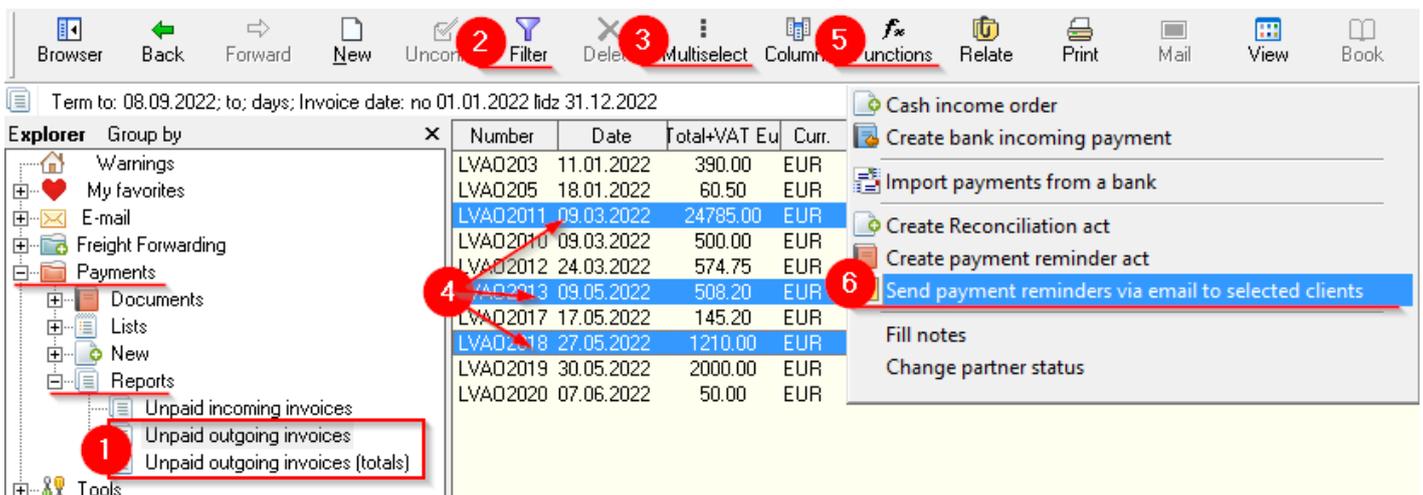


Payment reminders by e-mail

To work with debtors we recommend using the section created for this purpose. Press (F9) to open it. **Info** [here](#) .

To quickly send a payment reminders to several partners at the same time:

1. Filter unpaid invoices in section Unpaid outgoing invoices. Tutorial [here](#) .
2. Set the desired data **Filter** 
3. To mark several records, press **Multi select.** 
4. While holding the **Ctrl key, mark** the necessary lines with the mouse
5. Press **Functions** 
6. Choose: **Send a payment reminders via e-mail to selected Clients.**



The screenshot shows the software interface with the following elements:

- Toolbar:** Contains icons for Browser, Back, Forward, New, Uncom, **Filter** (2), Delete, **Multi select** (3), Columns, **Functions** (5), Relate, Print, Mail, View, and Book.
- Table:** Displays a list of invoices with columns: Number, Date, Total+VAT Eu, and Curr. The table contains the following data:

Number	Date	Total+VAT Eu	Curr.
LVAQ203	11.01.2022	390.00	EUR
LVAQ205	18.01.2022	60.50	EUR
LVAQ2011	09.03.2022	24785.00	EUR
LVAQ2010	09.03.2022	500.00	EUR
LVAQ2012	24.03.2022	574.75	EUR
LVAQ2013	09.05.2022	508.20	EUR
LVAQ2017	17.05.2022	145.20	EUR
LVAQ2018	27.05.2022	1210.00	EUR
LVAQ2019	30.05.2022	2000.00	EUR
LVAQ2020	07.06.2022	50.00	EUR
- Context Menu:** A menu is open over the table, showing options: Cash income order, Create bank incoming payment, Import payments from a bank, Create Reconciliation act, Create payment reminder act, **Send payment reminders via email to selected clients** (6), Fill notes, and Change partner status.
- Explorer:** On the left, the 'Unpaid outgoing invoices' folder is selected (1).

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