

Payment reminders

In “Invoicing” - “Reminders” you can manage and send reminders.

If you do not see this page, your user group has no access to this page, you can change this through “System” - “Rights”.

PlanManager

Back

Invoices

Claims

Creditnotes

Ledgers

Journals

Discount

Accounting

Group invoice

Reminders

Standard Comments

Help

Workshop

Job

Planning

Report

Maintenance

System

Car Fleet

Invoicing

English (United Kingdom)

Reset

Export

Filter

select a location

select a journal

type a customer name

type a job number

New

Results: Viewing items 1-17 of 17.

Previous | 1

	Number	Date	Customer	Customer Number	Job	Amount Excl.	Amount Incl.	Registration	Unp
 		31-07-2017	Owner	150042	150053	£ 3 270.99	£ 3 957.90	GJ58 AAB	Paye
    		20-03-2017	DE GROOTE FRANKY 11	150048	£ 43.00	£ 52.03	ETC697	£ 52	
    		17-02-2017	Smith	150034	150039	£ 710.00	£ 859.10	KLO6XDB	£ 85
    		07-02-2017	DE GROOTE FRANKY 11	150012	£ 1 201.21	£ 1 453.46	ETC697	£ 1 4	

Top of the page you can set how many days ① after the due date of the invoice you want to send the first, second and third reminder.

On the left can filter on your location and reminder type ②. The list ③ on the lower right will show the outstanding invoices. Here you can select ④ the invoices / customers before you send the reminder by e-mail ⑤ based on the preset communication template.

Reminder	Days	After
Reminder 1	8	Days after expiry date
Reminder 2	15	Days after first reminder
Reminder 3	30	Days after second reminder

Number	Expiry Date	Amount Incl.	Unpaid	Customer Name	Job	Registration
1001	16-09-2015	3813.18	£ 3 813.18	TIJTGAT PATRICIA	150001	CHP882
2002	23-12-2016	859.1	£ 859.10	Smith	150039	KLO6XDB
1002	23-12-2016	1135.48	£ 1 135.48	Test Insurance Co.	150013	XAC783
1003	20-01-2017	242	£ 242.00	TIJTGAT PATRICIA	150045	CHP882

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