

PRELIMINARY ANALYSIS AND CONFIGURATION RELATED TO ACCOUNTS RECEIVABLE

June 06, 2024 version

Block AR01

As is the case for supplier accounts, the general settings that apply to customer accounts must be defined in **maestro***. These must first be completed before creating customers in the software and billing them. The configurations linked to customer accounts, also called accounts receivable (AR), consist of entering the general ledger accounts to be used by default, as well as entering all information regarding the application of deductions and discounts. The lien management and discharge forms to use can be defined, as well as specifications concerning the credit limit to apply, etc.

The parameters to be completed in the customer account configurations consist of global configurations that determine **maestro***'s default behaviour. Specifications can be made for each customer in their own individual configurations. Although most of the fields and sections of the accounts receivable configuration options are presented in this document, some parameters will not be explained in many details; either they will be covered in a later course, or the parameter does not apply to the context or the business reality of most clients. In addition, contractual billing configurations will not be discussed in this document - these configurations will be explained in the class on this billing mode [FACTCON01](#).

PREREQUISITES

- [General Ledger](#)
- [Projects](#)
- Security Management
- [Document Management](#) (Optional)
- [Contact Management](#) (Optional)
- [Catalogue](#) (Optional)

SUMMARY

- [Complete the **Invoicing** Module's General Settings Linked to the Use of Customer Accounts in **maestro***](#)
 - [Complete the Settings in the **General** Option](#)
 - [Complete the Settings in the **Forms** Option](#)
 - [Complete the Settings in the **Statement of Accounts** Option](#)
 - [Complete the Settings in the **Client** Option](#)
 - [Complete the Settings in the **Sale** Option](#)
 - [Complete the Settings in the **Project Receivables** Option](#)
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Complete the Invoicing Module's General Settings Linked to the Use of Customer Accounts in **maestro***

TO VALIDATE

TO COMPLETE

The general settings of the **Invoicing** option (also called the customer account's **Configurations**) are divided in ten (10) options. The first six (6) must generally be completed by the majority of **maestro*** users.



maestro* > Invoicing > Maintenance > Invoicing > **Configuration**



Online Help (FI) - [Configuration](#)

Complete the Settings in the General Tab

The **General** option mainly allows to identify the general ledger accounts and calculate pending holdbacks.

1. In the **Configuration** window, first complete the fields of the **General** option by clicking on the latter, in the left-most section of the window.
2. Fill in the parameters in the right section of the window, with the help of the explanation given in the following tables.

Configuration

File View Tools

Billing

- General
- Forms
- Statement of Account
- Customer
- Sale
- Project Receivables
- Point of Sale
- W/O Billing
- Customer Order
- CRM

Billing - General

Bank Account: 10201 Standard Accounts Receivable: 11000

Discounts on Sales: 41200 Discounts on Receipts: 41200

Holdback on Sales: 11101 Customer Advance: 10101

Interest Income Account: 44200 Default Revenue Group: 2

Cost of Sales Account: Cost of Sales Group: 2

Invoice Status: 1 Do not automatically balance taxes: ☒

Invoice Printing Order: Customer Code Acceptable Profit %: 0.00

Holdback Calculation Method

Billing and Contractual Billing Standard-Tax Deferred Holdback

Release Holdback ('Standard' Method)

Revenue Activity: 13231

Invoicing Group: 2


Line 1 Description: 11101 Fr



Line 2 Description: Fr



Cash Receipts by Invoice

Tolerance Amount: 0.00 Discount Account:

Post Overpayment exceeding Tolerance Amount to A/R: ☐

If a  follows the name of a field, the field can/must be completed at this stage of the implementation process. The usefulness and more information about the other fields will be shared with you throughout the course, according to the impact they have on the modules and options.

Field	Description
Bank Account 	<p>Bank account used by default when entering receipts.</p> <p>NOTES: It is possible to have multiple bank accounts. However, it is necessary to enter a default account, preferably the most used account.</p> <p>This account is linked to the one entered in the Configuration - Accounting option. It must be completed if an account has been identified for the Accounting module. If changes are made to this account, it will automatically be changed in the accounting's configurations.</p>
Standard Accounts Receivable 	<p>General ledger account for customer accounts, used by default in all invoices.</p> <p>NOTES: The standard AR account will have to be previously associated to a sales department, in the Define Sales Department option (as explained in the AR02 course content).</p> <p>Indeed, all AR accounts must be identified in the Define Sales Department option (there can be one or more, depending on the needs of the company, i.e. if other currencies are used or if there are more than one type of sale). Some specialized modules can use a customer account different than the standard customer account (for example, account 1200). Finally, it's also in this option that sale forms (or invoice templates), to use according to the AR account and/or the sales department, can be selected.</p> <p>The standard AR account is linked to the one identified in the Configuration - Accounting option. If this account is changed, it will also be automatically changed in the accounting configurations.</p> <p>Except if a project was created especially for interests and identified in the Interest Project field, of the Interest Accounting section (in the General Settings of the Invoicing module, Customer tab), and no AR account was identified in the Accounts Receivable field of the General Ledger Accounts sub-tab (in the Project Desc tab of the Project Management option for the said project interest), the interests to be received will be accounted for in this Standard Accounts Receivable.</p>

Field	Description
Discounts on Sales 	<p>General ledger account where all sale discounts are recorded¹.</p> <p><i>NOTES: Some specialized modules, such as service management, can use a discount account different than this one.</i></p> <p><i>This account is the one entered in the Configuration - Accounting option. It is completed if an account has been entered in accounting. If changes are made to this account, it will automatically be modified in the accounting configurations.</i></p> <p><i>Separate general ledger accounts can be identified to record these discounts, though some companies choose to pair them all in a single account.</i></p>
Discounts on Receipts 	General ledger account used to record all discounts given to customers when cashing in receipts ² .

¹Two types of discounts can be set in **maestro*** and given to customers: a discount on the sale or a discount on the receipts.





In **maestro***, a discount on sale can be set in the **Customer Discounts Table**. The latter allows to automatically manage, when placing an order or making a sale, the discounts given to the customer for a product, a product type, a client type, or for a specific purchase order. This option is very flexible and the discount can be applied through a rate, an amount, for a defined perio, and/or under specific conditions (for example, a minimum purchase or use of x number of units may be required). In sum, discounts applied in the **Enter a Sale** option make up discounts on sale.



Discounts on receipts, also called payment discounts, are linked to the payment of the invoice. Contrary to the popular notion of payment discounts, which refers to discounts granted under payment terms, **maestro***'s discount on receipts applied to all of a supplier's payments, and regardless of the payment date. It is specific to each customer and set up in the **Customer Management** option (in the **Discount Rate** field of the **Other** sub-tab, under the **Main Fields** tab). That way, a 2% discount rate given to a customer will systematically be applied when entering cash receipts in **maestro***, regardless of the payment date. The user will however be able to manually delete this discount if they so desire.

²Two types of discounts can be set in **maestro*** and given to customers: a discount on the sale or a discount on the receipts.

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Field	Description
	<p><i>NOTES: It is possible to use the same account as the sales discount if there is no need to separate the sales discounts from the receipt ones.</i></p> <p><i>This account is linked to the one entered in the Configuration - Accounting option. It is completed if an account was entered for the accounting. If changes are made to this account, it will automatically be modified in the accounting's configurations.</i></p>
Holdback on Sales 	<p>General ledger account where client warranty holdback on sales are recorded.</p> <p><i>NOTES: It is recommended to have an account different from the customer account.</i></p> <p><i>This account is linked to the one entered in the Configuration - Accounting option. It is completed if an account was entered for accounting. If changes are made to this account, it will automatically be modified in the accounting configurations. It is also in this last option that the Tax on Holdback, applicable to the standard holdback calculation method, needs to be entered.</i></p>
Customer Advance 	<p>General ledger account used to record deposits received by customers. These advances can be entered when entering receipts.</p> <p><i>NOTE: This account <u>must be different</u> than the customer accounts / accounts receivable. That's because accounts receivable are an asset of the company whereas customer advances are a liability - that is, an amount of money paid for services not rendered.</i></p> <p><i>This account is linked to the one entered in the Configuration - Accounting option. It is completed if an account was entered for accounting. If changes are made to that account, it will automatically be modified in the accounting configurations.</i></p>
Interest Income Account 	<p>General ledger account used to record interest income when entering receipts, i.e. the amount entered in the Interest Amount column of the Cash Receipts options in maestro*.</p>
Default Revenue Group 	<p>Default income group used when entering a sale.</p>
Cost of Sales Account	<p>General ledger expense account used to record the cost of sold merchandise.</p>

Field	Description
Cost of Sales Group	Expense group used when accounting for the cost of sold goods. <i>NOTE: The sales cost group must be specified in addition to the sales cost account to allow the display of costs in the financial statements generated by maestro* and based on the use of a PAG.</i>
Invoice Status	Status assigned to transferred invoices by default. <i>NOTE: It is possible to set the invoice status in the Receivable Invoice Status Codes Table (as explained in the AR03 course content).</i>
Do not automatically balance taxes 	Allows to determine whether tax needs to be calculated per line or on the whole invoice amount. <i>NOTES: This field is not checked by default, so taxes are calculated on the total invoice amount when it is saved. Therefore, if a discrepancy exists between the taxes calculated per line vs. taxes calculated on the whole invoice amount, maestro* automatically adjusts the tax of the last detail line so the tax sum of each line matches the amount calculated on the whole invoice.</i> <i>By checking this box, maestro* calculates the taxes per line and does not compare them to the taxes calculated on the whole invoice. This setting also allows to keep, if applicable, the modifications made to the taxes manually.</i> <i>This configuration affects the following sale entry options, as well as the work order reports accessible through the Enter Work Orders option:</i> <ul style="list-style-type: none"> • Enter a Sale • Lump Sum Billing • Progress Billing • Construction Management Billing • Cost Plus Invoicing • Holdback Invoicing • Work Order Review • Work Order Review (Billable Items Only) • Work ORder Approval Report
Invoice Printing Order 	Available values:


Field	Description
	<div>Customer Code Prints the invoices in customer order.</div> <div>Invoice No. Prints the invoices in number order.</div> <div>Entry Order Prints the invoices in transaction completion order.</div>
Acceptable Profit %	<p>Allows to enter an acceptable profit percentage on sales entered using the Enter a Sale option or on orders entered using the Customer Order option.</p> <p>NOTES: Maestro* validates the sale amount against the item costs (calculated from the average cost).</p> <p>For the user to be able to view the profit percentage of a sale, the The user can see the profitability of an order or a sale function must be activated in the Access Restrictions tab of the Security Management option.</p>

Holdback Calculation Method Section

Field	Description
Billing and Contractual Billing 	<p>Allows to indicate whether taxes have to be calculated on holdbacks.</p> <p>NOTE: Please refer to the explanations concerning holdbacks provided in Concept titled The Different Invoicing Methods in maestro*. Many impacts and configurations result from the value selected in this field.</p> <p>Available Values:</p> <div> <div>Without Tax</div> <div>No tax will be calculated on holdbacks. They will be calculated entirely based off the sale amount, at the time of the sale, without any regard for the holdbacks.</div> </div> <div> <div>With Tax</div> <div>Taxes applicable to the holdback amount will be calculated immediately (i.e. when the sale is entered) and recorded in a holdback tax account. When the holdback is due, these taxes will be reversed then charged to a tax receivable account.</div> </div>




Field	Description
	<p><i>Standard - Tax Deferred Holdback</i></p> <p>Taxes applicable to holdbacks will be calculated when the holdback invoicing will be performed in the Release Holdback option.</p> <p><i>NOTE: To ensure better management of the company's cash flow, as well as to facilitate accounting when holdbacks are released, the standard deduction calculation method is the one preferred by Maestro.</i></p> <p><i>Moreover, the value Yes must be selected in the Transfer of Holdbacks field (Contractual Billing > Configuration > General). Even if Yes is selected, as the holdback calculation method is Standard, taxes applicable to holdbacks are not calculated. These will be calculated when releasing holdbacks.</i></p>

Release Holdback ('Standard' Mode) Section

Field	Description
Revenue Activity	Activity used for holdback invoicing - this invoicing is performed in the Release Holdback option.
Invoicing Group	Group used in the invoicing of holdbacks.
Line 1 & 2 Description 	<p>Description displayed in the invoice produced by the release holdback.</p> <p><i>NOTE: It is possible to set up messages in both languages (English and French) - the user must simply click on the button to the complete right of the description.</i></p>

Cash Receipts by Invoice Section³

³For more information on the cash receipts by invoice, please read the document for course [AR03 - Customer Accounts 101](#).

Field	Description
Tolerance Amount 	<p>Limit of the tolerance amount between the value of the deposit and the receivable invoice.</p> <p><i>NOTES: If the payment of the invoice is greater than the invoice itself and the difference is within the tolerance limit, the excess will be deposited in the customer's advance account.</i></p> <p><i>If the invoice payment is less than what is due and the difference is within the tolerance limit, the difference will be posted to the discount account and the invoice will be fully paid.</i></p>
Discount Account 	General ledger account used to record payment discrepancies.
Post Overpayment exceeding Tolerance	Applies the overpayment amount exceeding the invoice's tolerance amount to obtain a credit balance if this box is checked.
Amount to A/R 	<i>NOTE: If this box is not checked, the overpayment exceeding the tolerance amount will be recorded in an advance account.</i>

3. Click on the **Save** icon.

Complete the Settings in the Forms Option

Create and/or select the invoice, lien, release, and order forms that will be used and indicate their recipient, if needed.

1. In the **Configuration** window, click on the **Forms** option, displayed on the left.
2. Create and/or select the desired form in the right portion of the window with the help of the explanations given in the following table. These can be standard forms, which are provided in **maestro***, or custom forms, which are created and/or adapted specifically to meet the needs of the company.

Configuration

File View Tools

Billing

- General
- Forms**
- Statement of Account
- Customer
- Sale
- Project Receivables
- Point of Sale
- W/O Billing
- Customer Order
- CRM

Billing - Forms

Statement of Account: MAETATV2.STD - Statement of Account

Lien: Default

Send Customer ☐ Send Owner ☐ Send Entrepreneur ☐

Release: Default

Send Customer ☐ Send Owner ☐ Send Entrepreneur ☐

Delivery Preparation: Default

Customer Order: CCBONV2.STD - Print Customer Orders

Rental Order: Default

Quotation Request: Default


Delivery Slip: Default


Invoice from a Customer Order: EBI - EBI

CRM - Call: Default

CRM - Email: Default

Holdback Invoicing: FACTTM.SM - FACTTM.SM

Field	Description
Statement of Account 	Form used be default when printing a Statement of Account .
Lien	The selection of a lien form will be explained in the AR03 course. Please refer to that document if needed.

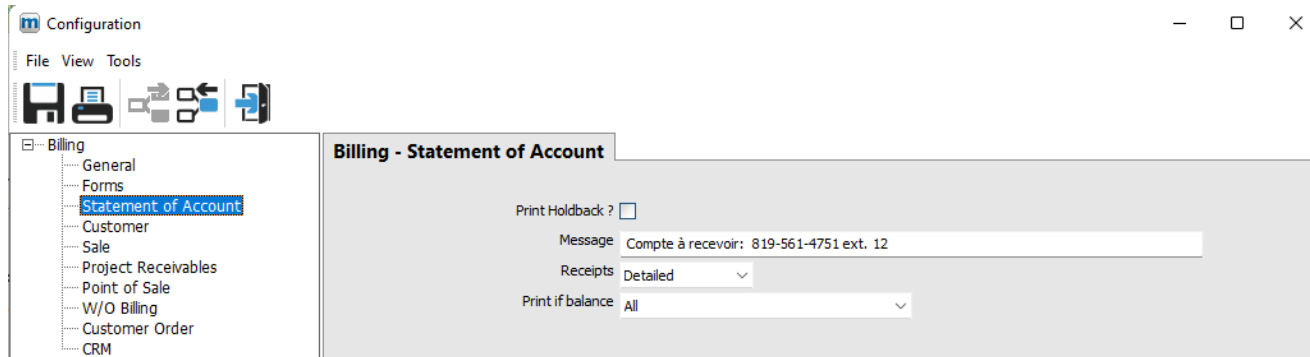
Field	Description
Release	The selection and identification of these two forms will be explained in the AR05 course. Please refer to that document if needed.
Delivery Preparation	
Customer Order	The selection and identification of this section's forms will be explained in the APP07 course. Please refer to that document if needed.
Rental Order	
Quotation Request	
Delivery Slip	
Invoice from a Customer Order	
CRM – Call	
CRM – Email	
Holdback Invoicing 	Form used by default when printing a holdback invoice in the Release Holdback option.

3. Click on the **Save** icon.

Complete the Settings in the Statement of Accounts Option

The **Statement of Account** tab allows to specify some of the default parameters applied to statement of accounts made in **maestro***.

1. Still in the **Configuration** window, complete the fields in the **Statement of Account** option, by clicking on it in the left-most part of the window.
2. Complete the settings in the right portion of the window with the help of the explanations given in the table below.



Field	Description				
Print Holdback?	Allows to display holdbacks on statement of accounts if the box is checked.				
Message	Allows to enter a message to print on the statement of accounts. <i>NOTE: This field is limited to 60 characters and must be set up on the form to be printed.</i>				
Receipts	Allows to print cash receipts, either in detail or a summary, on the statement of accounts. In summary mode, maestro* displays a total of the cash receipts for the month.				
Print if balance	Allows to print the statement of account according to the selected condition. Available values: <table> <tr> <td><i>O-All</i></td><td>Prints all statements of account, whatever their balance.</td></tr> <tr> <td><i>N-All without Zero balance</i></td><td>Prints all statements of account with a balance other than 0.</td></tr> </table>	<i>O-All</i>	Prints all statements of account, whatever their balance.	<i>N-All without Zero balance</i>	Prints all statements of account with a balance other than 0.
<i>O-All</i>	Prints all statements of account, whatever their balance.				
<i>N-All without Zero balance</i>	Prints all statements of account with a balance other than 0.				

Field	Description
	<div>G-Positive only</div> <div>Prints the statements of account with a positive balance only.</div>
	<div>S-Negative only</div> <div>Prints the statements of account with a negative balance only (credit).</div>

- Click on the **Save** icon.

Complete the Settings in the Client Option

The **Customer** tab is mainly dedicated to the management of default parameters related to customer credit management.

- In the **Configuration** window, complete the fields in the **Customer** option by clicking on it in the left-most part of the window.
- Complete the settings in the right portion of the window with the help of the explanations given in the table below.

The screenshot shows the 'Configuration' window with the 'Billing - Customer' tab selected. The left sidebar lists the following options: General, Forms, Statement of Account, **Customer**, Sale, Project Receivables, Point of Sale, W/O Billing, Customer Order, and CRM. The main configuration area includes:

- Credit Limit Management:** None (dropdown), Discount Calculation Method: Without tax (dropdown).
- Credit Terms:** (empty text field).
- Due Date Calculation:** Always when the invoice date, accounting date or credit terms are changed. (dropdown).
- List Code:** (empty text field).
- Generate Customer Numbers:**
 - Generate Customer Numbers: ☐
 - Counter: 0 (text field)
 - Format: (empty text field)
- Credit Validation:**
 - Credit Limit Validation:**
 - Delay in Days: 0 (text field)
 - Credit Limit %: 0,00 (text field)
 - Minimum Balance: 0,00 (text field)
 - Authorized Payment Delay Validation:**
 - Number of days: 0 (text field)
 - Blocking Status: Warning (dropdown)
 - Reason for Blocking: (empty text field)
- Interest Accounting:**
 - Interest Project: (empty text field)
 - Interest Activity: (empty text field)
 - Interest Group: (empty text field)
 - Line 1 Description: (empty text field)
 - Line 2 Description: (empty text field)



Note concerning customer credit management

As explained in the [How-To - Managing Customer Credit](#), **maestro*** allows to ensure that customers do not exceed their credit limit and/or that the collection of invoices is carried out on time by providing companies with two methods of credit management:

Method 1 - Automatic validation of a customer's credit based on a credit limit;

With this method, the user is only informed of the customer exceeding their credit limit when they enter or try to transfer a sale. The customer is still **ACTIVE**, so it is possible to enter other types of transactions in **maestro*** for that customer.

Method 2 - Using the Credit Validation option to block, or not, a customer.






This method allows more leeway since it allows a user to block or not a customer according to the credit limit **OR** the authorized payment period. Blocking a customer is done manually through the Credit Validation option ([AR02](#)) and must be done regularly. Depending on the settings, a customer can be completely blocked or a warning message can be displayed when selecting said-customer. As soon as a customer is blocked, it is impossible to enter a new transaction for that customer. As soon as the customer code is entered, the user is informed of the customer's status and of the reason why that customer was blocked.

The settings specific to the **Customer** tab in the **Configuration** option of the **Invoicing** module therefore relate to the use of one or both of the customer credit management methods.



If a functionality made to manage the credit limit of customers is used, an amount must be entered in the **Credit Limit** field of the **Customer Management** option for each customer. For more information, please refer to the [How-To - Managing Customer Credit](#).

Field	Description								
Credit Limit Management 	<p>Specifies the verification mode to apply to customer transactions (method I of the customer credit validation, previously explained).</p> <p>Available values:</p> <table><tr><td><i>None</i></td><td>No verification is performed by maestro*.</td></tr><tr><td><i>Transfer</i></td><td>Notifies when a sale is transferred to the general ledger if the credit limit is exceeded. The transfer is still accepted.</td></tr><tr><td><i>Sale</i></td><td>Notifies when the sale is validated if the credit limit is exceeded. Maestro* adds that amount to the customer's current balance to perform its verification. Maestro* refuses the transaction if the amount exceeds what is allowed upon saving.</td></tr><tr><td><i>Sale - Validate Only</i></td><td>Validates the customer's credit limit at the moment of the sale. Maestro* displays a warning if the credit limit is exceeded, but no blocking action is triggered.</td></tr></table>	<i>None</i>	No verification is performed by maestro* .	<i>Transfer</i>	Notifies when a sale is transferred to the general ledger if the credit limit is exceeded. The transfer is still accepted.	<i>Sale</i>	Notifies when the sale is validated if the credit limit is exceeded. Maestro* adds that amount to the customer's current balance to perform its verification. Maestro* refuses the transaction if the amount exceeds what is allowed upon saving.	<i>Sale - Validate Only</i>	Validates the customer's credit limit at the moment of the sale. Maestro* displays a warning if the credit limit is exceeded, but no blocking action is triggered.
<i>None</i>	No verification is performed by maestro* .								
<i>Transfer</i>	Notifies when a sale is transferred to the general ledger if the credit limit is exceeded. The transfer is still accepted.								
<i>Sale</i>	Notifies when the sale is validated if the credit limit is exceeded. Maestro* adds that amount to the customer's current balance to perform its verification. Maestro* refuses the transaction if the amount exceeds what is allowed upon saving.								
<i>Sale - Validate Only</i>	Validates the customer's credit limit at the moment of the sale. Maestro* displays a warning if the credit limit is exceeded, but no blocking action is triggered.								

Field	Description
	<p>NOTE: Credit limits can be specified by default in the Credit Validation section below, or by customer in the Customer Management option. Actually, the credit limits identified in the Customer Management option prevail.</p> <p>Afterwards, the Credit Validation, Block a Customer, and Unblock a Customer options allow actions to be carried out that are necessary to the continuation of activities - see the content for course AR02.</p>
Discount Calculation Method 	<p>Allows to indicate what tax must be calculated on discounts granted to customers when collecting the cash receipts.</p> <p>There are four discount calculation methods: With Tax, Without G.S.T., Without P.S.T., and Without Tax.</p>
Credit Terms	<p>Credit code issued by the Credit Terms Management option (course AR02) and corresponding to the default payment terms of a sale.</p> <p>NOTE: If applicable, the code entered ensures that a predetermined number of days is indicated to maestro* for the payment of customer invoices and that the due date is determined upon the entry of a customer invoice in accordance to the real date.</p> <p>Credit conditions can also be associated to customers in the Customer Management option and be used as the default value in the various invoice entry options. If no condition is associated to the customer, the invoice date will be used as the due date.</p>
Due Date Calculation 	<p>Allows to indicate the calculation method for the invoice's due date.</p> <p>It can only be calculated Only when the due date is blank when saving, or can be recalculated Always when the invoice date, accounting date, or credit terms are changed. It is also possible to receive a confirmation message for each modification by choosing the Confirm when the invoice date, accounting date, or credit terms are changed option.</p>
List Code	Default price list code, if applicable, issued by the Maintain Price Lists option.

Generate Customer Numbers Section

For those who wish to do so, **maestro*** has a functionality that systematically assigns a number (or code) to all newly created customers. However, many choose to manually assign a customer code so that it may be more meaningful and therefore easier to remember.

Box/Field	Description
Generate Customer Numbers	When enabled, this feature automatically generates customer numbers in sequence, eliminating the need for a user to manually enter them.
Counter	Allows to indicate the next number to be assigned. <i>NOTE: It is possible, in the multidimensional mode, to use a separate counter per prefix.</i>
Format	Allows to apply a specific format to the assigned numbers. <i>NOTE: Entering the # symbol in the Format field means that the customer number will be completed with 0. For example, if the next number is 12345, entering ##### in the Format field will generate the number 00012345. This field can also be used to add a prefix to the generated numbers.</i>

Credit Validation Section (for method 2 of the customer credit validation, previously explained)

The **Credit Validation** section allows to define, by default, credit requirements (credit limit, payment term) that will determine whether **maestro*** must apply, or not, the previously selected behaviour (warning or blocking) in the **Credit Limit Management** field. Credit requirements can also be assigned to a particular customer in the **Customer Management** option.

The specified credit requirements will determine the customer list that will appear in the **Credit Validation** option and that an authorized user will be allowed to unblock if needed.



Please note that it is also possible, in **maestro***, to manually block a customer who exceeded their credit limit, their payment period, or for any other reason.

This section, **Credit Validation**, is divided in two sub-sections that make up the two suggested methods: **Credit Limit Validation** or **Authorized Payment Delay Validation**. One of these methods has to be chosen and favoured to make use of the feature.



For more information, please refer to the [How-To - Managing Customer Credit](#).

First Option: Credit Limit Validation

This section allows to establish the validation of the credit limit according to more precise criteria:

- Delay in days and credit limit %, or
- Delay in days and minimum balance

Field	Description
Delay in Days	<p>Number of days representing the deferment period.</p> <p><i>NOTE: Calculation begins on the date of the invoice. Only those invoices that exceed the specified number of days are taken into account when calculating the balance.</i></p>
Credit Limit %	<p>Percentage of the accepted credit limit in relation to the balance.</p> <p><i>NOTE: Maestro* will automatically offer to block customers whose total balance of unpaid invoices that exceed the specified delay in days reaches a credit limit percentage greater than this percentage.</i></p>
Minimum Balance	<p>Accepted balance.</p> <p><i>NOTE: Maestro* will automatically offer to block customers whose total balance of unpaid invoices that exceed the specified delay in days is greater than this minimum amount. Furthermore, maestro* only takes into account this value if no credit limit % is entered.</i></p>
Blocking Status	<p>Action to be performed in the Credit Validation option⁴.</p> <p>The two available values are: blocked or warning.</p>
Reason for Blocking	<p>Displayed message when selecting a customer if they have the Blocked or Warning status.</p>

⁴Contrary to the action selected for the **Credit Limit Management** field (this setting is one of the first to be completed in this same window), which is generated, if applicable, when the sale is validated/transferred, the action selected for the credit validation happens the moment the customer is selected, when creating the sale. The **Credit Validation** option, in **maestro***, also allows to know the customers whose credit is problematic, according to specific criteria.

Second Option: Authorized Payment Delay Validation

This section makes it possible to establish that the credit validation is only carried out on the deferment period to perform the payment of invoices.

Field	Description
Number of Days	Number of days representing the authorized deferral of payment. <i>NOTE: Calculation begins on the date of the invoice. According to the chosen setting in the Blocking Status field, maestro* will block the customers that have at least one unpaid invoice since longer than the authorized delay, or will display a warning message.</i>

Interest Accounting Section

This section allows to set up interest on sales separately. Interests are calculated according to the customer's credit conditions in the **Interest Accounting** option (**maestro*** > Invoicing > Invoicing > Processing > **Interest Accounting**). Furthermore, the credit conditions must have previously been entered in the **Credit Terms Management** option - see the content for course [AR02](#).

Field	Description
Interest Project	Project that allows to accumulate interest income. <i>NOTE: If no project is indicated in the configurations, when creating the interest invoice in the Interest Accounting option, maestro* will create the interest invoice with the project of the original invoice.</i>
Interest Activity	Activity that allows to accumulate interest income.
Interest Group	Group that allows to accumulate interest income.
Line 1 & 2 Description	Text that is printed on interest income invoices.

3. Click on the **Save** icon.


Complete the Settings in the Sale Option

This option's parameters are essentially used to identify the number of units to keep when entering sale amounts, as well as specify projects-activities-groups related to the accounting of discounts.

- 1. In the **Configuration** window, complete the fields of the **Sale** option by clicking on it in the left-most section of the window.
- 2. Complete the settings in the right portion of the window with the help of the explanations given in the table below:

The screenshot shows a software configuration window titled "Configuration". On the left is a tree view with categories: Billing, General, Forms, Statement of Account, Customer, Sale, Project Receivables, Point of Sale, W/O Billing, Customer Order, and CRM. The "Billing" category is expanded, and "Sale" is selected. The main area on the right is titled "Billing - Sale" and contains several settings:

- "Number of decimals - Quantity" is set to 2.
- "Number of decimals - Price" is set to 2.
- "Maximum Width" is set to 0.
- A checkbox "Display complete description of catalogue items" is present and unchecked.
- A section titled "Payment Discounts" contains a checkbox "Post payment discounts" which is unchecked.
- Below the "Payment Discounts" section, there are two columns of input fields:
 - Payment Discounts**: Project, Activity, and Group.
 - Sale's Project**: Activity and Group.

Field	Description
Number of Decimals - Quantity 	Number of decimals required in the Qty field when entering sale transactions. <i>NOTE: The number of decimals can vary from 0 to 4. By default, maestro* selects 2.</i>
Number of Decimals - Price	Number of decimals required in the UP field when entering sale transactions.

Field	Description
	<i>NOTE: The number of decimals can vary from 0 to 4. By default, maestro* selects 2.</i>
Maximum Width	<p>Maximum width of the Description field when printing invoices.</p> <p><i>NOTE: The default maximum value is 39 characters if the Time and Material Invoicing option is installed, otherwise the maximum value is 60 characters. It is possible to adjust the width of the description or the number of characters configuration on the invoice forms. Maestro* checks, when entering the invoice, the number of characters and prevents additional characters from being entered. This verification is done to ensure that users do not write, in transactions fields, a description that will not be entirely printed on the invoice form.</i></p>
Display complete description of catalogue items	<p>Allows to display the three description lines of the item code from the Catalogue Management option when a sale is entered.</p> <p><i>NOTE: This feature is only applied if the Time and Material Invoicing option is installed.</i></p>
Post Payment Discounts	Indicates to maestro* that the default values, entered in the five fields of the following sub-sections (Payment Discounts and Sale's Project) must be used to record the payment discounts when transferring cash receipts.

Payment Discounts Section

Field	Description
Project	Used to enter the default project for the allocation of payment discounts.
Activity	Used to enter the default activity for the allocation of payment discounts.
Group	Used to enter the default expenses or income group for the allocation of payment discounts.

Sale's Project Section

Field	Description
Activity	Used to enter the default activity to which will be charged the project discount of sale when transferring cash receipts.
Group	Used to enter the default expense or discount group to which will be charged the project discount of the sale when transferring cash receipts.



The five fields in the **Payment Discounts** and **Sale's Project** sub-sections must be completed to be able to save the **Configurations**.

A transfer between projects (between the sale project and the indicated project for payment discounts) will automatically be performed when transferring the cash receipts.

3. Click on the **Save** icon.

Complete the Settings in the Project Receivables Option

Finally, a last option, related to the **Invoicing** module, has to be completed, if applicable.

1. In the **Configuration** window, complete the fields in the **Project Receivables** option by clicking on it in the left-most section of the window.
2. Complete the settings in the right portion of the window with the help of the explanations given in the tables below.

Configuration

File View Tools

Billing

- General
- Forms
- Statement of Account
- Customer
- Sale
- Project Receivables**
- Point of Sale
- W/O Billing
- Customer Order
- CRM

Billing - Project Receivables

Integrate with Project ☒

Approve invoices by default? No ▾

Status of invoices transferred from other options None ▾

Holdback Invoicing With Tax ▾

Default Activity 11

Default Account 41000

Integrate with Inventory ☒

Adjustment of Inventory Immediate ▾

Unit Price Source Purchase Order ▾



Action when entering non-existent Catalogue Item Ignore ▾

Selling price is calculated by increasing the cost price

UP Selection to determine the selling price Average Cost ▾

Selling Price Calculation Method Markup Rate ▾

Billing - Project Receivables Section

Field	Description						
Integrate with Project 	<p>This box has to be checked for the income to be visible and associated to the projects.</p> <p><i>NOTES: If this box is not checked, it is not mandatory to enter the project at the sale. If it is checked, the project will have to be entered.</i></p> <p><i>If a sale on a project is entered and this box is not checked, the project will not be affected.</i></p>						
Approve Invoice by Default? 	<p>Used to define a default approval status in a sale entry. This field tells maestro* that the default status of the Accepted field is either Yes or No.</p> <p><i>NOTE: Only invoices with the Accepted field set to Yes can be transferred.</i></p>						
Status of invoices transferred from other options	<p>Allows to define the status of invoices that are created by the work order billing module.</p> <p>Available values:</p> <table> <tr> <td><i>None</i></td><td>The invoice will not have a status. The user will have to manually change the status before being able to print or transfer the invoice.</td></tr> <tr> <td><i>Not Accepted</i></td><td>The invoice will not be accepted. It will be possible to print it, but to transfer it the user will have to manually change the status.</td></tr> <tr> <td><i>Accepted</i></td><td>It will be possible to print and transfer the invoice without having to change the status.</td></tr> </table>	<i>None</i>	The invoice will not have a status. The user will have to manually change the status before being able to print or transfer the invoice.	<i>Not Accepted</i>	The invoice will not be accepted. It will be possible to print it, but to transfer it the user will have to manually change the status.	<i>Accepted</i>	It will be possible to print and transfer the invoice without having to change the status.
<i>None</i>	The invoice will not have a status. The user will have to manually change the status before being able to print or transfer the invoice.						
<i>Not Accepted</i>	The invoice will not be accepted. It will be possible to print it, but to transfer it the user will have to manually change the status.						
<i>Accepted</i>	It will be possible to print and transfer the invoice without having to change the status.						
Holdback Invoicing	Allows to select whether the holdback invoicing mode is with or without tax.						
Default Activity	Allows to enter a default income activity.						
Default Account	<p>Allows to enter a default general ledger account to record incomes.</p> <p><i>NOTE: Maestro* will first use the general ledger account indicated at the sale entry. If no account was specified, it will use the one in the</i></p>						

Field	Description				
	Configuration option.				
Integrate with Inventory	<p>Allows to tell maestro* that the pieces entered in the sale entry will affect the inventory if the box is checked.</p> <p><i>NOTES: This feature will only be applied if the work and time invoicing option is installed.</i></p> <p><i>An inventory issue is automatically generated when transferring the sale.</i></p>				
Adjustment of Inventory	<p>Allows to determine the operating mode when entering a sale, including catalogue items.</p> <p><i>NOTES: This feature is will only be applied if the time and material invoicing option is installed.</i></p> <p><i>Do not take into account this setting if you do not use the Catalogue Management option.</i></p> <p>Available Values:</p> <table><tr><td>Immediate</td><td><p>Allows to immediately affect the inventory.</p><p><i>NOTE: Maestro* generated two entries: one entry for the sale and another for the decrease in inventory.</i></p></td></tr><tr><td>Deferred</td><td><p>Allows to defer the decrease in inventory by creating an Inventory to Project Transfer Adjustment.</p><p><i>NOTE: If this feature is selected, the decrease in inventory will have to be done through the Inventory to Project Transfer Adjustment option.</i></p></td></tr></table>	Immediate	<p>Allows to immediately affect the inventory.</p> <p><i>NOTE: Maestro* generated two entries: one entry for the sale and another for the decrease in inventory.</i></p>	Deferred	<p>Allows to defer the decrease in inventory by creating an Inventory to Project Transfer Adjustment.</p> <p><i>NOTE: If this feature is selected, the decrease in inventory will have to be done through the Inventory to Project Transfer Adjustment option.</i></p>
Immediate	<p>Allows to immediately affect the inventory.</p> <p><i>NOTE: Maestro* generated two entries: one entry for the sale and another for the decrease in inventory.</i></p>				
Deferred	<p>Allows to defer the decrease in inventory by creating an Inventory to Project Transfer Adjustment.</p> <p><i>NOTE: If this feature is selected, the decrease in inventory will have to be done through the Inventory to Project Transfer Adjustment option.</i></p>				
Unit Price Source	<p>Allows to determine the selling unit price according to the selected method.</p> <p>Available values:</p> <table><tr><td>Purchase Order</td></tr><tr><td>Project</td></tr></table>	Purchase Order	Project		
Purchase Order					
Project					

Field	Description						
	<p>Work No.</p> <p>Estimate Number</p> <p>NOTES: This feature only applies if the time and material invoicing option is installed.</p> <p>The value in this field interacts with the Define Customer Pricing option, Customer section, with or without purchase orders (the first column of the grid on the right is adjusted according to the choice made here) and with the Customer Discounts Table option.</p> <p>If the Tickets module is installed, this configuration will also determine the field in which the selection of tickets to display in the Deliveries, tab of the quarry and concrete quotations, will be made.</p>						
Action when entering non-existent Catalogue Items	<p>Used to tell maestro* which action to take when an unknown item code is entered in the Sale and Point of Sale options.</p> <p>NOTE: It is not absolutely required by maestro* that the item codes entered in the sale exist in the catalogue.</p> <p>Available values:</p> <table> <tr> <td>Ignore</td><td>No validation of the item code is performed.</td></tr> <tr> <td>Validate</td><td>Validates if the entered catalogue item code exists. If it does not exist, a warning message will be displayed. The user can correct the item code or continue to enter the transaction and keep the unknown item code.</td></tr> <tr> <td>Block</td><td>Validates if the entered catalogue item code exists. If it does not, an error message will be displayed and the user will have to correct the unknown item code, or else it will be impossible to save the transaction.</td></tr> </table>	Ignore	No validation of the item code is performed.	Validate	Validates if the entered catalogue item code exists. If it does not exist, a warning message will be displayed. The user can correct the item code or continue to enter the transaction and keep the unknown item code.	Block	Validates if the entered catalogue item code exists. If it does not, an error message will be displayed and the user will have to correct the unknown item code, or else it will be impossible to save the transaction.
Ignore	No validation of the item code is performed.						
Validate	Validates if the entered catalogue item code exists. If it does not exist, a warning message will be displayed. The user can correct the item code or continue to enter the transaction and keep the unknown item code.						
Block	Validates if the entered catalogue item code exists. If it does not, an error message will be displayed and the user will have to correct the unknown item code, or else it will be impossible to save the transaction.						

Selling Price is Calculated by Increasing the Cost Price Section

The settings of this option allow to specify the basis on which the selling price should be calculated when the selling price has to be determined by applying a mark-up on the cost price.



The following settings are identical to those found in the **Configuration** option of the **Purchasing** module, **Inventory** section. If you make modifications to any of these configurations, both modules will be affected.

Field	Description								
UP selection to determine the selling price	<p>Allows the user to calculate the unit price used to determine a selling price, calculated by applying an additional charge to the unit price.</p> <p><i>NOTE: This configuration is only applicable if the Define Customer Pricing option is used and if a Cost Rate is entered in this window. The calculated selling price will also depend on the value chosen in the Selling Price Calculation Method configuration.</i></p> <p>Available values:</p> <table> <tr> <td>C-Average Cost</td><td>The current average cost of the item.</td></tr> <tr> <td colspan="2"><i>NOTE: if the Multimentional option is installed (Installation Options) and the Average Cost by Company configuration is activated, the calculated average cost will be based on the current prefix.</i></td></tr> <tr> <td>P-Last Price</td><td>Price entered in the Last Cost field in the Catalogue Management option.</td></tr> <tr> <td>S-Quotation Only</td><td>Price entered in the Quotation Price field in the Catalogue Management option.</td></tr> </table>	C-Average Cost	The current average cost of the item.	<i>NOTE: if the Multimentional option is installed (Installation Options) and the Average Cost by Company configuration is activated, the calculated average cost will be based on the current prefix.</i>		P-Last Price	Price entered in the Last Cost field in the Catalogue Management option.	S-Quotation Only	Price entered in the Quotation Price field in the Catalogue Management option.
C-Average Cost	The current average cost of the item.								
<i>NOTE: if the Multimentional option is installed (Installation Options) and the Average Cost by Company configuration is activated, the calculated average cost will be based on the current prefix.</i>									
P-Last Price	Price entered in the Last Cost field in the Catalogue Management option.								
S-Quotation Only	Price entered in the Quotation Price field in the Catalogue Management option.								
Selling Price Calculation Method	<p>Applies when the user wishes to calculate the selling price by applying an additional charge to a cost price. This additional charge is defined in Define Customer Pricing option.</p> <p><i>NOTES: The starting price on which the additional charge is calculated is determined in the UP selection to determine the selling price configuration.</i></p> <p><i>The additional cost rate or profit percentage is entered in the Define Customer Pricing option, in the Cost Rates column.</i></p>								

CHECKLIST

Legend

Type	Description
C	Configurations to be completed
A	Approval or meeting with management
T	Tests and trial runs

Block AR01

No.	Type	Task	Employee	Due Date	Done
1	C	Complete the settings in the General option of the Invoicing module's Configuration option. <ul style="list-style-type: none"> • Complete the general fields; • Complete the Holdback Calculation Method section; • Complete the Release Holdback ('Standard' Method) section; • Complete the Cash Receipts by Invoice section. 			✓
2	C	Complete the document selection in the Forms option.			
3	C	Complete the settings in the Statement of Accounts option.			
4	C	Complete the settings in the Customer option : <ul style="list-style-type: none"> • Complete the fields in the Billing - Customer section; • Complete the Generate Customer Numbers section; • Complete the Credit Validation section; • Complete the Interest Accounting section. 			
5	C	Complete the fields in the Sale option:			

No.	Type	Task	Employee	Due Date	Done
		<ul style="list-style-type: none"> Complete the fields in the Billing - Sale section; Complete the Payment Discounts section. 			
6	C	Complete the fields in the Project Receivables option: <ul style="list-style-type: none"> Complete the fields in the Billing - Project Receivables section; Complete the Selling price is calculated by increasing the cost price section. 			
7					
8					
9					
10					