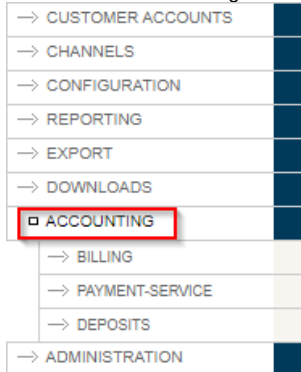


Accounting

Via the menu item Accounting you have the possibility to download settlements as export, to export payment data and to get an overview of still open retentions.

You can reach Accounting in the PMI in the main navigation menu.



- 1 [Billing](#)
- 2 [Payment - Service](#)
- 3 [Deposits](#)

Billing

The invoices that can be downloaded via Export are the invoices from Payone to the customer. These are generated weekly/monthly.

Here you can change the e-mail address for the invoice notification yourself.

The amount shown is the net amount.

Invoices/payment vouchers

Download all invoices and credits issued for you as a PDF file.

Year:

Email address(es) for invoice notification

You can enter multiple email addresses by using the semicolon (";") as a separator.

Example: john.doe@test.com; second.recipient@test.com

Email address(es):

Email address for dunning

Email address (dunning):

Payment - Service

Under the item Payment Service you have the option of exporting payment data.

Export payout data

Please select the data you want to export.

Please note that the transactions of a Payment-Service Statement do not necessarily match the transactions for the same time period.



Deposits

The Deposit account gives you an overview of the current status of open retentions.

Depositkonto - offene Sicherheitseinbehalte

Zahlart	Einbehalt	Ausschüttung*	Höhe Einbehalt
Lastschrift (DE)	01.09.2019	01.11.2019	303,18 €
Lastschrift (DE)	01.10.2019	01.12.2019	261,98 €
Saldo gesamt:			565,16 €

*) Die Ausschüttung wird erst bei der folgenden Abrechnung berücksichtigt.