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)

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