Last Modified on 11/11/2026 11:34 am EST

A/R System Settings

Settings > Accounts Receivable

To set all settings applications to Accounts Receivable, use the Settings menu option and view the Accounts Receivable sub-menu.

A/R Types

A/R Types specify the accounts receivable general ledger (G/L) account used for accounts receivable invoice entry distribution lines.

New: Opens the New AR Type menu to create a new, unique AR Type.

- **AR Type:** The label identifier displayed in the A/R Invoice distribution grid when the AR Type is selected.
- **Description:** A longer form label that may be used to add further description to the AR Type when displayed in menu selections.
- **Receivable Account:** The G/L account associated with the AR Type. This is the AR account for A/R Invoice entry distributions using the AR Type.
- **Allow receivable account override:** When checked, after being populated, the AR Account field becomes modifiable.
- **Match Receivable Account fund to Invoice Account:** When a receivable G/L account is used across funds, this setting assigns the Receivable Account fund according to the fund of the Invoice entry distribution account. ***Note: By default, all A/R Invoice entries are balanced by fund.***

Edit: Opens the AR Type for editing.

Delete: Deletes the AR Type from the menu and removes it from use with future A/R Invoices.

Reports: Exports the list of AR Types.

Customer Types

Customer Types enable customers to be identified/differentiated by type, allowing for the production of customized outgoing invoice layouts.

New: Opens the New Customer Type menu to create a new, unique Customer Type.

- **Customer Type:** The label identifier displayed in the Customer List.

- **Description:** A longer form label that may be used to add further description to the Customer Type when displayed in menu selections.

IMPORTANT: Custom Information: See Custom Information for more details.

A/R Invoice Imports

A/R Invoice information can be imported to create A/R Invoice batches. A/R Invoice imports control the different file layouts available for importing A/R Invoice information from external file sources.

New: Opens the New A/R Invoice Import menu to create a new, unique A/R Invoice Import setup.

Attachments: Files may be attached to import setups for supporting documentation.

General:

- **Active:** An AR Invoice Import must be active for entry to be allowed. If an AR Invoice Import is inactive, the setup information may be browsed; however, it will not be available as a selection for importing.
- **Connector Type:** Refer to import connections for assistance with setting up a connection to an external data source.
- **Connection string: Refer to import connections for assistance** with setting up a connection to an external data source.
- **Command text:** Extraction query instructions establish what data the system should import from a selected file.
- **Start Row:** The first row in an external file that contains data to import.
- **Reference columns by:** How the program should identify file columns when importing data.
- **Create new Transaction for every line:** When checked, a new invoice will be created for each line of imported data.
- **Use schema:** In unique circumstances, additional import instructions may need to be referenced from an additional data source called a **schema**. SGA staff can provide assistance when necessary.

Setup:

- **Default Invoice Account:** When an Invoice account is not specified for a data row in the imported file, the program will use this account by default.
- **Default AR Type:** If an AR Type is not specified for a data row in the imported file, the program will use this default AR Type.

Columns:

Columns may be added to the grid, indicating the file column containing the data to be imported

(From Column) and the SGA data field into which the data is to be imported (To Column). For Invoice imports, the following columns are required:

Column Name	Required?	Comments
Customer ID	Yes	The importer created the customer ID for the invoice.
Address ID	No	If not specified, PRIMARY is used.
Invoice	No (Unless system settings require Invoice#)	If not specified, the field will be left blank.
Date	No	If not specified, the import date will be used.
Due Date	No	If not specified, the due date will be calculated according to the Customer ID and system settings.
Period	No	If not specified, the import period will be used.
Transaction Code	No	The Transaction Code is applied to the imported amount for automated split across multiple GL accounts.
AR Type	No (Unless Default AR Type not specified)	The AR type of the imported invoice distribution controls the AR GL account. If not specified, the Default AR Type is used.
Quantity	No	If not specified, a quantity of 1 is assumed.
Unit Price	Yes	Multiply by the Quantity to calculate the imported invoice distribution amount.
Invoice Account	No (Unless the Default Invoice Account is not specified)	If not specified, the Default Invoice Account is used.
Comments	No	If not specified, the field will be left blank.
Object Type	No	If not specified, the field will be left blank.

Object	No	If not specified, the field will be left blank.
Deposit Date	No	If invoice distribution amounts are entered to GL accounts assigned to checkbooks, the Deposit Date controls the transaction’s display in Bank Rec. If not specified, the field will be left blank.
Deposit Reference	No	If invoice distribution amounts are entered to GL accounts assigned to checkbook,s the Deposit Reference is used to control the transaction’s display in Bank Rec. If not specified, the field will be left blank.
Amount	No (Unless Unit Price is not specified)	If the Amount is specified, it is multiplied by the Quantity to calculate the imported invoice distribution amount. It is included for legacy import setups.

New Customer:

Map to and create customers that do not exist: When checked, the additional system options can be specified to create new Customer IDs when importing invoice information.

- When activated, the system will attempt to determine if a Customer ID already exists by matching the following imported data in successive order:
  - **Name**
  - **Address detail (Address Line 1, City, State, and Zip)**

If a match is found, imported data that does not match existing Customer record data will be used to update the **Customer ID**.

- **Primary Address ID:** If no Address ID name is specified in the import file, the label used for the Primary address is for newly created Customer IDs.
- **Customer Type:** If no Customer Type is specified in the import file, the Customer Type defaults to the newly created Customer IDs.

Columns: Columns may be added to the grid, indicating the file column containing the data to be imported (From Column) and the SGA Customer data field into which the data is to be imported (To Column).

- Name
- Billing Name
- Status
- Customer Type
- Address ID

- Contact
- Country ID
- Address 1
- Address 2
- City
- State
- Zip
- Phone 1
- Phone 2
- Fax
- Email
- Invoice Dft AR Type ID
- Dft Due Date Days
- Any Customer Custom Information fields available according to the system setup

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A/R Receipt Imports

A/R Receipt information can be imported to create A/R Receipt batches. A/R Receipt imports control the different file layouts available for importing A/R Receipt information from external file sources.

New: Opens the New A/R Receipt Import menu to create a new, unique A/R Receipt Import setup.

Attachments: Files may be attached to import setups for supporting documentation.

General:

- **Active:** An AR Receipt Import must be active for entry to be allowed. If an AR Receipt Import is inactive, the setup information may be browsed; however, it will not be available as a selection for importing.
- **Connector Type:** Refer to import connections for assistance with setting up a connection to an external data source.
- **Connection string:** Refer to import connections for assistance with setting up a connection to an external data source.
- **Command text:** Extraction query instructions establish what data the system should import from a selected file.
- **Start Row:** The first row in an external file that contains data to import.
- **Reference columns by:** How the program should identify file columns when importing data.
- **Create new Deposit Reference for every line:** When checked, a new Deposit Reference will be added to each line of imported data. Unique Deposit References separate transactions when displayed in Bank Rec.

- **Create new Transaction for every line:** When checked, a new receipt will be created for each line of imported data.
- **Use schema:** In unique circumstances, additional import instructions may need to be referenced from an additional data source called a **schema**. SGA staff can provide assistance when necessary.

Setup:

- **Default Cash Account:** When a Cash account is not specified for a data row in the imported file, the program will use this account by default.
- **Default Receipt Account:** When a Receipt account is not specified for a data row in the imported file, the program will use this account by default.

Columns:

Columns may be added to the grid, indicating the file column containing the data to be imported (From Column) and the SGA data field into which the data is to be imported (To Column). For Invoice imports, the following columns are required:

Column Name	Required?	Comments
Customer ID	Yes	The Customer ID for the receipt created by the import.
Address ID	No	If not specified, PRIMARY is used.
Cash Account	Yes	The Cash Account is used for the imported receipt
Transaction Code	No	The Transaction Code is applied to the imported amount for automated split across multiple GL accounts.
Check Number	No (Unless settings require Check/Ref#)	If not specified, the field will be left blank.
Date	No	If not specified, the import date will be used.
Period	No	If not specified, the import period will be used.
Deposit Date	No	If invoice distribution amounts are entered to GL accounts assigned to checkbooks, the Deposit Date controls the transaction’s display in Bank Rec. If not specified, the field will be left blank.

Deposit Reference	No	If invoice distribution amounts are entered into GL accounts assigned to checkbooks, the Deposit Reference is used to control the transaction's display in Bank Rec. If not specified, the field will be left blank.
Amount	Yes	The receipt amount applied to the invoice (if specified), A/R credit (if specified), or receipt GL distribution.
Invoice	No	The invoice to which the imported receipt amount should be applied. Imported amounts are applied to invoice line item numbers in ascending order.
Invoice ID	No	If the invoice is not specified, the InvoiceID (unique SGA ID number) should be applied to the imported receipt amount. Imported amounts are applied to invoice line item numbers in ascending order.
Receipt Account	No	If the receipt is not applied to an invoice amount, the GL account is used for distributing the receipt lines. If not specified, the Default Receipt Account is used.
Comments	No	If not specified, the field will be left blank.
A/R Credit	No	If the receipt is not applied to an invoice amount, it indicates whether the receipt distribution lines are to be marked as A/R Credits to be used in cash application. 1 = Yes, 0 = No.
Object Type	No	If not specified, the field will be left blank.
Object	No	If not specified, the field will be left blank.
Receipt Number		It is used in reporting but is not visible on the Receipt entry screen.
AR Type		It is used in reporting but is not visible on the Receipt entry screen.

Auto Number (Assign Batch as Deposit Reference): If Deposit References are not specified in the import file, the import will use the batch number created.

New Customer:

Map to and create customers that do not exist: When checked, the additional system

options can be specified to create new Customer IDs when importing receipt information.

- When activated, the system will attempt to determine if a Customer ID already exists by matching the following imported data in successive order:
  - **Name**
  - **Address detail (Address Line 1, City, State, and Zip)**

If a match is found, imported data that does not match existing Customer record data will be used to update the Customer ID.

- **Primary Address ID:** If no Address ID name is specified in the import file, the label used for the Primary address is for newly created Customer IDs.
- **Customer Type:** If no Customer Type is specified in the import file, the Customer Type is used for newly created Customer IDs.

Columns: Columns may be added to the grid, indicating the file column containing the data to be imported (From Column) and the SGA Customer data field into which the data is to be imported (To Column).

- Name
- Billing Name
- Status
- Customer Type
- Address ID
- Contact
- Country ID
- Address 1
- Address 2
- City
- State
- Zip
- Phone 1
- Phone 2
- Fax
- Email
- Invoice Dft AR Type ID
- Dft Due Date Days
- Any Customer Custom Information fields available according to the system setup

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Customer Imports

Customer information can be imported to create new Customer IDs. New Customer imports

control the different file layouts available for importing Customer information from external file sources.

New: Opens the New Customer Import menu to create a new, unique Customer Import setup.

Attachments: Files may be attached to import setups for supporting documentation.

General:

- **Active:** A Customer Import must be active for entry to be allowed. If a Customer Import is inactive, the setup information may be browsed; however, it will not be available as a selection for importing.
- **Connector Type:** Refer to import connections for assistance with setting up a connection to an external data source.
- **Connection string:** Refer to import connections for assistance with setting up a connection to an external data source.
- **Command text:** Extraction query instructions establish what data the system should import from a selected file.
- **Start Row:** The first row in an external file that contains data to import.
- **Reference columns by:** How the program should identify file columns when importing data.
- **Use schema:** In unique circumstances, additional import instructions may need to be referenced from an additional data source called a **schema**. SGA staff can provide assistance when necessary.

Setup:

- **Primary AddressID:** The label used for the primary address established for the newly created customers.
- **Customer Type:** The Customer Type assigned to newly created customers.

Columns: Columns may be added to the grid, indicating the file column containing the data to be imported (From Column) and the SGA Customer data field into which the data is to be imported (To Column).

- Name
- Billing Name
- Status
- Customer Type
- Address ID
- Contact
- Country ID
- Address 1
- Address 2
- City

- State
- Zip
- Phone 1
- Phone 2
- Fax
- Email
- Invoice Dft AR Type ID
- Dft Due Date Days
- Any Customer Custom Information fields available according to the system setup

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General Options

Enable Accounts Receivable: When checked, the Accounts Receivable module is activated, and all Daily menu options are visible to users with the required permissions.

Show Customer name input during entry: This option enables the display of the Customer Name field on A/R Invoice and A/R Receipt entries, allowing users to select the applicable Customer.

Use Standard AR edit mode: Modify A/R Invoice and A/R Receipt entries from the individual entry edit screen.

Use Split-screen AR edit mode: Modify A/R Invoice and A/R Receipt entries from a dynamic edit screen, which includes the batch detail, entry information, and visual attachment display.

Entry Options

Entry period range allowed: Controls the range of accounting periods available in the Period dropdown of A/R Invoice and A/R Receipt entries

- **For specified users:** A unique period range is made available to users/groups selected from the **Users/Groups** menu when the **Users/Groups** icon is clicked.
- **For all other users:** The default period range is available to all users except those selected in the **specified user's** menu.

Warn when entry period over: Shows a warning if entry is made to a period back in time or the number of periods specified in the future. The 13th period is considered when counting #periods allowed past or future.

Update G/L upon: Determines if A/R entries are reflected in financial statement reporting immediately upon entry or only after being posted.

Invoice Options

Use Invoices: Enables the use of A/R Invoice entry

- **Require Invoice #:** Text must be present in the Invoice field before an A/R Invoice entry may be saved.
- **Default due date XX days:** When not specified on individual customers, the number of days entered is used to calculate A/R Invoice entry due dates.
- **Allow object entry:** When Object Tracking is activated, the Object Type and Object fields may be visible on the A/R Invoice entry screen. When this option is checked, they are made modifiable.
    - **Default Object Type:** The Object Type is populated automatically when the Object Type field is accessed.
    - **Default to display objects:** Upon accessing the A/R invoice entry screen, the Object Type and Object fields are visible to the user by default.
- **Allow attachments:** Enables the attachment of files to A/R Invoice entries
    - **Default browse level:** The browse level permission is automatically assigned to attachments when they are added to A/R Invoice entries.
    - **Require an attachment:** When checked, A/R Invoice entries require an attachment before they can be saved.
    - **Only for entries:** Use this optional field to specify a dollar threshold. Attachments will only be mandatory for entries that meet or exceed this limit.
    - **Automatically display image attachments:** When image file attachments are present, they are automatically displayed on the right side of the A/R Invoice entry screen.

Receipt Options

Require Check/Ref#: Text must be present in the Check/Ref# field before an A/R Receipt entry may be saved.

Use Deposit Slip#: This field is informational only. Although it appears as the G/L Reference in the General Ledger transaction, it does not appear on the Bank Reconciliation.

- **Require a Deposit Slip#:** Text in the Deposit Slip field must be entered before an A/R Receipt entry may be saved.

Customer Credit Account: The default G/L account used when receipt balances are automatically used to create A/R credit receipt distributions.

Enable Cash Account selection via Transaction Code: This option adds **Transaction Code** to the **Cash Account Source** dropdown. When selected, Transaction Codes default to the cash account according to their setup.

Allow object entry: When Object Tracking is activated, the Object Type and Object fields may be visible on the A/R Receipt entry screen. When this option is checked, they are made modifiable.

- **Default Object Type:** The Object Type is populated automatically when the Object Type

field is accessed.

- **Default to display objects:** Upon accessing the A/R Receipt entry screen, the Object Type and Object fields are visible to the user by default.

Allow attachments: Enables the attachment of files to A/R Invoice entries

- **Default browse level:** The browse level permission is automatically assigned to attachments when they are added to A/R Receipt entries.
- **Require an attachment:** When checked, A/R Receipt entries require an attachment before they can be saved.
- **Only for entries:** Use this optional field to specify a dollar threshold. Attachments will only be mandatory for entries that meet or exceed this limit.
- **Automatically display image attachments:** When image file attachments are present, they are automatically displayed on the right side of the A/R Receipt entry screen.
