How to get your contact information to appear on a collectors report

Go to Reports, select Customer Reports, and then select Collectors Report - you need to tick the box on left hand side that says contact info and click on apply. This will display the phone number, postal address and email address. See attached screenshot.

Have you considered sharing the file with the person that is doing the collections so that they can see the full details if a customer has a query about which invoices are overdue?

	Name	Address	Phone	Email	less than 30	over 30 days	over 60 days	over 90 days
	IBM	Ireland 045 231123	045 231123		0.00	0.00	0.00	8,495.22
	Annette Hayes	Kilnarnovanagh Faha Killarney Co Kerry Ireland 064 6612345 annette@gmail.com	064 6612345	annette@gmail.com	0.00	0.00	0.00	1,326.16
	Aisling	Ireland			0.00	0.00	1,347.00	0.00
	John Boy Walton	Main Street Killarney Kerry Ireland 01 456789 JB@eircom.net	01 456789	JB@eircom.net	0.00	0.00	2,329.25	0.00
	-	-	-	-	0.00	0.00	3,676.25	9,821.38