Consultant Guide

System Implementation 2025 R1

Acumatica
The Cloud ERP

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Acumatica ERP Implementation Checklists

You can follow this guide when configuring Acumatica ERP functional areas. Each chapter of this guide is focused on the implementation of a particular functional area, and includes the implementation checklists that you use to make sure that the system is configured properly for performing particular business processes.

The checklists within each part of the guide are grouped by functional areas and are sorted in an alphabetical order.

Functional Areas

- *Basic Company Configuration*
- *Accounts Payable*
- *Accounts Receivable*
- *Cash Management*
- *Customers and Vendors*
- *General Ledger*
- *Financial Periods*
- *Order Management*
- *Prices and Discounts*
- *BigCommerce Integration*
- *Shopify Integration*

Accounts Payable

AP Bills: Implementation Checklist

To ensure that the system is configured properly for processing AP bills, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check
Enable/Disable Features (CS100000)	Make sure the minimum set of features has been enabled as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*
Vendors (AP303000)	Verify the existence of the vendor accounts for the vendors for which you will create AP bills. For details, see *Vendors: Implementation Activity*.
Non-Stock Items (IN202000)	Verify the existence of non-stock items that can be used when creating AP bills. For details, see *Non-Stock Item: Implementation Activity*.

Settings That Affect the Workflow

You use accounts payable forms to record purchases you make on credit. The following settings and entities should be specified and defined, respectively:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AP transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts payable settings should be specified on the **General** tab of the *Accounts Payable Preferences* (AP101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created AP bills the *On Hold* status.
  - Clear the **Require Vendor Reference** check box in the **Data Entry Settings** section. This setting means that you do not have to enter a vendor reference number in the **Vendor Ref.** box when creating an AP bill on the *Bills and Adjustments* (AP301000) form.
  - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting indicates that AP bills will be automatically posted to the general ledger once they are released.

With these settings specified and entities defined, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

AP Bill Payments: Implementation Checklist

To ensure that the system is configured properly for paying AP bills, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, or *Company with Branches that Require Balancing: General Information*.	
Vendors (AR303000)	Verify the existence of the vendor accounts for the vendors whose bills you will pay. For details, see *Vendors: Implementation Activity*.	
Payment Methods (CA204000)	Make sure that the *CHECK* payment method has been specified when creating a payment.	

Settings That Affect the Workflow

The following settings and entities should be specified and defined, respectively:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AP transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts payable settings should be specified on the **General** tab of the *Accounts Payable Preferences* (AP101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created checks the *On Hold* status.
  - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting indicates that checks will be automatically posted to the general ledger once they are released.
- The following payment method settings should be specified for the payment method on the *Payment Methods* (CA204000) form:
  - Select the **Print Checks** option in the **Additional Processing** section on the **Settings for Use in AP** tab.

With these settings specified and entities defined, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

AP Documents from PDFs: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for recognizing AP documents from PDF files, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you start recognizing AP documents from PDF files, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	Make sure that the *AP Document Recognition Service* feature has been enabled. ⚠ The feature is not available in trial mode and can be enabled only if it is included in the license that is applied to the Acumatica ERP instance.
Email Accounts (SM204002) form	Make sure that a system email account is created with incoming mail processing activated and the **Submit to Incoming Documents** check box selected on the **Incoming Mail Processing** tab. ⚠ This configuration is needed only if you want automatically submit PDF attachments of incoming emails for recognition.
Rebuild Full-Text Entity Index (SM209500) form	Rebuild search indexes before you start using the *AP Document Recognition Service* feature. For details, see *Building Search Indexes*.

Project-Related Recognition Checklist

If you are planning to recognize project-related AP documents from PDF files, you make sure that the following additional configuration steps have been performed, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	Make sure that the following features are enabled: • *Recognition of Project-Related Documents* ⚠ The feature is not available in trial mode and can be enabled only if it is included in the license that is applied to the Acumatica ERP instance. • *Projects* • *Construction*

Form	Criteria to Check
Projects Preferences (PM101000) form, **General** tab	Make sure that the integration of project accounting and accounts payable is enabled—that is, the **AP** check box is selected in the **Visibility Settings** section on the *Projects Preferences* (PM101000) form.
Projects (PM101000) form, **Summary** tab	Make sure that for each project for which you plan to recognize AP documents, the **AP** check box is selected in the **Visibility Settings** section on the *Projects Preferences* (PM101000) form.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you perform instructions similar to those described in *AP Documents from PDFs: Process Activity*.

Bill Prepayments: Implementation Checklist

To ensure that the system is configured properly for processing prepayments, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.	
Vendors (AR303000)	Verify the existence of the vendor accounts for the vendors for which you will create and process prepayments. For details, see *Vendors: Implementation Activity*.	
Non-Stock Items (IN202000)	Verify the existence of non-stock items that can be used when creating prepayment requests. For details, see *Non-Stock Item: Implementation Activity*.	
Payment Methods (CA204000)	Make sure the *CHECK* payment method has been selected when paying a prepayment request.	

Implementation Notes

When deciding how many and which prepayment accounts to use to make it easier to track them in the system, you can select one or any of the following options:

- To use a single prepayment account for all prepayments (to all vendors)
- To specify the prepayment accounts for particular vendor classes
- To specify separate prepayment accounts for specific vendors

If you do not specify a separate account for prepayments, the vendor prepayments will be debited to the vendor AP account.

To assign the prepayment accounts, do the following:

1. On the *Vendor Classes* (AP201000) form, specify the prepayment account and subaccount for the default vendor class and for each of the other vendor classes. This will make it easy to create new vendor classes and new vendors with the proper prepayment account specified.
2. Use the *Vendors* (AP303000) form to specify the prepayment account and subaccount for each vendor.

Settings That Affect the Workflow

The following settings and entities should be specified and defined, respectively:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AP transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts payable settings should be specified on the **General** tab of the *Accounts Payable Preferences* (AP101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created checks the *On Hold* status.
  - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting indicates that checks will be automatically posted to the general ledger once they are released.
- The following payment method settings should be specified for the payment method on the *Payment Methods* (CA204000) form:
  - Select the **Print Checks** option in the **Additional Processing** section on the **Settings for Use in AP** tab.

With these settings specified and entities defined, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Debit and Credit Adjustments: Implementation Checklist

To ensure that the system is configured properly for processing debit and credit adjustments, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.	

Form	Criteria to Check	Notes
Vendors (AP303000)	Verify the existence of the vendor accounts for the vendors for which you will create debit and credit adjustments. For details, see *Vendors: Implementation Activity*.	

Settings That Affect the Workflow

The following settings and entities should be specified and defined, respectively:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AP transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts payable settings should be specified on the **General** tab of the *Accounts Payable Preferences* (AP101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created debit and credit adjustments the *On Hold* status.
  - Clear the **Require Vendor Reference** check box in the **Data Entry Settings** section. This setting means that you do not have to enter a vendor reference number in the **Vendor Ref.** box when creating a debit or credit adjustment on the *Bills and Adjustments* (AP301000) form.
  - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting indicates that debit and credit adjustments will be automatically posted to the general ledger once they are released.

With these settings specified and entities defined, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Interbranch Bills Without Balancing: Implementation Checklist

Before users begin processing AP bills between branches that do not require balancing, you must make sure that the system has been configured properly and that all required entities have been created, as described in the following table

Form	Settings to Check	Notes
Enable/Disable Features (CS100000) form	Make sure that the following features have been enabled: • *Standard Financials* • *Multibranch Support* • *Multicompany Support* • *Advanced Financials* • *Inter-Branch Transactions*	

Form	Settings to Check	Notes
Multiple forms	Make sure that the minimum configuration of the company has been performed.	
Chart of Accounts (GL202500) form	Check whether the necessary accounts have been created.	
Company Financial Calendar (GL201100) form	Be sure that the financial periods for which bills will be defined have a status of *Open*.	You can generate the necessary periods on the *Master Financial Calendar* (GL201000) form.
Vendors (AP303000) form	Ensure that all needed vendors—that is, all vendors for which AP bills between branches not requiring balancing may be created—have been defined in the system.	

Settings That Can Affect the Processing Workflow

The following settings on the *Accounts Payable Preferences* (AP101000) form can affect the processing workflow:

- If the **Automatically Post on Release** check box is selected, the system posts the appropriate transactions to the general ledger when AP documents are released. If this check box is cleared, you have to post the batch after you release the AP document.
- If the **Post Summary on Updating GL** check box is selected, AP documents are posted to the general ledger with summarized row amounts if particular criteria are met. That is, if multiple lines in an AP document specify the same account and branch, then in the GL batch, these rows are combined into one row (that is, one journal entry) with the summarized amount. If this check box is cleared, the lines of the AP document are not combined into one journal entry in the GL batch.
- If the **Hold Documents on Entry** check box is selected in the **Data Entry Settings** section, when new documents are entered, they are assigned the *On Hold* status. If the **Hold Documents on Entry** check box is cleared, the documents are assigned the *Balanced* status.
- If the **Validate Document Totals on Entry** check box is selected, the system adds the **Amount** box to the Summary area of the *Bills and Adjustments* (AP301000) form. To save a document with the *Balanced* status, you must enter the document total in this box after reviewing the document. If this check box is cleared, the system automatically validates the batch when the status of the batch is *Balanced*.
- If the **Require Vendor Reference** check box is selected, you must fill in the **Vendor Ref.** box on the *Bills and Adjustments* form. If this check box is cleared, you can leave the **Vendor Ref.** box blank.

Interbranch Bills with Balancing: Implementation Checklist

Before users begin processing AP bills between branches that require balancing, you must make sure that the system has been configured properly and that all required entities have been created, as described in the following table.

Form	Settings to Check	Notes
Enable/Disable Features (CS100000) form	Make sure that the following features have been enabled: • *Standard Financials* • *Multibranch Support* • *Multicompany Support* • *Advanced Financials* • *Inter-Branch Transactions*	
Multiple forms	Make sure that the minimum configuration of the company has been performed.	
Chart of Accounts (GL202500) form	Check whether the necessary accounts have been created.	
Inter-Branch Account Mapping (GL101010) form	Be sure that the account mapping rules have been specified for the branches.	For details on defining these rules, see *Interbranch Account Mapping: General Information*.
Company Financial Calendar (GL201100) form	Be sure that all financial periods for which AP bills for branches requiring balancing may occur have a status of *Open*.	You can generate the necessary periods on the *Master Financial Calendar* (GL201000) form.
Vendors (AP303000) form	Ensure that all vendors that may be specified in these AP bills are defined in the system.	

Settings That Can Affect the Processing Workflow

The following settings on the *Accounts Payable Preferences* (AP101000) form can affect the processing workflow:

- If the **Automatically Post on Release** check box is selected, the system posts the appropriate transactions to the general ledger when AP documents are released. If this check box is cleared, you have to post the batch after you release the AP document.
- If the **Post Summary on Updating GL** check box is selected, AP documents are posted to the general ledger with summarized row amounts if particular criteria are met. That is, if multiple lines in an AP document specify the same account and branch, then in the GL batch, these rows are combined into one row (that is, one journal entry) with the summarized amount. If this check box is cleared, the lines of the AP document are not combined into one journal entry in the GL batch.
- If the **Hold Documents on Entry** check box is selected in the **Data Entry Settings** section, when new documents are entered, they are assigned the *On Hold* status. If the **Hold Documents on Entry** check box is cleared, the documents are assigned the *Balanced* status.
- If the **Validate Document Totals on Entry** check box is selected, the system adds the **Amount** box to the Summary area of the *Bills and Adjustments* (AP301000) form. To save a document with the *Balanced* status, you must enter the document total in this box after reviewing the document. If this check box is cleared, the system automatically validates the batch when the status of the batch is *Balanced*.
- If the **Require Vendor Reference** check box is selected, you must fill in the **Vendor Ref.** box on the *Bills and Adjustments* form. If this check box is cleared, you can leave the **Vendor Ref.** box blank.

Check Reprinting: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for performing check reprinting, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially print and reprint checks, you make sure the settings have been specified and entities created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.
Payment Methods (CA204000)	Make sure that the *CHECK* payment method has been specified when creating a payment.

Settings That Affect the Workflow

You can affect the workflow of reprinting checks by specifying additional settings as follows:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AP transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts payable settings should be specified on the **General** tab of the *Accounts Payable Preferences* (AP101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created checks the *On Hold* status.
  - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting indicates that checks will be automatically posted to the general ledger once they are released.
- The following payment method settings should be specified for the payment method on the *Payment Methods* (CA204000) form:
  - Select the **Print Checks** option in the **Additional Processing** section on the **Settings for Use in AP** tab.

Testing of Settings

To make sure that all settings are configured correctly, we recommend that you reprint checks as described in *Check Reprinting: Process Activity*.

Multiple Bill Payments: Implementation Checklist

To ensure that the system is configured properly for processing a payment of multiple bills, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.	
Vendors (AP303000)	Verify the existence of the vendor accounts for the vendors whose bills you want to pay with one payment. For details, see *Vendors: Implementation Activity*.	
Payment Methods (CA204000)	Make sure the *CHECK* payment method has been selected when creating a payment.	

Settings That Affect the Workflow

The following settings and entities should be specified and defined, respectively:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AP transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts payable settings should be specified on the **General** tab of the *Accounts Payable Preferences* (AP101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created payments the *On Hold* status.
  - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting indicates that payments will be automatically posted to the general ledger once they are released.
- The following payment method settings should be specified for the payment method on the *Payment Methods* (CA204000) form:
  - Select the **Print Checks** option in the **Additional Processing** section on the **Settings for Use in AP** tab.
- The following vendor settings should be specified on the *Vendors* (AP303000) form:
  - For the vendor whose bills should be paid by separate payments, select the **Pay Separately** check box in the **Default Payment Settings** section of the **Payment** tab.

With these settings specified and entities defined, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Payments for a Shared Vendor: Implementation Checklist

Before users begin processing payments for a vendor shared between different companies, you must make sure that the system has been configured properly and that all required entities have been created, as described in the following table.

Form	Settings to Check	Notes
Enable/Disable Features (CS100000) form	Make sure that the following features have been enabled: • *Standard Financials* • *Multibranch Support* • *Multicompany Support*	
Multiple forms	Make sure that the minimum configuration of the companies has been performed.	
Chart of Accounts (GL202500) form	Check whether the necessary accounts have been created.	
Company Financial Calendar (GL201100) form	Make sure that all periods for which users may process payments for a shared vendor have a status of *Open*.	You can generate the necessary periods on the *Master Financial Calendar* (GL201000) form.
Vendors (AP303000) form	Ensure that all vendors for which shared payments from different companies may be processed are defined in the system. For these vendors, also be sure that no account has been specified in the **Cash Account** box of the **Payment** tab.	
Payment Methods (CA204000) form	Be sure that the necessary cash accounts have been defined as the default accounts for the branches in the payment methods of the vendor.	

Settings That Can Affect the Processing Workflow

The following settings on the *Accounts Payable Preferences* (AP101000) form can affect the processing workflow:

- If the **Automatically Post on Release** check box is selected, the system posts the appropriate transactions to the general ledger when AP documents are released. If this check box is cleared, you have to post the batch after you release the AP document.
- If the **Post Summary on Updating GL** check box is selected, AP documents are posted to the general ledger with summarized row amounts if particular criteria are met. That is, if multiple lines in an AP document specify the same account and branch, then in the GL batch, these rows are combined into one row (that is,

one journal entry) with the summarized amount. If this check box is cleared, the lines of the AP document are not combined into one journal entry in the GL batch.

- If the **Hold Documents on Entry** check box is selected in the **Data Entry Settings** section, when new documents are entered, they are assigned the *On Hold* status. If the **Hold Documents on Entry** check box is cleared, the documents are assigned the *Balanced* status.
- If the **Validate Document Totals on Entry** check box is selected, the system adds the **Amount** box to the Summary area of the *Bills and Adjustments* (AP301000) form. To save a document with the *Balanced* status, you must enter the document total in this box after reviewing the document. If this check box is cleared, the system automatically validates the batch when the status of the batch is *Balanced*.
- If the **Require Vendor Reference** check box is selected, you must fill in the **Vendor Ref.** box on the *Bills and Adjustments* form. If this check box is cleared, you can leave the **Vendor Ref.** box blank.

Partial Payments: Implementation Checklist

To ensure that the system is configured properly for paying AP bills, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, or *Company with Branches that Require Balancing: General Information*.	
Vendors (AR303000)	Verify the existence of the vendor accounts for the vendors whose bills you will pay. For details, see *Vendors: Implementation Activity*.	
Payment Methods (CA204000)	Make sure that the *CHECK* payment method has been specified when creating a payment.	

Settings That Affect the Workflow

The following settings and entities should be specified and defined, respectively:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AP transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts payable settings should be specified on the **General** tab of the *Accounts Payable Preferences* (AP101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created checks the *On Hold* status.

    - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting indicates that checks will be automatically posted to the general ledger once they are released.
- The following payment method settings should be specified for the payment method on the *Payment Methods* (CA204000) form:
    - Select the **Print Checks** option in the **Additional Processing** section on the **Settings for Use in AP** tab.

With these settings specified and entities defined, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Voiding Payments: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for voiding payments, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you void payments, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.
Vendors (AR303000)	Verify the existence of the vendor accounts for the vendors whose payments you want to void. For details, see *Vendors: Implementation Activity*.
Payment Methods (CA204000)	Make sure that the *CHECK* payment method has been specified when creating a payment.

Other Settings That Affect the Workflow

You can affect the workflow of payment voiding by specifying additional settings as follows:

- To cause GL batches to be immediately posted after they are released, select the **Automatically Post on Release** check box on the *General Ledger Preferences* (GL102000) form.
- To cause every AP transaction you enter to be posted as an individual batch to the general ledger, clear the **Generate Consolidated Batches** check box on the *General Ledger Preferences* form. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- To give the created payments the *On Hold* status, select the **Hold Documents on Entry** check box in the **Data Entry Settings** section on the *Accounts Payable Preferences* (AP101000) form.
- Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section on the *Accounts Payable Preferences* form. This setting indicates that payments will be automatically posted to the general ledger once they are released.

Testing of Settings

To make sure that all settings are configured correctly, we recommend that you void a payment as described in *Voiding Payments: Process Activity*.

Payments with a Corporate Card: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for processing expenses with corporate cards, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially process expenses with the corporate cards, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Corporate Cards (CA202500)	Make sure that the corporate card has been configured. For more information, see *Corporate Cards: General Information*.
Vendors (AP303000)	Make sure that a vendor that represents the bank that issued the corporate credit card have been created. For this vendor, specify the accrued liability account as the **Expense Account**.

Other Settings That Affect the Workflow

You can affect the workflow of processing expenses with corporate credit cards by specifying additional settings as follows:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AP transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts payable settings should be specified on the **General** tab of the *Accounts Payable Preferences* (AP101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created payments the *On Hold* status.
  - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting indicates that payments will be automatically posted to the general ledger once they are released.

Accounts Receivable

AR Invoices: Implementation Checklist

To ensure that the system has been configured properly for the processing of AR invoices, make sure that the criteria listed in the table have been met in the system as described.

Implementation Checklist

We recommend that before you initially process AR invoices, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled, as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.	
Customers (AR303000)	Be sure that the customer accounts for the customers for which you will create AR invoices have been defined.	
Non-Stock Items (IN202000), *Stock Items* (IN202500)	Verify the existence of non-stock items or stock items that can be used when you are creating AR invoices. For details, see *Non-Stock Item: Implementation Activity*.	

Settings That Affect the Workflow

In general, you use accounts receivable forms specifically for sales made on credit. The following settings and entities should be specified and defined, respectively:

- The following general ledger settings should be specified on the **General** tab (**Posting Settings** section) of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AR transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts receivable settings should be specified on the **General** tab of the *Accounts Receivable Preferences* (AR101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created AR invoices the *On Hold* status.

- Clear the **Require Payment Reference on Entry** check box in the **Data Entry Settings** section. This setting means that you do not have to enter a payment reference number in the **Payment Ref.** box when creating a payment on the *Payments and Applications* (AR302000) form.
- Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting causes AR invoices to be automatically posted to the general ledger once they are released.

With these settings specified and entities defined, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

AR Invoice Correction: Implementation Checklist

To ensure that the system is configured properly for creating and releasing credit and debit memos, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.	
Customers (AR303000)	Verify the existence of the customer accounts for the customers for which you will correct AR invoices by creating credit and debit memos. For details, see *Customers: Implementation Activity*.	

Settings That Affect the Workflow

The following settings and entities should be specified and defined, respectively:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AR transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts receivable preferences settings should be specified on the **General** tab of the *Accounts Receivable Preferences* (AR101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created AR invoices and credit memos the *On Hold* status.
  - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting indicates that AR invoices and credit memos will be automatically posted to the general ledger once they are released.
  - Make sure that the **Use Credit Terms in Credit Memos** check box is cleared in the **Data Entry Settings** section. This setting indicates that credit memos cannot have credit terms and cash discounts applied to them.

With these settings specified and entities defined, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Auto-Applying Payments: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for performing auto-application of payments, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially auto-apply payments or prepayments to customer documents, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.
Statement Cycles (AR202800)	Make sure that the *End of Month* statement cycle has been configured.
Customers (AR303000)	Verify the existence of the customer accounts for the customers whose payments or prepayments you will auto-apply to documents. For details, see *Customers: Implementation Activity*. Make sure that the *EOM* statement cycle has been selected for the customer accounts in the **Statement Cycle ID** box in the **Financial Settings** section on the **Financial** tab of the current form.

Other Settings That Affect the Workflow

You can affect the workflow of the auto-application process by specifying additional settings on the **General Settings** tab of the *Accounts Receivable Preferences* (AR101000) form as follows:

- Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created AR invoices and credit memos the *On Hold* status.
- Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting indicates that AR invoices and credit memos will be automatically posted to the general ledger once they are released.

Testing of Settings

To make sure that all settings are configured correctly, we recommend that you perform the auto-application process as described in *Auto-Applying Payments: Process Activity*.

Refunds: Implementation Checklist

To ensure that the system is configured properly for creating a refund, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.	
Customers (AR303000)	Verify the existence of the customer accounts for the customers whose refunds you will process. For details, see *Customers: Implementation Activity*.	

Settings That Affect the Workflow

The following settings and entities should be specified and defined, respectively:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AR transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts receivable settings should be specified on the **General** tab of the *Accounts Receivable Preferences* (AR101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created AR invoices and credit memos the *On Hold* status.
  - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting indicates that AR invoices and credit memos will be automatically posted to the general ledger once they are released.
  - Clear the **Require Payment Reference on Entry** check box in the **Data Entry Settings** section. With this check box cleared, you do not have to fill in payment reference information in the **Payment Ref.** box on the *Payments and Applications* (AR302000) form.

With these settings specified and entities defined, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Interbranch Invoices with Balancing: Implementation Checklist

Before users begin processing invoices between branches that require balancing, you must make sure that the system has been configured properly and that all required entities have been created, as described in the following table.

Form	Settings to Check	Notes
Enable/Disable Features (CS100000) form	Make sure that the following features have been enabled: • *Standard Financials* • *Multi-Branch Support* • *Advanced Financials* • *Inter-Branch Transactions*	
	Make sure that the minimum configuration of the company has been performed.	
Chart of Accounts (GL202500) form	Check whether the necessary accounts have been created.	
Inter-Branch Account Mapping (GL101010) form	Be sure that the account mapping rules have been specified for the branches.	For details on defining these rules, see *Interbranch Account Mapping: General Information*.
Company Financial Calendar (GL201100) form	Be sure that the periods for which invoices will be defined have a status of *Open*.	You can generate the necessary periods on the *Master Financial Calendar* (GL201000) form.
Customers (AR303000) form	Be sure that the periods for which invoices will be defined have a status of *Open*.	

Settings That Can Affect the Processing Workflow

The following settings on the *Accounts Receivable Preferences* (AR101000) form can affect the processing workflow:

- If the **Automatically Post on Release** check box is selected, the system posts transactions to the general ledger when AR documents are released. If this check box is cleared, you have to post the batch after you release the AR document.
- If the **Post Summary on Updating GL** check box is selected, AR documents are posted to the general ledger with summarized row amounts if particular criteria are met. That is, if multiple lines in an AR document specify the same account and branch, then in the GL batch, these rows will be combined into one entry with the summarized amount. If this check box is cleared, the lines of the AR document will not be combined into one journal entry in the GL batch.
- If the **Hold Documents on Entry** check box is selected in the **Data Entry Settings** section, when new documents are entered, they are assigned the *On Hold* status. If the **Hold Documents on Entry** check box is cleared, the documents are assigned the *Balanced* status.
- If the **Validate Document Totals on Entry** check box is selected, the system adds the **Amount** box to the Summary area of the *Invoices and Memos* (AR301000) form. To save a document with the *Balanced* status, you must enter the document total in this box after reviewing the document. If this check box is cleared, the system automatically validates the batch when the status of the batch is *Balanced*.
- If the **Require Payment Reference on Entry** check box is selected, you must fill in the **Payment Ref.** box on the *Invoices and Memos* form. If this check box is cleared, you can leave the **Payment Ref.** box blank.
- If the **Require Invoice/Memo Printing Before Release** check box is selected, you must print an AR invoice or memo before release for those customers who prefer to receive printed copies of the documents. That is, if the **Print Invoices** check box is selected on the *Customers* (AR303000) form for a customer account,

each invoice is created with the *Pending Print* status. If this check box is cleared, you can release the invoice without printing.

- If the **Require Invoice/Memo Emailing Before Release** check box is selected, you must send an email with an AR invoice or memo before release for those customers who prefer to receive copies of the documents by email. That is, if the **Send Invoices by Email** check box is selected on the *Customers* form for a customer account, each invoice is created with the *Pending Email* status. If this check box is cleared, you can release the invoice without sending an email.

Interbranch Invoices Without Balancing: Implementation Checklist

Before users begin processing invoices between branches that do not require balancing,you must make sure that the system has been configured properly and that all required entities have been created, as described in the following table.

Form	Settings to Check	Notes
Enable/Disable Features (CS100000) form	Make sure that the following features have been enabled: • *Standard Financials* • *Multibranch Support* • *Multicompany Support* • *Advanced Financials* • *Inter-Branch Transactions*	
	Make sure that the minimum configuration of the company has been performed.	
Chart of Accounts (GL202500) form	Check whether the necessary accounts have been created.	
Company Financial Calendar (GL201100) form	Be sure that the periods for which invoices will be defined have a status of *Open*.	You can generate the necessary periods on the *Master Financial Calendar* (GL201000) form.
Customers (AR303000) form	Ensure that all needed customers—that is, all customers for which invoices between branches not requiring balancing may be created—have been defined in the system.	

Settings That Can Affect the Processing Workflow

The following settings on the *Accounts Receivable Preferences* (AR101000) form can affect the processing workflow:

- If the **Automatically Post on Release** check box is selected, the system posts transactions to the general ledger when AR documents are released. If this check box is cleared, you have to post the batch after you release the AR document.
- If the **Post Summary on Updating GL** check box is selected, AR documents are posted to the general ledger with summarized row amounts if particular criteria are met. That is, if multiple lines in an AR document specify the same account and branch, then in the GL batch, these rows will be combined into one entry with

the summarized amount. If this check box is cleared, the lines of the AR document will not be combined into one journal entry in the GL batch.

- If the **Hold Documents on Entry** check box is selected in the **Data Entry Settings** section, when new documents are entered, they are assigned the *On Hold* status. If the **Hold Documents on Entry** check box is cleared, the documents are assigned the *Balanced* status.
- If the **Validate Document Totals on Entry** check box is selected, the system adds the **Amount** box to the Summary area of the *Invoices and Memos* (AR301000) form. To save a document with the *Balanced* status, you must enter the document total in this box after reviewing the document. If this check box is cleared, the system automatically validates the batch when the status of the batch is *Balanced*.
- If the **Require Payment Reference on Entry** check box is selected, you must fill in the **Payment Ref.** box on the *Invoices and Memos* form. If this check box is cleared, you can leave the **Payment Ref.** box blank.
- If the **Require Invoice/Memo Printing Before Release** check box is selected, you must print an AR invoice or memo before release for those customers who prefer to receive printed copies of the documents. That is, if the **Print Invoices** check box is selected on the *Customers* (AR303000) form for a customer account, each invoice is created with the *Pending Print* status. If this check box is cleared, you can release the invoice without printing.
- If the **Require Invoice/Memo Emailing Before Release** check box is selected, you must send an email with an AR invoice or memo before release for those customers who prefer to receive copies of the documents by email. That is, if the **Send Invoices by Email** check box is selected on the *Customers* form for a customer account, each invoice is created with the *Pending Email* status. If this check box is cleared, you can release the invoice without sending an email.

Intercompany Sales: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for performing intercompany sales, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially perform intercompany sales, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	Make sure that the following features have been enabled: • *Standard Financials* • *Multibranch Support* • *Multicompany Support* • *Advanced Financials* • *Inter-Branch Transactions*
Companies (CS101500)	If you are going to extend as a customer or vendor any company that has the *Without Branches* company type, make sure that the company has been configured. For details, see *Company Without Branches: To Configure a Company Without Branches*.

Form	Criteria to Check
Branches (CS102000)	If you are going to extend as a customer or vendor any branches of companies with the *With Branches Not Requiring Balancing* or *With Branches Requiring Balancing* company type, make sure that the companies have been configured. For details, see *Company with Branches that Do Not Require Balancing: Implementation Activity* and *Company with Branches that Require Balancing: Implementation Activity*.
Customer Classes (AR201000)	Make sure that the customer class to be used for a customer extended from a company or branch has been defined. For details, see *Accounts Receivable: To Create a Customer Class*.
Vendor Classes (AP201000)	Make sure that the vendor class to be used for a vendor extended from a company or branch has been defined. For details, see *Accounts Payable: To Create a Vendor Class*.

Other Settings That Affect the Workflow

You can affect the workflow of intercompany sales by specifying additional settings as follows:

- To cause AR documents to be posted automatically, select the **Automatically Post on Release** check box on the **General Settings** tab (**Posting Settings** section) of the *Accounts Receivable Preferences* (AR101000) form.
- To cause the ID of the default customer class to be inserted automatically when a company or branch has been extended to be a customer, select a customer class ID in the **Default Customer Class ID** box on the **General Settings** tab (**Data Entry Settings** section) of the *Accounts Receivable Preferences* form. If this box is empty, you will have to specify a customer class for the new customer on the *Customers* (AR303000) form.
- To cause the system to insert a sales account from the customer location to an AR invoice, in the **Use Intercompany Sales Account From** box, select *Customer Location*. If *Inventory Item* is selected in this box, the system will insert the sales account specified in the **Sales Account** box on the **GL Accounts** tab of the *Non-Stock Items* (IN202000) form for non-stock items.
- To cause new documents to be assigned the *On Hold* status when they are created, select the **Hold Documents on Entry** check box on the **General Settings** tab (**Data Entry Settings** section) of the *Accounts Receivable Preferences* form. If the **Hold Documents on Entry** check box is cleared, the documents are assigned the *Balanced* status.
- To cause AP documents to be posted automatically, select the **Automatically Post on Release** check box on the **General Settings** tab (**Posting Settings** section) of the *Accounts Payable Preferences* (AP101000) form.
- To cause the ID of the default vendor class to be inserted automatically when a company or branch has been extended to be a vendor, select a vendor class ID in the **Default Vendor Class ID** box on the **General Settings** tab (**Data Entry Settings** section) of the *Accounts Payable Preferences* form. If this box is empty, you will have to specify a vendor class for the new vendor on the *Vendors* (AP303000) form.
- To cause the system to insert an expense account from the vendor location to an AP bill created from an AR invoice, in the **Use Intercompany Expense Account From** box, select *Vendor Location*. If *Inventory Item* is selected in this box, the system will insert the expense account specified in the **Expense Account** box on the **GL Accounts** tab of the *Non-Stock Items* (IN202000) form for non-stock items.
- To cause new documents to be assigned the *On Hold* status when they are created, select the **Hold Documents on Entry** check box on the **General Settings** tab (**Data Entry Settings** section) of the *Accounts Payable Preferences* form. If the **Hold Documents on Entry** check box is cleared, the documents are assigned the *Balanced* status.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you process intercompany sales by performing instructions similar to those described in *Intercompany Sales: To Process an Intercompany Invoice*, *Intercompany Sales: To Pay an Intercompany Bill*, and *Intercompany Sales: To Pay an Intercompany Invoice*.

Invoice Payments: Implementation Checklist

To ensure that the system is configured properly for creating a payment and applying it to an invoice, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.	
Customers (AR303000)	Verify the existence of the customer accounts for the customers whose invoices you will pay. For details, see *Customers: Implementation Activity*.	

Settings That Affect the Workflow

The following settings and entities should be specified and defined, respectively:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AR transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts receivable settings should be specified on the **General Settings** tab of the *Accounts Receivable Preferences* (AR101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created AR invoices and credit memos the *On Hold* status.
  - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting indicates that AR invoices and credit memos will be automatically posted to the general ledger once they are released.
  - Clear the **Require Payment Reference on Entry** check box in the **Data Entry Settings** section. With this check box cleared, you do not have to fill in payment reference information in the **Payment Ref.** box on the *Payments and Applications* (AR302000) form.

With these settings specified and entities defined, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Invoice Prepayments: Implementation Checklist

To ensure that the system has been configured properly for the processing of prepayments, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled, as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.	
Customers (AR303000)	Be sure that the customer accounts for the customers for which you will create and process prepayments have been defined.	

Settings That Affect the Workflow

In general, you use accounts receivable forms specifically for sales made on credit. The following settings and entities should be specified and defined, respectively:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AR transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts receivable settings should be specified on the **General Settings** tab of the *Accounts Receivable Preferences* (AR101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created prepayments the *On Hold* status.
  - Clear the **Require Payment Reference on Entry** check box in the **Data Entry Settings** section. This setting means that you do not have to enter a payment reference number in the **Payment Ref.** box when creating a prepayment on the *Payments and Applications* (AR302000) form.
  - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting causes prepayments to be automatically posted to the general ledger once they are released.

With these settings specified and entities defined, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Invoice with Combined Subaccounts: Implementation Checklist

To ensure that the system has been configured properly for the processing of AR invoices, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000) form	Make sure the *Standard Financials* and *Subaccounts*(under *Advanced Financials*) features have been enabled.	
Multiple forms	Make sure that the minimum configuration of the company has been performed, as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.	
Segmented Keys (CS202000) form, *Segment Values* (CS203000) form	Be sure that the *SUBACCOUNTS* segmented key has been configured to meet the company's business needs, as described in *Subaccounts: General Information*.	
Accounts Receivable Preferences (AR101000) form	Make sure that a proper subaccount mask has been specified for AR documents, as described in *Combined Subaccounts: To Define a Subaccount Mask for AR Documents*.	
Customers (AR303000)	Be sure that the customer accounts have been defined for the customers for which you will create AR invoices.	
Non-Stock Items (IN202000), *Stock Items* (IN202500)	Verify the existence of the non-stock items or stock items (or both) that will be used when you are creating AR invoices. For details, see *Non-Stock Item: Implementation Activity*.	

Settings That Affect the Workflow

For a streamlined workflow of processing AR invoices, we recommend that you specify various settings related to the general ledger and to accounts receivable.

Do the following on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:

- Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
- Clear the **Generate Consolidated Batches** check box to cause every AR transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)

Do the following on the **General Settings** tab of the *Accounts Receivable Preferences* (AR101000) form:

- Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting causes the system to assign the *On Hold* status to the created AR invoices.
- Clear the **Require Payment Reference on Entry** check box in the **Data Entry Settings** section. With this setting, users do not have to enter a payment reference number in the **Payment Ref.** box when creating an AR invoice on the *Invoices and Memos* (AR301000) form.

- Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting causes AR invoices to be automatically posted to the general ledger once they are released.

With these settings specified, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Payments with Write-Offs: Implementation Checklist

To ensure that the system is configured properly for creating a credit write-off when you process a payment, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000)	Make sure the basic features have been enabled, as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.	
Customers (AR303000)	Verify the existence of the customer accounts for the customers whose payments you want to process. For details, see *Customers: Implementation Activity*. The needed customer accounts must be specified for write-offs in the **Financial Settings** section on the **Financial** tab as follows: • The **Enable Write-Offs** check box must be selected. • A **Write-Off Limit** value must be specified.	
Chart of Accounts (GL202500)	Verify the existence of the GL accounts to which the write-off amounts will be posted.	The account you use to post credit write-off amounts should be an *Income* account; the account you use to post balance write-off amounts should be an *Expense* account.
Reason Codes (CS211000)	Verify the existence of the reason codes to be used for write offs.	

Settings That Affect the Workflow

Be sure that the appropriate settings have been defined as follows:

- Do the following on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AR document you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system

consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)

- On the **General Settings** tab of the *Accounts Receivable Preferences* (AR101000) form, do the following:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created AR invoices and credit memos the *On Hold* status.
  - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting indicates that AR invoices and credit memos will be automatically posted to the general ledger once they are released.
  - Clear the **Require Payment Reference on Entry** check box in the **Data Entry Settings** section. With this check box cleared, you do not have to fill in payment reference information in the **Payment Ref.** box on the *Payments and Applications* (AR302000) form.

With these settings specified, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Basic Company Configuration

Preparing an Instance: Implementation Checklist

You can use the tables in this topic to quickly check whether the preparation steps are being performed in Acumatica ERP. The following tables cover both mandatory and recommended preparation steps.

> ⚠ The person who performs the initial configuration uses the *admin* username and the initial password only until the accounts for the persons participating in implementation are created (in the last task of initial configuration). We recommend that after initial configuration, the users use their personal usernames and passwords to access the system.

Table: Mandatory Configuration

To ensure that the instance has been implemented properly, make sure that the necessary features have been enabled and the needed entities have been created, as listed in the following table.

Form	Criteria to Check
Enable/Disable Features (CS100000)	The default set of features has been enabled for the instance.
Activate License (SM201510)	A license key has been entered and activated. The license details are correct.

Table: Recommended Configuration

The settings listed in the following table can be specified to secure the process of implementation.

Form	Criteria to Check
Security Preferences (SM201060)	The system-wide security policy has been configured to ensure that access to the tenant in implementation is secure and to track activities performed with the tenant by people involved in the process.
Users (SM201010)	User accounts for people involved in the implementation have been created, by using the *Users* (SM201010) form. For each user, at least the following settings have been specified: • Username (login) • Initial password to be changed on the first sign-in • Email address • Set of predefined roles that allow access to all system resources

Company Without Branches: Implementation Checklist

You can use the tables in this topic to quickly check whether the basic company configuration steps are being performed in Acumatica ERP. The following tables cover both mandatory configuration steps and recommended configuration steps.

Table: Mandatory Configuration

To ensure that the basic configuration of a company has been implemented properly, make sure that the necessary features have been enabled and the needed entities have been created, as listed in the following table.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	Make sure that the *Standard Financials* group of features has been enabled.
Companies (CS101500) form	Make sure that the necessary company has been created and that the necessary ledger has been created and assigned to it.
Chart of Accounts (GL202500) form	Make sure that the necessary accounts for performing financial operations have been added.
General Ledger Preferences (GL102000) form	Make sure that all necessary settings to use the general ledger functionality have been specified, including the YTD Net Income and Retained Earnings accounts.
Financial Year (GL101000) form	Make sure that the first financial year in which the company will operate has been added and the periods have been generated.
Company Financial Calendar (GL201100) form	Make sure that the periods in which the company will operate are open.
Cash Management Preferences (CA102000) form	Make sure that all necessary settings to use the cash management functionality have been specified, including the Cash-in-Transit account.
Cash Accounts (CA202000) form	Make sure that the necessary cash accounts to record cash entries and funds transfers have been created, and that the necessary entry types have been assigned to them.
Payment Methods (CA204000) form	Make sure that the payment methods to be used have been created and defined to use the proper accounts.
Entry Types (CA203000) form	Make sure that the necessary entry types for processing cash payments have been created and assigned to the related cash accounts.
Credit Terms (CS206500) form	Make sure that the needed credit terms—those that are commonly used by vendors in their relations with your company, and those that are used by your company in its relations with customers—have been created.
Vendor Classes (AP201000) form	Make sure that the default vendor class, which provides the default values for vendor accounts and for other vendor classes, has been created.
Accounts Payable Preferences (AP101000) form	Make sure that all necessary settings to use the accounts payable functionality have been specified.

Form	Criteria to Check
Statement Cycles (AR202800) form	Make sure that the necessary statement cycles, which will later be used to track customers' outstanding balances and send electronic or printed statements to the customers, have been created.
Customer Classes (AR201000) form	Make sure that the default customer class, which provides the default values for customer accounts and for other customer classes, has been created.
Accounts Receivable Preferences (AR101000) form	Make sure that all necessary settings to use the accounts receivable functionality have been specified.

Table: Recommended Configuration

The settings listed in the following table can be specified to simplify the process of creating entities in the system.

Form	Criteria to Check
General Ledger Preferences (GL102000) form	Make sure that the following settings have been specified: • The **Automatically Post on Release** check box is selected. • The **Hold Batches on Entry** check box is cleared.
Cash Management Preferences (CA102000) form	Make sure that the following settings have been specified: • The **Automatically Post to GL on Release** check box is selected. • The **Hold Transactions on Entry** check box is cleared. • The **Require Document Ref. Nbr. on Entry** check box is cleared.
Accounts Payable Preferences (AP101000) form	Make sure that the following settings have been specified: • The **Automatically Post on Release** check box is selected. • A vendor class, which will be used to provide default values for vendor accounts, is selected in the **Default Vendor Class ID** box. • The **Hold Documents on Entry** check box is cleared. • The **Require Approval of Bills Prior to Payment** check box is cleared. • The **Validate Document Totals on Entry** check box is cleared. • The **Require Vendor Reference** check box is cleared.

Form	Criteria to Check
Accounts Receivable Preferences (AR101000) form	Make sure that the following settings have been specified: • The **Automatically Post on Release** check box is selected. • A customer class, which will be used to provide default values for customer accounts, has been selected in the **Default Customer Class ID** box. • The **Hold Documents on Entry** check box is cleared. • The **Validate Document Totals on Entry** check box is cleared. • The **Require Payment Reference on Entry** check box is cleared.

Company with Branches that Do Not Require Balancing: Implementation Checklist

You can use the tables in this topic to quickly check whether the configuration steps for a company with branches that do not require balancing are being performed in Acumatica ERP. The following tables cover both the mandatory configuration steps and the recommended configuration steps.

Table: Mandatory Configuration

To ensure that the basic configuration of a company has been implemented properly, make sure that the necessary features have been enabled and the needed entities have been created, as listed in the following table.

Form	Things to Check	Notes
Enable/Disable Features (CS100000) form	Make sure that the *Standard Financials* group of features and the *Multibranch Support* and *Multicompany Support* features have been enabled.	
Companies (CS101500) form	Make sure that the necessary company has been created with the *With Branches Not Requiring Balancing* type and that the necessary ledger has been created and assigned to it.	
Branches (CS102000) form	Make sure that the branches of the company have been created.	
Chart of Accounts (GL202500) form	Make sure that the necessary accounts for performing financial operations have been added.	

Form	Things to Check	Notes
General Ledger Preferences (GL102000) form	Make sure that all necessary settings to use the general ledger functionality have been specified, including the YTD Net Income and Retained Earnings accounts.	
Financial Year (GL101000) form	Make sure that the first financial year in which the company will operate has been added and the periods have been generated.	
Company Financial Calendar (GL201100) form	Make sure that the periods in which the company will operate are open.	
Cash Management Preferences (CA102000) form	Make sure that all necessary settings to use the cash management functionality have been specified, including the Cash-in-Transit account.	
Cash Accounts (CA202000) form	Make sure that the necessary cash accounts to record cash entries and funds transfers have been created, and that the necessary entry types have been assigned to them.	
Payment Methods (CA204000) form	Make sure that the payment methods to be used have been created and have been defined to use the proper accounts.	
Entry Types (CA203000) form	Make sure that the necessary entry types for processing cash payments have been created and assigned to the related cash accounts.	
Credit Terms (CS206500) form	Make sure that the needed credit terms—those that are commonly used by vendors in their relations with your company, and those that are used by your company in its relations with customers—have been created.	
Vendor Classes (AP201000) form	Make sure that the default vendor class, which provides the default values for vendor accounts and for other vendor classes, has been created.	
Accounts Payable Preferences (AP101000) form	Make sure that all necessary settings to use the accounts payable functionality have been specified.	

Form	Things to Check	Notes
Statement Cycles (AR202800) form	Make sure that the necessary statement cycles, which will later be used to track customers' outstanding balances and send electronic or printed statements to the customers, have been created.	
Customer Classes (AR201000) form	Make sure that the default customer class, which provides the default values for customer accounts and for other customer classes, has been created.	
Accounts Receivable Preferences (AR101000) form	Make sure that all necessary settings to use the accounts receivable functionality have been specified.	

Table: Recommended Configuration

The settings listed in the following table can be specified to simplify the process of creating entities in the system.

Form	Things to Check	Notes
General Ledger Preferences (GL102000) form	Make sure that the following settings have been specified: • The **Automatically Post on Release** check box is selected. • The **Hold Batches on Entry** check box is cleared.	
Cash Management Preferences (CA102000) form	Make sure that the following settings have been specified: • The **Automatically Post to GL on Release** check box is selected. • The **Hold Transactions on Entry** check box is cleared. • The **Require Document Ref. Nbr. on Entry** check box is cleared.	

Form	Things to Check	Notes
Accounts Payable Preferences (AP101000) form	Make sure that the following settings have been specified: • The **Automatically Post on Release** check box is selected. • A vendor class, which will be used to provide default values for vendor accounts (and for other vendor classes), is selected in the **Default Vendor Class ID** box. • The **Hold Documents on Entry** check box is cleared. • The **Require Approval of Bills Prior to Payment** check box is cleared. • The **Validate Document Totals on Entry** check box is cleared. • The **Require Vendor Reference** check box is cleared.	
Accounts Receivable Preferences (AR101000) form	Make sure that the following settings have been specified: • The **Automatically Post on Release** check box is selected. • A customer class, which will be used to provide default values for customer accounts (and for other customer classes), has been selected in the **Default Customer Class ID** box. • The **Hold Documents on Entry** check box is cleared. • The **Validate Document Totals on Entry** check box is cleared. • The **Require Payment Reference on Entry** check box is cleared.	

Company with Branches that Require Balancing: Implementation Checklist

You can use the tables in this topic to quickly check whether the configuration steps for a company with branches that require balancing are being performed in Acumatica ERP. The following tables cover both the mandatory configuration steps and the recommended configuration steps.

Table: Mandatory Configuration

To ensure that the basic configuration of a company has been implemented properly, make sure that the necessary features have been enabled and the needed entities have been created, as listed in the following table.

Form	Things to Check	Notes
Enable/Disable Features (CS100000) form	Make sure that the *Standard Financials* group of features and the *Multibranch Support* and *Multicompany Support* features have been enabled.	
Companies (CS101500) form	Make sure that the necessary company has been created with the *With Branches Requiring Balancing* type and that the necessary ledger has been created and assigned to it.	
Branches (CS102000) form	Make sure that the branches of the company have been created.	
Chart of Accounts (GL202500) form	Make sure that the necessary accounts for performing financial operations have been added.	
General Ledger Preferences (GL102000) form	Make sure that all necessary settings to use the general ledger functionality have been specified, including the YTD Net Income and Retained Earnings accounts.	
Financial Year (GL101000) form	Make sure that the first financial year in which the company will operate has been added and the periods have been generated.	
Company Financial Calendar (GL201100) form	Make sure that the periods in which the company will operate are open.	
Cash Management Preferences (CA102000) form	Make sure that all necessary settings to use the cash management functionality have been specified, including the Cash-in-Transit account.	
Cash Accounts (CA202000) form	Make sure that the necessary cash accounts to record cash entries and funds transfers have been created, and that the necessary entry types have been assigned to them.	
Payment Methods (CA204000) form	Make sure that the payment methods to be used have been created and have been defined to use the proper accounts.	

Form	Things to Check	Notes
Entry Types (CA203000) form	Make sure that the necessary entry types for processing cash payments have been created and assigned to the related cash accounts.	
Credit Terms (CS206500) form	Make sure that the needed credit terms—those that are commonly used by vendors in their relations with your company, and those that are used by your company in its relations with customers—have been created.	
Vendor Classes (AP201000) form	Make sure that the default vendor class, which provides the default values for vendor accounts and for other vendor classes, has been created.	
Accounts Payable Preferences (AP101000) form	Make sure that all necessary settings to use the accounts payable functionality have been specified.	
Statement Cycles (AR202800) form	Make sure that the necessary statement cycles, which will later be used to track customers' outstanding balances and send electronic or printed statements to the customers, have been created.	
Customer Classes (AR201000) form	Make sure that the default customer class, which provides the default values for customer accounts and for other customer classes, has been created.	
Accounts Receivable Preferences (AR101000) form	Make sure that all necessary settings to use the accounts receivable functionality have been specified.	

Table: Recommended Configuration

The settings listed in the following table can be specified to simplify the process of creating entities in the system.

Form	Things to Check	Notes
General Ledger Preferences (GL102000) form	Make sure that the following settings have been specified: • The **Automatically Post on Release** check box is selected. • The **Hold Batches on Entry** check box is cleared.	

Form	Things to Check	Notes
Cash Management Preferences (CA102000) form	Make sure that the following settings have been specified: • The **Automatically Post to GL on Release** check box is selected. • The **Hold Transactions on Entry** check box is cleared. • The **Require Document Ref. Nbr. on Entry** check box is cleared.	
Accounts Payable Preferences (AP101000) form	Make sure that the following settings have been specified: • The **Automatically Post on Release** check box is selected. • A vendor class, which will be used to provide default values for vendor accounts (and for other vendor classes), is selected in the **Default Vendor Class ID** box. • The **Hold Documents on Entry** check box is cleared. • The **Require Approval of Bills Prior to Payment** check box is cleared. • The **Validate Document Totals on Entry** check box is cleared. • The **Require Vendor Reference** check box is cleared.	
Accounts Receivable Preferences (AR101000) form	Make sure that the following settings have been specified: • The **Automatically Post on Release** check box is selected. • A customer class, which will be used to provide default values for customer accounts (and for other customer classes), has been selected in the **Default Customer Class ID** box. • The **Hold Documents on Entry** check box is cleared. • The **Validate Document Totals on Entry** check box is cleared. • The **Require Payment Reference on Entry** check box is cleared.	

Budget Management

Access to Budget Nodes: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for assigning access to budget nodes, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially assign access to budget nodes, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	Make sure that the *Standard Financials* and *Row-Level Security* features have been enabled.
Multiple forms	Make sure that the minimum configuration of the company has been performed, as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.
GL functionality	Make sure that the general ledger functionality has been implemented, as described in *General Ledger: General Information*.
Ledgers (GL201500)	Make sure that the ledger to which the budget should be posted has been created, as described in *Budget Ledger: General Information*.
Chart of Accounts (GL202500)	Check whether the necessary accounts have been created.
Master Financial Calendar (GL201000)	Be sure that calendars for the financial years for which budgets will be created have been generated.
Budget Configuration (GL205000)	Make sure that a budget tree has been created and released as described in *Budget Tree: Implementation Activity*.

Additional Configuration

The following table provides details of additional configuration needed for the preparation of a simple budget.

Form	Settings to Check	Notes
Multiple forms	If your company uses subaccounts, the subaccounts have to be configured, as described in *Subaccounts: Implementation Activity*.	

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you assign access to budget nodes by performing instructions similar to those described in *Access to Budget Nodes: Implementation Activity*.

Budget Based on an Existing Budget: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for preparing a budget based on an uploaded budget, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially prepare a budget, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	Make sure that the *Standard Financials* feature has been enabled.
Multiple forms	Make sure that the minimum configuration of the company has been performed, as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.
GL functionality	Make sure that the general ledger functionality has been implemented, as described in *General Ledger: General Information*.
Ledgers (GL201500)	Make sure that the ledger to which the budget should be posted has been created, as described in *Budget Ledger: General Information*.
Chart of Accounts (GL202500)	Check whether the necessary accounts have been created.
Master Financial Calendar (GL201000)	Be sure that calendars for the financial years for which budgets will be created have been generated.

Form	Criteria to Check
Budgets (GL302010)	Make sure that a simple budget has been created and released as described in *Simple Budget: Process Activity*.

Additional Configuration

The following table provides details of additional configuration needed for the preparation of a simple budget.

Form	Settings to Check	Notes
Multiple forms	If your company uses subaccounts, the subaccounts have to be configured, as described in *Subaccounts: Implementation Activity*.	

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you prepare a budget based on an uploaded budget by performing instructions similar to those described in *Budget Based on an Existing Budget: Process Activity*.

Budget vs Actual ARM Report: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for preparing and running an ARM report, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially prepare and run an ARM report, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Things to Check	Notes
Enable/Disable Features (CS100000)	Make sure that the *Standard Financials* feature has been enabled.	
Multiple forms	Make sure that the minimum configuration of the company has been performed, as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.	

Form	Things to Check	Notes
Ledgers (GL201500)	Make sure that the budget ledger that will be used for the report configuration has been created, as described in *Budget Ledger: General Information*.	
Master Financial Calendar (GL201000)	Be sure that calendars for the financial years for which budgets will be created have been generated.	
Budget Configuration (GL205000)	Make sure that the relevant budget structure has been configured, as described in *Budget Tree: Implementation Activity*.	
Budgets (GL302010)	Make sure that a hierarchical budget has been created, as described in *Conversion of a Simple Budget to a Hierarchical Budget: Process Activity* or *Hierarchical Budget: Process Activity*.	

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you prepare and run an ARM report by performing instructions similar to those described in *Budget vs. Actual ARM Report: Process Activity*.

Converting a Simple Budget to a Hierarchical Budget: Implementation Checklist

The following table provides details you can use to ensure that the system is configured properly for the conversion of a simple budget to a hierarchical budget, and to understand (and change, if needed) the settings that affect the processing workflow.

Form	Things to Check	Notes
Enable/Disable Features (CS100000)	Make sure that the *Standard Financials* feature has been enabled.	
Multiple forms	Make sure that the minimum configuration of the company has been performed, as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.	

Form	Things to Check	Notes
Ledgers (GL201500)	Make sure that the ledger to which the budget should be posted has been created, as described in *Budget Ledger: General Information*.	
Budget Configuration (GL205000)	Make sure that the budget structure has been configured, as described in *Budget Tree: Implementation Activity*.	
Budgets (GL302010)	Make sure that in the budget that you are going to convert,the masks that are used are the same as in the configured tree.	If any mask for a single-level budget is split into multiple masks on a tree or if multiple masks used somewhere in the single-level budget are merged into a single mask for the tree, the budget cannot be converted.

Other Settings That Affect the Workflow

To cause some users to view only the budget nodes to which they are assigned access rights based on their roles, you perform the configuration described in *Access to Budget Nodes: Implementation Activity*.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you convert a simple budget to a hierarchical budget by performing instructions similar to those described in *Conversion of a Simple Budget to a Hierarchical Budget: Process Activity*.

Hierarchical Budget: Implementation Checklist

The following table provides details you can use to ensure that the system is configured properly for the preparation of a hierarchical budget, and to understand an additional configuration task that can affect the processing workflow.

Form	Things to Check	Notes
Enable/Disable Features (CS100000) form	Make sure that the *Standard Financials* feature has been enabled.	
Multiple forms	Make sure that the minimum configuration of the company has been performed, as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.	

Form	Things to Check	Notes
Ledgers (GL201500) form	Make sure that the ledger to which the budget should be posted has been created, as described in *Budget Ledger: General Information*.	
Chart of Accounts (GL202500) form	Check whether the necessary accounts have been created.	
Master Financial Calendar (GL201000) form	Be sure that calendars for the financial years for which budgets will be created have been generated.	
Budget Configuration (GL205000) form	Make sure that the relevant budget structure has been configured, as described in *Budget Tree: Implementation Activity*.	

Configuration Tasks That Can Affect the Processing Workflow

If your company uses subaccounts, the *Subaccounts* feature has to be enabled on the *Enable/Disable Features* (CS100000) form. In this case, make sure that the budget structure has all account-subaccount pairs that are used for budgeting on the *Budget Configuration* (GL205000) form.

Modifying a Hierarchical Budget: Implementation Checklist

The following table provides details you can use to ensure that the system is configured properly for the modification of a hierarchical budget, and to understand an additional configuration task that can affect the processing workflow.

Form	Things to Check	Notes
Enable/Disable Features (CS100000)	Make sure that the *Standard Financials* feature has been enabled.	
Multiple forms	Make sure that the minimum configuration of the company has been performed, as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.	
Ledgers (GL201500)	Make sure that the ledger to which the budget should be posted has been created, as described in *Budget Ledger: General Information*.	

Form	Things to Check	Notes
Chart of Accounts (GL202500)	Check whether the necessary accounts have been created.	
Master Financial Calendar (GL201000)	Be sure that calendars for the financial years for which budgets will be created have been generated.	
Budget Configuration (GL205000)	Make sure that the relevant budget structure has been configured, as described in *Budget Tree: Implementation Activity*.	
Budgets (GL302010)	Make sure that a hierarchical budget has been created, as described in *Conversion of a Simple Budget to a Hierarchical Budget: Process Activity* or *Hierarchical Budget: Process Activity*.	

Configuration Tasks That Can Affect the Processing Workflow

If your company uses subaccounts, the *Subaccounts* feature has to be enabled on the *Enable/Disable Features* (CS100000) form. In this case, make sure that the budget structure has all account-subaccount pairs that are used for budgeting on the *Budget Configuration* (GL205000) form.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you modify a hierarchical budget by performing instructions similar to those described in *Modification of a Hierarchical Budget: Process Activity*.

Revising a Budget: Implementation Checklist

The following table provides details you can use to ensure that the system is configured properly for the revising of a budget.

Form	Things to Check	Notes
Enable/Disable Features (CS100000) form	Make sure that the *Standard Financials* feature has been enabled.	
Multiple forms	Make sure that the minimum configuration of the company has been performed, as described in *Company Without Branches: General Information*.	

Form	Things to Check	Notes
Budgets (GL302010) form	Make sure the budgets whose data is going to be modified have been uploaded to the system. For details, see *Simple Budget: Process Activity* or *Hierarchical Budget: Process Activity*.	

Simple Budget: Implementation Checklist

The following tables provide details you can use to ensure that the system is configured properly for the preparation of a simple budget.

Form	Things to Check	Notes
Enable/Disable Features (CS100000)	Make sure that the *Standard Financials* feature has been enabled.	
Multiple forms	Make sure that the minimum configuration of the company has been performed, as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.	
GL functionality	Make sure that the general ledger functionality has been implemented, as described in *General Ledger: General Information*.	
Ledgers (GL201500)	Make sure that the ledger to which the budget should be posted has been created, as described in *Budget Ledger: General Information*.	
Chart of Accounts (GL202500)	Check whether the necessary accounts have been created.	
Master Financial Calendar (GL201000)	Be sure that calendars for the financial years for which budgets will be created have been generated.	

Additional Configuration

The following table provides details of additional configuration needed for the preparation of a simple budget.

Form	Settings to Check	Notes
Multiple forms	If your company uses subaccounts, the subaccounts have to be configured, as described in *Subaccounts: Implementation Activity*.	

Cash Management

Bank Reconciliation: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for reconciling cash accounts with bank statements, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially perform bank reconciliation, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform	Note
Enable/Disable Features (CS100000) form	Make sure that the following feature has been enabled: *Standard Financials*.	
Chart of Accounts (GL202500) form	Check whether the necessary accounts have been created. For details, see *General Ledger: Chart of Accounts*.	
Cash Accounts (CA202000) form	Check whether the necessary cash accounts have been configured.	You need to configure a cash account only when you perform the reconciliation for the first time.
Cash Management Preferences (CA101000)	On the **Bank Statement Settings** tab in the **Import Settings** section, make sure that *PX.Objects.CA.OFXStatementReader* is selected in the **Statement Import Service** box.	This setting is required for processing a bank statement in Open Financial Exchange (OFX) format, which you can do in *Bank Reconciliation: To Process a Bank Statement in OFX Format (Part 1)*.

Other Settings That Affect the Workflow

You can affect the workflow of bank reconciliation by specifying additional settings on the *Cash Management Preferences* (CA101000) form as follows:

- To cause cash transactions to be automatically posted to the general ledger once they are released, make sure that the **Automatically Post to GL on Release** check box is selected in the **Posting and Release Settings** section on the **General** tab.
- To cause the system to assign the *On Hold* status to the created cash transactions, make sure that the **Hold Transactions on Entry** check box in the **Data Entry Settings** section on the **General** tab is selected.

If you want data to be imported on the *Import Bank Transactions* (CA306500) form only after a user selects the applicable cash account, on the **Bank Statements** tab of the *Cash Management Preferences* form, you should also select the **Import Bank Statement to Single Cash Account** check box.

If you want the system to automatically update the date of an unreleased AR or AP payment document to the bank transaction date when bank transactions are processed on the *Process Bank Transactions* (CA306000) form, you

should select the **Set Payment Date to Bank Transaction Date** check box on the *Payment Methods* (CA204000) form for the payment method that is specified for the document. You should clear this check box if for this payment method, the **Integrated Processing** check box is selected on the **Settings to Use in AR** tab of the form.

Testing of Settings

To make sure that all configuration has been performed correctly, we recommend that you test the performing of bank reconciliations by performing similar steps to those described in *Bank Reconciliation: To Reconcile a Cash Account* and *Bank Reconciliation: To Process a Bank Statement in OFX Format (Part 1)*.

Cash Entries: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for creating cash entries, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially create cash entries, you make sure the needed features have been enabled, settings have been specified, and entities have been created as summarized in the following checklist.

Form	Tasks to Perform	Note
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.	
Cash Accounts (CA202000)	Make sure the cash accounts used to record cash entries and funds transfers have been created as described in *Cash Management: Cash Accounts*.	
Entry Types (CA203000)	Make sure that the necessary entry types have been defined as described in *Cash Management: Entry Types*.	

Settings That Affect the Workflow

If the following settings are specified on the *Cash Management Preferences* (CA101000) form, they can affect the workflow of creating and processing a cash entry as follows:

- You can select the **Hold Transactions on Entry** check box in the **Data Entry Settings** section to create cash transactions with the *On Hold* status by default. If this check box is selected, you can remove a cash entry from hold by clicking **Remove Hold** for the cash entry on the relevant form.
- You can select the **Automatically Post to GL on Release** check box in the **Posting and Release Settings** section. If this check box is selected, when you release a cash entry, the system generates a batch and automatically posts it to the general ledger. If the check box is cleared, on release of a cash entry, the system generates a batch, but instead of immediately posting it to the general ledger, it saves the batch with *Unposted* status. You can post the batch with the *Unposted* status manually on the *Post Transactions* (GL502000) form.

Testing of Settings

To make sure that all settings are configured correctly, we recommend that you create a cash entry by performing similar steps to those described in *Cash Entries: To Create a Disbursement Cash Entry* and *Cash Entries: To Create a Receipt Cash Entry*.

Funds Transfers: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for performing funds transfers, and to understand (and change, if needed) the settings that affect the workflow of funds transfers processing.

Implementation Checklist

We recommend that before you initially perform funds transfers, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform	Note
Enable/Disable Features (CS100000)	Make sure that the *Standard Financials* feature has been enabled	
Chart of Accounts (GL202500)	Check whether the necessary accounts have been created.	
Cash Accounts (CA202000)	Check whether the necessary cash accounts have been configured.	
Company Financial Calendar (GL201100)	Make sure that the periods during which funds transfers may occur have a status of *Open*.	You can generate the necessary periods on the *Master Financial Calendar* (GL201000) form. For details on opening financial periods, see *Opening Financial Periods: Process Activity*.

Other Settings That Affect the Workflow

The following settings on the *Cash Management Preferences* (CA101000) form can affect the processing workflow:

- If the **Automatically Post to GL on Release** check box is selected, the system posts transactions to the general ledger when cash management documents are released. If this check box is cleared, you have to post the batch after you release the document.
- If the **Hold Transactions on Entry** check box is selected in the **Data Entry Settings** section, when new transactions and funds transfers are entered, they are assigned the *On Hold* status. If the **Hold Transactions on Entry** check box is cleared, the transactions and funds transfers are assigned the *Balanced* status.
- If the **Require Document Ref. Nbr. on Entry** check box is selected, you must fill in the **Document Ref.** box on the *Funds Transfers* (CA301000) form for new funds transfers. If this check box is cleared, you can decide whether to leave the **Document Ref.** box blank or fill it in.

Testing of Settings

To make sure that all settings are configured correctly, we recommend that you perform funds transfers by performing similar steps to those described in *Funds Transfers: Process Activity*.

Intercompany Funds Transfers: Implementation Checklist

Before users begin processing funds transfers between companies, you must make sure that the system has been configured properly and that all required entities have been created, as described in the following table.

Form	Settings to Check	Notes
Enable/Disable Features (CS100000) form	Make sure that the following features have been enabled: • *Standard Financials* • *Multibranch Support* • *Multicompany Support* • *Advanced Financials* • *Inter-Branch Transactions*	
Multiple forms	Make sure that the minimum configuration of the companies has been performed.	
Cash Accounts(CA202000) form	Check whether the necessary cash accounts have been created, as described in *Cash Management: To Create Cash Accounts*.	
Inter-Branch Account Mapping (GL101010) form	Be sure that the account mapping rules have been defined for the companies, as described in *Inter-branch Account Mapping: General Information*.	
Company Financial Calendar (GL201100) form	Make sure that the periods during which funds transfers may occur have a status of *Open*.	You can generate the necessary periods on the *Master Financial Calendar* (GL201000) form.

Settings That Can Affect the Processing Workflow

The following settings on the *Cash Management Preferences* (CA101000) form can affect the processing workflow:

- If the **Automatically Post to GL on Release** check box is selected, the system posts transactions to the general ledger when cash management documents are released. If this check box is cleared, you have to post the batch after you release the document.
- If the **Hold Transactions on Entry** check box is selected in the **Data Entry Settings** section, when new transactions and funds transfers are entered, they are assigned the *On Hold* status. If the **Hold Transactions on Entry** check box is cleared, the transactions and funds transfers are assigned the *Balanced* status.

- If the **Require Document Ref. Nbr. on Entry** check box is selected, you must fill in the **Document Ref.** box on the *Funds Transfers* (CA301000) form for new funds transfers. If this check box is cleared, you can leave the **Document Ref.** box blank.

Customer Relationship Management

Case Assignment to Owners and Workgroups: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for assigning cases to owners and workgroups, and to understand (and change, if needed) the settings that affect the case assignment workflow.

Mandatory Configuration

We recommend that before you start assigning cases to owners, you make sure that the needed features have been enabled and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	The following features have been enabled: • *Customer Management*: This feature provides the customer relationship management (CRM) functionality. • *Case Management* in the *Customer Management* group of features: This feature gives customer support personnel the ability to create support cases, assign cases to owners, and process cases.
Case Classes (CR206000)	Case classes have been created with the necessary settings and attributes, as described in *Defining Case Classes*.

Table: Configuration of a Case Assignment Map

If users will be assigning cases to owners and workgroups by using assignment maps, you should configure a case assignment map, which involves the required tasks listed below (which should be performed in the listed order).

Form	Required Task
Employees (EP203000)	Employee records have been created in the system.
Company Tree (EP204061)	The needed departments, workgroups, and employees have been added to the company tree.
Assignment Maps (EP205010)	A case assignment map has been created and it is properly configured.
Customer Management Preferences (CR101000)	A case assignment map has been specified in the **Case Assignment Map** box on the **General** tab (**Assignment Settings** section).

Other Settings That Affect the Workflow

You can include the sending of email notifications in the case assignment workflow. If you want email notifications to be sent to the responsible employees when a case is assigned to an employee or when the status of the case is changed, an administrator can set up email or push notifications on the *Business Events* (SM302050) form so that

the employee receives a notification by email, by SMS, or in the Acumatica mobile app. For details, see *Business Events*.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you practice assigning cases to owners by performing instructions similar to those described in *Case Assignment to Owners and Workgroups: Process Activity*.

Lead Assignment to Owners and Workgroups: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for assigning leads to owners, and to understand (and change, if needed) the settings that affect the lead assignment workflow.

Implementation Checklist

We recommend that before you start assigning leads to owners, you make sure that the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	The *Customer Management* feature has been enabled: This feature provides the customer relationship management (CRM) functionality, including lead and customer tracking, and also gives users the ability to manage sales opportunities, contacts, marketing lists, and marketing campaigns.
Assignment Maps (EP205010)	If you will be assigning leads to owners by using assignment maps, a lead assignment map has been created and it is properly configured.
Customer Management Preferences (CR101000)	An assignment map is specified in the **Lead Assignment Map** box on the **General** tab.
Company Tree (EP204061)	The needed departments or workgroups have been added to the company tree.
Employees (EP203000)	Employee records have been created in the system.
Users (SM201010)	User profiles have been created for employees.
Lead Classes (CR207000)	Lead classes have been created with the necessary settings and attributes, including **Default Owner** on the **Details** tab (**Data Entry Settings** section).

Other Settings That Affect the Lead Assignment Workflow

You can affect the lead assignment workflow by specifying additional settings in the system, as follows. If you want email notifications to be sent to the responsible employees when a lead is assigned to an employee or when the status of the lead is changed, an administrator can set up email or push notifications on the *Business Events*

(SM302050) form so that the employee receives a notification by email, by SMS, or in Acumatica mobile app. For details, see *Business Events*.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you practice assigning leads to owners by performing instructions similar to those described in *Lead Assignment to Owners and Workgroups: Process Activity*.

Opportunity Assignment to Owners and Workgroups: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for assigning opportunities to owners, and to understand (and change, if needed) the settings that affect the opportunity assignment workflow.

Implementation Checklist

We recommend that before you start assigning opportunities to owners, you make sure that the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	The *Customer Management* feature has been enabled: This feature provides the customer relationship management (CRM) functionality, including lead and customer tracking, and gives users the ability to manage sales opportunities, contacts, marketing lists, and marketing campaigns.
Assignment Maps (EP205010)	If you will be assigning opportunities to owners by using assignment maps, an opportunity assignment map has been created and properly configured.
Customer Management Preferences (CR101000)	If you will be assigning opportunities to owners by using assignment maps and you will be using the *Assign Opportunities* (CR503110) mass-processing form to assign owners to existing opportunities without owners according to this map, an assignment map has been specified in the **Opportunity Assignment Map** box on the **General** tab (**Assignment Settings** section).
Company Tree (EP204061)	The needed departments or workgroups have been added to the company tree.
Employees (EP203000)	Employee records have been created in the system.
Opportunity Classes (CR209000)	Opportunity classes have been created with the necessary settings and attributes, including **Default Owner** on the **Details** tab (**Data Entry Settings** section).

Other Settings That Affect the Workflow

You can affect the opportunity assignment workflow by including the sending of email notifications. If you want email notifications to be sent to the responsible employees when an opportunity is assigned to an employee or when the status of the opportunity is changed, an administrator can set up email or push notifications on the *Business Events* (SM302050) form so that the employee receives a notification by email, by SMS, or in Acumatica mobile app. For details, see *Business Events*.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you practice assigning opportunities to owners by performing instructions similar to those described in *Opportunity Assignment to Owners and Workgroups: Process Activity*.

Configuring CRM Functionality: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for the customer relationship management (CRM) functionality in Acumatica ERP, and to specify settings that affect the CRM workflows.

Mandatory Configuration

To ensure that the basic CRM configuration has been implemented properly, make sure that the necessary features have been enabled and settings have been specified, as described in the following checklist.

Form	Criteria to Check
Multiple forms	The following tasks have been performed: 1. The initial configuration of the instance has been performed, as described in *Preparing an Instance for Implementation* 2. The minimum company settings have been specified and at least the minimum required functionality has been implemented for all other functional areas to be integrated with the CRM functionality as described in *Company Without Branches: General Information* 3. The system email accounts to be used for CRM have been configured, as described in *System Email Accounts*.
Enable/Disable Features (CS100000)	The *Customer Management* feature has been enabled. This feature provides the customer relationship management functionality, including lead and customer tracking, as well as the handling of sales opportunities, contacts, marketing lists, and marketing campaigns.
Customer Management Preferences (CR101000)	The predefined settings in the **Numbering Sequences** section of the **General** tab have been saved.

Table: Recommended Configuration

To give users the abilities to validate leads, contacts, and business accounts for duplicates, use the automatic processing of documents, use the integration with web map services, and group records that share common characteristics, you should specify and save the recommended settings listed in the following table.

Form	Criteria to Check
Enable/Disable Features (CS100000)	The following features have been enabled: • *Duplicate Validation* in the *Customer Management* group of features: Provides the duplicate validation functionality, which you can use to set up and perform automatic validation of lead and contact records for duplicates. For an example of configuration, see *Duplicate Validation*. • *Sales Quotes* in the *Customer Management* group of features: Gives you the ability to create opportunity-based sales quotes, send them to customers for review, and create sales orders and invoices based on these quotes. • *Address Lookup Integration* in the *Customer Management* group of features: Gives you the ability to use the address enrichment functionality. With this feature enabled, integration with a web map service can be set up, and you can add new addresses, update existing addresses, and fill in the missing address information on the forms that have address information. For details, see *Integrating Acumatica ERP with Web Map Services*. • *Scheduled Processing* in the *Monitoring & Automation* group of features: Gives you the ability to create schedules for the automatic processing of documents. For details, see *Scheduling Automated Processing*.
Lead Classes (CR207000)	Lead classes with the necessary details and attributes have been created.
Contact Classes (CR205000)	Contact classes with the necessary details and attributes have been created.
Business Account Classes (CR208000)	Business account classes with the necessary details and attributes have been created.
Campaign Classes (CR202500)	Campaign classes with the necessary details and attributes have been created.
Opportunity Classes (CR209000)	Opportunity classes with the necessary details and attributes have been created.
Customer Management Preferences (CR101000)	On the **General** tab (**Data Entry Settings**) section, numbering sequences have been saved and classes with the necessary settings have been specified.

Duplicate Validation: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for duplicate validation in Acumatica ERP, and to understand (and change, if needed) the settings that affect the processing workflow.

Mandatory Configuration

We recommend that before you start validating records for duplicates, you make sure that the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	The following features have been enabled: • *Customer Management*: Provides the customer relationship management (CRM) functionality, including lead and customer tracking, as well as the handling of sales opportunities, contacts, marketing lists, and campaigns • *Duplicate Validation* in the *Customer Management* group of features: Provides the duplicate validation functionality
Customer Management Preferences (CR101000)	The numbering sequence settings have been specified and saved to the system, as described in *Basic Customer Relationship Management*.
Duplicate Validation (CR103000)	The duplicate validation settings have been specified.

Recommended Configuration

To speed duplicate validation and minimize errors, you should specify and save the recommended settings listed in the following table.

Form	Criteria to Check
Duplicate Validation (CR103000)	The **Validate on Entry** check box is selected for each combination of record types on the **Comparison** pane. With this check box selected, the system will validate each new lead, contact, or business account when a new record is being created and saved for the first time on the *Leads* (CR301000), *Contacts* (CR302000), or *Business Accounts* (CR303000) form.

Other Settings That Affect the Workflow

You can affect the workflow of duplicate validation by specifying additional settings:

- To cause the system to perform duplicate validation processing more quickly—validating records and calculating grams is handled in parallel mode and may be a time-consuming process—add the following key to the `web.config` file located in the website folder.

```
<add key="ParallelProcessingDisabled" value="False" />
```

- To cause the system to validate the field values of each new lead, contact, or business account—such as an email address or phone number—for duplication as soon as a user specifies these settings on the *Leads* (CR301000), *Contacts* (CR302000), or *Business Accounts* (CR303000) form and tries to save the record for the first time, select the *Warn* option for these fields in the **Create on Entry** column of the *Duplicate Validation* (CR103000) form.
- To cause the system to prevent the creation of duplicate leads on the *Leads* form, duplicate contacts on the *Contacts* form, or duplicate business accounts on the *Business Accounts* form, select the *Block* option for each needed field in the **Create on Entry** column of the corresponding table on the *Duplicate Validation* form.
- To cause the system to calculate validation scores according to the duplicate validation rules specified for the pairs of records on the *Duplicate Validation* form and to keep the missing scores for empty fields, clear the **Normalize Validation Scores** check box on the **General** tab (**Miscellaneous Settings** section) of the *Customer Management Preferences* (CR101000) form.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you configure duplicate validation by performing instructions similar to those described in *Duplicate Validation: Implementation Activity*.

Emails and Activities: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for tracking communication with your potential and existing customers, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you start tracking communication with your potential and existing customers, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	The *Customer Management* has been enabled. This feature provides the customer relationship management (CRM) functionality, including lead and customer tracking, and gives users the ability to manage sales opportunities, contacts, marketing lists, and marketing campaigns.
Customer Management Preferences (CR101000)	All the necessary settings have been specified.
Lead Classes (CR207000)	Lead classes with the necessary details and attributes have been created.
Leads (CR301000)	Leads that belong to the necessary classes have been added to the system.
Employees (EP203000)	Employee records have been created in the system.

Form	Criteria to Check
Users (SM201010)	Users have been created for employees.
Email Accounts (SM204002)	A system email account has been configured.
Event Setup (EP204070)	The system-wide settings have been specified to prepare the system to send automatic notifications by using the built-in notification capabilities

Assignment Notification Settings

You may want to activate the notification of activity and task assignment by sending email notifications to the responsible employees, which are defined depending on what specific event has happened. These notification capabilities include the following scenarios:

- You can send a notification to the owner of a new activity or task when a creator of the new activity or task is not the owner.
- You can send a notification to the owner of a related entity when one of the following events for which the owner is not the creator has happened:
  - An activity or task has been created for the related entity and assigned to another user.
  - An existing activity or task associated with the related entity has been reassigned to another user.
  - An existing activity or task has been recently associated with the related entity for which the employee is the owner, and assigned to another user.

An administrator can set up the email notifications on the *Business Events* (SM302050) form. For details, see *Business Events*.

Validation of Configuration

To make sure that all settings are configured correctly, we recommend that you practice communicating with the leads by performing instructions similar to those described in the following topics:

- *Emails and Activities: To Create an Email*
- *Emails and Activities: To Create an Event*
- *Emails and Activities: To Track a Phone Call*
- *Emails and Activities: To Create a Task*

Case Management: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for managing cases, and to understand (and change, if needed) the settings that affect the workflow of case management.

Mandatory Configuration

To ensure that the basic CRM configuration for managing cases has been implemented properly, make sure that the necessary features have been enabled, entities have been created, and settings have been specified, as described in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	The following features have been enabled: • *Customer Management*: This feature provides the customer relationship management (CRM) functionality. • *Case Management* in the *Customer Management* group of features: This feature gives customer support personnel the ability to create support cases, assign cases to owners, and process cases.
Case Classes (CR206000)	The needed case classes have been created with the necessary settings and attributes, as described in *Defining Case Classes*.
Customer Management Preferences (CR101000)	On the **General** tab (**Data Entry Settings** section), in the **Default Case Class** box, the default case class, that is, the case class that will be used for most cases.
Employee Classes (EP202000)	The needed employee classes have been created with the necessary settings and attributes.
Employees (EP203000)	Employee records have been created in the system.
Users (SM201010)	User profiles have been created for employees.

Recommended Configuration

You should specify and save the recommended settings, which are listed in the following table, to give users the ability to bill customers for cases and for the time that the support team has spent on processing the case, based on the released activities, and to send emails to customers and the support team.

Form	Criteria to Check
Enable/Disable Features (CS100000)	The following features have been enabled: • *Scheduled Processing* (under the *Monitoring & Automation* group of features): This feature gives you the ability to create schedules for the automatic processing of documents, including the sending of emails. • *Time Management*: This feature gives you the ability to track the time your organization's employees spend on activities that can be included in time cards.
Email Accounts (SM204002)	A system email account has been configured, as described in *Configuring Email Accounts*.
Business Events (SM302050)	A business event that causes the system to send emails to customers has been created.
Email Templates (SM204003)	A notification template that is a subscriber for the business event has been created.

Form	Criteria to Check
Automation Schedules (SM205020)	A schedule for the sending of emails has been created, as described in *Managing Emails*.
Non-Stock Items (IN202000)	The required non-stock items of the *Labor* type with needed settings have been created, as described in *Creating Labor Items*.
Labor Rates (PM209900)	The cost rates that are specific to particular labor items have been created, as described in *Creating Labor Items*.
Attributes (CS205000)	Attributes have been created with the necessary settings.
Cases (CR306000)	The **User-Defined Fields** tab, which holds the values of attributes required by your company for cases, has been added.
Earning Types (EP102000)	If you will be using the *Per Activity* billing mode, the needed earning types that are used in activities have been created. A predefined set of earning types has been created in the system. You can modify this set as needed.
Activity Types (CR102000)	The activity types that you plan to use are defined and have the **Active** check box selected.

Other Settings That Affect the Workflow

You can affect the workflow of case management by specifying additional settings as follows:

- To cause the system to associate a case with a contract, do the following:
  - On the *Enable/Disable Features* (CS100000) form, enable the *Contract Management* feature in the *Advanced Financials* group of features: This feature provides the support of contracts, including case processing and contract billing. It makes available all forms related to contract processing and provides integration with accounts receivable and tracking of time and expenses.
  - On the *Contract Templates* (CT202000) form, activate case counting by specifying a case count item (in the **Case Billing Settings** section of the **Summary** tab).
- If your company's customer support processes include the approval of cases, configure an approval map, as described in *Approval Configuration: Approval Maps*.
- If you want to associate activities with projects and project tasks, enable the *Project Accounting* feature on the *Enable/Disable Features* (CS100000) form and configure the project accounting functionality, as described in *Basic Project Accounting*.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you perform instructions similar to those described in the following topics:

- *Case Management: To Process a Non-Billable Case*
- *Case Management: To Process a Billable Case*

Opportunity Management: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for managing opportunities, and to understand (and change, if needed) the settings that affect the workflow of opportunity management.

Mandatory Configuration

We recommend that before you start managing opportunities, you make sure the needed CRM features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	The following features have been enabled: • *Customer Management*: This feature provides the customer relationship management (CRM) functionality, including lead and customer tracking, and gives users the ability to manage sales opportunities, contacts, marketing lists, and marketing campaigns. • *Sales Quotes* in the *Customer Management* group of features: This feature gives you the ability to create opportunity-based sales quotes, send them to customers for review, and create sales orders and invoices based on these quotes.
Customer Management Preferences (CR101000)	The predefined settings in the **Numbering Sequences** section of the **General** tab have been saved, as described in *Basic Customer Relationship Management*.
Opportunity Classes (CR209000)	Opportunity classes with the necessary settings, attributes, and stages have been created, as described in *Defining Opportunity Classes*.
Business Account Classes (CR208000)	Business account classes with the necessary settings and attributes have been created, as described in *Defining Business Account Classes*.
Business Accounts (CR303000)	Business accounts with the necessary settings and attributes have been created, as described in *Creating Business Accounts*.
Customer Classes (AR201000)	Customer classes with the necessary settings and attributes have been created, as described in *Creating a Customer*.
Contacts (CR302000)	Contacts with the necessary settings and attributes have been created, as described in *Creating Contacts*.

Recommended Configuration

You should specify and save the recommended settings, which are listed in the following table, to give users the ability to time that the sales team has spent on processing the opportunity, based on the released activities, and to send emails to customers and the sales team.

Form	Criteria to Check
Enable/Disable Features (CS100000)	The following features have been enabled: • *Scheduled Processing* (under the *Monitoring & Automation* group of features): This feature gives you the ability to create schedules for the automatic processing of documents, including the sending of emails. • *Time Management*: This feature gives you the ability to track the time your organization's employees spend on activities that can be included in time cards.
Email Accounts (SM204002)	A system email account has been configured, as described in *Configuring Email Accounts*.
Business Events (SM302050)	A business event that causes the system to send emails to customers has been created.
Email Templates (SM204003)	A notification template that is a subscriber for the business event has been created.
Automation Schedules (SM205020)	A schedule for the sending of emails has been created, as described in *Managing Emails*.
Non-Stock Items (IN202000)	The required non-stock items of the *Labor* type with needed settings have been created, as described in *Creating Labor Items*.
Labor Rates (PM209900)	The cost rates that are specific to particular labor items have been created, as described in *Creating Labor Items*.
Attributes (CS205000)	Attributes have been created with the necessary settings.
Earning Types (EP102000)	If you will be using the *Per Activity* billing mode, the needed earning types that are used in activities have been created. A predefined set of earning types has been created in the system. You can modify this set as needed.
Activity Types (CR102000)	The activity types that you plan to use are defined and have the **Active** check box selected.

Opportunity-Based Documents Checklist

We recommend that before you start creating opportunity-based sales orders or invoices, you make sure the needed settings have been specified and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Multiple forms	Order and inventory management functionality has been configured as described in *Order Management Basic Configuration: General Information* and *Configuration of Order Management: General Information*.

Form	Criteria to Check
Stock Items (IN202500)	Stock items with the necessary settings have been added, as described in *Stock Items: General Information*.
Non-Stock Items (IN202000)	Non-stock items with the necessary settings have been added, as described in *Non-Stock Items: General Information* and *Service Items: General Information*.
Opportunities (CR304000)	The following tasks have been performed: • An opportunity has been created and at least one inventory item, stock or non-stock, has been specified on the **Details** tab. • A business account of the *Customer* type has been selected for the opportunity. • If the *Sales Quotes* feature is enabled on the *Enable/Disable Features* (CS100000) form, a primary quote has been created for the opportunity. • If the *Service Management* feature is enabled on the *Enable/Disable Features* form, the opportunity does not have any service orders associated with this opportunity. ⚠ If an opportunity includes detail lines with inventory items and detail lines with the **Inventory ID** column left blank, a sales order created from that opportunity will include only the lines with inventory items.

Other Settings That Affect the Workflow

You can affect the workflow of opportunity management by specifying additional settings as follows:

- To cause the system use opportunity classes during lead conversion, create the needed classes on the *Lead Classes* (CR207000) form.
- To give users the ability to specify discounts for an opportunity, enable the *Customer Discounts* feature on the *Enable/Disable Features* (CS100000) form and configure discounts. For details, see *Customer Discounts: General Information*.
- To provide the ability to include taxes in an opportunity, configure taxes, as described in *Sales Taxes: General Information*.
- To set up required approvals for sales quotes, sales orders, or invoices, enable the *Approval Workflow* feature on the *Enable/Disable Features* form (in the *Monitoring & Automation* group of features) and configure an approval map.
- To give users the ability to create service orders, enable the *Service Management* feature on the *Enable/Disable Features* form and configure the field services functionality, as described in *Field Services Guide*.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you perform instructions similar to those described in the following topics:

- *Opportunity Management: To Add Products to an Opportunity*
- *Opportunity Management: To Create a Sales Quote*

- *Opportunity Management: To Create an Opportunity-Based Sales Order*

Marketing Lists: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for managing marketing lists, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you start working with marketing lists, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	The following features have been enabled: • *Customer Management*: This feature provides the customer relationship management (CRM) functionality, including lead and customer tracking, as well as handling of sales opportunities, contacts, marketing lists, and campaigns • *Scheduled Processing* in the *Monitoring & Automation* group of features: Gives you the ability to create schedules for the automatic processing of documents
Customer Management Preferences (CR101000)	All the necessary settings have been specified and saved to the system.
Leads (CR301000)	All the leads you want to add to a marketing list have been created.
Contacts (CR302000)	All the contacts you want to add to a marketing list have been created.
Email Accounts (SM204002)	A system email account has been created.
Email Preferences (SM204001)	The system email account has been specified as the default system account.
Automation Schedules (SM205020)	A schedule for regular runs of the *Send and Receive Email* process has been created.

Validation of Configuration

To make sure that all settings are configured correctly, we recommend that you practice working with marketing lists by performing instructions similar to those described in the following topics:

- *Marketing Lists: To Create a Static Marketing List*
- *Marketing Lists: To Create a Dynamic Marketing List*

Marketing Campaigns: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for creating and managing a marketing campaign, and to understand (and change, if needed) the settings that affect the workflow of campaign management.

Implementation Checklist

We recommend that before you start creating and managing a marketing campaign, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	Make sure that the following features have been enabled: • *Customer Management*: This feature provides the customer relationship management (CRM) functionality, including lead and customer tracking, as well as handling of sales opportunities, contacts, marketing lists, and marketing campaigns. • *Scheduled Processing* in the *Monitoring & Automation* group of features: This feature gives you the ability to create schedules for the automatic processing of documents
Customer Management Preferences (CR101000)	All the necessary settings have been specified and saved to the system.
Lead Classes (CR207000)	All the needed lead classes with the necessary settings and attributes have been created.
Contact Classes (CR205000)	All needed contact classes with the necessary settings and attributes have been created.
Business Account Classes (CR208000)	All needed business account classes with the necessary settings and attributes have been created.
Campaign Classes (CR202500)	The needed campaign classes with the necessary settings and attributes have been created.

Other Settings That Affect the Workflow of Campaign Management

You can affect the workflow of campaign management by specifying additional settings as follows: If the *Project Accounting* feature is enabled on the *Enable/Disable Features* (CS100000) form, you can use the project accounting functionality to track expenses and revenue related to a marketing campaign. The system can regard a marketing campaign as a project and use the project budget tracking mechanism for tracking the campaign budget. For more information about project budgets, see *Managing the Project Budget*. A project can be associated with a marketing campaign through the **Project Accounting Integration** section on the **Campaign Details** tab of the *Marketing Campaigns* (CR202000) form. If needed, multiple campaigns may be associated with a single project. (For details, see *Marketing Campaigns: Project Accounting for Campaigns*.)

Validation of Configuration

To make sure that all settings are configured correctly, we recommend that in your system, you create and work with marketing campaigns by performing instructions similar to those described in *Marketing Campaigns: Process Activity*.

Mass Emails: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for creating and sending mass emails, and to understand (and change, if needed) the settings that affect the workflow of managing mass emails.

Implementation Checklist

We recommend that before you start creating and sending mass emails, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	Make sure that the following features have been enabled: • *Customer Management*: This feature provides the customer relationship management (CRM) functionality, including lead and customer tracking, as well as handling of sales opportunities, contacts, marketing lists, and marketing campaigns. • *Scheduled Processing* in the *Monitoring & Automation* group of features: Gives you the ability to create schedules for the automatic processing of documents
Customer Management Preferences (CR101000)	All the necessary settings have been specified and saved to the system.
Email Accounts (SM204002)	A system email account has been created.
Email Preferences (SM204001)	The system email account has been specified as the default system account.
Automation Schedules (SM205020)	A schedule for regular runs of the *Send and Receive Email* process has been created.

Validation of Configuration

To make sure that all settings are configured correctly, we recommend that in your system, you practice creating and working with mass emails by performing instructions similar to those described in the following topics:

- *Mass Emails: To Create and Send a Mass Email*
- *Mass Emails: To Email from a Marketing List*

- *Mass Emails: To Email from a Marketing Campaign*

Lead Qualification by Marketing Teams: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for qualifying leads by a marketing team, and to understand (and change, if needed) the settings that affect the workflow of qualifying leads.

Implementation Checklist

We recommend that before you start qualifying leads, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	The *Customer Management* has been enabled. This feature provides the customer relationship management (CRM) functionality, including lead and customer tracking. This feature also gives users the ability to manage sales opportunities, contacts, marketing lists, and marketing campaigns.
Leads (CR301000)	Leads with the necessary settings and attributes have been created.
Lead Classes (CR207000)	Lead classes with the necessary settings and attributes have been created.
Opportunity Classes (CR209000)	Opportunity classes with the necessary settings and attributes have been created.

Other Settings That Affect the Lead Qualification Workflow

You can affect the lead qualification workflow by specifying additional settings as follows:

- On the *Contact Classes* (CR205000) form (**Conversion Settings** section of the **Details** tab), define classes with the necessary settings and attributes. When a user creates a contact—which can be done directly on the *Contacts* (CR302000) form or for a particular lead or business account in the **Create Contact** dialog box of the *Leads* (CR301000) or *Business Accounts* (CR303000) form, respectively—the user selects a class, and the system fills in the default settings of the contact based on the settings of the class.
- On the *Business Account Classes* (CR208000) form (**Conversion Settings** section of the **Details** tab), specify classes with the necessary settings and attributes. When a user creates a business account—which can be done directly on the *Business Accounts* form or for a particular lead or contact in the **Create Account** dialog box of the *Leads* or *Contacts* form, respectively—the user selects a class, and the system fills in the default settings of the contact based on the settings of the class.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you perform instructions similar to those described in *Lead Qualification by Marketing Teams: To Disqualify a Lead*.

Lead Qualification by Sales Teams: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for qualifying leads by a sales team, and to understand (and change, if needed) the settings that affect the workflow of qualifying leads.

Implementation Checklist

We recommend that before you start qualifying leads, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	The *Customer Management* has been enabled. This feature provides the customer relationship management (CRM) functionality, including lead and customer tracking. This feature also gives users the ability to manage sales opportunities, contacts, marketing lists, and marketing campaigns.
Leads (CR301000)	Leads with the necessary settings and attributes have been created.
Lead Classes (CR207000)	Lead classes with the necessary settings and attributes have been created.
Opportunity Classes (CR209000)	Opportunity classes with the necessary settings and attributes have been created.

Other Settings That Affect the Lead Qualification Workflow

You can affect the lead qualification workflow by specifying additional settings as follows:

- On the *Contact Classes* (CR205000) form (**Conversion Settings** section of the **Details** tab), define classes with the necessary settings and attributes. When a user creates a lead, contact, or business account on the *Contacts* (CR302000) form, the system will use classes specified on the *Contact Classes* form.
- On the *Business Account Classes* (CR208000) form (**Conversion Settings** section of the **Details** tab), specify classes with the necessary settings and attributes. When a user creates a lead, contact, or business account on the *Business Accounts* (CR303000) form, the system will use classes specified on the *Business Account Classes* form.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you perform instructions similar to those described in the following topics:

- *Lead Qualification by Sales Teams: To Convert a Lead to an Opportunity*
- *Lead Qualification by Sales Teams: To Disqualify a Lead*

Record Validation for Duplicates: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for validating lead, contact, and business account records for duplicates. This information will also help you understand (and change, if needed) the settings that affect the workflow of validating duplicate records.

Implementation Checklist

We recommend that before you start validating records for duplicates, you make sure that the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	The following features have been enabled: • *Customer Management*: This feature provides the customer relationship management (CRM) functionality, including lead and customer tracking, as well as the handling of sales opportunities, contacts, marketing lists, and campaigns • *Duplicate Validation* in the *Customer Management* group of features: This feature provides the duplicate validation functionality, which you can use to set up and perform automatic validation of lead and contact records for duplicates
Duplicate Validation (CR103000)	All necessary settings have been specified and saved to the system, as described in *Duplicate Validation*.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that you test the validation of one record and the validation of multiple records by following instructions similar to those described in the following topics:

- *Record Validation for Duplicates: To Validate a Lead for Duplicates*
- *Record Validation for Duplicates: To Validate Multiple Leads for Duplicates*

Customers and Vendors

Customer Statements: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for preparing customer statements.

Implementation Checklist

We recommend that before you initially prepare customer statements, you make sure settings have been specified and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Customer Classes (AR201000)	In the **Statement Type** box in the **Default Print and Email Settings** section on the **General Settings** tab, you specify what type of statement the customers assigned to this customer class prefer—balance-forward or open-item.
	You select the **Print Statements** check box if you want to make this customer's statements available for mass-printing on the *Print Statements* (AR503500) form.
	You select the **Send Statements By Email** check box if you want to make this customer's statements available for mass-emailing on the *Print Statements* form.
	You select the **Multi-Currency Statements** check box if you want this customer's statements to be created in multicurrency format. Such statements are displayed for mass-processing (printing or emailing) if the **Foreign Currency Statements** check box is selected on the *Print Statements* form. This check box becomes available if the *Multicurrency Accounting* feature has been enabled on the *Enable/Disable Features* (CS100000) form.
Statement Cycles (AR202800)	Make sure that the *End of Month* statement cycle that you want to use for preparing customer statements has been configured.
Customers (AR303000)	Make sure that the *EOM* statement cycle has been selected for the customer accounts in the **Statement Cycle ID** box in the **Financial Settings** section on the **Financial** tab of the current form.
Accounts Receivable Preferences (AR101000)	Make sure that on the **General** tab (**Consolidation Settings** section), the *For Each Branch* option is selected in the **Prepare Statements** box.

Testing of Settings

To make sure that all settings are configured correctly, we recommend that you prepare customer statements as described in *Customer Statements: Process Activity*.

Customer Visibility: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for restricting the visibility of customer records, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially restrict visibility of customer records, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled, as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.
	Make sure that the *Multibranch Support* feature has been enabled, if you need to restrict the visibility of customer records for particular branches.
	Enable the *Customer and Vendor Visibility Restriction* feature to perform *Customer Visibility: To Restrict Visibility to a Company*.
	Enable the *Multicurrency Accounting* and *Multiple Base Currencies* features to perform *Customer Visibility: To Restrict Visibility to a New Company*.
Customer Classes (AR201000)	Be sure that the customer classes whose visibility you want to restrict have been defined.
Customers (AR303000)	Be sure that the customer accounts have been defined for the customers whose visibility you want to restrict.
Branches (CS102000)	Make sure that for each branch to which the visibility of any customers should be limited, the appropriate role associated with the branch is specified in the **Access Role** box (**Configuration Settings** section) on the **Branch Details** tab.
Companies (CS101500)	Make sure that for each company to which the visibility of any customers should be limited, the appropriate role associated with the company is specified in the **Access Role** box (**Configuration Settings** section) on the **Company Details** tab.
Users (SM201010) or *User Roles* (SM201005)	Make sure that the needed users have been assigned to the roles specified for branches and companies. For details, see *User Roles: General Information*.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you perform instructions similar to those described in *Customer Visibility: To Restrict Visibility to a Company* and *Customer Visibility: To Restrict Visibility to a New Company*.

On-Demand Statements: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for preparing on-demand customer statements.

Implementation Checklist

We recommend that before you initially prepare customer statements, you make sure settings have been specified and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Customer Classes (AR201000)	In the **Statement Type** box in the **Default Print and Email Settings** section on the **General Settings** tab, you specify what type of statement the customers assigned to this customer class prefer—balance-forward or open-item.
	You select the **Print Statements** check box if you want to make this customer's statements available for mass-printing on the *Print Statements* (AR503500) form.
	You select the **Send Statements By Email** check box if you want to make this customer's statements available for mass-emailing on the *Print Statements* form.
	You select the **Multi-Currency Statements** check box if you want this customer's statements to be created in multicurrency format. Such statements are displayed for mass-processing (printing or emailing) if the **Foreign Currency Statements** check box is selected on the *Print Statements* form. This check box becomes available if the *Multicurrency Accounting* feature has been enabled on the *Enable/Disable Features* (CS100000) form.
Statement Cycles (AR202800)	Make sure that the *End of Month* statement cycle that you want to use for preparing customer statements has been configured.
Customers (AR303000)	Make sure that the *EOM* statement cycle has been selected for the customer accounts in the **Statement Cycle ID** box in the **Financial Settings** section on the **Financial** tab of the current form. The statement type should be *Open Item*.
Accounts Receivable Preferences (AR101000)	Make sure that on the **General** tab (**Consolidation Settings** section), the *For Each Branch* option is selected in the **Prepare Statements** box.

Testing of Settings

To make sure that all settings are configured correctly, we recommend that you prepare on-demand statements as described in *On-Demand Statements: Process Activity*.

Regenerating Statements: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for regenerating customer statements and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you regenerate customer statements, you make sure settings have been specified and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Customer Classes (AR201000)	In the **Statement Type** box in the **Default Print and Email Settings** section on the **General Settings** tab, you specify what type of statement the customers assigned to this customer class prefer—balance-forward or open-item.
	You select the **Print Statements** check box if you want to make this customer's statements available for mass-printing on the *Print Statements* (AR503500) form.
	You select the **Send Statements By Email** check box if you want to make this customer's statements available for mass-emailing on the *Print Statements* form.
	You select the **Multi-Currency Statements** check box if you want this customer's statements to be created in multicurrency format. Such statements are displayed for mass-processing (printing or emailing) if the **Foreign Currency Statements** check box is selected on the *Print Statements* form. This check box becomes available if the *Multicurrency Accounting* feature has been enabled on the *Enable/Disable Features* (CS100000) form.
Statement Cycles (AR202800)	Make sure that the *End of Month* statement cycle that you want to use for preparing customer statements has been configured.
Customers (AR303000)	Make sure that the *EOM* statement cycle has been selected for the customer accounts in the **Statement Cycle ID** box in the **Financial Settings** section on the **Financial** tab of the current form.
Accounts Receivable Preferences (AR101000)	Make sure that on the **General** tab (**Consolidation Settings** section), the *For Each Branch* option is selected in the **Prepare Statements** box.

Other Settings That Affect the Workflow

You can affect the workflow of creating AR documents by specifying additional settings on the **General Settings** tab of the *Accounts Receivable Preferences* (AR101000) form as follows:

- Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created AR invoices and credit memos the *On Hold* status.
- Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting indicates that AR invoices and credit memos will be automatically posted to the general ledger once they are released.

Testing of Settings

To make sure that all settings are configured correctly, we recommend that you regenerate customer statements as described in *Regeneration of Statements: Process Activity*.

Vendor Visibility: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for restricting the visibility of vendor records, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially restrict visibility of vendors, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled, as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.
	Make sure that the *Multibranch Support*, *Multicompany Support*, and *Customer and Vendor Visibility Restriction* features have been enabled, if you need to restrict the visibility of vendor records for particular companies or branches. For details, see *Vendor Visibility: To Restrict Visibility to a Branch*.
	Enable the *Multibranch Support*, *Multicompany Support*, *Customer and Vendor Visibility Restriction*, *Multicurrency Accounting*, and *Multiple Base Currencies* features, if you need to restrict the visibility of vendor records for a particular company with the base currency different from the tenant's base currency. For details, see *Vendor Visibility: To Restrict Visibility to a New Company*.
Vendor Classes (AP201000)	Be sure that the vendor classes whose visibility you want to restrict have been defined.

Form	Criteria to Check
Vendors (AP303000)	Be sure that the vendor accounts have been defined for the vendors whose visibility you want to restrict.
Branches (CS102000)	Make sure that for each branch to which the visibility of any vendors should be limited, the appropriate role associated with the branch is specified in the **Access Role** box (**Configuration Settings** section) on the **Branch Details** tab.
Companies (CS101500)	Make sure that for each company to which the visibility of any vendor should be limited, the appropriate role associated with the company is specified in the **Access Role** box (**Configuration Settings** section) on the **Company Details** tab.
Users (SM201010) or *User Roles* (SM201005)	Make sure that the needed users have been assigned to the roles specified for branches and companies. For details, see *User Roles: General Information*.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you perform instructions similar to those described in *Vendor Visibility: To Restrict Visibility to a Branch* and *Vendor Visibility: To Restrict Visibility to a New Company*.

Equipment Management

Equipment Management: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for the managing equipment entities and processing service contracts in the system, and to specify the needed settings that affect this processing workflow.

Prerequisites

Before you start configuring equipment management, you should make sure that the needed configuration tasks have been performed, as summarized in the following checklist.

Form	Criteria to Check
Multiple forms	Make sure that the minimum company settings are specified, as described in *Company Without Branches*, *Company with Branches that Do Not Require Balancing*, or *Company with Branches that Require Balancing* (depending on your company structure).
Multiple forms	To offer the provision of inventory items as part of providing field services, make sure that the sales order management configuration has been implemented, as described in *Configuration of Order Management: Implementation Checklist* .
Multiple forms	Make sure that the service management configuration has been implemented, as described in *Basic Service Management Configuration*.
Numbering Sequences (CS201010) form	Make sure that the numbering sequences have been created for equipment entities.
Enable/Disable Features (CS100000) form	Make sure that the *Service Management* feature has been enabled.

Required Settings

To make it possible for users to manage equipment entities and process service contracts, you should navigate to the form listed in the following table and specify the settings that are described.

Form	Action
Equipment Management Preferences (FS100300) form	Specify the equipment numbering sequence, as well as the equipment and billing settings.

General Ledger

Adjusting Transactions: Implementation Checklist

Before users begin processing auto-reversing GL batches, you must make sure that the system has been configured properly and that all required entities have been created, as described in the following table.

Form	Settings to Validate	Notes
Enable/Disable Features (CS100000) form	Make sure the *Standard Financials* feature has been enabled.	
Multiple forms	Make sure that the system has been configured properly, as described in *Company Without Branches: General Information*.	
Chart of Accounts (GL202500) form	Check whether the necessary accounts have been created.	
Company Financial Calendar (GL201100) form	Be sure that the financial periods for which auto-reversing transactions will be created and the next periods have a status of *Open*.	You can generate the necessary periods on the *Master Financial Calendar* (GL201000) form.

Settings That Can Affect the Processing Workflow

The following settings on the *General Ledger Preferences* (GL102000) form can affect the processing workflow:

- If the *On Post* option is selected in the **Generate Reversing Entry** box, the system generates a reversing batch when the original batch is posted. If the *On Period Closing* option is selected, the system generates a reversing batch when a user closes the posting period related to the original batch.
- If the **Automatically Post on Release** check box is selected, the system posts batches on release. If this check box is cleared, you have to post the batches after release.
- If the **Hold Batches on Entry** check box is selected, a batch is saved with the *On Hold* status by default. If the batch is on hold, you should click **Remove Hold** on the toolbar of the *Journal Transactions* (GL301000) form for the batch so you can process it further. If the check box is cleared, the batch is saved with the *Balanced* status.
- If the **Validate Batch Control Totals on Entry** check box is selected, enter the batch control total before they save the batch on the *Journal Transactions* form. If this check box is cleared, the system automatically validates the batch when the status of the batch is *Balanced*.

Allocation Rules: Implementation Checklist

The following tables provide details that you can use to ensure that the system is configured properly for the creation of allocation rules.

Form	Things to Check	Notes
Enable/Disable Features (CS100000) form	Make sure that the *Standard Financials* and *General Ledger Allocation Templates* (under *Advanced Financials*) features have been enabled.	
Multiple forms	Make sure that the minimum configuration of the company has been performed and the general ledger functionality has been implemented, as described in *Company Without Branches: General Information Company with Branches that Do Not Require Balancing: General Information*, and *General Ledger: General Information*.	
Ledgers (GL201500) form	Make sure that the ledgers used for allocations have been created.	
Chart of Accounts (GL202500) form	Check whether the necessary accounts have been created, and create them if not.	

Additional Configuration to Confirm

If your company uses subaccounts, the subaccounts have to be configured, as described in *Subaccounts: Implementation Activity*.

GL Transactions: Implementation Checklist

Before users begin processing GL batches, you must make sure that the system has been configured properly and that all required entities have been created, as described in the following table

Form	Settings to Check	Notes
Enable/Disable Features (CS100000) form	Make sure the *Standard Financials* feature has been enabled.	
Multiple forms	Make sure that the minimum configuration of the company has been performed, as described in *Company Without Branches: General Information*.	
Chart of Accounts (GL202500) form	Check whether the necessary accounts have been created.	

Form	Settings to Check	Notes
Company Financial Calendar (GL201100) form	Be sure that the financial periods for which transactions will be created have a status of *Open*.	You can generate the necessary periods on the *Master Financial Calendar* (GL201000) form.

Settings That Can Affect the Processing Workflow

The settings on the *General Ledger Preferences* (GL102000) form can affect the processing workflow as follows:

- If the **Hold Batches on Entry** check box is selected, a batch is saved with the *On Hold* status by default. If the batch is on hold, you should click **Remove Hold** on the toolbar of the *Journal Transactions* (GL301000) form for the batch so that you can process it further. If the check box is cleared, the batch is saved with the *Balanced* status.
- If the **Validate Batch Control Totals on Entry** check box is selected, you have to enter the batch control total before you save the batch on the *Journal Transactions* form. If this check box is cleared and the status of the batch is *Balanced*, the system automatically validates the batch.
- If the **Automatically Post on Release** check box is selected, the system posts batches on release. If this check box is cleared, you have to post the batches after release.

Interbranch Account Mapping: Implementation Checklist

Before users begin to create intercompany and interbranch transactions, you must make sure that the system has been configured properly and that all required entities have been created, as described in the following table.

Form	Settings to Check	Notes
Enable/Disable Features (CS100000) form	Make sure that the following features have been enabled: • *Standard Financials* • *Inter-Branch Transactions*	
Companies (CS101500) form	Make sure that the necessary companies and branches have been configured and the necessary ledgers have been assigned.	
Inter-Branch Account Mapping (GL101010) form	Make sure that all the necessary account mapping rules have been defined.	

Recurring Transactions: Implementation Checklist

To ensure that the system is configured properly for creating recurring batches, make sure that the features and settings listed in the table are configured as described in the following table.

Form	Settings to Check	Notes
Enable/Disable Features (CS100000) form	Make sure the *Standard Financials* feature has been enabled.	
Multiple forms	Make sure that the minimum configuration of the company has been performed, as described in *Company Without Branches: General Information*.	
Chart of Accounts (GL202500) form	Check whether the necessary accounts have been created.	
Company Financial Calendar (GL201100) form	Be sure that the financial periods for which transactions will be created have a status of *Open*.	You can generate the necessary periods on the *Master Financial Calendar* (GL201000) form.

Settings That Affect Workflow

The following settings on the *General Ledger Preferences* (GL102000) form can affect the processing workflow:

- If the **Automatically Post on Release** check box is selected, the system posts batches on release. If this check box is cleared, you have to post the batches after release.
- If the **Hold Batches on Entry** check box is selected, a batch is saved with the *On Hold* status by default. If the batch is on hold, you should click **Remove Hold** on the toolbar of the *Journal Transactions* (GL301000) form for the batch so you can process it further. If the check box is cleared, the batch is saved with the *Balanced* status.
- If the **Validate Batch Control Totals on Entry** check box is selected, enter the batch control total before they save the batch on the *Journal Transactions* form. If this check box is cleared, the system automatically validates the batch when the status of the batch is *Balanced*.

Reversing Transactions: Implementation Checklist

Before users begin processing GL batches, you must make sure that the system has been configured properly and that all required entities have been created, as described in the following table.

Form	Settings to Validate	Notes
Enable/Disable Features (CS100000) form	Make sure the *Standard Financials* feature has been enabled.	
Multiple forms	Make sure that the minimum configuration of the company has been performed, as described in *Company Without Branches: General Information*.	

Settings That Can Affect the Processing Workflow

The settings on the *General Ledger Preferences* (GL102000) form can affect the processing workflow as follows:

- If the **Hold Batches on Entry** check box is selected, a batch is saved with the *On Hold* status by default. If the batch is on hold, you should click **Remove Hold** on the toolbar of the *Journal Transactions* (GL301000) form for the batch so that you can process it further. If the check box is cleared, the batch is saved with the *Balanced* status.
- If the **Validate Batch Control Totals on Entry** check box is selected, you have to enter the batch control total before you save the batch on the *Journal Transactions* form. If this check box is cleared and the status of the batch is *Balanced*, the system automatically validates the batch.
- If the **Automatically Post on Release** check box is selected, the system posts batches on release. If this check box is cleared, you have to post the batches after release.

Running of Allocations: Implementation Checklist

The following table provides details that you can use to ensure that the system is configured properly for the running of allocations.

Form	Things to Check	Notes
Enable/Disable Features (CS100000) form	Make sure that the *Standard Financials* and *General Ledger Allocation Templates* (under *Advanced Financials*) features have been enabled.	
Multiple forms	Make sure that the minimum configuration of the company has been performed, as described in *Company Without Branches: General Information*, *Company with Branches that Do Not Require Balancing: General Information*, and *Company with Branches that Require Balancing: General Information*.	
Company Financial Calendar (GL201100) form	Be sure that the financial periods for which allocations will be run have a status of *Open*.	You can generate the necessary periods on the *Master Financial Calendar* (GL201000) form.

Form	Things to Check	Notes
Allocations (GL204500) form	Make sure that the allocations that are going to be run have been created. For details, see *Allocation Rules: To Create an Allocation Rule That Uses a Fixed Ratio (Weight)*, *Allocation Rules: To Create an Allocation Rule That Uses a Fixed Ratio (Percentage)*, *Allocation Rules: To Create an Allocation Rule That Uses a Dynamic Ratio of the Period-to-Date Account Balances*, and *Allocation Rules: To Create an Allocation Rule Based on Budget Data*.	The system behavior when generating transactions that update the destination accounts depends on whether the **Allocate Source Accounts Separately** check box is selected on the **Allocation** tab. For the listed allocation rules, the **Allocate Source Accounts Separately** check box is cleared.

Splitting Transactions: Implementation Checklist

Before users begin splitting GL transactions, you must make sure that the system has been configured properly and that all required entities have been created, as described in the following table.

Form	Settings to Validate	Notes
Enable/Disable Features (CS100000) form	Make sure the *Standard Financials* feature has been enabled.	
Multiple forms	Make sure that the minimum configuration of the company has been performed, as described in *Company Without Branches: General Information*.	

Settings That Can Affect the Processing Workflow

The settings on the *General Ledger Preferences* (GL102000) form can affect the processing workflow as follows:

- If the **Hold Batches on Entry** check box is selected, a batch is saved with the *On Hold* status by default. If the batch is on hold, you should click **Remove Hold** on the toolbar of the *Journal Transactions* (GL301000) form for the batch so that you can process it further. If the check box is cleared, the batch is saved with the *Balanced* status.
- If the **Validate Batch Control Totals on Entry** check box is selected, you have to enter the batch control total before you save the batch on the *Journal Transactions* form. If this check box is cleared and the status of the batch is *Balanced*, the system automatically validates the batch.
- If the **Automatically Post on Release** check box is selected, the system posts batches on release. If this check box is cleared, you have to post the batches after release.

Transactions with Subaccounts: Implementation Checklist

Before users begin processing GL transactions with subaccounts, you must make sure that the system has been configured properly and that all required entities have been created, as described in the following table.

Form	Settings to Check	Notes
Enable/Disable Features (CS100000) form	Make sure the *Standard Financials* and *Subaccounts*(under *Advanced Financials*) features have been enabled.	
Multiple forms	Make sure that the minimum configuration of the company has been performed, as described in *Company Without Branches: General Information*.	
Chart of Accounts (GL202500) form	Check whether the necessary accounts have been created.	
Company Financial Calendar (GL201100) form	Be sure that the financial periods for which transactions will be created have a status of *Open*.	You can generate the necessary periods on the *Master Financial Calendar* (GL201000) form.
Segmented Keys (CS202000) form	Be sure that the *SUBACCOUNTS* segmented key has been configured to meet the company's business needs, as described in *Subaccounts: General Information*.	

Settings That Can Affect the Processing Workflow

The settings on the *General Ledger Preferences* (GL102000) form can affect the processing workflow as follows:

- If the **Hold Batches on Entry** check box is selected, a batch is saved with the *On Hold* status by default. If the batch is on hold, you should click **Remove Hold** on the toolbar of the *Journal Transactions* (GL301000) form for the batch so that you can process it further. If the check box is cleared, the batch is saved with the *Balanced* status.
- If the **Validate Batch Control Totals on Entry** check box is selected, you have to enter the batch control total before you save the batch on the *Journal Transactions* form. If this check box is cleared and the status of the batch is *Balanced*, the system automatically validates the batch.
- If the **Automatically Post on Release** check box is selected, the system posts batches on release. If this check box is cleared, you have to post the batches after release.

Financial Periods

Financial Calendar Generation: Implementation Checklist

Before users begin generating financial calendars, you must make sure that the system has been configured properly and that all required entities have been created, as described in the following table

Form	Settings to Validate	Notes
Enable/Disable Features (CS100000) form	Make sure the *Standard Financials* feature has been enabled.	
Multiple forms	Make sure that the minimum configuration of the company has been performed, as described in *Company Without Branches: General Information*.	

Financial Periods: Implementation Checklist

To ensure that the system has been configured properly for managing financial periods, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled, as described in *Company Without Branches: General Information*.	

Settings That Affect the Workflow

The following settings and entities should be specified and defined, respectively:

- The following common settings should be specified on the *Enable/Disable Features* (CS100000) form:
  - The *Multibranch Support* and *Multicompany Support* features should be enabled to maintain multiple companies in one tenant and multiple branches and to make it possible to enable *Centralized Period Management* feature.
  - The *Centralized Period Management* feature should be disabled to make it possible to open, close, and lock a particular financial period separately for each company within the tenant.
- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Select the **Restrict Access to Closed Periods** check box to allow posting to closed periods to only users belonging to the *Financial Supervisor* role.
- The following settings should be specified on the *User Roles* (SM201005) form:
  - Make sure that the user you are going to use in the process activities later has been assigned to the *Financial Supervisor* role. Users assigned to this role can reopen *Closed* periods and unlock *Locked*

periods, and also post to closed periods even if the **Restrict Access to Closed Periods** check box is selected on the *General Ledger Preferences* form.

With these settings specified, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Opening Financial Periods: Implementation Checklist

To ensure that the system has been configured properly for the opening of financial periods, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled, as described in *Company Without Branches: General Information*.	
Master Financial Calendar (GL201000)	Make sure that the financial year for which you need to generate periods exists. For details, see *To Add the Next Financial Year and Generate Its Periods*.	

Settings That Affect the Workflow

The following settings and entities should be specified and defined, respectively:

- The following common settings should be specified on the *Enable/Disable Features* (CS100000) form:
  - The *Multibranch Support* and *Multicompany Support* features should be enabled to maintain multiple companies in one tenant and multiple branches and to make it possible to enable *Centralized Period Management* feature.
  - The *Centralized Period Management* feature should be disabled to make it possible to open, close, and lock a particular financial period separately for each company within the tenant.
- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Select the **Restrict Access to Closed Periods** check box to allow posting to closed periods to only users belonging to the *Financial Supervisor* role.

With these settings specified, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Closing Financial Periods: Implementation Checklist

To ensure that the system has been configured properly for the closing of financial periods, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled, as described in *Company Without Branches: General Information*.	

Settings That Affect the Workflow

The following settings and entities should be specified and defined, respectively:

- The following common settings should be specified on the *Enable/Disable Features* (CS100000) form:
  - The *Multibranch Support* feature should be enabled to maintain multiple branches and to make it possible to enable *Centralized Period Management* feature.
  - The *Multicompany Support* feature should be enabled to maintain multiple companies within one tenant
  - The *Centralized Period Management* feature should be disabled to make it possible to open, close, and lock a particular financial period separately for each company within the tenant.
- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Select the **Restrict Access to Closed Periods** check box to allow posting to closed periods to only users belonging to the *Financial Supervisor* role.
- The following settings should be specified on the *User Roles* (SM201005) form:
  - Make sure that the user you are going to use in the process activity later has been assigned to the *Financial Supervisor* role. Users assigned to this role can reopen *Closed* periods and unlock *Locked* periods, and also post to closed periods even if the **Restrict Access to Closed Periods** check box is selected on the *General Ledger Preferences* form.

With these settings specified, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Multicurrency Management

AP Bills in Foreign Currencies: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for processing AP bills in a foreign currency, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially process AP bills in a foreign currency, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Steps to Perform
Enable/Disable Features (CS100000)	Make sure that the *Standard Financials* and *Multicurrency Accounting* features have been enabled. For details on configuring the multicurrency functionality, see *Multicurrency Functionality: Implementation Activity*.
Vendors (AP303000)	Make sure that the vendor accounts for the vendors for which you will create AP documents have been defined.
Currency Rates (CM301000)	Make sure that the effective currency rate for the currency of the AP document has been defined. For details, see *Configuration of Rate Types and Rates: To Configure Rates* and *Configuration of Rate Types and Rates: To Set Up Refreshing of Rates*.

Other Settings That Affect the Workflow

You can affect the workflow of processing AP bills by specifying additional settings as follows:

- On the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - To cause GL batches to be immediately posted after they are released, select the **Automatically Post on Release** check box.
  - To cause every AP transaction you enter to be posted as an individual batch to the general ledger, clear the **Generate Consolidated Batches** check box. If this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.
- On the **General Settings** tab of the *Accounts Payable Preferences* (AP101000) form:
  - To cause all created AP bills to have the *Balanced* status, clear the **Hold Documents on Entry** check box in the **Data Entry Settings** section. If this check box is selected, the created AP bills are assigned the *On Hold* status.
  - To make entering a vendor reference number in the **Vendor Ref.** box mandatory when creating an AP bill on the *Bills and Adjustments* (AP301000) form, select the **Require Vendor Reference** check box in the

Data Entry Settings section. If this check box is cleared, you can leave the **Vendor Ref.** box empty when creating an AP bill.

- To cause AP bills to be automatically posted to the general ledger once they are released, select the **Automatically Post on Release** check box in the **Posting Settings** section. If this check box is cleared, you have to post the batch after you release the document.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you process AP bills in a foreign currency by performing instructions similar to those described in *AP Bills in Foreign Currencies: Process Activity*.

AR Invoices in Foreign Currencies: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for processing AR invoices in a foreign currency, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially process AR invoices in a foreign currency, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	Make sure that the *Standard Financials* and *Multicurrency Accounting* features have been enabled. For details on configuring the multicurrency functionality, see *Multicurrency Functionality: Implementation Activity*.
Customers (AR303000)	Make sure that the customer accounts for the customers for which you will create AR documents have been defined.
Currency Rates (CM301000)	Make sure that the effective currency rate for the currency of the AR document has been defined. For details, see *Configuration of Rate Types and Rates: To Configure Rates* and *Configuration of Rate Types and Rates: To Set Up Refreshing of Rates*.

Other Settings That Affect the Workflow

You can affect the workflow of processing AR invoices in a foreign currency by specifying additional settings as follows:

- On the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - To cause GL batches to be immediately posted after they are released, select the **Automatically Post on Release** check box.
  - To cause every AR transaction you enter to be posted as an individual batch to the general ledger, clear the **Generate Consolidated Batches** check box. If this check box is selected, the system consolidates

into a single batch all transactions in the same currency posted to the same period for all documents being released.

- On the **General Settings** tab of the *Accounts Receivable Preferences* (AR101000) form:
  - To cause all created AR invoices to have the *Balanced* status, clear the **Hold Documents on Entry** check box in the **Data Entry Settings** section. If this check box is selected, the created AR invoices are assigned the *On Hold* status.
  - To make entering a payment reference number in the **Payment Ref.** box mandatory when creating a payment on the *Payments and Applications* (AR302000) form, select the **Require Payment Reference on Entry** check box in the **Data Entry Settings** section. If this check box is cleared, you can leave the **Payment Ref.** box empty when creating a payment.
  - To cause AR invoices to be automatically posted to the general ledger once they are released, select the **Automatically Post on Release** check box in the **Posting Settings** section. If this check box is cleared, you have to post the batch after you release the document.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you process AR invoices in a foreign currency by performing instructions similar to those described in *AR Invoices in Foreign Currencies: Process Activity*.

Credit Memos in Foreign Currencies: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for applying a credit memo in a foreign currency to an invoice, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially create a credit memo, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	Make sure that the *Standard Financials* and *Multicurrency Accounting* features have been enabled. For details on configuring the multicurrency functionality, see *Multicurrency Functionality: Implementation Activity*.
Customers (AR303000)	Make sure that the customer accounts for the customers for which you will create AR documents have been defined.
Currency Rates (CM301000)	Make sure that the effective currency rate for the currency of the AR document has been defined. For details, see *Configuration of Rate Types and Rates: To Configure Rates* and *Configuration of Rate Types and Rates: To Set Up Refreshing of Rates*.

Other Settings That Affect the Workflow

You can affect the workflow of processing credit memos by specifying additional settings as follows:

- On the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - To cause GL batches to be immediately posted after they are released, select the **Automatically Post on Release** check box.
  - To cause every AR transaction you enter to be posted as an individual batch to the general ledger, clear the **Generate Consolidated Batches** check box. If this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.
- On the **General Settings** tab of the *Accounts Receivable Preferences* (AR101000) form:
  - To cause all created credit memos to have the *Balanced* status, clear the **Hold Documents on Entry** check box in the **Data Entry Settings** section. If this check box is selected, the created credit memos are assigned the *On Hold* status.
  - To make entering a payment reference number in the **Payment Ref.** box mandatory when creating a payment on the *Payments and Applications* (AR302000) form, select the **Require Payment Reference on Entry** check box in the **Data Entry Settings** section. If this check box is cleared, you can leave the **Payment Ref.** box empty when creating a payment.
  - To cause credit memos to be automatically posted to the general ledger once they are released, select the **Automatically Post on Release** check box in the **Posting Settings** section. If this check box is cleared, you have to post the batch after you release the document.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you create and apply credit memos in a foreign currency by performing instructions similar to those described in *Credit Memos in Foreign Currencies: Process Activity*.

Debit Adjustments in Foreign Currencies: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for processing debit adjustments in a foreign currency, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially process a debit adjustment, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Steps to Perform
Enable/Disable Features (CS100000)	Make sure that the *Standard Financials* and *Multicurrency Accounting* features have been enabled. For details on configuring the multicurrency functionality, see *Multicurrency Functionality: Implementation Activity*.
Vendors (AP303000)	Make sure that the vendor accounts for the vendors for which you will create AP documents have been defined.

Form	Steps to Perform
Currency Rates (CM301000)	Make sure that the effective currency rate for the currency of the AP document has been defined. For details, see *Configuration of Rate Types and Rates: To Configure Rates* and *Configuration of Rate Types and Rates: To Set Up Refreshing of Rates*.

Other Settings That Affect the Workflow

You can affect the workflow of processing debit adjustments by specifying additional settings as follows:

- On the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - To cause GL batches to be immediately posted after they are released, select the **Automatically Post on Release** check box.
  - To cause every AP transaction you enter to be posted as an individual batch to the general ledger, clear the **Generate Consolidated Batches** check box. If this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.
- On the **General Settings** tab of the *Accounts Payable Preferences* (AP101000) form:
  - To cause all created debit adjustments to have the *Balanced* status, clear the **Hold Documents on Entry** check box in the **Data Entry Settings** section. If this check box is selected, the created debit adjustments are assigned the *On Hold* status.
  - To make entering a vendor reference number in the **Vendor Ref.** box mandatory when creating an AP bill on the *Bills and Adjustments* (AP301000) form, select the **Require Vendor Reference** check box in the **Data Entry Settings** section. If this check box is cleared, you can leave the **Vendor Ref.** box empty when creating an AP bill.
  - To cause AP bills to be automatically posted to the general ledger once they are released, select the **Automatically Post on Release** check box in the **Posting Settings** section. If this check box is cleared, you have to post the batch after you release the document.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you process debit adjustments in a foreign currency by performing instructions similar to those described in *Debit Adjustments in Foreign Currencies: Process Activity*.

Multicurrency Cash Account: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for configuring a cash account in a foreign currency, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially configure a cash account, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	Make sure that the *Multicurrency Accounting* feature has been enabled.
General Ledger Preferences (GL102000)	Make sure that the rounding gain and loss accounts have been specified.
Currency Management Preferences (CM101000)	Make sure that the realized gain and loss accounts have been specified.
Currencies (CM202000)	Make sure that the foreign currency in which you want to denominate the new cash account has been activated for use in accounting.
Currency Rates (CM301000)	Make sure that a currency rate for the needed currency has been defined for the financial period in which you want to create documents.

For details on configuring the functionality, see *Multicurrency Functionality: Implementation Activity*. For details on configuring currency rates, see *Configuration of Rate Types and Rates: To Configure Rates* and *Configuration of Rate Types and Rates: To Set Up Refreshing of Rates*.

Other Settings That Affect the Workflow

You can affect the workflow of configuring foreign currency cash accounts by specifying additional settings as follows:

- To cause a separate GL batch to be generated for each released document, clear the **Generate Consolidated Batches** check box on the *General Ledger Preferences* (GL102000) form.

  If you select this check box, on release of multiple documents, the system will group documents by branch, posting period, and currency, and will generate the batches on a per-group basis rather than on a per-document basis. Because multiple documents combined into one batch may have different currency rates, in the batch, the system always shows the rate that was effective on the **Transaction Date** of the batch. In a batch that combines transactions from multiple documents, the single displayed rate may differ from the actual document rates.
- To cause all saved batches to be saved with the *Balanced* status, clear the **Hold Batches on Entry** check box on the *General Ledger Preferences* form. If the check box is selected, a batch is saved with the *On Hold* status by default. If the batch is on hold, you should click **Remove Hold** on the toolbar of the *Journal Transactions* (GL301000) form for the batch so you can process it further.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you create a GL transaction with a cash account denominated in a foreign currency by performing instructions similar to those described in *Multicurrency Cash Accounts: To Process a GL Transaction*.

Multicurrency Funds Transfers: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for performing funds transfers in a foreign currency, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially perform funds transfers, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Settings to Check	Note
Enable/Disable Features (CS100000)	Make sure that the *Standard Financials* and *Multicurrency Accounting* features have been enabled.	For details on configuring the multicurrency functionality, see *Multicurrency Functionality: Implementation Activity*.
Chart of Accounts (GL202500)	Check whether the necessary accounts have been created.	
Cash Accounts (CA202000)	Check whether the necessary cash accounts have been configured.	For details on configuring a cash account in a foreign currency, see *Multicurrency Cash Accounts: To Configure an Account*
Company Financial Calendar (GL201100)	Make sure that the periods during which funds transfers may occur have a status of *Open*.	You can generate the necessary periods on the *Master Financial Calendar* (GL201000) form. For details on opening financial periods, see *Opening Financial Periods: Process Activity*.
Currency Rates (CM301000)	Make sure that the effective currency rate for the currency of the AR invoice has been defined.	For details, see *Configuration of Rate Types and Rates: To Configure Rates* and *Configuration of Rate Types and Rates: To Set Up Refreshing of Rates*.

Other Settings That Affect the Workflow

You can affect the workflow of configuring foreign currency cash accounts by specifying additional settings on the *Cash Management Preferences* (CA101000) form as follows:

- To cause transactions to be posted to the general ledger when cash documents are released, select the **Automatically Post to GL on Release** check box. If this check box is cleared, you have to post the batch after you release the document.
- To cause new transactions and funds transfers to be assigned the *Balanced* status when they are entered, clear the **Hold Transactions on Entry** check box in the **Data Entry Settings** section. If the **Hold Transactions on Entry** check box is cleared, the transactions and funds transfers are assigned the *On Hold* status.
- To make filling in the **Document Ref.** box on the *Funds Transfers* (CA301000) form mandatory for new funds transfers, select the **Require Document Ref. Nbr. on Entry** check box. If this check box is cleared, you can leave the **Document Ref.** box blank.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you perform funds transfers in a foreign currency by performing instructions similar to those described in *Multicurrency Funds Transfers: Process Activity*.

Multicurrency Payment of Invoices: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for processing AR invoices in a foreign currency by using the base currency and another foreign currency, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially process AR invoices in a foreign currency, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	Make sure that the *Standard Financials* and *Multicurrency Accounting* features have been enabled. For details on configuring the multicurrency functionality, see *Multicurrency Functionality: Implementation Activity*.
Customers (AR303000)	Make sure that the customer accounts for the customers for which you will create AR documents have been defined.
Currency Rates (CM301000)	Make sure that the effective currency rate for the currency of the AR document has been defined. For details, see *Configuration of Rate Types and Rates: To Configure Rates* and *Configuration of Rate Types and Rates: To Set Up Refreshing of Rates*.

Other Settings That Affect the Workflow

You can affect the workflow of processing AR invoices by specifying additional settings as follows:

- On the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - To cause GL batches to be immediately posted after they are released, select the **Automatically Post on Release** check box.
  - To cause every AR transaction you enter to be posted as an individual batch to the general ledger, clear the **Generate Consolidated Batches** check box. If this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.
- On the **General Settings** tab of the *Accounts Receivable Preferences* (AR101000) form:
  - To cause all created AR invoices to have the *Balanced* status, clear the **Hold Documents on Entry** check box in the **Data Entry Settings** section. If this check box is selected, the created AR invoices are assigned the *On Hold* status.

- To make entering a payment reference number in the **Payment Ref.** box mandatory when creating a payment on the *Payments and Applications* (AR302000) form, select the **Require Payment Reference on Entry** check box in the **Data Entry Settings** section. If this check box is cleared, you can leave the **Payment Ref.** box empty when creating a payment.
- To cause AR invoices to be automatically posted to the general ledger once they are released, select the **Automatically Post on Release** check box in the **Posting Settings** section. If this check box is cleared, you have to post the batch after you release the document.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you process AR invoices in a foreign currency by performing instructions similar to those described in *Multicurrency Payment of Invoices: To Pay a Foreign Currency Invoice by Using the Base Currency* and *Multicurrency Payment of Invoices: To Pay a Foreign Currency Invoice by Using Another Currency*.

Multicurrency Payment of Bills: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for paying multicurrency bills, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially process AP bills in a foreign currency, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Steps to Perform
Enable/Disable Features (CS100000)	Make sure that the *Standard Financials* and *Multicurrency Accounting* features have been enabled. For details on configuring the multicurrency functionality, see *Multicurrency Functionality: Implementation Activity*.
Vendors (AP303000)	Make sure that the vendor accounts for the vendors for which you will create AP documents have been defined.
Currency Rates (CM301000)	Make sure that the effective currency rate for the currency of the AP document has been defined. For details, see *Configuration of Rate Types and Rates: To Configure Rates* and *Configuration of Rate Types and Rates: To Set Up Refreshing of Rates*.

Other Settings That Affect the Workflow

You can affect the workflow of processing AP bills by specifying additional settings as follows:

- On the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - To cause GL batches to be immediately posted after they are released, select the **Automatically Post on Release** check box.
  - To cause every AP transaction you enter to be posted as an individual batch to the general ledger, clear the **Generate Consolidated Batches** check box. If this check box is selected, the system consolidates

into a single batch all transactions in the same currency posted to the same period for all documents being released.

- On the **General Settings** tab of the *Accounts Payable Preferences* (AP101000) form:
  - To cause all created AP bills to have the *Balanced* status, clear the **Hold Documents on Entry** check box in the **Data Entry Settings** section. If this check box is selected, the created AP bills are assigned the *On Hold* status.
  - To make entering a vendor reference number in the **Vendor Ref.** box mandatory when creating an AP bill on the *Bills and Adjustments* (AP301000) form, select the **Require Vendor Reference** check box in the **Data Entry Settings** section. If this check box is cleared, you can leave the **Vendor Ref.** box empty when creating an AP bill.
  - To cause AP bills to be automatically posted to the general ledger once they are released, select the **Automatically Post on Release** check box in the **Posting Settings** section. If this check box is cleared, you have to post the batch after you release the document.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you process AP bills in a foreign currency by performing instructions similar to those described in *Multicurrency Payment of Bills: To Pay a Foreign Currency Bill by Using the Base Currency* and *Multicurrency Payment of Bills: To Pay a Foreign Currency Bill by Using Another Currency*.

Documents in Different Base Currencies: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for processing documents between companies that use different base currencies, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially process documents between companies with different base currencies, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	The *Multibranch Support*, *Multicompany Support*, *Customer and Vendor Visibility Restriction*, *Multicurrency Accounting*, and *Multiple Base Currencies* features have been enabled.
Multiple forms	The necessary settings have been specified, as demonstrated in the examples of *Multiple Base Currencies: Implementation Activity*, *Company Groups: Implementation Activity*,*Customer Visibility: To Restrict Visibility to a New Company*, and *Vendor Visibility: To Restrict Visibility to a New Company*.
Non-Stock Items (IN202000)	The *CONSULT* non-stock item has been defined.

Other Settings That Affect the Workflow

You can affect the workflow of processing AR invoices by specifying additional settings as follows:

- On the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:

  - To cause GL batches to be immediately posted after they are released, select the **Automatically Post on Release** check box.
  - To cause every AR and AP transaction you enter to be posted as an individual batch to the general ledger, clear the **Generate Consolidated Batches** check box. If this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.
- On the **General Settings** tab of the *Accounts Receivable Preferences* (AR101000) form:
  - To cause all created AR invoices to have the *Balanced* status, clear the **Hold Documents on Entry** check box in the **Data Entry Settings** section. If this check box is selected, the created AR invoices are assigned the *On Hold* status.
  - To cause AR invoices to be automatically posted to the general ledger once they are released, select the **Automatically Post on Release** check box in the **Posting Settings** section. If this check box is cleared, you have to post the batch after you release the document.
- On the **General Settings** tab of the *Accounts Payable Preferences* (AP101000) form:
  - To cause all created AP bills to have the *Balanced* status, clear the **Hold Documents on Entry** check box in the **Data Entry Settings** section. If this check box is selected, the created AP bills are assigned the *On Hold* status.
  - To cause AP bills to be automatically posted to the general ledger once they are released, select the **Automatically Post on Release** check box in the **Posting Settings** section. If this check box is cleared, you have to post the batch after you release the document.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you process documents between companies with different base currencies by performing instructions similar to those described in *Documents in Different Base Currencies: To Process an AR Invoice* and *Documents in Different Base Currencies: To Process an AP Bill*.

Revaluation of AP Documents: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for performing revaluation of open AP documents, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially perform revaluation of open AP documents, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	Make sure that the *Standard Financials* and *Multicurrency Accounting* features have been enabled. For details on configuring the multicurrency functionality, see *Multicurrency Functionality: Implementation Activity*.
Chart of Accounts (GL202500)	Check whether the necessary accounts have been created.

Form	Criteria to Check
Master Financial Calendar (GL201000)	Make sure that a financial period next to the one during which revaluation will occur has been opened in the master financial calendar.
Currency Rates (CM301000)	Make sure that the effective currency rates have been defined. For details, see *Configuration of Rate Types and Rates: To Configure Rates* and *Configuration of Rate Types and Rates: To Set Up Refreshing of Rates*.
Currency Management Preferences (CM101000)	Make sure that the accounts to which unrealized gains and losses are posted have been specified in the **Unrealized Gain Account** and **Unrealized Loss Account** boxes.

Other Settings That Affect the Workflow

You can affect the workflow of revaluing open AP documents by specifying additional settings as follows:

- To cause batches generated from currency management to be automatically posted to the general ledger, on the *Currency Management Preferences* (CM101000) form, select the **Automatically Post to GL on Release** check box.
- To cause unrealized gains and losses to be posted to a separate account instead of the AP account of the vendor, specify the AP provisioning account for the needed currency in the **AP Provisioning Account** box on the *Currency Management Preferences* form.
- To cause unrealized gains and losses to be posted to the accounts specific for the vendor class, select the needed accounts in the **Unrealized Gain Account** and **Unrealized Loss Account** boxes on the **GL Accounts** tab of the *Vendor Classes* (AP201000) form.

If these boxes on the *Vendor Classes* form are left empty, the system will post unrealized gains and losses to the account for the currency, which is specified in the **Unrealized Gain Account** and **Unrealized Loss Account** box on the **GL Accounts** tab of the *Currencies* (CM202000) form.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you revalue balances of open AP documents by performing instructions similar to those described in *Revaluation of AP Documents: Process Activity*.

Revaluation of AR Documents: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for performing revaluation of open AR documents, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially perform revaluation of open AR documents, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	Make sure that the *Standard Financials* and *Multicurrency Accounting* features have been enabled. For details on configuring the multicurrency functionality, see *Multicurrency Functionality: Implementation Activity*.
Chart of Accounts (GL202500)	Check whether the necessary accounts have been created.
Master Financial Calendar (GL201000)	Make sure that a financial period next to the one during which revaluation will occur has been opened in the master financial calendar.
Currency Rates (CM301000)	Make sure that the effective currency rates have been defined. For details, see *Configuration of Rate Types and Rates: To Configure Rates* and *Configuration of Rate Types and Rates: To Set Up Refreshing of Rates*.
Currency Management Preferences (CM101000)	Make sure that the accounts to which unrealized gains and losses are posted have been specified in the **Unrealized Gain Account** and **Unrealized Loss Account** boxes.

Other Settings That Affect the Workflow

You can affect the workflow of revaluing open AR documents by specifying additional settings as follows:

- To cause batches generated from currency management to be automatically posted to the general ledger, on the *Currency Management Preferences* (CM101000) form, select the **Automatically Post to GL on Release** check box.
- To cause unrealized gains and losses to be posted to a separate account instead of the AR account of the customer, specify the AR provisioning account for the needed currency in the **AR Provisioning Account** box on the *Currency Management Preferences* form.
- To cause unrealized gains and losses to be posted to the accounts specific for the customer class, select the needed accounts in the **Unrealized Gain Account** and **Unrealized Loss Account** boxes on the **GL Accounts** tab of the *Customer Classes* (AR201000) form.

If these boxes on the *Customer Classes* form are left empty, the system will post unrealized gains and losses to the account for the currency, which is specified in the **Unrealized Gain Account** and **Unrealized Loss Account** box on the **GL Accounts** tab of the *Currencies* (CM202000) form.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you revalue balances of open AP documents by performing instructions similar to those described in *Revaluation of AR Documents: Process Activity*.

Revaluation of Bank Accounts: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for performing revaluation of a bank account, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially revalue a bank account, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	Make sure that the *Standard Financials* and *Multicurrency Accounting* features have been enabled. For details on configuring the multicurrency functionality, see *Multicurrency Functionality: Implementation Activity*.
Chart of Accounts (GL202500)	Check whether the necessary accounts have been created.
Master Financial Calendar (GL201000)	Make sure that a financial period next to the one during which revaluation will occur has been opened in the master financial calendar.
Currency Rates (CM301000)	Make sure that the effective currency rates have been defined. For details, see *Configuration of Rate Types and Rates: To Configure Rates* and *Configuration of Rate Types and Rates: To Set Up Refreshing of Rates*.
Currency Management Preferences (CM101000)	Make sure that the accounts to which unrealized gains and losses are posted have been specified in the **Unrealized Gain Account** and **Unrealized Loss Account** boxes.

Other Settings That Affect the Workflow

You can affect the workflow of revaluing bank accounts by specifying additional settings as follows:

- To cause batches generated from currency management to be automatically posted to the general ledger, on the *Currency Management Preferences* (CM101000) form, select the **Automatically Post to GL on Release** check box.

- To cause the system to use the default rate for revaluation of a particular account, you clear the **Revaluation Rate Type** column for this account on the *Chart of Accounts* (GL202500) form. The system will use the default rate type specified in the **GL Revaluation Rate Type** box on the *Currency Management Preferences* form.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you revalue the balance of a bank account by performing instructions similar to those described in *Revaluation of Bank Accounts: Process Activity*.

Translation of Financial Statements: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for translating financial statements, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially translate financial statements, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform
Enable/Disable Features (CS100000)	Make sure that the *Standard Financials*, *Multicurrency Accounting*, and *Translation of Financial Statements* features have been enabled. For details on configuring the multicurrency functionality, see *Multicurrency Functionality: Implementation Activity*.
Chart of Accounts (GL202500)	Make sure that the accounts that will be used for recording translation gains and losses have been created.
Company Financial Calendar (GL201100)	Make sure that the financial period for which you want to configure a translation definition has the *Open* status.
Currency Management Preferences (CM101000)	Make sure that the accounts for recording translation gains and losses have been specified.
Currencies (CM202000)	Make sure that the translation gain and loss accounts have been specified for each foreign currency.
Currency Rate Types (CM201000)	Make sure that the rate types used for translations have been defined.

Form	Tasks to Perform
Currency Rates (CM201000)	Make sure that the effective exchange rates to be used for translations have been defined. For details, see *Configuration of Rate Types and Rates: To Configure Rates* and *Configuration of Rate Types and Rates: To Set Up Refreshing of Rates*.
Ledgers (GL201500)	You create a ledger of the *Reporting* type to be used for keeping the results of translations. For details on reporting ledgers, see *Reporting Ledgers*.
Translation Definition (CM203000)	You create a translation definition that will be used for translating financial statements. For details, see *Translation Definitions: Implementation Activity*.

Other Settings That Affect the Workflow

You can affect the workflow of translating financial statements by specifying additional settings as follows:

- To cause translation batches to be automatically posted to the general ledger, on the *Currency Management Preferences* (CM101000) form, select the **Automatically Post to GL on Release** check box.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you translate financial statements by performing instructions similar to those described in *Translation of Financial Statements: Process Activity*.

Consolidated Financial Statement: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for preparing a consolidated financial statement, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially perform translation of financial statements and then preparation of a consolidated financial statement, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	Make sure that the *Standard Financials*, *Multibranch Support*, *Multicompany Support*, *Customer and Vendor Visibility Restriction*, *Multicurrency Accounting*, *Multiple Base Currencies*, and *Translation of Financial Statements* features have been enabled. For details on configuring multiple base currencies, see *Multiple Base Currencies: Implementation Activity*, *Customer Visibility: To Restrict Visibility to a New Company*, and *Vendor Visibility: To Restrict Visibility to a New Company*.

Form	Criteria to Check
Chart of Accounts (GL202500)	Make sure that the accounts that will be used for recording translation gains and losses have been created.
Company Financial Calendar (GL201100)	Make sure that the financial period for which you want to configure a translation definition has the *Open* status.
Currency Management Preferences (CM101000)	Make sure that the accounts for recording translation gains and losses have been specified.
Currencies (CM202000)	Make sure that the translation gain and loss accounts have been specified for each base currency.
Currency Rate Types (CM201000)	Make sure that the rate types used for translations have been defined.
Currency Rates (CM201000)	Make sure that the effective exchange rates to be used for translations have been defined.
Ledgers (GL201500)	You create a ledger of the *Reporting* type to be used for keeping the results of translations. For details on reporting ledgers, see *Reporting Ledgers*.
Translation Definition (CM203000)	You create a translation definition that will be used for translating financial statements.

Other Settings That Affect the Workflow

You can affect the workflow of translating financial statements by specifying additional settings as follows:

- To cause translation batches to be automatically posted to the general ledger, on the *Currency Management Preferences* (CM101000) form, select the **Automatically Post to GL on Release** check box.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you perform a translation of financial statements as described in *Consolidated Financial Statement: Performing a Translation* and prepare a consolidated financial statement as described in *Consolidated Financial Statement: Creating a Customized Report*.

Payroll Management

Payroll Basic Configuration: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for processing payroll documents, and to understand (and change, if needed) the settings that affect the processing workflow.

Prerequisites

We recommend that before you start performing the minimum configuration of payroll, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Multiple forms	Minimum company settings have been specified and the minimal required functionality has been implemented for all other functional areas to be integrated with the payroll functionality, as described in *Company Without Branches: General Information*.
Work Calendar (CS209000)	The work calendar that reflects the work days, work times for each day, and unpaid break time of the employees that are involved in payroll has been defined.
Numbering Sequences (CS201010)	The numbering sequences have been created for payroll batches and transactions.
Departments (EP201500)	The departments that are used in your organization have been created.
Positions (EP201000)	The positions taken by the employees in your organization have been defined.
Employees (EP203000)	The employees involved in payroll processes have been defined in the system.
Payment Methods (CA204000)	Payment methods and a cash account for each payment method to be used to generate paychecks for an employee have been defined.
Vendors (AP303000)	Vendors to be used with payroll, such as tax agencies, benefit providers, and unions, have been created.
Enable/Disable Features (CS100000)	The *Payroll* feature has been enabled, which adds the forms and UI elements related to the payroll functionality.

Minimum Required Settings

To make it possible for users to process payroll documents, you should navigate to the forms listed below and perform the tasks described in the table.

Form	Criteria to Check
Payroll Preferences (PR101000)	The numbering sequences have been specified and the settings have been saved.

Prices and Discounts

Sales Prices: Implementation Checklist

To ensure that the system is configured properly for defining sales price common to all customers, specific to a particular customer price class, or specific to a particular customer, make sure that the following features and settings are configured as described in the following table.

Table: Table 1: Implementation Checklist

Form	Settings to Validate	Note
Enable/Disable Features (CS100000)	The *Standard Financials* feature has been enabled. The *Inventory* feature has been enabled. The *Volume Pricing* feature has been enabled. The *Multiple Warehouses* feature has been enabled. The *Multiple Units of Measure* feature has been enabled.	*Standard Financials* provides the standard financial functionality. *Inventory* provides the functionality of maintaining stock items and must be enabled if you plan to maintain prices for your stock items in Acumatica ERP. *Volume Pricing* supports the maintenance of prices based on the quantity or amount of items being sold. *Multiple Warehouses* supports the distributed structure of warehouses. This feature is required for defining warehouse-specific prices. *Multiple Units of Measure* supports multiple units of measure for each stock item and the rules of conversion between these units. This feature is required for defining UOM-specific prices.
Customers (AR303000)	Make sure that the customers for which you want to define sales prices have been created. For prices based on the customer price class, make sure that the customer price class has been assigned to the customers.	For more information on configuring customers, see *Customers: General Information*.
Customer Price Classes (AR208000)	Make sure that the customer price class for which you want to define sales prices have been created.	

Form	Settings to Validate	Note
Non-Stock Items (IN202000) and *Stock Items* (IN202500)	Make sure the required stock and non-stock items have been configured and activated.	For more information on configuring non-stock items, see *Non-Stock Items: General Information*. For more information on configuring stock items, see *Stock Items: General Information*.
Units of Measure (CS203500)	For UOM-specific prices: Make sure that the necessary units of measure are configured.	For more information, see *Stock Items: Units of Measure*.
Warehouses (IN204000)	For warehouse-specific prices: Make sure that the necessary warehouses are configured.	For more information on configuring warehouses, see *Warehouses: General Information*.

Known Process Limitation

When the *Lot/Serial Attributes* feature is enabled on the *Enable/Disable Features* (CS100000) form, units of a stock item with a particular lot or serial class may have specific sales prices and descriptions. If the **Specify Lot/Serial Price and Description** check box is selected for the lot or serial class on the *Lot/Serial Classes* (IN207000) form, you cannot add an item with this class to a sales price list or worksheet on the following forms:

- *Sales Prices* (AR202000)
- *Sales Price Worksheets* (AR202010)

Prices in Base Currencies: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for maintaining prices and costs in different base currencies, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially set up prices and costs for companies in different base currencies, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	The *Multibranch Support*, *Multicompany Support*, *Customer and Vendor Visibility Restriction*, *Multicurrency Accounting*, and *Multiple Base Currencies* features have been enabled.
Multiple forms	The necessary settings have been specified, as demonstrated in the examples of *Multiple Base Currencies: Implementation Activity*, *Company Groups: Implementation Activity*, and *Customer Visibility: To Restrict Visibility to a New Company*.

Form	Criteria to Check
Non-Stock Items (IN202000)	The *CONSULT* non-stock item has been defined.

Other Settings That Affect the Workflow

You can affect the workflow of processing AR invoices by specifying additional settings as follows:

- On the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - To cause GL batches to be immediately posted after they are released, select the **Automatically Post on Release** check box.
  - To cause every AR transaction you enter to be posted as an individual batch to the general ledger, clear the **Generate Consolidated Batches** check box. If this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.
- On the **General Settings** tab of the *Accounts Receivable Preferences* (AR101000) form:
  - To cause all created AR invoices to have the *Balanced* status, clear the **Hold Documents on Entry** check box in the **Data Entry Settings** section. If this check box is selected, the created AR invoices are assigned the *On Hold* status.
  - To cause AR invoices to be automatically posted to the general ledger once they are released, select the **Automatically Post on Release** check box in the **Posting Settings** section. If this check box is cleared, you have to post the batch after you release the document.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you maintain prices and costs in multiple base currencies by performing instructions similar to those described in *Prices in Base Currencies: Process Activity*.

Project Accounting

Committed Costs: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for processing cost commitments on projects, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially process cost commitments, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform
Enable/Disable Features (CS100000) form	Make sure the following features are enabled: • *Inventory and Order Management*, if you want to process purchase orders with non-stock items and track them as cost commitments to projects • *Inventory*, if you want to process purchase orders with stock items and track them as cost commitments to projects • *Construction*, if you want to process subcontracts and track them as cost commitments to projects
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified. For more information about configuration steps that you have to perform before you can start accounting for projects, see *Basic Project Configuration: General Information*. Also, make sure that the **Internal Cost Commitment Tracking** check box is selected on the **General** tab (**General Settings** section).
Account Groups (PM201000) form	Make sure that all needed account groups have been configured and that for all the needed account groups of the *Expense* type, the **Create Commitment** check box is selected on the **Change Request Settings** tab.
Projects (PM301000) form	Make sure that the project has been created, as described in *Project Creation and Processing: General Information*.
Vendors (AP303000) form	Make sure that all needed vendors have been defined in the system, as described in *Vendors: General Information*. Also, make sure that the expense account of the vendor specified in the **Expense Account** box on the **GL Accounts** tab is mapped to an account group.

Form	Tasks to Perform
Non-Stock Items (IN202000) form	Make sure that all needed labor items, non-stock items, and services have been defined. For more information about labor items, non-stock items, and services, see *Labor Items: General Information*, *Non-Stock Items: General Information*, and *Service Items: General Information*, respectively. ⚠ Make sure that *Purchases* is selected in the **Post Cost to Expenses** box on the **Price/Cost** tab; otherwise, the expenses related to the non-stock item will not be recorded to the cost budget of the applicable project. Also, make sure that the following accounts are mapped to account groups of the *Expense* type: • The expense account of the item specified in the **Expense Account** box on the **GL Accounts** tab of the *Non-Stock Items* form • The expense account of the corresponding posting class specified in the **COGS/Expense Account** box on the **GL Accounts** tab of the *Posting Classes* form if the non-stock item requires receipt—that is, the **Require Receipt** check box is selected on the **General** tab (**Item Defaults** section) of the *Non-Stock Items* form
Stock Items (IN202500) form	Make sure that all stock items have been defined. For more information about stock items, see *Stock Items: General Information*. Also, make sure that the COGS account of the item specified in the **COGS Account** box on the **GL Accounts** tab of the *Stock Items* form is mapped to an account group of the *Expense* type. ⚠ We recommend that you not map the Inventory account (which is an account of the *Asset* type) to an account group of the *Expense* type. If you need to track stock items purchased for the project in the project cost budget, we recommend that you use the commitment tracking functionality. For more information, see *Tracking Cost Commitments*.

Other Settings That Affect the Workflow

You can affect the workflow of processing commitments by specifying additional settings as follows:

- To change the format of purchase order identifiers, adjust the *POORDER* numbering sequence on the *Numbering Sequences* (CS201010) form or create a new numbering sequence and select this sequence

in the **Regular Order Numbering Sequence** box on the **General** tab of the *Purchase Orders Preferences* (PO101000) form. For more information on numbering sequences, see *Use of Numbering Sequences*.

> ⚠ A user can create purchase orders by using the **Create Purchase Orders** button on the **Commitments** tab of the *Projects* (PM301000) form only if the numbering sequence that is used for numbering purchase orders is auto-numbered.

- To cause the system to automatically select a project task when a particular project is selected during the creation of a purchase order, select the **Default** check box on the **Tasks** tab of the *Projects* (PM301000) form for one of the tasks of the project.
- To avoid obligatory printing of created purchase orders, clear the **Print Orders** check box on the **Purchase Settings** tab (**Default Location Settings** section) of the *Vendors* (AP303000) form for all applicable vendors. (A user can still print any purchase order of the vendor, if needed.)
- To avoid obligatory emailing of created purchase orders, clear the **Send Orders by Email** check box on the **Purchase Settings** tab (**Default Location Settings** section) of the *Vendors* form for all applicable vendors. (A user can still email any purchase order of the vendor, if needed.)
- To cause the system to automatically release inventory receipts created on release of purchase receipts, select the **Release IN Documents Automatically** check box on the **General** tab (**Other** section) of the *Purchase Orders Preferences* PO101000 form.
- To cause the system to create purchase receipts with the *Balanced* status, clear the **Hold Receipts On Entry** check box on the **General** tab (**Other** section) of the *Purchase Orders Preferences* form.
- To cause the system to not copy non-stock lines of the *Service* type in purchase orders of the *Normal* type to purchase receipts and bill such lines directly from purchase orders, clear the **Process Service Lines from Normal Purchase Orders via Purchase Receipt** check box on the **General** tab (**Other** section) of the *Purchase Orders Preferences* form.
- To cause the system to not copy non-stock lines of the *Service* type in purchase orders of the *Drop-Ship* type to purchase receipts and bill such lines directly from purchase orders, clear the **Process Service Lines from Drop-Ship Purchase Orders via Purchase Receipt** check box on the **General** tab (**Other** section) of the *Purchase Orders Preferences* form.

With these settings specified, users in your company can process commitments quickly and accurately with a minimum of manual actions.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that you perform instructions similar to those described in *Committed Costs: Process Activity*.

Change Requests: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for the processing of change requests, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially create change requests, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform
Enable/Disable Features (CS100000) form	Make sure that the *Project Accounting*, *Change Orders*, and *Change Requests* features are enabled.
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified. For more information about configuration steps that you have to perform before you can start accounting for projects, see *Basic Project Configuration: General Information*. Also, make sure that the default markups are specified on the **General** tab (**Markups** section). For more information about configuring markups, see *Change RequestsTwo-Tier Change Management: Configuration of Markups*.
Change Order Classes (PM203000) form	Make sure that all needed change order classes have been configured and the **Two-Tier Change Management** check box has been selected for these classes in the Summary area.
Account Groups (PM201000) form	Make sure that the default line markup is specified for all the needed account groups of the *Expense* type in the **Default Line Markup (%)** box on the **Change Request Settings** tab.
Non-Stock Items (IN202000) form	Make sure that the default price markup is specified for all the needed inventory items in the **Markup %** box on the **Price/Cost** tab (**Price Management** section).
Stock Items (IN202500) form	Make sure that the default price markup is specified for all the needed inventory items in the **Markup %** box on the **Price/Cost** tab (**Price Management** section).
Projects (PM301000) form	Make sure that the project has been created, as described in *Project Creation and Processing: General Information*. Also, make sure that the **Change Order Workflow** check box is selected on the **Summary** tab (**Project Properties** section) and the document markups are configured properly on the **Defaults** tab (**Document Markups** table).

Project Commitment Checklist

If you want to use the functionality of change requests to manage changes in commitments, make sure that all the needed features have been enabled and settings have been specified, as described in *Committed Costs: Implementation Checklist*.

Other Settings That Affect the Workflow

You can affect the workflow of managing changes in projects by specifying additional settings as follows:

- By default, the *CHANGERST* numbering sequence specifies that the change request identifier is an automatically generated numeric string of six digits, such as *000001*. To change the format of change request identifiers, adjust the *CHANGERST* numbering sequence on the *Numbering Sequences* (CS201010) form or create a new auto-numbered numbering sequence and select this sequence in the **Change Request Numbering Sequence** box on the **General** tab (**Numbering Sequence** section) of the *Projects Preferences* (PM101000) form. For more information on numbering sequences, see *Use of Numbering Sequences*.
- To allow users to create change requests by using the **Create Change Request** command on the More menu of the *Projects* (PM301000) form, for the numbering sequence used for change requests, clear the **Manual Numbering** check box in the Summary area of the *Numbering Sequences* form.
- To make it possible to create a change order for a change request selected on the *Change Requests* (PM308500) form, select the change order class that supports the two-tier change management in the **Default Change Order Class** box on the **General** tab (**General Settings** section) of the *Projects Preferences* form. That is, the selected change order class must have the **Two-Tier Change Management** check box selected on the *Change Order Classes* (PM203000) form.

  > ⚠ Even if the default change order class selected in the project accounting preferences does not support the two-tier change management, you still can add a change request to a change order by creating a change order directly on the *Change Orders* (PM308000) form, selecting for this change order a change order class that supports the two-tier change management, and adding the change request to the change order.

- To cause the system to automatically select a revenue account group for new estimation lines of a change request if there are multiple account groups of the *Income* type defined on the *Account Groups* (PM201000) form, specify the **Default Revenue Account Group** for account groups of the *Expense* type in the Summary area of the *Account Groups* form. For more information on account groups, see *Account Groups: General Information*.
- To cause the system to automatically select the **Creates Commitment** check box for a new estimation line with a particular account group selected on the *Change Requests* form, which results in creation of a commitment based on such an estimation line, select the **Creates Commitment** check box on the **Settings** tab of the *Account Groups* form for this account group. For example, it can be an account group to which you map the expense accounts of the services that a subcontractor usually provides.

With these settings specified, users in your company can process change requests quickly and accurately with a minimum of manual actions.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that you process a change request by performing instructions similar to those described in *Change RequestsTwo-Tier Change Management: Process Activity*.

Employee Time Billing: Implementation Checklist

To ensure that the system is configured properly for billing employee time spent for projects, make sure that the features and settings listed in the table are configured as described in the following table.

Form	Validation of Settings
Multiple forms	Make sure that all necessary settings of time tracking have been specified, as demonstrated in the examples of *Time Tracking Configuration: To Configure Time Tracking in Projects* and *Time Tracking Configuration: To Track Time with Time Activities*.

Form	Validation of Settings
Non-Stock Items (IN202000), *Employees* (EP203000)	Create the needed labor items to represent project work and assign them to employees, as illustrated in the *Labor Items: To Configure a Labor Item*.
Labor Rates (PM209900)	Define labor cost rates for employees, as demonstrated in *Labor Items: To Define Labor Cost Rates*.
Projects (PM301000)	Make sure that the project has been created, as described in *Project Creation and Processing: General Information*, and that labor items are assigned to the appropriate project tasks on the **Tasks** tab.

Other Settings That Affect the Workflow

You can affect the workflow of time reporting by specifying additional settings as follows:

- To cause the system to require a particular employee to enter time cards, select the **Time Card is Required** check box on the *Employees* (EP203000) form. If the reporting of time with time activities is configured, the selection of this check box means that time activities can be released only within a time card.
- To cause the system to post project transactions that have been generated on release of time activities to the off-balance account group, select *Post PM to Off-Balance Account Group* in the **Posting Option for Non-Payroll Employee** box, and specify the account group of the *Off-Balance Type* in the **Off-Balance Account Group** on the *Time and Expenses Preferences* (EP101000) form.
- To cause project transactions to be automatically generated and released on release of time cards, select the **Automatically Release PM Documents** on the *Time and Expenses Preferences* (EP101000) form.
- To associate an earning type with a particular project or project task, on the *Earning Types* (EP102000) form, for an earning type, specify the project or project task in the **Default Project Code** box and **Default Task** box, respectively.
- To copy notes and attached documents from time cards to generated project transactions, select the **Copy Files to PM Documents** and **Copy Notes to PM Documents** check boxes on the *Time and Expenses Preferences* form.

Expense Receipts with Corporate Cards: Implementation Checklist

The following sections provide details that you can use to ensure that the system is configured properly for processing expense receipts with the corporate cards, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially process expense receipts with corporate cards, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Corporate Cards (CA202500)	The corporate card has been configured. For more information, see *Corporate Cards: General Information*.

Form	Criteria to Check
Employees (EP203000) form	The employees who are going to use the corporate cards have been created. For more information, see *Employee Settings*.
Non-Stock Items (IN202000) form	The inventory items to be used in expense receipts have been created and the *Expense* type has been specified for the items.

Other Settings That Affect the Workflow

You can affect the workflow of processing expense receipts with the corporate cards by specifying additional settings on the *Time and Expenses Preferences* (EP101000) form, as follows:

- To make a newly created expense claim have the *On Hold* status by default, you select the **Hold Expense Claims on Entry** check box.
- To cause the system to automatically release corresponding accounts payable documents created on release of an expense claim, select the **Automatically Release AP Documents** check box.
- To cause the system to create a single cash purchase or cash return for each group of expense claim lines that are paid with a corporate card and have the same date, corporate card, reference number, and tax calculation mode, select the **Post Summarized Company Expenses by Corporate Card** check box. If the check box is cleared, which is the default state, the system creates a separate cash purchase (if the total amount of lines is positive or equals *0*) or cash return (if the total amount of lines is negative) for each expense claim line that is paid with a corporate card.
- To make the **Ref. Nbr.** box in the **Expense Details** section on the **Details** tab of the *Expense Receipts* (EP301010) form required, you select the **Require Ref. Nbr. in Expense Receipts** check box. If this check box is cleared, a value in the **Ref. Nbr.** box is not required.
- If approval of expense receipts is necessary, you create an approval map, and assign this map in the **Expense Receipt Approval Map** box. If approval notifications are necessary, you select a template in the **Expense Receipt Notification** box.
- If approval of expense claims is necessary, you create an approval map, and assign this map in the **Expense Claim Approval Map** box. If approval notifications are necessary, you select a template in the **Expense Claim Notification** box.

With these settings specified, users in your company can process expense receipts with corporate cards quickly and accurately with a minimum of manual actions.

Testing of Settings

To make sure that all settings are configured correctly, we recommend that you process expense receipts with corporate cards, as described in *Expense Receipts with Corporate Cards: To Claim Expenses for a Project*.

Expense Returns to Corporate Cards: Implementation Checklist

The following sections provide details that you can use to ensure that the system is configured properly for processing expense returns to corporate cards, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially process expense returns to corporate cards, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Corporate Cards (CA202500)	The corporate card has been configured. For more information, see *Corporate Cards: General Information*.
Employees (EP203000) form	The employees who are going to use the corporate cards have been created. For more information, see *Employee Settings*.
Non-Stock Items (IN202000) form	The inventory items to be used in expense receipts have been created, and the *Expense* type has been specified for the items.

Other Settings That Affect the Workflow

You can affect the workflow of processing expense returns to corporate cards by specifying additional settings on the *Time and Expenses Preferences* (EP101000) form, as follows:

- To cause the system to make a newly created expense claim have the *On Hold* status by default, select the **Hold Expense Claims on Entry** check box.
- To cause the system to create a single cash purchase or cash return for each group of expense claim lines that are paid with a corporate card and have the same date, corporate card, reference number, and tax calculation mode, select the **Post Summarized Company Expenses by Corporate Card** check box. If the check box is cleared, which is the default state, the system creates a separate cash purchase (if the total amount of lines is positive or equals *0*) or cash return (if the total amount of lines is negative) for each expense claim line that is paid with a corporate card.
- To make it optional to specify a value in the **Ref. Nbr.** box on the **Details** tab (**Expense Details** section) of the *Expense Receipts* (EP301010) form, clear the **Require Ref. Nbr. in Expense Receipts** check box. If this check box is selected, users must specify a value in the **Ref. Nbr.** box.
- To cause the system to automatically release corresponding accounts payable documents created on release of an expense claim, select the **Automatically Release AP Documents** check box.

With these settings specified, users in your company can process expense returns quickly and accurately with a minimum of manual actions.

Overhead in the Project Budget: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for considering the project overhead, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially consider the project overhead, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform
Enable/Disable Features (CS100000) form	Make sure that the *Project Accounting* feature is enabled.
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified. For more information about configuration steps that you have to perform before you can start accounting for projects, see *Basic Project Configuration: General Information*.
Account Groups (PM201000) form	Make sure that an account group of the *Expense* type for the overhead has been created. For details on configuring account groups, see *Account Groups: General Information*.
Allocation Rules (PM207500) form	Make sure that an allocation rule is configured as described in *Overhead in the Project Budget: Implementation Activity*.
Projects (PM301000)	Make sure that the project has been created, as described in *Project Creation and Processing: General Information*.

Other Settings That Affect the Workflow

To cause the system to automatically release allocation transactions, including allocation reversal transactions, select the **Automatically Release Allocations** check box on the **General** tab (**General Settings** section) of the *Projects Preferences* (PM101000) form.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you allocate projects by performing instructions similar to those described in *Overhead in the Project Budget: Process Activity*.

Pro Forma Invoices: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for processing pro forma invoices, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially process pro forma invoices, you make sure the needed settings have been specified and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified. For more information about configuration steps that you have to perform before you can start accounting for projects, see *Basic Project Configuration: General Information*.
Billing Rules (PM207000) form	Make sure that all needed billing rules have been configured in the system. For more information about billing rules, see *Billing Rules: General Information*.
Projects (PM301000) form	Make sure that the project has been created and prepared for billing. For more details, see *Project Creation and Processing: General Information*. For each project for which you want to turn on the pro forma invoice workflow, make sure that the **Create Pro Forma on Billing** check box is selected on the **Summary** tab (**Billing and Allocation Settings** section).

Other Settings That Affect the Workflow

You can affect the workflow of processing pro forma invoices by specifying additional settings as follows:

- To change the format of pro forma invoice identifiers, adjust the *PROFORMA* numbering sequence on the *Numbering Sequences* (CS201010) form, or create a new numbering sequence and select this sequence in the **Pro Forma Numbering Sequence** box on the **General** tab (**Numbering Sequence** section) of the *Projects Preferences* (PM101000) form. For more information on numbering sequences, see *Use of Numbering Sequences*.

  Pro forma invoice identifiers must be assigned only automatically. That is, the **Manual Numbering** check box must be cleared in the Summary area of the *Numbering Sequences* form for the numbering sequence used for pro forma invoices.

  By default, the *PROFORMA* numbering sequence specifies that the pro forma invoice identifier is an automatically generated numeric string of six digits, such as *000001*.
- To give accounts receivable invoices, including those created based on pro forma invoices, the *On Hold* status on creation, select the **Hold Documents on Entry** check box on the **General** tab (**Data Entry Settings** section) of the *Accounts Receivable Preferences* (AR101000) form.
- To make sending by email accounts receivable invoices optional, including those created based on pro forma invoices that have been agreed upon with the customer, clear the **Send Invoices by Email** check box on the **Billing Settings** tab (**Print and Email Settings** section) of the *Customers* (AR303000) form for applicable customers.
- To make printing accounts receivable invoices optional, including those created based on pro forma invoices that have been agreed upon with the customer, clear the **Print Invoices** check box on the **Billing Settings** tab (**Print and Email Settings** section) of the *Customers* form for applicable customers.
- To cause the system to automatically post general ledger transactions generated on release of all accounts receivable invoices, select the **Automatically Post on Release** check box on the **General** tab (**Posting Settings** section) of the *Accounts Receivable Preferences* form.

- To cause the system to post every accounts receivable document as an individual batch to the general ledger, clear the **Generate Consolidated Batches** check box in the **Posting Settings** section of the *General Ledger Preferences* (GL102000) form.

With these settings specified, users in your company can process pro forma invoices quickly and accurately with a minimum of manual actions.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you process a pro forma invoice by performing instructions similar to those described in *Pro Forma Invoices: To Process a Pro Forma Invoice for a Project*.

Project Quotes: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for the creation of project quotes and projects based on project quotes, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially create project quotes, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform
Enable/Disable Features (CS100000) form	Make sure that the *Project Accounting* and *Project Quotes* features are enabled.
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified. For more information about configuration steps that you have to perform before you can start accounting for projects, see *Basic Project Configuration: General Information*.
Project Templates (PM208000) form	Make sure that all needed project templates have been configured. For more information about project templates, see *Project Templates and Common Tasks: General Information*.
Business Account Classes (CR208000)	Make sure that business account classes with the necessary settings and attributes have been created, as described in *Defining Business Account Classes*.
Business Accounts (CR303000)	Make sure that business accounts with the necessary settings and attributes have been created, as described in *Creating Business Accounts*.

CRM Settings Checklist

If you want to use the functionality of opportunities to create project quotes, make sure that the needed features have been enabled and settings have been specified, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	Make sure that the *Customer Management* feature is enabled.
Customer Management Preferences (CR101000) form	Make sure that all necessary settings related to customer management have been specified.
Opportunity Classes (CR209000)	Make sure that opportunity classes with the necessary settings, attributes, and stages have been created, as described in *Defining Opportunity Classes*.

Other Settings That Affect the Workflow

You can affect the workflow of processing project quotes by specifying additional settings as follows:

- To change the format of project quote identifiers, adjust the *PMQUOTE* numbering sequence on the *Numbering Sequences* (CS201010) form or create a new numbering sequence and select this sequence in the **Quote Numbering Sequence** box on the **General** tab (**Numbering Sequence** section) of the *Projects Preferences* (PM101000) form. Project quote identifiers must be assigned only automatically. For more information on numbering sequences, see *Use of Numbering Sequences*.

  By default, the *PMQUOTE* numbering sequence specifies that the project quote identifier is an automatically generated alphanumeric string that starts with the *PQ* prefix and followed by six digits, such as *PQ000001*.
- To cause the system to automatically select a project template on creation of project quotes, select the project template in the **Default Quote Template** box on the **General** tab (**Default Settings** section) of the *Projects Preferences* form.
- To cause the system to automatically select the revenue account group for new estimation lines of a project quote if there are multiple income account groups defined on the *Account Groups* (PM201000) form, specify the **Default Revenue Account Group** for expense account groups in the Summary area of the *Account Groups* form. For more information on account groups, see *Account Groups: General Information*.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you process a project quote by performing instructions similar to those described in *Project Quotes: To Process a Project Quote Based on an OpportunityProject Quotes: To Create a Project Quote Based on an Opportunity*.

Project Budget: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for managing project budgets, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially manage project budgets, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform	Notes
Enable/Disable Features (CS100000) form	Make sure that the *Project Accounting* feature is enabled.	
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified. For more information about the configuration steps that you have to perform before you can start accounting for projects, see *Basic Project Configuration: General Information*.	If you are going to use inventory items in the revenue budget of your projects, on the **General** tab, select *Detailed* in the **Revenue Budget Update** box. With this option selected, if a transaction has an inventory item specified and the revenue budget has no line with this item, the system creates a new budget line with this item. With the *Summary* option selected (the default option), if such a line exists in the revenue budget, the system updates it with the empty item code (*N/A*) instead of the inventory item of the transaction. If no such line exists, the system creates a new budget line with the empty item code. The system updates the cost budget similarly based on the option selected in the **Cost Budget Update** box on the **General** tab.
Account Groups (PM201000) form	Make sure that all needed account groups have been configured. For more information about account groups, see *Account Groups: General Information*.	
Non-Stock Items (IN202000) form	Make sure that all needed labor items, non-stock items, and services have been defined. For more information, see *Labor Items: General Information*, *Non-Stock Items: General Information*, and *Service Items: General Information*, respectively.	Make sure that *Purchases* is selected in the **Post Cost to Expenses** box on the **Price/Cost** tab; otherwise, the expenses related to the non-stock item will not be recorded to the cost budget of the applicable project.

Form	Tasks to Perform	Notes
Projects (PM301000) form	Make sure that the project has been created, as described in *Project Creation and Processing: General Information*.	If you need to make the revenue budget more detailed by adding the inventory item to the budget structure, select *Task and Item* in the **Revenue Budget Level** box. With this setting, a user can select an inventory item in a revenue budget line. If you need to make the cost budget less detailed by excluding the inventory item from the budget structure, select *Task* in the **Cost Budget Level** box. With this setting, a user will not be able to select an inventory item in a cost budget line.

Other Settings That Affect the Workflow

You can affect the workflow of managing the project budget by specifying additional settings as follows:

- To allow a user to enter subcontract lines and purchase order lines related to a project if the project budget key in these lines was not initially specified in the cost budget of the project, select the **Allow Adding New Items on the Fly** check box on the *Projects* (PM301000) form.
- To cause the system to control whether an entered document is within the cost budget of a project, select *Show a Warning* in the **Budget Control** box on the **General** tab (**General Settings** section) of the *Projects Preferences* (PM101000) form.
- To change the default empty item code (<*N/A*>), which is selected in a project budget line to indicate that no specific item is associated with the line, specify the needed value in the **Empty Item Code** box on the **General** tab (**General Settings** section) of the *Projects Preferences* (PM101000) form.

With these settings specified, users in your company can manage the project budget quickly and accurately.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you manage the project budget by performing instructions similar to those described in *Project Budget: To Configure and Update the Budget*.

Project Budget Forecasts: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for creating project budget forecasts, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially create project budget forecasts, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform
Enable/Disable Features (CS100000) form	Make sure that the *Project Accounting* and *Budget Forecast* features are enabled.
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified. For more information about configuration steps that you have to perform before you can start accounting for projects, see *Basic Project Configuration: General Information*.
Projects (PM301000) form	Make sure that the project has been created, as described in *Project Creation and Processing: General Information*, the project budget is not locked, and the **Change Order Workflow** check box is cleared on the **Summary** tab (**Project Properties** section).

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you create a project budget forecast by performing instructions similar to those described in *Project Budget Forecasts: Process Activity*.

Project Templates and Common Tasks: Implementation Checklist

To ensure that the system is configured properly for creating project templates and common tasks, make sure that the features and settings listed in the table are configured as described in the following table.

Form	Task to Perform
Enable/Disable Features (CS100000) form	Make sure that the **Project Accounting** check box is selected.
Projects Preferences (PM101000) form	Make sure that all necessary settings of project accounting have been specified.
Account Groups (PM201000) form	Make sure that all the necessary account groups have been configured.

Project Transactions: Implementation Checklist

The following sections provide details that you can use to ensure that the system is configured properly for processing project transactions, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially process project transactions, you make sure that the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified. For more information about configuration steps that you have to perform before you can start accounting for projects, see *Basic Project Configuration: General Information*.
Account Groups (PM201000) form	Make sure that all needed account groups have been configured and that all needed general ledger accounts are mapped to these groups. For more information about account groups, see *Account Groups: General Information*.
Projects (PM301000) form	Make sure that the project has been created. For more details, see *Project Creation and Processing: General Information*.
Non-Stock Items (IN202000) form	Make sure that all needed labor items, non-stock items, and services have been defined. For more information about labor items, non-stock items, and services, see *Labor Items: General Information*, *Non-Stock Items: General Information*, and *Service Items: General Information*, respectively.

Other Settings That Affect the Workflow

You can affect the workflow of processing project transactions by specifying additional settings as follows:

- To change the format of project transaction identifiers, adjust the *PMTRAN* numbering sequence on the *Numbering Sequences* (CS201010) form, or create a new numbering sequence and select this sequence in the **Transaction Numbering Sequence** box on the **General** tab (**Numbering Sequence** section) of the *Projects Preferences* (PM101000) form. For more information on numbering sequences, see *Use of Numbering Sequences*.

  > ⚠ Project transaction identifiers must be assigned only automatically. That is, the **Manual Numbering** check box must be cleared in the Summary area of the *Numbering Sequences* form for the numbering sequence used for project transactions.

  By default, the *PMTRAN* numbering sequence specifies that the project transaction identifier is an automatically generated alphanumeric string that starts with the *PM* prefix and is followed by eight digits, such as *PM00000001*.
- To cause the system to post every document you enter as an individual batch to the general ledger, clear the **Generate Consolidated Batches** check box in the **Posting Settings** section of the *General Ledger Preferences* (GL102000) form.
- To make the system automatically associate additional project transactions that are generated (such as discounts or freight charges) with specific project tasks, map specific general ledger accounts to these

project tasks within the project in the **Default Task for GL Account** section on the **Defaults** tab of the *Projects* form. For more information, see *Default Project Tasks in Record Lines*.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you process a project transaction by performing instructions similar to those described in *Project Transactions: Process Activity*.

Project Inventory Tracking by Warehouse Location: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for tracking project inventory by location, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

Before you start working with a project and tracking project inventory by location, you should make sure that the project accounting functionality is configured and the project has the needed settings, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	Make sure that the *Project Accounting* feature is enabled.
Account Groups (PM201000) form	Make sure that all needed account groups have been configured. For more information about account groups, see *Account Groups: General Information*.
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified, as described in the *Basic Project Configuration: General Information*.
Projects (PM301000)	Make sure that the necessary project and project tasks have been created. In the project settings, *Track by Location* needs to be selected in the **Inventory Tracking** box on the **Summary** tab. For more information on creating a project, see *Project Creation and Processing: General Information*.

Form	Criteria to Check
Warehouses (IN204000) form	Make sure that a separate location is created and associated with each project task for which you need to receive inventory items in a warehouse. (For a location associated with a project task, the **Cost Separately** check box is selected automatically.) We also recommend that you specify a higher **Pick Priority** value for project locations than for other locations, to avoid issuing project materials for other projects or to customers outside of projects.

Inventory and Order Management Checklist

We recommend that before you start working with a project and tracking project inventory by location, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform
Enable/Disable Features (CS100000) form	Make sure that the following features are enabled: • *Inventory and Order Management* • *Inventory* • *Multiple Warehouses* • *Multiple Warehouse Locations*
Multiple forms	Make sure that the basic inventory and order management preferences have been configured, as described in *Configuration of Order Management: General Information*.
Stock Items (IN202500) form	Make sure that all stock items have been defined. For more information about stock items, see *Stock Items: General Information*. We recommend that you not map the inventory accrual account (which is an account of the *Asset* type) to an account group. If you need to track stock items purchased for the project in the project cost budget, we recommend that you use the commitment tracking functionality. For more information, see *Tracking Cost Commitments*.

Form	Tasks to Perform
Non-Stock Items (IN202000) form	Make sure that all non-stock items have been defined, as described in *Non-Stock Items: General Information*. Also, make sure that the expense account of the items is mapped to the appropriate account group. Make sure that *Purchases* is selected in the **Post Cost to Expenses** box on the **Price/Cost** tab; otherwise, the expenses related to the non-stock item will not be recorded to the cost budget of the applicable project.
Vendors (AP303000) form	Make sure that all needed vendors have been defined in the system, as described in *Vendors: General Information*.

Other Settings That Affect the Workflow

You can affect the workflow of sales and purchases of items for projects by specifying additional settings as follows:

- To cause the system to automatically select a project task when a particular project is selected during the creation of a purchase order, select the **Default** check box on the **Tasks** tab of the *Projects* (PM301000) form for one of the tasks of the project.
- To cause the system to include non-stock lines of the *Service* type in purchase receipts created from the purchase orders of the *Normal* type, select the **Process Service Lines from Normal Purchase Orders via Purchase Receipt** check box on the **General** tab (**Other** section) of the *Purchase Orders Preferences* (PO101000) form.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that you perform instructions similar to those described in *Project Inventory Tracking by Warehouse Location: To Purchase Materials and Services for a Project*.

Purchasing Services for Projects: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for processing purchases for projects with accounts payable bills, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially process purchases for projects with AP bills, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform
Enable/Disable Features (CS100000) form	Make sure that the *Project Accounting* feature is enabled.
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified. For more information about configuration steps that you have to perform before you can start accounting for projects, see *Basic Project Configuration: General Information*.
Projects (PM301000) form	Make sure that the project has been created, as described in *Project Creation and Processing: General Information*.
Non-Stock Items (IN202000) form	Make sure that all needed labor items, non-stock items, and services have been defined. Make sure that the **Require Receipt** check box is cleared in the **Item Defaults** section on the **General** tab. Make sure that *Purchases* is selected in the **Post Cost to Expenses** box on the **Price/Cost** tab; otherwise, the expenses related to the non-stock item will not be recorded to the cost budget of the applicable project. For more information about labor items, non-stock items, and services, see *Labor Items: General Information*, *Non-Stock Items: General Information*, and *Service Items: General Information*, respectively.
Account Groups (PM201000) form	Make sure that all needed account groups have been configured. Also, make sure that the expense accounts of the inventory items specified in the **Expense Account** box on the **GL Accounts** tab of the *Non-Stock Items* form are mapped to the account groups. For more information about account groups, see *Account Groups: General Information*.
Vendors (AP303000) form	Make sure that all needed vendors have been defined in the system, as described in *Vendors: General Information*.

Other Settings That Affect the Workflow

You can affect the workflow of processing purchases for projects by specifying additional settings as follows:

- To cause the system to automatically select a project task when a particular project is selected during the creation of a bill, select the **Default** check box on the **Tasks** tab of the *Projects* (PM301000) form for one of the tasks of the project.
- To cause the system to create accounts payable bills with the *Balanced* status, clear the **Hold Documents on Entry** check box on the **General** tab (**Data Entry Settings** section) of the *Accounts Payable Preferences* (AP101000) form.

- To cause the system to automatically post general ledger batches generated during processing account payable documents, select the **Automatically Post on Release** check box in the **Posting Settings** section on the *General Ledger Preferences* (GL102000) form.

With these settings specified, users in your company can process purchases for projects with AP bills quickly and accurately with a minimum of manual actions.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that you perform instructions similar to those described in *Purchasing Services for Projects: Process Activity*.

Single-Tier Change Management: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for the processing of change orders, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially create change orders, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform	Notes
Enable/Disable Features (CS100000) form	Make sure that the *Project Accounting* and *Change Orders* features are enabled.	
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified. For more information about configuration steps that you have to perform before you can start accounting for projects, see *Basic Project Configuration: General Information*.	
Change Order Classes (PM203000) form	Make sure that all needed change order classes have been configured, as described in *Change Orders for Commitments: To Create a Change Order Class*.	

Form	Tasks to Perform	Notes
Projects (PM301000) form	Make sure that the project has been created, as described in *Project Creation and Processing: General Information*. Also, make sure that the **Change Order Workflow** check box is selected on the **Summary** tab (**Project Properties** section).	If the **Internal Cost Commitment Tracking** check box is selected on the **General** tab (**General Settings** section) of the *Projects Preferences* (PM101000) form, and a project has related purchase orders, you can select the **Change Order Workflow** check box for the project if the project has no open related purchase order lines. That is, the status of the related purchase order lines of the project is only *Completed*, *Closed*, or *Canceled*.

Checklist for Project Commitments

If you want to use the functionality of change orders to manage changes in commitments, make sure that all the needed features have been enabled and settings have been specified, as described in *Committed Costs: Implementation Checklist*.

Other Settings That Affect the Workflow

You can affect the workflow of managing changes in projects by specifying additional settings as follows:

- To change the format of change order identifiers, adjust the *CHANGEORD* numbering sequence on the *Numbering Sequences* (CS201010) form or create a new auto-numbered sequence and select this sequence in the **Change Order Numbering Sequence** box on the **General** tab (**Numbering Sequence** section) of the *Projects Preferences* (PM101000) form. For more information on numbering sequences, see *Use of Numbering Sequences*.
- To allow users to create change orders by using the **Create Change Order** command on the More menu of the *Projects* (PM301000) form, clear the **Manual Numbering** check box in the Summary area of the *Numbering Sequences* form for the numbering sequence used for change orders.
- To cause the system to automatically select a change order class on creation of change orders, select the change order class in the **Default Change Order Class** box on the **General** tab (**General Settings** section) of the *Projects Preferences* form.

With these settings specified, users in your company can process change orders quickly and accurately with a minimum of manual actions.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that you process a change order by performing instructions similar to those described in *Single-Tier Change Management: To Track Changes to the Project Budget* and *Change Orders for Commitments: Process Activity*.

Taxes in Projects: Implementation Checklist

The following sections provide details that you can use to ensure that the system is configured properly for calculating tax in project-related documents, and to understand (and change, if needed) the settings that affect the processing workflow.

General Setting Checklist

To ensure that the system is configured properly for creating project-related documents with taxes applied automatically, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check
Tax Zones(TX206000)	All needed tax zones have been defined to include the applicable taxes in the location that corresponds to each tax zone. For details, see *Tax Zones and Categories: To Review Tax Categories and Create a Tax Zone for Sales Taxes*.
Tax Categories (TX205500)	The needed tax categories have been created for all goods and services (which are represented as stock items and non-stock items in Acumatica ERP) that your company buys or sells. For each tax category, you should add all taxes that are applied to the corresponding category of goods and services in all geographical locations where your company conducts business. For details, see *Tax Zones and Categories: To Review Tax Categories and Create a Tax Zone for Sales Taxes*.
Vendors (AP303000)	The needed vendors should be created in the system. To define which taxes are applied in the location of each vendor, the appropriate tax zone should be assigned to the vendor.
Customers (AR303000)	The needed customers should be created in the system. To define which taxes are applied in the location of each customer, the appropriate tax zone should be assigned to the customer.
Stock Items (IN202500), *Non-Stock Items* (IN202000)	For the calculation of tax amounts in the documents in which you specify inventory IDs, stock items (for goods) and non-stock items (for services) should be created and the appropriate tax category should be assigned to each item.

Project-Specific Tax Checklist

We recommend that before you initially process project-related documents with project-specific tax zones, you make sure the needed settings have been specified, as summarized in the following checklist.

Form	Criteria to Check
Projects Preferences (PM101000)	The **Calculate Project-Specific Taxes** check box is selected on the **General** tab.

Form	Criteria to Check
Projects (PM301000)	In the **Tax Settings** section of the **Addresses** tab of the form, the following project-specific tax zones have been specified: • **Cost Tax Zone**: The tax zone to be used in the cost documents (such as bills, purchase orders, and subcontracts) related to the project instead of the vendor tax zone • **Revenue Tax Zone**: The tax zone to be used in the revenue documents (such as invoices and sales orders) related to the project instead of the customer tax zone

Sales Tax Checklist

To ensure that the system is configured properly for creating project-related documents with a sales tax applied automatically, make sure that the criteria listed in the table have been met in the system as described.

This table lists only project-specific part of configuring the system for application of sales taxes. For a detailed description on configuring sales taxes, see *Sales Taxes*.

Form	Criteria to Check
Chart of Accounts (GL202500)	The following GL accounts, which you will use for tax reporting purposes have been added: • A liability account that will be used for accumulating the tax amounts to be paid to the tax agency in a tax period • The Tax Expense account that will be used to record the tax adjustments and expenses for the tax agency • The tax rounding gains and losses accounts
Account Groups (PM201000) form	An account group of the *Expense* type has been configured and the Tax Expense account has been mapped to this account group. For details, see *Account Groups: To Create an Expense Account Group*.
Taxes (TX205000)	The sales tax should be created. The settings for the tax include the tax rate, the tax calculation method, the tax validity period (if any), and other required parameters. Also, make sure on the **GL Accounts** tab, the **Use Tax Expense Account** check box is selected and the **Tax Expense Account** is specified. For details, see *Sales Taxes: To Configure a Sales Tax for Use in AP*.

Use Tax Checklist

To ensure that the system is configured properly for creating project-related documents with a use tax applied automatically, make sure that the criteria listed in the table have been met in the system as described.

> This table lists only the project-specific part of configuring the system for application of use taxes. For a detailed description of the process of configuring use taxes, see *Use Tax*.

Form	Criteria to Check
Chart of Accounts (GL202500)	The following GL accounts, which you will use for tax reporting purposes, have been added: • A liability account that will be used for accumulating the tax amounts to be paid to the tax agency in a tax period • The Tax Expense account that will be used to record tax adjustments and expenses for the tax agency • The tax rounding gains and losses accounts
Account Groups (PM201000) form	An account group of the *Expense* type has been configured and the Tax Expense account has been mapped to this account group. For details, see *Account Groups: To Create an Expense Account Group*.
Taxes (TX205000)	The use tax to be applied to your documents should be created. The settings for the tax include the tax rate, the tax calculation method, the tax validity period (if any), and other required settings. Also, on the **GL Accounts** tab, the **Use Tax Expense Account** check box should be selected and the **Tax Expense Account** should be specified. For details, see *Use Taxes: Implementation Activity*.

For a detailed description of configuring sales taxes, see *Sales Taxes*.

Time Tracking Configuration: Implementation Checklist

The following sections provide details you can use to ensure that the time tracking functionality in the system is configured properly to be used in accounting for projects.

Prerequisite Configuration

To ensure that the prerequisite configuration has been implemented properly, make sure that the necessary entities have been defined,and settings have been specified, as described in the following checklist.

Form	Criteria to Check
Multiple forms	The minimum company settings have been specified, as described in *Company Without Branches: General Information*.
Earning Types (EP102000)	Additional earning types, if needed, have been defined in addition to the predefined earning types. Also, for the earning types that relate to the employee time to be billed within the project, the **Billable** check box will be selected. For information on earning types, see *Employee Time Entry: Time Activities*.
Employees (EP203000)	All employees for whom time will be tracked have been defined. For details, see *Employee Settings*.
Activity Types (CR102000) form	Activity types have been defined, if needed, in addition to those that are predefined in the system

Configuration of Reporting Time with Time Cards

To ensure that the basic time reporting configuration has been implemented properly and the employees will be able to log time spent on projects in time cards, make sure that the necessary features have been enabled, entities have been defined, and settings have been specified, as described in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	The *Advanced Financials* and *Projects* features are enabled.
Time and Expenses Preferences (EP101000)	In the **Posting Option for Non-Payroll Employee** box (in the **Time Reporting Settings** section of the **General Settings** tab), *Post PM and GL Transactions* is selected, which means that on release of time cards and time activities, the system generates project accounting and general ledger transactions.
Projects Preferences (PO101000)	In the **Visibility Settings** section, the **Time Entries** and **Expenses** check boxes are selected. In the **Expense Account Source** and **Expense Accrual Account** boxes of the **Account Settings** section, the sources for the expense account and expense accrual account have been selected; these settings define the debit and credit accounts to be used in the project transactions generated on release of time cards.
Non-Stock Items (IN202000)	The labor items that are needed for all employees for all available earning types have been created, as illustrated in the *Labor Items: To Configure a Labor Item*.
Labor Rates (PM209900)	Labor cost rates for employees have been defined, as illustrated in *Labor Items: To Define Labor Cost Rates*.

Configuration of Reporting Time with Time Activities

To ensure that the employees will be able to log time with time activities, make sure that the necessary features have been enabled and settings have been specified, as described in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	The *Time Management* feature is enabled.
Activity Types (CR102000)	The **Track Time and Costs** check box is selected for the activity types for which you want to track billable time in projects.

Other Settings That Affect the Workflow

You can affect the workflow of time reporting by specifying additional settings as follows:

- To cause the system to require a particular employee to enter time cards, select the **Time Card is Required** check box on the *Employees* (EP203000) form. If the reporting of time with time activities is configured, the selection of this check box means that time activities can be released only within a time card.
- To cause the system to post project transactions that have been generated on release of time activities to the off-balance account group, select *Post PM to Off-Balance Account Group* in the **Posting Option for Non-Payroll Employee** box, and specify the account group of the *Off-Balance Type* in the **Off-Balance Account Group** on the *Time and Expenses Preferences* (EP101000) form.
- To cause project transactions to be automatically generated and released on release of time cards, select the **Automatically Release PM Documents** on the *Time and Expenses Preferences* (EP101000) form.
- To associate an earning type with a particular project or project task, on the *Earning Types* (EP102000) form, for an earning type, specify the project or project task in the **Default Project Code** box and **Default Task** box, respectively.
- To copy notes and attached documents from time cards to generated project transactions, select the **Copy Files to PM Documents** and **Copy Notes to PM Documents** check boxes on the *Time and Expenses Preferences* form.

Vendor Payments for a Project: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for paying AP bills for a project, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you start preparing payments for AP bills, you make sure the needed settings have been specified and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Accounts Payable Preferences (AP101000)	Make sure that the accounts payable settings have been configured as described in *Accounts Payable: To Specify Accounts Payable Preferences*.

Form	Criteria to Check
Vendors (AR303000)	Verify the existence of the vendor accounts for the vendors whose bills you will pay. For details, see *Vendors: Implementation Activity*.
Cash Accounts (CA202000)	Make sure that the cash account to be used in the payments has been configured as described in *Cash Management: To Create Cash Accounts*.
Payment Methods (CA204000)	Make sure that the payment method you will use has been configured as described in *Cash Management: To Create Cash Accounts*.
Projects (PM301000)	Make sure that the necessary project (that is, the project for which the vendor performed the billed work) has been created and necessary project tasks of this project are active.

Payment by Line Checklist

If you intend to pay individual lines of the vendor's bill or bills, make sure the needed features have been enabled and settings have been specified, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	Make sure that the *Payment Application by Line* feature is enabled.
Payment tab of the *Vendors* (AR303000) form	Be sure the **Pay by Line** check box is selected.

Other Settings That Affect the Workflow

You can affect the workflow of processing payments for AP bills by specifying additional settings as follows:

- To cause the system to generate separate payment documents for each bill of a particular vendor, select the **Pay Separately** check box on the **Payment** tab of the *Vendors* (AR303000) form.
- To cause the system to automatically post AP payments once they are released, select the **Automatically Post on Release** check box on the **General** tab of the *Accounts Payable Preferences* (AP101000) form.
- To cause AP payments to be created with the *On Hold* status, select the **Hold Documents on Entry** check box on the **General** tab of the *Accounts Payable Preferences* (AP101000) form.
- To cause the system to automatically post general ledger batches generated during the processing of payments, select the **Automatically Post on Release** check box on the *General Ledger Preferences* (GL102000) form. For information on processing general ledger batches, see *GL Transactions: General Information*.
- To make the system consolidate into one batch all generated transactions posted to the same period for all documents being released, select the **Generate Consolidated Batches** check box on the *General Ledger Preferences* form.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you perform instructions similar to those described in *Vendor Payments for a Project: To Process a Payment for Multiple Bills* and *Vendor Payments for a Project: To Process a Payment of Bill Lines*.

WIP Labor Costs in Cost-Plus Projects: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for billing a cost-plus projects with WIP costs, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially bill a cost-plus projects with WIP costs, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform
Enable/Disable Features (CS100000) form	Make sure that the *Project Accounting* feature is enabled.
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified. For more information about configuration steps that you have to perform before you can start accounting for projects, see *Basic Project Configuration: General Information*.
Chart of Accounts (GL202500) form	Make sure that an asset account for work in progress has been created. For details on configuring the chart of accounts, see *Chart of Accounts*.
Account Groups (PM201000) form	Make sure that an account group of the *Asset* type for work in progress has been created and the WIP account has been added to the account group. For details on configuring account groups, see *Account Groups: General Information*.
Allocation Rules (PM207500) form	Make sure that an allocation rule is configured as described in *WIP Labor Costs in Cost-Plus Projects: General Information*.
Billing Rules (PM207000) form	Make sure that all the needed billing rules have been configured to process allocation transactions posted to the WIP account group. For details on configuring billing rules, see *Billing Rules: General Information*.
Projects (PM301000)	Make sure that the project has been created, as described in *Project Creation and Processing: General Information*.

Other Settings That Affect the Workflow

To cause the system to automatically release allocation transactions, including allocation reversal transactions, select the **Automatically Release Allocations** check box on the **General** tab (**General Settings** section) of the *Projects Preferences* (PM101000) form.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you allocate projects by performing instructions similar to those described in *WIP Labor Costs in Cost-Plus Projects: Process Activity*.

WIP Labor Costs in Fixed-Price Projects: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for billing a cost-plus projects with WIP costs, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially bill a cost-plus projects with WIP costs, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform
Enable/Disable Features (CS100000) form	Make sure that the *Project Accounting* feature is enabled.
Projects Preferences (PM101000) form	Make sure that all necessary settings related to project accounting have been specified. For more information about configuration steps that you have to perform before you can start accounting for projects, see *Basic Project Configuration: General Information*.
Chart of Accounts (GL202500) form	Make sure that an asset account for work in progress has been created. For details on configuring the chart of accounts, see *Chart of Accounts*.
Account Groups (PM201000) form	Make sure that an account group of the *Asset* type for work in progress has been created and the WIP account has been added to the account group. For details on configuring account groups, see *Account Groups: General Information*.
Allocation Rules (PM207500) form	Make sure that an allocation rule is configured as described in *WIP Labor Costs in Fixed-Price Projects: General Information*.

Form	Tasks to Perform
Billing Rules (PM207000) form	Make sure that all the needed billing rules have been configured to process allocation transactions posted to the WIP account group. For details on configuring billing rules, see *Billing Rules: General Information*.
Projects (PM301000)	Make sure that the project has been created, as described in *Project Creation and Processing: General Information*.
Project Tasks (PM302000)	Make sure the WIP account group is selected for the project tasks in the **Non-Billable WIP Account Group** box on the **Summary** tab (**Billing and Allocation Settings** section).

Other Settings That Affect the Workflow

To cause the system to automatically release allocation transactions, including allocation reversal transactions, select the **Automatically Release Allocations** check box on the **General** tab (**General Settings** section) of the *Projects Preferences* (PM101000) form.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you allocate projects by performing instructions similar to those described in *WIP Labor Costs in Fixed-Price Projects: Process Activity*.

Route Management

Route Management: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for the management of routes and the processing of route service contracts in the system.

Prerequisites

Before you start configuring route management, you should make sure that the needed configuration tasks have been performed, as summarized in the following checklist.

Form	Criteria to Check
Multiple forms	Make sure that the minimum company settings are specified, as described in *Company Without Branches*, *Company with Branches that Do Not Require Balancing*, or *Company with Branches that Require Balancing* (depending on your company structure).
Multiple forms	To offer the provision of inventory items as part of providing field services, make sure that the sales order management configuration has been implemented, as described in *Configuration of Order Management: Implementation Checklist* .
Multiple forms	Make sure that the service management configuration has been implemented, as described in *Basic Service Management Configuration*.
Numbering Sequences (CS201010) form	The numbering sequence for route executions has been created.
Employees (EP203000) form	The employees that are drivers have been defined in the system.

Required Steps

To make it possible for users to execute routes and process route service contracts, you should navigate to the forms listed in the following table and perform the configuration actions that are described.

Form	Action
Service Management Preferences (FS100100)	Specify the **Map API Key**.
Route Management Preferences (FS100400) form	Specify the route numbering sequence and the billing settings for contracts with standardized billing.

Form	Action
Service Order Types (FS202300) form	Create the service order type for route appointments, as described in *Service Order Types: To Create a Service Order Type for Route Appointments*.
Skills (FS206000) form	Create the driver skills.
Employees (EP203000) form	Assign a driver skill to all the employees that are drivers.
Vehicle Types (FS204200) form	Create all the types of vehicles of the company.
Vehicles (FS203600) form	Create vehicle records.
Item Classes (IN201000) form	Modify the item classes to contain the default settings of the company's route services. Create at least one route service.

Additional Settings

For faster data entry, you can specify a route service order type that will be selected on the data entry forms in the **Default Service Order Type** box of the *Route Management Preferences* (FS100400) form.

You can also perform the following optional steps on the same form:

- To set up the system to calculate route execution statistics using the Azure Maps service and display them on the *Route Document Details* (FS304000) form, select the **Calculate Route Statistics Automatically** check box.

  If this check box is cleared, to calculate route execution statistics, users will have to click the **Calculate Route Statistics** button on the *Route Document Details* form.
- To enable the tracking of GPS locations at start and end point of the executed route, select the **Track Start and Complete Location of Route** check box. The GPS locations will be displayed on the **Location** tab of the *Route Document Details* form.
- To set an appointment manually added to a route on the *Routes* (FS203700) form to appear first in the route, select the **Set Appointments Created Manually as First in Route** check box.

  If this check box is cleared, the added appointment will be placed last in the route.
- To make it possible to specify months in route contract schedules when they are applicable, select the **Enable Seasons in Schedule Contracts** check box. The system will make the **Season Settings** section available on the **Recurrence** tab of the *Service Contract Schedules* (FS305100) and *Route Service Contract Schedules* (FS305600) forms.

Service Management

Service Order Types: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for the creation of service order types.

Prerequisites

Before you create a service order type to be used for service orders and appointments for which sales orders or SO invoices will not be generated, you should make sure the minimum configuration of service management functionality has been performed, as described in *Basic Service Management Configuration: Implementation Activity*.

Implementation Checklist

We recommend that before you start to create service order types, you make sure the needed features have been enabled and entities have been configured, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	The *Service Management* feature has been enabled.
Numbering Sequences (CS201010) form	At least one numbering sequence for service orders has been created.
Credit Terms (CS206500) form	At least one set of credit terms has been created.

Minimum Required Settings for a Service Order Type

For each service order type that you are going to use, you should specify the following minimum configuration settings.

Form	Settings to Specify
The Summary area of the *Service Order Types* (FS202300) form	• The identifier of the service order type • The description of the service order type

Form	Settings to Specify
The **General** tab of the *Service Order Types* form	• The **Numbering Sequence** to be used to assign service order reference numbers to service orders of the type • The needed **Behavior** of the service order type is selected • The *AR Documents* option in the **Generated Billing Documents** box, which indicates that an AR document will be generated to bill the customer for services specified in service orders and appointments of the service order type • The needed option in the **Default Terms for AR and SO** box

Other Settings That Affect the Workflow

For a particular service order type, you can specify additional settings on the **General** tab of the *Service Order Types* (FS202300) form that will affect the processing of service orders and appointments of this type:

- If the **Complete Service Orders When Its Appointments Are Completed** check box (**General Settings** section) is selected, the system changes the status of a service order of the type to *Completed* when all appointments of this service order have the *Completed* status. If this check box is cleared, a user has to manually complete the service order.
- If the **Close Service Orders When Its Appointments Are Closed** check box (**General Settings** section) is selected, the system changes the status of a service order of the type to *Closed* when all appointments of this service order have the *Closed* status. If this check box is cleared, a user has to manually close the service order.
- If the **Require Contact** check box (**General Settings** section) is selected, users have to select a contact person in the **Contact** box on the **Settings** tab of the *Service Orders* (FS300100) or *Appointments* (FS300200) form when they create service orders or appointments of this service order type. If this check box is cleared, the service orders and appointments of the type can be created without the contact person being specified.
- If the **Require Customer Signature on Mobile App** check box (**General Settings** section) is selected, before a user completes an appointment of the type by using a mobile device, the customer's signature has to be obtained and saved in the mobile app. If this check box is cleared, the user can complete an appointment of the type without the customer's signature.
- If the **Bill Only Closed Appointments** check box (**Billing Settings** section) is selected, billing documents can be generated only for closed appointments of the service order type. If this check box is cleared, billing documents an be generated for appointments of the type that are not closed.

To simplify the process of creating service orders and appointments in the system, you can leave the default settings.

Taxes

Cash Entries with Taxes: Implementation Checklist

To ensure that the system is configured properly for creating a cash entry a sales tax applied automatically, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Enable/Disable Features(CS100000)	If you are going to apply a VAT to a cash entry, make sure that the *VAT Reporting* feature has been enabled.	
Taxes (TX205000)	You should create the sales tax or VAT that your company uses. The settings for the tax include the tax rate, the tax calculation method, the tax validity period (if any), and other required parameters.	For details, see *Sales Taxes: To Create a Sales Tax for Use in AR* and *Value-Added Taxes: To Create a General VAT and Exempt VAT*.
Tax Zones(TX206000)	You should create all needed tax zones and include the taxes applied in the corresponding location in each tax zone. You then associate an appropriate tax zone with each of your vendors according to their locations.	For details, see *Tax Zones and Categories: To Review Tax Categories and Create a Tax Zone for Sales Taxes* and *Tax Zones and Categories: To Create a Tax Category and Tax Zone for VAT*.
Tax Categories (TX205500)	You should create the needed tax categories for all goods or services (which are represented as stock items and non-stock items in Acumatica ERP) that your company buys. For each tax category, you should add all taxes that are applied to the corresponding category of goods and services in all geographical locations where your company conducts business.	For details, see *Tax Zones and Categories: To Review Tax Categories and Create a Tax Zone for Sales Taxes* and *Tax Zones and Categories: To Create a Tax Category and Tax Zone for VAT*.
Vendors (AP303000)	For each tax agency to which you will submit tax reports, you should create a vendor account with the **Vendor is Tax Agency** check box selected.	For details, see *Tax Agency: To Set Up a Tax Agency for Sales Taxes* and *Tax Agency: To Set Up a Tax Agency for VAT*.
Stock Items(IN202500), *Non-Stock Items* (IN202000)	To calculate tax amounts in the documents in which you specify inventory IDs, you should create stock items (for goods) and non-stock items (for services) and associate each item with the appropriate tax category.	
Entry Types (CA203000)	An entry type for taxable sales must be available in the system.	

Form	Criteria to Check	Notes
Cash Accounts(CA202000)	The entry type for taxable sales must be assigned to the needed tax account. This entry type must be assigned the needed tax zone.	

Settings That Affect the Workflow

The following settings and entities should be specified and defined, respectively:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AP transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)

With these settings specified and entities defined, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Credit Memos with Sales Taxes: Implementation Checklist

To ensure that the system is configured properly for creating and releasing credit and debit memos, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Enable/Disable Features (CS100000)	Make sure the minimal features have been enabled as described in *Company Without Branches: General Information*.	
Customers (AR303000)	Verify the existence of the customer accounts for the customers for which you will correct create a credit memo. For details, see *Customers: Implementation Activity*.	

Settings That Affect the Workflow

The following settings and entities should be specified and defined, respectively:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AR transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts receivable preferences settings should be specified on the **General Settings** tab of the *Accounts Receivable Preferences* (AR101000) form:

- Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created AR invoices and credit memos the *On Hold* status.
- Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting indicates that AR invoices and credit memos will be automatically posted to the general ledger once they are released.

With these settings specified and entities defined, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Funds Transfers with Taxable Fees: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for performing funds transfers with taxable fees, and to understand (and change, if needed) the settings that affect the workflow of funds transfers processing.

Implementation Checklist

We recommend that before you initially perform funds transfers, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000)	Make sure that the *Standard Financials* feature has been enabled.
Chart of Accounts (GL202500)	Check whether the necessary accounts have been created.
Entry Types (CA203000)	Make sure that a needed entry type has been created.
Cash Accounts (CA202000)	Check whether the necessary cash accounts have been configured and the *Disbursement* entry type has been added to the cash accounts on the **Entry Types** tab.
Company Financial Calendar (GL201100)	Make sure that the periods during which funds transfers may occur have a status of *Open*. You can generate the necessary periods on the *Master Financial Calendar* (GL201000) form. For details on opening financial periods, see *Opening Financial Periods: Process Activity*.
Taxes (TX205000)	Make sure that the taxes that your company uses have been created. The settings for the tax include the tax rate, the tax calculation method, the tax validity period (if any), and other required parameters. For an example of creating a sales tax, see *Sales Taxes: To Create a Sales Tax for Use in AR*.
Tax Zones (TX206000)	Make sure that the needed tax zone has been created and include the needed tax, as described in *Tax Zones and Categories: To Review Tax Categories and Create a Tax Zone for Sales Taxes*.

Form	Criteria to Check
Tax Categories (TX205500)	Make sure that the needed tax category has been created and includes the needed tax, as described in *Tax Zones and Categories: To Review Tax Categories and Create a Tax Zone for Sales Taxes*.

Other Settings That Affect the Workflow

The following settings on the *Cash Management Preferences* (CA101000) form can affect the processing workflow:

- If the **Automatically Post to GL on Release** check box is selected, the system posts transactions to the general ledger when cash management documents are released. If this check box is cleared, you have to post the batch after you release the document.
- If the **Hold Transactions on Entry** check box is selected in the **Data Entry Settings** section, when new transactions and funds transfers are entered, they are assigned the *On Hold* status. If the **Hold Transactions on Entry** check box is cleared, the transactions and funds transfers are assigned the *Balanced* status.
- If the **Require Document Ref. Nbr. on Entry** check box is selected, you must fill in the **Document Ref.** box on the *Funds Transfers* (CA301000) form for new funds transfers. If this check box is cleared, you can decide whether to leave the **Document Ref.** box blank or fill it in.

Testing of Settings

To make sure that all settings are configured correctly, we recommend that you perform funds transfers with taxable fees by performing similar steps to those described in *Funds Transfers with Taxable Fees: Process Activity*.

Invoices with Inclusive Sales Taxes: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for processing invoices with an inclusive sales tax, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially process invoices with an inclusive sales tax, you make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform
Taxes (TX205000)	You should create each inclusive sales tax that your company uses. The settings for each tax include the tax rate, the tax calculation method, and the tax validity period (if any). For details, see *Invoices with Inclusive Sales Taxes: Implementation Activity*.

Form	Tasks to Perform
Tax Zones(TX206000)	You should create all needed tax zones and include the taxes that should be applied in the corresponding location in each tax zone. You then associate an appropriate tax zone with each of your customers according to their locations. For details, see *Tax Zones and Categories: To Review Tax Categories and Create a Tax Zone for Sales Taxes*.
Tax Categories (TX205500)	You should create the needed tax categories for all goods or services (which are represented as stock items and non-stock items in Acumatica ERP) that your company sells. For each tax category, you should add all taxes that should be applied to the corresponding category of goods and services in all geographical locations where your company conducts business. For details, see *Tax Zones and Categories: To Review Tax Categories and Create a Tax Zone for Sales Taxes*.
Vendors (AP303000)	For each tax agency to which you will submit tax reports, you should create a vendor account with the **Vendor is Tax Agency** check box selected.
Stock Items (IN202500), *Non-Stock Items* (IN202000)	To calculate tax amounts in the documents in which you specify inventory IDs, you should create stock items (for goods) and non-stock items (for services) and associate each item with the appropriate tax category.
Customers (AR303000)	You should create needed customers if they don't already exist. Depending on the geographical location of the sale transaction, different taxes can be applied to the document. To define which taxes are applied in the location of your customer, you should assign the appropriate tax zone to each new or existing customer.
Chart of Accounts (GL202500)	You should make sure that the following GL accounts that you will use for tax reporting purposes have been added: • A liability account that will be used for accumulating the tax amounts to be paid to the tax agency in a tax period. • Expense accounts that will be used to record tax adjustments and expenses for the tax agency, and tax rounding gains and losses.

Other Settings That Affect the Workflow

You can affect the workflow of processing invoices with an inclusive sales tax by specifying additional settings as follows:

- On the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form, specify the following general ledger settings:

    - To cause GL batches to be immediately posted after they are released, select the **Automatically Post on Release** check box.
    - Clear the **Generate Consolidated Batches** check box to cause every AR transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
    - In the **Rounding Settings** section, specify a rounding limit in the **Rounding Limit** box. This setting causes the system to post any discrepancy between the document-level tax and the total of tax amount of each document line, which is under the specified value to a special account.
- On the **General Settings** tab of the *Accounts Receivable Preferences* (AR101000) form, specify the accounts receivable settings as follows:
    - To give AR invoices the *On Hold* status when they are created, select the **Hold Documents on Entry** check box in the **Data Entry Settings** section.
    - Select the **Require Payment Reference on Entry** check box in the **Data Entry Settings** section, if you want users to enter a payment reference number in the **Payment Ref.** box when they create an AR invoice on the *Invoices and Memos* (AR301000) form.
    - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting causes AR invoices to be automatically posted to the general ledger once they are released.
- On the *Tax Preferences* (TX103000) form, specify the following tax settings:
    - In the **Tax Rounding Gain Account** box, an account where the system will post amounts resulting from tax rounding gains
    - In the **Tax Rounding Loss Account** box, an account where the system will post amounts resulting from tax rounding losses

Testing of Settings

To make sure that all settings are configured correctly, we recommend that you process invoices with an inclusive sales tax by performing instructions similar to those described in *Invoices with Inclusive Sales Taxes: Process Activity*.

Invoices with Sales Taxes: Implementation Checklist

To ensure that the system is configured properly for creating an AR invoice with a sales tax applied automatically, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Taxes (TX205000)	You should create the sales tax that your company uses. The settings for the tax include the tax rate, the tax calculation method, the tax validity period (if any), and other required parameters.	For details, see *Sales Taxes: To Create a Sales Tax for Use in AR*.
Tax Zones (TX206000)	You should create all needed tax zones and include the taxes applied in the corresponding location in each tax zone. You then associate an appropriate tax zone with each of your customers according to their locations.	For details, see *Tax Zones and Categories: To Review Tax Categories and Create a Tax Zone for Sales Taxes*.

Form	Criteria to Check	Notes
Tax Categories (TX205500)	You should create the needed tax categories for all goods or services (which are represented as stock items and non-stock items in Acumatica ERP) that your company sells. For each tax category, you should add all taxes that are applied to the corresponding category of goods and services in all geographical locations where your company conducts business.	For details, see *Tax Zones and Categories: To Review Tax Categories and Create a Tax Zone for Sales Taxes*.
Vendors (AP303000)	For each tax agency to which you will submit tax reports, you should create a vendor account with the **Vendor is Tax Agency** check box selected.	For details, see *Tax Agency: To Set Up a Tax Agency for Sales Taxes*.
Stock Items(IN202500), *Non-Stock Items* (IN202000)	To calculate tax amounts in the documents in which you specify inventory IDs, you should create stock items (for goods) and non-stock items (for services) and associate each item with the appropriate tax category.	
Customers (AR303000)	You should create needed customers in the Accounts Receivable subledger if they don't already exist. Depending on the geographical location of the sale transaction, different taxes can be applied to the document. To define which taxes are applied in the location of your customer, you should assign the appropriate tax zone to each new or existing customer.	

Settings That Affect the Workflow

The following settings and entities should be specified and defined, respectively:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AR transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts receivable settings should be specified on the **General Settings** tab of the *Accounts Receivable Preferences* (AR101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created AR invoices the *On Hold* status.
  - Clear the **Require Payment Reference on Entry** check box in the **Data Entry Settings** section. This setting means that you do not have to enter a payment reference number in the **Payment Ref.** box when creating an AR invoice on the *Invoices and Memos* (AR301000) form.
  - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting causes AR invoices to be automatically posted to the general ledger once they are released.

- On the **Company Details** tab of the *Companies* (CS101500) form, *Document Amount* is selected in the **Cash Discount Base** box. This setting indicates that the cash discount percent will be applied to the total amount of a document plus the tax amount.

With these settings specified and entities defined, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Purchases with Inclusive Sales Taxes: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for processing a purchase with an inclusive sales tax applied, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially process a purchase of taxable items, you make sure the needed settings have been specified and entities have been created, as summarized in the following checklist.

Form	Tasks to Perform
Taxes (TX205000)	Make sure that each inclusive document-level sales tax your company intends to use have been created as described in *Invoices with Inclusive Sales Taxes: Implementation Activity*.
Tax Preferences (TX103000)	Make sure that the tax rounding gain and loss accounts have been defined; the system will post tax rounding gains and losses that may occur when posting tax amounts to these accounts.
Stock Items (IN202500)	Make sure that the needed stock items have been configured.

Other Settings That Affect the Workflow

You can affect the workflow of processing purchases with an inclusive sales tax by specifying additional settings as follows:

- On the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form, specify the following general ledger settings:
  - To cause GL batches to be immediately posted after they are released, select the **Automatically Post on Release** check box.
  - Clear the **Generate Consolidated Batches** check box to cause every AP transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
  - In the **Rounding Settings** section, specify a rounding limit in the **Rounding Limit** box. This setting causes the system to post any discrepancy between the document-level tax and the total of tax amount of each document line, which is under the specified value to a special account.
- On the **General Settings** tab of the *Accounts Payable Preferences* (AP101000) form, specify the following accounts payable preferences:
  - To give AP bills the *On Hold* status when they are created, select the **Hold Documents on Entry** check box in the **Data Entry Settings** section.

- Select the **Require Vendor Reference** check box in the **Data Entry Settings** section, if you want users to enter a payment reference number in the **Vendor Ref.** box when creating an AP bill on the *Bills and Adjustments* (AP301000) form.
- Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting causes AP bills to be automatically posted to the general ledger once they are released.

- On the *Tax Preferences* (TX103000) form, specify the following tax settings:
  - In the **Tax Rounding Gain Account** box, an account where the system will post amounts resulting from tax rounding gains
  - In the **Tax Rounding Loss Account** box, an account where the system will post amounts resulting from tax rounding losses

Testing of Settings

To make sure that all settings are configured correctly, we recommend that you process a purchase with an inclusive sales tax by performing instructions similar to those described in *Purchases with Inclusive Sales Taxes: Process Activity*.

Purchases with Sales Taxes: Implementation Checklist

To ensure that the system is configured properly for creating an AP bill with a sales tax applied automatically, make sure that the criteria listed in the table have been met in the system as described.

Form	Tasks to Perform	Notes
Taxes (TX205000)	You should create the sales tax that your company uses. The settings for the tax include the tax rate, the tax calculation method, the tax validity period (if any), and other required parameters.	For details, see *Sales Taxes: To Configure a Sales Tax for Use in AP*.
Tax Zones(TX206000)	You should create all needed tax zones and include the taxes applied in the corresponding location in each tax zone. You then associate an appropriate tax zone with each of your vendors according to their locations.	For details, see *Tax Zones and Categories: To Review Tax Categories and Create a Tax Zone for Sales Taxes*.
Tax Categories (TX205500)	You should create the needed tax categories for all goods or services (which are represented as stock items and non-stock items in Acumatica ERP) that your company buys. For each tax category, you should add all taxes that are applied to the corresponding category of goods and services in all geographical locations where your company conducts business.	For details, see *Tax Zones and Categories: To Review Tax Categories and Create a Tax Zone for Sales Taxes*.
Vendors (AP303000)	For each tax agency to which you will submit tax reports, you should create a vendor account with the **Vendor is Tax Agency** check box selected.	For details, see *Tax Agency: To Set Up a Tax Agency for Sales Taxes*.

Form	Tasks to Perform	Notes
Stock Items(IN202500), *Non-Stock Items* (IN202000)	To calculate tax amounts in the documents in which you specify inventory IDs, you should create stock items (for goods) and non-stock items (for services) and associate each item with the appropriate tax category.	
Vendors (AP303000)	You should create needed vendors in the Accounts Payable subledger if they don't already exist. Depending on the geographical location of the purchase transaction, different taxes can be applied to the document. To define which taxes are applied in the location of your vendor, you should assign the appropriate tax zone to each new or existing vendor.	

Other Settings That Affect the Workflow

The following settings and entities should be specified and defined, respectively:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AP transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts payable settings should be specified on the **General Settings** tab of the *Accounts Payable Preferences* (AP101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created AP bills the *On Hold* status.
  - Clear the **Require Vendor Reference** check box in the **Data Entry Settings** section. This setting means that you do not have to enter a payment reference number in the **Vendor Ref.** box when creating an AP bill on the *Bills and Adjustments* (AP301000) form.
  - Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting causes AP bills to be automatically posted to the general ledger once they are released.

Purchases with Use Taxes: Implementation Checklist

To ensure that the system is configured properly for creating an AP bill with a use tax applied automatically, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Taxes (TX205000)	You should create the use tax to be applied to your documents. The settings for the tax include the tax rate, the tax calculation method, the tax validity period (if any), and other required parameters.	For details, see *Use Taxes: Implementation Activity*.

Form	Criteria to Check	Notes
Tax Zones(TX206000)	You should create all needed tax zones and include the taxes applied in the corresponding location in each tax zone. You then associate an appropriate tax zone with each of your vendors according to their locations.	For details, see *Use Taxes: Implementation Activity*.
Tax Categories (TX205500)	You should create the needed tax categories for all goods or services (which are represented as stock items and non-stock items in Acumatica ERP) that your company buys. For each tax category, you should add all taxes that are applied to the corresponding category of goods and services in all geographical locations where your company conducts business.	For details, see *Use Taxes: Implementation Activity*.
Vendors (AP303000)	For each tax agency to which you will submit tax reports, you should create a vendor account with the **Vendor is Tax Agency** check box selected.	For details, see *Tax Agency: To Set Up a Tax Agency for Sales Taxes*.
Stock Items(IN202500), *Non-Stock Items* (IN202000)	To calculate tax amounts in the documents in which you specify inventory IDs, you should create stock items (for goods) and non-stock items (for services) and associate each item with the appropriate tax category.	
Vendors (AP303000)	You should create needed vendors in the accounts payable subledger if they don't already exist. Depending on the geographical location of the purchase transaction, you must assign an appropriate tax zone to the vendor.	

Settings That Affect the Workflow

The following settings and entities should be specified and defined, respectively:

- The following general ledger settings should be specified on the **Posting Settings** tab of the *General Ledger Preferences* (GL102000) form:
  - Make sure that the **Automatically Post on Release** check box is selected. This setting causes GL batches to be immediately posted after they are released.
  - Clear the **Generate Consolidated Batches** check box to cause every AP transaction you enter to be posted as an individual batch to the general ledger. (When this check box is selected, the system consolidates into a single batch all transactions in the same currency posted to the same period for all documents being released.)
- The following accounts payable settings should be specified on the **General Settings** tab of the *Accounts Payable Preferences* (AP101000) form:
  - Select the **Hold Documents on Entry** check box in the **Data Entry Settings** section. This setting gives the created AP bills the *On Hold* status.

- Clear the **Require Vendor Reference** check box in the **Data Entry Settings** section. This setting means that you do not have to enter a payment reference number in the **Vendor Ref.** box when creating an AP bill on the *Bills and Adjustments* (AP301000) form.
- Make sure that the **Automatically Post on Release** check box is selected in the **Posting Settings** section. This setting causes AP bills to be automatically posted to the general ledger once they are released.

With these settings specified and entities defined, users in your company can record and process documents in Acumatica ERP quickly and accurately, with a minimum of manual actions.

Sales Tax Adjustments: Implementation Checklist

To ensure that the system is configured properly for making a tax adjustment to a tax report, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Vendors (AP303000)	For each tax agency to which you will submit tax reports, you should create a vendor account with the **Vendor is Tax Agency** check box selected.	For details, see *Tax Agency: To Set Up a Tax Agency for Sales Taxes*.
Tax Preferences (TX103000)	Make sure that a numbering sequence has been specified for *Adjust Input* and *Adjust Output* documents. You can select the predefined numbering sequence (*TXADJUST*) or create a new one for tax adjustments on the *Numbering Sequences* (CS201010) form.	
Reporting Settings (TX205100)	Make sure that the tax report is properly and fully configured for the particular tax agency.	For details, see *Tax Report Configuration: To Create a Tax Report for Sales Taxes*.
Release Tax Report (TX502000)	Make sure that a tax report for a specified tax period has been prepared.	For details, see *Preparing a Tax Report for Sales Taxes*.

Validation of Configuration

To make sure that all configuration has been performed correctly, we recommend that in your system, you create a tax adjustment by performing instructions similar to those described in *Sales Tax Adjustments: Process Activity*.

Tax Report Preparation: Implementation Checklist

To ensure that the system is configured properly for preparing a tax report, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Vendors (AP303000)	For each tax agency to which you will submit tax reports, you should create a vendor account with the **Vendor is Tax Agency** check box selected.	For details, see *Tax Agency: To Set Up a Tax Agency for Sales Taxes*.
Reporting Settings (TX205100)	Make sure that the tax report is properly and fully configured for the particular tax agency.	For details, see *Tax Report Configuration: To Create a Tax Report for Sales Taxes*.

Release of Sales Tax Report: Implementation Checklist

To ensure that the system is configured properly for releasing a tax report, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Vendors (AP303000)	For each tax agency to which you will submit tax reports, you should create a vendor account with the **Vendor is Tax Agency** check box selected.	For details, see *Tax Agency: To Set Up a Tax Agency for Sales Taxes*.
Reporting Settings (TX205100)	Make sure that the tax report is properly and fully configured for the particular tax agency.	For details, see *Tax Report Configuration: To Create a Tax Report for Sales Taxes*.
Release Tax Report (TX502000)	Make sure that a tax report for a specified tax period has been prepared and ready for release.	For details, see *Preparing a Tax Report for Sales Taxes*.

Taxes Included in the Cost of Items: Implementation Checklist

To ensure that the system is configured properly for including taxes in the cost of items, make sure that the criteria listed in the following table have been met in the system as described.

Form	Criteria to Check	Notes
Taxes (TX205000)	In a tax that will be included in the cost of purchased items, the **Use Tax Expense Account** check box is cleared on the **GL Accounts** tab.	For details on configuring taxes of different types, see *Sales Taxes: To Configure a Sales Tax for Use in AP*, *Use Taxes: Implementation Activity*, and *Value-Added Taxes: To Create a Statistical VAT and Inclusive VATs*.
Reason Codes (CS211000)	The reason code of the *Adjustment* type that will be used for tax-related inventory adjustments has been defined in the system.	For details, see *Reason Codes: Implementation Activity*.

Form	Criteria to Check	Notes
Purchase Orders Preferences (PO101000)	The reason code of the *Adjustment* type that will be used for tax-related inventory adjustments has been specified in the **Tax Reason Code** box.	

Voiding of a Sales Tax Report: Implementation Checklist

To ensure that the system is configured properly for voiding a tax report, make sure that the criteria listed in the table have been met in the system as described.

Form	Criteria to Check	Notes
Vendors (AP303000)	For each tax agency to which you will submit tax reports, you should create a vendor account with the **Vendor is Tax Agency** check box selected.	For details, see *Tax Agency: To Set Up a Tax Agency for Sales Taxes*.
Reporting Settings (TX205100)	Make sure that the tax report is properly and fully configured for the particular tax agency.	For details, see *Tax Report Configuration: To Create a Tax Report for Sales Taxes*.
Release Tax Report (TX502000)	Make sure that a tax report for a specified tax period has been prepared.	For details, see *Preparing a Tax Report for Sales Taxes*.