USER GUIDE

WIK
COLLECT
ODOO

NL Herinneringen + WIK

Dutch reminders and collection costs in Odoo: reminder ladder, the 14-day WIK letter for consumers, incassokosten on the BIK scale, statutory interest from your own rate table and payment arrangements.

English

Odoo 18 · 19 · 20 · support@pokutsoft.com · pokutsoft.com

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1. Overview

Open a collection case from an overdue invoice, send reminders on their own delays, send the 14-day WIK letter to consumers and charge the incassokosten of the BIK scale only once the term has lapsed. Spread a claim over instalments with a payment arrangement.

2. Features

- **Case from the invoice.** One case per overdue customer invoice with principal, due date and the debtor type (consumer or business).
- **Reminder ladder.** Stages with their own delay; the stage due is suggested from the days overdue.
- **WIK letter for consumers.** The 14-day letter with its deadline; costs for a consumer only after the term has lapsed.
- **BIK scale.** 15 % over the first 2,500, 10 %, 5 %, 1 % and 0.5 % over the next tranches, at least 40 and at most 6,775.
- **BTW on the costs.** Added only when the creditor cannot reclaim VAT.
- **Statutory interest.** Per period and per debtor type from the rates you enter, compounded yearly; no rate ships with the app and a period without a rate is named on the case.
- **Payment arrangements.** Down payment, equal instalments, paid lines and overdue instalments.
- **Simulator.** Principal in, incassokosten, BTW, interest and total claim out.

3. Installation

Open Apps, search for “NL Herinneringen + WIK” (technical name nl_herinneringen_wik_incassokosten_engine) and install it. Required modules: account. Available for Odoo 18.0, 19.0 and 20.0, Community and Enterprise. The interface is in English and Dutch.

4. Workflow

1. Open Collections (NL) > Configuration > Reminder Stages and check the stages and their delays.

2. Open Configuration > Statutory Interest and enter the published statutory interest rates per period, for consumers and for business debtors. No rate ships with the app; without a rate no interest is charged and the case says so.

3. On an overdue customer invoice, open the collection case. The debtor is a consumer unless the customer is a company.

4. Click Send Reminder for the stage that is due. For a consumer, click Send WIK 14-day Letter; the 14-day term starts the day after receipt.

5. After the term has lapsed, click Mark Costs Collectable: the incassokosten on the BIK scale are added. Print the letter with Print Letter.

6. Click Payment Arrangement to spread the claim: down payment, number of instalments and start date, then Generate Schedule. Mark instalments paid as they come in.

7. Use Hand Off to pass the case to a collection agency, and Incassokosten Simulator for a quick calculation.

5. Roles and rights

Collections User works with cases and arrangements. Collections Manager also manages stages and interest rates. Invoicing users get the user rights and accounting administrators the manager rights automatically.

6. Questions

When may I charge collection costs to a consumer?

Only after the 14-day letter and its term; the app refuses earlier.

Are interest rates included?

No. You enter the published rates; the app never guesses a rate.

7. Support

Questions are answered at support@pokutsoft.com.