

## Accounts Receivable Options

Last Modified on 04/21/2023 3:24 pm EDT

### Accounts Receivable Options

These are high level optional settings for your organization

---

### Settings > Accounts Receivable > Invoice Options

**Default object type:** If you wish, you can specify an object type to default on an entry screen.

**Invoice Distribution method:** Determines the default distribution method for invoice entry.

**Receipt Distribution method:** Determines the default distribution method for receipt entry.

**Use invoices:** Is invoice entry used?

**Use transaction codes:** Do you want to use transaction codes for receipt/invoice entry? A transaction code will assign the account# (and the object# if applicable). Transaction Codes are maintained in Records > Transaction Codes. Advantages for using Transaction Codes include:

- Use a shortened number for entry (instead of having to enter the full string account number).
- Use alpha characters (word codes) for entry rather than numbers.
- If this box is checked, you are not required to enter a Transaction Code in receipt and invoice entry. The distribution method on the entry screen may be overridden to enter the G/L account, Object number, etc.

**Allow object entry:** Determines if object numbers can be entered in A/R invoice entry.

---

### Settings > Accounts Receivable > Receipt Options

**Use receipt#:** If this option is chosen, a receipt number will be auto-assigned when a receipt is entered. The receipt number will be entered as Reference Number.

**Default next receipt#:** The system-assigned receipt number can be overridden here. Otherwise the system will use the next consecutive number.

**Require a receipt#:** Is this field required in receipt entry? (Rarely used)

**Default print receipt upon entry:** Do you want to auto-print a paper receipt upon each receipt entry. (Rarely used) If form is set for 1-up, receipts will print a single copy on 8-1/2 x 11" paper; if form is set for 2-up, two receipts will print on a single sheet if an office copy is needed.

**Margins:** Allows adjustments to top/bottom margins on a printed form.

---