Debtor Documents

Friday, April 30, 2021   3:20 PM

Collectors

In the debtor window there is now a Documents button in the bottom pane. Clicking on this will open the Documents window which will display any documents that are available for that debtor:

You can print a document by clicking on the Print icon that will show in the document if you move your mouse over it.

Currently the only email you can send that will use those documents is the Itemized Statement. If you click on Request Correspondence and select the Email option and select the Itemized Statement email, it will check to see if there are any available documents and, if so, allow you to select the appropriate one. It will then send the email to the debtor with that file attached.

Clerical

In order to upload debtor documents, simply attach them to an email addressed to dbdocs@qfgnet.com with a subject of the debtor's number (just the digits, no # or anything else). You do not need to put anything in the body of the email as it will be disregarded.