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.

🗦 Petro-Data Demo - 🛛 A	ccounts Receivable Menu - 02/18/2006	
F2-Lookup F3-AR Inquiry		
🍄 Create Customer Dra	ft Notices	
Customer/Blank=All		7
Enter draft date	09/23/2005	_
Enter due date	09/24/2005	
Date Option: 1=Less 2=Equa	than Equal Due Date 1 I to Due Date	
Enter batch number	20050924 Q	
Omit Credit or Zero B	alances? (Y/N) N	
Include unposted inv	pices? (Y/N) Y Unposted Batch 2005092	23 Q
Verify AR account	11000-100 Q Accounts Receivable - Jobber]
	Ok Edit Exit	
[

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

Edit Customer Draft Notices										
atch	number	[2009	C	<u>A</u> dd					
Omit Deletions? (Y/N) Customer Company Name			N KATCO Q KATCO INC.					Edit		
								<u>D</u> elete E <u>x</u> it		
F	KATCO	CS000	058	09/21/2005	Amtpaid -47637.08	0.00	New Balance 0.00	10000 (State)		
	KATCO	146836		09/20/2005	20924.39	0.00	0.00	11553		
	KATCO	146844		09/20/2005	20389.43	0.00	0.00			
	KATCO	CS000	060	09/22/2005	-57947.10	0.00	0.00			
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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

Custno: LARCO Module: DRF			LARC0	Shipto:	La	rco Enterpr	ises						
		DRF	Batch:	20131018		Send Code E							
DocNum DR1398			DR1398	Date:	0/18/2013	- -	mount:			3,534.29			
Send From: Emailadd Ccemail: Subject:		om:											
		ld	petroloop@satx.rr.com petroloop@satx.rr.com Enclosed is the EFT for Larco Enterprises to be drafted on 1 Exit										
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51	njeci	•	Enclosed is the E	FI for Larco	Enterprises	to be draft	ed on I		E <u>x</u> it				
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	Modul	-		Shipto	Refdate	Refnum	Amount		Status	-			
			o Enterprises		10/18/2013	DR1398		E	OPEN	1			
	DRF		o-Market #1		10/18/2013	DR1399	26192.84	570	OPEN	Ļ			
3	DRF		o-Market #2		10/18/2013	DR1400	81693.86	5 8	OPEN	Ļ			
	DRF		o Enterprises		04/18/2014	DR1415	3534.29	12-14 July	OPEN	Ļ			
	DRF		o-Market #1		04/18/2014	DR1416	26192.84	5.6	OPEN	Ļ			
	DRF		o-Market #2		04/18/2014	DR1417	81693.86	7 V	OPEN	Ļ			
	DRF	DRF Larco Enterprises			06/13/2014	DR1419	3534.29	E	OPEN	Ļ			
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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.