VOLENG PRODUCT GUIDE

# Finance

Manage customers, invoicing, payments, expenses and receivables follow-up.

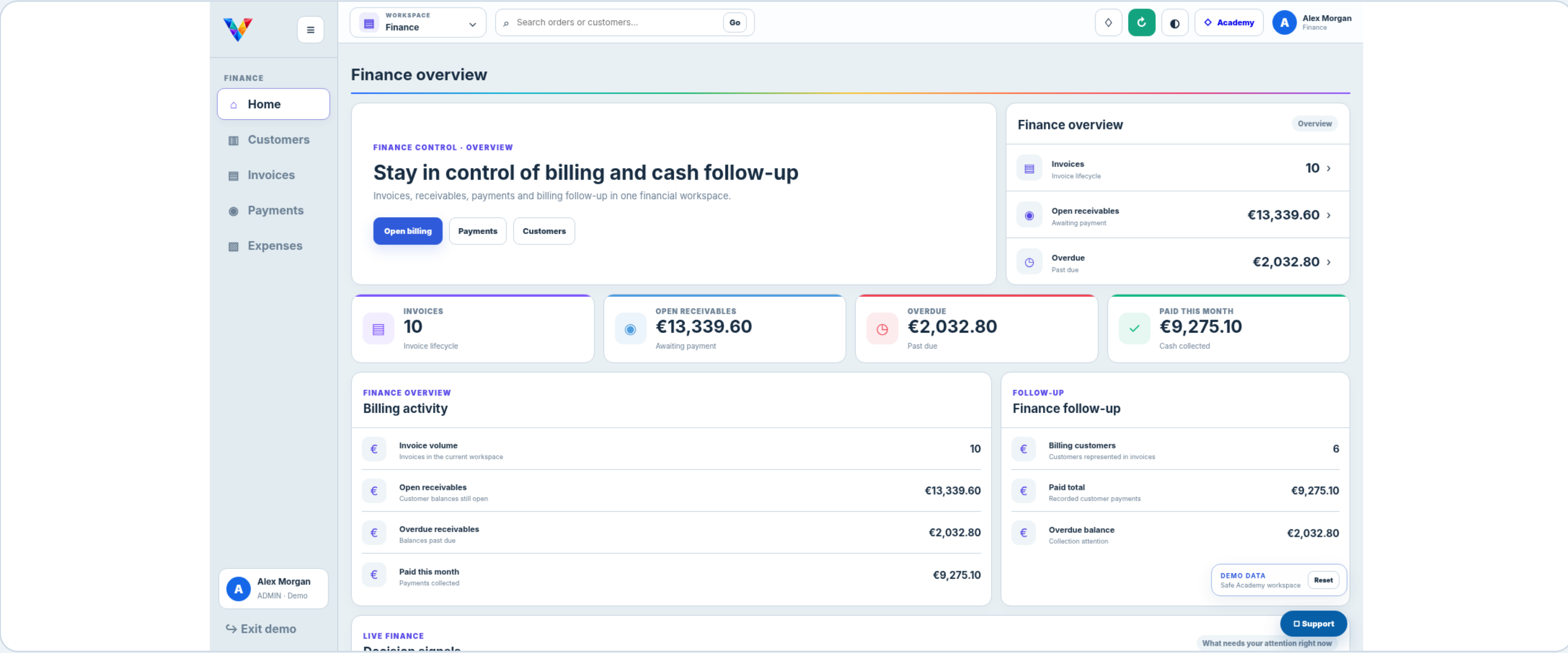
1. Maintain customer master data
2. Create and follow invoices
3. Track payments and open balances
4. Follow overdue receivables
5. Register and review expenses

FINANCE · 01

# Finance overview

Monitor billing activity, receivables, overdue value and collections.

Open in Demo ↗




**Step 1**

Start with open receivables and overdue indicators.

**Step 2**

Open billing or payments from the overview.

**Step 3**

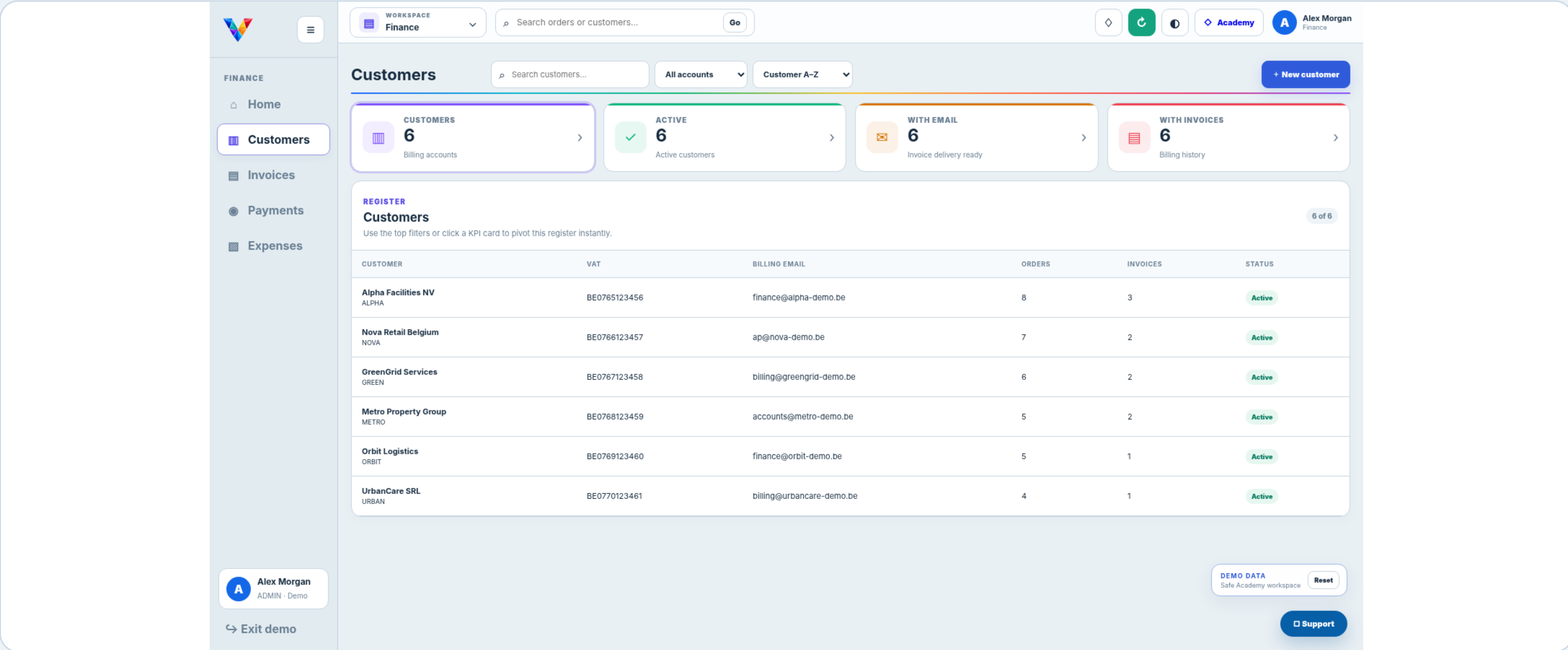
Use follow-up panels to prioritize finance work.

FINANCE · 02

# Customers

Maintain customer and billing master data.

Open in Demo ↗




**Step 1**

Create a customer before issuing invoices.

**Step 2**

Keep contact and billing information accurate.

**Step 3**

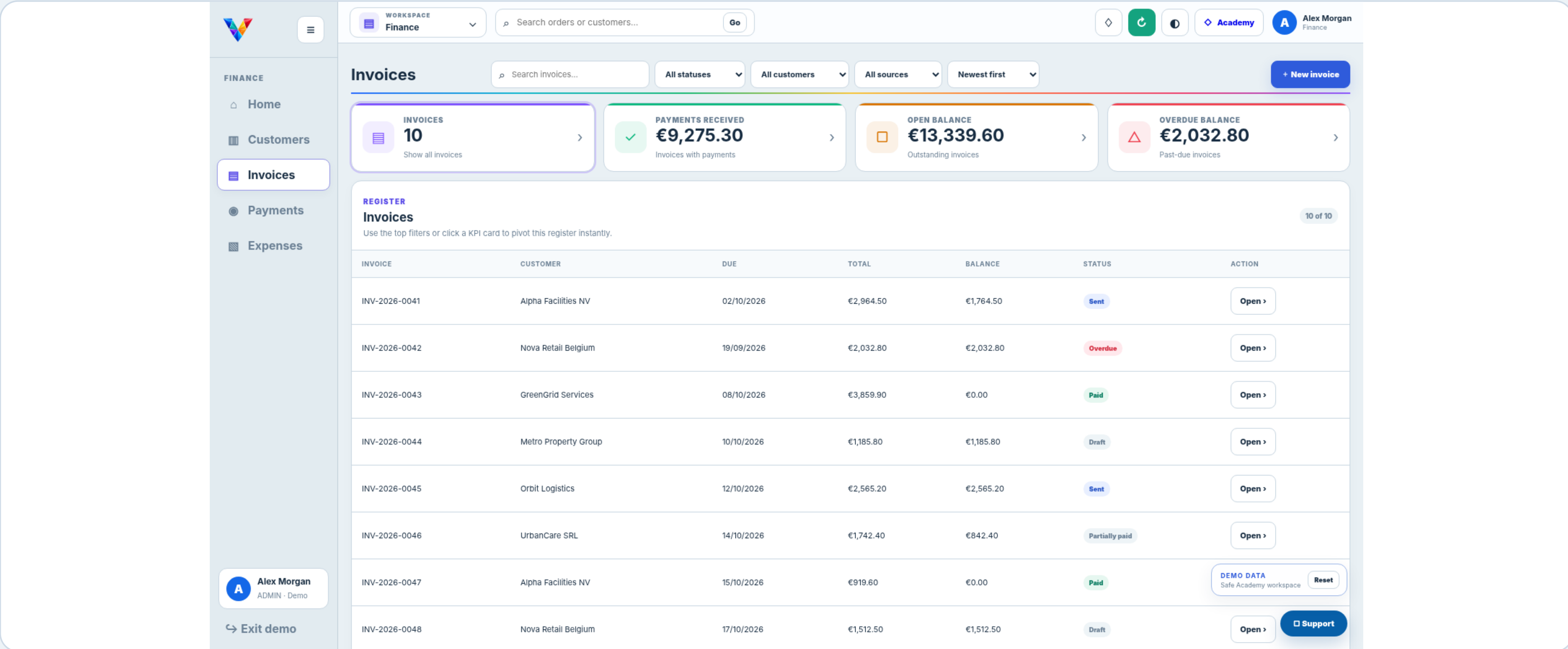
Use customer records as the shared source for finance workflows.

FINANCE · 03

# Invoices

Create, filter and follow invoices by lifecycle, customer and balance.

Open in Demo ↗




**Step 1**

Click KPI cards to pivot the register.

**Step 2**

Use header filters instead of duplicate filter rows.

**Step 3**

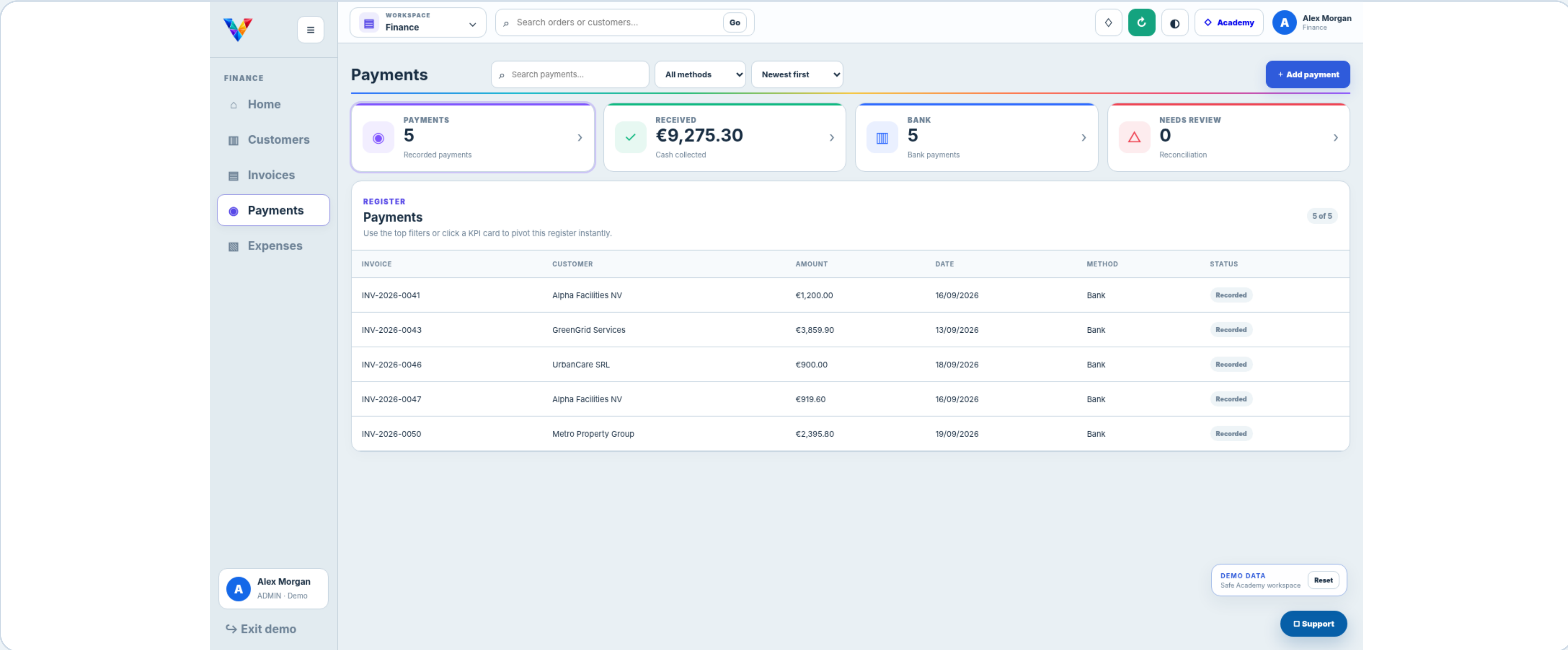
Open overdue or open-balance invoices for follow-up.

FINANCE · 04

# Payments

Register and review incoming customer payments.

Open in Demo ↗




**Step 1**

Record invoice reference, amount, date and method.

**Step 2**

Use filters to find a payment quickly.

**Step 3**

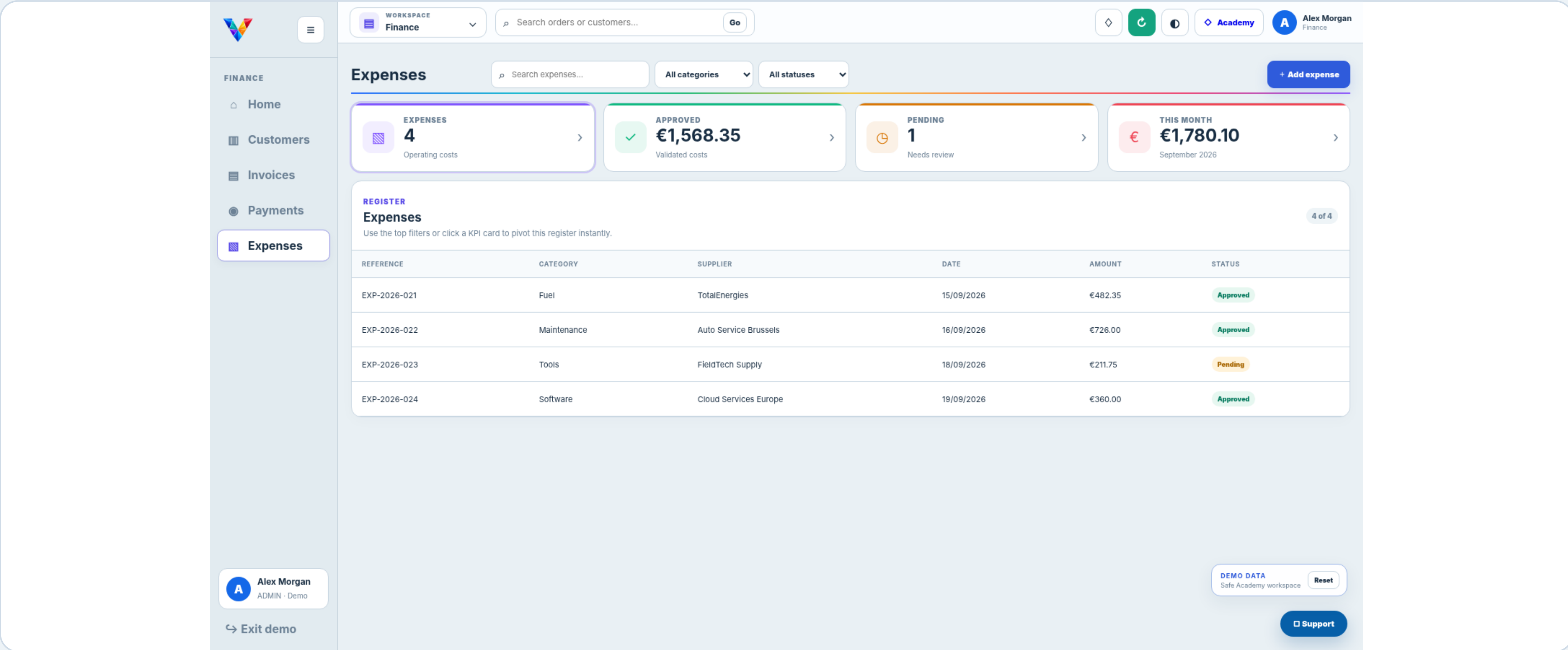
Verify invoice balances after payment registration.

**FINANCE · 05**

# Expenses

Record and review company expenses.

Open in Demo ↗




**Step 1**

Choose the correct category and supplier.

**Step 2**

Capture amount, date and approval status.

**Step 3**

Use filters to separate pending and approved expenses.