Account Due Reminders

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Send SMS reminders to payers with due accounts (as per the Debtors Report). Requires Zedmed v38.8 or later.

The SMS can be sent to payers of the **Private** Payer Type, not for Third Party payers.

The message sent is: 'Your account is now due. Please contact <Branch> on <phone number> to pay.'
Or if an aging period is selected: 'Your account is <X> days overdue. Please contact <Branch> on <phone number> to pay.'

Message Details

Your account is 60 days overdue. Please contact Branch 1 on 03 9284 3300 to pay

To run the report:

1. From the **Management** tab, select **Debtors** > **Account Reminders.**
2. Review the selections.

   For example, the **Accrue Date** can be set to end 30 days ago to exclude invoices raised in the last 30 days.

   See the Debtors Report guide for explanations of the filters.
3. Select **Screen** to display and review the intended recipients.
4. Select **SMS.**

   A pop-up will confirm how many reminders were sent.