



OPTIONS Tab

Electronic Bank Payments = True
Allow Batch Processing = True
Automatically Generate Supplier Number = False
 Begin Automatic Generation with = *Not Set*
Allow Additional Transaction Analysis = False

SUPPLIER DEFAULTS Tab

SETTLEMENT DISCOUNT VALUES

Early Settlement Days = 0
Discount Percentage = 0.00

ACCOUNT HISTORY

Keep Transactions For = 24
Archive Transactions After This Period = True
Maximum Number of Transactions to Display = 100
Show Outstanding Transactions Only = True

OTHER

Maximum Payment Value to be Generated = £ 20000.00
Default Tax Code = 1 - Std Rate
Default Terms Agreed = True

AGEING Tab

AGEING PERIODS

Number of Periods = 4

DEFAULT PAYMENT TERMS

Basis of Terms = From end of month
Number of Days = 0

AGEING for REPORTS

Creditors Periods Start After

1	30
2	60
3	90
4	120

Due Date Periods Start After

1	1
2	31
3	61
4	91

PURCHASE LEDGER SETTINGS



PROCESSING Tab

FOREIGN ACCOUNT

Use Foreign Currency Revaluation = True

INVOICE AUTHORISATION

Use Authorisation = True

Require Authorisation for

Amounts Exceeding = £ 1,500.0000000

PAYMENT GROUPS Tab

Grp. Code - 0	Update = True	Summarise - False	Remittance Only (Paper)	Paid by Direct Debit
Grp. Code - 1	Update = True	Summarise - False	Remittance & Cheque	Paid by Cheque
Grp. Code - 2	Update = True	Summarise - False	Remittance Only (Paper)	Paid by E-Banking
Grp. Code - 3	Update = True	Summarise - False	Remittance Only (Paper)	Paid by Credit Card
Grp. Code - 4	Update = True	Summarise - False	Remittance & Cheque	
Grp. Code - 5	Update = True	Summarise - False	Remittance & Cheque	
Grp. Code - 6	Update = True	Summarise - False	Remittance & Cheque	
Grp. Code - 7	Update = True	Summarise - False	Remittance & Cheque	
Grp. Code - 8	Update = True	Summarise - False	Remittance & Cheque	
Grp. Code - 9	Update = True	Summarise - False	Remittance & Cheque	

END of REPORT