

# Credit Letters

Last Modified on 03/06/2026 3:22 pm CST

If using the *Credit Management* feature, collection form letters may be set up at *Setup / A/R / Credit Letters*.

**Edit a Credit Letter - 60 Day Reminder**

Letter Name: 60 Day Reminder

Top Margin: 0 Left Margin: 0 Right Margin: 0

**Select Address Information**

First Name  Last Name Font Name: Arial  
 Address 1 Font Style: Regular  
 Address 2 Font Size: 10  
 Address 3  
 City  State  Zip Font  
 Customer ID

**Balance To Print**

Aging Font Name: Arial  
 Total Balance Font Style: Regular  
Font Size: 10 Font

**Salutation**

Salutation: Font Name: Arial  
Font Style: Regular  
Font Size: 10  
Font

**Body** Font

Your account is now 60 days past due. You should remit payment as soon as possible. In accordance to our credit terms, your credit limit may be reduced if payment is not submitted immediately.

If you have any questions about the above noted balance, please contact Shirley Jones at 217.774.9999 any time between 8 a.m. and 5 p.m. Monday through Friday.

Sincerely,

Robert Ellis

Print Save Cancel

These letters can then be sent to the Customers based on aging calculations and automatically log a credit action on the Customer account. These letters are available for printing in *Reports / Accounts Receivable / Credit Reports*.

A/R Credit Reports

Credit Action Report  
Print Credit Letter  
Over Credit Limit Invoices  
Credit Override Log  
Days To Pay Report  
Current Credit Line  
Customer Credit Analysis  
Print Book Credit Letter

Print  
 Preview

Load Set Save Set  
OK Cancel

Report Criteria  
Select Letter 60 Day Reminder

Top Margin 0 Bottom Margin  
Left Margin 0 Right Margin 0

Select Customers All Select Cust. Class.

Include Customers with AR Balances  
 Deferred  31 - 60  Include older balances  
 Current  Over 60  
 1 - 30  Greater Than \$

Display all AR Balances  Invoice Due Date  
 Create a credit action log entry for each letter with a follow-up date of  
Exclude customers with payments after 11/10/2023  
 Exclude customers that have received this credit letter since