



## Select AR options



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# Select AR options

[District Administration](#) > [Options](#) > [Accounts Receivable](#)

Set up Accounts Receivable options such as the number of invoices to print, labels for each invoice copy, payment terms, overdue comments, and whether to review invoices.

Options > Accounts Receivable District Adm

Save

Retrieve Print

Number of Invoices to Print:

**Options**

Auto Assign Customer?

Collate Print Copies by Invoice?

**Workflow**

Allow Approval Process?

Reset Approval Path?

**Labels**

Label on First Copy: <input type="text"/>	<input type="checkbox"/> Include Account Numbers?	<input type="checkbox"/> Print Approval Path?
Label on Second Copy: <input type="text"/>	<input type="checkbox"/> Include Account Numbers?	<input type="checkbox"/> Print Approval Path?
Label on Third Copy: <input type="text"/>	<input type="checkbox"/> Include Account Numbers?	<input type="checkbox"/> Print Approval Path?
Label on Fourth Copy: <input type="text"/>	<input type="checkbox"/> Include Account Numbers?	<input type="checkbox"/> Print Approval Path?
Label on Fifth Copy: <input type="text"/>	<input type="checkbox"/> Include Account Numbers?	<input type="checkbox"/> Print Approval Path?

**Additional Invoice Text**

Overdue Comment:

Terms:

Number of Days Overdue for Comment:



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