


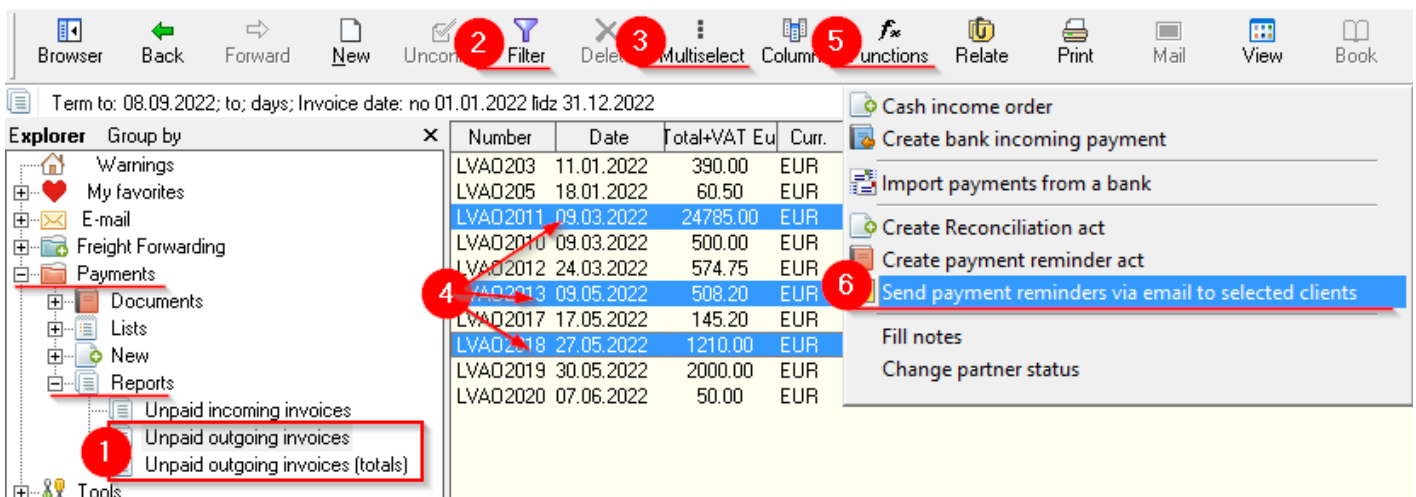


Payment reminders by e-mail

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.
- Explorer:** A tree view on the left with categories like Warnings, My favorites, E-mail, Freight Forwarding, Payments, Documents, Lists, New, Reports, and Tools. Under Reports, 'Unpaid outgoing invoices' is selected and highlighted with a red box and a red circle with the number 1.
- Table:** A table with columns: Number, Date, Total+VAT Eu, and Curr. It lists several invoices, with rows LVAQ2011, LVAQ2012, LVAQ2013, LVAQ2017, and LVAQ2018 highlighted in blue. A red circle with the number 4 points to the first highlighted row.
- Right-hand pane:** A list of functions including 'Cash income order', 'Create bank incoming payment', 'Import payments from a bank', 'Create Reconciliation act', 'Create payment reminder act', and 'Send payment reminders via email to selected clients' (6). The last option is highlighted in blue.

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