

# Payers

Last Modified on 05/11/2023 1:08 pm EDT

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 to print or email A/R invoices to the payer.

**Country:** The Country in which the vendor resides. Select country codes also provide a dropdown list of valid State/Providence codes.

**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 Settings > Accounts Receivable > Invoice Options.

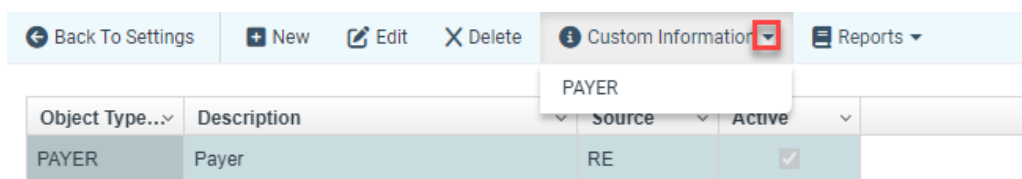
**Receipt Distribution Method:** *Optional:*

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

**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 Settings > Accounts Receivable > A/R Object Types > Customer Information drop-down menu > Payer.



Object Type...	Description	Source	Active
PAYER	Payer	RE	<input checked="" type="checkbox"/>

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.