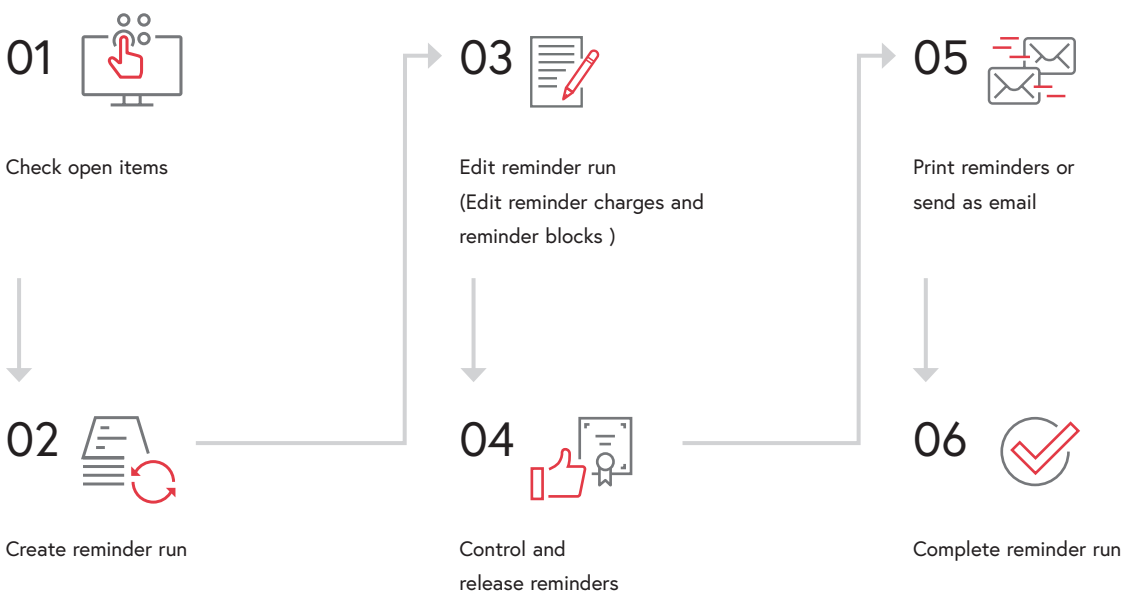


# Reminder Process

## Multi-level reminders in Accounts Receivable

### Process overview: Multi-level reminder process

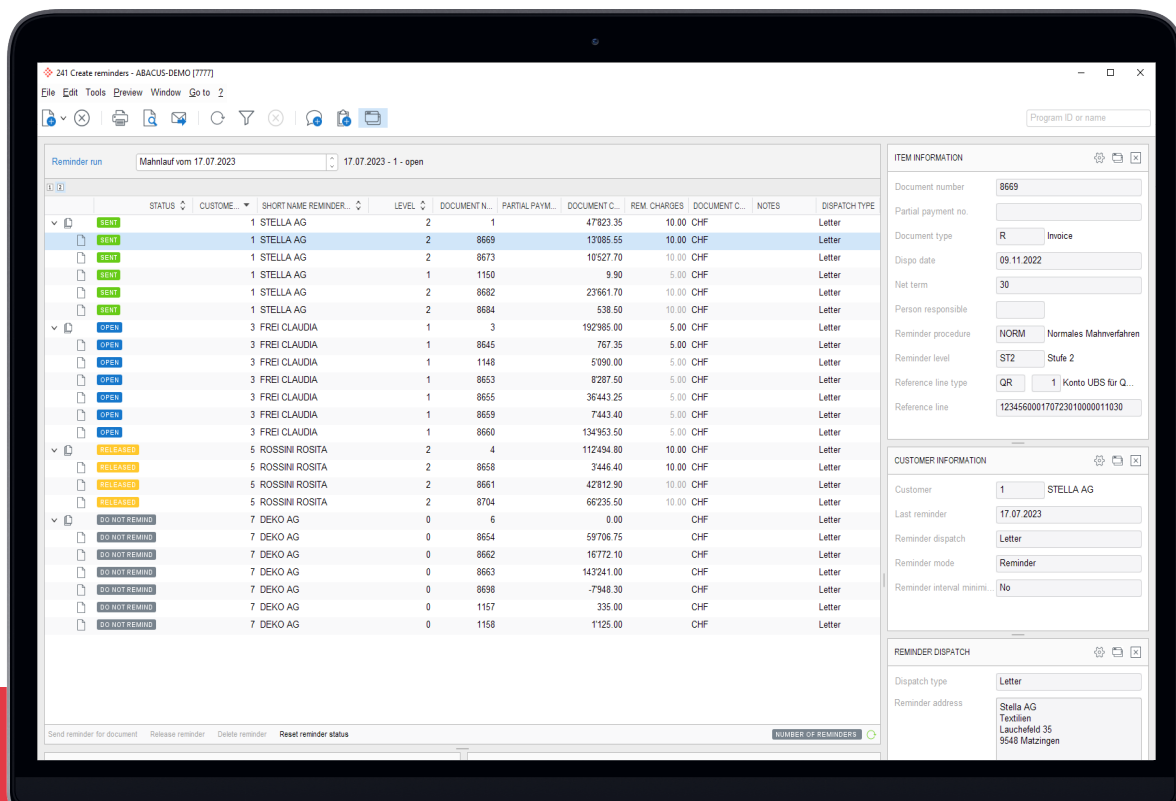


The collection of open accounts receivable invoices is a crucial task for a company in order to remain solvent. The new developments in the reminder system of the Abacus Business Software bring various advantages for an efficient handling of this recurring process.

New functions in the reminder system of Abacus Accounts Receivable ensure process-oriented and user-friendly work. Thanks to the categorization of documents into the status "open", "sent" or "not reminded", documents can be clearly sorted and filtered. In addition, not only can an entire reminder run be created, but also only individual documents can be notified. It is also possible to create, edit or cancel collective reminders directly in the reminder run. The release of the reminder notices is controlled via the statuses "released" and "not released".

Sending reminders by e-mail is now even more user-friendly and transparent. The prepared reminders can be checked by means of preview and adjusted directly in the execution wizard. The document can also be sent as a copy directly to several recipients and the distribution list can be defined individually.

With the Abacus Business Process Engine, the entire reminder process can be individualized and automated and therefore no longer needs to be carried out manually.



## Your benefits

- Overview thanks to different reminder statuses
- Efficient preparation and control
- Basic information visible at a glance
- Automated reminder dispatch with the Business Process Engine

More information can be found at: [abacus.ch/reminder-process](http://abacus.ch/reminder-process)

Abacus Research Inc.  
 Abacus-Platz 1  
 9300 Wittenbach SG  
 +41 71 292 25 25  
 info@abacus.ch

