




# Working with Calendar Exceptions

Calendar exceptions let you make certain exceptions in billing dates. You can customize your calendar settings to automatically change billing dates if they fall on pre-set holidays or weekends.

For example, this feature is helpful if invoices are due on the twenty-fifth of the month. In December, the twenty-fifth is Christmas. Using Calendar Exceptions, you can automatically change the invoice date to the day immediately before or after the holiday.

1. Under Advanced Tools, click the **Settings** tab.
2. Select **Accounts Receivable** from the drop-down list and click **Go** .
3. Click the **AR Setup** tab if it is not already open.
4. Click on **Setup Calendar Exceptions**, then click **Add**.
5. Enter a holiday name or description of the date being excluded from the billing schedule in the **Description** field.
6. In the **Action** drop-down list, decide when you want the invoice billed.
7. Select the date you want to be excluded from the billing calendar by choosing one of the following options: day, range, or day of the week and filling in the required fields.
8. If you are finished adding calendar exceptions, click **Ok**. To add multiple calendar exceptions, select **Add Another** and click **Ok**.

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2. Select **Accounts Receivable** from the drop-down list and click **Go** .
3. Click the **AR Setup** tab if it is not already open.
4. Click on **Setup Calendar Exceptions**.
5. Select the calendar exception you want to edit from the list.
6. Click **Edit**.
7. Change the desired fields.
8. Click **Ok**.

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5. Select the calendar exception you want to delete from the list.
6. To confirm, click **Yes**.

## Additional Field Information

### Action to take for invoice scheduled for a weekend

Use this drop-down list to select the date you would like invoices falling on a Saturday or Sunday to be processed. You can choose to take no action and proceed with billing on the weekend, or you can set the scheduled billing to the date immediately before or after the weekend.