

# Overdue Invoice Automated Reminder



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## Introduction

To enhance the shopping experience of the customers and to increase the sales quantity store owners provide their customers many options like Cash on Delivery or Credit Purchase which gives the customers to make the payment once the order is delivered to them.

Overdue Invoice Automated Reminder extension will allow the admin to send reminder email informing to make the payment. It also allows admin to print unpaid invoices in PDF format or email it to the customer. The native Magento system will only email the invoice to the customer when you actually invoice the order which will mark the order as paid. But in the case of offline payment methods, you need to email the invoice to the customer for asking for payment or reminding him.

## Backend Settings of the Extension

### Enable the Extension

- ★ Navigate to **Stores > Settings > Configuration > SunArc > Payment Reminder**.
- ★ General Configuration screen opens.
- ★ **Enable:** Choose Yes to enable the extension
- ★ **Payment Method:** From the list select the payment method option on which credit purchase option has to be provided to the customers. Enable the selected payment method from the backend in order to make it available for the customer to opt to place on order.

On Magento admin panel, **Stores > Configuration > Sales > Payment Methods**. Enable the extension which is selected in the payment reminder from here.

- ★ **Allowable days for credit:** Set the days for which the credit has to be allowed to the customers after which the customer will be in defaulter.
- ★ **Reminder Gap:** Set the days gap within which the reminder to the customer will be sent informing to make the payment.
- ★ Click **Save Config** to save the configuration mage to the extension.

**Configuration**

- DASHBOARD
- SALES
- CATALOG
- CUSTOMERS
- MARKETING
- CONTENT
- REPORTS
- STORES**
- SYSTEM

GENERAL

CATALOG

CUSTOMERS

SALES

MAGEPLAZA EXTENSIONS

SUNARC

Customer Registration Notification

**Payment Reminder**

SERVICES

### Payment Reminder

Enable [store view] Yes

Payment Method [store view] Please Select

Allowable days for credit [store view]   
Defaulter after x days

Reminder Gap [store view]   
Reminder in every x days

Payment Method [store view] Please Select

Allowable days for credit [store view]   
Defaulter after x days

Reminder Gap [store view]   
Reminder in every x days

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SERVICES

### Payment Reminder

Enable [store view] Yes

Payment Method [store view] Please Select

Allowable days for credit [store view]   
Defaulter after x days

Reminder Gap [store view]   
Reminder in every x days

Payment Method [store view] Please Select

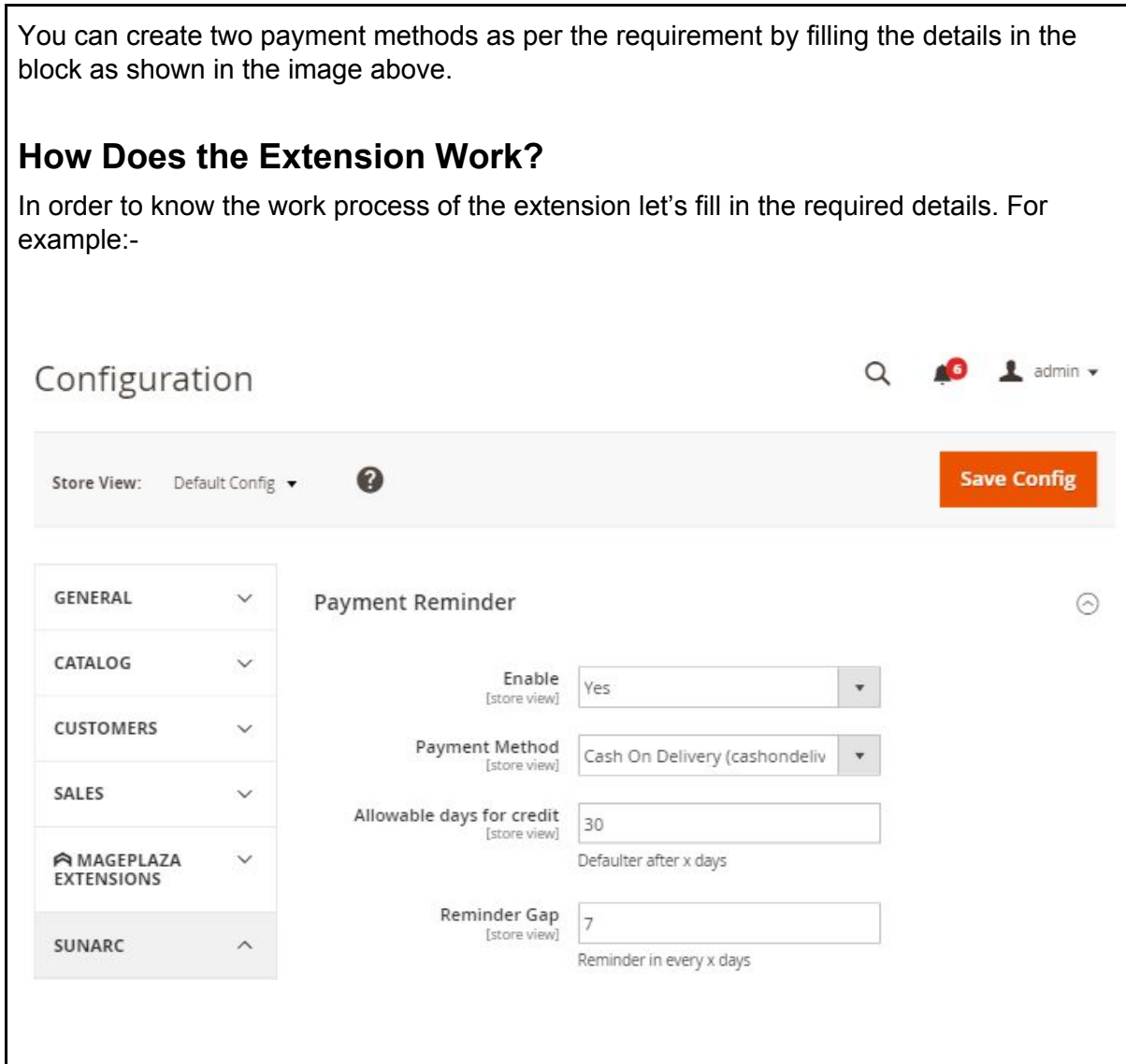
Allowable days for credit [store view]   
Defaulter after x days

Reminder Gap [store view]   
Reminder in every x days

You can create two payment methods as per the requirement by filling the details in the block as shown in the image above.

### How Does the Extension Work?

In order to know the work process of the extension let's fill in the required details. For example:-



Configuration Save Config

Customer Registration Notification

Payment Reminder

SERVICES ▾

ADVANCED ▾

Payment Method [store view] Cash On Delivery (cashondeliv) ▾

Allowable days for credit [store view] 15  
Defaulter after x days

Reminder Gap [store view] 5  
Reminder in every x days

Admin Email [store view] admin@mailinator.com

Admin Telephone [store view] 456-789-0981

Test Mode [store view] Yes ▾

Test Email [store view] test@mailinator.com

Enable Log [store view] Yes ▾

Click on Save config to save the settings made to the extension. Next, place an order on the website. While placing the order on the website under payment methods there will be the payment methods which were set in the payment reminder and was enabled from the admin side.

Shipping Review & Payments

Payment Method:

Cash On Delivery

My billing and shipping address are the same

kavita admin  
new place, Georgia 1234567  
United States  
987654321

Place Order

Check / Money order

[Apply Discount Code](#) ▾

Now once the order is placed. Three emails will be sent to the customer who has purchased the order on credit. First mail will be a follow-up mail.

### Follow Up Email format

Hi [Customer Name]

This is a friendly reminder that your payment of order #000000005, which we sent on Mar 05th, will be due on Mar 08th

We are sure you're busy, but we would appreciate if you could take a moment and look over the order when you get a chance. Please let us know if you have any questions or concerns 123-456-7890

Thank you, Default Store View !

### Email sent on the Due date

Hi [Customer Name]

This is just a reminder that payment of order #000000005, which we sent on Mar 05th, is due today. You can make payment by logging into your account and following the prompts, or by calling 123-456-7890, we would be happy to assist you any way we can.

If you have any questions whatsoever, please reply and I'd be happy to clarify them.

Thank you, Default Store View !

### Email sent when the payment is overdue

Hi

This is another reminder that we have yet to receive the \$41.00 owed on order #000000005. Please be aware that, as per our terms and conditions, **we will be charging you additional interest on payments received more than 3 days past due**

Again, please feel free to contact us at 123-456-7890 if you have any questions about this payment. Otherwise, please arrange for payment of this invoice immediately.

Thank you, Default Store View !

## Features of the Extension

**Unpaid invoices can be printed or emailed in bulk from order grid mass actions or individually for an order**

The extension helps to print or email unpaid invoices in bulk or individually to the customers who are yet to pay the amount for the purchase made online.

**Takes the work (and pain) out of following up**

The admin doesn't have to manually follow up for the payment as extension automatically sends the follow-up email to the customer reminding to make the payment.

**Helps the admin to focus on more important areas of task**

As payment from the customer is one of the most important tasks with the help of this extension this process becomes much easier.

## Contact Us

Sometimes extensions already installed on your store may conflict with the extension. If you run into an error we want to help!

Please contact us at [Support Email](#).