

7. ACCOUNTS RECEIVABLE ADMINISTRATION



Accounts Receivable

- Site configuration
- Configure Access Permissions*
- Hold Reasons*

Accounts Receivable Admin allows the administrator/department manager to set and maintain some types of basic information about how the AR section functions

Figure 7A-7-1 The AR Administration menu

a. Site Configuration

Accounts Receivable - Site configuration	
Accounts Receivable Account	1100 - Accounts Receivable - CAD
Client Number Format	%1\$04d
Default Client Account	Sales
Use Client User Accounts	<input checked="" type="checkbox"/>
Cost of Goods Sold Account	5000 - Cost of Sales
Client Credit Transaction Type	Client Credit
Invoice Number Format	%1\$s-%3\$d
Invoice Narrative Format	Invoice - %3\$s
Invoice Transaction Type	Sales Invoice*
Invoice Paid Narrative Format	Payment Received
Shipment Number Format	%1\$s-%2\$s
Next Receipt Number	2
Receipt Narrative	Payment Received
Receipt Transaction Type	Journal
Early Payment Discount Account	5000 - Cost of Sales
Discount Narrative	Discount

Figure 7A-2 Showing the various settings available to the Administrator

This material normally needs to be set once, at startup, then is left unchanged.

NOTE: The screenshot in Figures 6A-1 and 6A-2 show full access. Not all users will see this. Users with restricted access might see some fields blank or would not be able to open some drop-down menus. Normally, this screen would be available to the administrator (probably the CFO) setting up the system.

Accounts Receivable Account – Lets you select from the entire chart of accounts

Client Number Format – Each client must have a unique identifying number.

- They are automatically generated according to the setting to the codes set here. %1\$04d means a numeric ID (no letters), 4 digits long, with leading zeros, thus: 0017, 0128, 2174.
- The user can change the padding or leading character and the number of digits. %1\$15d would give a 5-digit code with leading 1's: 11127, 11594, 14628 while %1\$23d is a 3-digit code with leading 2's: 225, 217.
- A number of additional characters such as spaces, dashes, brackets may be included (determined by the maximum length of the field, which is 10 characters). So 2007-%1\$04d would give client IDs of 2007-0005, 2007-0059, etc. It would be necessary to reset that code at the start of the year.
- Generally speaking, you would set this once then leave it, but if your needs change you have the flexibility to change the numbering.

Default Client Account – This is a text field that you use to name the default client account, that is, the first account associated with this customer

Use Client User Accounts – Be careful to distinguish a User Account (which allows access to pERP) from a Client Account, which is a line in the ledger. This future enhancement will permit selected clients to log into pERP's Sales Order section to order online. FOR NOW, BE SURE THIS IS NOT CHECKED.

Cost of Goods Sold Account – If you don't set an account in Sales Order Admin, the account you set here in the Cost of Goods Sold Account is used as a default in that section.

Client Credit Transaction Type – Accesses the list of transaction types (these are set in the GL Admin)

Invoice Number Format – The example shown in Fig. 6A-2 would give 0012-3, representing the third invoice for client #0012.

A number of additional characters such as spaces, dashes, brackets may be included in the Invoice Number Format field (determined by the maximum length of the field, which is will vary with the codes used).

%1\$s – Client Number, as text (as set above)

%2\$d – not implemented

%3\$d – three digits, no padding, next number in sequence *for this client*

%4\$s – time in 24 hour format

date() – the date in any of a variety of formats available at

<http://www.php.net/manual/en/function.date.php>. For example, date(dMy) would give the current date in the format 18Mar06

Invoice Narrative Format - Allows you to set the content of the narrative in a post using text, codes, or both.

%1\$s – Client Number, as text (as set above)

%2\$s – Our invoice number

%3\$s – the sales order number

A number of additional characters such as spaces, dashes, brackets may be included (determined by the maximum length of the field, which is will vary with the codes used).

The date is automatically included in the post, but the date() code can be used if desired.

Invoice Transaction Type – Accesses the list of transaction types (set in Admin > GL)

Invoice Paid Narrative Format – A text field where you can type whatever standard narrative you want; or select from the codes.

%1\$s – Client Number, as text (as set above)

Shipment Number Format – Automates the shipment numbers using text, codes, or both.

%1\$s – Client Number, as text (as set above)

%2\$d – Next number in sequence for this client

%3\$d – Next shipment number today (first shipment of the day is 1 etc)

date(Ymd) – the date in any of a variety of formats available at

<http://www.php.net/manual/en/function.date.php>

For example, %1\$s(date(dMy))-3\$d would give a shipment number of 0015-(31Jan07)-5

A number of additional characters such as spaces, dashes, brackets may be included (determined by the maximum length of the field, which is will vary with the codes used).

Next Receipt Number – Lets you set the first receipt number in a series. Suppose you were using a receipt book, and your last number was 1999. You could set the next number to 2000 so your series would continue uninterrupted. After that, this field will indicate the next number to come. Note that there is no coding; receipt numbers are just numbers in order.

Receipt Narrative - a text field; enter text or codes or both.

%1\$s – Client Number, as text (as set above)

%2\$s – the receipt number as above

%3\$s – our reference number from the invoice

Receipt Transaction Type - Accesses the list of transaction types (set in Admin > GL)

Early Payment Discount Account – Accesses the chart of accounts; set the appropriate account for tracking discounts.

Discount Narrative – Enter text (no codes available)