

How to Configure AR & GL Settings

Last Modified on 10/15/2026 5:06 pm EDT

Overview

AR & GL Settings control aspects of Accounts Receivable (AR), Cash Management, General Ledger (GL), customer statements, and item costing in 1place.

These settings help you define how users search for customers when receiving payments, how cash and check payments are reconciled, how transaction dates and values are protected, and what remittance information appears on customer statements.

How to Access AR & GL Settings

1. Select the **Gear** icon.
2. Select **Settings**.
3. Under **Settings Type**, select **System**.
4. Open **AR & GL Settings**.

AR Settings

Default Customer Search Method on AR Receive Payments screen

This setting determines which customer information is used by default when searching for customers on the **AR Receive Payments** screen.

AR Settings

Default Customer Search Method on AR Receive Payments screen

Search all columns.

Company Name

Phone #

Customer #

Search all columns.

Available options:

- **Company Name** – Search for customers by company name.
- **Phone #** – Search for customers by phone number.
- **Customer #** – Search for customers by customer number.
- **Search all columns** – Search across all available columns.

Choose the option that best matches how your users typically identify customers when recording payments. This can help users locate the correct customer more efficiently.

Cash Management Flow Options

This section lets you choose between a **1-step** and **3-step Cash Management** workflow.

1-step Cash Management

Select this option if your business prefers to manage received payments and deposits through a single summary tab.

The Cash Management screen provides one tab to view cash payments, checks, and other types of electronic payments received, such as credit cards, EFT, and wire transfers.

This view helps users prepare deposits for cash, checks, and individual types of electronic payments that have cleared the actual bank account.

Cash Deposit

Final Reconciliation & Deposit

Reconciliation Logs

Warehouse : ALL Warehouses

Payments Received By : Syron

Batch # :

Search

	Received By	Date Received	Batch #	Payment Type	Amount	Customer Name
☐	Syron	10/14/2026	Syron-261015-0223-Cash	Cash	(\$32.18)	ABC Company
☐	Syron	09/02/2026		Credit Card	(\$11.00)	Breco International - Harvey
☐	Syron	08/27/2026		Credit Card	(\$6.40)	ABC Company
☐	Syron	08/20/2026		Cash	(\$149.81)	ABC Company
☐	Syron	08/20/2026		Cash	\$149.81	ABC Company
☐	Syron	08/20/2026		Cash	(\$149.81)	ABC Company
☐	Syron	08/20/2026		Cash	\$149.81	ABC Company
☐	Syron	08/20/2026		Cash	\$149.81	ABC Company
☐	Syron	07/30/2026		Cash	(\$111.00)	AA Test Bill To Merge
☐	Syron	07/30/2026		Check	\$111.00	AA Test Bill To Merge
☐	Syron	07/30/2026		Cash	\$111.00	AA Test Bill To Merge
☐	Syron	07/14/2026		Email Pay	\$553.00	AA Test Bill To Merge
☐	Syron	07/14/2026		Credit Card	\$216.50	AA Test Bill To Merge
☐	Syron	07/14/2026		Credit Card	\$645.24	AA Test Bill To Merge

3-step Cash Management

Select this option if your business requires separate steps for receiving, reconciling, and summarizing payments.

The Cash Management screen provides:

- 1. A tab for the user who received cash and check payments to count and reconcile them before handing them over to a company cash manager.
- 2. A tab for a manager to count and reconcile cash and other types of payments.
- 3. A summary tab for reviewing received cash, checks, and other electronic payments, helping users prepare separate deposits.

Deposits can be synchronized with **QuickBooks Online** or **Sage Intacct**, where applicable.

Choose the workflow that best matches your company's payment-handling and reconciliation procedures.

Cash Deposit

Move Cash

Receive & Count Cash

Final Reconciliation & Deposit

Reconciliation Logs

Cash Movement - Batch Details

Cash Moved	Cash Received & Counted	Final Reconciliation
Batch ID: 15		Final Reconciliation ID:
Moved By: Syron	Received & Counted by:	Final Reconciliation By:
Moved Date: 10-16-2026	Counted Date:	Final Reconciliation Date:
Moved Time: 04:52:09 AM		Final Reconciliation Time:

Move Cash

	Enter Qty Moved	Total \$ Moved
(Bills) 100's	0	\$0.00
50's	0	\$0.00
20's	0	\$0.00
10's	0	\$0.00
5's	0	\$0.00
2's	0	\$0.00
1's	0	\$0.00
(Coins) 1.00	0	\$0.00
0.50	0	\$0.00
(Quarters) 0.25	0	\$0.00
(Dimes) 0.10	0	\$0.00
(Nickels) 0.05	0	\$0.00
(Pennies) 0.01	0	\$0.00
Total Cash & Coins :		\$0.00

GL Settings

DO NOT ALLOW ANY CHANGES to Invoice & Credit Memo DATES, PRICES, COSTS, and Grand Totals BEFORE the Transaction Date (regardless of User Security rights).

When enabled, this setting prevents changes to **Invoice and Credit Memo dates, prices, costs, and grand totals** for transactions dated before the applicable transaction date, regardless of user security permissions.

This helps prevent changes to Financial Periods and Reports. The ONE exception is on Credit Memo's that

begin as a Return Authorization, where the Qty Returned begins as a 0 (and thus the line total = \$0) on X date and then is changed to a Qty > 0 on a later date. In this case the DATE of the Credit Memo (when the credit is actually given to the Customer) will be changed to the current date, which prevents changes to Financial Reports for the original date.

Review this option based on your company's accounting controls and requirements for editing historical transactions.

Statements Settings

The **Statements Settings** section defines the remittance information displayed on customer statements.

Statements Settings	
Remit To Company Name	XXX Company
Remit To Street	12345 Some Street
Remit To City, State Zip	CityX, State, 12345
Remit To Other	emailx@x.com

Save Statement Settings

Configure the following fields with the appropriate information for your business:

- **Remit To Company Name** – The company name customers should reference when sending payment.
- **Remit To Street** – The street address for remittance.
- **Remit To City, State Zip** – The city, state, and ZIP code for remittance.
- **Remit To Other** – Additional remittance information, such as an email address.

Enter accurate remittance details so customers know where or how to direct their payments.

Select **Save Statement Settings** to save your changes.

Mass Update Weighted Average Cost for All Items

The **Mass Update Weighted Average Cost for All Items** option provides a way to initiate a mass update of weighted average cost for all items.



Use the **Mass Update Weighted Average Cost for All Items** button when you need to run this

update. Because this action affects all items, confirm that a mass update is appropriate for your business before proceeding.

AR Force Balance

The **AR Force Balance** section provides fields for specifying a date range and balance values.

AR Force Balance			
From Date	15/09/2026	To Date	15/10/2026
Balance Between From	\$0.00	Balance Between To	\$0.00
			<button>Proceed Force Balance</button>

- **From Date** – The beginning of the date range.
- **To Date** – The end of the date range.
- **Balance Between From** – The starting balance value.
- **Balance Between To** – The ending balance value.
- **Proceed Force Balance** – Starts the force balance process using the specified values.

Use this section only when you need to perform an AR force balance operation. Verify the dates and balance values before selecting **Proceed Force Balance**.

Saving Your Settings

Review each section and configure the options according to your company's accounting and payment-handling processes. Use the applicable save button when one is provided for a section.
