

Payment reminder

A Payment reminder application will help you to manage your Customer for reminding payment dues, as well as sending the ledger details, Outstanding Analysis, and Outstanding ageing to the client, so you don't need to remind the payment follow-ups with your clients and focus to improve your company efficiency.

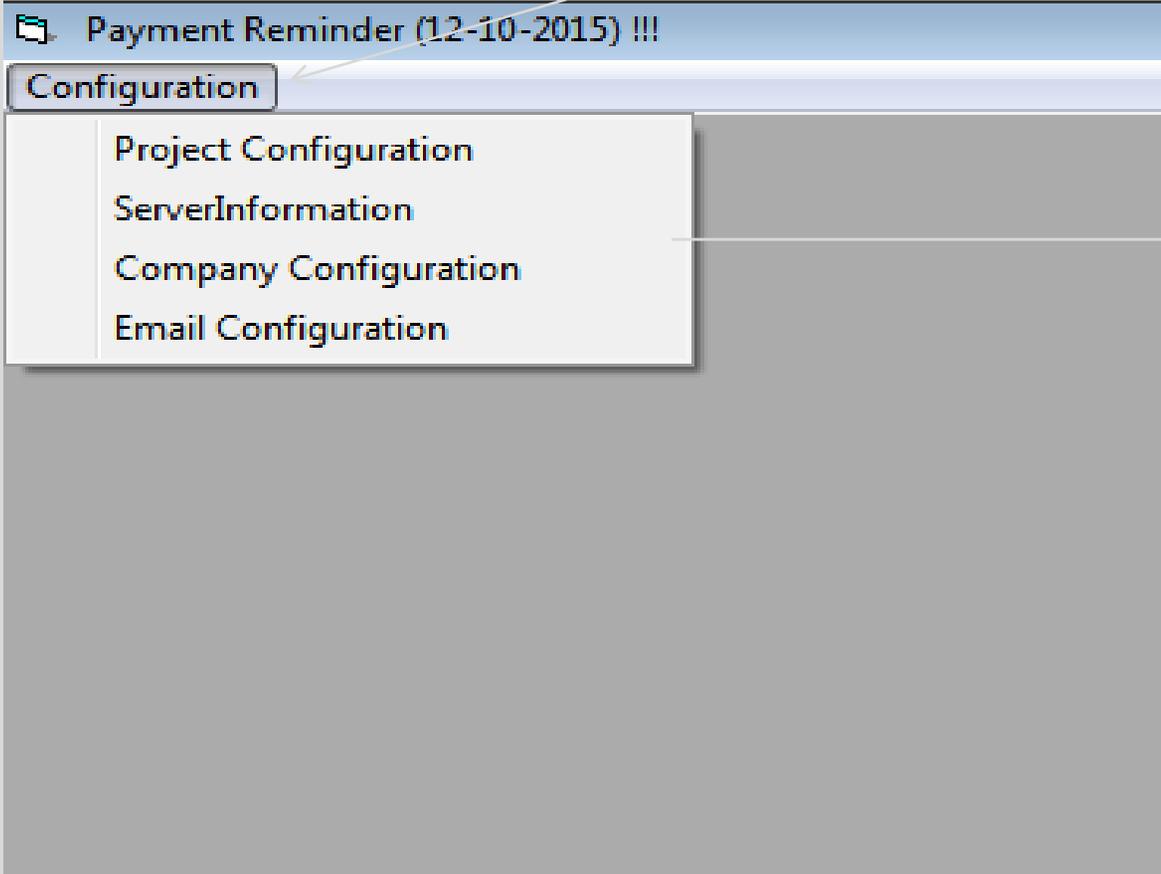
Here are some of the benefits of Task Manager

- Auto Payment Reminder
- Send mail to multiple receiver with one time
- Send ledger details a attachment direct to the Busy Software



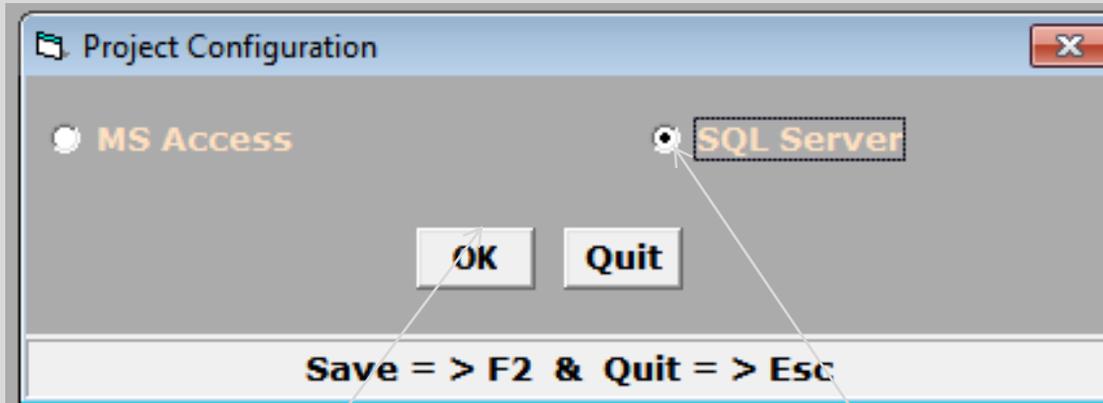
Configuration Form

Set the Configuration



Project Configuration
Server Information
Company
Configuration
Email Configuration

Project Configuration



Click on OK button to save

Select the Project Data which your project is running

Server Information

Server Information

Please Specify the Server Information

Server Info

| | |
|-------------|------------|
| Busy Path | C:\BusyWin |
| Server Name | Sony-pc |
| User Id | sa |
| Password | **** |

OK Cancel

Esc=>Quit, F2=>Done

Enter the Server Detail

Busy Path
Server Name
User ID
Password

Click on OK button to save

Company Configuration

CC Details

Company Configuration

| SNo | Company Name | Company Code | Y/N | SuperUser | Password |
|-----|---------------------|--------------|-------------------------------------|-----------|----------|
| 1 | Test | Comp0001 | <input checked="" type="checkbox"/> | a | * |
| 2 | Excellent Softwares | Comp0002 | <input checked="" type="checkbox"/> | a | * |
| 3 | Cheapticket | Comp0003 | <input type="checkbox"/> | | |
| 4 | World of Fashion | Comp0004 | <input type="checkbox"/> | | |
| 5 | DNS | Comp0005 | <input type="checkbox"/> | | |
| 6 | Welcome Footwears | Comp0006 | <input type="checkbox"/> | | |
| 7 | 123 | Comp0007 | <input type="checkbox"/> | | |
| 8 | Belair | Comp0008 | <input type="checkbox"/> | | |
| 9 | Belair (2014) | Comp0009 | <input type="checkbox"/> | | |
| 10 | Chepticket | Comp0010 | <input type="checkbox"/> | | |
| 11 | Gift Sourcing | Comp0011 | <input type="checkbox"/> | | |
| 12 | Abc Test | Comp0012 | <input type="checkbox"/> | | |

Save Quit

Save => F2 & Quit => Esc

All company which available in busy shown here enter the Super User Name and Password which company you want to link with the utility

Click on SAVE button to save the configuration

Email Configuration

Payment Reminder (12-10-2015) !!!

Email Configuration

Sender E-mail: amit@excellentsoftwares.com

Password: ****

To CC: anil@excellentsoftwares.com

SMTP Server:

SMTP Port:

Use SSL: N

Save Quit

Esc => Quit & F2 => Save

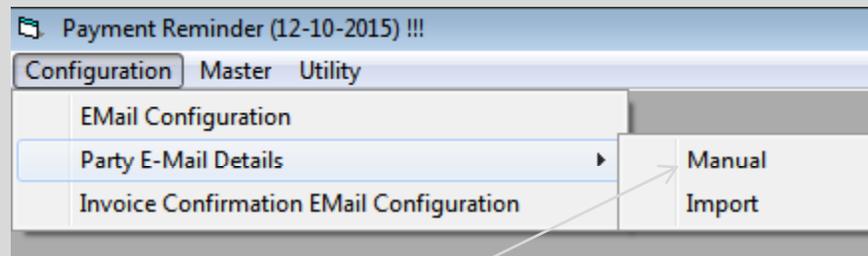
Enter the sender Email Details and SMTP server details here

Click on SAVE button to save the configuration

Addon Configuration

Once you will configure the utility go to busy and login the company which you tag with the payment reminder utility.

Go to addon Payment Reminder



You can import the customer email id or type manually as per the ledger to send the payment reminder

Invoice Configuration for Email

The screenshot shows a software window titled "Payment Reminder (12-10-2015) !!!". Inside, a "Template" dialog box is open, titled "Invoice Confirmation EMail Configuration". The dialog has three text input fields: "Subject", "Header", and "Footer". The "Header" field is the largest and has a scroll bar. At the bottom of the dialog are "Save" and "Quit" buttons. Below the dialog, a status bar indicates "Save => F2 & Quit => Esc".

You can add the Subject, Header and foot for Invoice, when you send the invoice these text is use in Mail Configuration



Template

You have to create a template to send automatic mail to client

Set the sending time and day (If you want to send every day click on every day)

Enter the follow up day

Enter Subject, Header and footer which will be send the as subject and body of the email.

Enter the Template Name

Select the Report which you want to send with Reminder Email

Select group and ledger which you want to send the reminder

Click on SAVE button to save the template

Payment Reminder (12-10-2015) !!!

Template

Add Template

Template **HP Payment Reminder**

Every Day Day **Saturday** Time **12:00**

Follow Up Days **2** Day

Reminder

Ledger Outstanding Analysis Outstanding Ageing

Account Group **Sundry Debtors**

| SrNo | Account | Select | CC |
|------|----------------------|-------------------------------------|----|
| 2 | OD002163589223233501 | <input checked="" type="checkbox"/> | Y |
| 3 | OD002164898595854000 | <input checked="" type="checkbox"/> | Y |
| 4 | OD002165327153426300 | <input checked="" type="checkbox"/> | Y |
| 5 | OD002168414063986800 | <input type="checkbox"/> | Y |

Subject **Payment Reminder-1**

Header **Dear Sir,**
Please find the Payment details which is due with you.

Footer **Thanks With Regards**
For Excellent Softwares

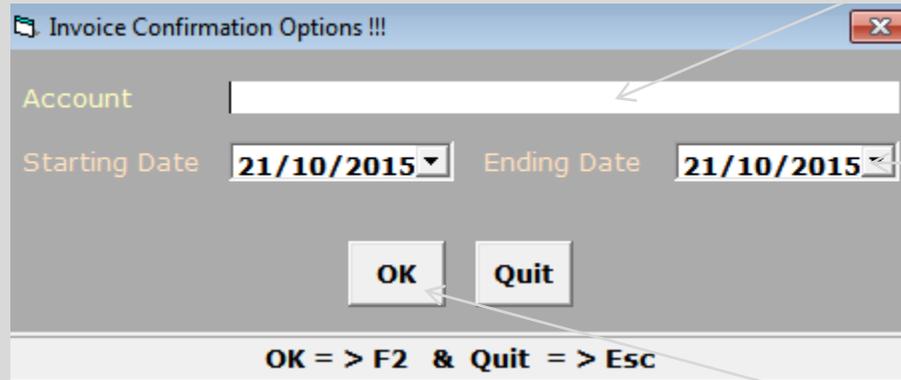
Save Quit

Save => F2 & Quit => Esc

Utility

You can also send the Invoice to your client as attachment.

Go to Utility and Click on Invoice Confirmation



Invoice Confirmation Options !!!

Account

Starting Date Ending Date

OK Quit

OK => F2 & Quit => Esc

Enter the
Account Name

Select Starting and
end Date

Click on OK button to
Send the Invoice
between start and
end date

Thank You

