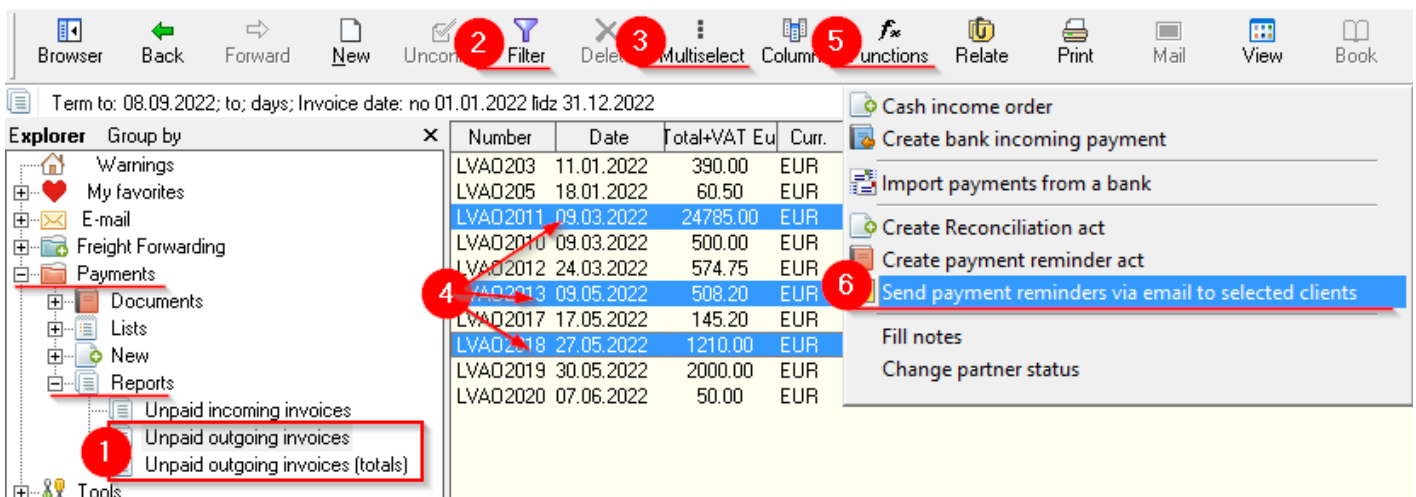# Payment reminders by e-mail

**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** *f*✲
6. Choose: **Send a payment reminders via e-mail to selected Clients.**



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