

Member payment reminder

Payment reminder will be displayed when a member is required to pay after an appointment.

Activating payment reminder

1. Press <Table display>

2. Check the boxes concerning payment reminders.

Information shown in booking slot

- \$ Member payment reminder - Member with overdue amount
- \$ Member payment reminder - Member not purchase treatment to redeem book treatment
- \$ Member payment reminder - Member not purchase treatment, flexi treatment, beauty unit or deposit to redeem book treatment

As shown in the member account, Ms Winnie does not have any purchased treatments to redeem the booked treatment, therefore a member payment reminder will be displayed.

Member account - Winnie (B002)

Invoice date	Invoice no	Item code	Item name	Promotion code	Purchased	Used	Expired	Outstanding	Expiry date
7-Jan-2014	PSI-01484 (U) Print	BU01	格仔Plan		50	22.00	0.00	28.00	7-Jan-2015

時間	Coey Wong	Fionna Ng
下午 12:45		
下午 01:00	B001 ↓ \$ •Ms Annie 王小敏 •90010000(M) •沒註明房間 (Eyes活性更生護理)	B002 ↓ \$ •Ms Winnie •90020000(M) •沒註明房間 (中藥浸浴療程)
下午 01:15		
下午 01:30		

Installment List of Ms. Annie 王小敏 (B001)

Invoice No	Date	Type	Invoice Amt	Amount	OS Amount	No of Payment	Next Due Date	
PSI-01522	19-Jun-2014	Receivables	\$ 1,200.00	\$ 1,000.00	\$ 1,000.00	1	20-Jun-2014	Details
PSI-01503	5-Feb-2014	Receivables	\$ 1,300.00	\$ 1,000.00	\$ 700.00	1	6-Feb-2014	Details
Total amount			\$ 2,000.00	\$ 1,700.00				

As the installment of the member is overdue, a member payment reminder will be displayed.