Vendor Invoices Preferences

Document #:	3362	Product:	CenterPoint® Accounting

Preferences define how you want your CenterPoint program to behave and can be changed at any time. If you change a preference and are currently in the screen that uses that preference, close the screen and then enter the screen again to initiate the preference.

How are the different tabs used?

Default Accounts

Emailing Checks

Printing Checks

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Preferences can be set at different levels. The preference level is a hierarchy, for example, the Global level will be used if no Application, Database, or User levels are set. The levels are accessed with the tabs across the top of the Preferences screen.

Current Settings: Simply displays the settings that are currently being used.

Global: The Global level is typically used when your system is a network. The Global level affects all databases on the network. This allows a network administrator to setup Preferences just once and they will be used for all Database & all Users within that network setting.

Application: If the Preferences are set at the Application level, then all users of all databases will have the same Preferences.

Database: Preferences set at this level will affect each individual database separately. One can then have different settings for each Preference in each database.

User: Preferences set at the User level will only affect that user. This tab is not available on all preferences and is only available if you use Database Security.

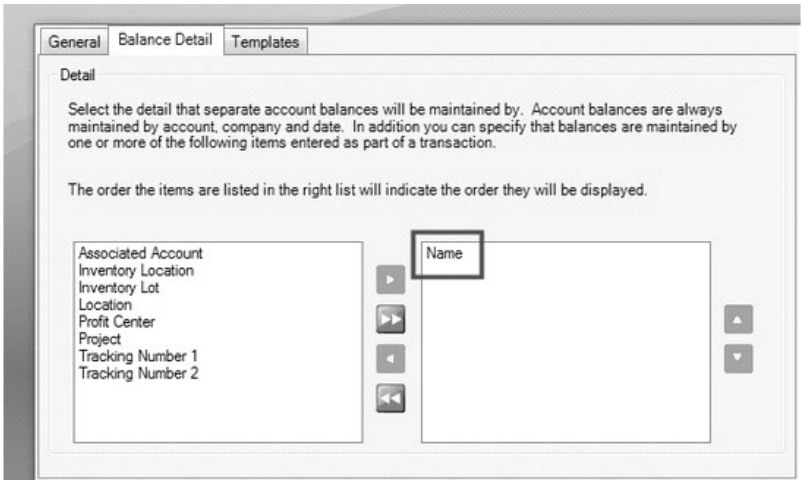
Default Accounts

Accounts Payable are usually recorded to only a few accounts and sub-ledger detail is kept for each vendor. This preference allows you to set which Accounts Payable account is the default to use when creating new AP invoices in Vendor Invoices (A/P).

- **Accounts Payable Account** - Select the default Accounts Payable account to display in Vendor Invoices (A/P) if the vendor does not have a default Accounts Payable account.
- **Prepayment** - Enter the default account to use when entering a prepayment amount for the receive purchase order accounts payable invoice transaction. This account is debited when a prepayment check is written and credited when the purchase order is received. Only asset accounts assigned the Prepaid Vendor Purchases account category display in the lookup.
- **Freight Expense** - Enter the default account when a freight expense account is required if you enter a dollar amount in the Freight box during invoice entry. Only accounts assigned Cost of Good Sold, Expense, or Other Expense account categories display in the lookup.

- **Sales Tax** - Enter the default account when a sales tax account is required if you enter a dollar amount in the Sales Tax box during invoice entry. Only accounts assigned Cost of Good Sold, Expense, or Other Expense account categories display in the lookup.
- **Prepaid Vendor Purchases** - Enter the default account to display when a prepayment (down payment) is entered on a purchase order. The account selected here must be in the Prepaid Vendor Purchases account category and the Prepaid Vendor Purchases account category must be set up to maintain balances by name so that each vendor has a prepayment account balance.

1. Select **Setup** > **Accounts** > **Account Categories**.
2. Select the **Prepaid Vendor Purchases** account category.
3. Click the **Balance Detail** tab.
4. Verify that **Name** is in the box on the right hand side of the Balance Detail tab. If the **Associated Account** is also on the right hand side of the tab, move it to the left hand side.
5. Click **Save**. Click **Close**.



Emailing - Checks

This preference allows you to specify the default (template) e-mail message and subject to use for emailed purchase orders.

Subject - Enter the default subject for emailed vendor checks (pay advices).

Message - Enter the default message for emailed vendor checks (pay advices).

Check Type - This selection sets the default check type to be used for creating the pdf attachment for the emailed vendor checks (pay advices). The options are: Check/Stub/Stub, Stub/Check/Stub, Check/Detail, Check/Stub/Stub (Alternate), Canadian, and ACH Payment Advice.

Stub Type - This selection sets the default stub type to be used for creating the pdf attachment for the emailed vendor checks (pay advices). The options are: Standard (Detail), Standard (Summary), TP Standard (Summary), and TP Standard (Detail).

Printing - Checks

Defines the printer used to print checks, the check format to use when printing checks, whether to Preview checks before printing, and whether to print the check number on the printed check.

General

- **Select Printer To Print Checks To** - Select the printer to print the checks to. Setting this at the database level allows a different printer for each database.
- **Select Check Type** - Forms added (custom forms) by you are listed first followed by system- supplied forms. The choices are: Check/Stub/Stub, Stub/Check/Stub, Check/Detail, Check/Stub/Stub (Alternate) (Compatible with the Perception top check LT103), Canadian, or ACH Payment Advice.

This documentation is for informational purposes only. For specific accounting guidance, please contact your accountant.

- **Select Stub Type -**The options are Standard (Detail), Standard (Summary), TP Standard (Detail), and TP Standard (Summary).

Note: To view examples of each check type with the stub type options, select one of the links in the Select Check Type description above.

- **Print Check Number On Check** - Select Yes to print the check number on the check form or select No to print the check without the check number (for pre-printed checks).
- **Print Company/Fund Name and Address** - Select **Yes** to print the company/fund name and address on the check form or select No to print the check without the company/fund name and address (for pre-printed checks).
- **Number of Copies** - Select the number of copies to print when you select to print checks and overflow statements. This setting will determine the number of copies that print for checks and overflow statements.