

Account Setup

The Setup area lists the default information that is used to generate your messages.

- Age of A/R: The age of accounts receivable will affect how you wish to reach your customers and the specific language or "tone" used in your messages, as well as how often you wish to send these messages .
- For each of the date ranges that represents this period of time, select the "Message Type" (call, e-mail, fax or letter).
- Then choose or create a template.
- Choose the frequency of the message.

Note: When your "A/R Aging Report" is uploaded from your accounting software, A/R Connection will match the message, set up by the age of the oldest receivable the customer has outstanding.