

# Introduction to MS Dynamics NAV XVIII.

Ing.J.Skorkovský,CSc.

MASARYK UNIVERSITY BRNO, Czech Republic  
Faculty of economics and business administration  
Department of corporate economy

# Reminders

- **Reminders – better control over receivables**
    - In MS Dynamics NAV, 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.

# Reminder Terms

**Administration**

- Financial Management
  - General Ledger Setup
  - Sales & Receivables Setup
  - Purchases & Payables Setup
  - Accounting Periods
  - Payment Terms
  - Payment Methods
  - Reminder Terms**
  - Finance Charge Terms
  - FA Setup

Reminder Terms

Code	Description	Max. No. of Reminders	Post Interest	Post Additional Fee	Minimum Amount (LCY)
DOMESTIC	Domestic Customers				0,00
FOREIGN	Foreign Customers	0			0,00

Levels Help

DOMESTIC Domestic Customers - Reminder Levels

No.	Grace Period	Due Date Calculation	Calculate Interest	Additional Fee (LCY)
1		5D		5,00
2		1M		10,00
3		1M		15,00

Level Help

Beginning Text

Ending Text

Currencies

# Reminder Setup

Code	Description	Max. No. of Reminders	Post Interest	Post Additional Fee	Minimum Amount (LCY)
DOMESTIC	Domestic Customers	4		✓	100,00
FOREIGN	Foreign Customers	4			0,00

No.	Grace Period	Due Date Calculation	Calculate Interest	Additional Fee (LCY)
1	5D			5,00
2	1M			10,00
3	1M			15,00

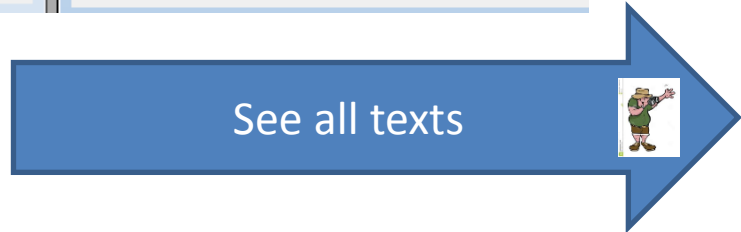
Level Help

DOMESTIC 1 Beginning - Re...

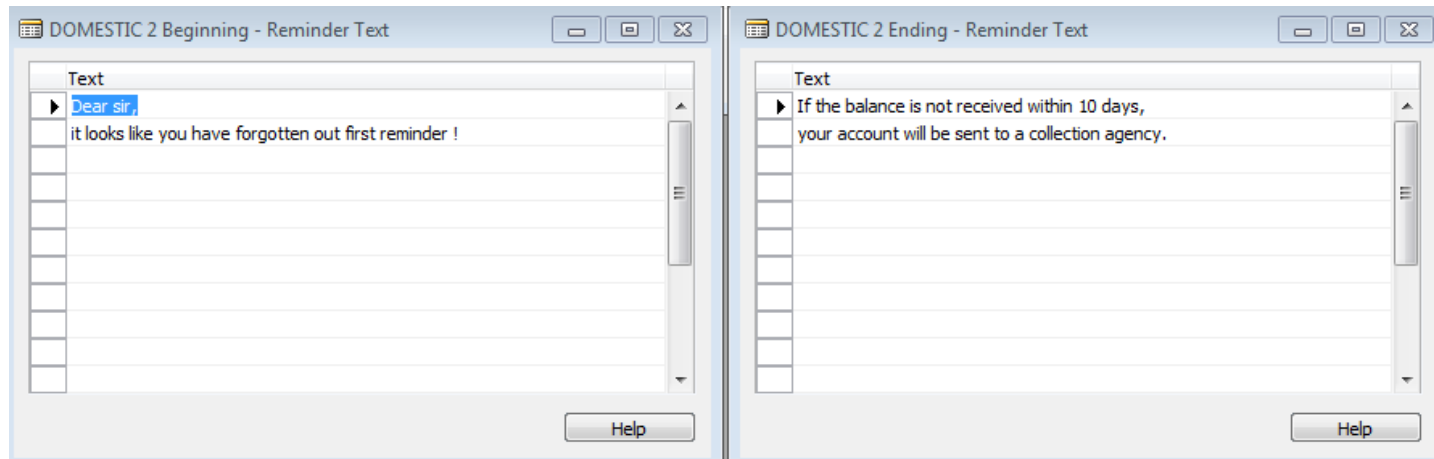
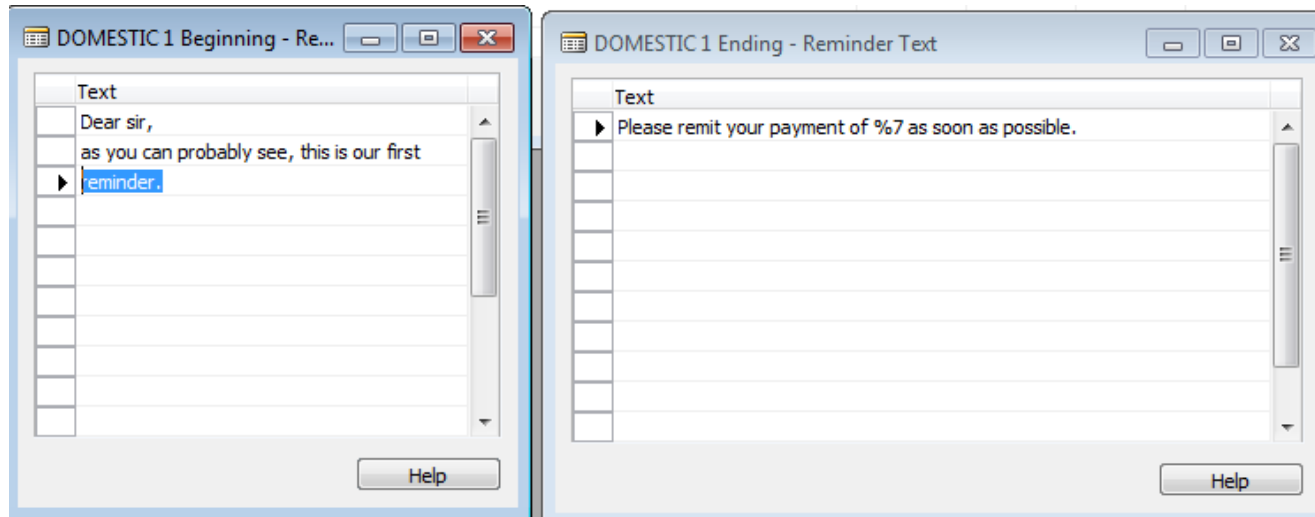
Text

Dear sir,  
as you can probably see, this is our first  
reminder.

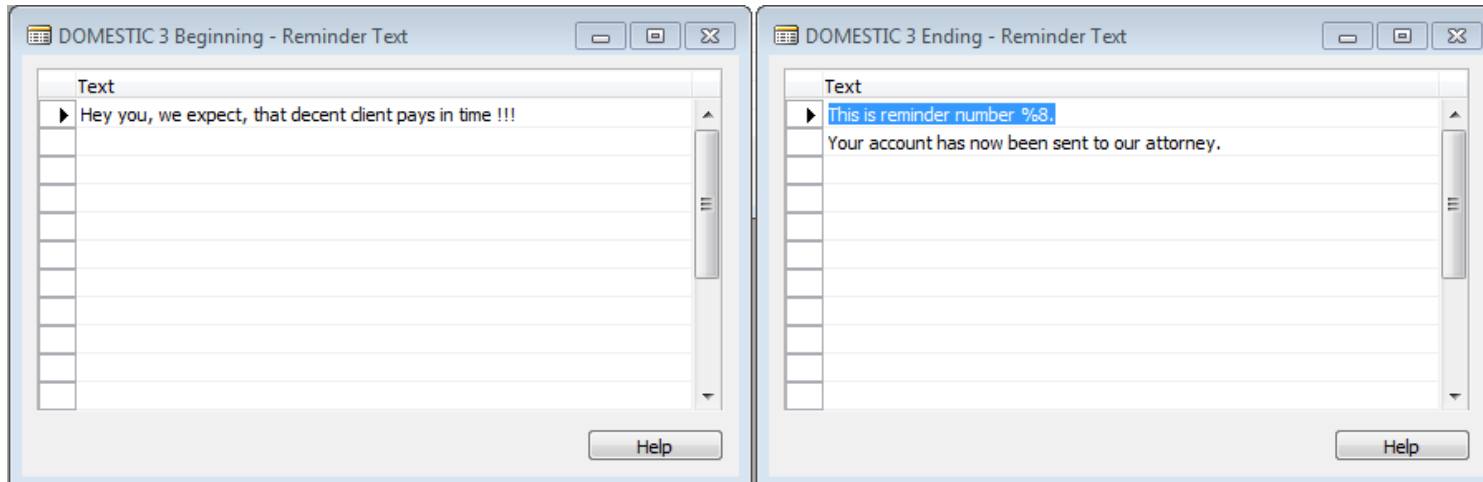
Help



# Reminder Setup



# Reminder Setup



## 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.

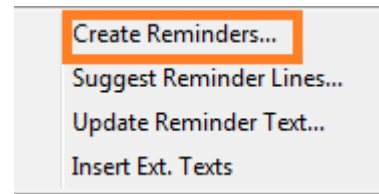
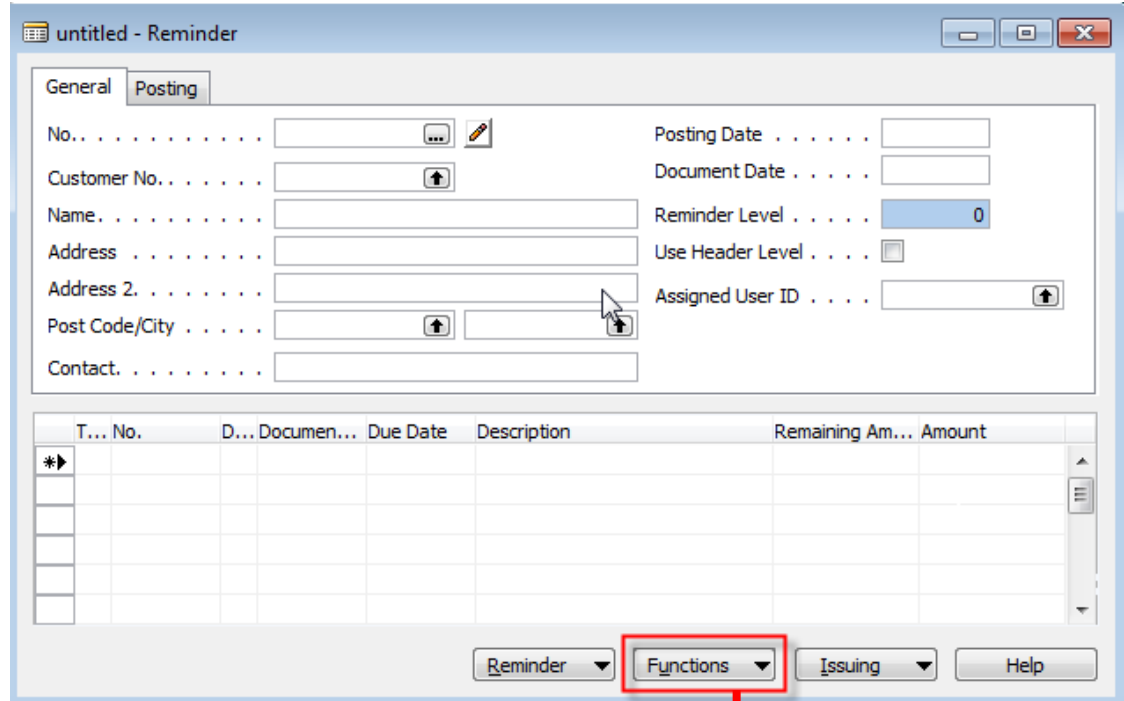
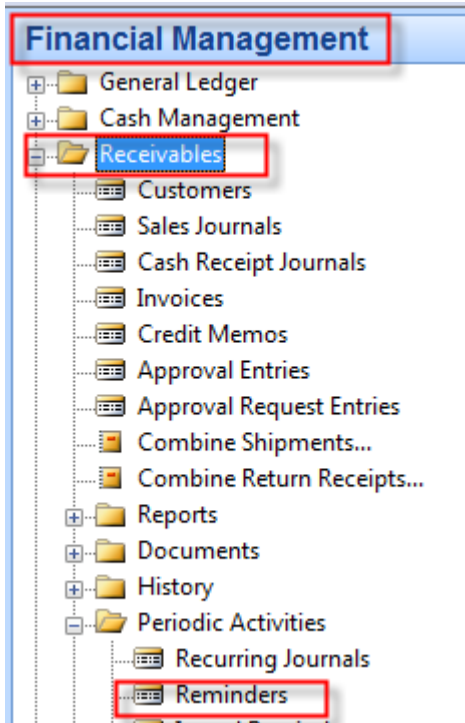
The following predefined options are available:

- %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)

# Automatic Reminder creation

- Open the Reminder window.
- In the Reminder window, click Functions, Create Reminders. The Create Reminders batch job request form appears.
- Set a filter on the Customer and/or the Customer Ledger Entry tab if you want to create reminders for selected customers and/or for specific entries.
- On the Options tab, fill in the fields with the relevant information. For Help about a specific field, click the field and press F1.
- Click OK to start the batch job.

# Reminder window





# Reminder creation

Create Reminders

Customer Cust. Ledger Entry Options

Field	Filter
No.	10000

OK Cancel Help

Create Reminders

Customer Cust. Ledger Entry Options

Field	Filter
Document Type	Invoice

OK Cancel Help

Create Reminders

Customer Cust. Ledger Entry Options

Posting Date . . . . . 10.07.13

Document Date . . . . . 10.07.13

Only Entries with Overdue Amounts . . . .

Include Entries On Hold . . . .

Use Header Level . . . .

OK Cancel Help



# Created Reminder

1001 The Cannon Group PLC - Reminder

General Posting

No. . . . . 1001 [edit] [icon] Posting Date . . . . . 10.07.13  
Customer No. . . . . 10000 [up] Document Date . . . . . 10.07.13  
Name . . . . . The Cannon Group PLC Reminder Level . . . . . 1 ←  
Address . . . . . 192 Market Square Use Header Level . . . . . [checkbox]  
Address 2. . . . . [text] Assigned User ID . . . . . [up]  
Post Code/City . . . . . B27 4KT [up] Birmingham [up]  
Contact. . . . . Mr. Andy Teal

Type	No.	Posting Date	Document Date	Docu... Type	Document No.	Due Date	Description	Remaining Amount	Amount
							Dear sir, as you can probably see, this is our first reminder.		
Custom...		31.12.11	31.12.11	Invoice	00-11	31.01.12	Opening Entries, Customers	63 473,13	
Custom...		31.12.11	31.12.11	Invoice	00-16	31.01.12	Opening Entries, Customers	33 852,35	
Custom...		31.12.11	31.12.11	Invoice	00-9	31.01.12	Opening Entries, Customers	50 778,50	
Custom...		08.01.12	05.01.12	Invoice	103005	05.02.12	Order 101001	8 269,04	
Custom...		18.01.12	18.01.12	Invoice	103018	18.02.12	Order 6005	4 101,88	
Custom...		23.01.12	23.01.12	Invoice	103001	23.02.12	Invoice 103001	8 182,35	
▶ G/L Account	9120						Additional Fee		5,00
							Please remit your payment of 168 662,25 as soon as possible.		

Reminder Functions Issuing Help

# Test report

**Reminder - Test**  
CRONUS International Ltd.

30. October 2014  
Page 1  
jskorkovsky

Reminder No.: 1001

## 1001 The Cannon Group PLC

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

Posting Date 10.07.13  
Document Date 10.07.13  
Due Date 10.07.13

Reminder Level 1

Reminder Terms Code DOMESTIC  
Fin. Charge Terms Code 1.5 DOM.

Customer No. 10000  
VAT Registration No. 789456278

Post Interest No  
Post Additional Fee Yes

Document Date	Document Type	Document No.	Due Date	Original Amount	Remaining Amount
Dear sir, as you can probably see, this is our first reminder.					
31.12.11	Invoice	00-11	31.01.12	63 473,13	63 473,13
31.12.11	Invoice	00-16	31.01.12	33 852,35	33 852,35
31.12.11	Invoice	00-9	31.01.12	50 778,50	50 778,50
05.01.12	Invoice	103005	05.02.12	8 269,04	8 269,04
18.01.12	Invoice	103018	18.02.12	4 101,88	4 101,88
23.01.12	Invoice	103001	23.02.12	8 182,35	8 182,35

9120 Additional Fee 5,00

Please remit your payment of 168 662,25 as soon as possible.

**Total GBP 168 662,25**

# Customer Ledger Entry and G/L Entries

10000 The Cannon Group PLC - Customer Ledger Entries

Posting D...	Document Type	Documen...	Customer...	Description	Curre...	Original Amount	Amount	Remaining Am...	Due Date	Pmt. Disc...	Pmt. Disc
10.07.13	Invoice	103023	10000	Order 1001		50,00	50,00	0,00	10.08.13	18.07.13	18.07
10.07.13	Credit Memo	104006	10000	Credit Memo 1001		-50,00	-50,00	0,00	10.07.13		
10.07.13	Invoice	103024	10000	Order 1002		525,00	525,00	525,00	10.08.13	18.07.13	18.07
10.07.13	Reminder	105001	10000	Reminder 1001		5,00	5,00	5,00	10.07.13		

9120 Finance Charges from Customers - General Ledger Entries


Posting Date	D... Document T... No.	G/L Account No.	Description	G... P... G... B... G... P... Amount	Bal. A... Account No.	Bal. Entry No.
10.07.13	R.. 105001	9120	Reminder 1001	S.. N.. N.. -5,00	G..	2813
10.07.13	R.. 105001	2310	Reminder 1001		G..	2814



# Issued Reminder level 1

105001 The Cannon Group PLC - Issued Reminder

General Posting

No. . . . . 105001  Posting Date . . . . . 10.07.13

Customer No. . . . . 10000 Document Date . . . . . 10.07.13

Name. . . . . The Cannon Group PLC Pre-Assigned No. . . . . 1001

Address . . . . . 192 Market Square Reminder Level . . . . . 1

Address 2. . . . . No. Printed . . . . . 0

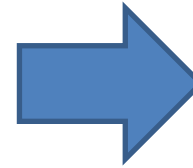
Post Code/City . . . . . B27 4KT Birmingham

Contact. . . . . Mr. Andy Teal

T... No.	D... Documen...	Due Date	Description	Remaining Am...	Amount
			Dear sir, as you can probably see, this is our first reminder.		
C..	I... 00-11	31.01.12	Opening Entries, Customers	63 473,13	
C..	I... 00-16	31.01.12	Opening Entries, Customers	33 852,35	
C..	I... 00-9	31.01.12	Opening Entries, Customers	50 778,50	
C..	I... 103005	05.02.12	Order 101001	8 269,04	
C..	I... 103018	18.02.12	Order 6005	4 101,88	
C..	I... 103001	23.02.12	Invoice 103001	8 182,35	
G..	9120		Additional Fee		5,00
			Please remit your payment of 168 662,25 as soon as possible.		

Reminder Print... Navigate Help

# Reminder level 2 after change of the WD to 10.11.13 and posting and document date



Customer Cust. Ledger Entry Options

Posting Date . . . . . 10.11.13

Document Date . . . . . 10.11.13

Only Entries with Overdue Amounts . . . .

Include Entries On Hold . . . .

Use Header Level . . . .

1004 The Cannon Group PLC - Reminder

General Posting

No. . . . . 1004

Customer No. . . . . 10000

Name . . . . . The Cannon Group PLC

Address . . . . . 192 Market Square

Address 2 . . . . .

Post Code/City . . . . . B27 4KT Birmingham

Contact . . . . . Mr. Andy Teal

Posting Date . . . . . 10.11.13

Document Date . . . . . 10.11.13

Reminder Level . . . . . 2

Use Header Level . . . .

Assigned User ID . . . . .

Type	No.	Posting Date	Document Date	Docu... Type	Document No.	Due Date	Description	Remaining Amount	Amount
							Dear sir, it looks like you have forgotten out first reminder !		
Custom...		31.12.11	31.12.11	Invoice	00-11	31.01.12	Opening Entries, Customers	63 473,13	
Custom...		31.12.11	31.12.11	Invoice	00-16	31.01.12	Opening Entries, Customers	33 852,35	
Custom...		31.12.11	31.12.11	Invoice	00-9	31.01.12	Opening Entries, Customers	50 778,50	
Custom...		08.01.12	05.01.12	Invoice	103005	05.02.12	Order 101001	8 269,04	
Custom...		18.01.12	18.01.12	Invoice	103018	18.02.12	Order 6005	4 101,88	
Custom...		23.01.12	23.01.12	Invoice	103001	23.02.12	Invoice 103001	8 182,35	
Custom...		10.07.13	10.07.13	Invoice	103024	10.08.13	Order 1002	525,00	
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.		

Reminder Functions Issuing Help

# Issued Reminder level 2

1004 The Cannon Group PLC - Reminder

General Posting

No. . . . . 1004      Posting Date . . . . . 10.11.13  
Customer No. . . . . 10000      Document Date . . . . . 10.11.13  
Name . . . . . The Cannon Group PLC      Reminder Level . . . . . 2  
Address . . . . . 192 Market Square      Use Header Level . . . . .   
Address 2. . . . .      Assigned User ID . . . . .  
Post Code/City . . . . . B27 4KT      Birmingham  
Contact . . . . . Mr. Andy Teal

Type	No.	Posting Date	Document Date	Docu... Type	Document No.	Due Date	Description	Remaining Amount	Amount
							Dear sir, it looks like you have forgotten out first reminder !		
Custome...		31.12.11	31.12.11	Invoice	00-11	31.01.12	Opening Entries, Customers	63 473,13	
Custome...		31.12.11	31.12.11	Invoice	00-16	31.01.12	Opening Entries, Customers	33 852,35	
Custome...		31.12.11	31.12.11	Invoice	00-9	31.01.12	Opening Entries, Customers	50 778,50	
Custome...		08.01.12	05.01.12	Invoice	103005	05.02.12	Order 101001	8 269,04	
Custome...		18.01.12	18.01.12	Invoice	103018	18.02.12	Order 6005	4 101,88	
Custome...		23.01.12	23.01.12	Invoice	103001	23.02.12	Invoice 103001	8 182,35	
Custome...		10.07.13	10.07.13	Invoice	103024	10.08.13	Order 1002	525,00	
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.		

Reminder    Functions    Issuing    Help



End of the section XVIII.

