



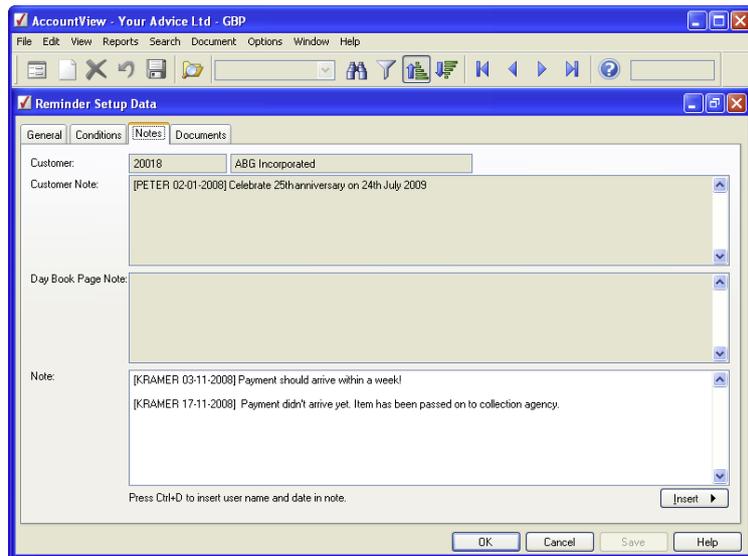
REMINDERS

Do you want to get your Customer Accounts Management system set up professionally in one step and thereby also set up part of your Contact Management system? Then the *Reminders* module is just what you need.



FOR WHOM?

For everyone who wants to run a professional, automated customer accounts management system.



With the *Reminders* module, you automate the process of sending reminders to your customers. What is more, it is easy to keep track of all the information relating to your reminders and customers. For example, make a separate note about that telephone conversation you had about an outstanding item. In this way you always know exactly how things stand with your outstanding items.

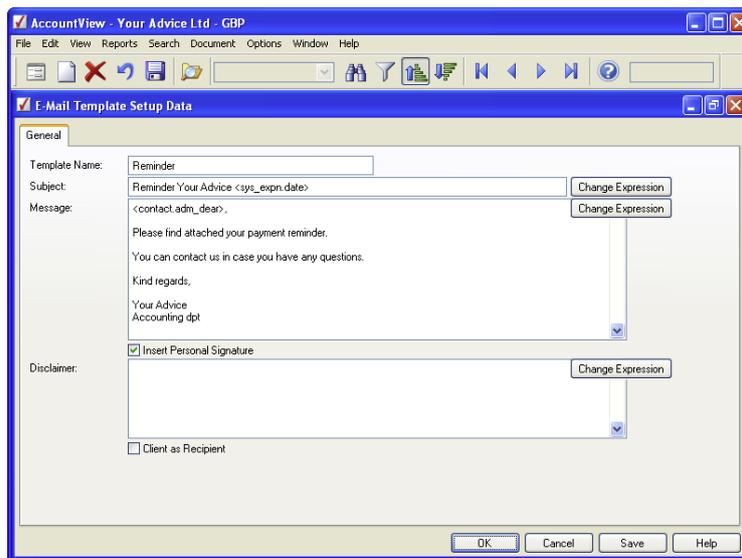
OPTIMUM CLARITY AND CONTROL

Find all outstanding and paid items relating to both customers and suppliers in a central window, including information on reminders, payments and age. What is more, you can easily adapt this window to your requirements so that you always have the desired information. You can also save a digital document copy (PDF) of every reminder and register the sending of a reminder as an activity so that you can see at a glance what the situation is with each customer.

UNRIVALLED FLEXIBILITY

You can mark outstanding items manually or automatically, based on standard criteria such as reference date, minimum amount or number of days since the last reminder. You can also use your own selection criteria so that your reminders are precisely targeted. Furthermore, you can block individual items or skip items to take exceptional cases into account.

REMINDERS



With the *Reminders* module you can also send out batches of reminders by email. All you have to do is define an email template for each customer; your reminder will then be sent to the customer automatically, in PDF format and using the relevant email template. You can configure your settings for each customer to send reminders by email or not, as you wish.

PERSONALISED REMINDERS

You can group your customers using language codes, with three different layouts available per language code. In that way, you can match your reminders to the customer's language or the type of client. For example, three standard reminders in English, three modified versions for your major clients, and three versions each in Dutch and German for your overseas customers. In addition, you can define email templates, enabling you to email reminders to your customers in batches and in PDF format.

DETAILED REPORTS

You can use the extensive reporting facilities such as overviews and analyses of outstanding items, check lists, age analyses and cash flow forecasts. Not only that, you can also create your own reports based on the attributes you add, such as an age analysis per customer per account manager.

ADVANTAGES

- Improved liquidity because customers pay your invoices faster.
- Considerable time saved through generating reminders automatically and sending them electronically (by email).
- Higher productivity from your employees, thanks to flexibility and user-friendliness.
- Up to date information constantly at your disposal about outstanding and paid items, enabling you to make the best commercial decisions.
- Flexible customer management because you can decide, account by account and item by item, whether to send a reminder.