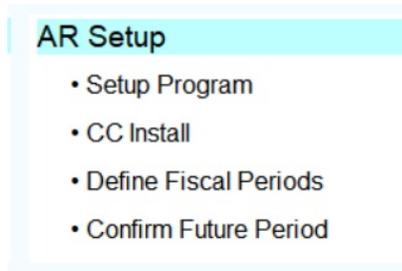# AR Setup
AR, AR Setup

There are two installation setup menu options that are

AR Setup
AR Setup, Setup Program

The AR Setup program will be run during the initial installation. The company name and address is used in the header of many reports, including the Sales Invoice and AR Statements. If your company changes their address, you can update these fields here.

Please contact Customer Support if you have any questions on the values for the other fields.

```
Company Name                            Petro-Data Inc.
Company Address 1                       DBA Petro Data
Company Address 2                       11503 Jones Maltsberger
City, State Zip                         San Antonio, Tx 78247
Telephone Number                        210-545-4774
Fax Number              210-550-2037         Annual FinChg Percent    6.00
Email/Other                             petrodat@satx.rr.com
Federal Id No.                          1-75000000
Are you linked to General Ledger?       Y
File name for laser statement form ARSTAPET       Laser Copies   1
Cardlock in C Stores?                   N
Use city ids for freight/taxes?         Y
Use customer draft notices?             Y
Customer number type? (Alpha/Num)       A
Age on: D=Due Date    I=Inv Date        D
Default aging periods in days:          Per 1  30 Per 2  60 Per 3  90 Per 4 120
File names for Draft & Collection Notice      ARDRFVAL   ARCOLREG
Next Numeric Customer            1
Is everything OK? (Y/N)                 |
```

Federal Id No.
Enter your Federal ID number. In Florida, this number must be on all invoices. You may leave it blank if you are not in Florida.

Are you linked to General Ledger?

Enter Y if you are using the General Ledger.

File name for laser statements

Enter the report name for the laser form statement. This is provided by Petro-Data.

Cardlock in C Stores?

Enter **Y** only if you are using the Retail Accounting Package in this company and there are cardlock pumps pumping fuel from the C-Store tanks.

Use city ids for freight/taxes?

If you are calculating freight in the BOL module and are using City ID codes for the freight rates, enter Y.

Use customer draft notices?

Enter Y if you will draft your customer and send draft them notices of these drafts.

Customer number type? (Alpha/Num)

Enter A if your customer numbers are alphabetic (PETDAT, AAATRU, etc).
Enter N if your customer numbers are numeric (1000, 1005, etc.).

Age on: D=Due Date I=Inv Date

Enter D if you want your customer aging reports to age invoices based on the Due Date.
Enter I if you want the aging reports to age invoices based on the Invoice Date.

Default aging periods in days:

The standard aging periods are 30, 60, 90 days. If you want your aging reports to age based on different periods, enter them here. You may also override them on a report-by-report basis.

File name for Draft and Collection statements

Enter the report names for these two reports. These are provided by Petro-Data.

Next numeric customer

If you define your customer ID as numeric, you can assign the next number to be used in Customer Setup.

Credit Card Install

AR Setup, CC Install

The Credit Card Setup program will be run during the initial installation. More information is detailed in the Credit Card section of this menu.

Define Fiscal Periods

AR Setup, Define Fiscal Periods

In this setup, you define the fiscal reporting year for your company. The year is defined by company.   This table tracks the current period for each module. Each time you close a module, the current period is marked closed and the next period is marked as 'Current'.   Every year, you must create the new fiscal year. This should be done immediately after you close your final period for the year in any of the modules.

The dates for each period are checked when GL transactions are updated from the GL link files into the General Ledger. Transactions that are outside of these dates are displayed. For more information about this part of the feature, see the documentation for General Ledger Link Programs, Update General Ledger with Link Files.

Company Number

    The Company Number is usually the number on the Company Selection Menu.

GL Number

    This is the GL company number that was defined in the installation of the General Ledger module.

Fiscal Year

    The Fiscal Year is the year that the current fiscal year.

First Month of Year

First Month is the first month of your fiscal year. If your company is January - December, the first month will always be 1. If not, enter the month your fiscal year begins. For example, this may be 4 for April or 9 for September, etc..

Last Period Closed

When you create a new year, the Last Period Closed should be blank. As each period is closed, the system will update this field.   This field is updated when you close Inventory, AR or AP. It is not the last time General Ledger was closed.

Function Buttons:

New   Add a new fiscal year

Delete   Delete the fiscal year definition currently displayed.

Confirm Future Period
AR Setup, Conform Future Period

There is a special option in Petro-Data that allows you to post data to a future month even though the current month is not closed. The system tracks the current fiscal year and month.

As you post data, it will compare the month being posted to the current. The system will determine if the data being posted belongs to a Future month or if it's Current month. The system will determine month based on your batch number. On this screen, you define the position that signifies the month. For example:

      Batch 20180501   Period number starts in position 5
      Batch 18050101   Period number starts in position 3

If required, you can manually update the Current AR month.

```
Company Number (menu)  1                    Petro-Data Inc.

Current Fiscal Year  2019

Current AR Month  04

Enter digit position for month in your AR batch number  5
(Example:  Batch number 20050901 would be pos 5, the pos for 09=Sept)

Everything OK? (Y/N/Q)  |
```