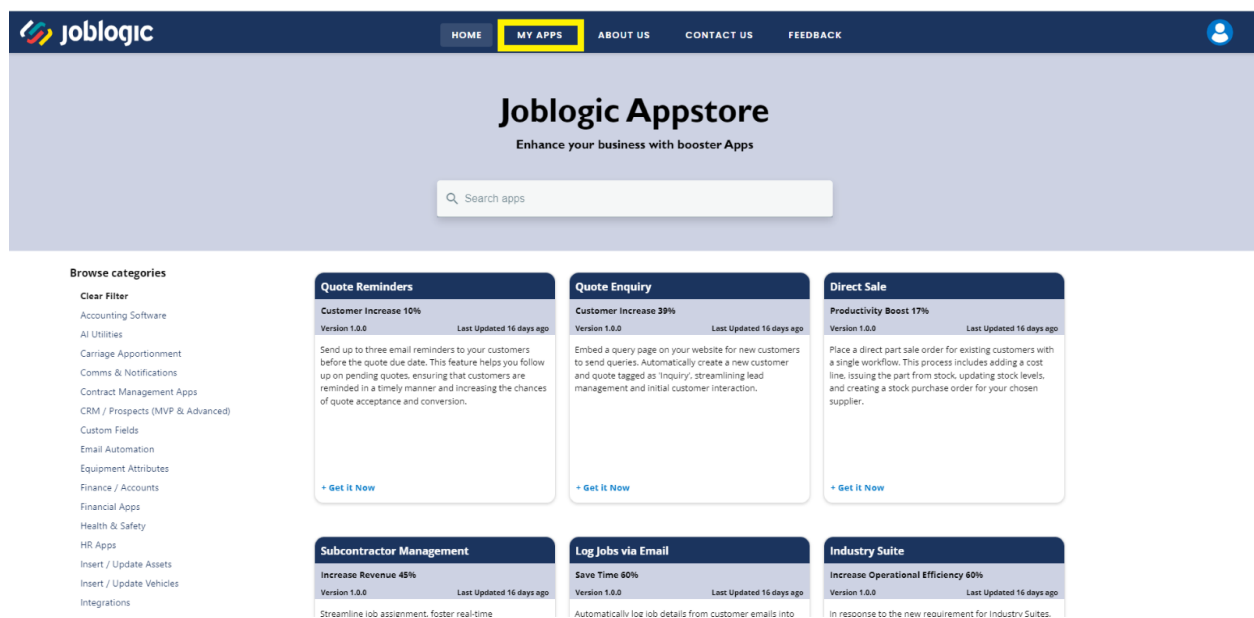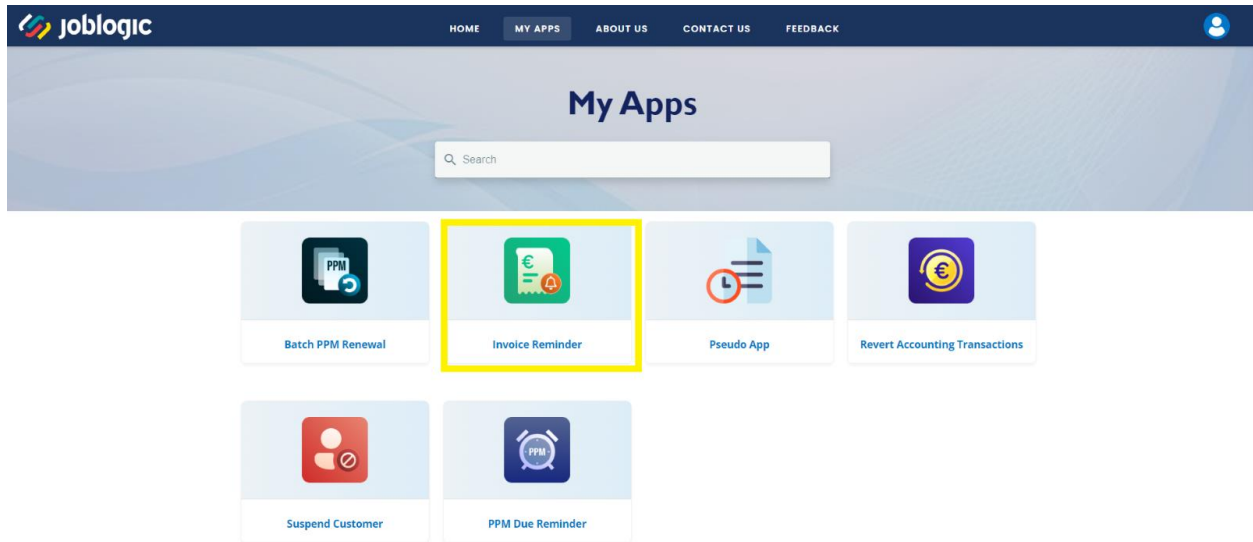# Invoice and Payment Reminders

Introduction

The Invoice and Payment Reminders App provides a useful tool regarding invoices and payments. It sends out invoices automatically for you and provides customer notifications for when payments are due. It allows users to more effectively keep on top of financials, ensure timely payments and helps to follow up on overdue invoices. This user guide will detail the Invoice and Payment Reminders App and how to use it.

The Invoice Payment Reminders App

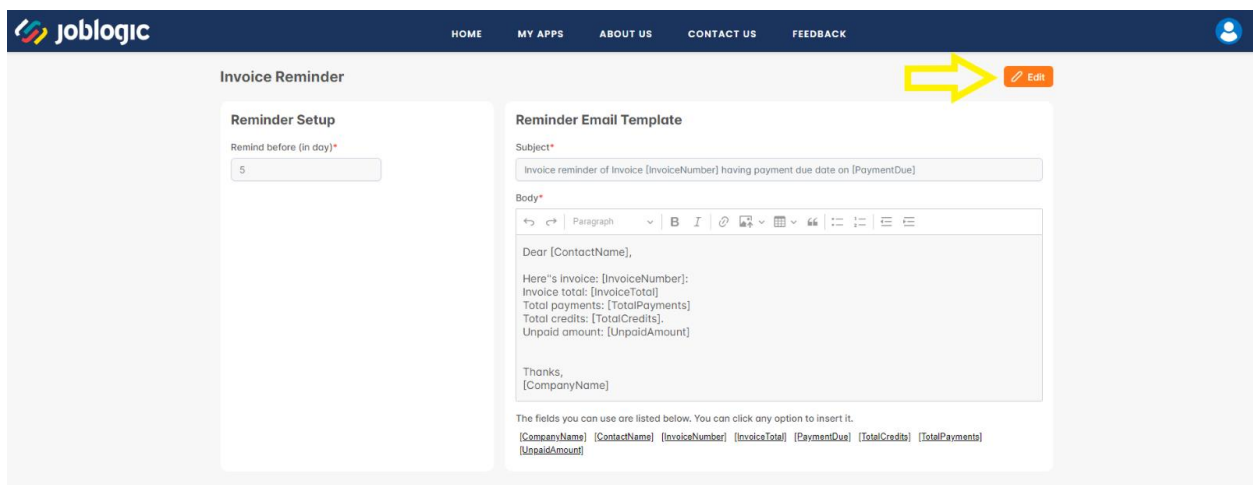From the Home page of the Joblogic Booster AppStore, navigate to 'My Apps'.

Select the 'Invoice Reminder' App.

Set up the preferences for your invoice reminder.

Select the 'Edit' button to amend the page.

Set the number of days before the payment is due for the reminder to be sent and populate the email template's subject and body sections.

Dynamic fields can be used to pull information from the related customer and invoice into the space of the [tag] within the template.

Insert these by selecting where you want it to display within the template via your cursor and then clicking the [tag] below the template.

Once you are happy with the invoice reminder email's details, select 'Save'.