆ Document's Registers Records 🖨️ 📄 🔍 🔗 ⋮

[Horizontal Details](#)
[Vertical Details](#)

Credit Note 0000011 dated 03.07.2026 15:28:40
Document's Registers Records

Accounting Register "General Ledger"

Accumulation Register "Sales"

Period	Item	Document	VAT Rate	Entity	Company	Contract	Customer Order	Department	Response
03.07.2026 15:28:40	Rent a Car Expenses	Invoice 000012 dated 16.06.2026 15:35:15	5%	QBD Construction LLC	Test Customer	Main Contract		Construction	

Accumulation Register "Revenue and VAT Amount Calculation"

Accumulation Register "Output VAT"

Accumulation Register "Accounts Receivable"

Record Type	Period	Entity	Accounts Type	Company	Contract	Document	Order	GL Account	Account
Expense	03.07.2026 15:28:40	QBD Construction LLC	Advance	Test Customer	Main Contract	Credit Note 0000011 dated 03.07.2026 15:28:40		Prepayments from Customers	AED

Accumulation Register "Finished Goods and Work Output"

Accumulation Register "Income and Expenses"

And indication:

☒	📅	16.06.2026	000012	Test Customer	11 550,00, ل.ا	< n/a >	11 550,00, ل.ا	Main Warehouse
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This behavior is also expected.

Important Note

The **Payment Indicator** should not be interpreted as the customer's outstanding balance. It provides a visual indication of the document settlement status but does not represent the actual amount due.

A Credit Note may reduce the remaining amount due while the payment status indicator remains unchanged, depending on how the document affects the values used in the payment status calculation.

To verify the actual outstanding balance, always refer to the Accounts Receivable information and settlement calculations rather than relying solely on the payment indicator.

Summary

The Payment Indicator is calculated using different algorithms depending on the document type.

- For **Invoice** and **Invoice Received**, the system compares values from the **Sales** and **Accounts Receivable** registers.
- For **Customer Order** and **Purchase Order**, the system compares the Order Amount with the registered Advance and Payment amounts stored in the **Invoices and Orders Payment** register.

Therefore:

- a standard Credit Note created without the **Advance** option may reduce the outstanding balance without changing the Payment Indicator;
- a Credit Note created with the **Advance** option may update the Payment Indicator;
- the **Payment Indicator** is intended for visual reference only and cannot be used for filtering or searching documents;
- actual debt analysis should always be performed using the **Balance** column, settlement reports, and Accounts Receivable balances;
- this behavior is standard and is implemented identically in both FirstBIT configurations.

Thank you for being FirstBIT Customer!