

# Overdue Invoices Notification

## Process Automation



Elite Plan

### About this automation:

Use this process to notify a nominated team member(s) of Overdue Invoices in your practice once a month.



Simply import the sample automation, customise to suit your practice, test and activate!

Details History Activity

Status: ACTIVE Test Back

Name: FYI: Overdue Invoice Notification

Description: This process sends a reminder notification to nominated team member(s) with overdue invoices once a month

Trigger: Schedule  
On the 1st weekday of each month from 1 Apr 2024

Filter: Invoice - View Filters  
View: Overdue Invoices

Owner: Cathy Woods

Start From: 04/04/2024

Inherit Job:

Last Run: Not yet run

Next Run: Wednesday, 1 May 2024 03:00

### What's included:

- ✓ Automation Process Steps

**FYI: Overdue Invoice Notification**

This process sends a reminder notification to nominated team member(s) with overdue invoices once a month

Home

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Notification Type: No type set

FYI Automation Summary  
Message: Invoices for your attention by the FYI: Overdue Invoice Notification automation  
Overdue invoices for attention. Mark as read  
5 minutes ago

Details History Activity

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Reset Add Step

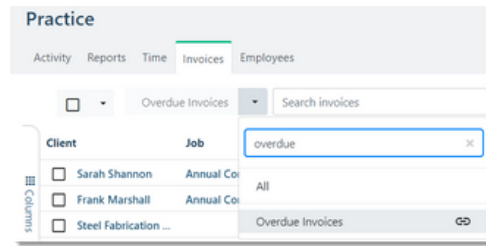
Step	Application	Action
#1	FYI Actions	Summary Notification <i>Notes</i> Review the User to be notified and update, consider using a User Role. If more than one User needs to be notified, clone this step.

## How to import:

Before you begin, ensure your View has been saved in the Invoices list with the following filters:

"Overdue Invoices" View

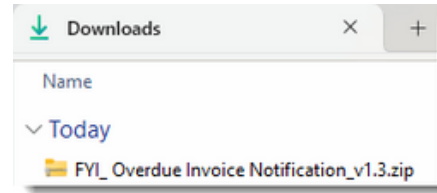
- Status = Awaiting Payment
- Date = Relative, Past



## Step 1 - Save the import file locally

The first step is to download the zip file provided in FYI's help centre.

Simply save the file locally, for example, in your Windows Explorer Downloads folder. You do not need to extract the files.

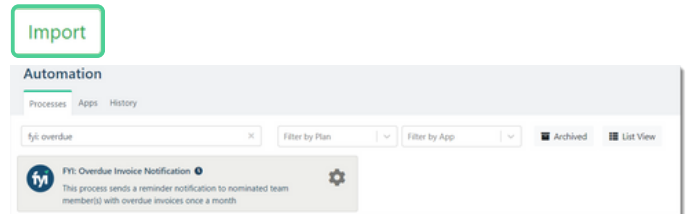


## Step 2 - Import the files into FYI

Navigate to Automation - Processes and click the Import button on the right-hand side of the screen.

Locate and select your saved "Overdue Invoice Notification" file and click Open to import the automation.

You can also drag and drop the zip file to the Automation list view. The Process will be imported into FYI.



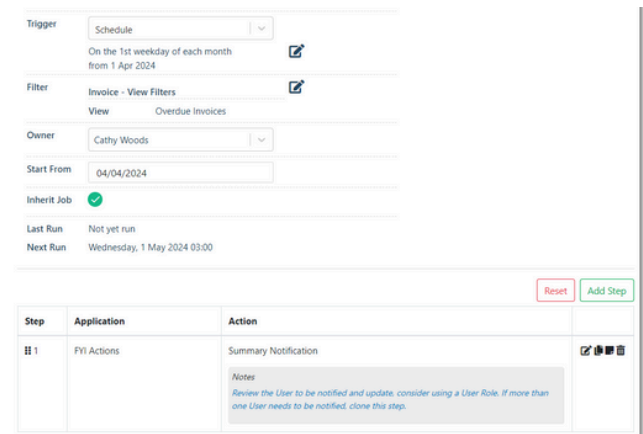
## Step 3 - Review the process

The Process is imported with the Status set to Draft.

You can locate the process by searching in the "Search processes" field.

This process uses the Overdue Invoices View, which is the custom view you created in the Invoices Lists.

- Review the schedule
- Review the process owner
- Review and update each process step. Specific comments have been added to the steps where action is required. These will display in blue.



## Step 4 - Test and run the automation

Click the Test button to display a list of all overdue invoices.

Search and select a specific time entry to run the test for and select Run Test.

Go to Home - Notifications and review the summary notification received. The notification will be sent to the nominated User in the process step.

When ready, set the Status to Active.

- This automation is set to run automatically every week from the commencement date.
- Users can receive notifications in FYI and also via Email or Teams. This is based on the Notification Mode enabled in My Settings.

