



LEVEL 1

Foundation Training

Receivables Tab

The receivables tab allows you to:

- Set your company aging options (calendar for days from statement and periods for days from invoice).
- Default Credit Control for New Customers; this option allows you to set use a credit limit and also enter the amount which will then be default limit for all new customers. The annual interest % rate is also captured. You may enter the annual percentage interest rate at which the system should calculate interest. The system calculates the periodic interest rate by dividing this percentage by 12.
- Reference number checking; check for duplicate reference numbers.
- Freehand Quotes; set the Markup % or Margin % for Freehand Quotes.
- Blank Credit Note Reason; this option allows you to either Allow, Warn, Give an Error when a user attempts to process a Credit Note without a reason code.
- You can also require administrator rights to enter credit notes and do invoice adjustments. If these options are checked and the user does not have administrator rights, a permissions window will open to allow the admin user to enter their username and password to complete the transaction.
- Activate Credit Request; when ticking this option you activate the functionality for the user to process a credit request, then once the goods returned are approved to be credited the document can then be converted to a credit note.
- Document processing mode. This will determine whether you will park on quantity or wrap to the next line when processing receivables documents.
- Ability to set credit limit to Sales order else convert it to a quote (allow, warn or block)

Company Options

Profit Centers | Projects | Auto Notes | Optional | Optional (AP / AR) | Optional (Doc) | Optional (Doc Lines) | Optional (Delivery) | Voucher | Naming Conventions
 Company | General | Payables | Receivables | Inventory & Services | Warehouse | Manufacturing | Deposit Slips | SMS | POS | POS - Barcode | Form Numbers | Email

Settings 1 Settings 2

Aging Periods 30 Days Overdue 60 Days Overdue 90 Days Overdue	Reference Number Checking <input checked="" type="radio"/> Disabled <input type="radio"/> Warning on Duplicate (SO / INV) <input type="radio"/> Error on Duplicate (SO / INV)	Default Department <input checked="" type="radio"/> Customer <input type="radio"/> User Blank Department <input checked="" type="radio"/> Allow <input type="radio"/> Warning <input type="radio"/> Block
Create a Credit Note <input type="radio"/> From Invoice Document <input type="radio"/> Credit Notes icon <input checked="" type="radio"/> Both	Blank Credit Note Reason <input checked="" type="radio"/> Allow <input type="radio"/> Warning <input type="radio"/> Block Blank Authorization Reason Codes <input checked="" type="radio"/> Allow <input type="radio"/> Warning <input type="radio"/> Block	Customer VAT No Per Document <input type="checkbox"/> Request VAT No. on Invoices Invoice Value Greater Than: 0.00
Default Sales Person <input checked="" type="radio"/> Customer <input type="radio"/> User	Blank Sales Person <input checked="" type="radio"/> Allow <input type="radio"/> Warning <input type="radio"/> Block	Sales Person Processing <input checked="" type="radio"/> Document Level <input type="radio"/> Line Level
Credit Block On Overdue Invoices Sales Invoice Processing <input checked="" type="radio"/> Ignore <input type="radio"/> Warning <input type="radio"/> Block Ignore Amounts Under (Local Currency): 0.00	Credit Block On Over Credit Limit Sales Invoice Processing <input checked="" type="radio"/> Ignore <input type="radio"/> Warning <input type="radio"/> Block Ignore Amounts Under (Local Currency): 0.00	Blank Reference Number <input checked="" type="radio"/> Allow <input type="radio"/> Warning <input type="radio"/> Block Default Credit Control for New Customers <input checked="" type="checkbox"/> Use Credit Limit <input checked="" type="checkbox"/> Include Open Sales Orders In Available Credit Statistics Limit Amount: 100,000.00
Sales Order Processing <input checked="" type="radio"/> Ignore <input type="radio"/> Warning <input type="radio"/> Block Ignore Amounts Under (Local Currency): 0.00 <input type="checkbox"/> The Warning or Block Options will Give you the Ability to Convert to a Sales Quote on the Fly.	Sales Order Processing <input checked="" type="radio"/> Ignore <input type="radio"/> Warning <input type="radio"/> Block Ignore Amounts Under (Local Currency): 0.00 <input type="checkbox"/> The Warning or Block Options will Give you the Ability to Convert to a Sales Quote on the Fly.	Interest Method <input type="radio"/> Standard <input checked="" type="radio"/> Compounded Interest Rate (APR): 22.00 %

OK Cancel