Functions in Bg Invoice SPA (Bg Faktura SPA)

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1 Introduction: Functions in New Bg Invoice

Bg Faktura is a web application for invoicing the payment services that the bank customer uses. The bank can also invoice the bank customer for the bank's own services via Bg Faktura. It is also possible to preview, cancel, credit and create a new invoice.

The bank creates its own service structure consisting of the services offered by the bankgiro system and prices them in a standard price list for the bank customer. This is done by a so called "superuser" centrally at the bank.

Each customer manager or administrator can then decide whether the customer should pay the bank's standard price, receive a customer-unique price for a certain service or pay a certain percentage of the standard price. The customer manager specifies the prices that should apply to a certain customer and registers basic information about the bank customer such as name, address, etc.

2 New Interface

Bg Faktura has since 2023-01-09 received a new interface with a new color and shape. The new interface is responsive and adapts the page to the size of the screen you are using.

The new interface is presented below as Bg Invoice and all functions are specified below in the document.

3 User manual and other information about the application

The target group for this user manual is administrators or customer representatives at the bank.

On every page in the application there is a help button in the right-hand corner.
If you click on Help in the menu selection, the user manual opens.

” The black list”

Web application information
This shows which web application is being used, in this case Bg Invoice.

Information about users and bank affiliation

Here, the name or User ID of the user who is logged in and which bank they belong to are displayed.

Language
You can choose to have all information in the web application presented in Swedish or English by clicking on the icon for Swedish or English, respectively.

Log Out
Click *Logout* at the top right to end the connection.

Info buttons
In the application there are round black info buttons where more information about the various functions are described. To be able to see the information, you have to press the button.

4 Start

At the top of the image is the search field. There you enter information about the customer you want to search for. When you enter Bg Faktura, you have usually already entered the organization number or bankgiro number you want to look at.

Otherwise, you must do a new search for organization number or bankgiro number before you can look at or perform tasks in the menu selection on the left.

Menu selection in Bg Invoice
In the menu selection at the top left, you can choose which information you want to see and change. The menu selection has three main headings:

- Start – Any information from Bankgirot, e.g. operating information.
- Customer – Used to view and change the customer's overview, price list, invoices.
- Bank - Used to view and change the bank's service structure and the bank's standard price list.

5 Customer

5.1 Overview

The purpose of the view is to display the customer's current billing information. This information is taken from the banks' agreement register Bg Avtal.

If any value is to be changed, select *Edit* at the top right.
See further in section 5.1 what changes can be made

Two functionalities that have been added are that you as an administrator receive notifications in the application.

Change of customer information

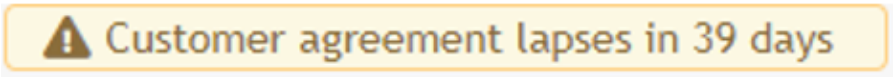
If changes have been made to customer information since the last billing session, a notice is displayed above the current customer information.

The image below illustrates how the notice may look.

Outgoing price agreement

For customers with customer-unique prices, a notice appears at the top right of the customer overview, which gives you information about when the customer's price agreement expires. This notice is displayed when there are 90 days left on the customer's price agreement.

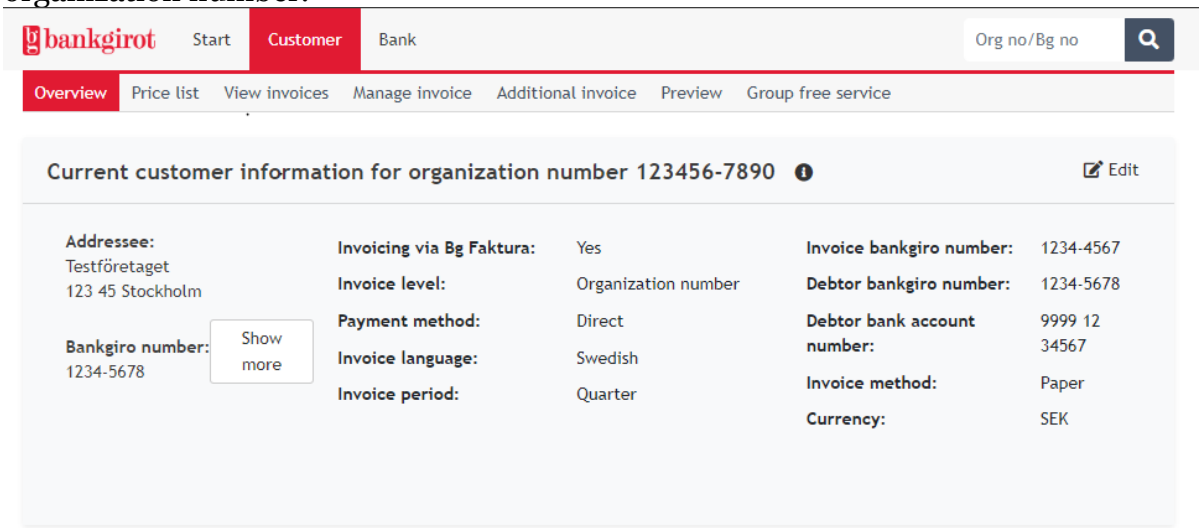
The image below illustrates how the notice may look.



Billing level, organization number

the customer receives an invoice combined for all bankgiro numbers within the organization number, provided that the bank's invoice limit amount has been reached.

The image below illustrates how it can look for a customer who has billing level organization number.

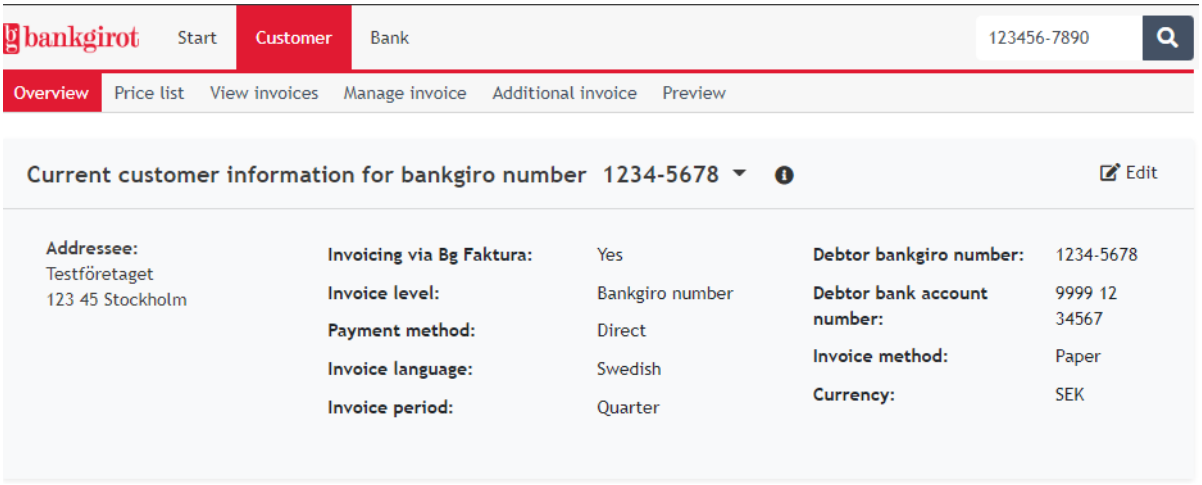


Invoicing level, bankgiro number

The customer receives an invoice for each bankgiro number on which payment traffic has occurred, provided that the bank's invoice limit amount has been reached per bankgiro number.

Note! In order for all bankgiro numbers to receive the same price, the intervals for an invoice line should have the same price.

The image below illustrates how it can look for a customer who has billing level Bankgiro number.



The various headings under current customer information are described below

Invoice recipient

The invoice recipient's name and address are displayed here.

There are two different options for address management.
By default, the address of the debit bankgiro number is used, which is taken from the banks' agreement register Bg Avtal.

It is also possible to manually register a different address in Bg Invoice.
You do that by following below steps.

1. click *Edit* at the top right
2. Select *Manual registration*
3. Edit the recipient's name and/or address
4. Select *save* at the bottom right

Note! A manual registration of an address is not affected by any address changes in Bg Avtal.

Invoicing via Bg Faktura

Here it is shown whether the customer is invoiced via Bg invoice or not.
If it says Yes, it means that invoicing takes place via Bg invoice.

Follow the steps below to make changes.

1. Select *Edit* at the top right
2. Choose whether the customer should be invoiced via Bg Invoice or not
3. Select save at the bottom right

Payment method
Direct means that the invoice is paid by direct debit via Autogiro.
Manual means that the customer pays to the bank's credit bankgiro number that is stated on the invoice.

For other invoices, e.g. reminder invoices, final invoices or invoices to government authorities, the payment method is always manual.

Follow the steps below to make changes.
1. Select *Edit* at the top right
2. Choose whether the customer should have a direct or manual payment method
3. Select *Save* at the bottom right

Language on Invoice
The customer can be invoiced in Swedish and English. The bank (superuser) must then have created a translation of the service structure into English.

Follow the steps below to make changes.
1. Select *Edit* at the top right
2. In the drop-down list, select the language to be applied to the customer's invoice
3. Select *Save* at the bottom right

Billing period
Invoicing can be done per month, quarter, half year or full year.

Follow the steps below to make changes.
1. Select *Edit* at the top right
2. In the drop-down list, select the billing option you want
3. Select *Save* at the bottom right

Customer agreement up to and including:
Customer agreement up to refers to the date on which the customer-unique price ceases to apply unless the agreement is extended. The bank's standard price applies when the contract period has expired.
The customer agreement is valid until the last date of the selected month.

Note! If the customer has no customer-unique price the title *Customer agreement up to* will not to be seen under current customer information

Follow the steps below to make changes.

1. Select *Edit* at the top right
2. Fill in the year and select the month from the drop-down list
3. Select *Save* at the bottom right

Billing bankgiro number
For invoicing level organization number, this means that the invoice is processed based on the information that the invoicing bankgiro number has. This means, among other things, that the invoice is sent to the address that the invoicing bankgiro number has.

For invoicing level bankgiro number, this means that each bankgiro number below the organization number is a billing bankgiro number and thus the respective invoice is processed based on the information that the invoicing bankgiro number has.

Debit bankgiro number
The debit bankgiro number is linked to the bank account that is debited for direct debit.

If the billing level is organization number, all associated bankgiro numbers will be billed to this debit bankgiro number.

If the invoicing level is bankgiro number, a separate invoice is created for each bankgiro number under the organization number.

Note! A debit bankgiro number must not be a deregistered bankgiro number.

Follow the steps below to change the debit bankgiro number.

1. Select *Edit* at the top right.
2. On the left-hand side, selectable debit bankgiro numbers appear.
   Select Show more to see all active bankgiro numbers under the organization number.
3. Select the bankgiro number to be debited.
4. Click *Select*
5. Note that the new debit bankgiro number may have different information than the previous one, e.g. address. If you want to change it, it is done in this view.
6. Select *Save*

Please note that the invoice address may be affected when changing the debit bankgiro number.

The address is taken from the debiting bankgiro number's information in Bg Avtal, the banks' agreement register, if there is not a manually registered address in Bg Invoice.

Debit account number

Shows which account number is linked to the debit bankgiro number.
If the account number is displayed with only zeros, it is because all bankgiro numbers under the organization number have been deregistered. A final invoice is then created for the customer for manual payment.
Note! That there should always otherwise be a debit bankgiro number linked to the organization number.

Billing method
The invoice can only be produced on paper.

Currency
It is only possible to invoice in SEK.

Customer information at the last invoicing time
The view that appears under current customer information is the customer history.

The view shows the customer's invoicing information at the last invoicing time.
If the customer has not been invoiced before, there is no history to display, as shown by an information text.

Click on the arrow to view the information

5.2 Price list
The view shows the customer's price list compared to the bank's standard price list.

Customer-specific prices indicated as a percentage will follow the bank's standard price list when it changes.
Fixed customer-unique prices do not change when the bank changes the bank's standard price list.

The price list displayed can include part of the price list or the entire price list - select what you want to see from the drop-down menu.

With the radio button, you can choose between seeing current or future prices.

The terms in the price List

- Service – shows all services according to the bank's service structure/price list.
- Interval – shows the service structure and volume range found in the bank's standard price list.
- Bank price – the bank's standard price.
- Customer price – customer-unique, time-limited price.
- Unit – shows whether the customer-unique price is fixed or with a certain percentage. (The percentage indicates the percentage of the bank's standard price that the customer is invoiced).
- Date to - date when the customer-unique price ceases to apply if the agreement is not extended. (The bank's standard price applies when the contract period has expired).
- Units – shows the number of transactions for a certain service that the customer has used from the beginning of the year to the last invoicing occasion.

5.2.1 Change the customer's price list

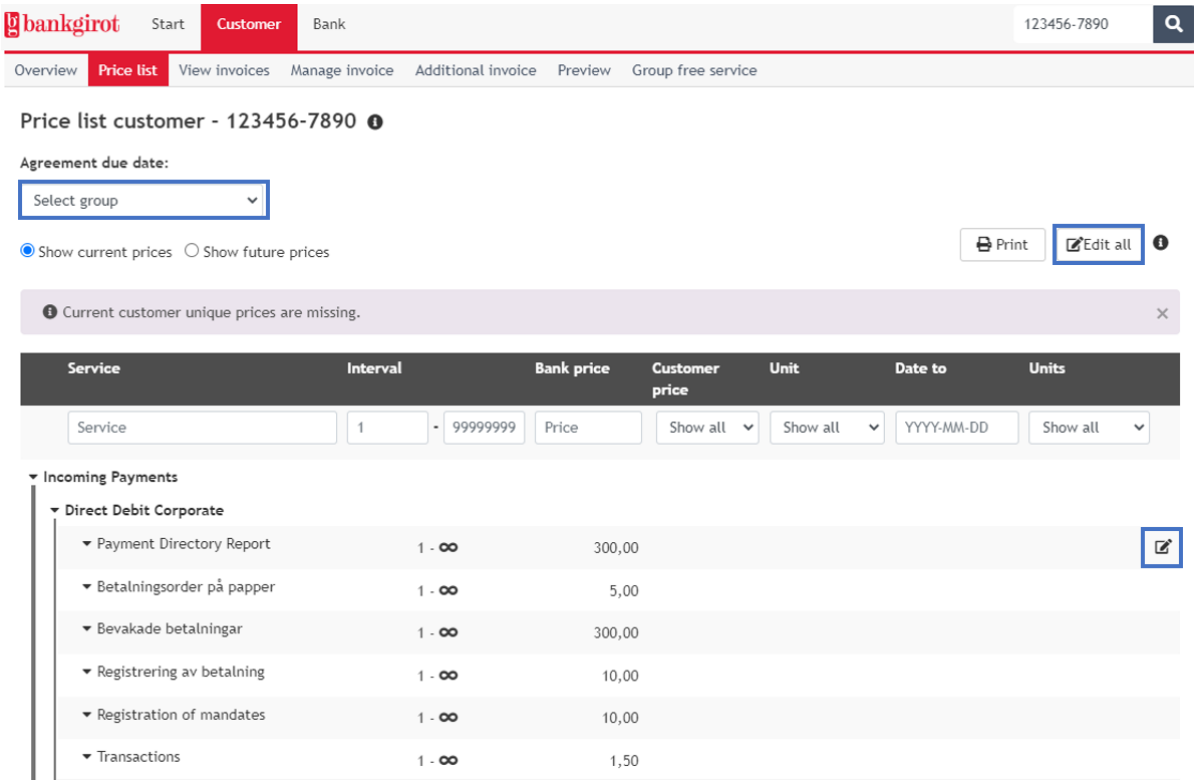
Customer prices can only be registered at organization number level and not at bankgiro number level. This applies to fixed and percentage customer prices.

Fixed customer-unique price applies as long as the agreement with the customer is valid. It does not change when the bank changes the standard price list.

Date to - Shows when customer-unique prices that have not been assigned their own date change to the bank's standard price.
Tick the box 'Show current prices' at the top left to see the column.

Date from - Shows when customer-unique prices start to apply.
Tick the box 'Show future prices' at the top left to see the column.

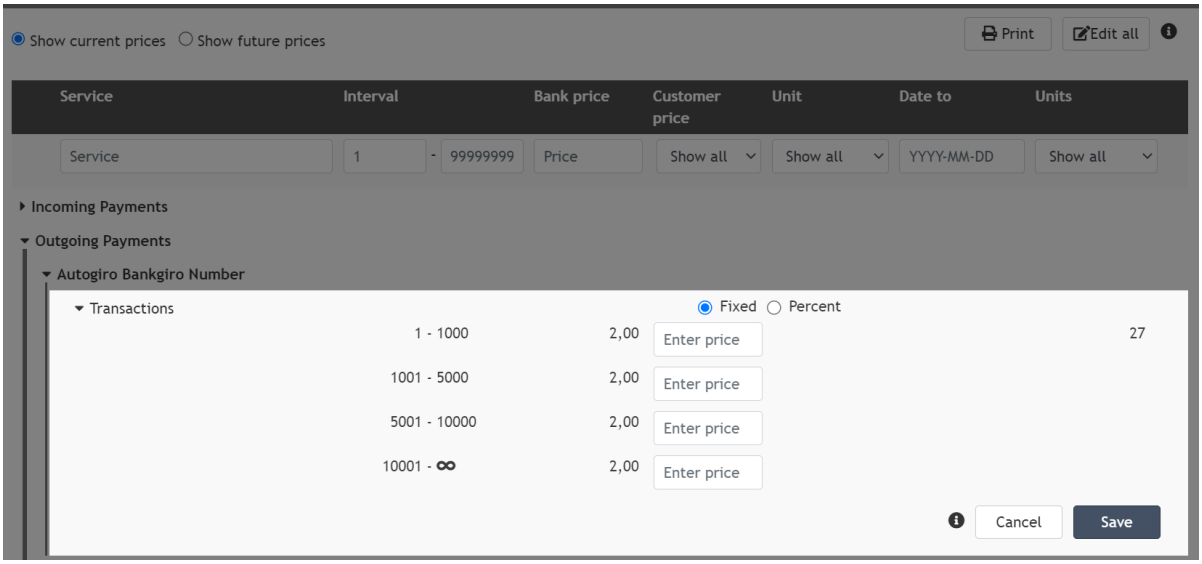
Select in the drop-down menu which group of services you want to change in the price list.
You can also scroll down to a service and click on the pen to change the price, alternatively you can choose *'Edit all'*.



New customer price - fixed price

Enter the new customer-unique price in the box on the current line. It is possible to set different prices for different intervals within the same service. Write the new price using integers, commas and decimals, e.g. 99.99. If there is already a customer-unique price, you must first remove it.

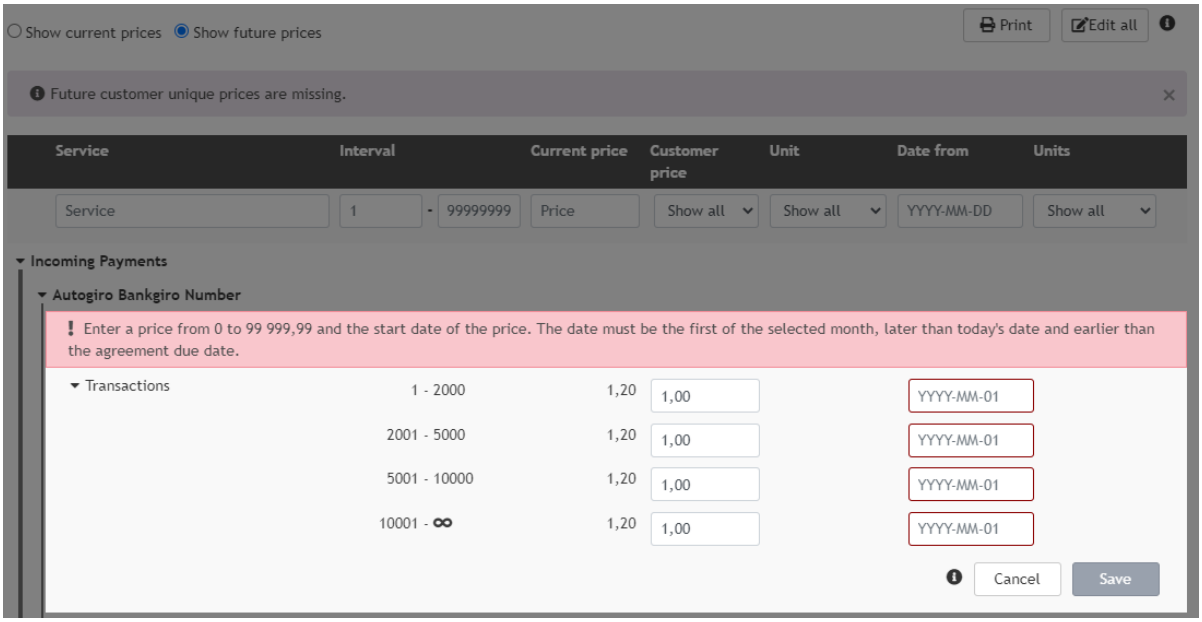
The example below illustrates what it might look like when you click the pen.
Fill in the new customer price and select *save*



Date from
For upcoming prices, you must specify when the price should start to apply. The date must be the first of the month and must be before the end date for "Customer agreement to" in the header.

The customer prices apply from the first banking day of the following month.

Note! If the customer has a quarterly invoicing period and the customer price changes in the middle of the period, the customer price will apply from the entire billing period.



5.2.2 Change the customer's price list in percent

Customer-unique price in percentage will follow the bank's standard price list when it is changed.

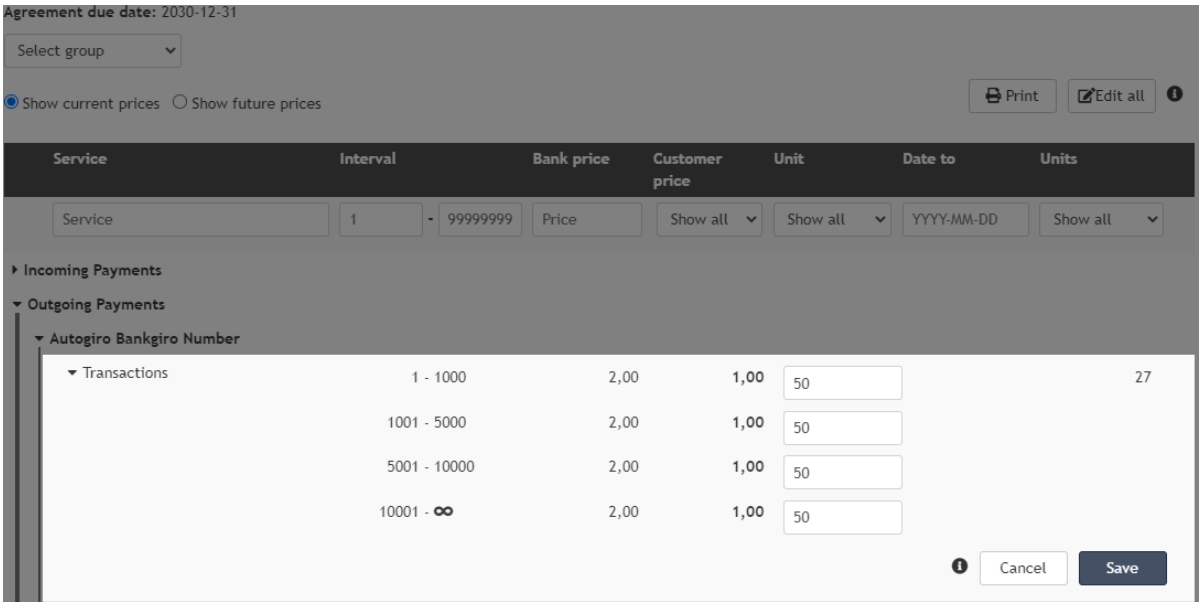
Customer-unique price as a percentage should not be used when invoicing at bankgiro number level. This is because different pricing of intervals cannot be done when invoicing in percent as the pricing takes place on entire invoice lines and all intervals.

With the radio button, you can choose between changing current or upcoming prices.

Select in the drop-down menu which group of services you want to change in the price list.
You can also scroll down to a service and click on the pen to change the price, alternatively you can choose 'Edit all'.

Percent
Check the 'percentage' box for the service you want to change the price of.
Enter the percentage of the bank's standard price that the customer should be discounted in the invoice. You can only set a percentage per full service, i.e. the same percentage for all price ranges of the service.

Example: Enter 100% if the customer price should be SEK 0.00.



Date to
For current prices - shows how long the customer-unique percentage will apply to the customer.

Date from
For upcoming prices – Enter when the price will start to apply. The date must be the first of the month and must be before the end date for "Customer agreement to" in the header.
The customer prices apply from the first banking day of the following month.

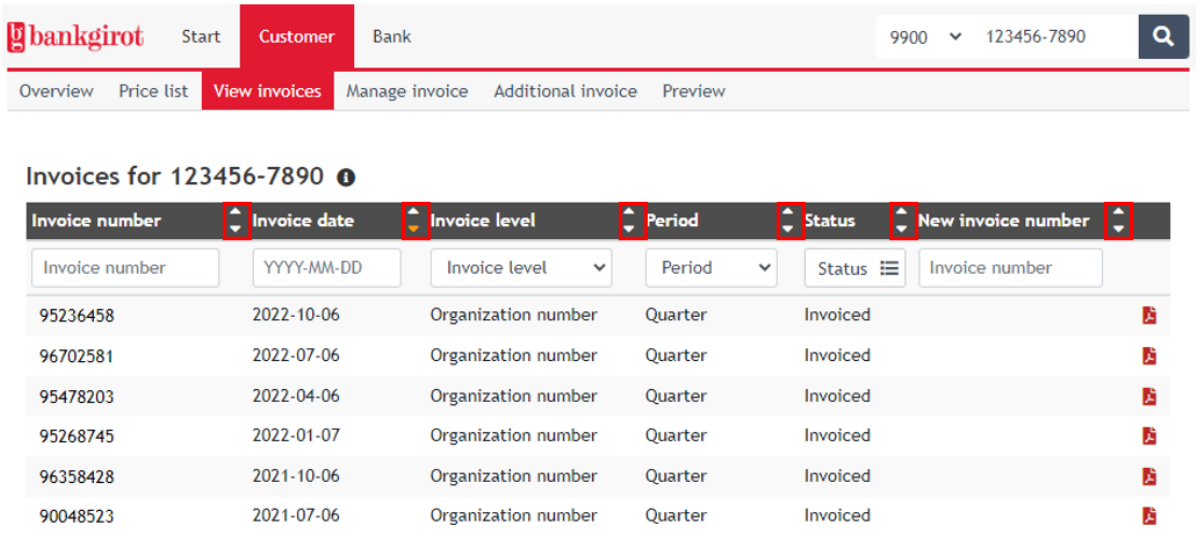
Note! If the customer has a quarterly invoicing period and the customer price changes in the middle of the period, the customer price will apply from the entire invoicing period.

6 View invoices

View invoices
In this view, you can see the customer's invoices from the last 18 months.
By clicking on the PDF icon, you have the option to download the invoice in PDF format.

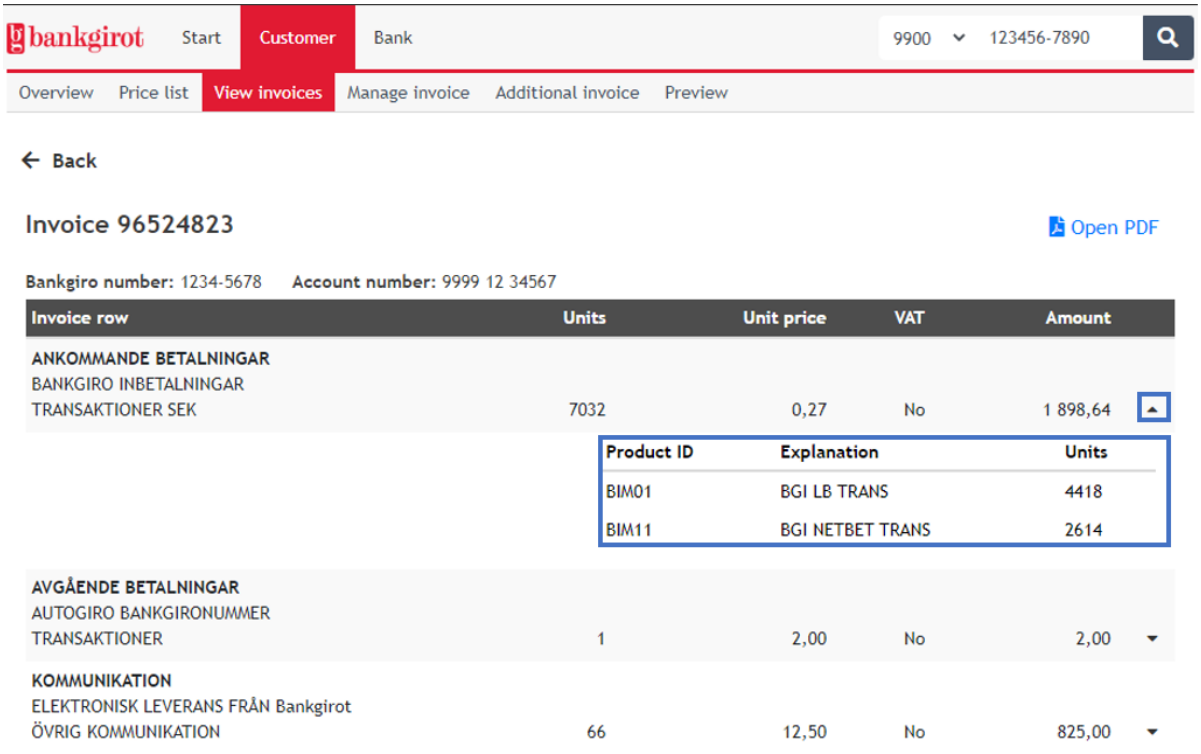
The information displayed per line is taken from the last invoicing occasion, and with the help of filtering and sorting, you can easily find the invoice you are looking for.

The image below illustrates how it can look in the View *invoices view*.



To see the respective invoice line for a specific invoice in the interface, you can click on the invoice you want to view.

The image below illustrates the invoice lines for a specific invoice.
Click on the arrows for the respective invoice to see *the Product ID*.



6.1 Search invoices

You can also search directly on an invoice if you have the invoice number, this is done by selecting *invoicenr* in the radio button to the left of the search function and then entering the invoice number you want to serach for in the search field and pressing search.

This is illustrated in the image below

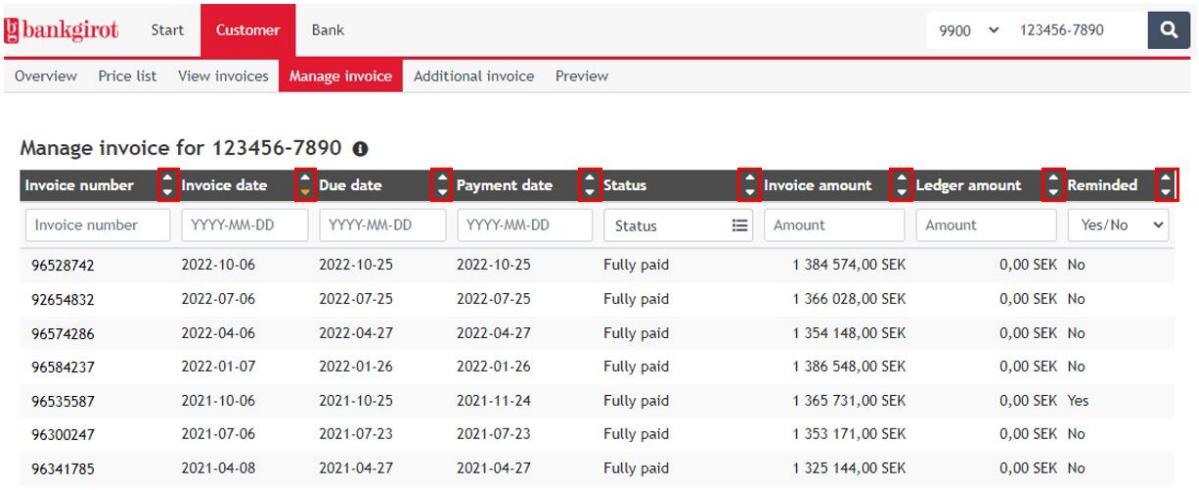
When searching for an invoice number, you will enter under the tab *View invoices* and the invoice you searched for.
From here you can choose to expand to see all invoice lines.

7 Manage invoice

In the *Manage invoice* you can see historical invoices.
The information displayed per line is taken from the last invoicing occasion, and with the help of filtering and sorting, you can easily find the invoice you are looking for.

This view helps you find invoicing documents and gives you the option to cancel or credit invoices.

The image below illustrates how it can look in the *Manage Invoice* view.



In this view, you do not have the option to download the invoice in PDF format. However, you can click on an invoice to see the invoice details. See section 6.1 View invoices for how to download invoices in PDF format.

7.1 Status on invoices

Preliminary – Current for preview and can be cancelled.
Definitive – The invoice has been sent to the customer and can be credited.
Paid in full – Cancellation/crediting is not possible. The matter must be handled by the bank.
Canceled – The invoice has been canceled and no invoice has been sent to the customer.
Fully paid – See description for status Fully paid. Invoices with status ready are always fully paid. The deviating designation is due to an action in the ledger.
Definitely transferred – Debiting for Autogiro has been sent, but the bank has not yet received reports regarding the debit.

Reminder invoices
In the *Manage Invoice* view, you can also see if the customer has received a reminder invoice. By sorting on the Reminded column, you can easily see if your customer has received a reminder invoice.
See the Time axis to see when reminder invoices are sent to customers.

7.2 Cancellation/crediting of invoice

Cancellation can only be performed on invoices that have status Preliminary, which means that the invoice is awaiting preliminary review, i.e. before the invoice is sent to the customer.

Crediting can be done on invoices with definitive status, which have already been sent to the customer and can be done up to two banking days before the due date. Crediting applies to the entire invoice.

The difference between cancellation and crediting is that cancellation is done before the invoice is sent to the customer. Crediting is done when the customer has already received the invoice, but before it has been paid.

In the case of cancellation, no invoice is sent to the customer, in the case of crediting, a credit invoice is sent out.

In both cancellation and crediting, it is possible to create a new invoice using the old one as a starting point.

7.2.1 Selection of invoice

Click on the invoice you want to correct under *Manage Invoice*. The customer's information and invoice lines are displayed and, depending on the status of the invoice, a Cancel or Credit button may also be displayed.

7.2.2 Credit invoice

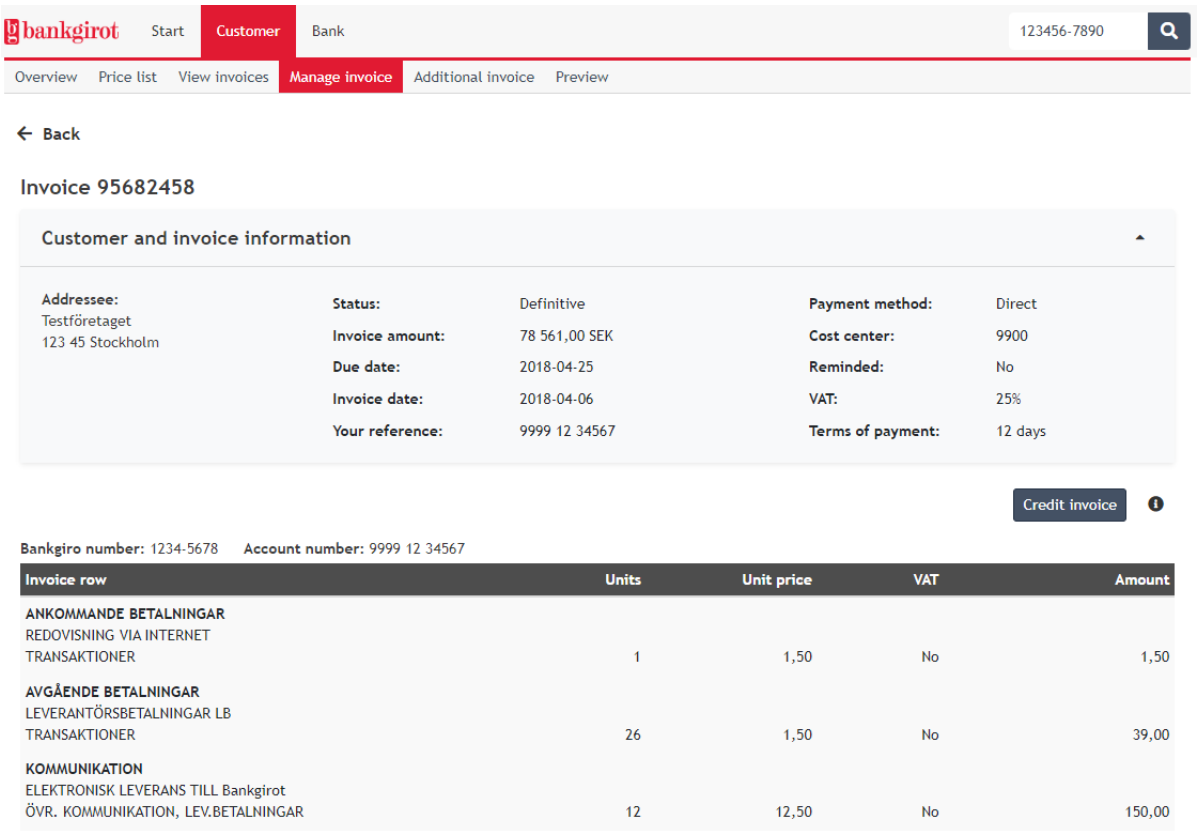
Crediting can be done up to **two banking days** before the due date and when the invoice has the status definitive. Crediting is always done for the entire invoice amount.

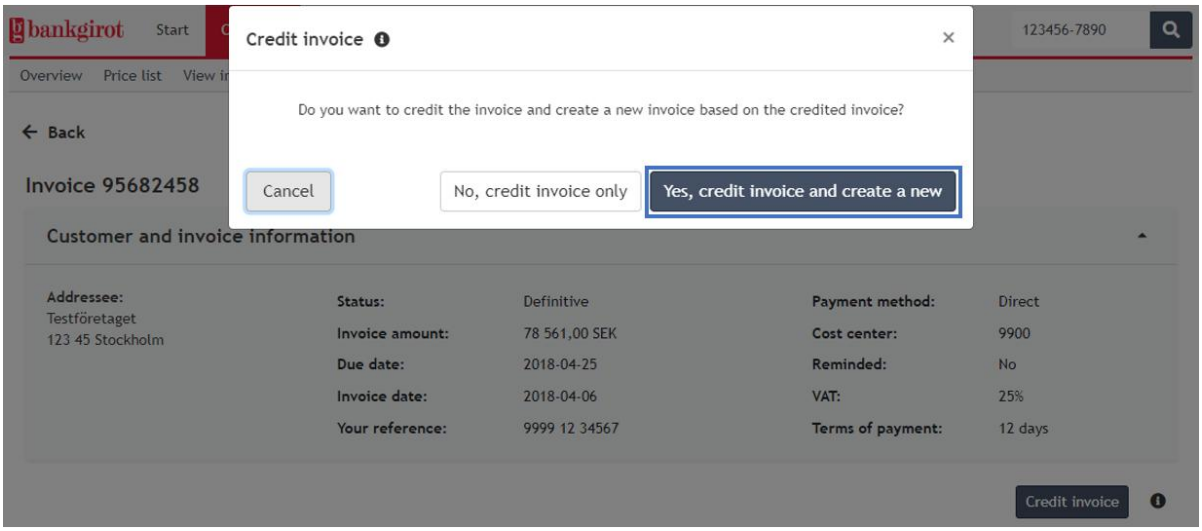
When crediting, it is possible to create a new invoice using the old one as a starting point.

Follow the steps below to credit an invoice

1. Select the heading *Customer* and the subheading *Manage Invoice*
2. Click on the invoice you want to credit. Note that only invoices that have a definitive status can be credited
3. Click *Credit*. You will then be asked if you want to create a new invoice using the previous one as a starting point. Choose yes or no. **ATTENTION!** If you choose no, you cannot later create a new invoice during the current billing period.
4. If you select 'Yes, credit invoice and create a new one', you can now edit prices for each invoice line and delete the invoice lines. Since the invoice reflects the actual payment traffic that the customer used during the invoice period, the number cannot be changed.
5. When you're done, confirm crediting by clicking *Save* at the bottom right
6. The credit invoice is now displayed under *View invoices* and is sent to the customer on the next banking day

The images below illustrate how it can look when you credit an invoice using the previous one as a starting point



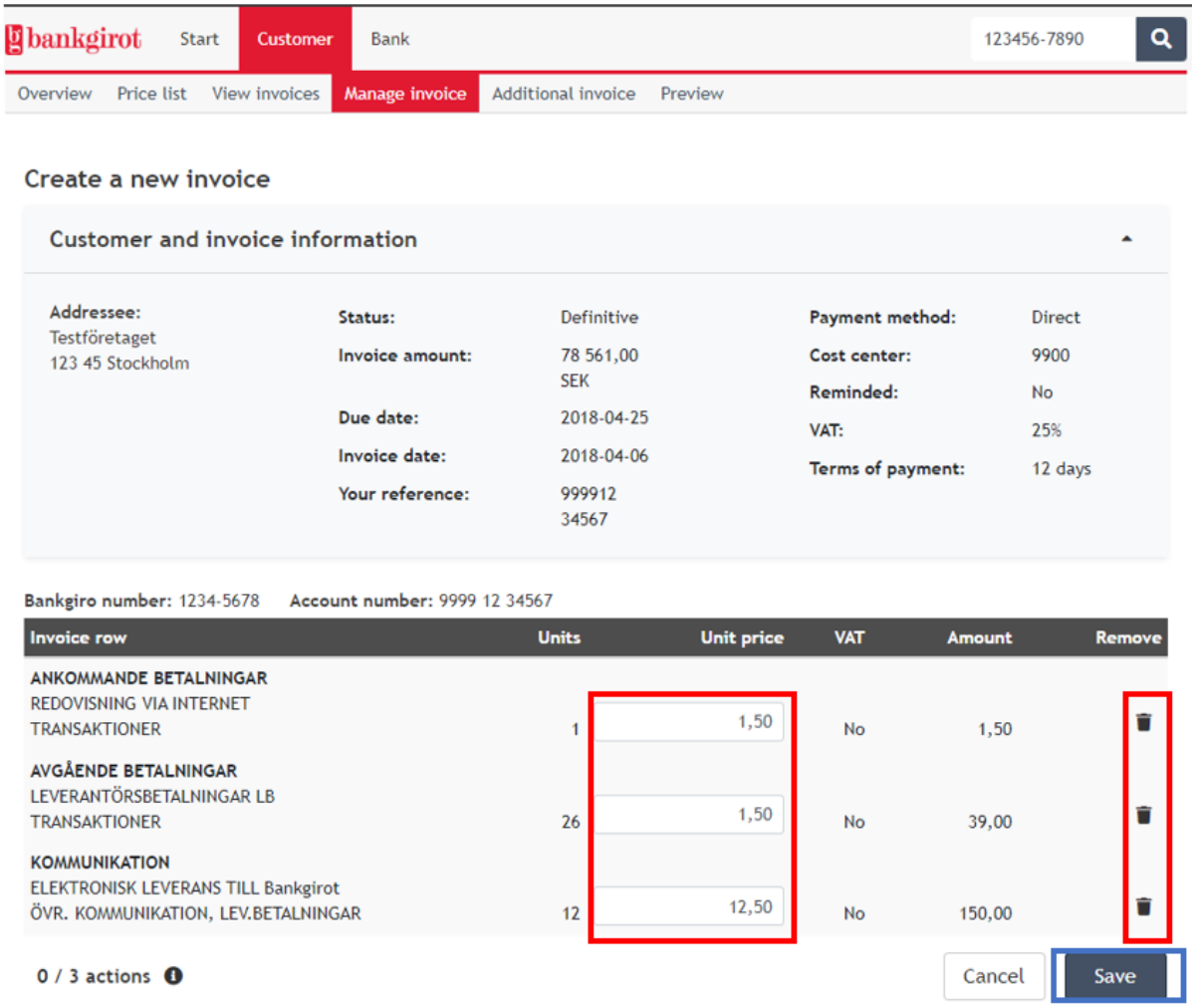


7.2.3 Create new invoice

If you indicated that you want to create a new invoice using the old one as a starting point, the old invoice is now displayed and you can change the price information in the new invoice.

You can change the price of a line by clicking on the price, or delete an entire line by clicking on the trash can.
Since the invoice reflects the actual payment traffic used by the customer during the invoice period, the number cannot be changed.

Remember to *click* save if you want to keep the invoice. The new invoice number is displayed and the new invoice is sent to the customer on the next banking day



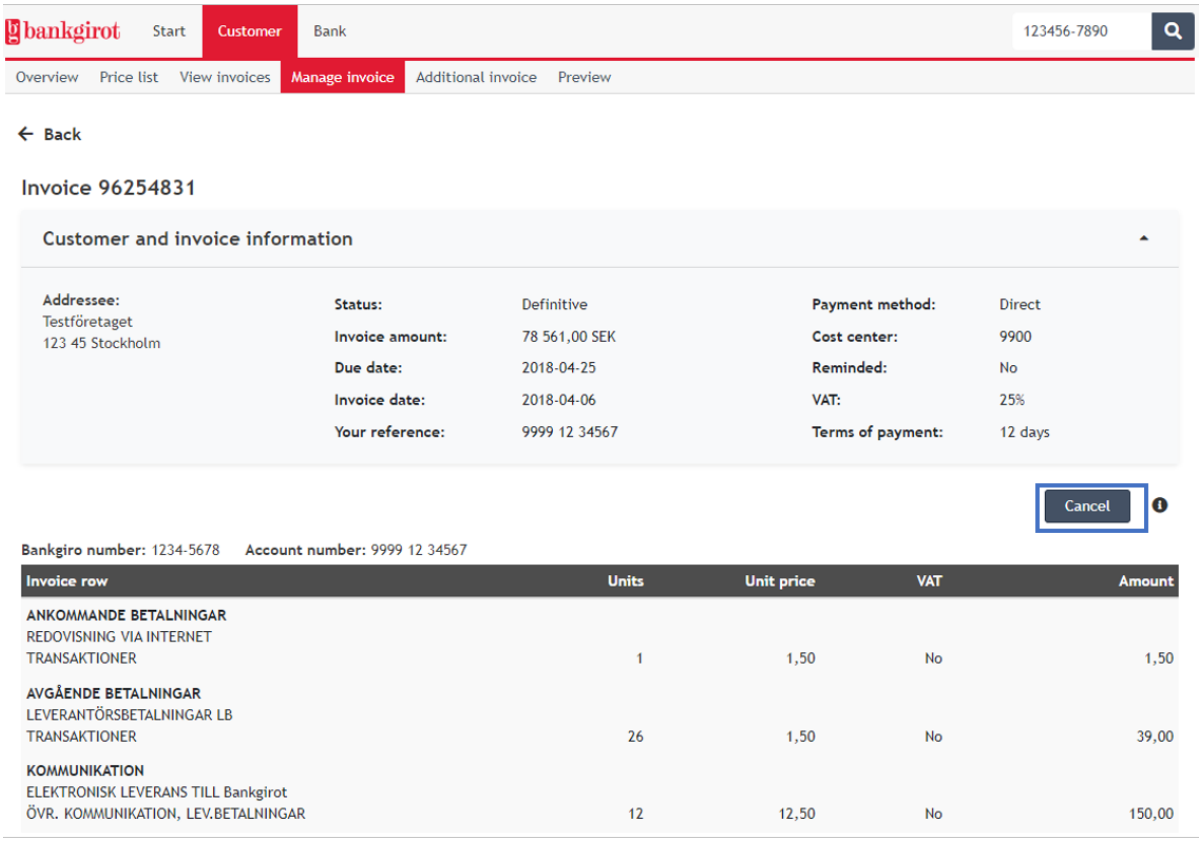
7.2.4 Cancel invoice

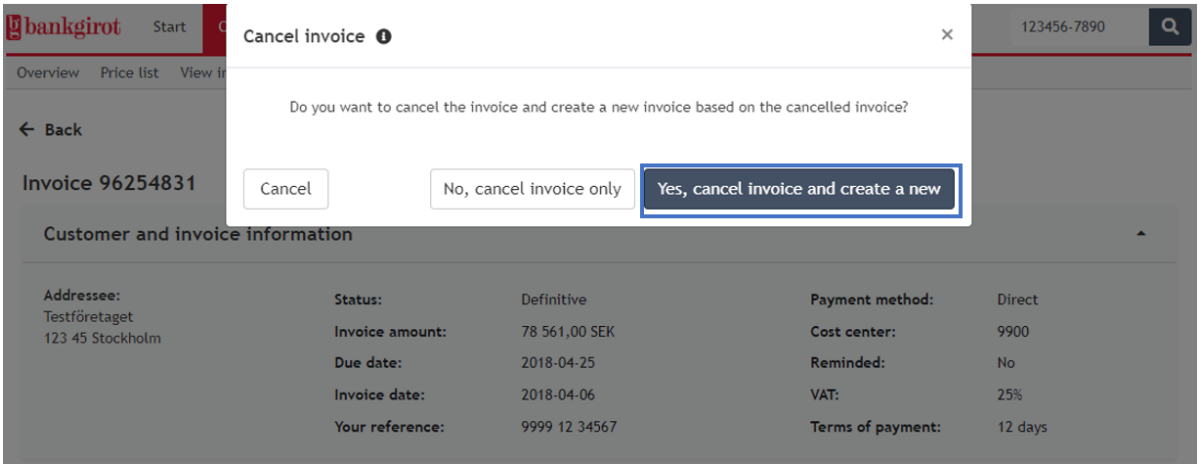
Cancellation can be made for invoices that have been registered for preview and have a status of preliminary. The invoice is available for cancellation for **three banking days**. If the invoice is not cancelled, it is automatically sent out to the customer after these days.

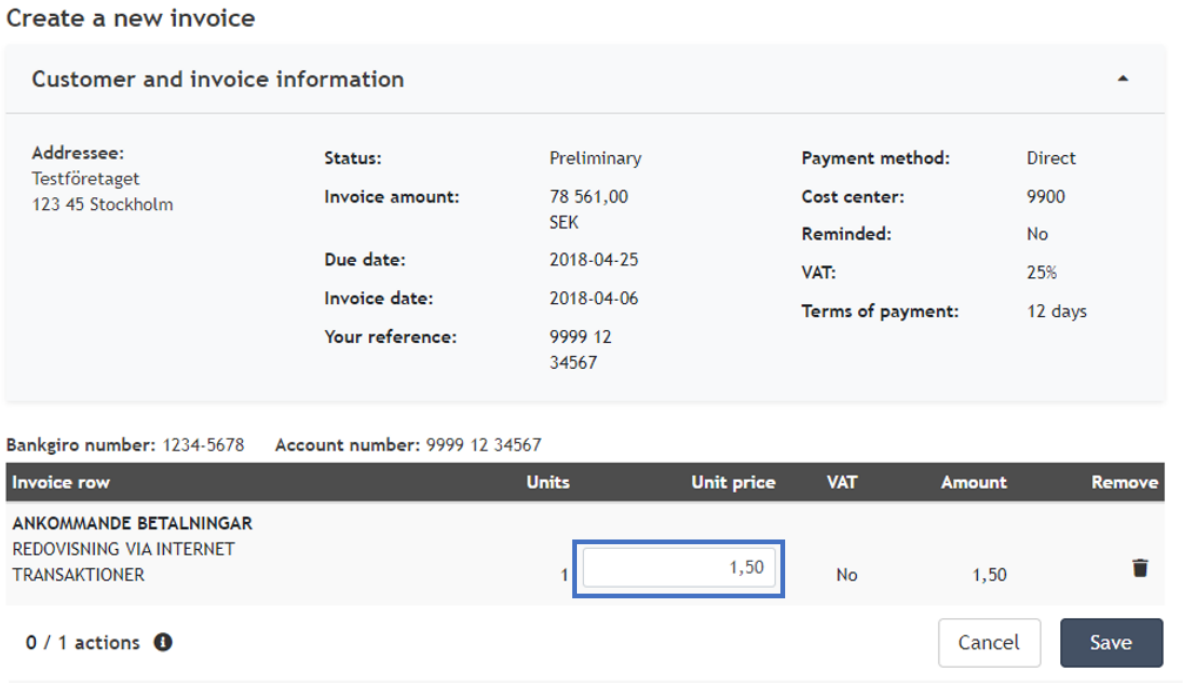
In case of cancellation, it is possible to create a new invoice using the old one as a starting point.

Follow the steps below to cancel an invoice

1. Select the heading *Customer* and the subheading *Manage Invoice*
2. Click on the invoice you want to cancel. Note that only invoices that have a preliminary status can be cancelled.
3. Click *Cancel*. You will then be asked if you want to create a new invoice using the previous one as a starting point. Choose yes or no. **ATTENTION!** If you choose no, you cannot later create a new invoice during the current billing period.
4. Confirm credit by clicking save or continue editing the newly created invoice.
5. The canceled and the new invoice can be viewed under *Manage invoice* or *view invoices*


bankgirot
Start
Customer
Bank
123456-7890
Overview
Price list
View invoices
Manage invoice
Additional invoice
Preview
Back
Invoice 96254831
Customer and invoice information
Addressee:
Testföretaget
123 45 Stockholm
Status: Definitive
Invoice amount: 78 561,00 SEK
Due date: 2018-04-25
Invoice date: 2018-04-06
Your reference: 9999 12 34567
Payment method: Direct
Cost center: 9900
Reminded: No
VAT: 25%
Terms of payment: 12 days
Cancel
Bankgiro number: 1234-5678
Account number: 9999 12 34567
Invoice row
Units
Unit price
VAT
Amount
ANKOMMANDE BETALNINGAR
REDOVISNING VIA INTERNET
TRANSAKTIONER
1
1,50
No
1,50
AVGÅENDE BETALNINGAR
LEVERANTÖRSBETALNINGAR LB
TRANSAKTIONER
26
1,50
No
39,00
KOMMUNIKATION
ELEKTRONISK LEVERANS TILL Bankgirot
ÖVR. KOMMUNIKATION, LEV.BETALNINGAR
12
12,50
No
150,00

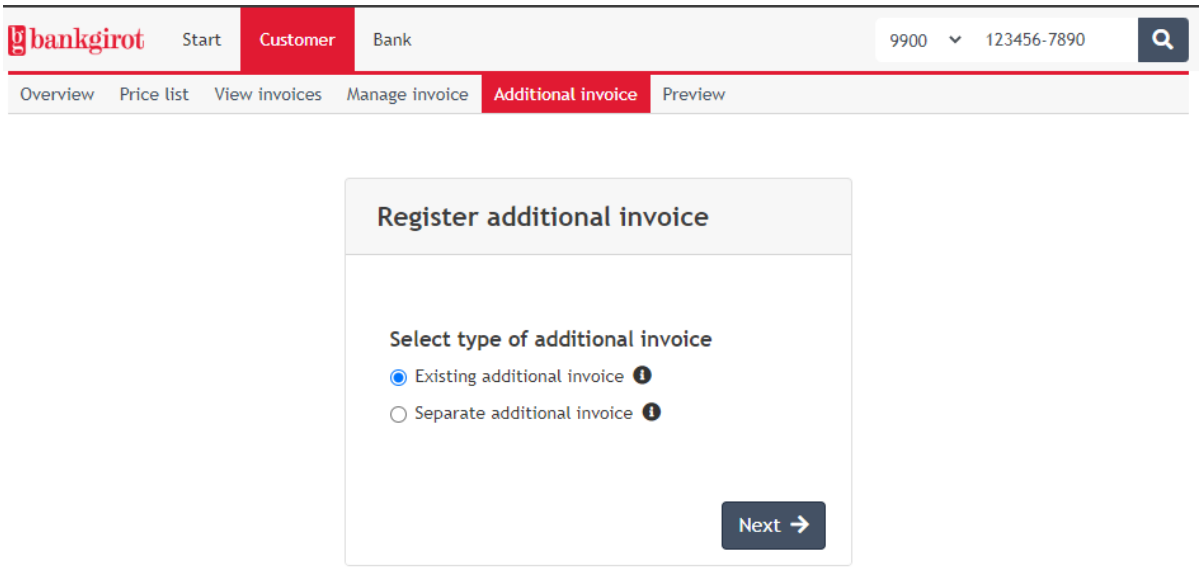

bankgirot
Start
Cancel invoice
Do you want to cancel the invoice and create a new invoice based on the cancelled invoice?
Cancel
No, cancel invoice only
Yes, cancel invoice and create a new
123456-7890
Back
Invoice 96254831
Customer and invoice information
Addressee:
Testföretaget
123 45 Stockholm
Status: Definitive
Invoice amount: 78 561,00 SEK
Due date: 2018-04-25
Invoice date: 2018-04-06
Your reference: 9999 12 34567
Payment method: Direct
Cost center: 9900
Reminded: No
VAT: 25%
Terms of payment: 12 days



7.3 Additional invoice

Here you can choose either to add new invoice lines to the customer's next invoice or to create a new separate invoice.

The registration you make in the image below is a one-time registration that is only applied on one occasion.



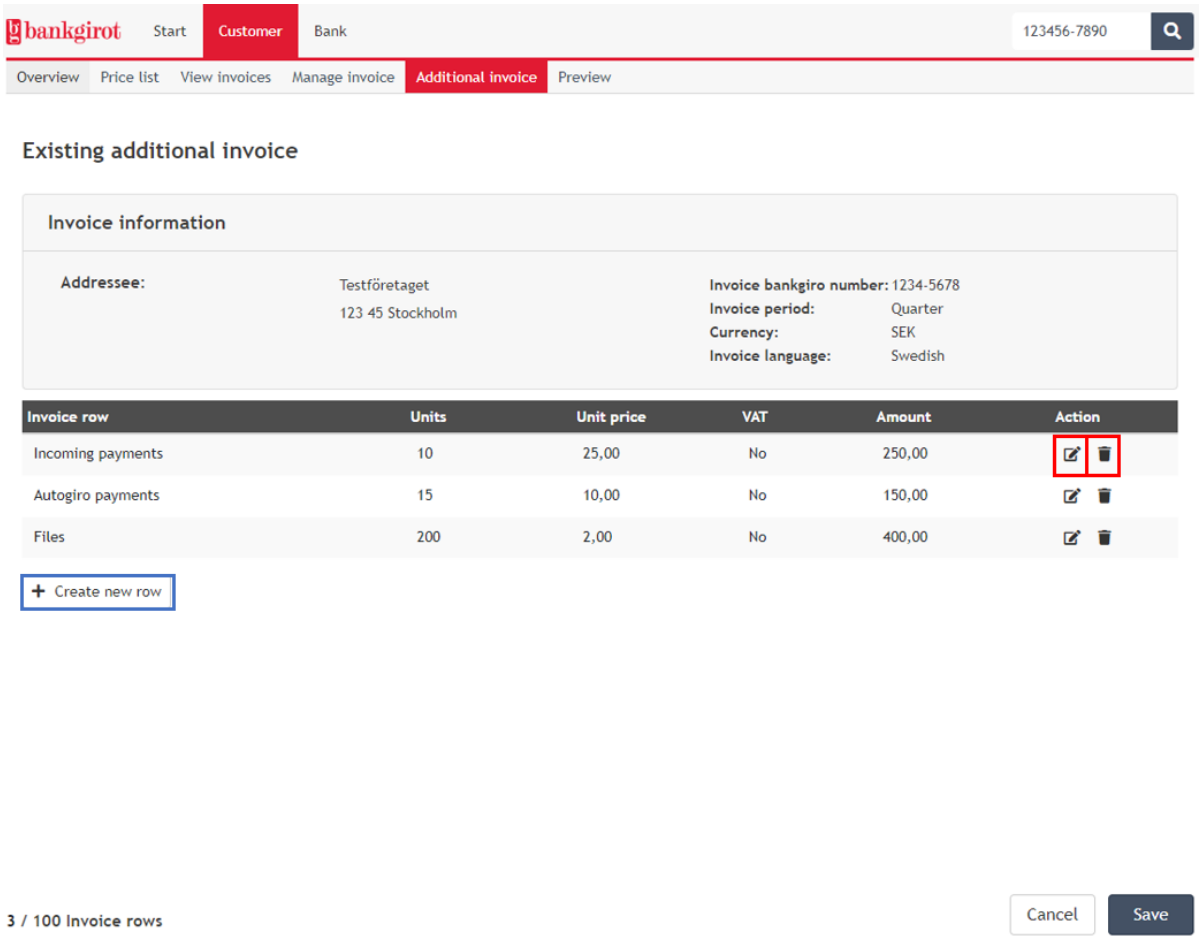
Existing Additional invoice means that new invoice lines will be included on the customer's next regular invoice. For customers with a manual payment method, only a separate additional invoice can be created. The additional invoice is sent to the address shown in the overview.

A separate additional invoice is sent to the customer at the next monthly invoicing, even if the customer has e.g. quarterly invoicing. Separate additional invoice always has manual payment method. The separate additional invoice can be sent to a different address than that registered in the overview.
The additional invoice can be credited and canceled in the same way as other invoices. You have the option of creating new invoice lines up to **two banking days** before invoicing. An additional invoice can have a maximum of 100 invoice lines.

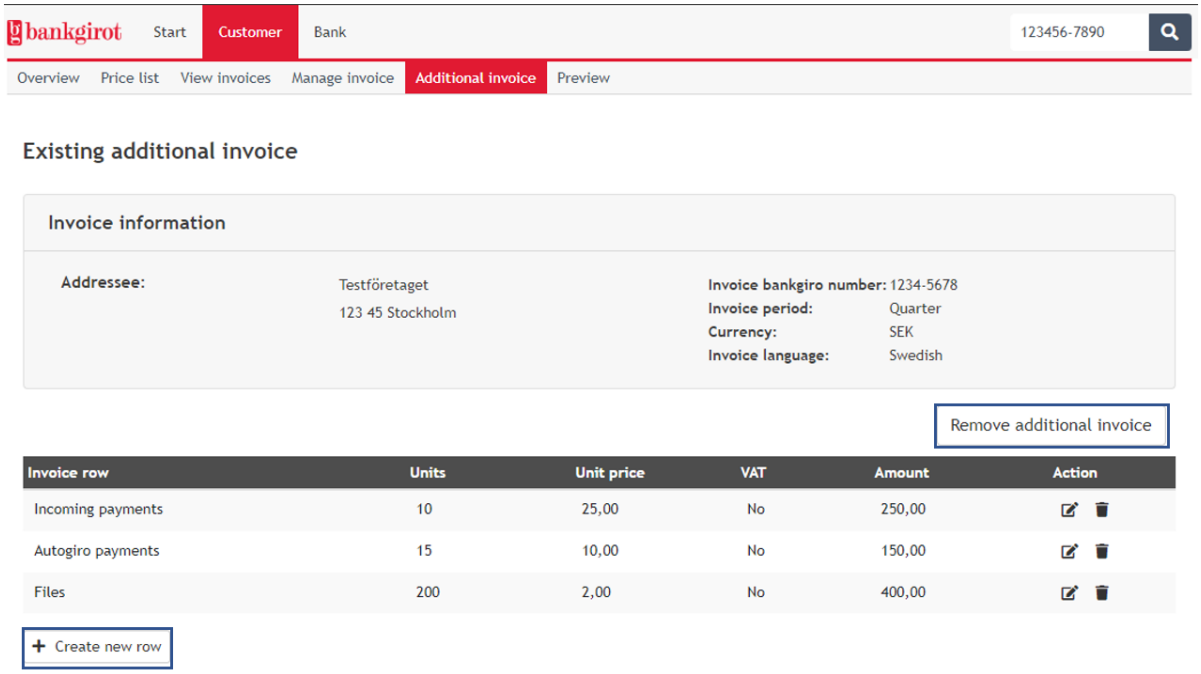
7.3.1 Create additional invoice

Follow the steps below to create an additional invoice

1. Select *customer* and then *additional invoice* in the menu selection
2. Select *Existing additional invoice* or *Separate additional invoice*
   for separate additional invoice, you can choose whether you want to change the address for sending the additional invoice. You can also choose to add an address bar by clicking the plus sign.
3. Click Next
4. Fill in what is to be invoiced - Invoiced, quantity, á price and any VAT.
5. Select *Add*
6. If you wish to add several invoice lines, redo steps 4 & 5
7. When you're done, select *Save*
8. No confirmation is displayed, but the lines remain editable until the invoice run. Nothing happens if you happen to click perform multiple times. The lines that are registered are retrieved once when running the invoice.



The image below illustrates how it can look for a customer who has an additional invoice.



7.3.2 Change or remove additional invoice

The additional invoice can be edited up to two banking days before invoicing.

Do this to change or delete invoice lines

1. Select the heading *additional invoice*. Previously registered additional invoice is displayed.
2. Click on the pencil under the Action in column to edit the data (billed number, quantity, á price, VAT or amount). Or click the trash can on the far right to delete an invoice line.
3. Click *Save*.

Do this to remove an entire supplementary invoice

1. Select the heading *additional invoice*. Previously registered additional invoice is displayed.
2. Then select the *Remove additional invoice* button.
3. Confirm that the entire invoice is to be deleted.

7.4 Preview

Preview means that the customer's next invoice is available for review for three banking days before it is sent to the customer. During review, it is possible to cancel the invoice and to create a new one based on the canceled invoice. If no action is taken, the invoice is sent to the customer when the three banking days have passed. The registration is only valid for one invoicing occasion.

Select *Manage Invoice* and then select the invoice number of the current invoice to review. Select *Cancel* if the invoice is to be changed or cancelled.

Register preview

Follow the below steps to register preview.

1. Select *Customer* and then *Preview* in the menu selection
2. Select Register
3. You will now receive a confirmation that the customer has been marked for preview

Preview list

A list of customers registered for preview is displayed here.
The list is updated after each invoice. Once an invoice has been created for a particular customer, that organization number is cleared from the list

Preview only applies to one invoicing occasion, then the organization number is cleared from the list.

Review invoice registered for preview

1. Select *Manage invoice* under the heading *Customer*
2. Invoices with a status of preliminary have been registered for preview and can be reviewed and possibly be cancelled

3. To cancel the invoice, follow the steps in 7.2.4 Cancel invoice

8 Bank

8.1 Banking conditions

This tab shows the bank's conditions for issuing invoices to bank customers. The banking conditions can only be changed by the bank's superuser.

Minimum invoice limit amount: Minimum invoice amount required for an invoice to be created, e.g. SEK 200. **ATTENTION!** The amount must not be SEK 0.

Minimum amount for final billing: Invoice limit for final invoicing for customers leaving the bank. **ATTENTION!** The amount must not be SEK 0.

Crediting bankgiro number: The bank's bankgiro number for manual invoice payments.

The standard time of the customer agreement: Number of months for which the customer agreement's customer-unique price information applies. The bank's default value is specified here.

The default value is posted for customers when customer-unique prices are registered if no other date is specified.

8.2 Price list

The service structure with volume ranges and standard prices applied by the bank is shown here. If you have any comments on this, contact the superuser at your bank.

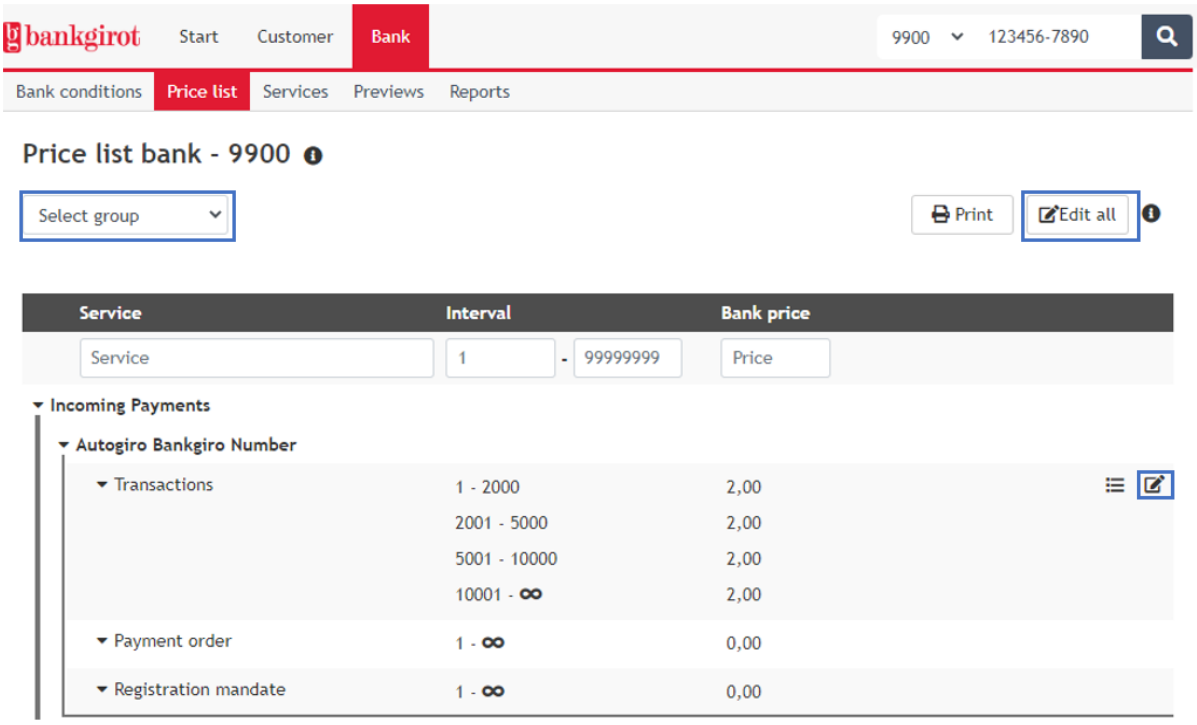
Some banks have also registered information about the bank's internal price for a certain service to make it easier for the account manager to set the customer price.

8.2.1 Change price list

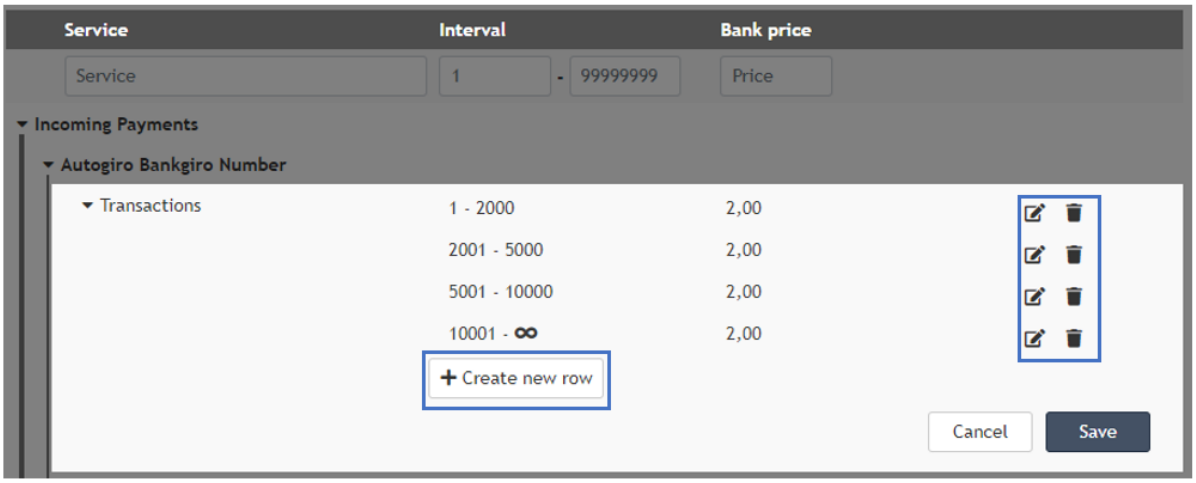
Select in the drop-down menu which group of services you want to change in the price list.
You can also scroll down to a service and click on the pen to change the price, alternatively you can choose *Edit all*.

When you make a change to the Bank Price in the price list, this change is also displayed in the customer price list for all customers in the bank. If you remove one or more intervals in the price list, the customer price list is also affected accordingly.

If you want to remove a group, heading or service from the price list, you do so in the service view in the Bank tab. This also affects all customers in the bank.



The example below illustrates what it might look like when you click the pen.



In this view, you can choose to create a new row. This means you can add a new range as well as the price of the range.
You can also choose to edit by clicking on the pen. You select the trash can if you want to delete a row.

8.3 Services

All payment traffic that takes place within the Bankgiro system is measured at various measurement points in the Bank Statistics (BST). Behind each invoice line is a number of measurement points.
Each bank creates its own service structure using available measurement points.

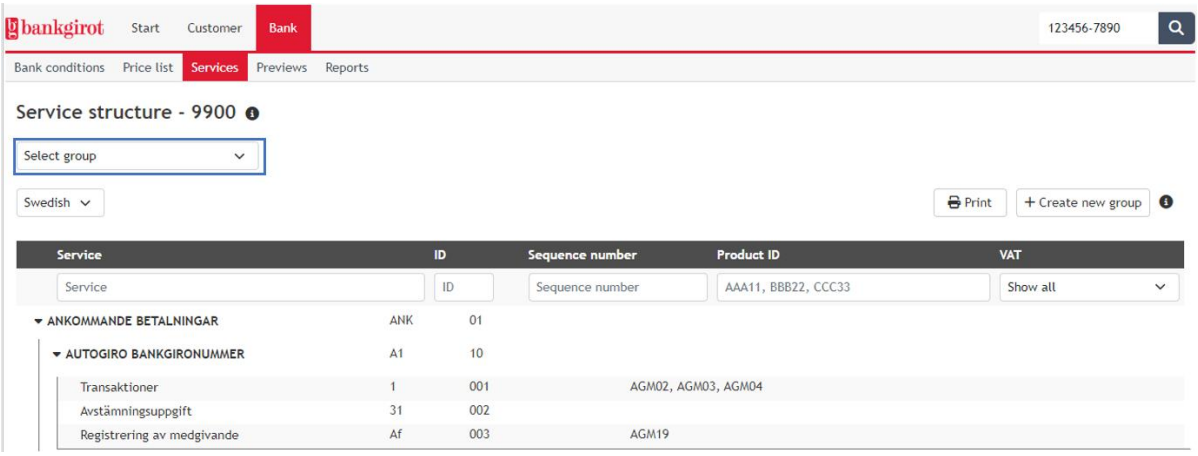
At the bottom of the service structure are the measurement points that the bank does not use for invoicing the customers, this is available under non-distributed product ID.

The same measurement points can be found in the invoice image under the respective invoice line.
It is the bank's superuser who is responsible for the service structure. Contact the bank's superuser if you want to change anything.

The groups, headings or services you create are the ones that appear in the bank and customer price lists.
If you delete a group, heading or service, they will disappear from the bank and customer price list for all customers in the bank.

The service structure has three levels
Group – e.g. incoming payments, outgoing payments, communication or forms
Title – e.g. Direct debit, Supplier payments, Salary and account deposits
Service – the actual invoice line, i.e. what the bank charges for. This is where you enter the measurement points for the payment traffic that you want the bank to charge for, e.g. transactions.

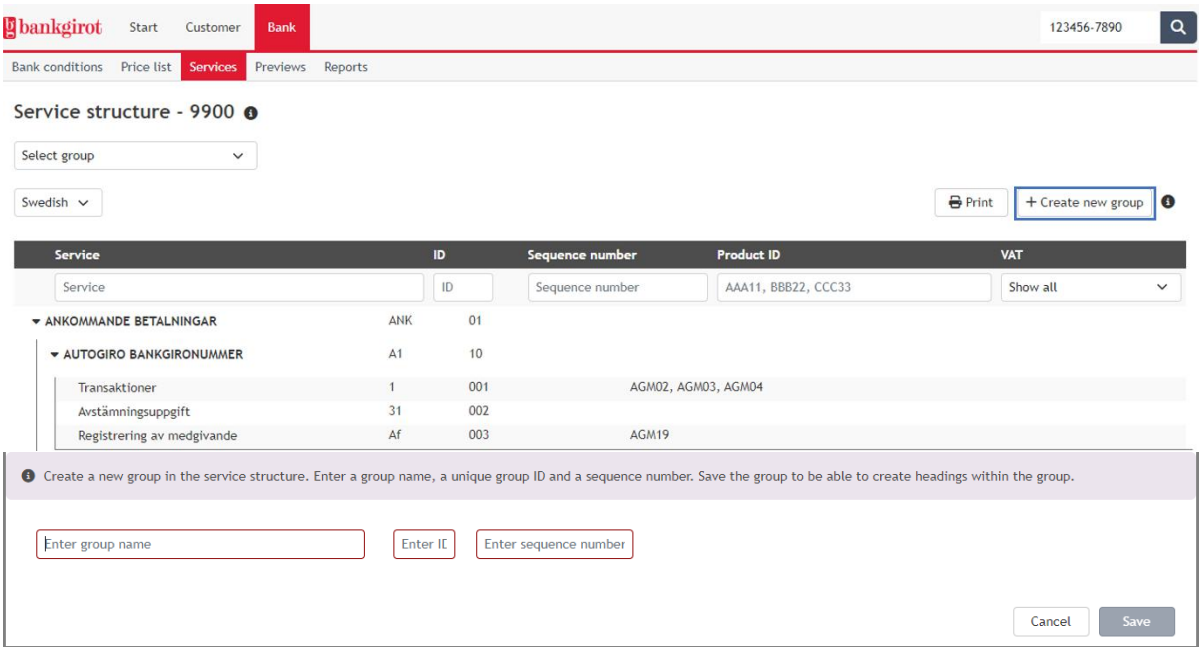
It is possible to sort by individual group by selecting the desired group in the drop-down list called Select group which can be found in the image below.



8.3.1 New service

In this view, superusers at the bank can choose to create a new group that is used to bill the bank's customers.

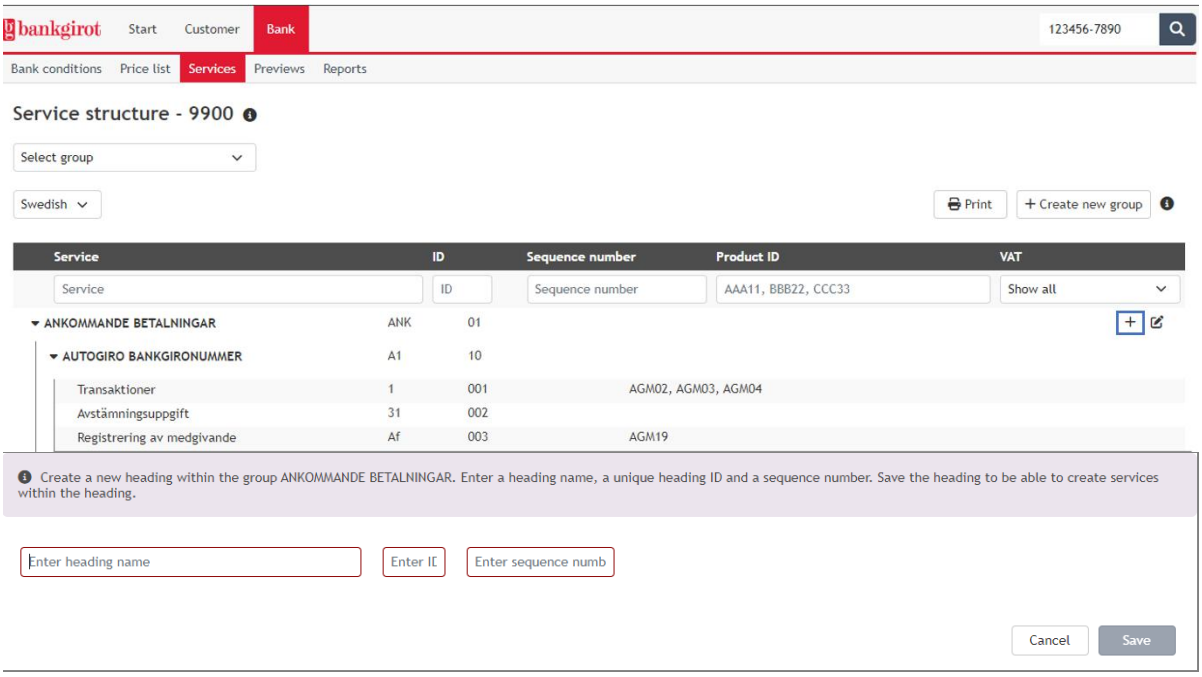
To create a new group, click on create new group, then select *group name*, *ID* and *sequence number*, then select *save*



New title and service

It is also possible to add both a new Title and service.

By clicking on the plus sign connected to group, you can create a new title and by clicking on the plus sign connected to title, a new service is created.
Then fill in the required fields and then select save.
This is illustrated in the example below.

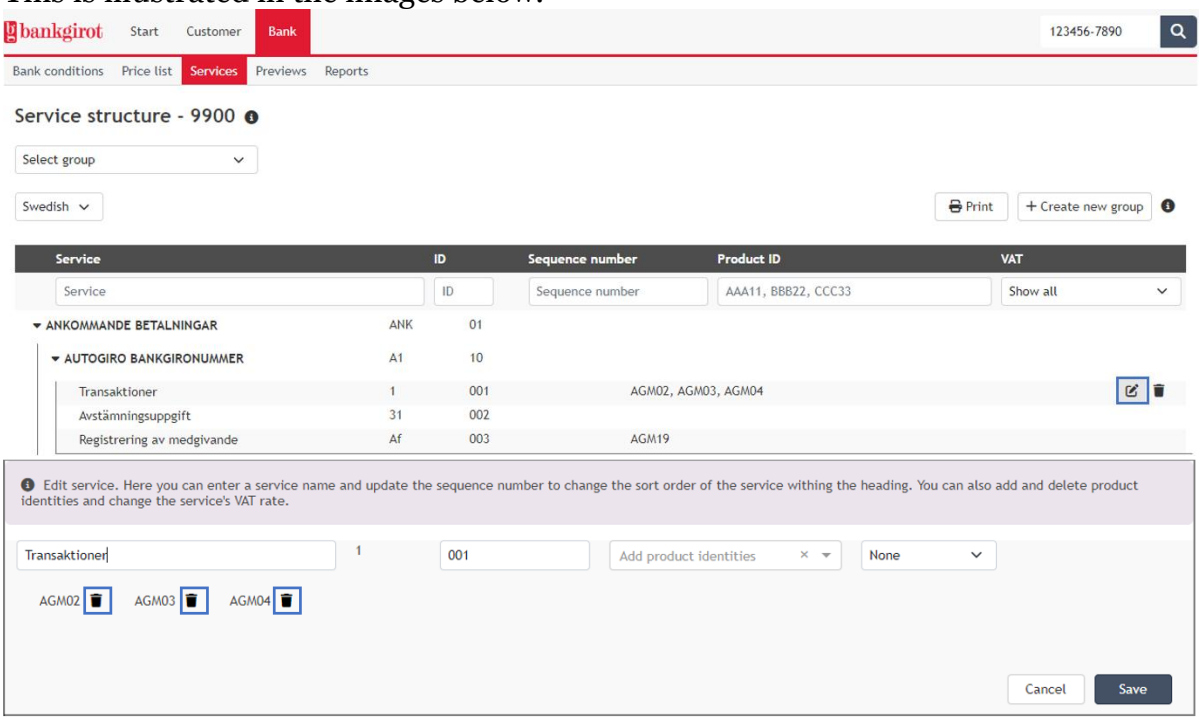


8.3.2 Change

To change the existing service structure click on the pen on the right, changes can be made in all three levels of the service structure.
Fill in the new values as desired and then select *save*.
It is also possible to remove the product ID during service by clicking on the trash can icon.

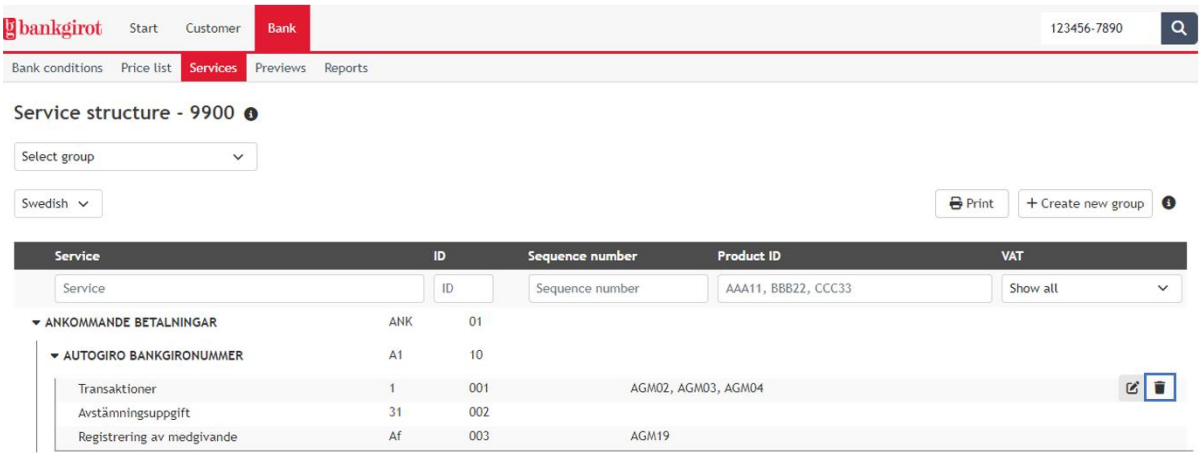
If you delete a group, heading or service, it will also disappear from the Bank and customer price lists for all customers in the bank.

This is illustrated in the images below.



Remove service

It is also possible to delete existing *service*, *title* and *group*
This is done by pressing the trash can icon shown in the image below.
For it to be possible to delete a *group*, there must be no underlying *title* or *service*, and for deleting a *title* there must be no underlying *service*.



8.4 Previews

The organization numbers that have been posted for review are listed here.

Preview means that the invoice is available for review for three banking days before it is sent out to the customer. It gives the possibility to edit the invoice by canceling it and creating a new one. Alternatively, do nothing at all and let the invoice go out automatically after the three banking days.

The preview only applies to one invoicing occasion. The organization number must be registered for preview the month before the invoice run takes place.

8.5 Reports

In the interface there are reports that are produced automatically.

The reports are produced to help the account manager to correct information before the next invoicing.

The following reports are produced

Customers with expiring price agreements If no action is taken, the bank's standard rate will apply. The report is created daily 90 days in advance and is produced per bank.

Customer agreement missing: The report is created when invoicing and provides the bank with information about which bank accounts could not be invoiced due to that there is no agreement for issuer payments. In order for invoicing of issuer payments to take place, a bankgiro number must be linked to the current account number from which the payment is made.
The report is produced at main clearing number level, sorted by bank account number. The report is available via the web interface until the next invoicing round (month shift).

Forecast: Forecast for the entire main clearing number with details of customer manager/clearing number. The report is created during the invoice run once per month and is overwritten during the next invoice run.

9 Timeline 2026

	Jan	Feb	March	April	May	June	July	Aug	Sept	Okt	Nov	Dec	Jan-2027
Unreviewed invoices sent to customer (approximate date)	08-jan	05-feb	05-mar	08-apr	07-may	04-jun	06-jul	06-aug	04-sep	06-okt	05-nov	04-dec	08-jan
Invoices registered for preview can be reviewed, changed or cancelled	08-12-jan	05-09 feb	05-09-mar	08-10-apr	07-11-may	04-08-jun	06-08-jul	06-10-aug	04-08-sep	06-08-okt	05-09-nov	04-08-dec	08-12-jan
Last day to credit direct debit invoices	22-jan	19-feb	19-mar	22-apr	22-may	18-jun	20-jul	20-aug	18-sep	20-okt	19-nov	18-dec	22-jan
Directly debited invoices are deducted from the customer's account (Ag)	27-jan	24-feb	24-mar	27-apr	27-may	24-jun	23-jul	25-aug	23-sep	23-okt	24-nov	23-dec	27-jan
Retry when coverage was missing on the account	28-jan	25-feb	25-mar	28-apr	28-may	25-jun	24-jul	26-aug	24-sep	26-okt	25-nov	28-dec	28-jan
A reminder for unpaid direct debit invoices is sent to the customer	29-jan	26-feb	26-mar	29-apr	29-may	26-jun	27-jul	27-aug	25-sep	27-okt	26-nov	29-dec	29-jan
Last day to credit manual invoices	05-feb	05-mar	02-apr	06-may	04-jun	02-jul	03-aug	03-sep	02-okt	03-nov	03-dec	04-jan	05-feb
Last payment date for manual invoices	06-feb	06-mar	07-apr	07-may	05-jun	03-jul	04-aug	04-sep	05-okt	04-nov	04-dec	04-jan	08-feb
A reminder for unpaid manual invoices is sent to the customer	12-jan	12-feb	12-mars	13-april	12-may	12-jun	13-jul	12-aug	14-sep	12-okt	12-nov	14-dec	12-jan