

# AR/AP Aging Management - New Letters Available (13967) [Enhancement]

Last Modified on 01/23/2023 3:07 pm EST

Three new letter options (5, 6, and 7) have been added to the AR/AP Aging Management tool.

The screenshot shows the AR/AP Aging Management interface. At the top, there are filters for DIVISION, TYPE, ACCOUNT CLASS, TERM, and BILL GROUP. Below this is a table with columns for CURRENT, 1-30 DAYS, 31-60 DAYS, 61-90 DAYS, 91-120 DAYS, 120+ DAYS, and TOTAL. A 'PAST DUE NOTIFICATION' dialog box is open, showing a list of 'PAST DUE LETTER' options. The new options 'Invoice List Past Due Dunning Letter5', 'Invoice List Past Due Dunning Letter6', and 'Invoice List Past Due Dunning Letter7' are highlighted with a red box.

## Letter 5

**Letter Example 5**

Demo  
Hogwarts Castle  
Scottish Highlands  
United Kingdom, 33333  
(555)555-0777

**MANSON ROOFING INC.**  
P.O. Box 777  
Hollywood, CA  
Customer: 2106

06/24/2022  
Dear SHARI

We appreciate you choosing Demo as your premium Waste and Recycling service provider.

**This is a reminder that your account is PAST DUE!**

Listed below are the invoices and amounts that require your immediate attention.

DATE	INVOICE #	\$ AMOUNT
10/1/21	86634	245.30
1/1/22	87507	360.15
2/1/22	87580	245.10
<b>Total Balance</b>		<b>850.55</b>

If you have already made your payments, thank you!

If you did not receive your invoices, please call us at [555-555-0777](tel:5555550777) or email us at [support@newusoft.com](mailto:support@newusoft.com)

We also have a convenient website where you can schedule payments and review your account. Please call us if you would like to sign up for this service. (555)555-0777

We appreciate your business and thank you for your cooperation with this matter.

Best Regards,  
Account Receivable Department  
(555)555-0777  
[support@newusoft.com](mailto:support@newusoft.com)

## Letter 6

**Letter Example 6**

Demo  
Hogwarts Castle  
Scottish Highlands  
United Kingdom, 33333  
(555)555-0777

**LETTER LANDSCAPING**  
777 Hollywood Blvd  
Hollywood CA 90028  
Customer: 2106

06/26/2022  
Dear JEANNETTE

**Your account is PAST DUE, and your SERVICE WILL BE SUSPENDED prior to your next schedule pick-up day**

Our records indicate that your account is currently 296 days past due. Please remit your payment within **5 business days** of this notice to avoid any interruption in service.

If payment in full cannot be made at this time, please contact our office immediately to discuss available payment arrangements.

Failure to do so will result in suspension of your services.

Listed below are the invoices and amounts that require your immediate attention.

DATE	INVOICE #	\$ AMOUNT
10/1/21	86637	112.17
1/1/22	87643	336.51
3/1/22	87652	209.57
<b>Total Balance</b>		<b>658.25</b>

We also have a convenient website where you can schedule payments and review your account. Please call us if you would like to sign up for this service.

We appreciate your business and thank you for your cooperation with this matter.

Best Regards,  
Account Receivable Department  
(555)555-0777  
[support@newusoft.com](mailto:support@newusoft.com)

## Letter 7

**Letter Example 7**

Demo  
Hogwarts Castle  
Scottish Highlands  
United Kingdom, 33333  
(555)555-0777

**LETTER LANDSCAPING**  
777 Hollywood Blvd  
Hollywood CA 90028  
Customer: 2106

06/26/2022  
Dear JEANNETTE

**IMMEDIATE PAYMENT ACTION REQUIRED!**

Our records indicate that your account is seriously past due. As a result, your services have been suspended.

To avoid further action against this account, please contact us immediately to make payment arrangements.

Listed below are the invoices and amounts that require your immediate attention.

DATE	INVOICE #	\$ AMOUNT
10/1/21	86637	112.17
1/1/22	87643	336.51
3/1/22	87652	209.57
<b>Total Balance</b>		<b>658.25</b>

We appreciate your business and thank you for your prompt attention with this matter.

Best Regards,  
Account Receivable Department  
(555)555-0777  
[support@newusoft.com](mailto:support@newusoft.com)

Pathway: Accounting > AR/AP Aging Management

Articles: N/A