Accounting Management

Before using MediSign Accounting productively, you need to make some adjustments.

You can manage MediSign Accounting on the **Accounting Management** page. It is accessible from the Menu → Accounting → Management

In detail, these settings are:

Invoice header

This is the information at the top of each Invoice you issue.

Example:

```
Michael D. Olive - MD, PhD
1525 Angus Road
New York, NY 10004
Phone: 212-480-8250
E-mail: MichaelDOlive@example.com
```

Default invoice issuance location

This is usually the city where your office is located. In order not to fill it in every invoice you issue, MediSign will use the default value. Obviously, you can change it on any invoice (if needed).

Invoice series

It is the most important setting. This is why it is described separately at Invoice series.

Services and Prices

You can manage the Services you provide and the indicative prices for each service.

Details on the Services and prices page.

Payment methods

MediSign supports the most common payment methods, such as:

- Cash
- Deposit in a bank account
- Card Payment
- Customer check

If you do not accept payments in any of these ways, exclude it using the ON-OFF switch button next to each payment method.

Discounts

Do you offer discounts to your customers?

MediSign can help you!

Read Manage Invoice Discounts

Taxes

In most cases, sales of medical services are exempt from the Sales tax. However, there are some exceptions to the above general rule.

For this reason you should be able to issue a tax invoice, if needed.

Read Manage Invoice Taxes

Related topics

- Invoice series
- Services and prices

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