Remainders in Business Central

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Department of Business Management

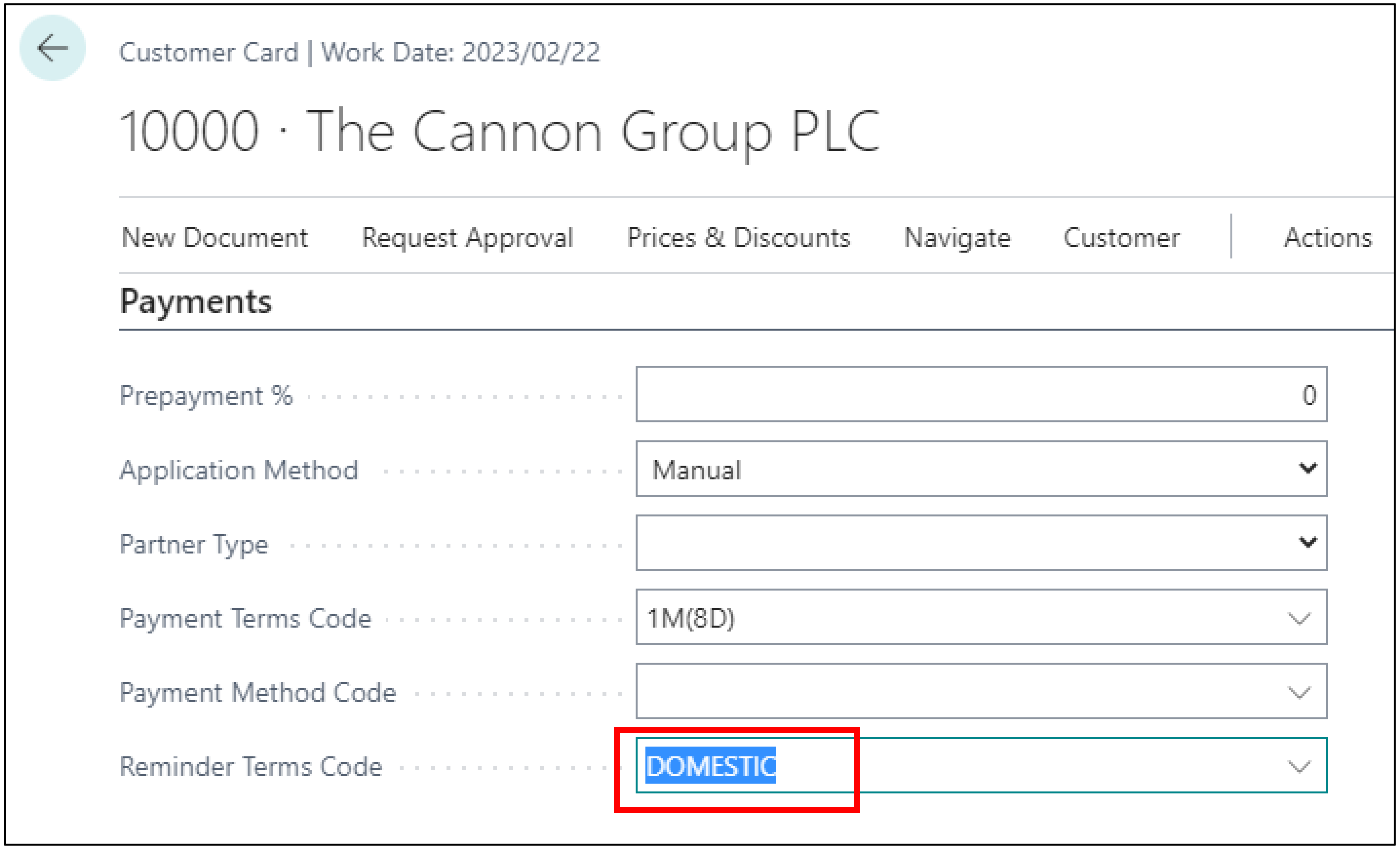
Reminders

- Reminders – better control over Receivables
  - In Business Central a Reminder is similar to an Invoice. When you create a reminder, you must fill in a Reminder header and one or more Reminder lines.
  - You can fill in a header **manually** and have the program fill in the lines

OR

- you can have the program create reminders for all customers **automatically**.

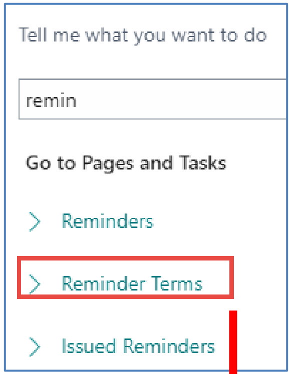
Customer card setup



Customer Card | Work Date: 2023/02/22
10000 · The Cannon Group PLC
New Document
Request Approval
Prices & Discounts
Navigate
Customer
Actions
Payments

Prepayment %	0
Application Method	Manual
Partner Type	
Payment Terms Code	1M(8D)
Payment Method Code	
Reminder Terms Code	DOMESTIC

Remainder terms (conditions) and its setup

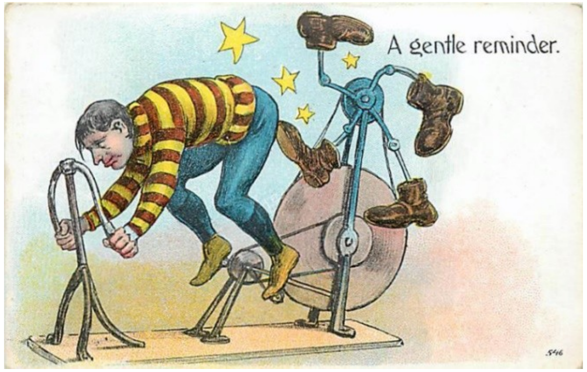


Tell me what you want to do

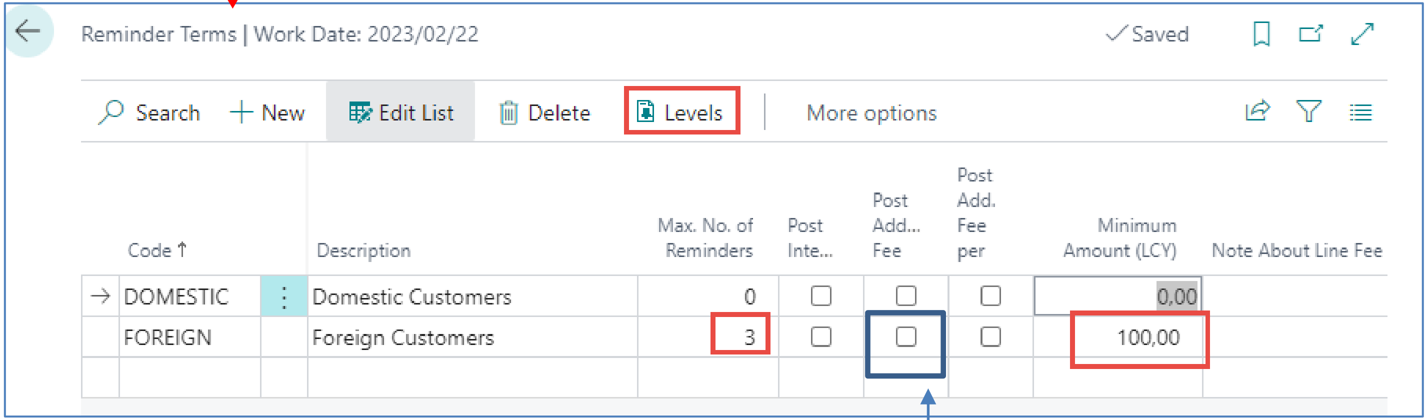
remin

Go to Pages and Tasks

- Reminders
- Reminder Terms
- Issued Reminders



A gentle reminder.
546



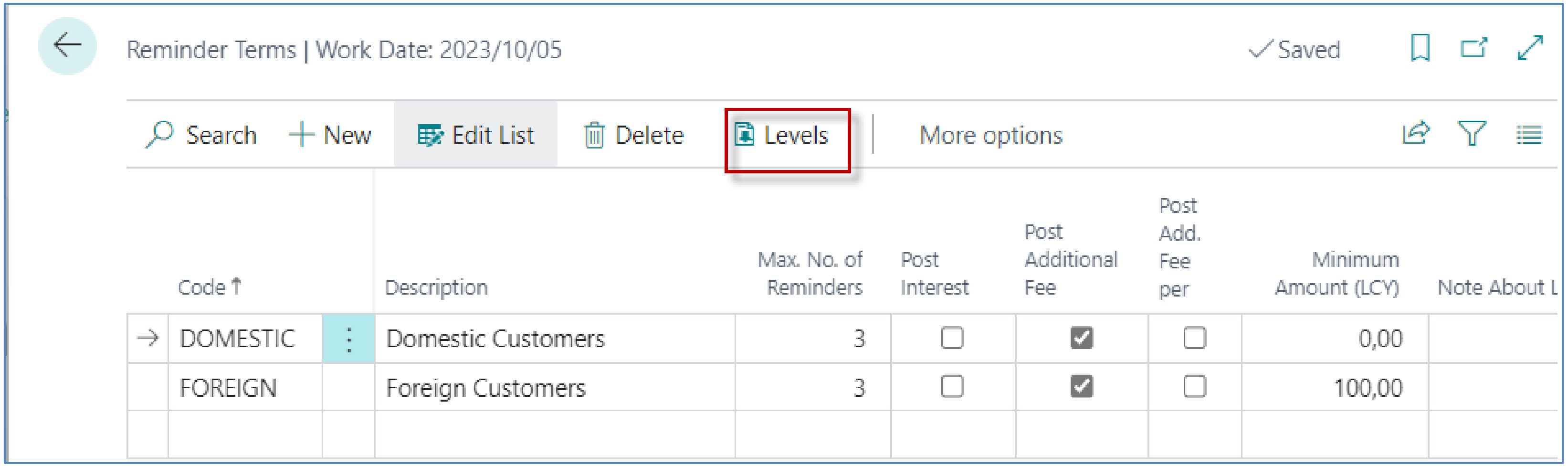
Reminder Terms | Work Date: 2023/02/22

✓Saved
Search
+ New
Edit List
Delete
Levels
More options

Code ↑	Description	Max. No. of Reminders	Post Inte...	Post Add... Fee	Post Add. Fee per	Minimum Amount (LCY)	Note About Line Fee
DOMESTIC	Domestic Customers	0	☐	☐	☐	0,00	
FOREIGN	Foreign Customers	3	☐	☐	☐	100,00	

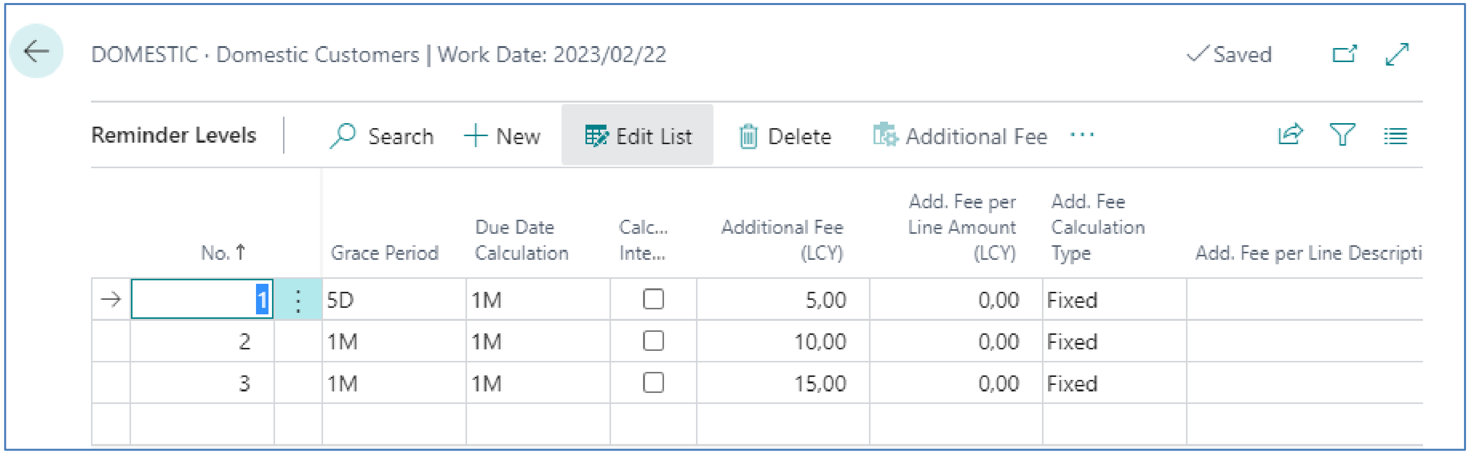
It is very important to check the box Post Additional Fee.
Otherwise, the fee amount will not appear in the reminder lines!

Reminder levels I.


Reminder Terms | Work Date: 2023/10/05
Saved
Search
New
Edit List
Delete
Levels
More options

	Code ↑		Description	Max. No. of Reminders	Post Interest	Post Additional Fee	Post Add. Fee per	Minimum Amount (LCY)	Note About L
→	DOMESTIC	⋮	Domestic Customers	3	☐	☑	☐	0,00	
	FOREIGN		Foreign Customers	3	☐	☑	☐	100,00	

Reminder levels II.

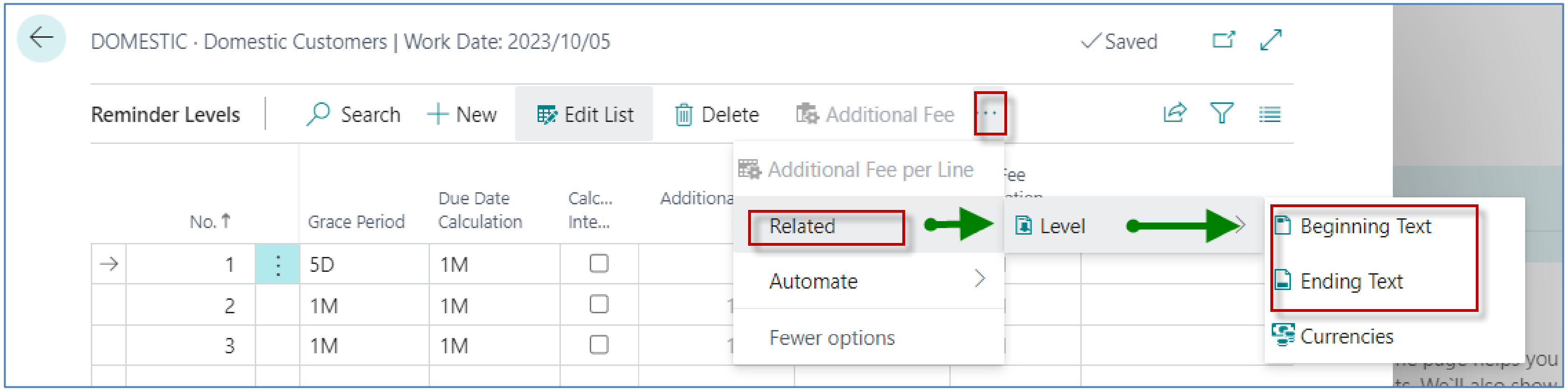


DOMESTIC · Domestic Customers | Work Date: 2023/02/22
✓Saved
Reminder Levels
Search
New
Edit List
Delete
Additional Fee

No. ↑	Grace Period	Due Date Calculation	Calc... Inte...	Additional Fee (LCY)	Add. Fee per Line Amount (LCY)	Add. Fee Calculation Type	Add. Fee per Line Descripti
1	5D	1M	☐	5,00	0,00	Fixed	
2	1M	1M	☐	10,00	0,00	Fixed	
3	1M	1M	☐	15,00	0,00	Fixed	

Defining Grace Periods: For each reminder level, you can specify a grace period.
This period is the number of days after the due date during which no another reminder will be sent

Reminder Beginning and Ending texts

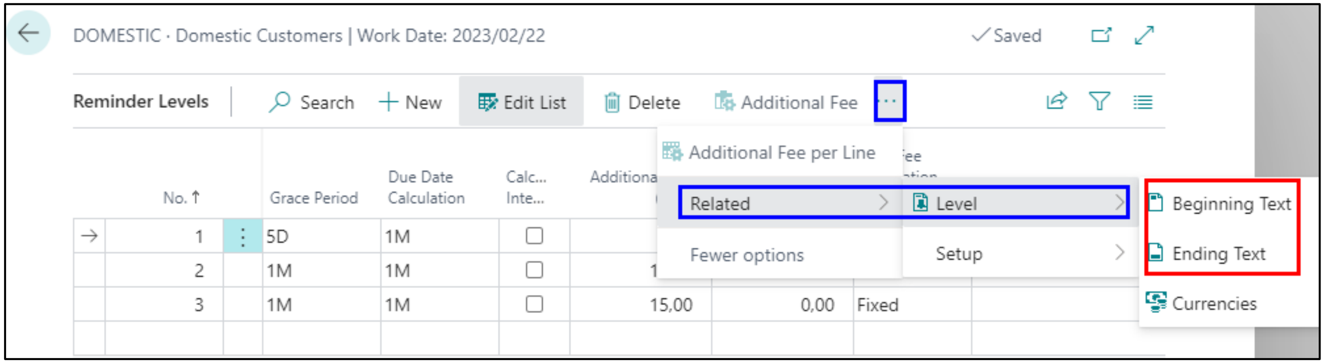

DOMESTIC · Domestic Customers | Work Date: 2023/10/05
✓Saved
Reminder Levels
Search
+ New
Edit List
Delete
Additional Fee
···
Additional Fee per Line
Related
Automate
Fewer options
Level
Beginning Text
Ending Text
Currencies

No. ↑	Grace Period	Due Date Calculation	Calc... Inte...	Additiona
1	5D	1M	☐	
2	1M	1M	☐	1
3	1M	1M	☐	1

[Set Up Reminder Terms and Levels - Business Central | Microsoft Learn]()

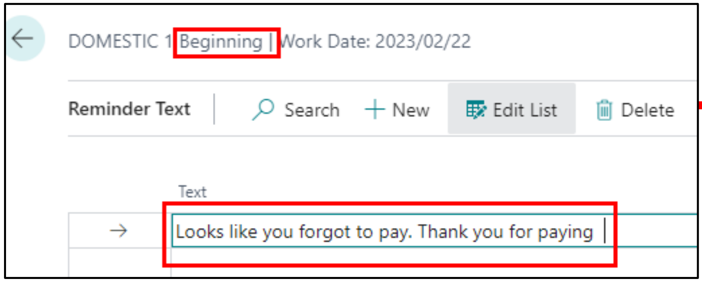
Přístup k parametrům typu : **%p**

Reminder texts for every reminder level

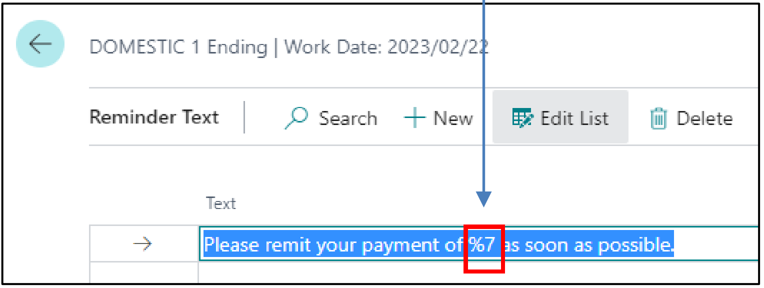

DOMESTIC · Domestic Customers | Work Date: 2023/02/22
✓Saved
Reminder Levels
Search
+ New
Edit List
Delete
Additional Fee
···
Additional Fee per Line
Related
Level
Beginning Text
Ending Text
Currencies
Fewer options
Setup

No. ↑	Grace Period	Due Date Calculation	Calc... Inte...	Additiona...		
1	5D	1M	☐			
2	1M	1M	☐	1		
3	1M	1M	☐	15,00	0,00	Fixed

%7 – text variable **(list of all variables see later in this show – see slide 10)**
In our examle: %7= Total **(Remaining amount + Charge + Fee + VAT**)


DOMESTIC 1 Beginning | Work Date: 2023/02/22
Reminder Text
Search
+ New
Edit List
Delete
Text

Looks like you forgot to pay. Thank you for paying


DOMESTIC 1 Ending | Work Date: 2023/02/22
Reminder Text
Search
+ New
Edit List
Delete
Text

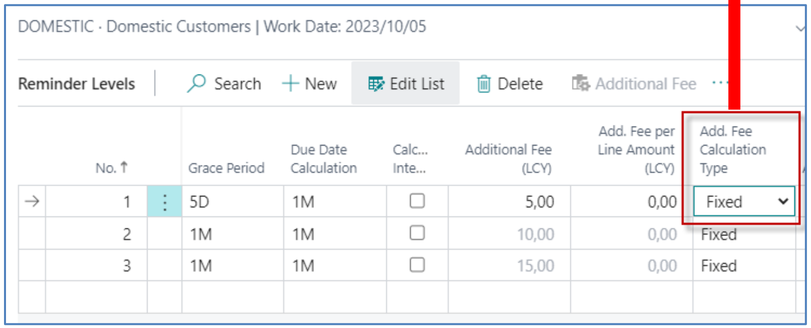
Please remit your payment of %7 as soon as possible.

How to calculate fee (we will use **Fixed** option)

Resource : Help MS Dynamics 365 Business Central

a) Fee setup is not accessible
b) Nobody uses Dynamic Variants – so it is the reason why it is not mentioned in this material

•Fixed
Fees are calculated based on the value of the Fee field on the row for the reminder level itself.



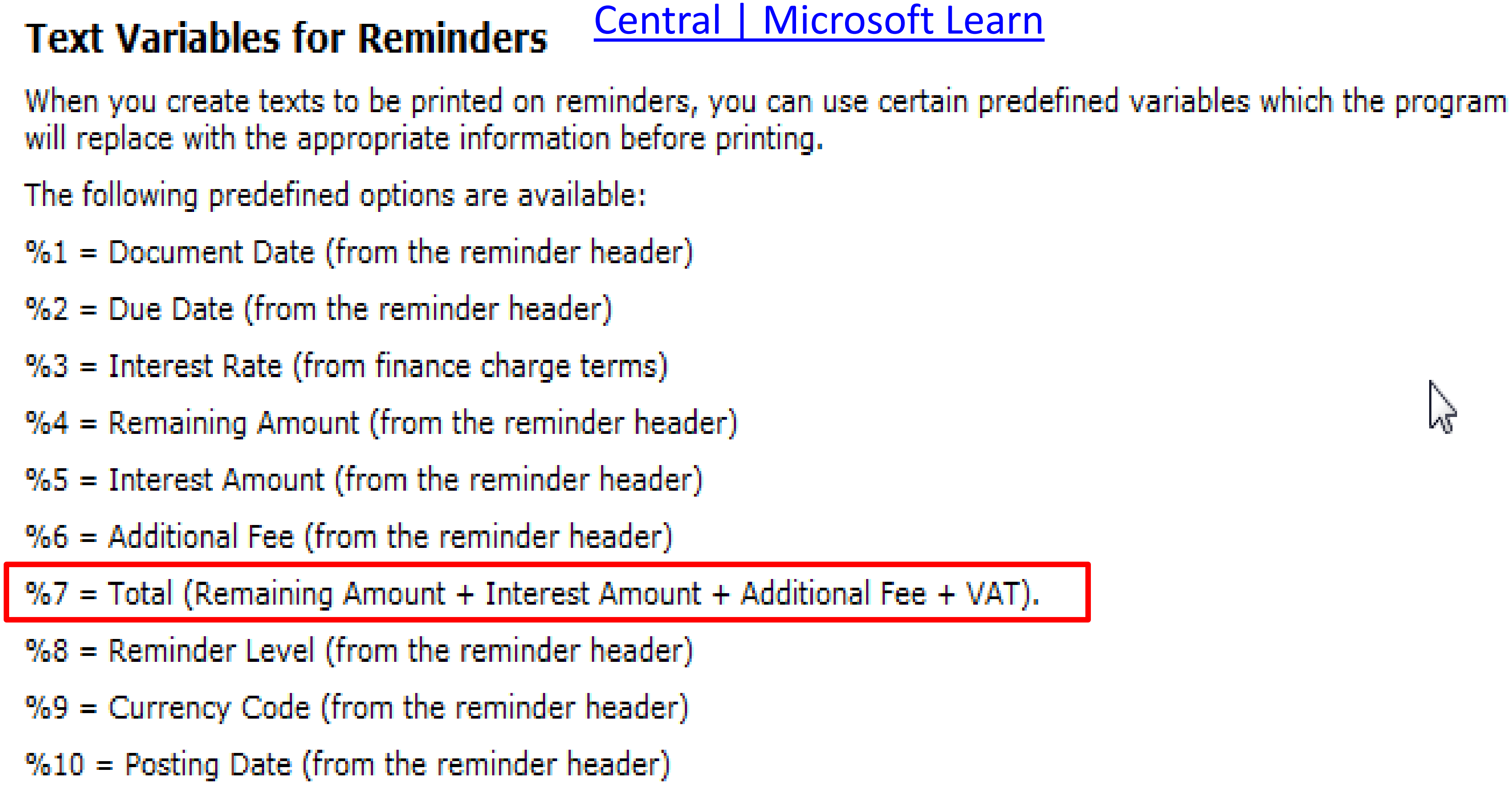
DOMESTIC · Domestic Customers | Work Date: 2023/10/05

Reminder Levels
Search
New
Edit List
Delete
Additional Fee

No. ↑	Grace Period	Due Date Calculation	Calc... Inte...	Additional Fee (LCY)	Add. Fee per Line Amount (LCY)	Add. Fee Calculation Type
1	5D	1M	☐	5,00	0,00	Fixed
2	1M	1M	☐	10,00	0,00	Fixed
3	1M	1M	☐	15,00	0,00	Fixed

Varibles used in terms

[Set Up Reminder Terms and Levels - Business Central | Microsoft Learn]



Text Variables for Reminders

When you create texts to be printed on reminders, you can use certain predefined variables which the program will replace with the appropriate information before printing.

The following predefined options are available:

%1 = Document Date (from the reminder header)

%2 = Due Date (from the reminder header)

%3 = Interest Rate (from finance charge terms)

%4 = Remaining Amount (from the reminder header)

%5 = Interest Amount (from the reminder header)

%6 = Additional Fee (from the reminder header)

%7 = Total (Remaining Amount + Interest Amount + Additional Fee + VAT).

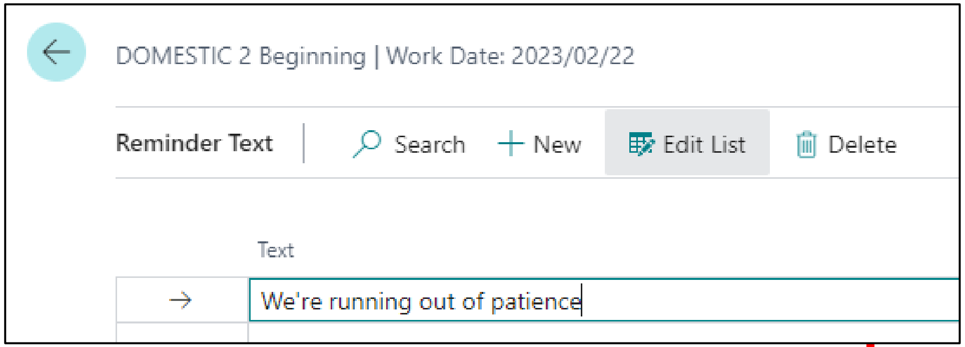
%8 = Reminder Level (from the reminder header)

%9 = Currency Code (from the reminder header)

%10 = Posting Date (from the reminder header)

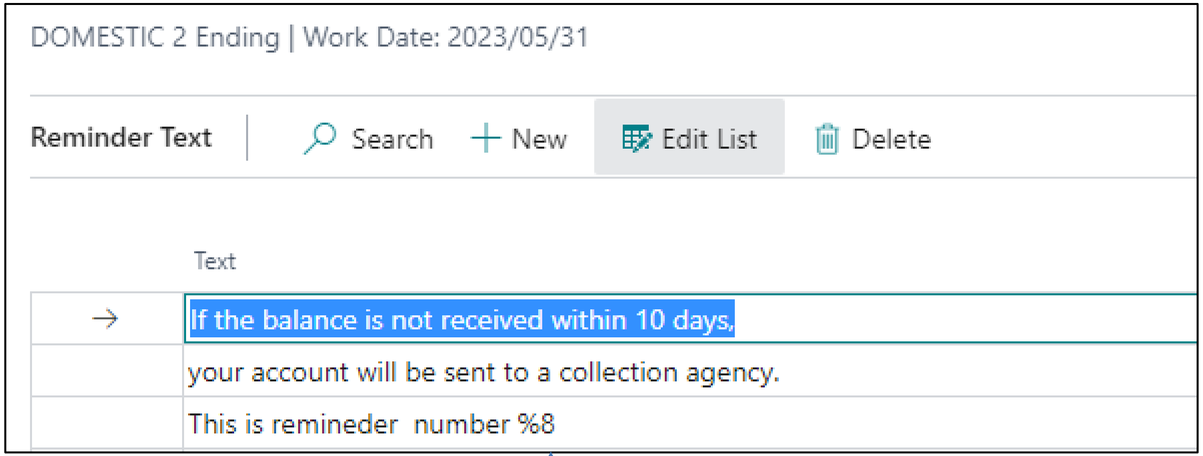
[Set Up Reminder Terms and Levels - Business Central | Microsoft Learn]

Terms – second level


DOMESTIC 2 Beginning | Work Date: 2023/02/22
Reminder Text
Search
New
Edit List
Delete
Text

We're running out of patience

Dochází nám trpělivost…


DOMESTIC 2 Ending | Work Date: 2023/05/31
Reminder Text
Search
New
Edit List
Delete
Text

If the balance is not received within 10 days,

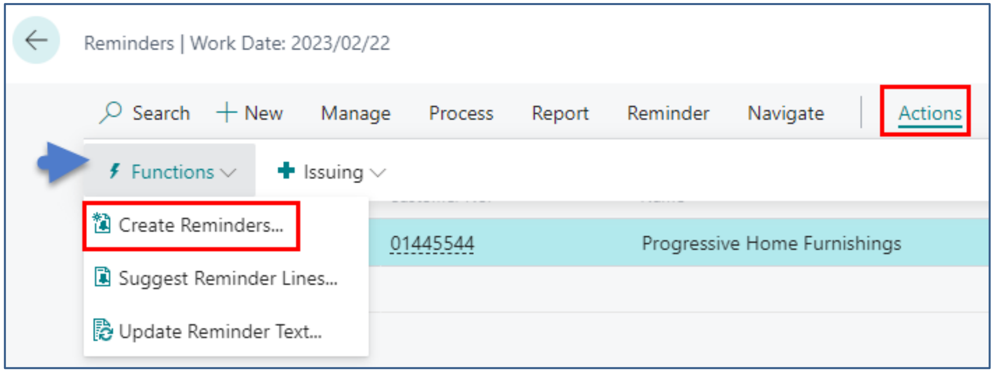
your account will be sent to a collection agency.

This is remineder number %8

Code –Text Variable for Reminder level

Automatic Reminder creation

- Open the Reminders window (Search window -> Reminder -> New icon)
- In the Reminders window, use the Create Reminder icon in the Actions area. The batch request panel appears, which creates a reminder



Reminders | Work Date: 2023/02/22

01445544 Progressive Home Furnishings

Search
New
Manage
Process
Report
Reminder
Navigate
Actions
Functions
Issuing
Create Reminders...
Suggest Reminder Lines...
Update Reminder Text...

- Set a filter per customer and/or per Document type of Customer Ledger Entries if you want to create reminders for selected customers and/or for specified type of Customer Ledger Entries (such as for example Invoice)

Reminder dates example (WD=9/9/2026) ->MM/DD/YYYY

- VAT Date = 10/9
- Invoice issue date = 9/9
- Invoice due dates = 10/9

One (1) month from Payment Term code

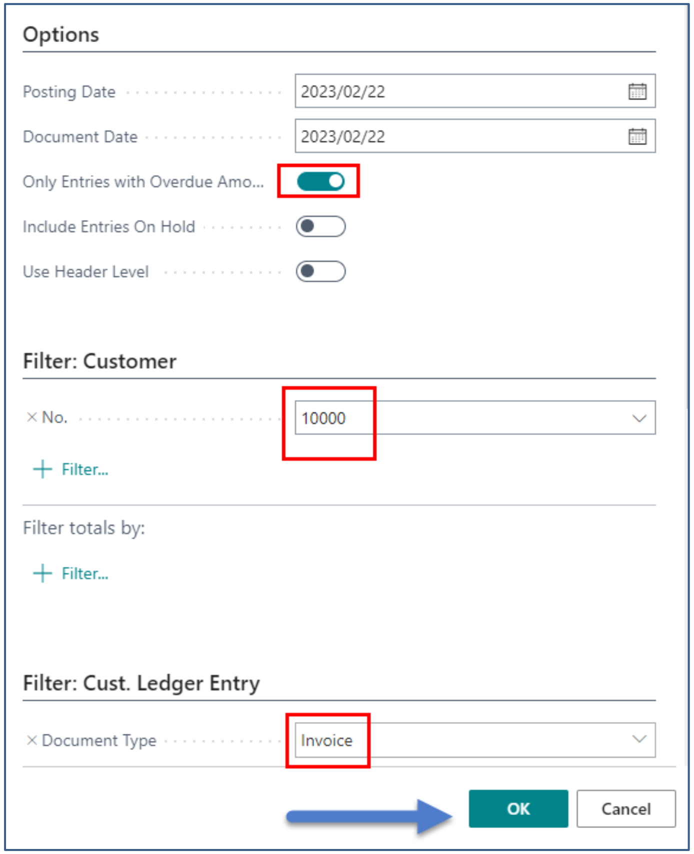
- Reminder Level 1 = 10/9+5D+**1D**=10/15 - > Issue (in this model DDC=0)
- Reminder Level 2= 10/15+1M+1M+**1D**=12/16/2026 - > Issue
- Reminder Level 3 = 12/16/2027+1M+1M+**1D**=2/17/2027 -> Issue

Green days -> Grace periods
Red days -> Due Date Calculation (DDC)
WD=Working Day
Why 1D ? -> next day
Issue -> jde o vydání upomínky

Automatic reminder creation

- On the Options tab, fill in the fields with the relevant information. If you need Help, then use the **Help** on each field

REMINDER
REMINDER



Options

Posting Date: 2023/02/22

Document Date: 2023/02/22

Only Entries with Overdue Amo...: ●

Include Entries On Hold: ○

Use Header Level: ○

Filter: Customer

× No.: 10000

+ Filter...

Filter totals by:

+ Filter...

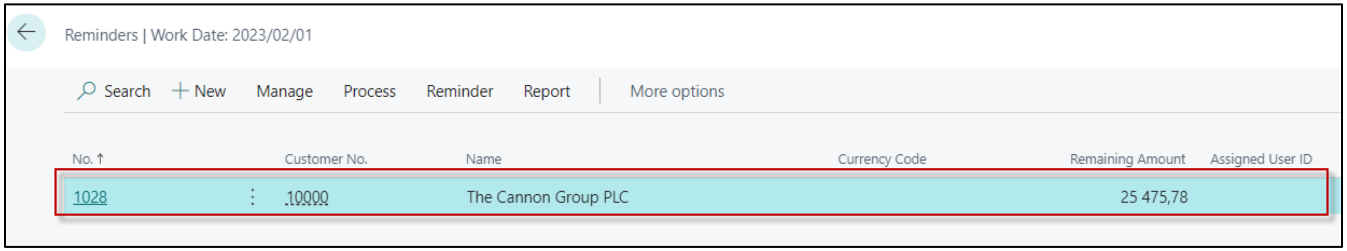
Filter: Cust. Ledger Entry

× Document Type: Invoice

In former student database we used Posting date and Document Date = 1.4.2023

In this presentation we used 2023/02/02

List of created reminders in database used

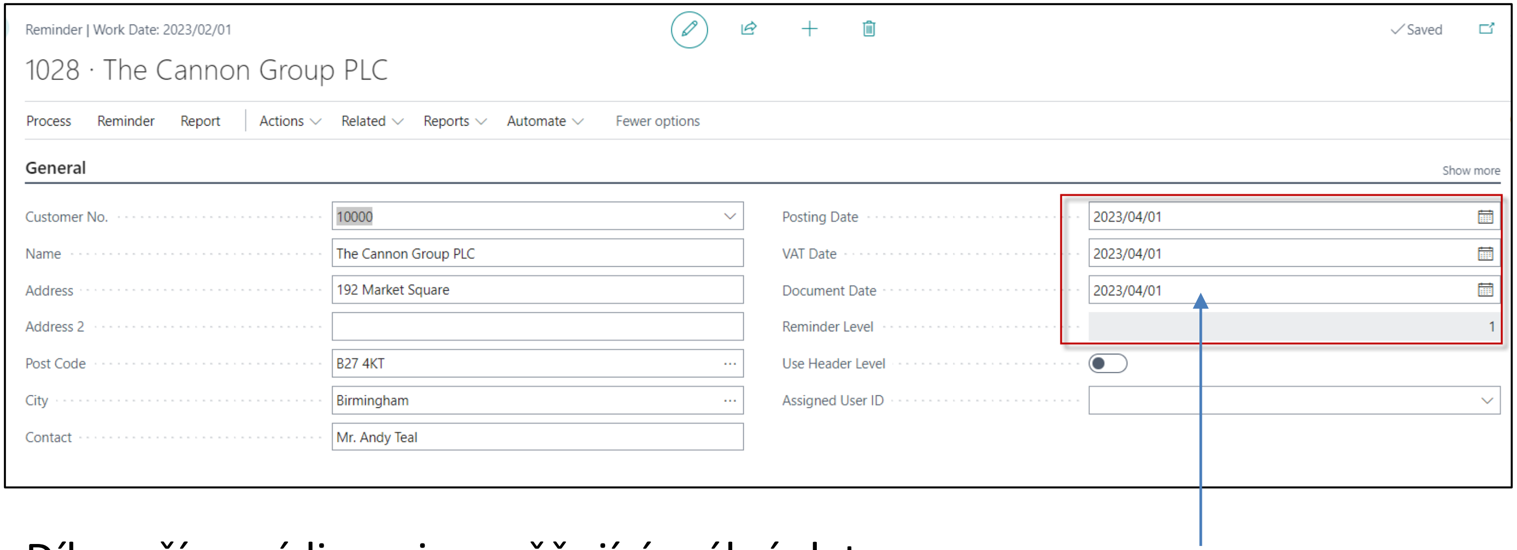


Reminders | Work Date: 2023/02/01

Search
New
Manage
Process
Reminder
Report
More options

No. ↑	Customer No.	Name	Currency Code	Remaining Amount	Assigned User ID
1028	10000	The Cannon Group PLC		25 475,78	

Header of created reminder in used database


Saved
Process
Reminder
Report
Actions
Related
Reports
Automate
Fewer options
Show more

Reminder | Work Date: 2023/02/01

1028 · The Cannon Group PLC

General

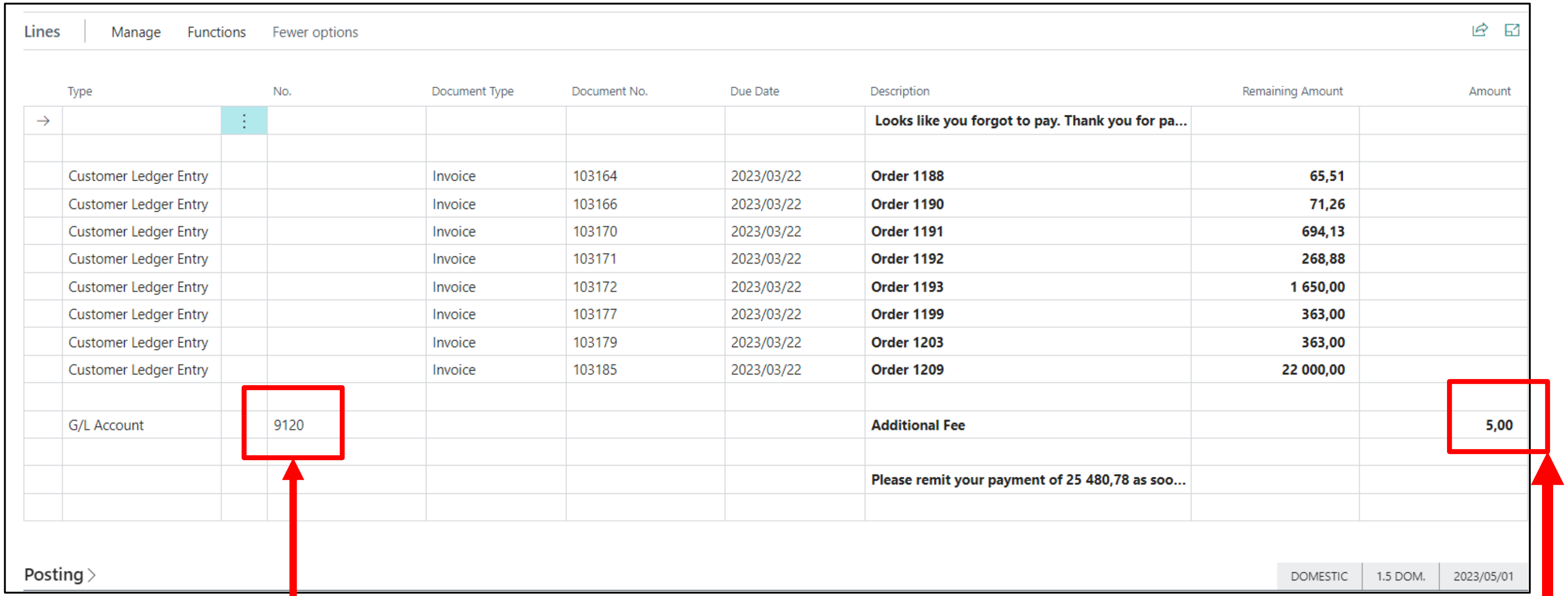
Customer No.	10000	Posting Date	2023/04/01
Name	The Cannon Group PLC	VAT Date	2023/04/01
Address	192 Market Square	Document Date	2023/04/01
Address 2		Reminder Level	1
Post Code	B27 4KT	Use Header Level	○
City	Birmingham	Assigned User ID	
Contact	Mr. Andy Teal		

Díly naší nové licenci umožňující reálná data
od 1.11.20xx do 28.2.20x(x+1)
použijeme 1.12.2027
a zákazníka 20000.
WD=1.12.2027

In this database
Used Posting date and
Document Date =1.4.2023

Date template : YYYY/MM/DD

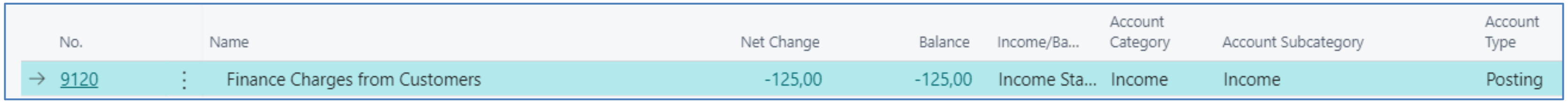
Created Reminder lines in used database



Type	No.	Document Type	Document No.	Due Date	Description	Remaining Amount	Amount
					Looks like you forgot to pay. Thank you for pa...		
Customer Ledger Entry		Invoice	103164	2023/03/22	**Order 1188**	**65,51**	
Customer Ledger Entry		Invoice	103166	2023/03/22	**Order 1190**	**71,26**	
Customer Ledger Entry		Invoice	103170	2023/03/22	**Order 1191**	**694,13**	
Customer Ledger Entry		Invoice	103171	2023/03/22	**Order 1192**	**268,88**	
Customer Ledger Entry		Invoice	103172	2023/03/22	**Order 1193**	**1 650,00**	
Customer Ledger Entry		Invoice	103177	2023/03/22	**Order 1199**	**363,00**	
Customer Ledger Entry		Invoice	103179	2023/03/22	**Order 1203**	**363,00**	
Customer Ledger Entry		Invoice	103185	2023/03/22	**Order 1209**	**22 000,00**	
G/L Account	9120				**Additional Fee**		**5,00**
					Please remit your payment of 25 480,78 as soo...		

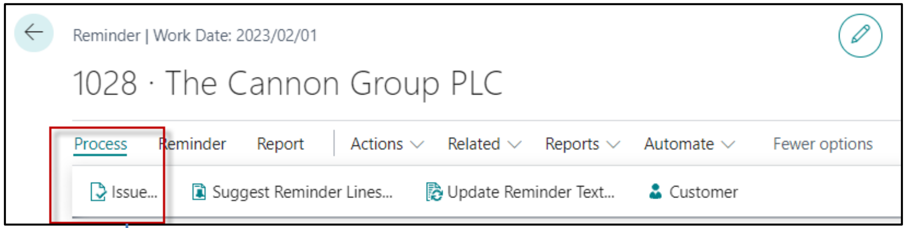
DOMESTIC | 1.5 DOM. | 2023/05/01

Additional Fee for remineder level 1



No.	Name	Net Change	Balance	Income/Ba...	Account Category	Account Subcategory	Account Type
9120	Finance Charges from Customers	-125,00	-125,00	Income Sta...	Income	Income	Posting

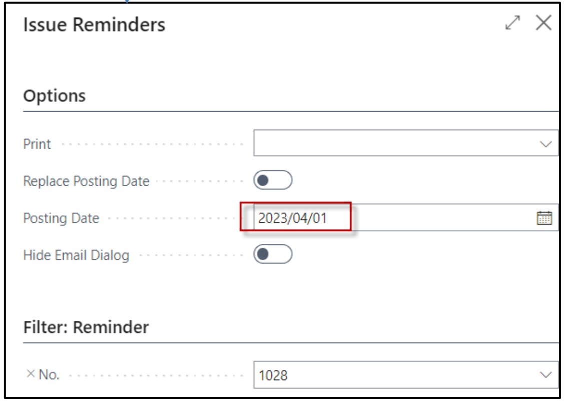
Issuing of already created reminder in database



Reminder | Work Date: 2023/02/01

1028 · The Cannon Group PLC

Process
Reminder
Report
Actions
Related
Reports
Automate
Fewer options
Issue...
Suggest Reminder Lines...
Update Reminder Text...
Customer



Issue Reminders

Options

Print:

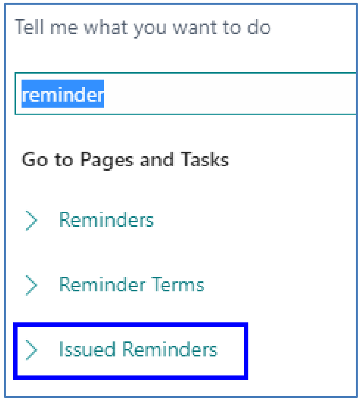
Replace Posting Date: ○

Posting Date: 2023/04/01

Hide Email Dialog: ○

Filter: Reminder

× No.: 1028



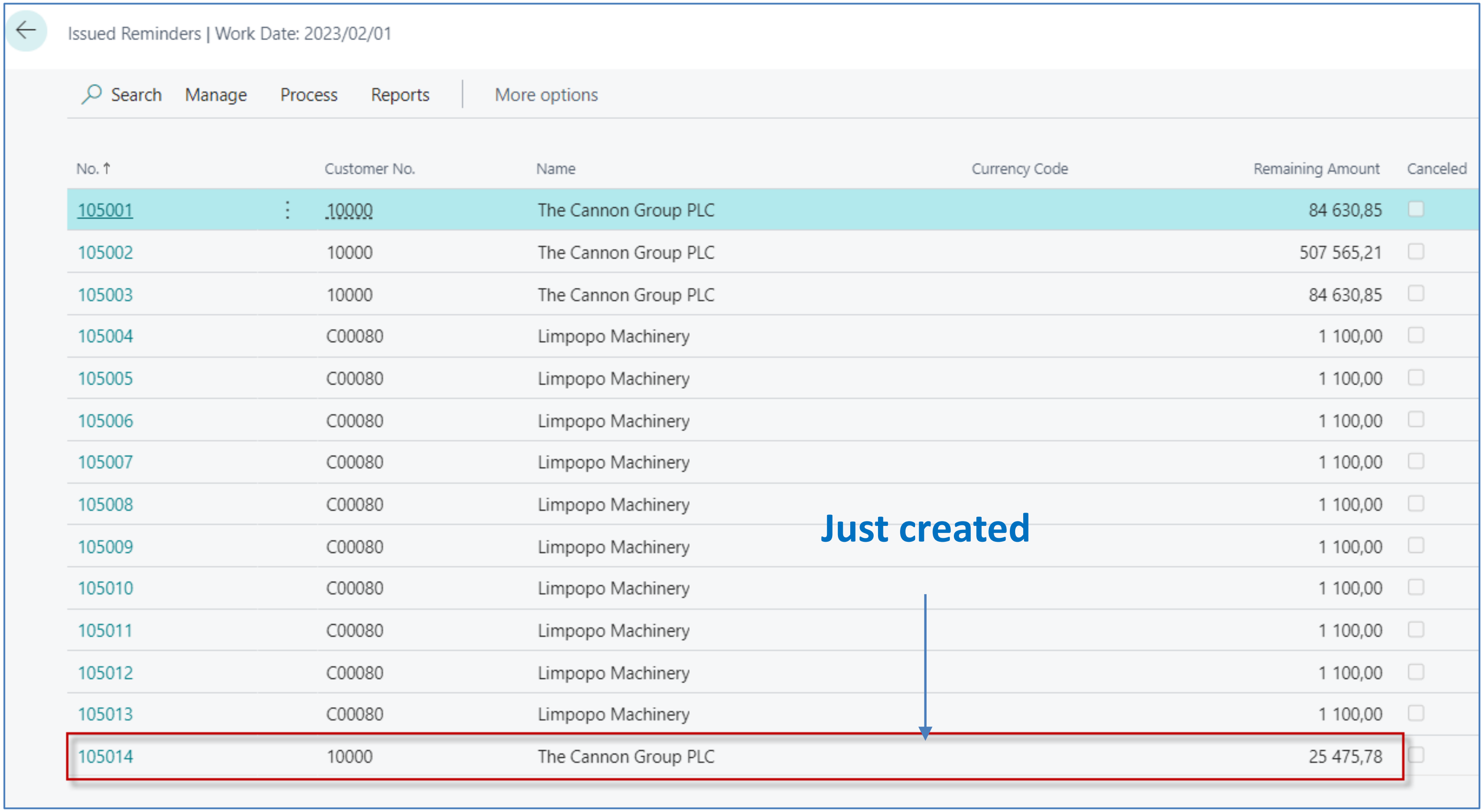
Tell me what you want to do

reminder

Go to Pages and Tasks

Reminders
Reminder Terms
Issued Reminders

List of issued reminders in used database

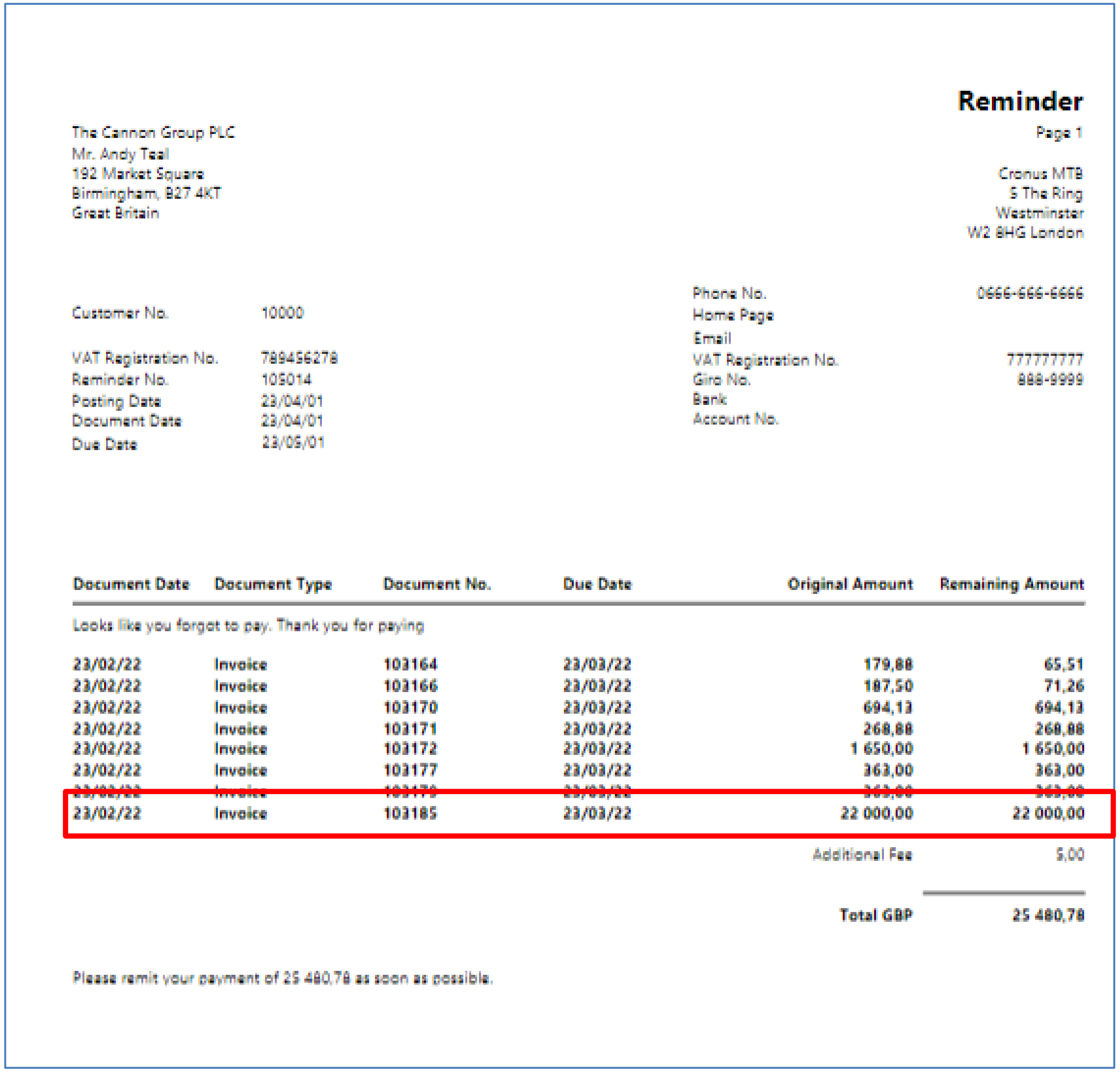


Issued Reminders | Work Date: 2023/02/01

No. ↑	Customer No.	Name	Currency Code	Remaining Amount	Canceled
105001	10000	The Cannon Group PLC		84 630,85	☐
105002	10000	The Cannon Group PLC		507 565,21	☐
105003	10000	The Cannon Group PLC		84 630,85	☐
105004	C00080	Limpopo Machinery		1 100,00	☐
105005	C00080	Limpopo Machinery		1 100,00	☐
105006	C00080	Limpopo Machinery		1 100,00	☐
105007	C00080	Limpopo Machinery		1 100,00	☐
105008	C00080	Limpopo Machinery		1 100,00	☐
105009	C00080	Limpopo Machinery		1 100,00	☐
105010	C00080	Limpopo Machinery		1 100,00	☐
105011	C00080	Limpopo Machinery		1 100,00	☐
105012	C00080	Limpopo Machinery		1 100,00	☐
105013	C00080	Limpopo Machinery		1 100,00	☐
105014	10000	The Cannon Group PLC		25 475,78	☐

Just created

Printout of issued reminder in used database



Reminder

Page 1

The Cannon Group PLC
Mr. Andy Teal
192 Market Square
Birmingham, B27 4KT
Great Britain

Cronus MTB
5 The Ring
Westminster
W2 8HG London

Customer No.	10000
VAT Registration No.	789456278
Reminder No.	105014
Posting Date	23/04/01
Document Date	23/04/01
Due Date	23/05/01

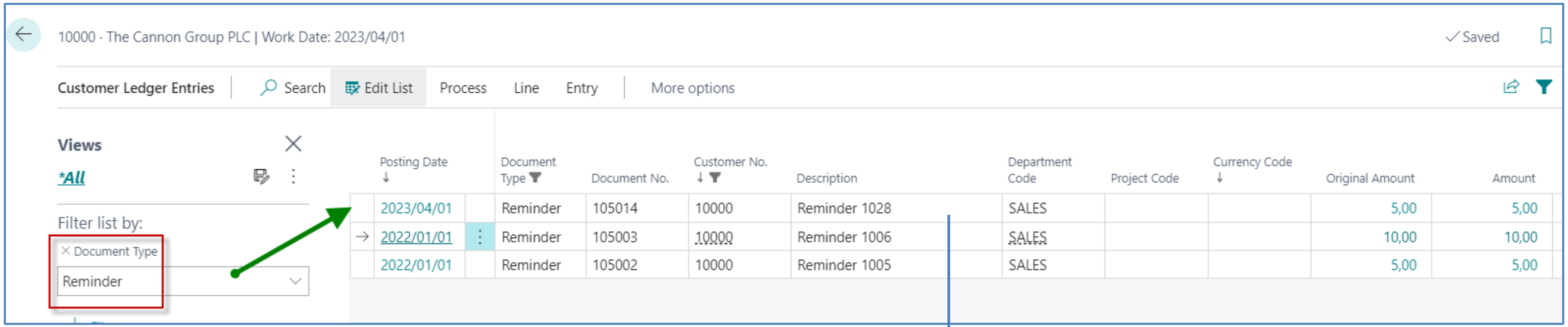
Phone No.	0666-666-6666
Home Page	
Email	
VAT Registration No.	777777777
Giro No.	888-9999
Bank	
Account No.	

Looks like you forgot to pay. Thank you for paying

Document Date	Document Type	Document No.	Due Date	Original Amount	Remaining Amount
23/02/22	Invoice	103164	23/03/22	179,88	65,51
23/02/22	Invoice	103166	23/03/22	187,50	71,26
23/02/22	Invoice	103170	23/03/22	694,13	694,13
23/02/22	Invoice	103171	23/03/22	268,88	268,88
23/02/22	Invoice	103172	23/03/22	1 650,00	1 650,00
23/02/22	Invoice	103177	23/03/22	363,00	363,00
23/02/22	Invoice	103179	23/03/22	363,00	363,00
23/02/22	Invoice	103185	23/03/22	22 000,00	22 000,00
				Additional Fee	5,00
				Total GBP	**25 480,78**

Please remit your payment of 25 480,78 as soon as possible.

Customer ledger entries



10000 · The Cannon Group PLC | Work Date: 2023/04/01

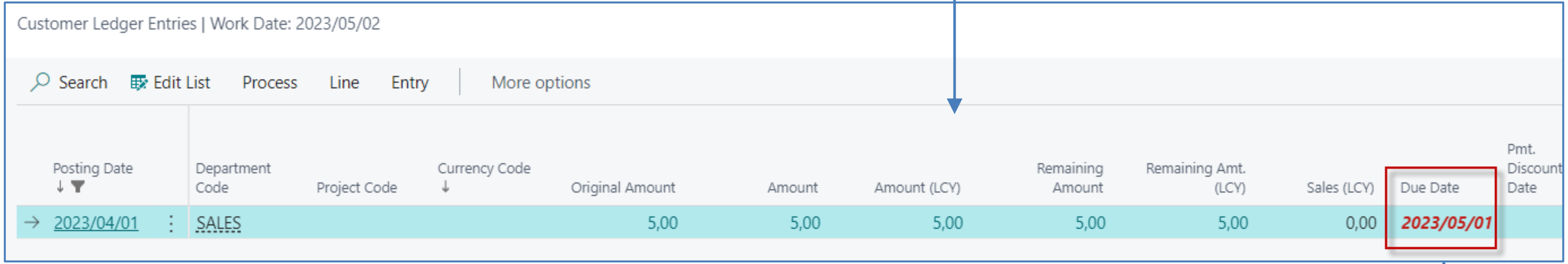
✓Saved
Customer Ledger Entries
Search
Edit List
Process
Line
Entry
More options
Views
*All

Filter list by:

× Document Type

Reminder

Posting Date ↓	Document Type	Document No.	Customer No. ↓	Description	Department Code	Project Code	Currency Code ↓	Original Amount	Amount
2023/04/01	Reminder	105014	10000	Reminder 1028	SALES			5,00	5,00
2022/01/01	Reminder	105003	10000	Reminder 1006	SALES			10,00	10,00
2022/01/01	Reminder	105002	10000	Reminder 1005	SALES			5,00	5,00



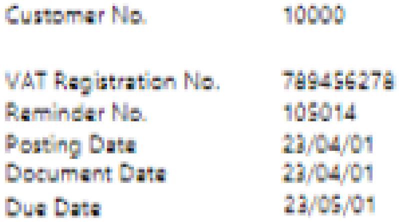
Customer Ledger Entries | Work Date: 2023/05/02

Search
Edit List
Process
Line
Entry
More options

Posting Date ↓	Department Code	Project Code	Currency Code ↓	Original Amount	Amount	Amount (LCY)	Remaining Amount	Remaining Amt. (LCY)	Sales (LCY)	Due Date	Pmt. Discount Date
2023/04/01	SALES			5,00	5,00	5,00	5,00	5,00	0,00	*2023/05/01*	

Reminder Due date

Second attempt to create reminders in used database



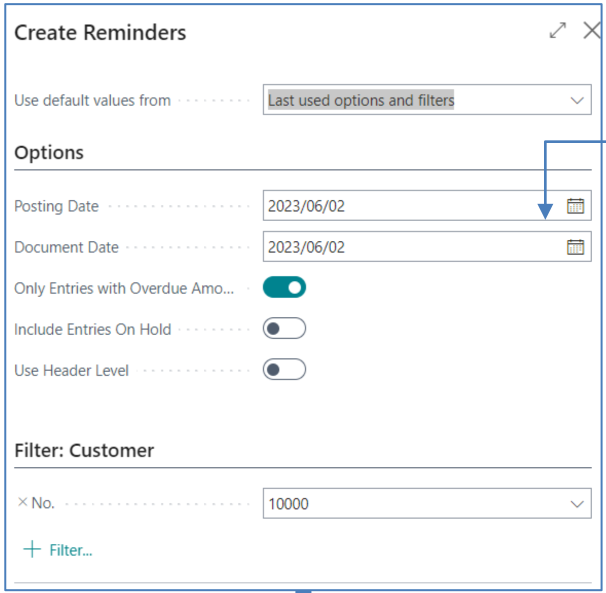
Customer No.	10000
VAT Registration No.	789456278
Reminder No.	105014
Posting Date	23/04/01
Document Date	23/04/01
Due Date	23/05/01

New date for ceration of 2nd level reminder= Due Date + **1M** + 1D = **2023/06/02**

Due to the grace period (1M)

Actual working date to create reminder : 2023/06/02

2nd level reminder creation in used database



Create Reminders

Use default values from: Last used options and filters

Options

Posting Date: 2023/06/02

Document Date: 2023/06/02

Only Entries with Overdue Amo...: ●

Include Entries On Hold: ○

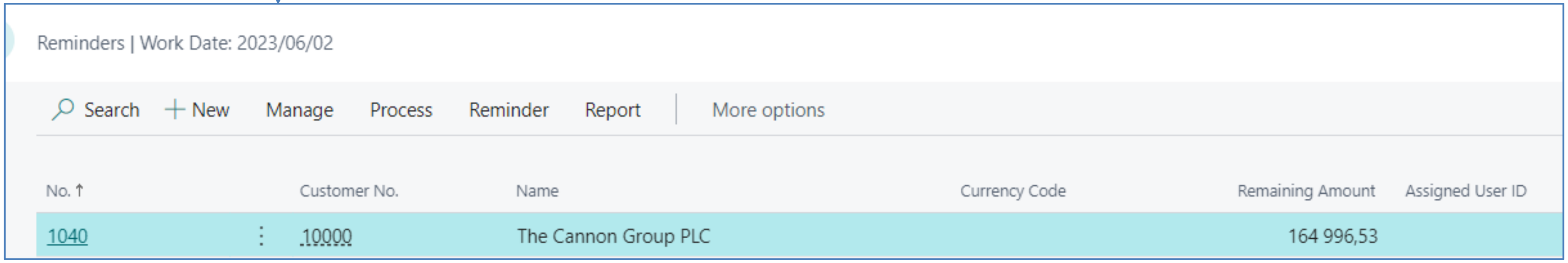
Use Header Level: ○

Filter: Customer

× No.: 10000

Actual Working date
to create reminder : 2023/06/02

Just a Reminder.
Jim Davis



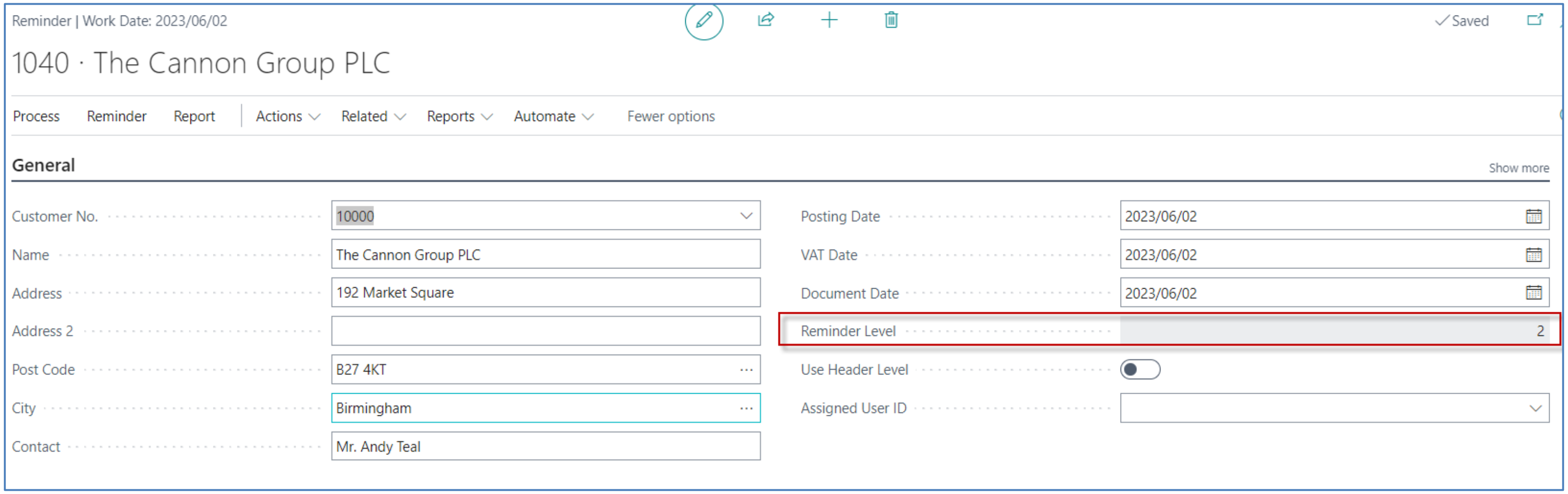
Reminders | Work Date: 2023/06/02

Search
+ New
Manage
Process
Reminder
Report
More options

No. ↑	Customer No.	Name	Currency Code	Remaining Amount	Assigned User ID
1040	10000	The Cannon Group PLC		164 996,53	

2nd level reminder created in used database

Reminder Header


Process
Reminder
Report
Actions
Related
Reports
Automate
Fewer options
Show more
Saved

Reminder | Work Date: 2023/06/02

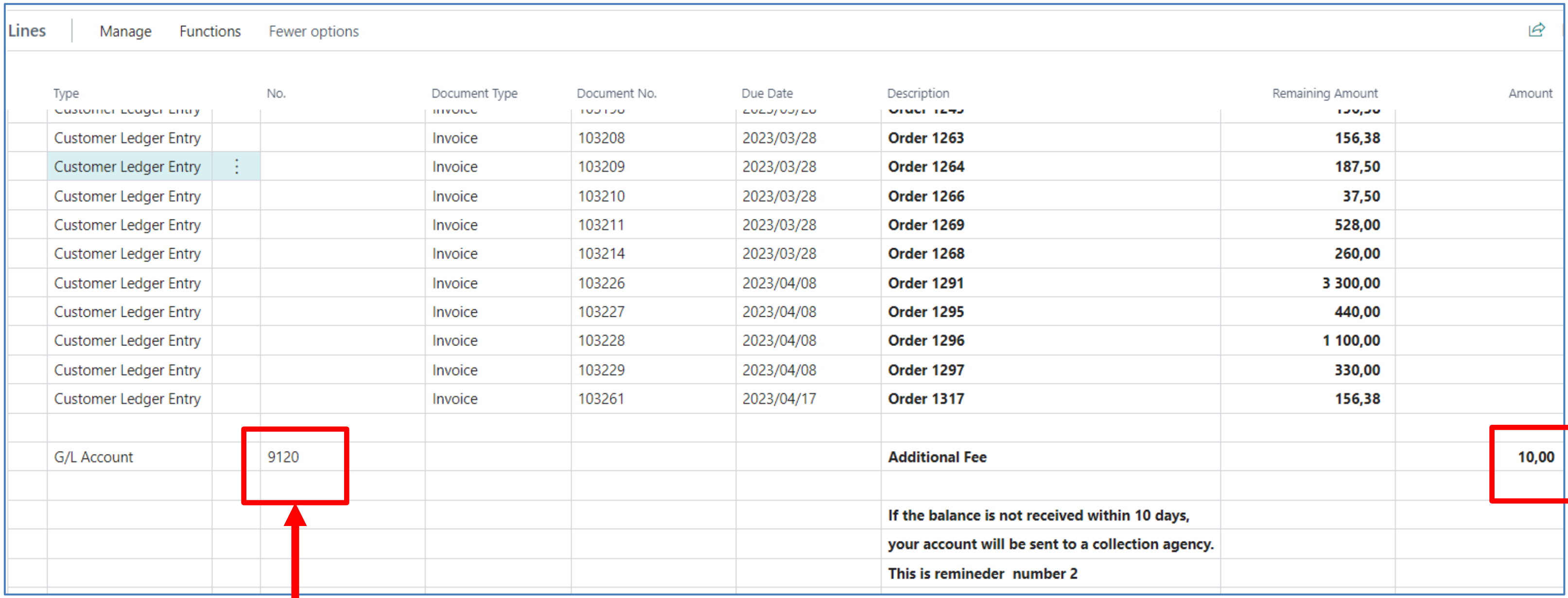
1040 · The Cannon Group PLC

General

Customer No.: 10000
Name: The Cannon Group PLC
Address: 192 Market Square
Address 2:
Post Code: B27 4KT
City: Birmingham
Contact: Mr. Andy Teal
Posting Date: 2023/06/02
VAT Date: 2023/06/02
Document Date: 2023/06/02
Reminder Level: 2
Use Header Level: ○
Assigned User ID:

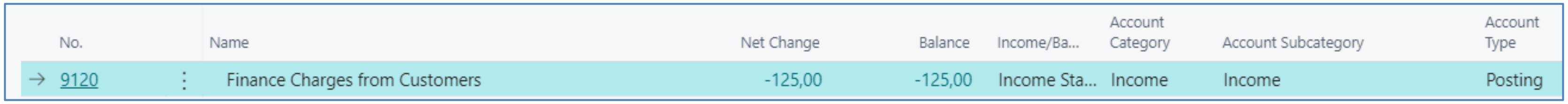
2nd level reminder created in used database

Reminder lines (only part of the lines)



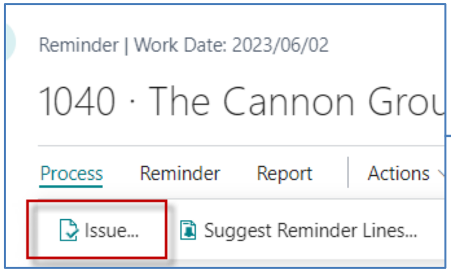
Type	No.	Document Type	Document No.	Due Date	Description	Remaining Amount	Amount
Customer Ledger Entry		Invoice	103208	2023/03/28	**Order 1263**	**156,38**	
Customer Ledger Entry		Invoice	103209	2023/03/28	**Order 1264**	**187,50**	
Customer Ledger Entry		Invoice	103210	2023/03/28	**Order 1266**	**37,50**	
Customer Ledger Entry		Invoice	103211	2023/03/28	**Order 1269**	**528,00**	
Customer Ledger Entry		Invoice	103214	2023/03/28	**Order 1268**	**260,00**	
Customer Ledger Entry		Invoice	103226	2023/04/08	**Order 1291**	**3 300,00**	
Customer Ledger Entry		Invoice	103227	2023/04/08	**Order 1295**	**440,00**	
Customer Ledger Entry		Invoice	103228	2023/04/08	**Order 1296**	**1 100,00**	
Customer Ledger Entry		Invoice	103229	2023/04/08	**Order 1297**	**330,00**	
Customer Ledger Entry		Invoice	103261	2023/04/17	**Order 1317**	**156,38**	
G/L Account	9120				**Additional Fee**		**10,00**
					If the balance is not received within 10 days,		
					your account will be sent to a collection agency.		
					This is remineder number 2		

Additional Fee for remineder level 1



No.	Name	Net Change	Balance	Income/Ba...	Account Category	Account Subcategory	Account Type
9120	Finance Charges from Customers	-125,00	-125,00	Income Sta...	Income	Income	Posting

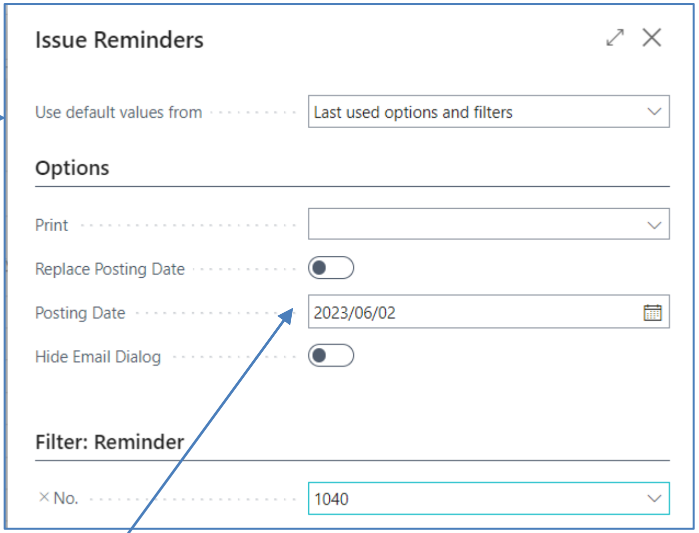
Customer Ledger entries and G/L entries after issuing reminder



Reminder | Work Date: 2023/06/02

1040 · The Cannon Grou

Process
Reminder
Report
Actions
Issue...
Suggest Reminder Lines...



Issue Reminders

Use default values from: Last used options and filters

Options

Print:

Replace Posting Date: ○

Posting Date: 2023/06/02

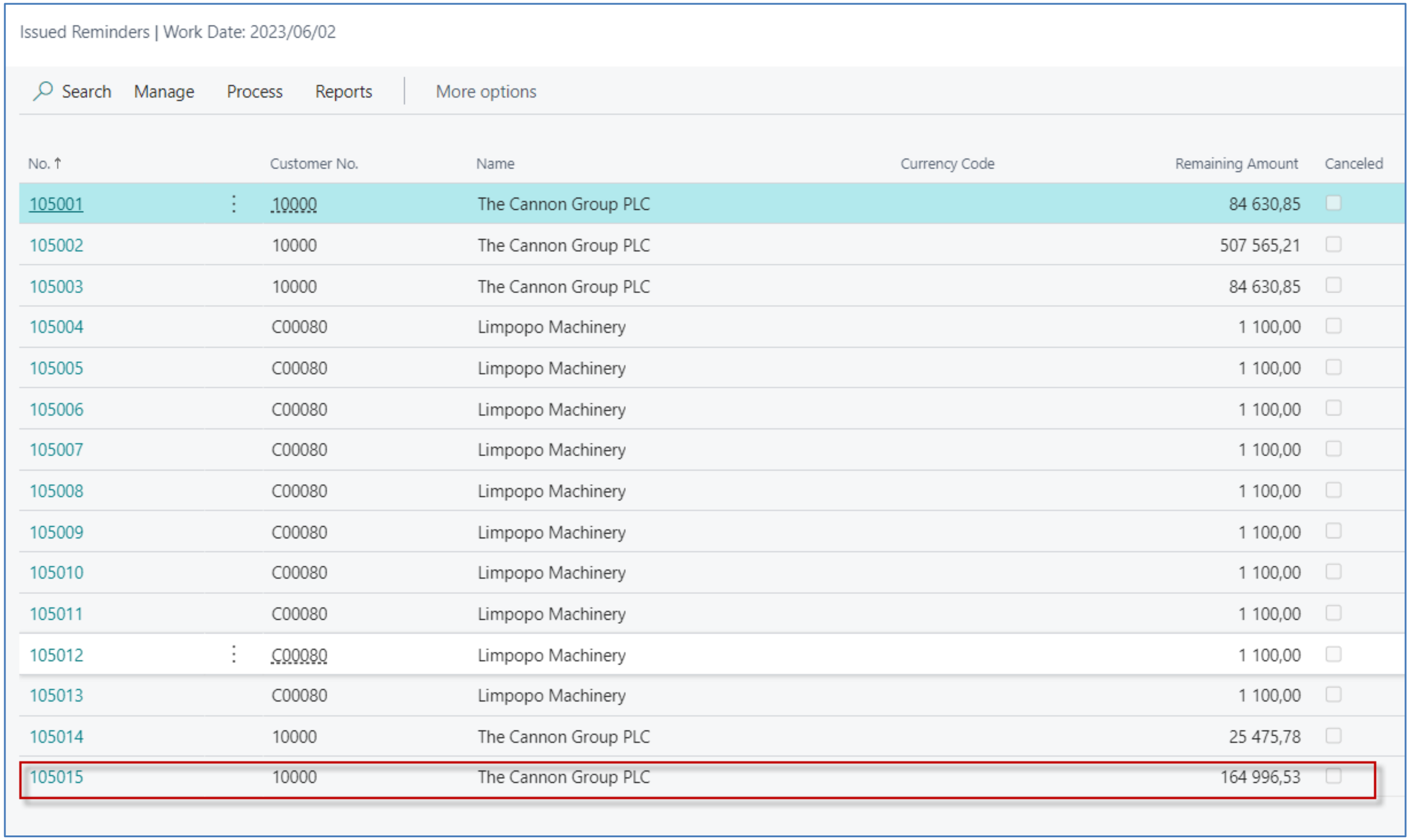
Hide Email Dialog: ○

Filter: Reminder

× No.: 1040

Actual working date to create reminder : 2023/06/02

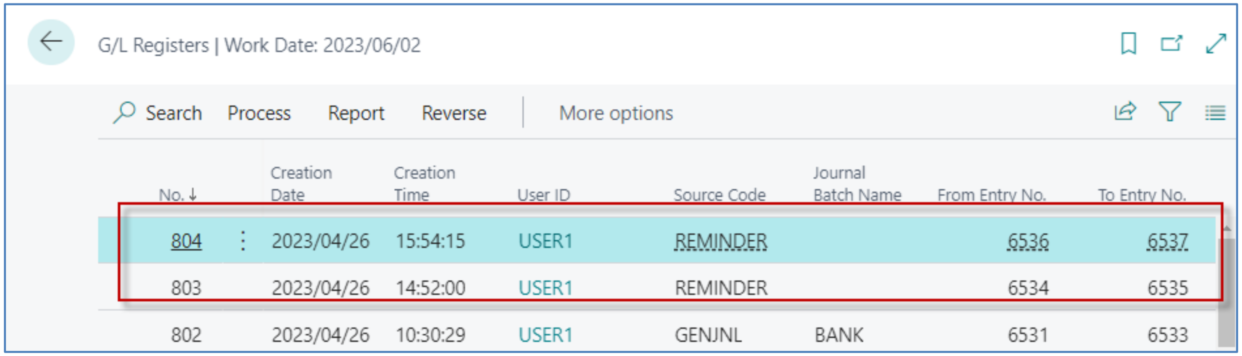
List of issued reminders



Issued Reminders | Work Date: 2023/06/02

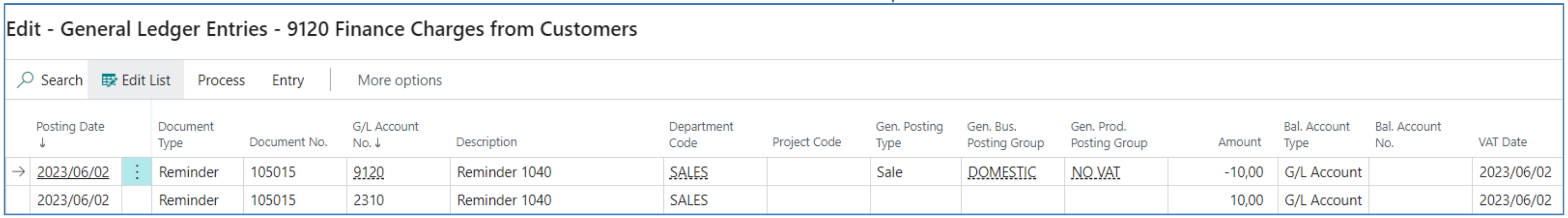
No. ↑	Customer No.	Name	Currency Code	Remaining Amount	Canceled
105001	10000	The Cannon Group PLC		84 630,85	☐
105002	10000	The Cannon Group PLC		507 565,21	☐
105003	10000	The Cannon Group PLC		84 630,85	☐
105004	C00080	Limpopo Machinery		1 100,00	☐
105005	C00080	Limpopo Machinery		1 100,00	☐
105006	C00080	Limpopo Machinery		1 100,00	☐
105007	C00080	Limpopo Machinery		1 100,00	☐
105008	C00080	Limpopo Machinery		1 100,00	☐
105009	C00080	Limpopo Machinery		1 100,00	☐
105010	C00080	Limpopo Machinery		1 100,00	☐
105011	C00080	Limpopo Machinery		1 100,00	☐
105012	C00080	Limpopo Machinery		1 100,00	☐
105013	C00080	Limpopo Machinery		1 100,00	☐
105014	10000	The Cannon Group PLC		25 475,78	☐
105015	10000	The Cannon Group PLC		164 996,53	☐

General ledger entries


Search
Process
Report
Reverse
More options

G/L Registers | Work Date: 2023/06/02

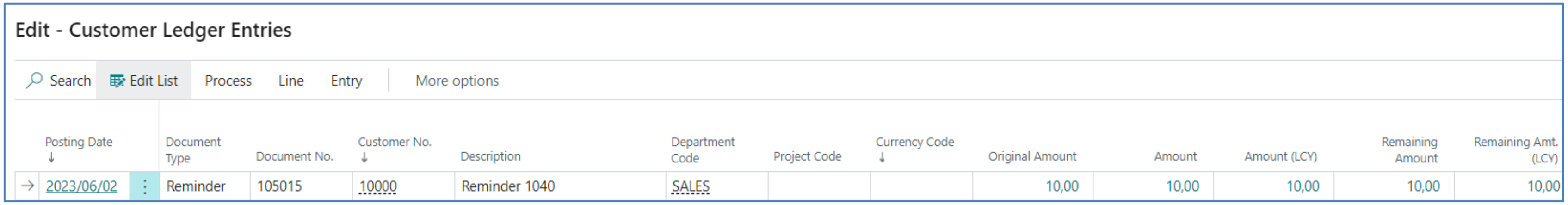
No. ↓	Creation Date	Creation Time	User ID	Source Code	Journal Batch Name	From Entry No.	To Entry No.
804	2023/04/26	15:54:15	USER1	REMINDER		6536	6537
803	2023/04/26	14:52:00	USER1	REMINDER		6534	6535
802	2023/04/26	10:30:29	USER1	GENJNL	BANK	6531	6533


Search
Edit List
Process
Entry
More options

Edit - General Ledger Entries - 9120 Finance Charges from Customers

Posting Date ↓	Document Type	Document No.	G/L Account No. ↓	Description	Department Code	Project Code	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Bal. Account Type	Bal. Account No.	VAT Date
2023/06/02	Reminder	105015	9120	Reminder 1040	SALES		Sale	DOMESTIC	NO VAT	-10,00	G/L Account		2023/06/02
2023/06/02	Reminder	105015	2310	Reminder 1040	SALES					10,00	G/L Account		2023/06/02

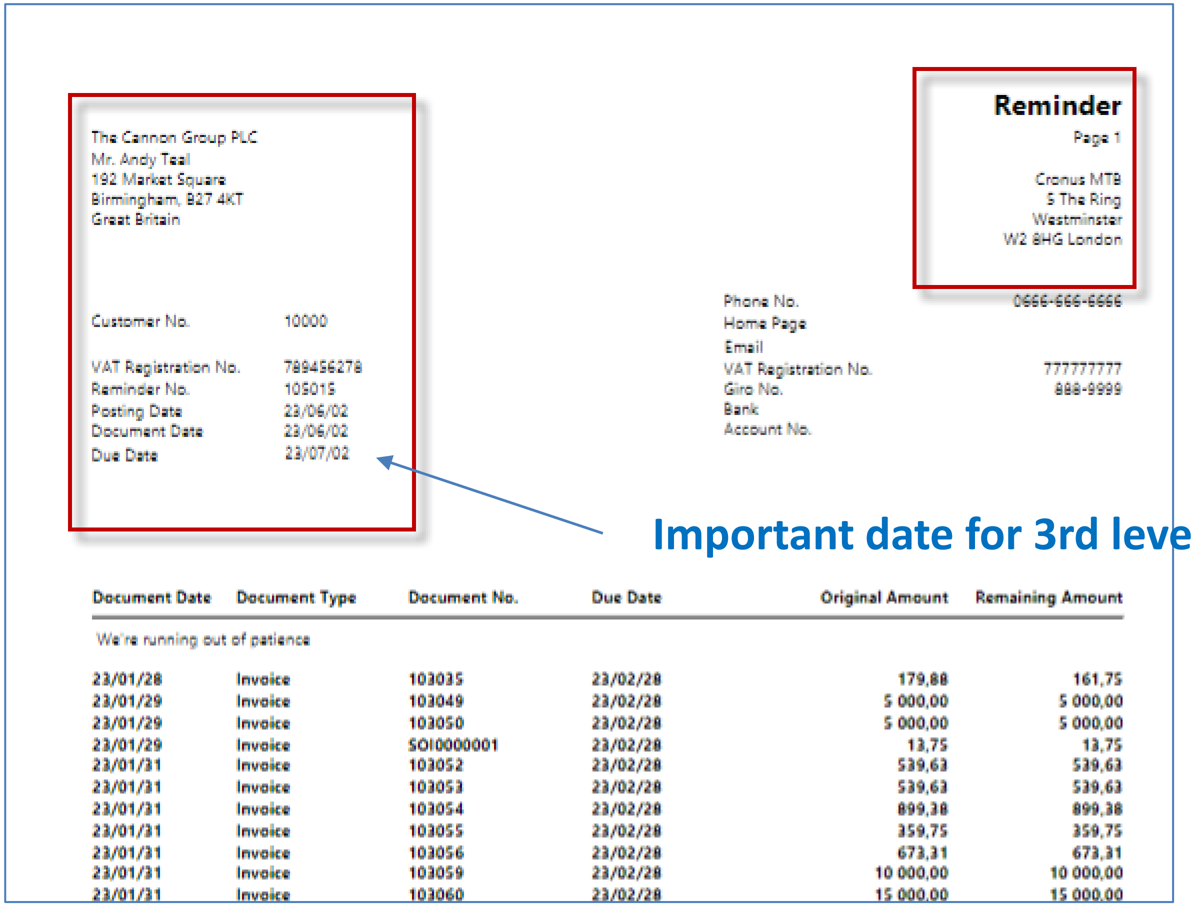
Customer Ledger Entries


Search
Edit List
Process
Line
Entry
More options

Edit - Customer Ledger Entries

Posting Date ↓	Document Type	Document No.	Customer No. ↓	Description	Department Code	Project Code	Currency Code ↓	Original Amount	Amount	Amount (LCY)	Remaining Amount	Remaining Amt. (LCY)
2023/06/02	Reminder	105015	10000	Reminder 1040	SALES			10,00	10,00	10,00	10,00	10,00

Printout of issued 2nd level reminder (part of it – there is much more lines)



Reminder

Page 1

Cronus MTB
5 The Ring
Westminster
W2 8HG London

The Cannon Group PLC
Mr. Andy Teal
192 Market Square
Birmingham, B27 4KT
Great Britain

Customer No. 10000

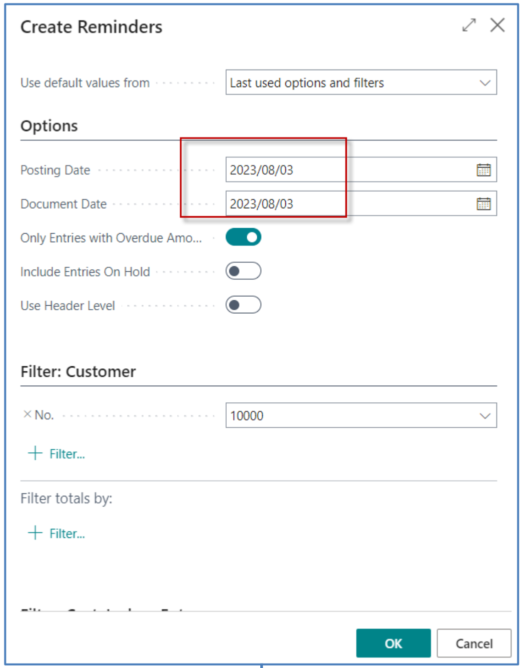
VAT Registration No. 789456278
Reminder No. 105015
Posting Date 23/06/02
Document Date 23/06/02
Due Date 23/07/02

Phone No. 0666-666-6666
Home Page
Email
VAT Registration No. 777777777
Giro No. 888-9999
Bank
Account No.

Important date for 3rd lever reminder creation

Document Date	Document Type	Document No.	Due Date	Original Amount	Remaining Amount
We're running out of patience					
23/01/28	Invoice	103035	23/02/28	179,88	161,75
23/01/29	Invoice	103049	23/02/28	5 000,00	5 000,00
23/01/29	Invoice	103050	23/02/28	5 000,00	5 000,00
23/01/29	Invoice	SOI0000001	23/02/28	13,75	13,75
23/01/31	Invoice	103052	23/02/28	539,63	539,63
23/01/31	Invoice	103053	23/02/28	539,63	539,63
23/01/31	Invoice	103054	23/02/28	899,38	899,38
23/01/31	Invoice	103055	23/02/28	359,75	359,75
23/01/31	Invoice	103056	23/02/28	673,31	673,31
23/01/31	Invoice	103059	23/02/28	10 000,00	10 000,00
23/01/31	Invoice	103060	23/02/28	15 000,00	15 000,00

Creation of the 3rd level Reminder



Create Reminders

Use default values from	Last used options and filters

Options

Posting Date	2023/08/03
Document Date	2023/08/03
Only Entries with Overdue Amo...	●
Include Entries On Hold	○
Use Header Level	○

Filter: Customer

× No.	10000

+ Filter...

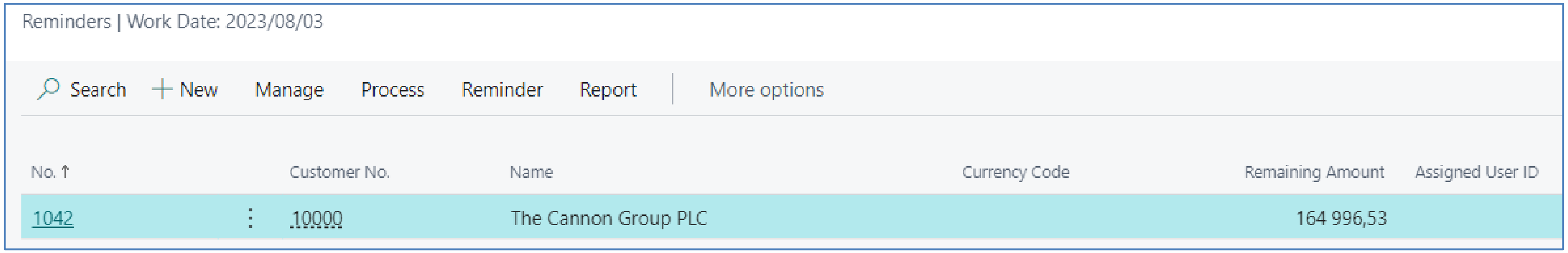
Filter totals by:

+ Filter...
OK
Cancel

Important date for 3rd level Reminder creation (2023/07/02)

2023/07/02+1M +1D = 2023/08/03

1 month

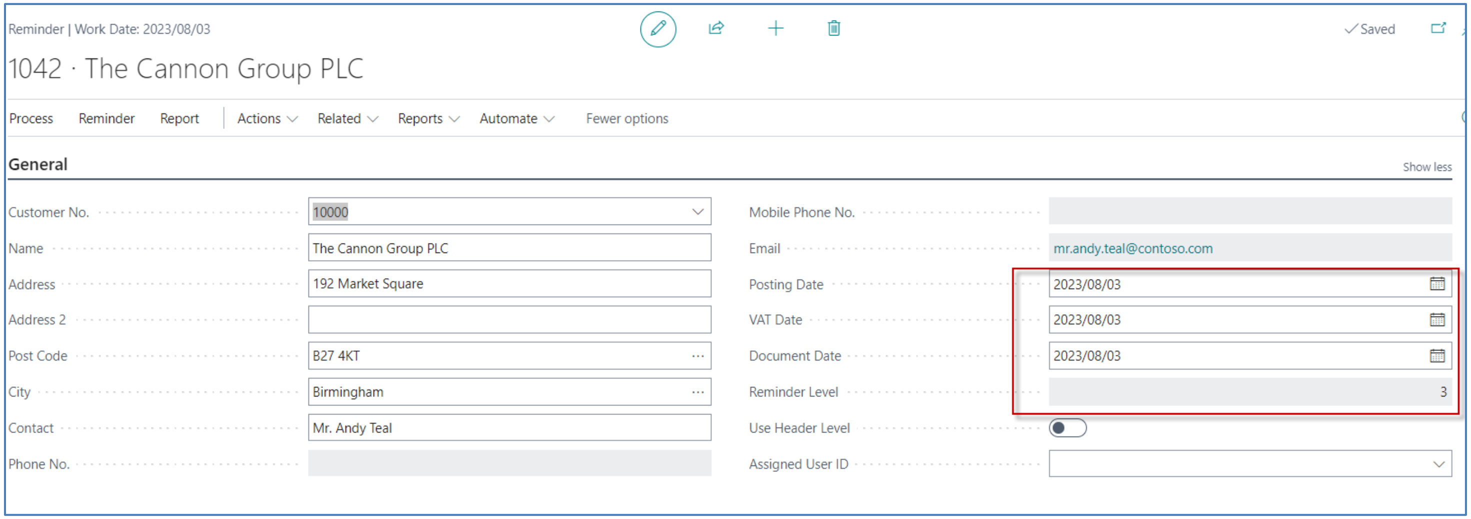


Reminders | Work Date: 2023/08/03

Search
+ New
Manage
Process
Reminder
Report
More options

No. ↑	Customer No.	Name	Currency Code	Remaining Amount	Assigned User ID
1042	10000	The Cannon Group PLC		164 996,53	

3rd level reminder header


Saved
Process
Reminder
Report
Actions
Related
Reports
Automate
Fewer options
Show less

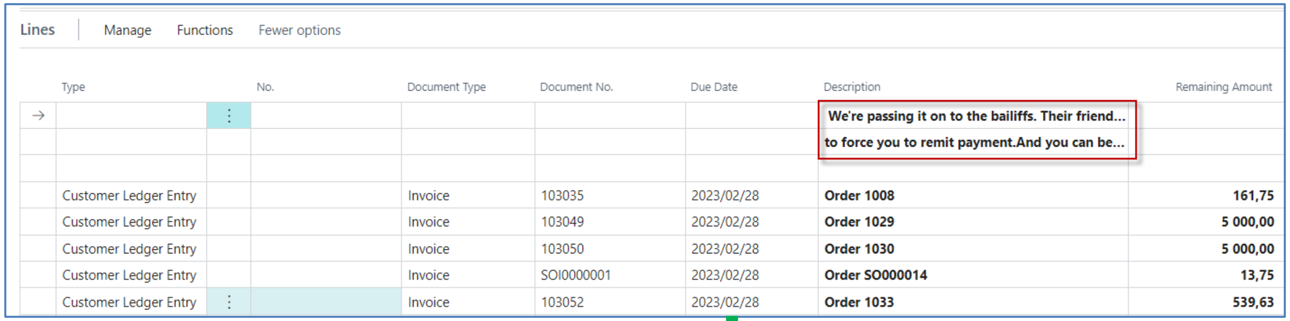
Reminder | Work Date: 2023/08/03

1042 · The Cannon Group PLC

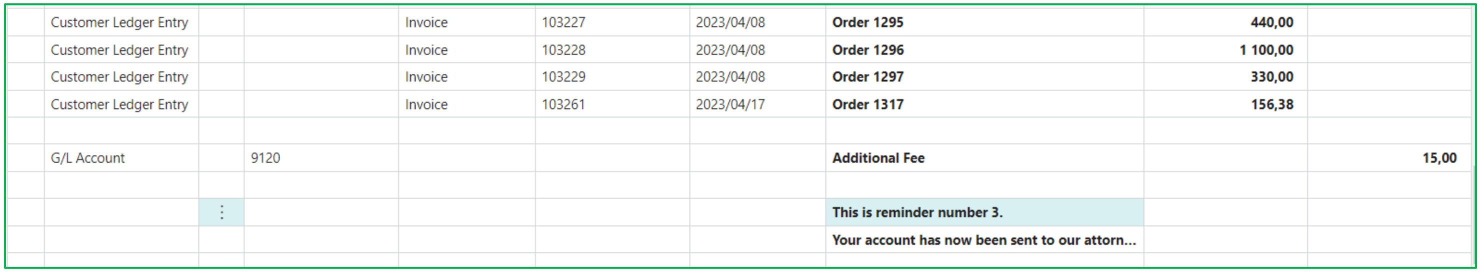
General

Customer No.	10000	Mobile Phone No.	
Name	The Cannon Group PLC	Email	mr.andy.teal@contoso.com
Address	192 Market Square	Posting Date	2023/08/03
Address 2		VAT Date	2023/08/03
Post Code	B27 4KT	Document Date	2023/08/03
City	Birmingham	Reminder Level	3
Contact	Mr. Andy Teal	Use Header Level	○
Phone No.		Assigned User ID	

3rd level reminder some lines



Type	No.	Document Type	Document No.	Due Date	Description	Remaining Amount
					We're passing it on to the bailiffs. Their friend...	
					to force you to remit payment.And you can be...	
Customer Ledger Entry		Invoice	103035	2023/02/28	**Order 1008**	**161,75**
Customer Ledger Entry		Invoice	103049	2023/02/28	**Order 1029**	**5 000,00**
Customer Ledger Entry		Invoice	103050	2023/02/28	**Order 1030**	**5 000,00**
Customer Ledger Entry		Invoice	SOI0000001	2023/02/28	**Order SO000014**	**13,75**
Customer Ledger Entry		Invoice	103052	2023/02/28	**Order 1033**	**539,63**

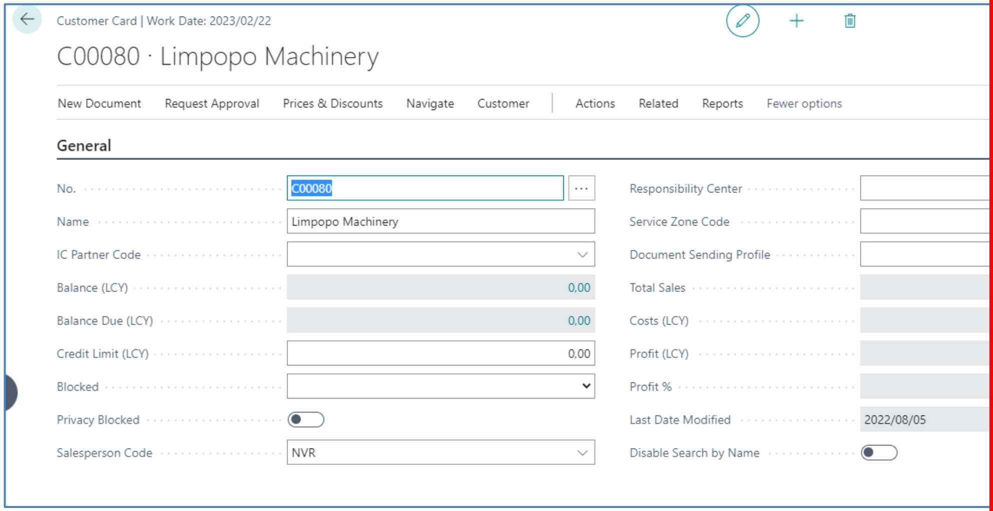


Customer Ledger Entry		Invoice	103227	2023/04/08	**Order 1295**	**440,00**	
Customer Ledger Entry		Invoice	103228	2023/04/08	**Order 1296**	**1 100,00**	
Customer Ledger Entry		Invoice	103229	2023/04/08	**Order 1297**	**330,00**	
Customer Ledger Entry		Invoice	103261	2023/04/17	**Order 1317**	**156,38**	
G/L Account	9120				**Additional Fee**		**15,00**
					This is reminder number 3.		
					Your account has now been sent to our attorn...		

NEW MODEL-Home study

Another example

Newly created customer :

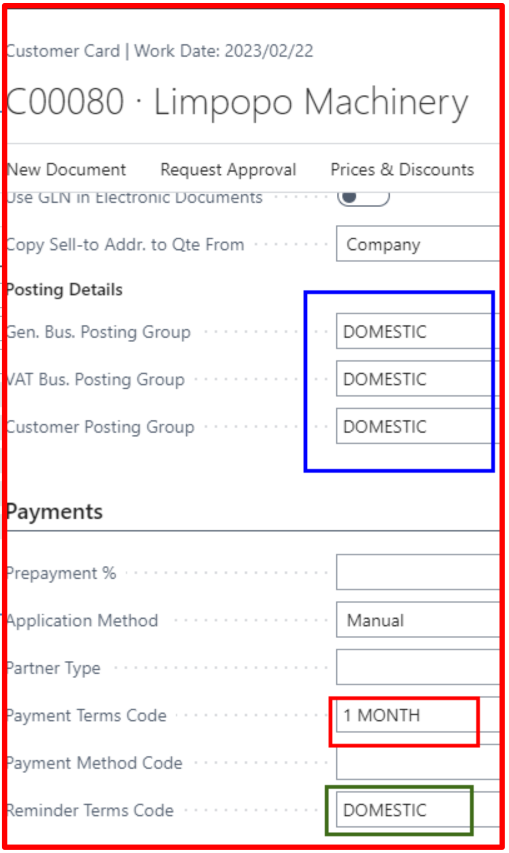

New Document
Request Approval
Prices & Discounts
Navigate
Customer
Actions
Related
Reports
Fewer options

Customer Card | Work Date: 2023/02/22

C00080 · Limpopo Machinery

General

No.	C00080	Responsibility Center	
Name	Limpopo Machinery	Service Zone Code	
IC Partner Code		Document Sending Profile	
Balance (LCY)	0,00	Total Sales	
Balance Due (LCY)	0,00	Costs (LCY)	
Credit Limit (LCY)	0,00	Profit (LCY)	
Blocked		Profit %	
Privacy Blocked	○	Last Date Modified	2022/08/05
Salesperson Code	NVR	Disable Search by Name	○


New Document
Request Approval
Prices & Discounts

Customer Card | Work Date: 2023/02/22

C00080 · Limpopo Machinery

Use GLN in Electronic Documents	○
Copy Sell-to Addr. to Qte From	Company

Posting Details

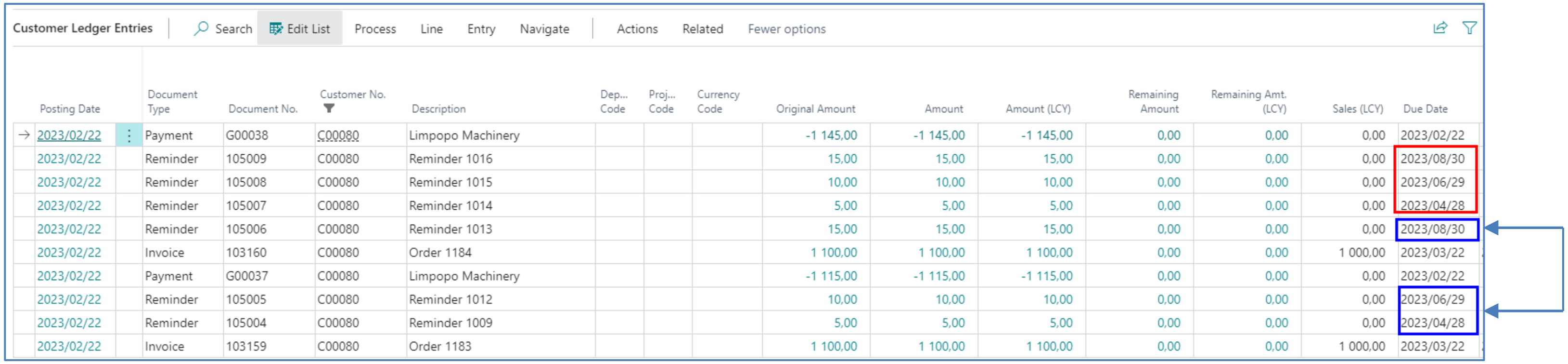
Gen. Bus. Posting Group	DOMESTIC
VAT Bus. Posting Group	DOMESTIC
Customer Posting Group	DOMESTIC

Payments

Prepayment %	
Application Method	Manual
Partner Type	
Payment Terms Code	1 MONTH
Payment Method Code	
Reminder Terms Code	DOMESTIC

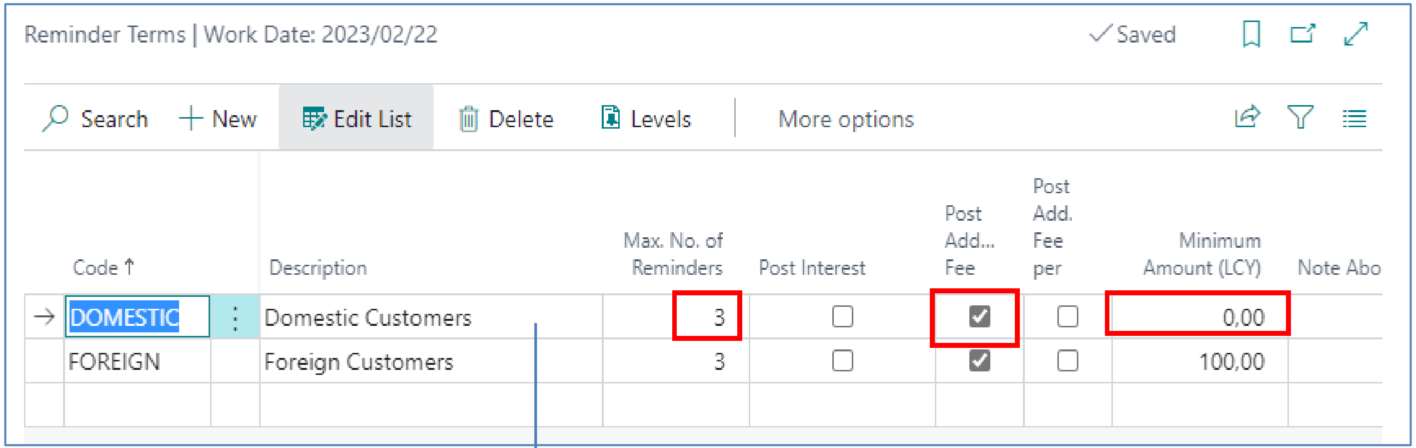
Customer ledger entries

- All Customer Ledger entries originate from test versions of the example



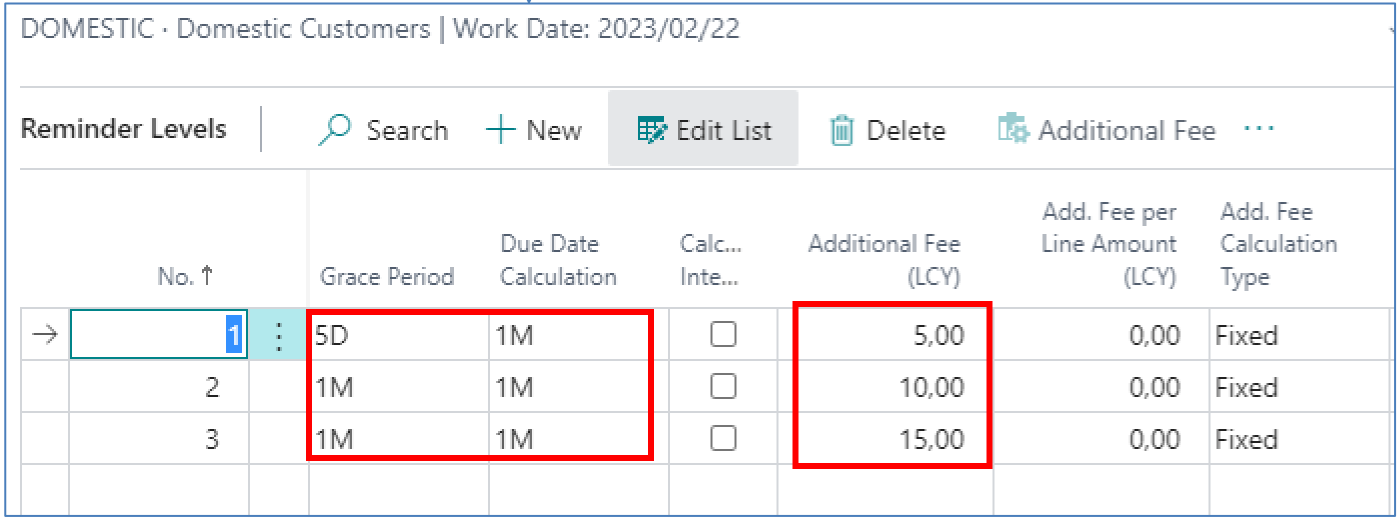
Posting Date	Document Type	Document No.	Customer No.	Description	Dep... Code	Proj... Code	Currency Code	Original Amount	Amount	Amount (LCY)	Remaining Amount	Remaining Amt. (LCY)	Sales (LCY)	Due Date
2023/02/22	Payment	G00038	C00080	Limpopo Machinery				-1 145,00	-1 145,00	-1 145,00	0,00	0,00	0,00	2023/02/22
2023/02/22	Reminder	105009	C00080	Reminder 1016				15,00	15,00	15,00	0,00	0,00	0,00	2023/08/30
2023/02/22	Reminder	105008	C00080	Reminder 1015				10,00	10,00	10,00	0,00	0,00	0,00	2023/06/29
2023/02/22	Reminder	105007	C00080	Reminder 1014				5,00	5,00	5,00	0,00	0,00	0,00	2023/04/28
2023/02/22	Reminder	105006	C00080	Reminder 1013				15,00	15,00	15,00	0,00	0,00	0,00	2023/08/30
2023/02/22	Invoice	103160	C00080	Order 1184				1 100,00	1 100,00	1 100,00	0,00	0,00	1 000,00	2023/03/22
2023/02/22	Payment	G00037	C00080	Limpopo Machinery				-1 115,00	-1 115,00	-1 115,00	0,00	0,00	0,00	2023/02/22
2023/02/22	Reminder	105005	C00080	Reminder 1012				10,00	10,00	10,00	0,00	0,00	0,00	2023/06/29
2023/02/22	Reminder	105004	C00080	Reminder 1009				5,00	5,00	5,00	0,00	0,00	0,00	2023/04/28
2023/02/22	Invoice	103159	C00080	Order 1183				1 100,00	1 100,00	1 100,00	0,00	0,00	1 000,00	2023/03/22

Reminder setup (Domestic)


✓Saved
Search
+ New
Edit List
Delete
Levels
More options

Reminder Terms | Work Date: 2023/02/22

Code ↑	Description	Max. No. of Reminders	Post Interest	Post Add... Fee	Post Add. Fee per	Minimum Amount (LCY)	Note Abo
DOMESTIC	Domestic Customers	3	☐	☑	☐	0,00	
FOREIGN	Foreign Customers	3	☐	☑	☐	100,00	

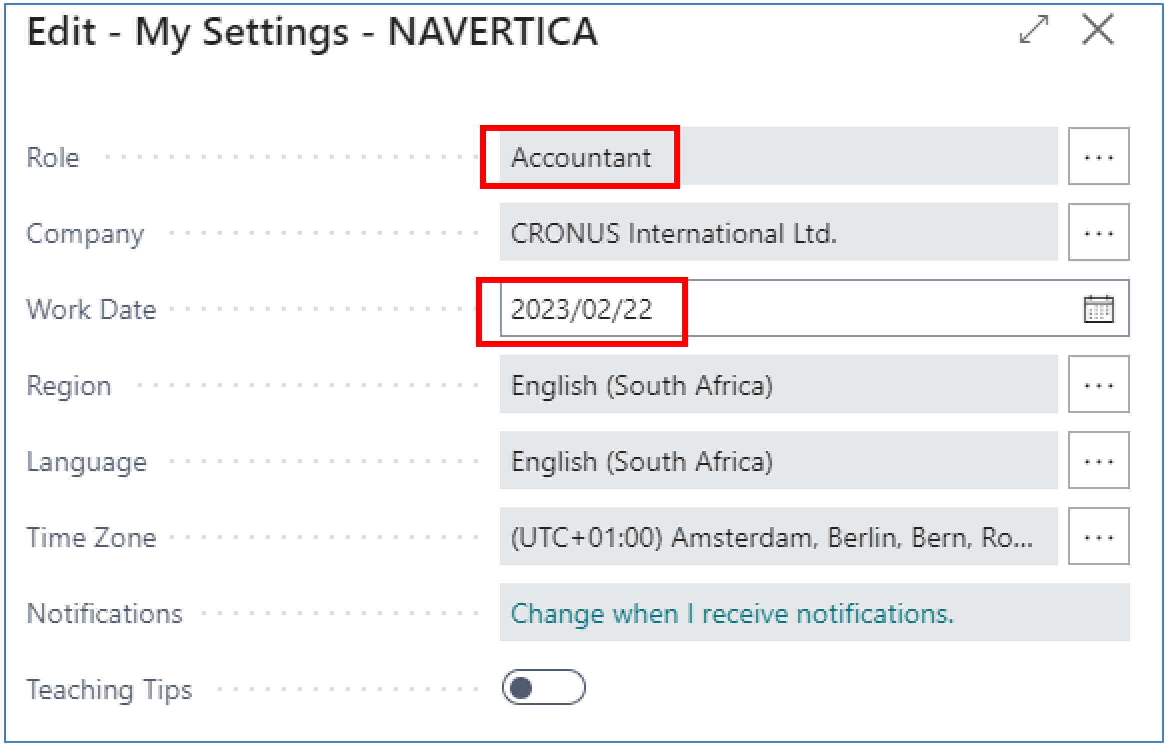

Search
+ New
Edit List
Delete
Additional Fee
···

DOMESTIC · Domestic Customers | Work Date: 2023/02/22

Reminder Levels

No. ↑	Grace Period	Due Date Calculation	Calc... Inte...	Additional Fee (LCY)	Add. Fee per Line Amount (LCY)	Add. Fee Calculation Type
1	5D	1M	☐	5,00	0,00	Fixed
2	1M	1M	☐	10,00	0,00	Fixed
3	1M	1M	☐	15,00	0,00	Fixed

Working date



Edit - My Settings - NAVERTICA

Role: Accountant

Company: CRONUS International Ltd.

Work Date: 2023/02/22

Region: English (South Africa)

Language: English (South Africa)

Time Zone: (UTC+01:00) Amsterdam, Berlin, Bern, Ro...

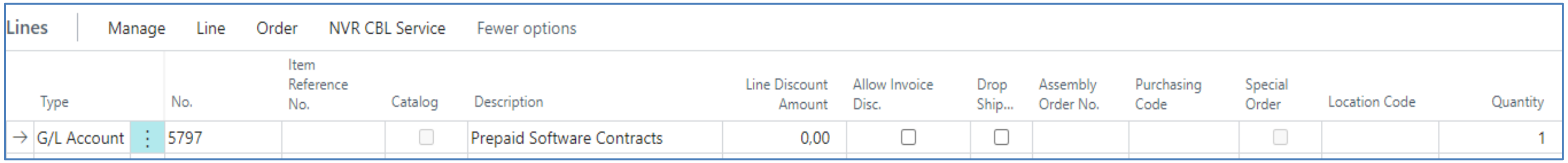
Notifications: Change when I receive notifications.

Teaching Tips: ○

Data creation (invoice)

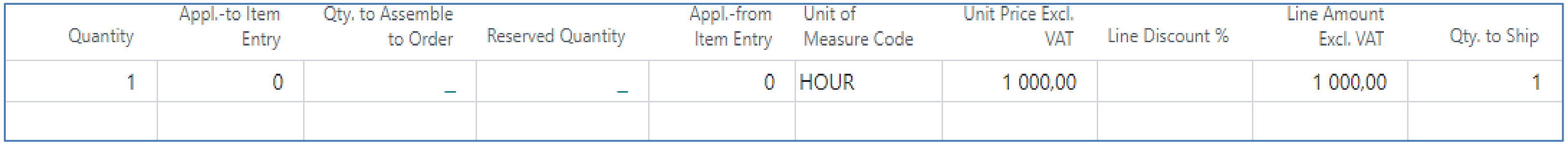
- Only sales line (in Sales Header we have our Limpopo Machinery client)

First part of the line



Type	No.	Item Reference No.	Catalog	Description	Line Discount Amount	Allow Invoice Disc.	Drop Ship...	Assembly Order No.	Purchasing Code	Special Order	Location Code	Quantity
→ G/L Account ⋮	5797		☐	Prepaid Software Contracts	0,00	☐	☐			☐		1

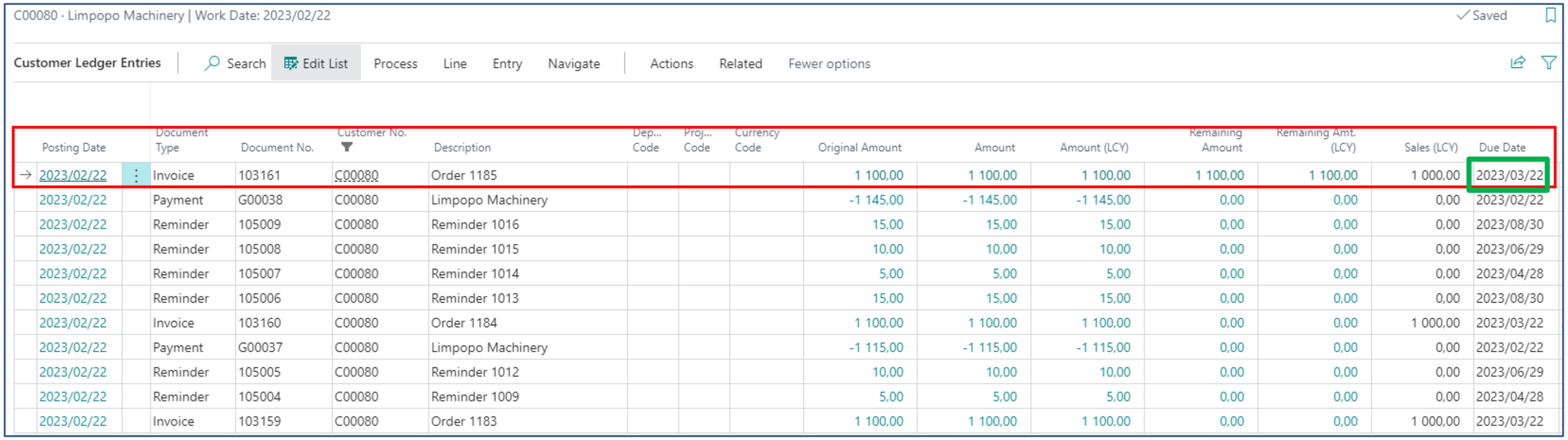
Second part of the line



Quantity	Appl.-to Item Entry	Qty. to Assemble to Order	Reserved Quantity	Appl.-from Item Entry	Unit of Measure Code	Unit Price Excl. VAT	Line Discount %	Line Amount Excl. VAT	Qty. to Ship
1	0	_	_	0	HOUR	1 000,00		1 000,00	1

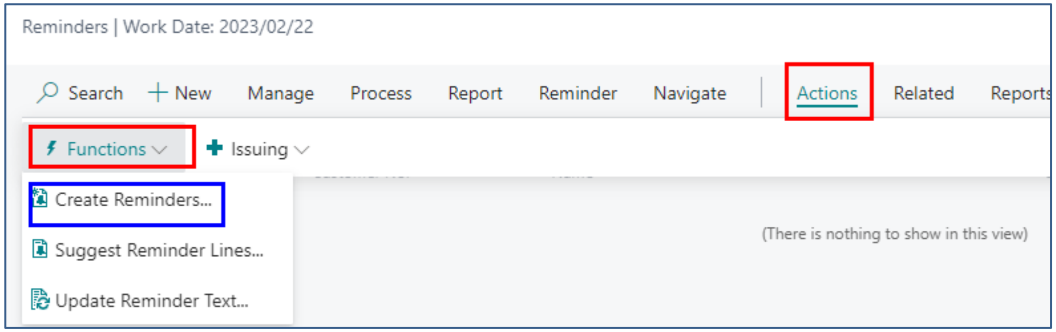
F9 to post Sales Order

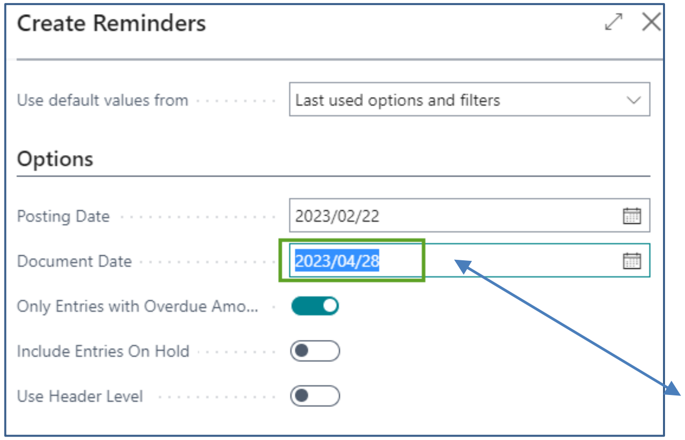
Customer ledger entries


C00080 · Limpopo Machinery | Work Date: 2023/02/22
Saved
Customer Ledger Entries
Search
Edit List
Process
Line
Entry
Navigate
Actions
Related
Fewer options

Posting Date	Document Type	Document No.	Customer No.	Description	Dep... Code	Proj... Code	Currency Code	Original Amount	Amount	Amount (LCY)	Remaining Amount	Remaining Amt. (LCY)	Sales (LCY)	Due Date
2023/02/22	Invoice	103161	C00080	Order 1185				1 100,00	1 100,00	1 100,00	1 100,00	1 100,00	1 000,00	2023/03/22
2023/02/22	Payment	G00038	C00080	Limpopo Machinery				-1 145,00	-1 145,00	-1 145,00	0,00	0,00	0,00	2023/02/22
2023/02/22	Reminder	105009	C00080	Reminder 1016				15,00	15,00	15,00	0,00	0,00	0,00	2023/08/30
2023/02/22	Reminder	105008	C00080	Reminder 1015				10,00	10,00	10,00	0,00	0,00	0,00	2023/06/29
2023/02/22	Reminder	105007	C00080	Reminder 1014				5,00	5,00	5,00	0,00	0,00	0,00	2023/04/28
2023/02/22	Reminder	105006	C00080	Reminder 1013				15,00	15,00	15,00	0,00	0,00	0,00	2023/08/30
2023/02/22	Invoice	103160	C00080	Order 1184				1 100,00	1 100,00	1 100,00	0,00	0,00	1 000,00	2023/03/22
2023/02/22	Payment	G00037	C00080	Limpopo Machinery				-1 115,00	-1 115,00	-1 115,00	0,00	0,00	0,00	2023/02/22
2023/02/22	Reminder	105005	C00080	Reminder 1012				10,00	10,00	10,00	0,00	0,00	0,00	2023/06/29
2023/02/22	Reminder	105004	C00080	Reminder 1009				5,00	5,00	5,00	0,00	0,00	0,00	2023/04/28
2023/02/22	Invoice	103159	C00080	Order 1183				1 100,00	1 100,00	1 100,00	0,00	0,00	1 000,00	2023/03/22

Create remainder 1st level


Reminders | Work Date: 2023/02/22
Search
New
Manage
Process
Report
Reminder
Navigate
Actions
Related
Reports
Functions
Issuing
Create Reminders...
Suggest Reminder Lines...
Update Reminder Text...
(There is nothing to show in this view)



Create Reminders

Use default values from: Last used options and filters

Options

Posting Date: 2023/02/22

Document Date: 2023/04/28

Only Entries with Overdue Amo...: On

Include Entries On Hold: Off

Use Header Level: Off

2023/02/22 invoice was posted

2023/03/22 – invoice due date

(payment term condition =**1 month** on Customer card)

Due Date calculation =**1M** of 1st level remineder

Grace period=5 Days

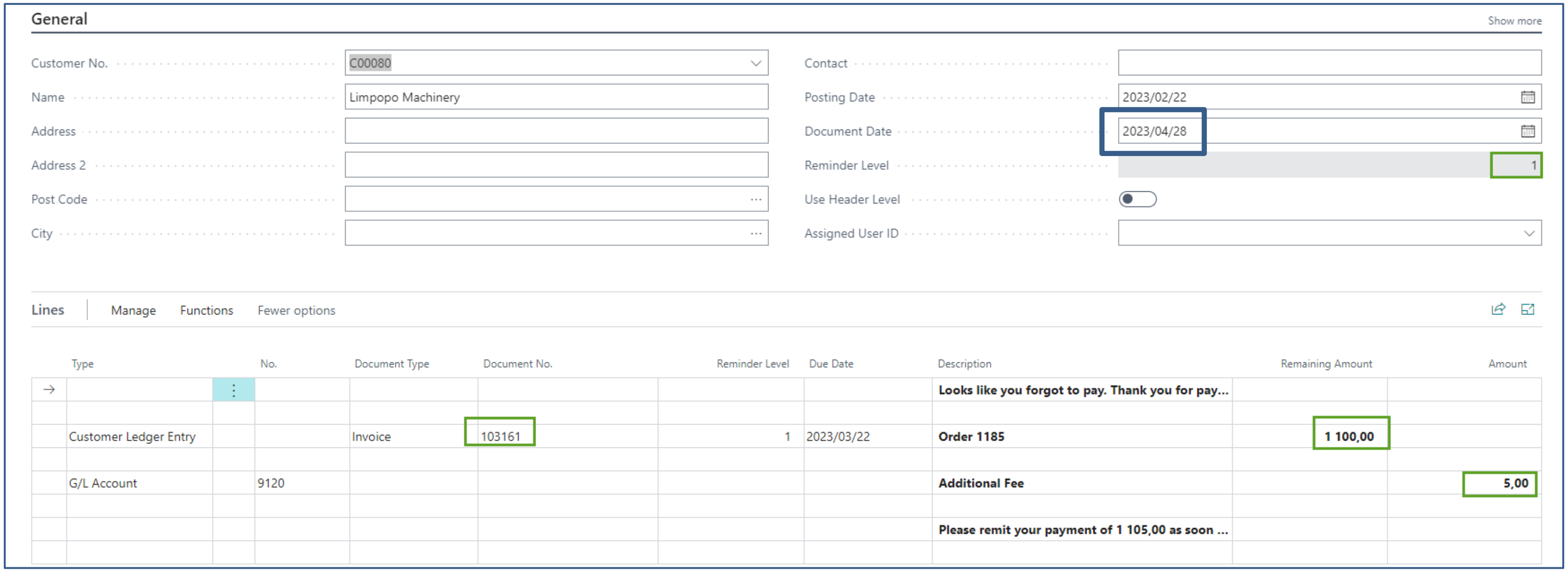
Document date=2022/04/28 (reminder 1st)

2022/04/28=**2022/03/22**+**1M**+**5 Days** +**1 Day** (1 day after calculation)

↑

Posting date = invoice due date

Created reminder 1st level

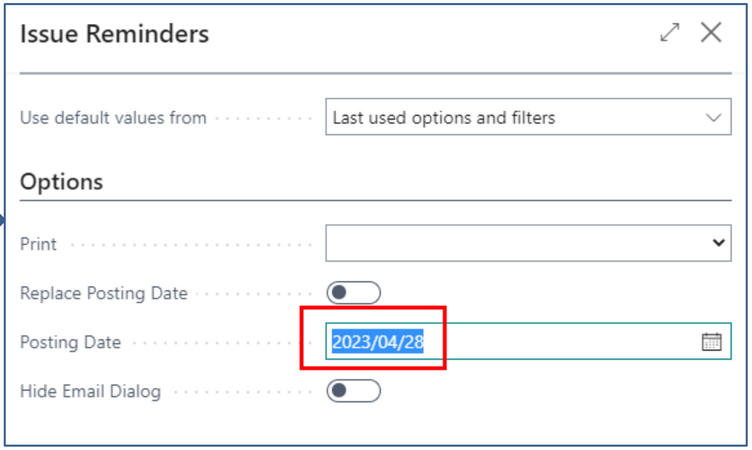


Customer No.	C00080
Name	Limpopo Machinery
Address	
Address 2	
Post Code	
City	
Contact	
Posting Date	2023/02/22
Document Date	2023/04/28
Reminder Level	1
Use Header Level	○
Assigned User ID	

Type	No.	Document Type	Document No.	Reminder Level	Due Date	Description	Remaining Amount	Amount
						Looks like you forgot to pay. Thank you for pay...		
Customer Ledger Entry		Invoice	103161	1	2023/03/22	**Order 1185**	1 100,00	
G/L Account	9120					**Additional Fee**		5,00
						Please remit your payment of 1 105,00 as soon ...		

Document date of the Reminder =2023/04/28

Issue Reminder



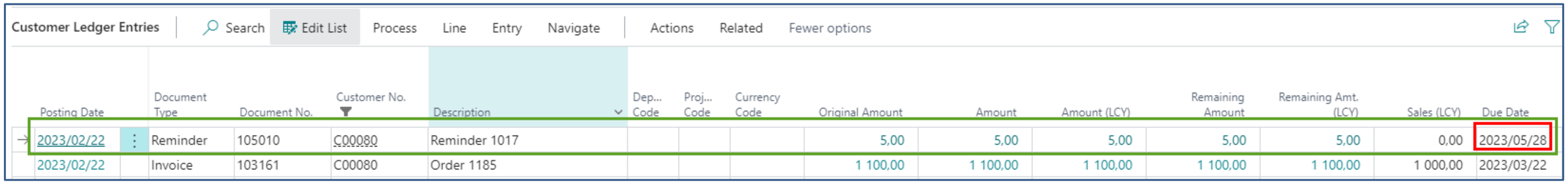
Issue Reminders

Use default values from	Last used options and filters

Options

Print	
Replace Posting Date	○
Posting Date	2023/04/28
Hide Email Dialog	○

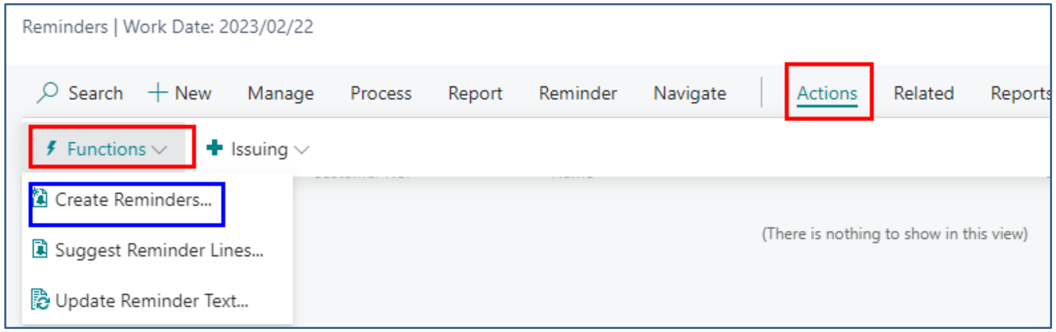
Customer ledger entries


Customer Ledger Entries
Search
Edit List
Process
Line
Entry
Navigate
Actions
Related
Fewer options

Posting Date	Document Type	Document No.	Customer No.	Description	Dep... Code	Proj... Code	Currency Code	Original Amount	Amount	Amount (LCY)	Remaining Amount	Remaining Amt. (LCY)	Sales (LCY)	Due Date
2023/02/22	Reminder	105010	C00080	Reminder 1017				5,00	5,00	5,00	5,00	5,00	0,00	2023/05/28
2023/02/22	Invoice	103161	C00080	Order 1185				1 100,00	1 100,00	1 100,00	1 100,00	1 100,00	1 000,00	2023/03/22

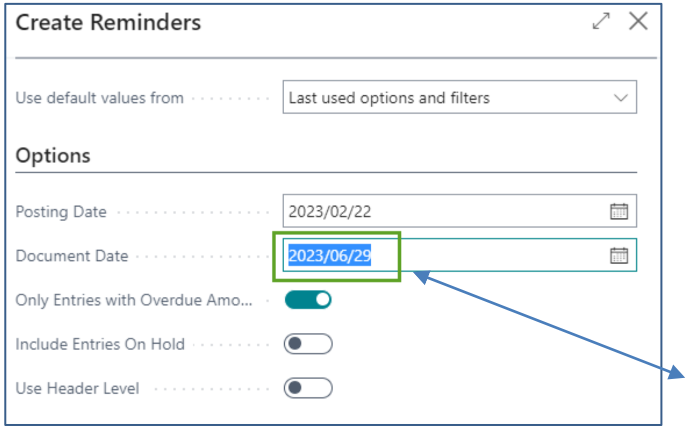
Due date of the 1st Reminder = 2023/05/28 = 2023/04/28+ **1M**

Create remainder 2nd level


Reminders | Work Date: 2023/02/22

Search
New
Manage
Process
Report
Reminder
Navigate
Actions
Related
Reports
Functions
Issuing
Create Reminders...
Suggest Reminder Lines...
Update Reminder Text...

(There is nothing to show in this view)


Create Reminders

Use default values from	Last used options and filters

Options

Posting Date	2023/02/22
Document Date	2023/06/29
Only Entries with Overdue Amo...	● On
Include Entries On Hold	○ Off
Use Header Level	○ Off

2023/02/22 invoice was posted

2023/05/28 – due date of 1st level reminder

Due Date calculation =1M (see reminder 2nd level)

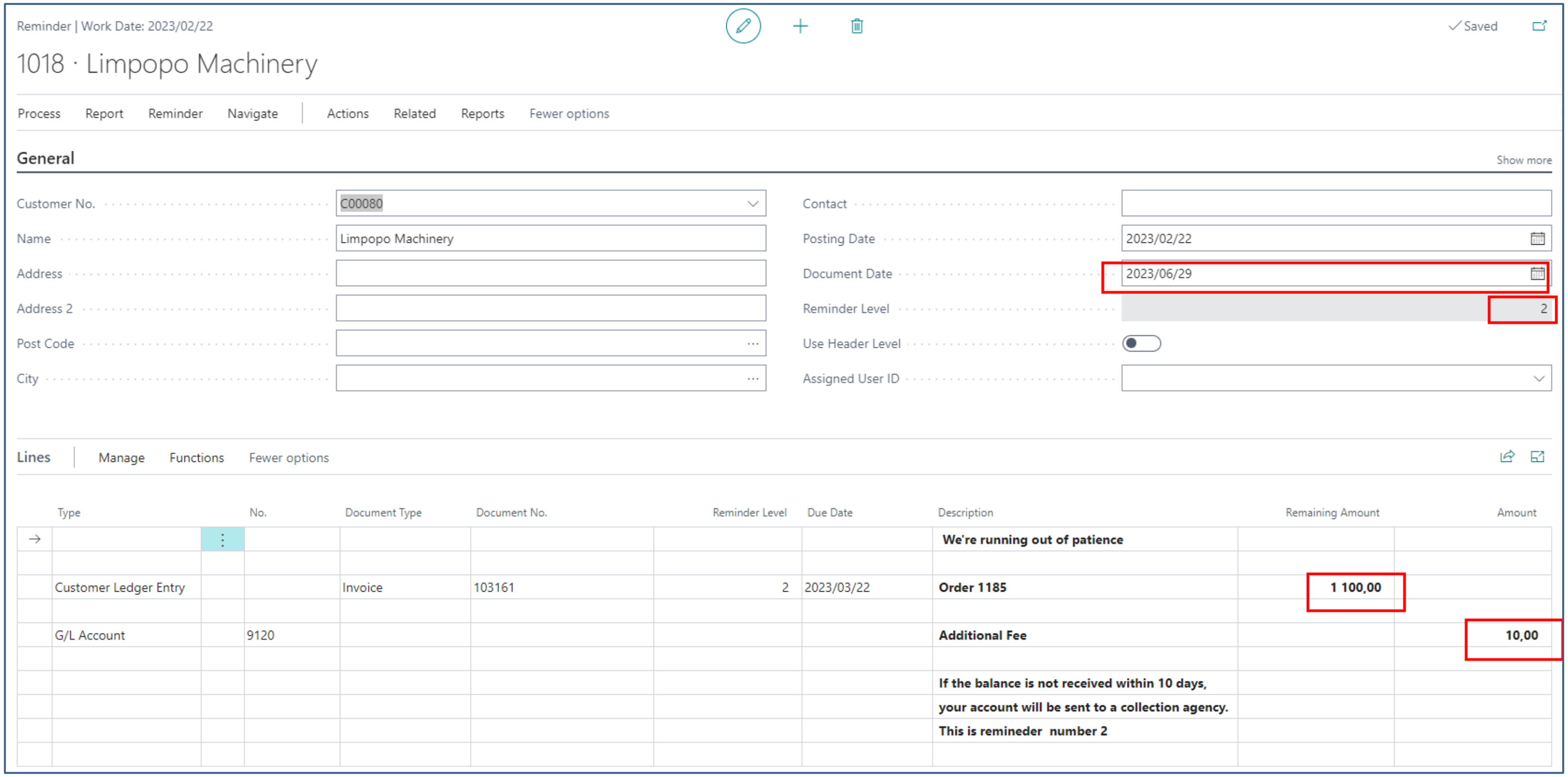
Grace period= 1 Month

Document date=2023/04/28 (1st level reminder)

New document date for reminder 2nd level

2023/06/29=2023/04/28 +1 M + **1 Month** +1 day

2nd level Reminder


Reminder | Work Date: 2023/02/22
✓Saved

1018 · Limpopo Machinery

Process
Report
Reminder
Navigate
Actions
Related
Reports
Fewer options

General

Show more

Customer No. C00080

Name Limpopo Machinery

Address

Address 2

Post Code

City

Contact

Posting Date 2023/02/22

Document Date 2023/06/29

Reminder Level 2

Use Header Level ○

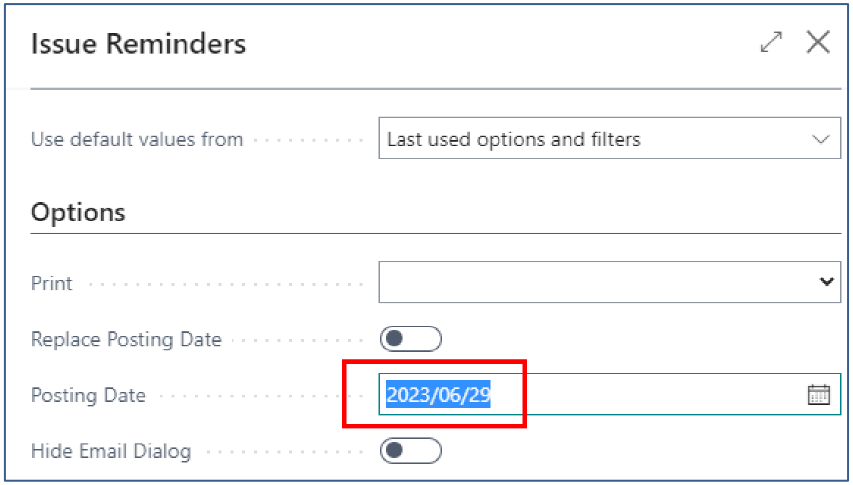
Assigned User ID

Lines

Manage
Functions
Fewer options

Type	No.	Document Type	Document No.	Reminder Level	Due Date	Description	Remaining Amount	Amount
						We're running out of patience		
Customer Ledger Entry		Invoice	103161	2	2023/03/22	**Order 1185**	**1 100,00**	
G/L Account	9120					**Additional Fee**		**10,00**
						If the balance is not received within 10 days,		
						your account will be sent to a collection agency.		
						This is remineder number 2		

Customer ledger entries after issuing 2nd level reminder



Issue Reminders

Use default values from: Last used options and filters

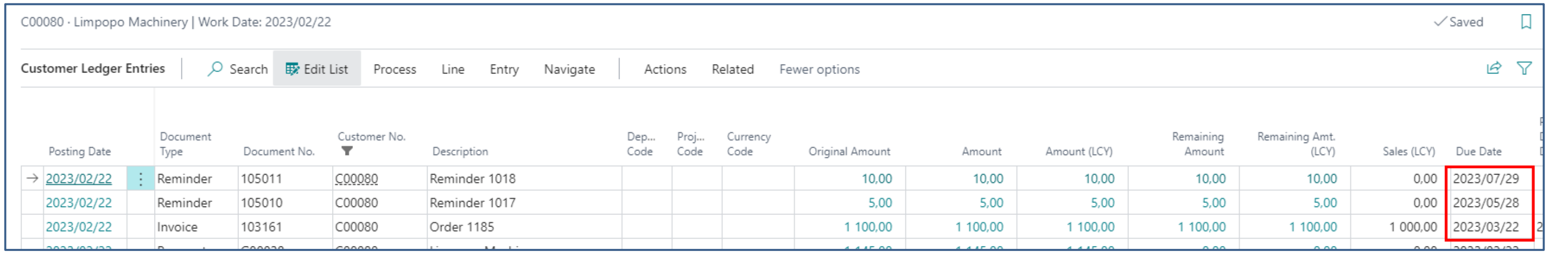
Options

Print:

Replace Posting Date: ○

Posting Date: 2023/06/29

Hide Email Dialog: ○

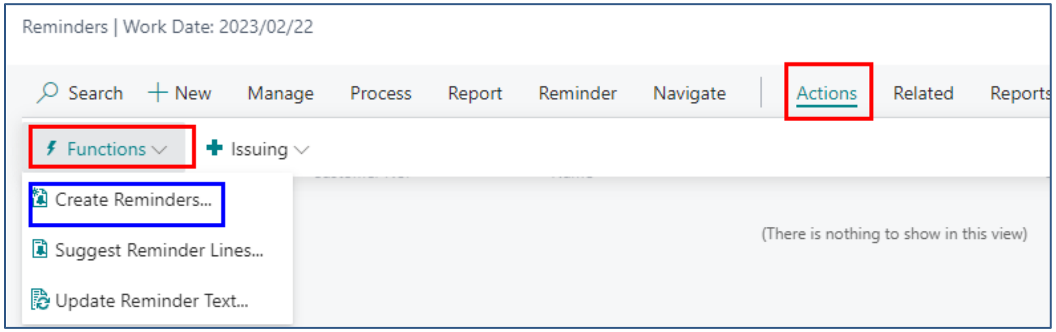


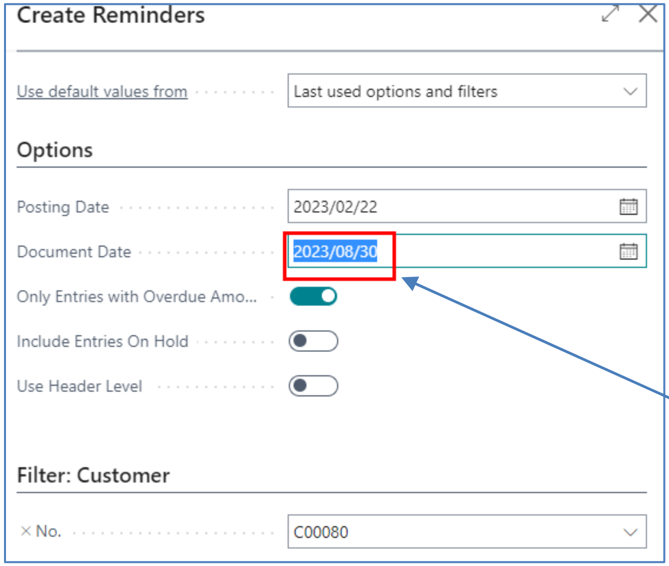
C00080 · Limpopo Machinery | Work Date: 2023/02/22

✓ Saved
Customer Ledger Entries
Search
Edit List
Process
Line
Entry
Navigate
Actions
Related
Fewer options

Posting Date	Document Type	Document No.	Customer No.	Description	Dep... Code	Proj... Code	Currency Code	Original Amount	Amount	Amount (LCY)	Remaining Amount	Remaining Amt. (LCY)	Sales (LCY)	Due Date
2023/02/22	Reminder	105011	C00080	Reminder 1018				10,00	10,00	10,00	10,00	10,00	0,00	2023/07/29
2023/02/22	Reminder	105010	C00080	Reminder 1017				5,00	5,00	5,00	5,00	5,00	0,00	2023/05/28
2023/02/22	Invoice	103161	C00080	Order 1185				1 100,00	1 100,00	1 100,00	1 100,00	1 100,00	1 000,00	2023/03/22

Create remainder 3rd level


Reminders | Work Date: 2023/02/22
Search
New
Manage
Process
Report
Reminder
Navigate
Actions
Related
Reports
Functions
Issuing
Create Reminders...
Suggest Reminder Lines...
Update Reminder Text...
(There is nothing to show in this view)


Create Reminders

Use default values from: Last used options and filters

Options

Posting Date: 2023/02/22

Document Date: 2023/08/30

Only Entries with Overdue Amo...: ●

Include Entries On Hold: ○

Use Header Level: ○

Filter: Customer

× No.: C00080

2023/02/22 invoice was posted

2023/07/29 – due date of 2nd level reminder

Due Date calculation =1M (see reminder 3rd level)

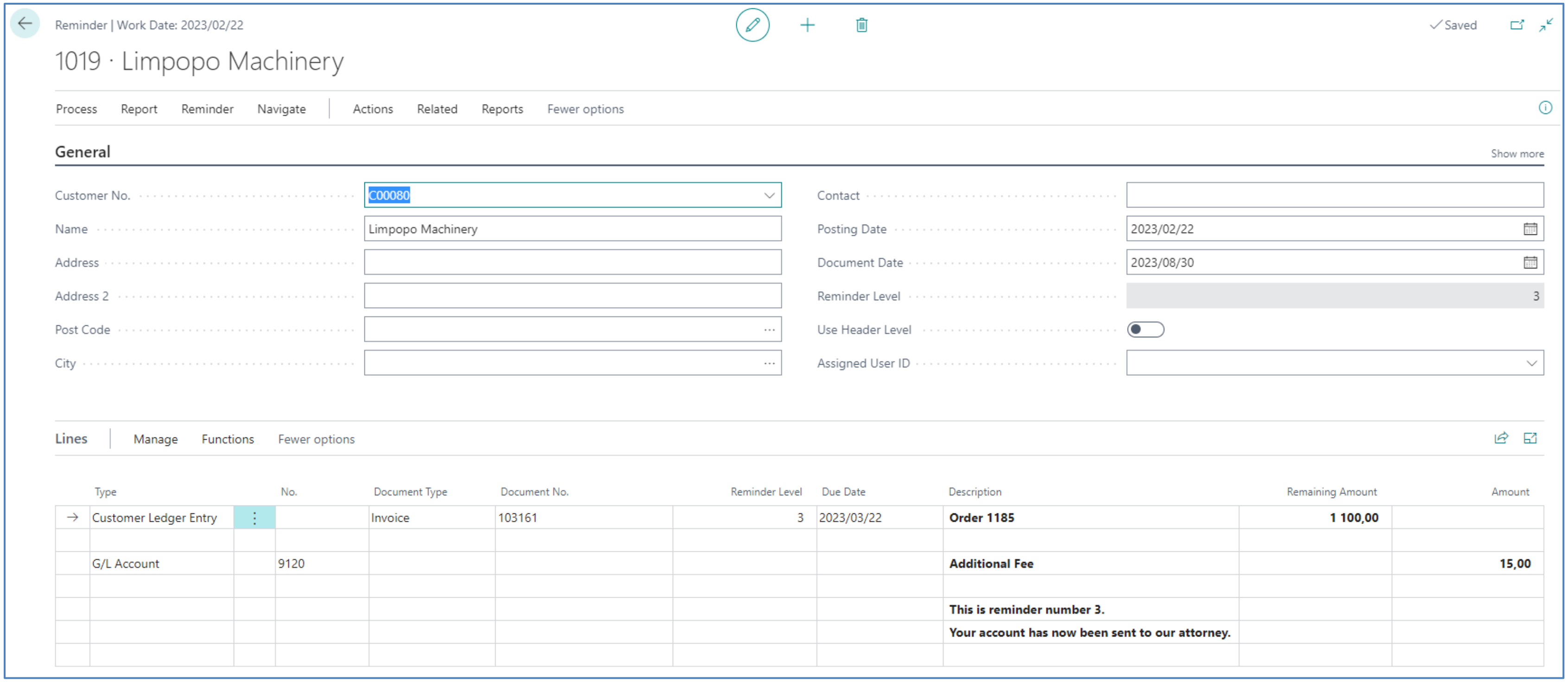
Grace period= 1 Month

Document date=2023/06/29 (2nd level reminder)

New document date for reminder 3rd level

2023/08/30=2023/06/29 +1 M + 1 Moths +1day

3rd level reminder


Saved
Process
Report
Reminder
Navigate
Actions
Related
Reports
Fewer options
Show more
Lines
Manage
Functions
Fewer options

Reminder | Work Date: 2023/02/22

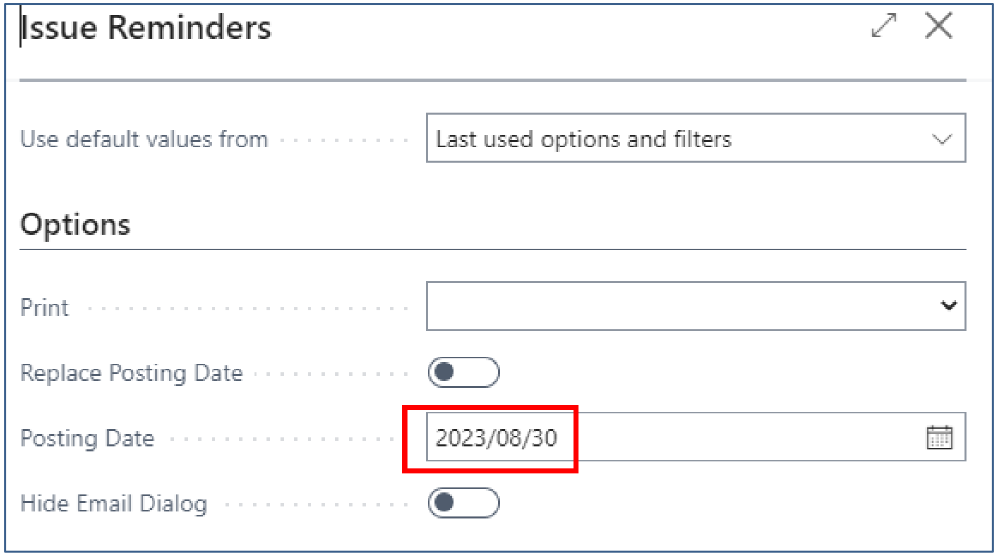
1019 · Limpopo Machinery

General

Customer No.	C00080	Contact	
Name	Limpopo Machinery	Posting Date	2023/02/22
Address		Document Date	2023/08/30
Address 2		Reminder Level	3
Post Code		Use Header Level	○
City		Assigned User ID	

Type	No.	Document Type	Document No.	Reminder Level	Due Date	Description	Remaining Amount	Amount
Customer Ledger Entry		Invoice	103161	3	2023/03/22	**Order 1185**	**1 100,00**	
G/L Account	9120					**Additional Fee**		**15,00**
						This is reminder number 3.		
						Your account has now been sent to our attorney.		

Customer ledger entries after issuing 3rd level reminder



Issue Reminders

Use default values from: Last used options and filters

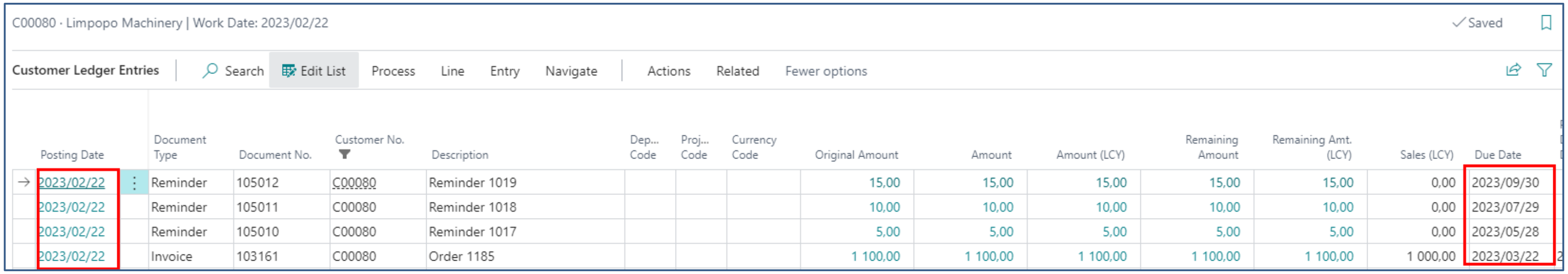
Options

Print:

Replace Posting Date: ○

Posting Date: 2023/08/30

Hide Email Dialog: ○

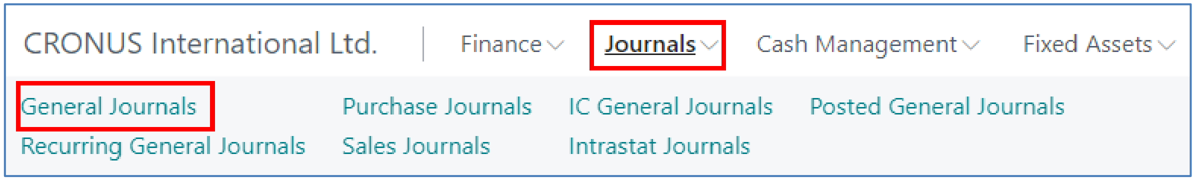


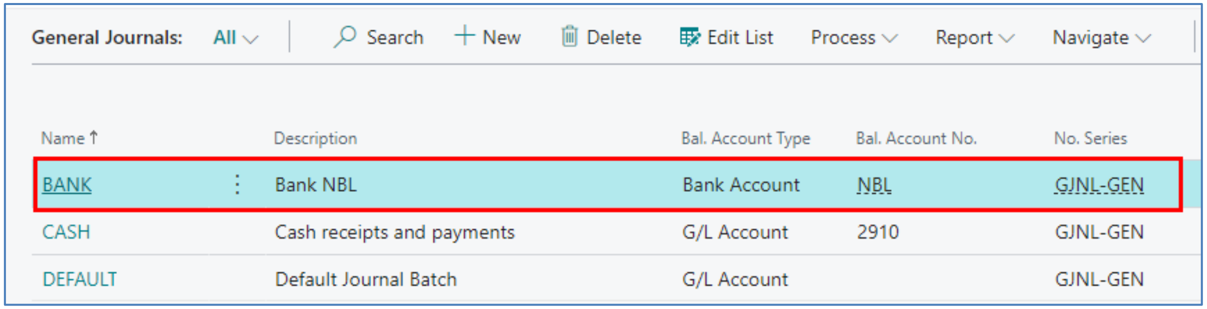
C00080 · Limpopo Machinery | Work Date: 2023/02/22

✓ Saved
Customer Ledger Entries
Search
Edit List
Process
Line
Entry
Navigate
Actions
Related
Fewer options

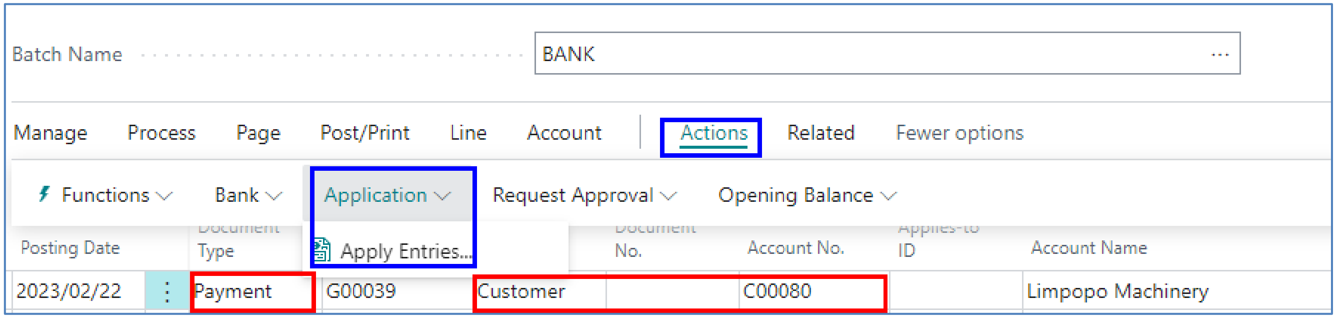
Posting Date	Document Type	Document No.	Customer No.	Description	Dep... Code	Proj... Code	Currency Code	Original Amount	Amount	Amount (LCY)	Remaining Amount	Remaining Amt. (LCY)	Sales (LCY)	Due Date
2023/02/22	Reminder	105012	C00080	Reminder 1019				15,00	15,00	15,00	15,00	15,00	0,00	2023/09/30
2023/02/22	Reminder	105011	C00080	Reminder 1018				10,00	10,00	10,00	10,00	10,00	0,00	2023/07/29
2023/02/22	Reminder	105010	C00080	Reminder 1017				5,00	5,00	5,00	5,00	5,00	0,00	2023/05/28
2023/02/22	Invoice	103161	C00080	Order 1185				1 100,00	1 100,00	1 100,00	1 100,00	1 100,00	1 000,00	2023/03/22

Customer payment


CRONUS International Ltd.
Finance
Journals
Cash Management
Fixed Assets
General Journals
Purchase Journals
IC General Journals
Posted General Journals
Recurring General Journals
Sales Journals
Intrastat Journals


General Journals:
All
Search
New
Delete
Edit List
Process
Report
Navigate

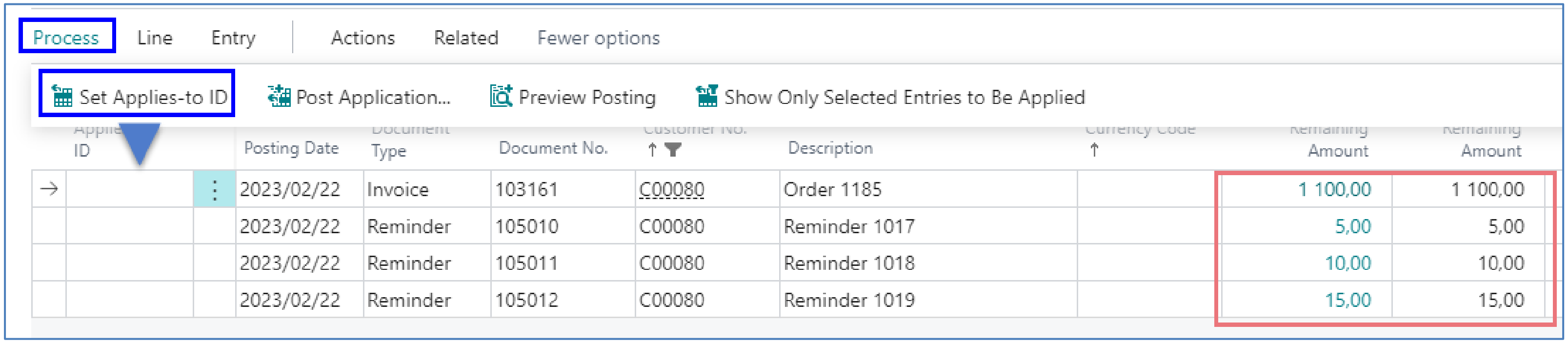
Name ↑		Description	Bal. Account Type	Bal. Account No.	No. Series
BANK	⋮	Bank NBL	Bank Account	NBL	GJNL-GEN
CASH		Cash receipts and payments	G/L Account	2910	GJNL-GEN
DEFAULT		Default Journal Batch	G/L Account		GJNL-GEN


Batch Name: BANK

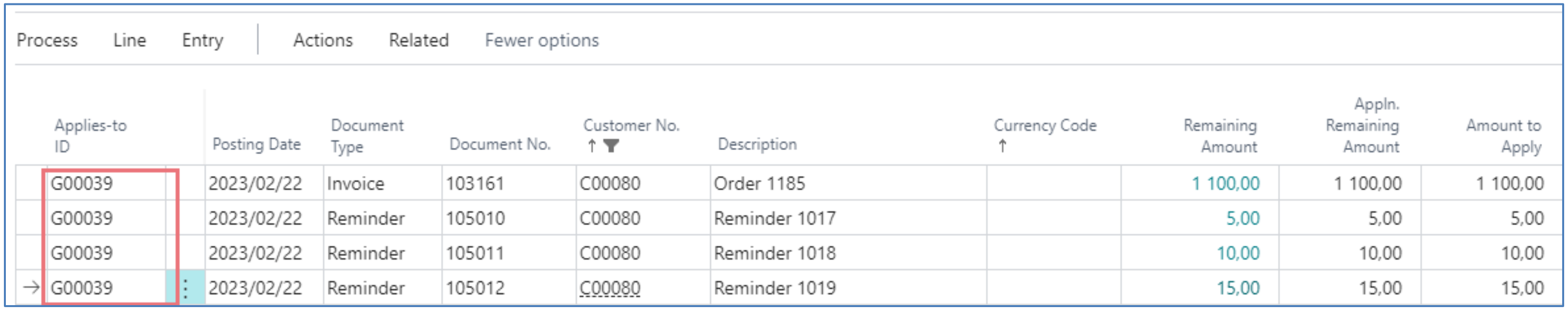
Manage
Process
Page
Post/Print
Line
Account
Actions
Related
Fewer options
Functions
Bank
Application
Request Approval
Opening Balance
Apply Entries...

Posting Date		Document Type			Document No.	Account No.	Applies-to ID	Account Name
2023/02/22	⋮	Payment	G00039	Customer		C00080		Limpopo Machinery

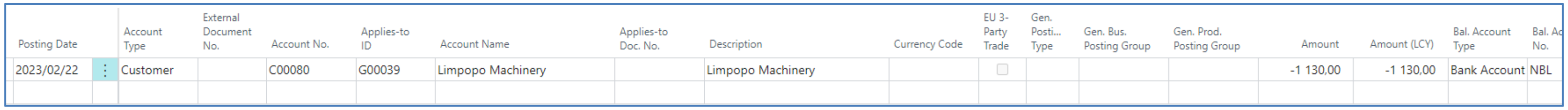
Customer payment


Process
Line
Entry
Actions
Related
Fewer options
Set Applies-to ID
Post Application...
Preview Posting
Show Only Selected Entries to Be Applied

Applie ID		Posting Date	Document Type	Document No.	Customer No. ↑	Description	Currency Code ↑	Remaining Amount	Remaining Amount
→	⋮	2023/02/22	Invoice	103161	C00080	Order 1185		1 100,00	1 100,00
		2023/02/22	Reminder	105010	C00080	Reminder 1017		5,00	5,00
		2023/02/22	Reminder	105011	C00080	Reminder 1018		10,00	10,00
		2023/02/22	Reminder	105012	C00080	Reminder 1019		15,00	15,00


Process
Line
Entry
Actions
Related
Fewer options

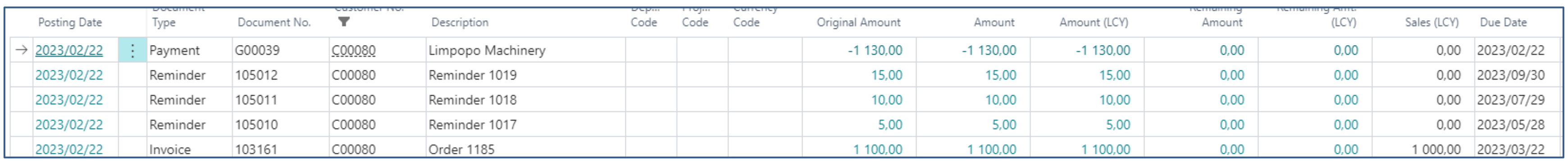
Applies-to ID	Posting Date	Document Type	Document No.	Customer No. ↑	Description	Currency Code ↑	Remaining Amount	Appln. Remaining Amount	Amount to Apply
G00039	2023/02/22	Invoice	103161	C00080	Order 1185		1 100,00	1 100,00	1 100,00
G00039	2023/02/22	Reminder	105010	C00080	Reminder 1017		5,00	5,00	5,00
G00039	2023/02/22	Reminder	105011	C00080	Reminder 1018		10,00	10,00	10,00
G00039	2023/02/22	Reminder	105012	C00080	Reminder 1019		15,00	15,00	15,00



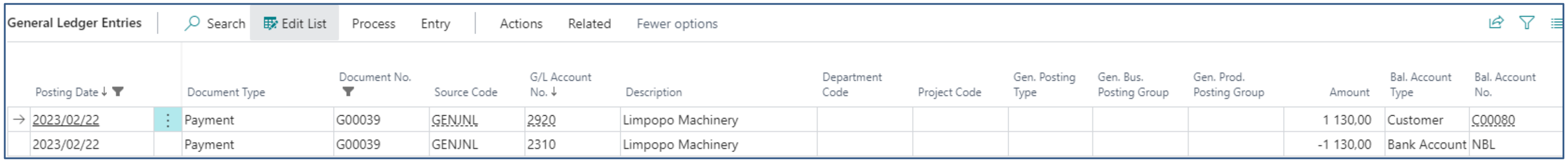
Posting Date		Account Type	External Document No.	Account No.	Applies-to ID	Account Name	Applies-to Doc. No.	Description	Currency Code	EU 3-Party Trade	Gen. Posti... Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Amount (LCY)	Bal. Account Type	Bal. Ac No.
2023/02/22	⋮	Customer		C00080	G00039	Limpopo Machinery		Limpopo Machinery		☐				-1 130,00	-1 130,00	Bank Account	NBL

F9

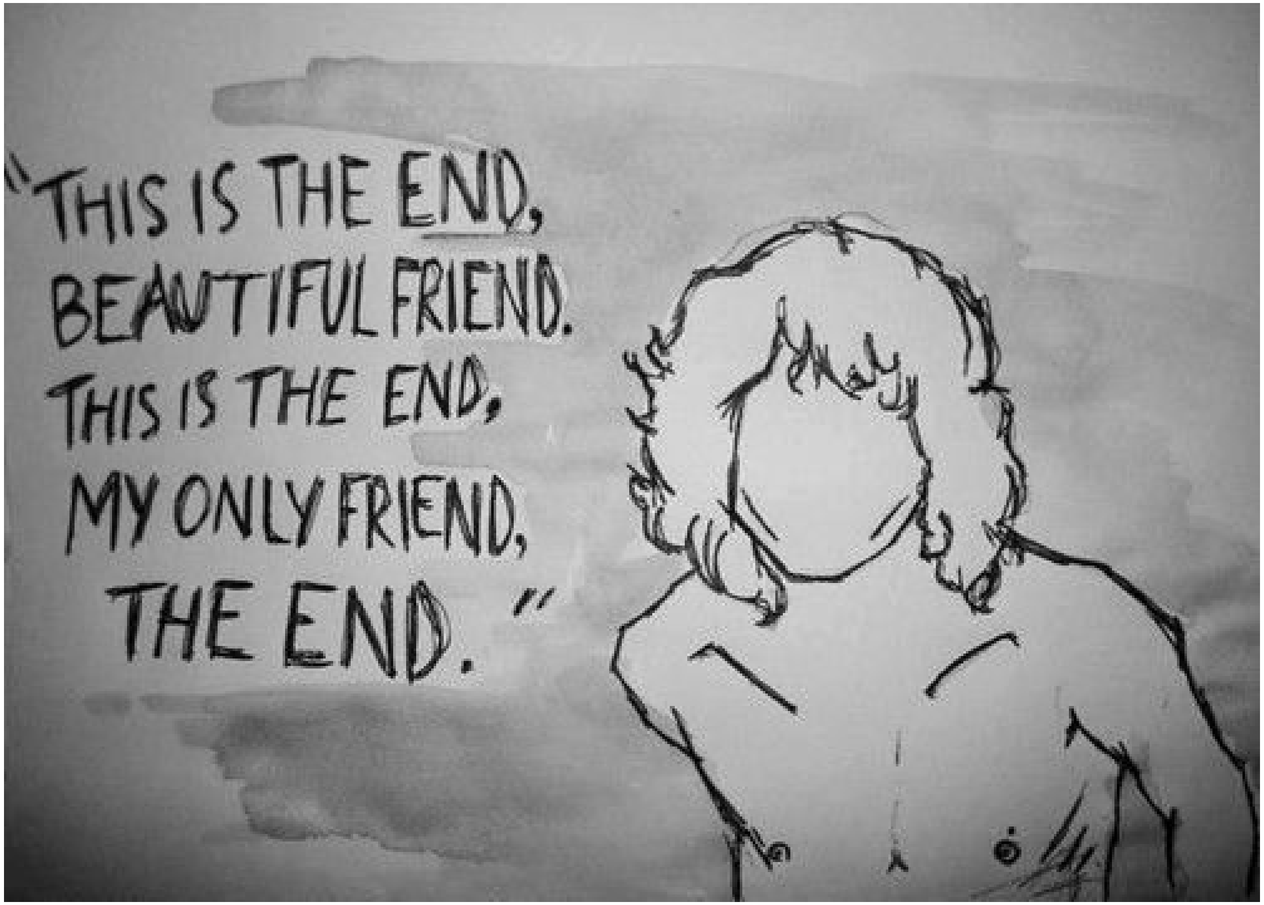
Customer ledger entries and GL entries



Posting Date	Type	Document No.		Description	Code	Code	Code	Original Amount	Amount	Amount (LCY)	Amount	(LCY)	Sales (LCY)	Due Date
2023/02/22	Payment	G00039	C00080	Limpopo Machinery				-1 130,00	-1 130,00	-1 130,00	0,00	0,00	0,00	2023/02/22
2023/02/22	Reminder	105012	C00080	Reminder 1019				15,00	15,00	15,00	0,00	0,00	0,00	2023/09/30
2023/02/22	Reminder	105011	C00080	Reminder 1018				10,00	10,00	10,00	0,00	0,00	0,00	2023/07/29
2023/02/22	Reminder	105010	C00080	Reminder 1017				5,00	5,00	5,00	0,00	0,00	0,00	2023/05/28
2023/02/22	Invoice	103161	C00080	Order 1185				1 100,00	1 100,00	1 100,00	0,00	0,00	1 000,00	2023/03/22



Posting Date	Document Type	Document No.	Source Code	G/L Account No.	Description	Department Code	Project Code	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Bal. Account Type	Bal. Account No.
2023/02/22	Payment	G00039	GENJNL	2920	Limpopo Machinery						1 130,00	Customer	C00080
2023/02/22	Payment	G00039	GENJNL	2310	Limpopo Machinery						-1 130,00	Bank Account	NBL


"THIS IS THE END,
BEAUTIFUL FRIEND.
THIS IS THE END,
MY ONLY FRIEND,
THE END."