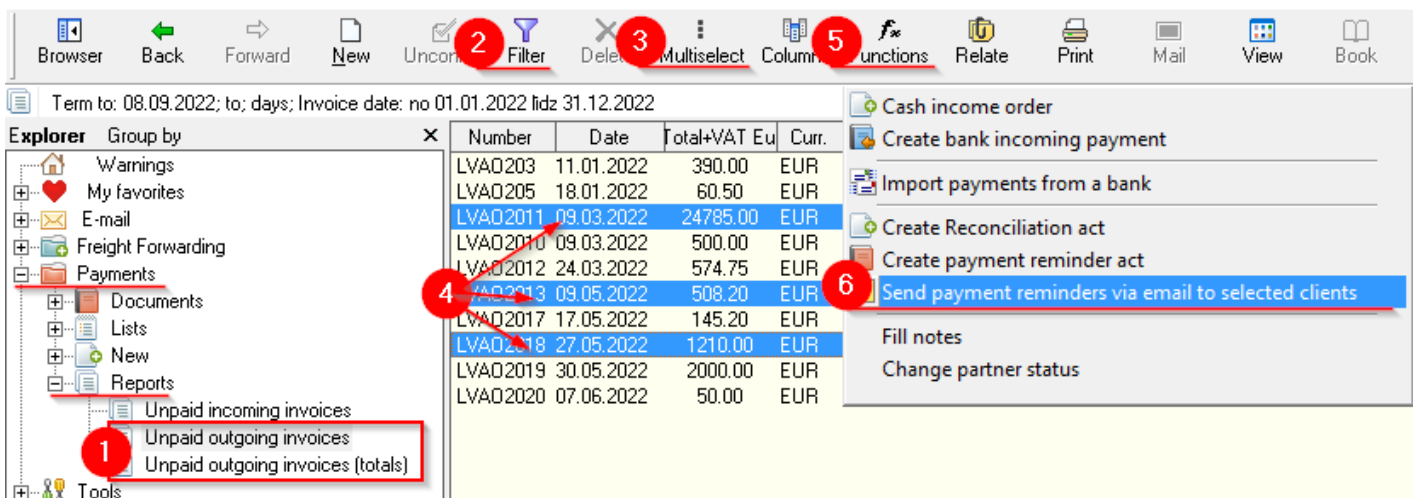


Payment reminders by e-mail

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** [image-1651585606852.png](#)
3. To mark several records, press **Multi select**. [image-1649079539544.png](#)
4. While holding the **Ctrl key**, **mark** the necessary lines with the mouse
5. Press **Functions** [fx](#)
6. Choose: **Send a payment reminders via e-mail to selected Clients.**



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