

# How to Sent Payment Reminder Dunning Letters using Account Receivable Application

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Navigate to Accounting, Account Receivable (AR), Dunning Letter, View.

## STEP-BY-STEP:

1. Go to Accounting menu
2. Select Account Receivable (AR)
3. In the AR Ageing Summary, user can view the list of outstanding Accounts.
4. Right click on an account and select option to Generate Statement of Account.  
Click on the Preview button. System will generate the Statement of Account report for the selected account.
5. In the AR Ageing Summary, right click on an account and select option to Generate Payment Reminder.  
Click on the Preview button.  
System will generate a Payment Reminder email for the selected Debtor with the outstanding invoices.  
User can save or export it as excel or pdf file.
6. In the AR Ageing Summary, right click on an account and select option to Generate Dunning Letter 1.  
Click on the Preview button.  
System will generate a Dunning Letter email for the selected Debtor with the outstanding invoices overdue.
7. In the AR Ageing Summary, right click on an account and select option to Generate Dunning Letter 2.  
Click on the Preview button.  
System will generate a Dunning Letter email requesting for immediate payment from the selected Debtor with the outstanding invoices.  
User can print, save or export it as excel or pdf file.

