

## 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.**

The screenshot shows a software window titled "Petro-Data Demo - Accounts Receivable Menu - 02/18/2006". Inside, there is a sub-window titled "Create Customer Draft Notices". The sub-window contains several input fields and options:

- Customer/Blank=All:** A text input field with a search icon.
- Enter draft date:** A date input field containing "09/23/2005".
- Enter due date:** A date input field containing "09/24/2005".
- Date Option:** A label "Date Option: 1=Less than Equal Due Date 2=Equal to Due Date" followed by a numeric input field containing "1".
- Enter batch number:** A text input field containing "20050924" with a search icon.
- Omit Credit or Zero Balances? (Y/N):** A radio button labeled "N".
- Include unposted invoices? (Y/N):** A radio button labeled "Y".
- Unposted Batch:** A text input field containing "20050923" with a search icon.
- Verify AR account:** A text input field containing "11000-100" with a search icon, and a dropdown menu showing "Accounts Receivable - Jobber".

At the bottom of the sub-window, there are three buttons: "Ok", "Edit", and "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.**



