How to Configure AR & GL Settings

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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.

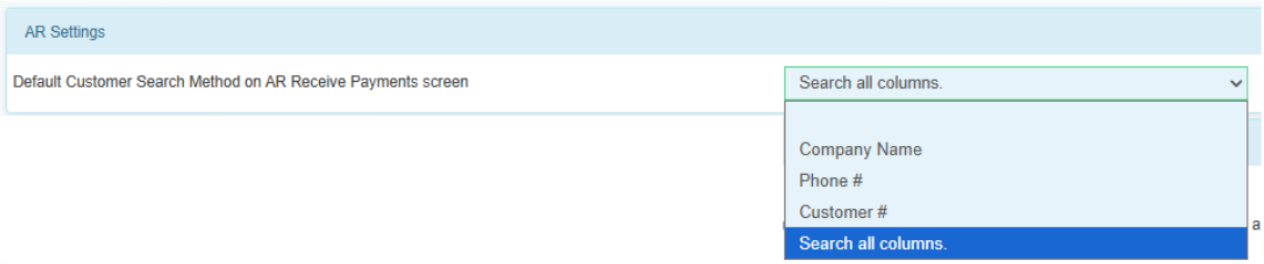
How to Access AR & GL Settings

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.



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

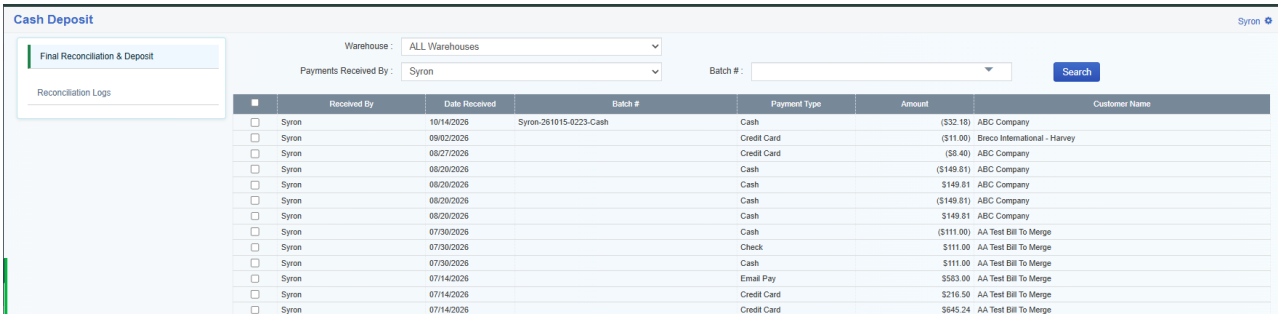
This section lets you choose between a **1-step** and **3-step Cash Management** workflow.

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.



3-step Cash Management

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

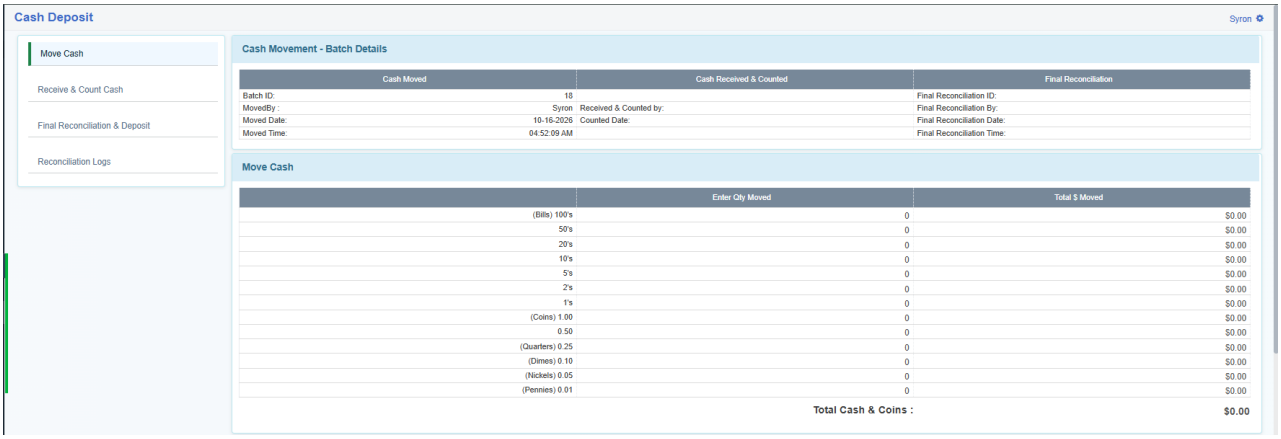
The Cash Management screen provides:

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.



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).

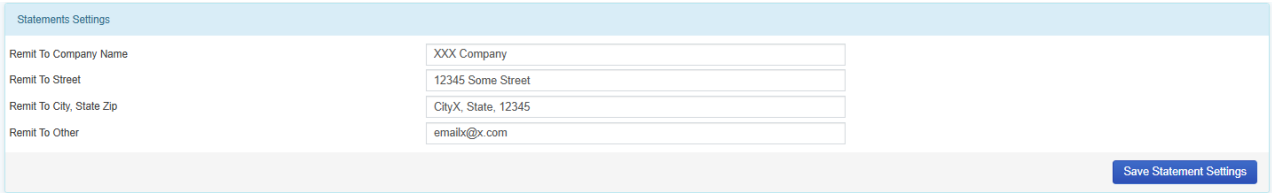
When enabled, this setting prevents changes to **Invoice and Credit Memo dates, prices, costs, and grand totals** for transactions dated before the applicable transaction date, regardless of user security permissions.

> 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.



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.

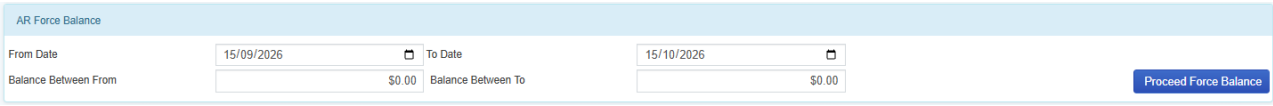
Mass Update Weighted Average Cost for All Items

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.



- **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.D
- **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.