

Sales and Receivables

Customer related setups and transactions are covered in the Sales and Receivables module.

- [Setup Sales and Receivables](#)
 - [Setup Sales and Receivables](#)
 - [Document Layouts](#)
 - [Manual Billing Setup](#)
- [Customer Cards](#)
 - [Create Customer Cards](#)
 - [Create Customer Brand Cards](#)

Setup Sales and Receivables

Setup Sales and Receivables

The below list details the setups required for Sales and Receivables. Select the link for details.

Setup..	Learn More Here..
Sales & Receivables Setup	Sales Setup
Payment Terms	Payment Terms
Payment Methods	Payment Methods
Reminder Terms	Reminder Terms
Finance Charge Terms	Finance Charge Terms
Standard Sales Codes	Standard Sales Codes
Invoice Layouts	Document Layouts
Employee Levels	
Brand Responsible People	
Manual Billing Setup	Manual Billing Setup
Vendor Group - Bill-to Customer Setup	
Generic Taxonomy List	
Generic Taxonomy Link Setup	

Document Layouts

Document Layouts are pre-determined layouts that can be applied to various document types at the time of printing.

The list of available **Document Layouts** forms part of the general setups that are typically performed once during the initial implementation.

Manual Billing Setup

Manual Billing Codes are setup to default G/L accounts on the financial sales document lines. If G/L accounts are left unspecified (blank) on the **Manual Billing Setup**, then the G/L accounts can be selected when creating the sales document. Financial or sundry sales documents require a **Manual Billing Code** to be selected when creating the invoice or credit memo.

The **Manual Billing Setup** also controls which financial sales documents appear on the **Billing and Income Report**, for example it may be necessary to exclude intercompany recoveries from the report, or populate only the sales value, or only the income value.

Customer Cards

Sales transactions are recorded against the Customer card in Business Central, creating accurate accounting for statements, reports and analysis.

See overview of standard Business Central Customers: [Overview](#)

Customer Cards

Create Customer Cards

Customer cards can be created from the Customer List, either by manually entering data in all required fields, or by applying a template.

Learn more here [To Create a New Customer](#)

Customer Cards

Create Customer Brand Cards

Brands are linked to customers for an added level of transacting. Customer brands could have a different address, currency code or agency commission structure applied as required.