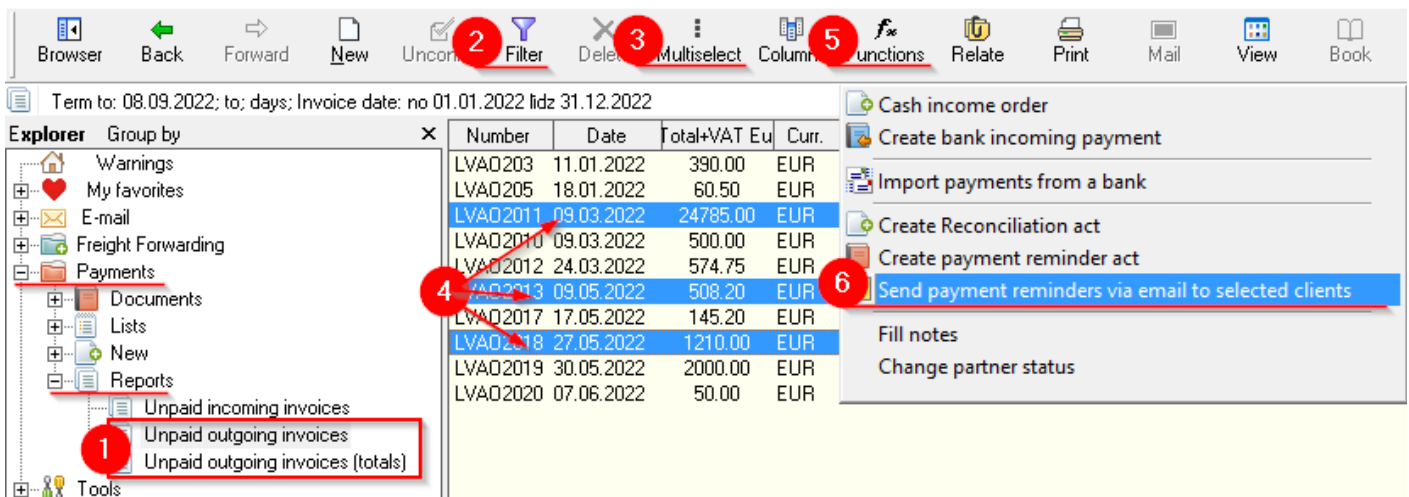


Payment reminders by e-mail

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.**



Term to: 08.09.2022; to; days; Invoice date: no 01.01.2022 līdz 31.12.2022

Number	Date	Total+VAT Eu	Curr.
LVA0203	11.01.2022	390.00	EUR
LVA0205	18.01.2022	60.50	EUR
LVA02011	09.03.2022	24785.00	EUR
LVA02010	09.03.2022	500.00	EUR
LVA02012	24.03.2022	574.75	EUR
LVA02013	09.05.2022	508.20	EUR
LVA02017	17.05.2022	145.20	EUR
LVA02018	27.05.2022	1210.00	EUR
LVA02019	30.05.2022	2000.00	EUR
LVA02020	07.06.2022	50.00	EUR

Explorer Group by

- Warnings
- My favorites
- E-mail
- Freight Forwarding
- Payments
- Documents
- Lists
- New
- Reports
- Unpaid incoming invoices
- Unpaid outgoing invoices
- Unpaid outgoing invoices (totals)
- Tools

Functions

- 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
- Fill notes
- Change partner status

Revision #6

Created 2022-08-26 11:15:21 UTC by Janis Veldre

Updated 2026-07-06 10:04:23 UTC by Janis Veldre