



# Requirement – AR Alerts

This document describes the requirement for sending alert emails and messages from Accounts Receivable section in Dynamics 365 Business Central using Power Automate and Office 365.

## Contents

Introduction and Scope .....	2
Sales Invoice is fully paid.....	2
Shipment reaching port in 15 days.....	3
Due, Unpaid Invoice/Shipment reached port 7 days ago. ....	4
Due, Unpaid Invoice/Shipment reached port 15 days ago.....	5
List of Due, Unpaid Invoice/Shipment reached port 30 days ago.....	6
Other .....	7
Amendment .....	7



# Requirement – AR Alerts

## Introduction and Scope

Notification emails to specific people based on the following criteria.

- a. Sales Invoice is fully paid.
- b. Due, Unpaid Invoice/Shipment reaching port in 15 days.
- c. Due, Unpaid Invoice/Shipment reached port 7 days ago.
- d. Due, Unpaid Invoice/Shipment reached port 15 days ago.
- e. List of Due, Unpaid Invoices reached port 30 days ago (Every Monday).

## Sales Invoice is fully paid.

Criteria:

1. Remaining amount of invoice changes to zero.

Settlement is done in one of the following 3 ways;

1. By posting Cash Receipt voucher.
2. By manually applying inward remittance to posted sales invoice.
3. Applying advance before posting Sales Invoice.

Email to capture details about the specific sales invoice as well as for the customer of the sales invoice.

An email to be triggered once invoice is fully paid.

### Sample Email:

**To: Source Rep, Asst. to Source Rep and Sales Rep** of the Invoice

**Subject:** <Invoice Number> - <Ship to Name> - has been paid.

### Message Body:

Hi,

Sales Invoice <SI number> has been paid.

**Sales Invoice No:** <Invoice No>

Customer: <Ship to Name>

Invoice Date: <Posting Date>

Due Date: <Due Date>

Payment Terms: <Payment Terms Desc>

**Invoice Amount:** <Currency> <Amount>

**Payment Date:** <closing date>



# Requirement – AR Alerts

Payment Amount: <Currency> <Invoice amount>

**Customer: <Customer Bill to Name>**

Total Outstanding for Customer LCY: <Balance LCY>

Total Pending Orders for Customer LCY: <Outstanding Order LCY>

Customer Credit Limit LCY: <Credit Limit>

Total Credit Limit Utilized LCY: <Balance LCY> + <Outstanding Order LCY> + <Unposted Sales Invoice LCY>

From,

AR Division

Dynamics Business Central

Note: This is an automated email. Please do not reply.

## Shipment reaching port in 15 days.

- a. **Criteria = Today = ETA less 15 days, Remaining Amount > 0.**
- b. Send Email to: Source Rep, Sales Rep of the Invoice and HOO of Source Rep.
- c. Importance = Normal
- d. Email sample as follows.

Sample Email:

**To: As per the above criteria**

**Subject:** <Invoice Number> - <Sell-to Customer Name> - Container reaching port in 15 days

**Message Body:**

Hi,

Shipment for following invoice is reaching port in 15 days.

***If Due Date <= Today()***

Please follow up with the customer and arrange remittance for the invoice.

***Else:***

This is for your information only.

**Sales Invoice No: <Invoice No>**

Customer: <Ship-to Name>

Invoice Date: <Posting Date>

Due Date: <Due Date>



# Requirement – AR Alerts

Payment Terms: <Payment Terms Desc>

**ETA: <ETA> \*indicative**

Invoice Amount: <Currency> <Invoice amount>

**Remaining Amount: <Remaining Amount>**

**Customer: <Customer Bill to Name>**

Total Outstanding for Customer LCY: <Balance LCY>

Total Pending Orders for Customer LCY: <Outstanding Order LCY>

Customer Credit Limit LCY: <Credit Limit>

Total Credit Limit Utilized LCY: <Balance LCY> + <Outstanding Order LCY> + <Unposted Sales Invoice LCY>.

From,

AR Division

Dynamics Business Central

Note: This is an automated email. Please do not reply.

Due, Unpaid Invoice/Shipment reached port 7 days ago.

- a. Criteria = Today = ETA *add* 7 days, Due Date <= Today(), Remaining Amount > 0.
- b. Send Email to: COO of Source Rep, HOO of Source Rep, Source Rep and Sales Rep of the Invoice.
- c. Importance = High
- d. Email sample as follows.

Sample Email:

**To: As per the above criteria**

**Subject:** URGENT <Invoice Number> - <Sell-to Customer Name> - Container reached port 7 days ago

**Message Body:**

Hi,

Shipment for following unpaid invoice has reached port 7 days ago.

Need your immediate action to follow up with the customer and arrange remittance for the invoice.

**Sales Invoice No: <Invoice No>**

Customer: <Sell-to Customer Name>

Invoice Date: <Posting Date>

Due Date: <Due Date>

*DoIT – grupokaybee*



# Requirement – AR Alerts

Payment Terms: <Payment Terms Desc>

**ETA: <ETA> \*indicative.**

Invoice Amount: <Currency> <Invoice amount>

**Remaining Amount: <Remaining Amount>**

**Customer: <Customer Bill to Name>**

Total Outstanding for Customer LCY: <Balance LCY>

Total Pending Orders for Customer LCY: <Outstanding Order LCY>

Customer Credit Limit LCY: <Credit Limit>

Total Credit Limit Utilized LCY: <Balance LCY> + <Outstanding Order LCY> + <Unposted Sales Invoice LCY>.

From,

AR Division

Dynamics Business Central

Note: This is an automated email. Please do not reply.

Due, Unpaid Invoice/Shipment reached port 15 days ago.

- a. Criteria = Today = ETA *add* 15 days, Due Date <= Today(), Remaining Amount > 0.
- b. Send Email to: govind@grupokaybee.com, Gupta.sc@grupokaybee.com, COO of Source Rep, HOO of Source Rep, Source Rep and Sales Rep of the Invoice.
- c. Importance = High
- d. Email sample as follows.

Sample Email:

**To: As per the above criteria**

**Subject:** URGENT <Invoice Number> - <Sell-to Customer Name> - Container reached port 15 days ago

**Message Body:**

Hi,

Shipment for following unpaid invoice has reached port 15 days ago.

Need your immediate action to follow up with the customer and arrange remittance for the invoice.

**Sales Invoice No: <Invoice No>**

Customer: <Sell-to Customer Name>

Invoice Date: <Posting Date>



# Requirement – AR Alerts

Due Date: <Due Date>

Payment Terms: <Payment Terms Desc>

**ETA: <ETA> \*indicative**

Invoice Amount: <Currency> <Invoice amount>

**Remaining Amount: <Remaining Amount>**

**Customer: <Customer Bill to Name>**

Total Outstanding for Customer LCY: <Balance LCY>

Total Pending Orders for Customer LCY: <Outstanding Order LCY>

Customer Credit Limit LCY: <Credit Limit>

Total Credit Limit Utilized LCY: <Balance LCY> + <Outstanding Order LCY> + <Unposted Sales Invoice LCY>.

From,

AR Division

Dynamics Business Central

Note: This is an automated email. Please do not reply.

## List of Due, Unpaid Invoice/Shipment reached port 30 days ago.

- a. Criteria = Today = ETA *add* 30 days, Due Date <= Today(), Remaining Amount > 0.
- b. Send Weekly Email to:
  - a. For all companies: [govind@grupokaybee.com](mailto:govind@grupokaybee.com), [Gupta.sc@grupokaybee.com](mailto:Gupta.sc@grupokaybee.com). +
    - i. For Vega Foods – [Vijay.g@grupokaybee.com](mailto:Vijay.g@grupokaybee.com) and [ketan.v@vegafoods.com](mailto:ketan.v@vegafoods.com).
    - ii. For Texvista – [Vinod.t@grupokaybee.com](mailto:Vinod.t@grupokaybee.com), [Vijay.g@grupokaybee.com](mailto:Vijay.g@grupokaybee.com) +
      1. For Division = TEX – [Sandeep.g@grupokaybee.com](mailto:Sandeep.g@grupokaybee.com) and [anil.g@grupokaybee.com](mailto:anil.g@grupokaybee.com).
      2. For Division = HOME or JUTE – [Sandeep.g@grupokaybee.com](mailto:Sandeep.g@grupokaybee.com)
      3. For Division = GAR - [Sandeep.g@grupokaybee.com](mailto:Sandeep.g@grupokaybee.com) and [ajay.s@grupokaybee.com](mailto:ajay.s@grupokaybee.com)
      4. For Division = CNS or AUTO or PNB – [sundar.g@grupokaybee.com](mailto:sundar.g@grupokaybee.com)
- c. Importance = High
- d. Email sample as follows.
- e. Excel format – [Sample Excel File format](#)

Sample Email:

**To: As per the above criteria**

**Subject:** URGENT - List of unpaid Invoices where container reached port 30 days ago

**Message Body:**



# Requirement – AR Alerts

Hi,

Please find attached a list of unpaid invoices where container has reached port more than 30 days ago.

Need your immediate action to follow up with the customer and arrange remittance for the invoice.

From,  
AR Division  
Dynamics Business Central

Note: This is an automated email. Please do not reply.

## Other

### Failure Reporting

Notify IT administrator via email in case the flow fails for any reason.

### Post-Deployment Support

1 month support (email/call) on the deployment.

Subsidized rates for improvement/customization on existing projects.

## Amendment

### January 2024

Revise the recipients of each flow as follows:

1. Invoice fully paid:
  - a. Source Rep, Asst. to Source Reps
  - b. If division = 'TEX' or 'HOME' or 'GAR' or 'YRN' or 'JUTE'
    - i. Do not include Sales Reps
  - c. Else include Sales Reps
2. Shipment reaching in 15 days:
  1. Source Rep, Asst. to Source Reps
  2. If division = 'TEX' or 'HOME' or 'GAR' or 'YRN' or 'JUTE'
    - i. Do not include Sales Reps
  - c. Else include Sales Reps
3. Shipment arrived at the port 7 days ago:
  1. COO of the Source Rep, HOO of the Source Rep, Source Rep, Asst. to Source Reps
  2. If division = 'TEX' or 'HOME' or 'GAR' or 'YRN' or 'JUTE'
    - i. Do not include Sales Reps
  - c. Else include;
    - i. Sales Reps, HOO of the Sales Rep
4. Shipment arrived at the port 15 days ago:



# Requirement – AR Alerts

- a. [govind@grupokaybee.com](mailto:govind@grupokaybee.com), [Gupta.sc@grupokaybee.com](mailto:Gupta.sc@grupokaybee.com), COO of the Source Rep, HOO of the Source Rep, Source Rep, Asst. to Source Reps
  - b. If division = 'TEX' or 'HOME' or 'GAR' or 'YRN' or 'JUTE'
    - i. Do not include Sales Reps
  - c. Else include;
    - i. Sales Reps, HOO of the Sales Rep
5. List of overdue Invoice 30 days on the port.
- a. As per original list.