



OPTIONS Tab

Copy Statement for Head Office = True
 Allow Batch Processing = True
 Automatically Generate Customer Number = False

Begin Automatic Generation With **Not Set**

Allow Additional Transaction Analysis = False
 Enable Card Processing = True

CUSTOMER DEFAULTS Tab

Settlement Discount Values

Early Settlement Days = 14
 Discount Percentage = 2.50%

Account History

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

Other

Waiting Period for Recovery of VAT on Bad Debts = 6 Calendar Months
 Default Tax Code = 1 - Std Rate
 Default Terms Agreed = True

AGEING Tab

Ageing Periods

Number of Periods 4

Default Payment Terms

Base of Terms = From document date
 Number of Days 30

Ageing of Reports (Days)

Debtors Periods Start After

1	30
2	60
3	90
4	120

Due Date Periods Start After

1	1
2	31
3	61
4	91



PROCESSING Tab

Foreign Account Revaluation

Use Foreign Account Revaluation = True

Statements

Transactions to Show = Outstanding transactions only

Ageing = Use Instrument Date

Finance Charges

Charge Compound Interest on Finance Charges = False

Charge Index	Percentage
1	1.50
2	2.00
3	2.50
4	3.00
5	0.00
6	0.00
7	0.00
8	0.00
9	0.00
10	0.00
11	0.00
12	0.00
13	0.00
14	0.00
15	0.00
16	0.00
17	0.00
18	0.00
19	0.00
20	0.00

END OF REPORT