

How to navigate to Unpaid outgoing invoices reminder tool.

The screenshot shows the Xero software interface. The top navigation bar includes 'New', 'Operational work', 'Finances', 'Reports', 'Emails', and 'Lists'. The left sidebar has 'Outgoing invoices' and 'Unpaid outgoing invoices'. A dropdown menu is open for 'Unpaid outgoing invoices', showing options like 'Incoming payments', 'Incoming invoices', 'Outgoing payments', 'Mutual settlement reconciliation acts', and 'Mutual clearing acts'. The 'Unpaid outgoing invoices totals' option is highlighted. The main area displays a table of invoices with columns for Client, Client category, Reference, Date, Amount, and various status indicators.

If no date is selected, the system will display all unpaid invoices.

[illegible]

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