Payers

Maintains the accounts receivable payer information, used in invoice and receipt entry. The default search by is set in user options.

The object type must exist before a payer is added. The payer# is auto-assigned.

Payer#: To locate a payer, search by name of payer#. Select the Object Type, enter the payer name (or payer#), and click the Search button. Double-click or click Edit to view the payer info.

Address: This info can be used if printing or emailing A/R invoices to the payer.

Invoice Distribution Method: *Optional*:

- You may select the distribution method to default on the invoice entry screen for this payer. This would override the setting in Setup > Options > Accounts Receivable > General.

Receipt Distribution Method: *Optional*:

- You may select the distribution method to default on the receipt entry screen for this payer. This would override the setting in Setup > Options > Accounts Receivable > General.

Phone#/Fax#/E-Mail: *Optional*:

Comments: This is simply any notes or comments pertaining to this payer. Click the New icon to enter a comment.

Custom Information: Menu option to add custom information fields for revenue payers is Setup > Custom Information > Object Types > Payer.

You must have an object type for AR named Payer.

Any custom fields must be added under this object type.

Custom fields are available on any AR payer screen, regardless of the payer's object type.