



BOOK SETTINGS

Book Settings affect the particular book in the Bookkeeping application.

1. **General Settings**
2. **Account Settings**
3. **Email Settings**
4. **Backup Settings**
5. **Import Settings**
6. **WiFi Print Settings**
7. **Payment Terms Settings**
8. **Report Settings**
9. **Report Wording Settings**
10. **Report Title Settings**
11. **Unit Prices Settings**
12. **Receipt Settings**
13. **Payment Settings**
14. **Refund Settings**
15. **Invoice Settings**
16. **Quotation Settings**
17. **Purchase Order Settings**
18. **Request for Quotation Settings**
19. **Share Portfolio Settings**
20. **BAI2 Settings**
21. **Alert Settings**
22. **Sales Tax Code Settings**

GENERAL SETTINGS

Setting	Purpose
Show Sale Part Number	
Show Purchase Part Number	
Use Customers	whether to use the customers module
Use Suppliers	whether to use the suppliers module
Use Quotes	whether to use the quotes module
Use RFQs	whether to use the RFQs module
Use Sales	whether to use the sales module
Use Purchases	whether to use the purchases module
Use Recurring Sales	whether the use the recurring sales facility
Use Recurring Purchases	whether to use the recurring purchases facility
Use Employees	whether to use the employees module
Use Products and Services	whether to use the products and services module
Use Shares	whether to use the shares module
Use Jobs	whether to use the jobs module
Use Budget	whether to use the budget module
Use Notes	whether to use the notes facility

ACCOUNT SETTINGS

Setting	Purpose
Number Range	Whether to use 4-digit account numbers or 5-digit account numbers
Asset Base Number	Which account number prefix to use for assets. The default is '1'.
Liability Base Number	Which account number prefix to use for liabilities. The default is '2'.
Equity Base Number	Which account number prefix to use for equity accounts. The default is '3'.
Revenue Base Number	Which account number prefix to use for revenue accounts. The default is '4'.
COGS Base Number	Which account number prefix to use for cost of sale accounts. The default is '5'.
Expense Base Number	Which account number prefix to use for expense accounts. The default is '6'.
Lock All Account Defaults	Whether all account defaults are locked from being changed.
Clear All Account Defaults	Whether to clear the default values from all accounts.
Current Balance Shows Zeros	Whether to show accounts with zero balance on the current balance screen.
Current P&L Shows Zeros	Whether to show accounts with zero balance on the current P&L screen.
Filter By Department	Whether to filter selection lists by the assigned department to only show entries relevant to the department.

EMAIL SETTINGS

Setting	Purpose
Email	The email address to use when sending emails

BACKUP SETTINGS

Setting	Purpose
Use Dropbox	Whether to use Dropbox for backups
Dropbox Path	The path on Dropbox where backup files are stored
Use MobileMe	Whether to use MobileMe for backups
Use WebDav	Whether to use WebDav for backups
WebDav Mode	Whether to use HTTP or HTTPS for WebDav access
WebDav Host	The host name and port number of the WebDAV server
WebDav Path	The path on the WebDAV server where backups are stored
WebDav User	The WebDAV user name
WebDav Pass	The WebDAV password

IMPORT SETTINGS

Setting	Purpose
Use Dropbox	Whether to use Dropbox for import and export
Dropbox Path	The path on Dropbox where import files are stored
Use MobileMe	Whether to use MobileMe for import and export
Use WebDav	Whether to use WebDav for import and export
WebDav Mode	Whether to use HTTP or HTTPS for WebDav access
WebDav Host	The host name and port number of the WebDAV server
WebDav Path	The path on the WebDAV server where import files are stored
WebDav User	The WebDAV user name
WebDav Pass	The WebDAV password

WiFi PRINT SETTINGS

Setting	Purpose
Print Using AirPrint	Whether to print using AirPrint
Print Using WePrint	Whether to print using WePrint
WiFi Print Enabled	Whether to print using the proprietary WiFi Print facility
WiFi Mode	Whether to use HTTP or HTTPS for WiFi print
WiFi Host	The WiFi host name and port number
WiFi Path	The path on the WiFi server for printing
WiFi User	The WiFi server user name
WiFi Pass	The WiFi server password

PAYMENT TERMS SETTINGS

Setting	Purpose
Days Title	The title to use for payment terms in days
Weeks Title	The title to use for payment terms in weeks
Bi-Weekly Title	The title to use for payment terms in fortnights (bi-weekly)
Monthly Title	The title to use for payment terms in months
Quarterly Title	The title to use for payment terms in quarter years
Years Title	The title to use for payment terms in years
Week Days Title	The title to use for payment terms in week days
Business Days Title	The title to use for payment terms in business days
Days After EOM Title	The title to use for payment terms of days after end of month

REPORT SETTINGS

Setting	Purpose
Page Size	Set the page size for reports. Values are A4, A5, Letter, Legal, Junior Legal
Report Font	The report font to use if using the old proprietary PDF engine. Values are Courier, Times, Helvetica, Times New Roman, Arial
Report Font Encoding	The report font encoding to use if using the old proprietary PDF engine. Values are No Encoding, Cyrillic
Base Font Size	The base font size in 72nds of an inch to use for reports. The values are 6,7,8,9,10,11,12,13,14,15,16
Logo Box Height	The height of the area assigned for the logo on invoices etc. The default is 105
Logo Box Width Ratio	The ratio of the logo box to the entire page width. The default is 50
Header Title Width Ratio	The ratio of the header title width to the entire page width. The default is 11
Header Value Width Ratio	The ratio of the header value width to the entire page width. The default value is 9
Show Currency	Whether to show currency symbols on reports
Report Date Format	The date format to use on reports
Show phone numbers	Whether to show client and supplier phone numbers on reports
Show reason on Aged reports	Whether to show the invoice reason on aged reports
Pad decimals on Inventory Activity Statement	Whether to zero pad decimal numbers on the product and services activity statement

REPORT WORDING SETTINGS

The settings in this section are the wording to use for various terms used on reports. For example, the wording for "Page". This allows you to set the wording that you want to use, including in your own language if required. Every term used on a report can be set here to the value you want to use.

REPORT TITLE SETTINGS

The settings in this section are used to set the title that you want to use for each report.

UNIT PRICES SETTINGS

Setting	Purpose
Extended Precision	Set the number of decimal places of extra precision in unit prices. Values are +0, +1, +2, +3, +4 decimal places. Default is +0.

RECEIPT SETTINGS

Setting	Purpose
Title Font Size	Set the font size for the receipt title. Default value is 14/72. Values are 8/72, 10/72, 12/72, 14/72.
Receipt Title	The title for the receipt
Receipt Number Title	The title for the receipt number
Receipt Date Title	The title for the receipt date
Total Receipt Title	The title for the receipt total

PAYMENT SETTINGS

Setting	Purpose
Title Font Size	Set the font size for the payment title. Default value is 14/72. Values are 8/72, 10/72, 12/72, 14/72.
Payment Title	The title for the payment
Payment Number Title	The title for the payment number
Payment Date Title	The title for the payment date
Total Payment Title	The title for the payment total

REFUND SETTINGS

Setting	Purpose
Title Font Size	Set the font size for the refund title. Default value is 14/72. Values are 8/72, 10/72, 12/72, 14/72.
Refund Title	The title for the refund
Refund Number Title	The title for the refund number
Refund Date Title	The title for the refund date
Total Refund Title	The title for the refund total

INVOICE SETTINGS

Setting	Purpose
Invoice Comment Placement	Determine whether invoice comments are placed on the left, right, or middle of the invoice. The default is middle.
Compact Address Format	Determine which address format is used for the compact address format.
Invoice Page Size	Set the paper size for invoices. Default is A4. Values are A4, A5, Letter, Legal, Junior Legal
Invoice Report Font	The font to use for invoices when using the old proprietary PDF engine.
Report Font Encoding	The font encoding to use on invoices when using the old proprietary PDF engine.
Base Font Size	The base font size for invoices. All other font sizes are calculated based on the base font size. The default is 10/72 inch.
Title Font Size	The font size for the title on the invoice. The default is 14/72.
Payment Details Columns	Set the number of payment details columns to use on the invoice. The default is 2 columns.
Payment Details	Determine whether payment details are printed on all pages, the first page, or last page.
Item Date Width	Set the relative width of the invoice date field. The default is 14.
Part Number Width	Set the relative width of the part number field. The default is 14.
Price Width	Set the relative width of the price field. The default is 8.
Quantity Width	Set the relative width of the quantity field. The default is 7.
UOM Width	Set the relative width of the uom field. The default is 6.
Value Width	Set the relative width of the value field. The default is 12.
Invoice Title	Set the invoice title. The default is TAX INVOICE.
Adjustment Title	Set the adjustment title. The default is ADJUSTMENT NOTE.
Statement Title	Set the statement title. The default is STATEMENT.
Packing List Title	Set the packing list title. The default is Packing List.
Invoice Number Title	Set the invoice number title
Adjustment Number Title	Set the adjustment number title
Parent Invoice Title	Set the related invoice number title
Business Number Title	Set the business number title
Sale Date Title	Set the sale date title
Shipment Date Title	Set the shipment date title
Adjustment Date Title	Set the adjustment date title
Due Date Title	Set the due date title
Statement Date Title	Set the statement date title
Bill To Title	Set the bill to title
Ship To Title	Set the ship to title
Invoice Reason Title	Set the invoice reason title
Adjustment Reason Title	Set the adjustment reason title
Tax Info Title	Set the tax information title
Tax Total Title	Set the tax total title

Part Number Title	Set the part number title
Description Title	Set the description title
Price Title	Set the price title
Quantity Title	Set the quantity title
Item Date Title	Set the item date title
U/M Title	Set the unit of measure title
Value Title	Set the value title
Value Inclusive Title	Set the value including tax title
Reference Title	Set the reference title
Page Title	Set the page number title
Telephone Title	Set the telephone number title
Fax Title	Set the fax number title
Email Title	Set the email address title
Terms Title	Set the payment terms title
Total Value Title	Set the total value title
Total Freight Title	Set the total freight title
Discount Title	Set the discount title
Total Cost Title	Set the total cost title
Total Due Title	Set the total balance due title
Total Adjustment Title	Set the total adjustment title
Total Applied Title	Set the total applied title
Balance Due Title	Set the balance due title
How To Pay Title	Set the how to pay title
Other Payment Details	Set the other payment details title
Payment Details Credit Card	Set the credit card payment details title
Payment Details Direct Deposit	Set the direct deposit payment details title
Payment Details Mail	Set the mail payment details title
Show Logo	Set whether to show the company logo on invoices
Company Details Top Left	Set whether to show the company details at the top left of the invoice
Company Details Address	Set whether to show the full company address or a compact company address. Default is full.
Company Details Bottom Center	Set whether to show the company details at the bottom of the page
Auto Show Invoice Fields	Set whether to automatically show/hide invoice columns based on whether information exists in the column
Show Part Number	Set whether to show the part number column
Show Item Date	Set whether to show the item date column
Show Description	Set whether to show the item description column
Show Price	Set whether to show the unit price column

Show Quantity	Set whether to show the quantity column
Show Unit of Measure	Set whether to show the unit of measure column
Show Value	Set whether to show the value column
Show Currency	Set whether to show the currency on the invoices
Show Local Currency	Set whether to show the local currency on the invoices
Show Tax Indicator	Set whether to show the tax indicator column
Show Tax In Total	Set whether to show tax in the total on invoice line items
Show Tax Components	Set whether to show all tax components on the invoice
Show Components Percent	Set whether to show the tax component percentage rate on the invoice
Show Terms	Set whether to show payment terms on the invoice
Show Freight	Set whether to show freight separately on the invoice
Show Balance	Set whether to show the balance due on the invoice
Show Discount	Set whether to show the discount on the invoice
Show Symbol	Set whether to show the currency symbols on the invoice
Show Business Number	Set whether to show the business number on the invoice
Show Run Date	Set whether to show the invoice generation date on the invoice
Show Details Other	Set whether to show the payment details other section
Show Details Credit Card	Set whether to show the payment details credit card section
Show Details Direct Deposit	Set whether to show the payment details direct deposit section
Show Details Mail	Set whether to show the payment details mail section
Show Ship To	Set whether to show the ship to on the invoice
Show Due Date	Set whether to show the due date
Show Invoice Reason	Set whether to show the invoice reason
Show Employee Comments	Set whether to show the employee comments
Show Adjustment Reason	Set whether to show the adjustment reason

QUOTATION SETTINGS

Quote settings are the same as invoice settings however they apply to quotes instead of invoices.

PURCHASE ORDER SETTINGS

Purchase order settings are the same as invoice settings however they apply to purchase orders instead of invoices.

REQUEST FOR QUOTATION SETTINGS

The Request for Quotation settings are the same as invoice settings however they apply to RFQs instead of invoices.

SHARE PORTFOLIO SETTINGS

Setting	Purpose
Retain Share History	Whether to retain share purchase and sale related history when cleaning up a book. Default is yes.
Price Feed Source	Whether to use Yahoo or a proprietary feed for the source of price information. Default is Yahoo

BAI2 SETTINGS

Setting	Purpose
Debit Type Codes (space separated)	A space separated list of BAI2 debit codes. Default is 699.
Credit Type Codes (space separated)	A space separated list of BAI2 credit codes. Default is 399.

ALERT SETTINGS

Setting	Purpose
Unshipped Sales Alerts	Whether to raise alerts for unshipped sales. Default is no.
Unreceived Purchases Alerts	Whether to raise alerts for received purchases. Default is no.

SALES TAX CODE SETTINGS

Setting	Purpose
Bucket Rounding	The rounding mode for buckets when calculating tax bucket totals. Default is none. Values are None, Half Up, Half Down, Always Up, Always Down
Bucket Calcs (comma separated)	A comma separated list of bucket calculations. This is used to calculate buckets based on the values in other buckets.
Bucket Order (comma separated)	A comma separated list of bucket names in the order that they should be reported.