Invoices

List

About filters and finding data in lists

Filter

Status choice — shows invoices with the selected status (see Statuses):

- **Ordered** — Shown to companies integrated with a webshop.
- **Draft**
- **Approved**

Check boxes:

- ***{Void}*** — Voided invoices and their voids.
- ***{Nefiskalizirano F1.0}*** (*Not fiscalised F1.0*) — Invoices not fiscalised under the ***F1*** protocol.
- ***{In stock}*** — Shown with the **Ordered** or **Draft** choice. When ticked, the list shows only invoices that can be approved, i.e. invoices in which all items have sufficient stock. Also shown are all invoices without material items and all invoices of types **RARN**, **RAPP**, **RAFO** and **ODOT**, because the goods for these invoice types have already been issued (by delivery note, issue slip to a job card and the like), so stock is not checked.

Filter fields:

- ***{Customer}*** — Invoices of the selected customer.
- ***{Customer department}*** — Appears only after selecting a customer with departments entered and narrows the view to invoices issued to the selected department. In the drop-down list the department is identified by name, FINA ID and address, as described in Partner department.
- ***{From date}***, ***{To date}*** — Invoices issued within the given period.
- ***{ZKI ili JIR}*** (*ZKI or JIR*) — The invoice with the given issuer's protection code or unique invoice identifier.
- ***{Method of Payment}*** — Invoices with the selected method of payment.
- ***{F2.0 Status}*** — Invoices with the selected eInvoice status.
- ***{Type}*** — Invoices of the selected type.
- ***{VAT Exemption}*** — Invoices with the selected VAT exemption basis.

The ***{Search}*** box retrieves an invoice by invoice number or by the customer's order number, even when not all invoices are displayed because their number exceeds the limit of 1000 in the given period.

Columns

- **Status** — eInvoice status provided by the information intermediary. Every hour Brix retrieves

from the intermediary the status changes made during the current day and the three previous days; a change dated outside that period is not shown in Brix.
- **F1**, **F2** — A tick marks the protocol under which the invoice was fiscalised: ***F1*** or ***F2.0***.
- **Fiskalizirano** (*Fiscalised*) — Date of fiscalisation.
- **Number** — Invoice number.
- **Delivered (Tax date)** — Date of delivery.
- **Issued** — Date of issue.
- **Type** — Invoice type; signed credit notes (ODOT) are marked with a tick.
- **P** — Method of payment stated on the invoice.
- **Customer**
- **Amount**
- **Country** — Customer's country.
- **Foreign Currency**
- **Outstanding** — Amount not yet paid.
- **Description**

The totals of the **Amount** and **Outstanding** columns are shown below the list.

- The total of invoice amounts need not match income, because it also includes invoices for advance payments received, which are not income.

From:
https://wiki.micro-process.hr/ - **Brix - MICRO PROCESS**

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Last update: **19/10/2026 08:23**