


Configuring the AR Setup Tab

On the AR Setup tab, you can set up aging periods, terms, calendars, and other options. You should set up these options before entering AR records.

1. Under Advanced Tools, click the **Settings** tab.
2. In the drop-down list, select **Accounts Receivable** and click **Go** .
3. Click the **AR Setup** tab if it is not already open.
4. Make your selections, then click **OK**.
5. Click **Close**.

Additional Field Information

Use Terms

If selected, invoices and customer records include a Term field. Terms are used for early payments and to automatically set the due date for invoices. Terms apply to an entire invoice and are set up in the Define Lists window for General Ledger.

Track Family Records

If selected, you can associate customer records with family records for grouping on reports and statements as well as splitting invoice fees among multiple families for payment. Tracking a family record helps share common information between the family members and helps to group them together for performing lookups, printing statements, and reports.

Customers assigned to a family use the family's contact and comment information, and any information entered in the family record will be shared among all its members, saving data entry time for information such as addresses and phone numbers. If not selected, the **Record Type** drop-down list and Family tab do not display when adding a customer.

Once you have added families, however, you cannot clear **Track Family Records** unless those records are deleted. If you only track receivables for individuals, you probably do not need to track family records. If, on the other hand, you track charges for individuals but bill by family, you might. A typical example of the latter is a school who tracks charges for students, but bills the students' parents.

Family

Displays the Change Family References dialog box. When you select **Track Family Records**, new customer records require a **Record Type**. By default, choices include Parent, Student, and Other. You can, however, use this dialog box to change the terms used for record types and the label that displays on the Family tab.

Next Customer Code

Choose a starting number for your customer codes by typing it in **Next Customer Code**. This number automatically assigns a number to the next customer if **Auto Assign Next Customer Code** is selected or if you click **Next** when adding or editing a customer record.

Auto Assign Next Customer Code

If selected, the program automatically generates the next available customer number for new customers.

Track Discount Account

Select **On each discount type** if you track separate discount accounts for each discount type. Select **On each fee** if you track discounts based on fees. This choice depends on the accounts you have set up in the General Ledger for tracking discounts. Discounts tracked by discount types can apply to most fees. Some examples of discounts that are usually tracked by discount types include member discounts, employee discounts, and multiple child discounts. Discounts tracked by fees can only apply to the fee they are referencing. Some examples of fee-based discounts are tuition discounts and supply discounts.

Current AR Month/Year

Enter the posting month/year for current accounts receivable.

Aging Periods

Enter the increments, in days, you use for determining late fees.

Check Scanner

If you use a check scanner purchased from ACS, select it from the drop-down list. To select a COM port and test the connection, click **Configure**. For more on configuring or purchasing a check scanner, see [Configuring the Check Scanner](#).

Setup Calendar Exceptions

Indicates which days you want to avoid using as billing dates. When adding/editing exceptions, fields include:

- **Action** — You can either **Set to the next valid date** following the date or range of dates you selected, or **Set to the previous valid date** prior to your selection.
- **Date/range-of-date selections** — Examples include *1 January* for New Year's Day, the *Fourth Thursday of Every November* for Thanksgiving, and *04/13/2009 Through 04/17/2009* for spring break.