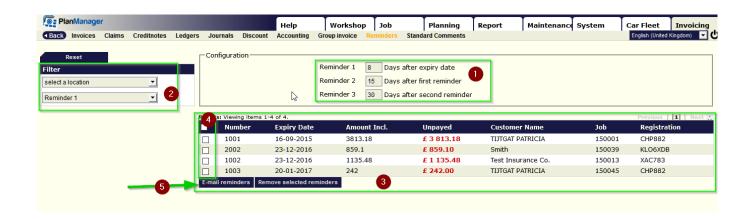# Payment reminders

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".

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.

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Autor: Jean-Marie
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