

Deadlines module

Introduction

The Deadlines module adds a set of useful features for managing customer/supplier payments. The main feature of the module is that it allows management of payment terms over multiple expiry periods, being able to define payments such as 30/60/90 days end of month or other similar formats .

Based on the payment term chosen when validating the invoice, the relevant deadlines will be generated, listed in a special box located under the invoice totals. It will also be possible to delete a deadline or insert a new one in the case of special requests.

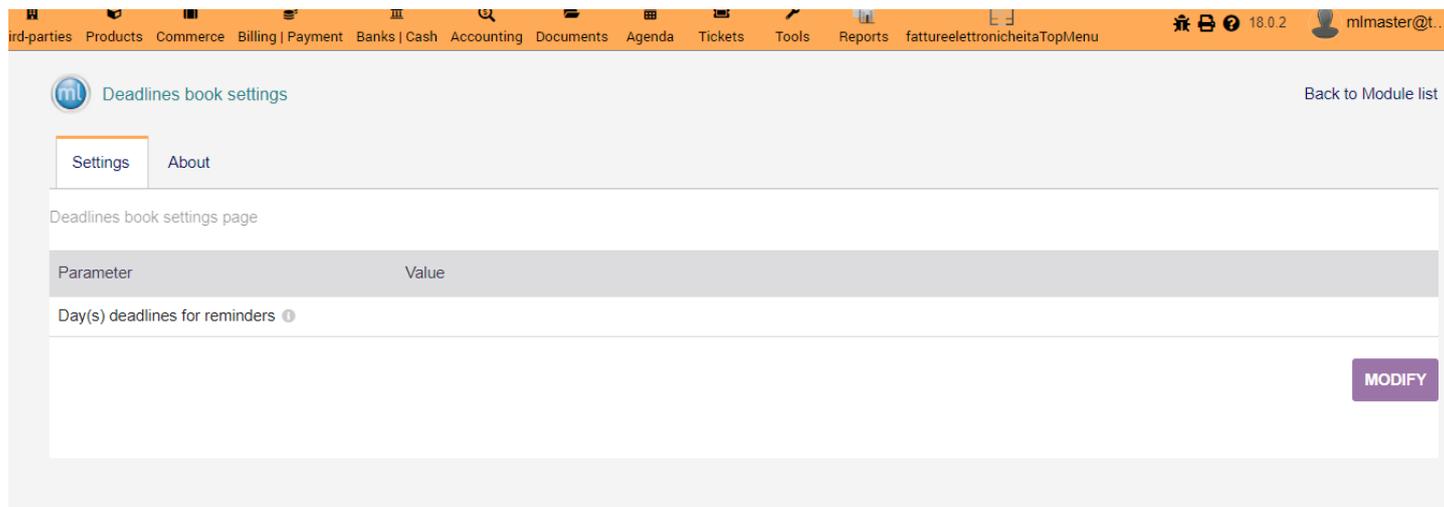
The deadlines generated and/or entered manually will also generate any reminders with a date after the due deadline, according to a parameter that can be set in the configuration.

For the Italian market it is possible to set a parameter that indicates which form of payment corresponds to the Ri.Ba (bank receipt), filtering the deadlines among the dates chosen for the Ri.Ba payment , ticking the desired deadlines, an indication will be provided on the number of documents involved and on the total amount selected, from here through a mass action it will be possible to generate the Ri.Ba flow file , selecting the receiving bank and therefore generating the file to send to the bank for the automatic generation of the Ri. Ba , before sending or in the case of errors it will be possible to view the flow in a readable way (it is a file with records of fixed length), delete the file making the inserted deadlines insertable again in a different flow or, after any corrections (e.g. a cc. of an incorrect or missing customer) regenerate the flow to have a new correct file.

Also connected to the Ri.Ba there is the possibility for individual customers to insert postponements to change the actual expiry date to a specific day of the month following the one calculated.

Settings

The only setting of the form via and the administration interface is the definition of the number and days for which to generate a reminder.



In this section it will be possible to indicate the extra days to add to the date of a deadline for which the reminder will be generated. For example, indicating the value 10.25 will generate two reminders, the first after 10 days of the expiry date and a second after 25 days. In this way it is possible to define the number and frequency of reminders.

Then there are some constants that can be defined in the Home->Settings->Other settings menu, here you can define some constants that will be used by the module, the expected values are:

METHOD_RIBA_ID: You must indicate the ID of the form of payment that corresponds to the Ri.Ba (bank receipt) so that the system can identify any incorrect deadlines to be inserted in the Ri.Ba flow and therefore exclude them and other similar cases.

DEADLINE_AGGREGATE_CLIENTS_CBI: If set to 1 it will aggregate multiple deadlines of a single Customer, which have the same expiry date in a single Ri.Ba , if not defined or set to 0 a Ri.Ba will be generated for each deadline.

Creation of multiple payment terms

Basically, Dolibar does not manage multiple payments. The functionality to manage payment forms with multiple deadlines has been added via the Deadlines module in the same payment terms management screens. By opening the payment terms dictionary it will be possible to insert or modify a payment term with multiple deadlines. As shown in the figure, a payment term of 30, 60, 90 days has been inserted. When creating or inserting, simply enter the number of deadlines in days separated by a comma (in this case 30,60,90), the other settings remain unchanged, thus being able to set the end of the month or an effective date after the deadline (e.g. 5 of the month following the deadline).

Dictionary setup - Payment Terms Back to Dictionaries list

Code	Label	Label on documents	Deposit %	No. of days	At end of month	Offset	Sort order
		<input type="text"/>			None		
ADD							

Code	Label	Label on documents	Deposit %	No. of days	At end of month	Offset	Sort order	Status
30/60/90 GG EM	30/60/90 GG EM	30/60/90 GG EM		30,60,90	None	99		<input checked="" type="checkbox"/>
14DENDMONTH	14 days of month-end	Within 14 days following the end of the month		14	At end of month	12		<input type="checkbox"/>
14D	14 days	14 days		14	None	11		<input type="checkbox"/>

Generation and management of deadlines in the invoice

A new box will appear in customer and supplier invoices to manage and view deadlines. Based on the payment terms set during the validation of an invoice, the relevant deadlines will be generated by dividing the amounts on the various deadlines; in the case of decimals, any rounding and carrying forward of the cent difference will be added to the last deadline.

			Remaining unpaid	2,542.99
Margins		Selling price	Cost price	Margin
Margin / Products		2,084.42	1,485.00	599.42
Deadlines				
Due date 05/05/2023 amount 847.66€ [Delete]				
Due date 04/06/2023 amount 847.66€ [Delete]				
Due date 05/04/2023 amount 847.67€ [Delete]				
Total: 2,542.99€				
DELETE ALL				
Add deadline				
Due date: 11/02/2023 <input type="checkbox"/> Now				
Amount: _____				
SAVE				

If you return the invoice to draft status, change the payment terms and validate it again, the old deadlines will be eliminated and the new ones will be calculated. If there are deadlines prior to today and therefore expired, they will not be eliminated. You can manually delete a deadline and (or insert a new deadline.

Deadline list

menu item it will be possible to view the list of customer and supplier deadlines. The list contains all the necessary elements and it is possible to apply filters. Deadlines with a date prior to today will be highlighted by marking them with the orange triangle. Customer deadlines present in a Ri.Ba flow. they will report the name of the relevant file which shows the date in YYYYMMDD format followed by the code of the bank for which to generate the flow. A new box will appear in customer and supplier invoices to manage and view deadlines. Based on the payment terms set during the validation of an invoice, the relevant deadlines will be generated by dividing the amounts on the various deadlines; in the case of decimals, any rounding and carrying forward of the cent difference will be added to the last deadline.

Customer deadlines book (1933) 25 / 1 / 78

Selected deadlines number: 0 Selected deadlines total amount: 0

Label	Reference	Third-party	Amount	Payment mode	Due date	Closed	Creation date	Riba
Fattura 2022/0003	2022/0003	[REDACTED]	134.20	Bank Account N...	03/31/2022	No	01/17/2022 12:20 PM	20220131_B003 -
Fattura 2022/0005	2022/0005	[REDACTED]	1,144.02	Bank Account N...	02/28/2022	No	01/17/2022 12:30 PM	20220131_B003 -
Fattura 2022/0013	2022/0013	[REDACTED]	8,992.90	Bank Account N...	04/30/2022	No	01/21/2022 04:08 PM	20220131_B003 -
Fattura 2022/0014	2022/0014	[REDACTED]	384.30	Bank Account N...	02/28/2022	No	01/21/2022 04:20 PM	20220131_B003 -
Fattura 2022/0018	2022/0018	[REDACTED]	10,557.50	Bank Account N...	04/30/2022	No	01/28/2022 12:53 PM	20220131_B003 -

By selecting one or more deadlines, the number of selected deadlines and the total amount of these deadlines will appear at the top left.

A mass action will also be available which will generate the Ri.Ba flow. , you will be asked which of the banks associated with the company you want to generate the file on. If you have selected deadlines already associated with a Ri.Ba flow and/or with payment methods other than those indicated in the configuration of the METHOD_RIBA_ID constant, these will be ignored and at the end a warning will be issued that some deadlines have not been processed.

Customer deadlines book (1933) 25 / 1 / 78

Selected deadlines number: 25 Selected deadlines total amount: 32402.95

-- Select action -- CONFIRM

Label	Reference	Third-party	Amount	Payment mode	Due date	Closed	Creation date	Riba
Fattura FTN474-30/06/2021	FTN474-30/06/2021	[REDACTED]	1,045.30	Bank transfer	07/01/2021	No	03/10/2022 12:16 PM	No
Fattura 2023/0448	[REDACTED]	[REDACTED]	91.13	Bank transfer	04/06/2023	No	04/06/2023 10:34 AM	No
Fattura 2023/0447	2023/0447	[REDACTED]	1,023.00	Bank transfer	04/05/2023	No	04/05/2023 02:18 PM	No
Fattura 2023/0446	2023/0446	[REDACTED]	847.66	Bank transfer	05/05/2023	No	11/02/2023 10:16 AM	No
Fattura 2023/0446	2023/0446	[REDACTED]	847.66	Bank transfer	06/04/2023	No	11/02/2023 10:16 AM	No

Once the Ri.Ba flow has been generated , the name of the file and an icon for its download for transmission to the bank by email or via home banking will appear in the associated deadlines. Clicking on the file name will open a screen showing the contents of the file in detail, with the appropriate labels associated with the various values

**Dettaglio flusso RI.BA 20231027_B0005**Torna alla lista
Banca assuntrice: B0005 - [REDACTED]

RIGENERA FLUSSO RI.BA

ELIMINA FLUSSO RI.BA

Linea nr. 1 — Tipo linea IB

(4-8)	Codice SIA	C [REDACTED]
(9-13)	ABI	05116
(14-19)	Data	30/10/23
(20-39)	Data file	ARC 30/10/2023 08:59:36

Linea nr. 2 — Tipo linea 14

(4-10)	Nr. RIBA	1
(11-22)	Data scadenza	31/05/23
(34-48)	Importo	2,837.29 €
(49-59)	ABI/CAB/CC Archlight	0 [REDACTED] 397
(70-79)	ABI/CAB Cliente	[REDACTED]
(88-113)	Codice cliente	CU2304-01510

Linea nr. 3 — Tipo linea 20

(4-10)	Nr. RIBA	1
(11-34)	Società emittente	[REDACTED]
(35-58)	Società indirizzo1	[REDACTED]
(59-82)	Società indirizzo2	25126 Brescia
(83-108)	P.IVA Società emittente	0 [REDACTED]

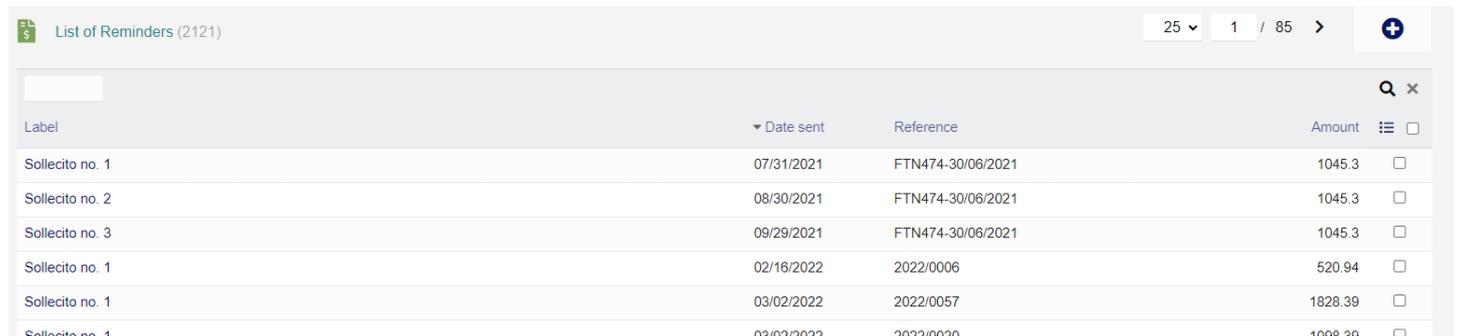
Linea nr. 4 — Tipo linea 30

(4-10)	Nr. RIBA	1
(11-70)	Nominativo cliente	[REDACTED]
(71-88)	P.IVA cliente	00 [REDACTED]

Since this is a format used exclusively in the Italian banking sector, the screen has not been translated into the available languages (English). From this screen it will be possible to check any problems reported by the bank e.g. an incorrect code or something. Once any corrections have been made to the master data, it will then be possible to regenerate the same flow on the same deadlines. Alternatively, it is possible to completely cancel the flow by reporting the deadlines entered as still to be inserted in a Ri.Ba flow.

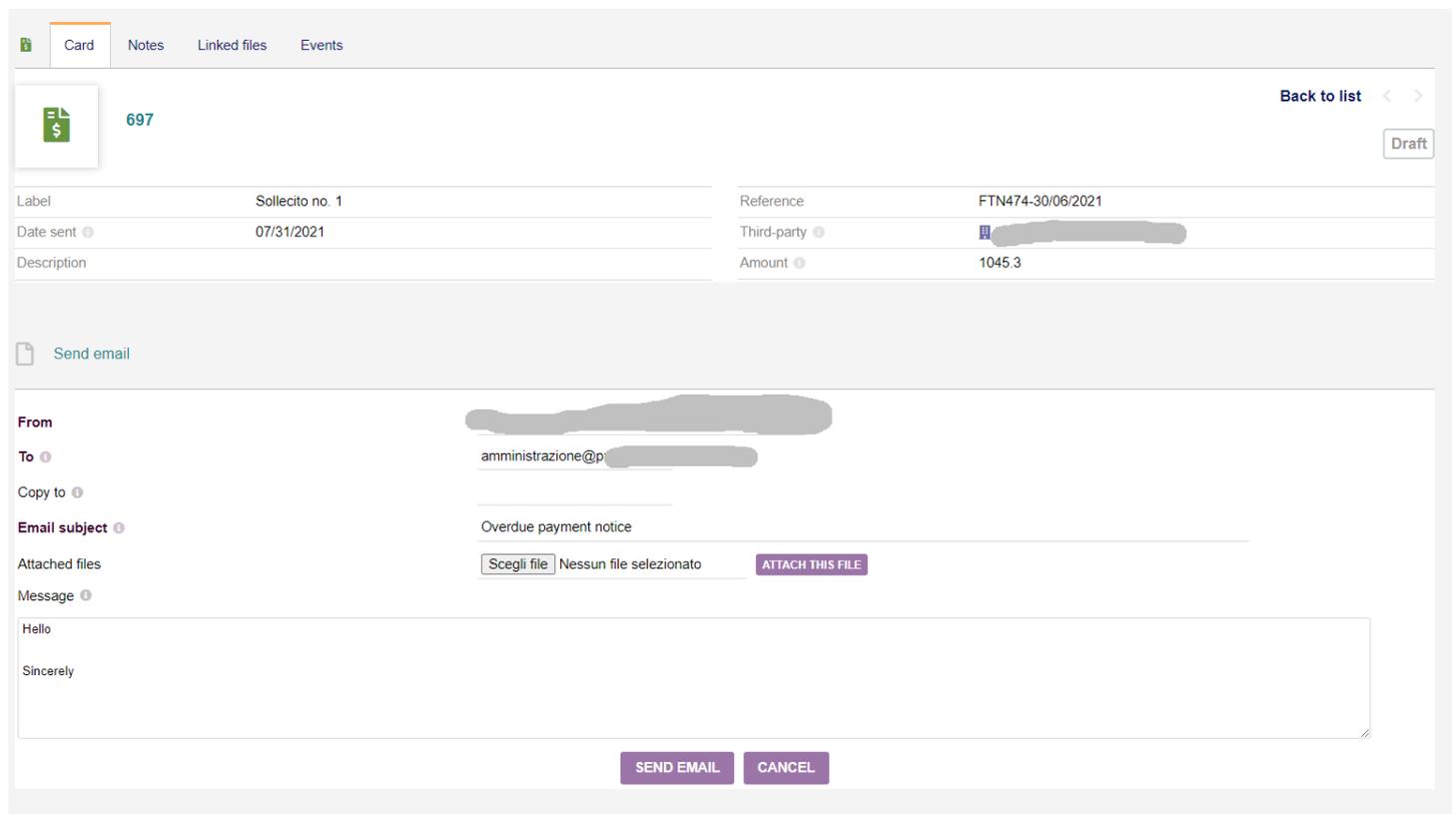
Reminder list

If the parameter of how many and after how many days to generate the reminder is set, when creating the deadlines, the relevant reminders with appropriate dates and numbers are also generated.



Label	Date sent	Reference	Amount
Sollecito no. 1	07/31/2021	FTN474-30/06/2021	1045.3
Sollecito no. 2	08/30/2021	FTN474-30/06/2021	1045.3
Sollecito no. 3	09/29/2021	FTN474-30/06/2021	1045.3
Sollecito no. 1	02/16/2022	2022/0006	520.94
Sollecito no. 1	03/02/2022	2022/0057	1828.39
Sollecito no. 1	02/02/2022	2022/0020	1000.20

By opening a reminder it is possible to send an email, as shown in the image below, possibly attaching the relevant document and writing the desired message.



Card Notes Linked files Events

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Label	Sollecito no. 1	Reference	FTN474-30/06/2021
Date sent	07/31/2021	Third-party	[REDACTED]
Description		Amount	1045.3

[Send email](#)

From [REDACTED]

To [amministrazione@p\[REDACTED\]](#)

Copy to

Email subject Overdue payment notice

Attached files [Scegli file](#) | Nessun file selezionato [ATTACH THIS FILE](#)

Message

Hello

Sincerely

[SEND EMAIL](#) [CANCEL](#)

Postponement management

Through the items in the postponements menu it is possible to set a postponement of payments for one or more specific months for a given customer. For example, a customer who reports closing for holidays in August and Christmas could request that payments for those months be postponed, for example, to the 5th of the following month.

Through the postponement management it is possible to specify the third party, the month for which the postponement is requested, for example December and the day of the following month in which to issue the deadline for example the 5th. With these settings a deadline calculated for the end of December at day 30, will be automatically calculated with date 4 January of the following year. In this way, unnecessary reminders, Ri.Ba issues which would not be paid and would therefore be returned as unpaid, etc. will be avoided. etc.

 New Payment deferral

Third-party 

Month to be postponed 

Postponement day 

Notes