



### Due soon

With this sub module of the EuroFib reminder management you are able to remind your customers by e-mail about invoices which will be due in a few days.

#### Requirements:

Basic data => Accounts data => Debtors  
tabpage „reminder management“

Activate the check „due soon invoices“ on the desired debtors and enter an e-mail address.

Debtors data

Address | Supplements | **Reminder management** | Credit assurance | documents | BD-Soft / SAP | Banks | Areas/Dep...

account no. 20000 name Testkunde Vorname  
customer no. x address AT 1220 Wien  
phone 01/123456789

reminder informations

reminder  reminder charges  interval   
 account statement  interest on arrears  last reminder 01.01.2013  
 rem.blocked  **due soon invoices**  language code 1

interest invoice curr.acc. interest invoice  interest on arrears ta 1  
 pre-balance hrs  consider  00.00.0000

interest invoice OI interest invoice   
 interest on arrears tab 1 Tolerance

reminder type

print  netdays 30  
 fax  discount days1 8 3,00 %  
**eMail**  **tn@schmidhuber.com** discount days2 14 2,00 %

#### Remind => Reminder => Options

tabpage „Crystal Reports“

Enter the desired layout (Crystal Reports) for the due soon reminder.  
This layout can be different from your default reminder management layout.

Options reminder management

no. of reminders 3  
 printout version Crystal Reports  print description  
 print fix   
 from level

settings | Options | Collection expenses | Voucher types | **Crystal Reports** | colors | client

Archive  C:\temp

Sprache	Report	Report (due soon invoices)
Deutsch (1)	G:\Crystal\SES\Mahnwesen\Mahnung_DE.rpt	G:\Crystal\SES\Mahnwesen\Mahnung_DE.rpt
Englisch (2)	G:\Crystal\SES\Mahnwesen\Mahnung_DE.rpt	G:\Crystal\SES\Mahnwesen\Mahnung_DE.rpt
test (3)		



## Remind => Reminder => Headings

In the bottom area you are able to prepare a subject / text for your e-mails.

language: 2 Englisch

**heading**

voucher no.		invoice amount		Amount of interest on arrears	
voucher type		outstanding invoice total		Amount of interest on arrears days	
voucher date		fcc		reminder level	
due date		fc amount outstanding			

**totals**

total remind. amounts	
Collection expenses	
total interr.on arrears	
total amount	

**rem. fields**

payments considered till	
balance acc. to accounting	
page:	
account no:	

amounts in:

**email**

subject:

text:

**- due sonn invoices - email**

subject:

text:

## Remind => Reminder => Texts

Here you are able to enter a header/footer for each language.

text RTF

selection

text type:

language: 2 Englisch

creation	14.06.2016	SUP
change	14.06.2016	SUP

acc. structure:

**Reminder: Due soon invoices**

Dear customer...



**Remind => Reminder => Selection**

Choose type „due soon invoices“ and enter the due date you want to check.

e.g. check on 15.06.2016 for the upcoming days 15.06.2016 – 19.06.2016

Start the selection with execute [F11].

**Remind => Reminder => Edit**

Here you see the selected debtors/invoices and can edit them before you send them by e-mail (activate/deactivate).

account	surname	cou.	pcode	place	amount	fcc	rLevel	d	P	D	F	E
20000	Testkunde	AT	1220	Wien	1.200,00		0	<input type="checkbox"/>	<input type="checkbox"/>			

  

voucher date	begin valuta	valuta	net day	voucher type	voucher number	ext voucher number	amount owed	fcc	rem level	C
01.05.2016	01.05.2016	19.06.2016	49	AR	123456	123456	1.200,00			<input type="checkbox"/>



### Remind => Reminder => Print out

In the top right area you see the number of debtors, which will get an e-mail. Start the process with execute [F11].

created	not created	Total
	1	1

**Options**

Number of reminder levels: 3  
 reminder level: increase  
 remind in: customers  
 print reminder level 0:

### Remind => Reminder => Update

With F11 you delete the selection.

account	reminder total	lection expens	active	nactive	name
reminder level: 0			1		
EUR	1.200,00		1		