Company Preferences

Library Master\Main\Company Maintenance

Print User Logon on Reports: Select this check box to print the user logon of the person generating a report or listing on all reports. Clear this check box if you do not want to print the user logon on each report.

Use Workstation Default Printer for STANDARD Report Setting: Select this check box to default to the workstation's default printer for the STANDARD report setting. Clear this check box to default to the last printer saved for the STANDARD report setting. If a printer was not saved for the STANDARD report setting, the default will be the workstation's default printer.

Use Workstation Default Printer for STANDARD Form Code: Select this check box to default to the workstation's default printer for the STANDARD form code. Clear this check box to default to the last printer saved for the STANDARD form code. If a printer was not saved for the STANDARD form code, the default will be the workstation's default printer.

Return City Names in All Caps: Select this check box to display the city name in all uppercase letters when a valid ZIP Code is entered. Clear this check box to display the city name in sentence case.

Display Inactive Customers in ALE Lookups: Select this check box to display inactive customers in ALE lookups. Clear this check box to exclude inactive customers from ALE lookups.
Note: They still show up in Customer/Vendor Maintenance, use lookup Wizard to create a custom lookup to exclude them.

Click the + graphic next to a module to see which windows will display inactive customers.
Accounts Payable
 • AP from AR Clearing Entry
Accounts Receivable
 • Cash Receipts Entry
 • Finance Charge Entry
 • Invoice Data Entry
 • Repetitive Invoice Entry
Sales Order
 • Invoice Data Entry
 • Sales Order Entry

Prompt for Accounting Date: Select this check box to allow the system to prompt users for the accounting date each time a different module is accessed for that session. Clear this check box if you do not want the system to prompt users for the accounting date.

Auto Set Accounting Date from System Date: Select this check box to automatically set the accounting date for all modules from the workstation's system date. Clear this check box if you do not want to automatically set the accounting date for all modules from the workstation's system date. This check box is available only if the Prompt for Accounting Date check box is cleared.

Restrict Accounting Date to Current and One Future Period: Select this check box to restrict the accounting date to the current and one future period. Clear this check box if you do not want to restrict the accounting date to the current and one future period. **This option only applies to the Accounts Payable, Accounts Receivable, Inventory Management, Job Cost, Purchase Order, Return Merchandise Authorization, and Sales Order modules.** A warning appears if you attempt to select an accounting date that falls outside the current and one future period for the active module.
Note: If users are set up, you must verify the security setup of the users to restrict the accounting date.

Enable Company-Specific Background Color: Select this check box to allow the selection of a background color for company-specific windows for the currently selected company. Clear this check box if you do not want to allow the ability to select a background color. If you clear this check box after selecting a background color, the background color will be reset to the default color.

User Preferences

Library Master\Main\User Maintenance

Automatic Logoff: Select this check box to log off a user automatically after the number of minutes entered in the Automatic Logoff Delay in Minutes field has elapsed with no activity. Clear this check box if you do not want to log off a user automatically.

Implied Decimal Point: Select this check box to use an implied decimal point when entering numeric values. The system adds the decimal point automatically when you enter numeric values (for example, 123 = 1.23). Clear this check box if you do not want to use an implied decimal point (for example, 123 = 123.00).

[ENTER] Key Like [TAB] Key for Grid: Select this check box to allow the ENTER key to function like the TAB key within grids. If this check box is selected, the ENTER key advances to the next field in the grid. Clear this check box if you want the ENTER key to advance to the next line within the grid.

Display Reduction Amounts in Red: Select this check box to display amounts that reduce the balance in red text. Clear this check box if you do not want to display amounts that reduce the balance in red text.

Partial Lookup Default: Select the method to display data when performing a partial lookup at a field.

- Select Begins with to display only records with matching criteria. For example, if "B" is entered as the partial lookup, only records that start with "B" appear.

- Select Greater than to display all records that start with the selected criteria. For example, if "B" is entered as the partial lookup, all records that start with "B" and greater than "B" appear.

Default Report Preview Zoom: Enter the default zoom setting to preview reports, forms, and listings. You can type a value between 25 and 400 percent, or select a zoom setting from the list.

- Select Page Width to display the entire width of the report page in the Report Preview window.
- Select Whole Page to display the whole page of the report in the Report Preview window.

Note: Reports, forms, and listings will preview at the zoom setting for the selected user in all modules except Job Cost, Material Requirements Planning, Payroll, TimeCard, and Work Order.

Role Preferences

Library Master\Main\Role Maintenance