Create Customer Drafts

- **The Customer Draft Module automates the process of drafting your customers account.**
- **Draft Notices include both invoices and credit cards.**
- **Notices can be edited before sending. (Ex: Remove excessive credit cards).**
- **Notices are printed and send to respective customers.**
- **Update of draft notices automatically creates cash receipts, pays invoices, and updates General Ledger.**

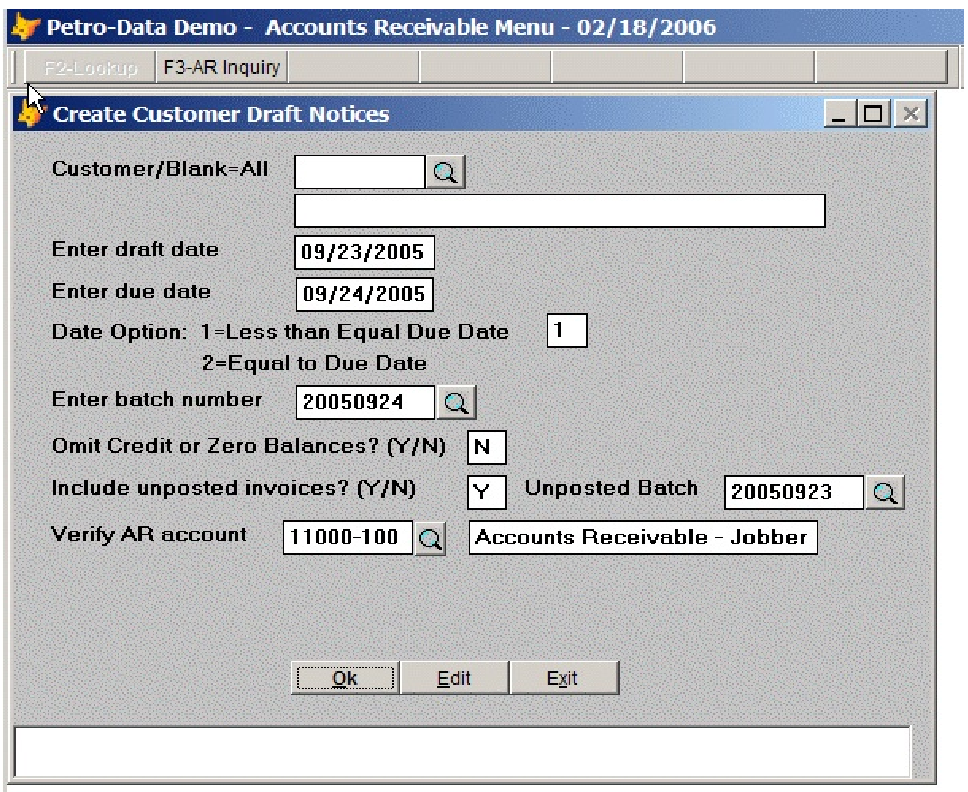


Fig D1. Create Draft Notices for One or All Customers.

- **Create draft notices for one due date or anything due on a particular date.**
- **Option to omit credit or zero balance statements.**
- **Option to include unposted invoices.**

Edit Draft Notices

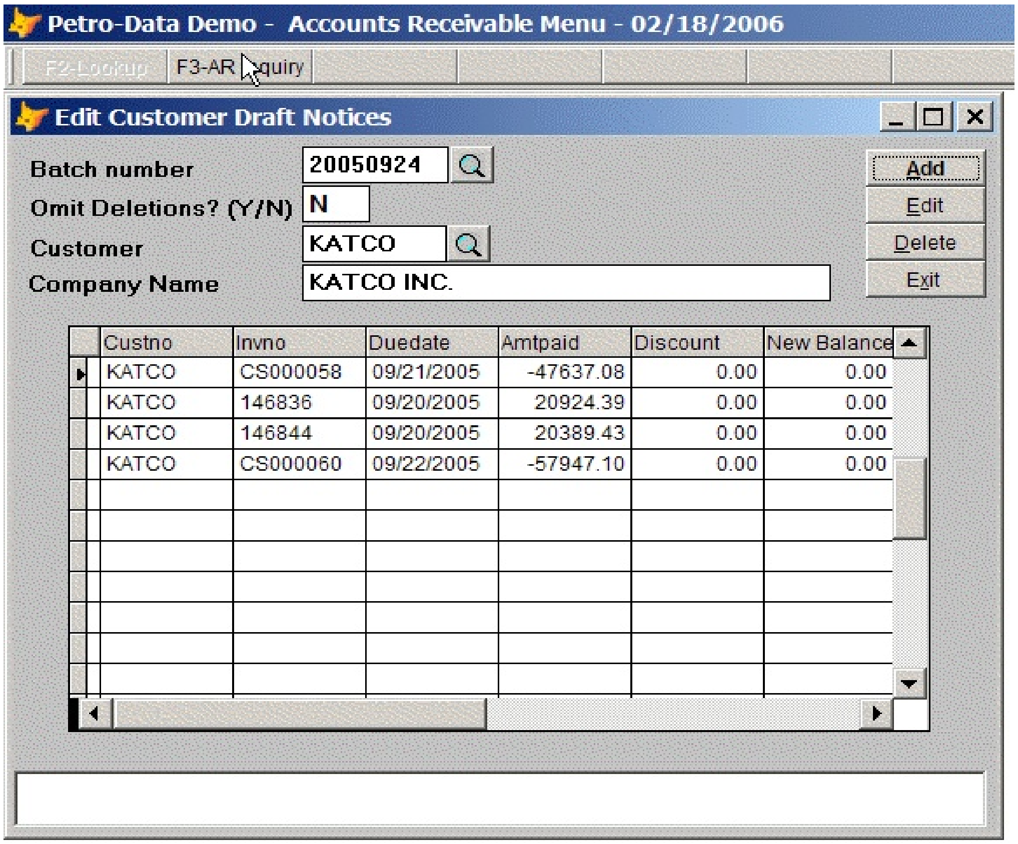
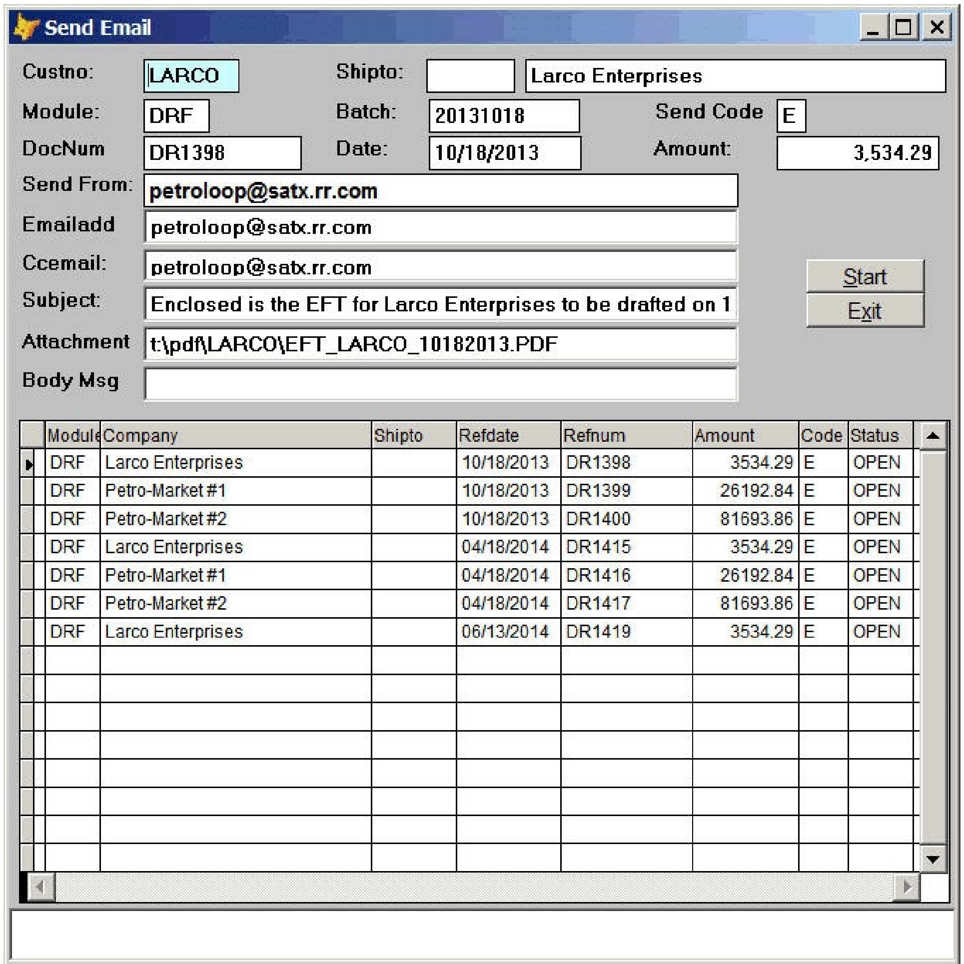


Fig D2. Edit Draft Notice.

- **Draft Notices can be edited after creation.**
- **Add an invoice or credit card that is outside of the due date.**
- **Remove invoices or credit cards from the draft notice.**

Email Draft Notices



FigD2. Edit Draft Notice

- **From the Print Draft Notices Screen, select Email.**
- **The computer creates the PDF Files and the Email Screen Displays.**
- **Press Start to Email all documents or put an X under Code Field to Omit one.**