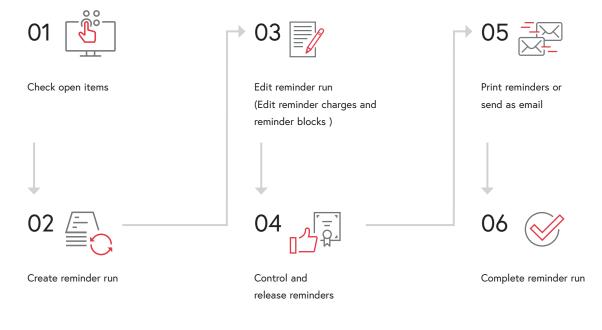
## **Reminder Process**

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.



~ 🛞 🚔	🗟 🖼   C Y ⊗   🔎 🕻 🗖	ð							Program ID or name
Reminder run Mahnlauf vom 17.07.2023 🗇 17.07.2023 - 1 - spen							ITEM INFORMATION		~ = ×
0.0							Document number	8669	
	STATUS 🗘 CUSTOME 🔻 SHORT NAME REMINDER 🗘	LEVEL 0 DOC	DUMENT N PARTIAL PAYM	DOCUMENT C	REM. CHARGES DOCUMENT C	NOTES DISPATCH TYPE	Partial payment no.		
D SENT	1 STELLA AG	2	1	47'823.35	10.00 CHF	Letter		-	<b></b>
SENT	1 STELLA AG	2	8669	13'085.55	10.00 CHF	Letter	Document type	R	Invoice
SENT	1 STELLA AG	2	8673	10'527.70	10.00 CHF	Letter	Dispo date	09.11.20	22
SENT	1 STELLA AG	1	1150	9.90	5.00 CHF	Letter	Net term	30	
SENT	1 STELLA AG	2	8682	23'661.70	10.00 CHF	Letter	rver term	30	
SENT	1 STELLA AG	2	8684	538.50	10.00 CHF	Letter	Person responsible		
D OPEN	3 FREI CLAUDIA	1	3	192'985.00	5.00 CHF	Letter	Reminder procedure	NORM	Normales Mahnverfahren
OPEN	3 FREI CLAUDIA	1	8645	767.35	5.00 CHF	Letter			
OPEN	3 FREI CLAUDIA	1	1148	5'090.00	5.00 CHF	Letter	Reminder level	ST2	Stufe 2
OPEN	3 FREI CLAUDIA	1	8653	8'287.50	5.00 CHF	Letter	Reference line type	QR	1 Konto UBS für Q
OPEN	3 FREI CLAUDIA	1	8655	36'443.25	5.00 CHF	Letter	Reference line	12245600	00170723010000011030
OPEN	3 FREI CLAUDIA	1	8659	7'443.40	5.00 CHF	Letter	relefence line	12.345000	0011012001000011000
OPEN	3 FREI CLAUDIA	1	8660	134'953.50	5.00 CHF	Letter			
RELEASED	5 ROSSINI ROSITA	2	4	112'494.80	10.00 CHF	Letter	CUSTOMER INFORMATION		
RELEASED	5 ROSSINI ROSITA	2	8658	3'446.40	10.00 CHF	Letter	COSTOMER INFORMATION		1 in
RELEASED	5 ROSSINI ROSITA	2	8661	42'812.90	10.00 CHF	Letter	Customer	1	STELLA AG
RELEASED	5 ROSSINI ROSITA	2	8704	66'235.50	10.00 CHF	Letter			
DO NOT REMI	7 DEKO AG	0	6	0.00	CHF	Letter	Last reminder	17.07.203	23
DO NOT REMI	7 DEKO AG	0	8654	59'706.75	CHF	Letter	Reminder dispatch	Letter	
DO NOT REMI	7 DEKO AG	0	8662	16'772.10	CHF	Letter	Reminder mode	Reminder	
DO NOT REMI	7 DEKO AG	0	8663	143'241.00	CHF	Letter			
DO NOT REMI	7 DEKO AG	0	8698	-7'948.30	CHF	Letter	Reminder interval minimi.	No	
DO NOT REMI	7 DEKO AG	0	1157	335.00	CHF	Letter			
DO NOT REMI	7 DEKO AG	0	1158	1'125.00	CHF	Letter			
							REMINDER DISPATCH		() 🗅 🛛
							Dispatch type	Letter	
							Reminder address Stella AG Textilien		6

## 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

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