

Company preferences

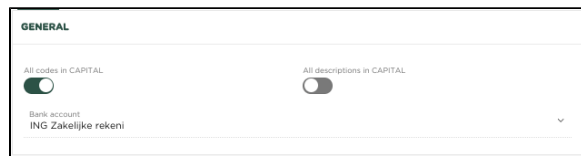
Adjusting preferences during the operation of, among other things: entering codes, generating a contact number, generating an invoice and offer number, creating and booking invoices, processing bookings within the general ledger and the data to be used diaries.

When opening the Company Preferences page, all available preferences are shown:

- Contacts
- Invoice & Offer numbering
- Billing
- Diaries
- General ledger
- Payment provider

Select the relevant section, or scroll the page down or up to show the desired preferences.

Algemeen



GENERAL

All codes in CAPITAL ☒

All descriptions in CAPITAL ☐

Bank account
ING Zakelijke rekening

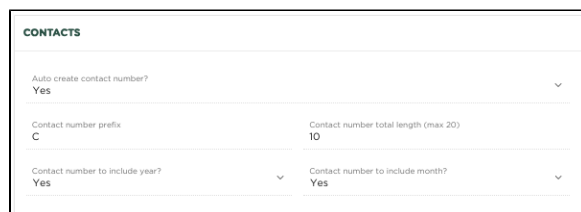
Codes in CAPITAL LETTERS

Based on this preference, you are able to force that, for example, when you enter a product, the name or code of the product is automatically saved in capital letters. This allows you, for example, to enforce a certain standard notation. All names / codes will then consist of capital letters. However, if this preference is set to 'No', you will be able to use upper and lower case letters interchangeably when you enter a name or code for, for example, a new product.

Descriptions in CAPITAL LETTERS

Based on this preference, you are able to force that, for example, when you enter a product, the description of the product is automatically saved in capital letters. This allows you, for example, to enforce a certain standard notation. All descriptions will then consist of capital letters. However, if this preference is set to 'No', you are able to use upper and lower case letters interchangeably when you enter a description for, for example, a new product.

Contacts



CONTACTS

Auto create contact number?
Yes

Contact number prefix
C

Contact number total length (max 20)
10

Contact number to include year?
Yes

Contact number to include month?
Yes

Automatically create contact number

Indicate here whether the contact number should be automatically generated when entering a new contact.

Contact number prefix

If desired, enter a 'Prefix' here, which will precede the generated contact number

Include year in contact number

Including the year in the contact number results in starting the generated contact number with the last 2 digits of the year the contact is created.

Include month in contact number

Including the month in the contact number results in the generated contact number starting with the numeric presentation of the month in which the contact is created.

Contact number total length (max 20)

Indicate what the total length of the contact number should be, including the prefix and, if applicable, the year and month included. The total length may not exceed 20 characters.

Invoice and Offer numbering

INVOICE & OFFER NUMBERING		
Manual entry of invoice & offer numbers No		
Invoice number total length (max 20) 6	Invoice Number Example Range 2024000001 / 2024001000	
Invoice number to include year? Yes	Invoice number prefix	Invoice number suffix
Invoice number range start 1	Invoice number range end 1000	
Offer number total length (max 20) 6	Offer Number Example Range 2024210001 / 2024220000	
Offer number to include year? Yes	Offer number prefix	Offer number suffix
Offer number range start 210001	Offer number range end 220000	

NB:

The preferences specified here are only applied to financial years in which there are no invoices or offers, which have already been made 'final'. This means that as soon as you make a change to these preferences halfway through a financial year, this will have no effect on the invoice or quotation number determination.

In the situation where you plan to create invoices or offers in a new financial year, these preferences will be used.

Manual entry of invoice and offer numbers?

If desired, you can choose to manually enter an invoice or offer number yourself. You might want to do this if you start using Yoursminc Online Bookkeeping from a previously used accounting system and you have used a specific numbering there that you want to continue using in this way.

Naturally, it is most comfortable to indicate 'No' here, so that the numbering is automatically generated as soon as you make an invoice 'final'.

Invoice number total length (max 20)

Indicate here what the length of the generated invoice number should be. This excludes any Prefix and Suffix specified, so purely the numerical part of the invoice number.

Invoice number including year?

If you answer 'Yes' here, the invoice number will start with the last 2 digits of the year. For example, a first generated invoice number could be 210001.

Invoice number including month?

This option have been disabled

Invoice number prefix

Here you can enter a string with which you want the invoice number to be preceded.

Invoice number suffix

Here you can enter a string with which you want the invoice number to end.

Invoice number series starts

Which invoice number do you want to start with?

Invoice number series end

Which invoice number do you want to end up with?

Offer number total length (max 20)

Indicate here what the length of the generated quotation number should be. This excludes any Prefix and Suffix specified, so purely the numerical part of the quotation number.

Offer number including year?

If you answer 'Yes' here, the quotation number will start with the last 2 digits of the year. For example, a first generated quotation number could be 210001.

Offer number including month?

This option have been disabled

Offer number prefix

Here you can enter a string with which you want the quotation number to be preceded.

Offer number suffix

Here you can enter a string with which you want the quotation number to end.

Offer number series starts

Which quote number do you want to start with?

Offer number series end

Which quotation number do you want to end up with?

Invoicing

INVOICING	
Payment terms	15
Default VAT Sales	21% High Tariff
Default VAT Purchase	21% High Tariff
Default account VAT to be paid	1582 VAT Current Account
Payment Method	Bank
Credit invoice layout	Creditnota - Standaard Factuurontwerp
Cash payments layout	Standard invoice layout
Direct debit payments layout	Standard invoice layout
Default invoice layout reverse charged Vat invoices	Standard invoice layout
Default invoice layout electronic payments	Standard invoice layout
Default invoice layout reverse charged Vat invoices - Electronic payments	Standard invoice layout
Send automatic generated invoices	No
From date to send automatic generated invoices	05-06-2020
Send manual created invoices	No
From date to send manual created invoices	05-06-2020
Use automatic reconciliation	Yes
Use cash accounting	No
Sell price when selecting product	Yes
Generate UBL file	Yes
Cost Category Mandatory	No

Standard VAT code sales

The VAT code used in most situations (sales). This VAT code will be selected automatically when creating an invoice line

Standard VAT code purchasing

The VAT code used in most situations (purchasing). This VAT code will be selected automatically when creating an expense line

Standard VAT to be paid

The general ledger account to use for posting 'VAT payable'

Payment method

The default payment method to use when creating an invoice. This will only be used if no payment method has been specified at the relevant contact (to whom the invoice is sent).

Default Invoice layout Credit Invoices

The invoice design to use for credit invoices (sales). This design will be used automatically when a credit invoice is created.

Go to the invoice design page to create a specific design for credit invoices.

Default Invoice layout Cash payments

The invoice design to use for cash payments (sales). This design will be used automatically when the payment method 'cash payment' is chosen.

Go to the invoice design page to create a specific design for cash payments.

Default Invoice layout reverse charged VAT

The invoice design to be used for situations involving 'reverse-charged VAT'. This design will be used automatically when reverse charge VAT is chosen.

Go to the invoice design page to create a specific design for reverse charge VAT.

Default Invoice layout to pay electronically

The invoice design to be used for situations where payment of the invoice can be made via a 'payment link' included within the invoice to a so-called 'Payment provider' such as Mollie (c) - www.mollie.com

Go to the invoice design page to create a specific design for electronic payments.

Default Invoice layout reverse VAT - Electronic payments

The invoice design to be used for situations where payment of the invoice can be made via a 'payment link' included within the invoice to a so-called 'Payment provider' such as Mollie (c) - www.mollie.com and where there is also 'reverse VAT'.

Go to the invoice design page to create a specific design for electronic payments in the situation of reverse VAT.

Send generated invoices automatically

Invoices that are generated in the context of the settlement of a subscription, or as a result of a 'recurring invoice' and have the status 'final', are automatically sent to the customer (contact).

The condition is that a valid email address has been registered with the relevant contact.

From date for sending generated invoices

If you have chosen the option 'Send generated invoices automatically', this will only apply to invoices generated from the date specified here. This prevents previously generated invoices, which you may have already sent, from being sent again.

Send manually created invoices automatically

Invoices that have been created manually and have the status 'final' are automatically sent to the customer (contact).

The condition is that a valid email address has been registered with the relevant contact.

From date for sending manually created invoices

In case you have chosen the option 'Send manually created invoices automatically', this will only apply to invoices generated from the date specified here. This prevents previously created invoices, which you may have already sent, from being sent again.

Use automatic reconciliation

When using automatic reconciliation, after reading a bank statement, an attempt will be made to automatically assign payments/receipts to an expense (purchase)/invoice (sales).

Use the cash system

When using the cash system, inclusion in the VAT return will only take place when an invoice has been registered as 'paid'. Consult the Tax Authorities website to see if you qualify. In other situations (i.e. if you have indicated 'No' here), the invoice system applies, whereby an invoice is included in the VAT return immediately after creation (with status 'final').

Set the price when a product is selected

If you use products/services that you have recorded via the products page when creating an invoice, you can choose to transfer the price that you have recorded into the invoice line. If you do not use this, the product/service code and description will be copied into the invoice line, but not the price.

Generate a UBL file

If you choose this, an e-Invoice will automatically be created when an invoice is made 'final' and added as an attachment to the invoice. This attachment is automatically sent when you send the invoice.

Diary Defaults

DIARY DEFAULTS	
Sales diary VERK Sales Diary	▼
Purchasing diary INKP Purchase Diary	▼
Bank diary BANK Bank Diary	▼
Cash diary KAS Cash Diary	▼
Memorial diary MEM Memorial Diary	▼

Sales diary

The journal that will be automatically used when creating an invoice

You can always choose a different diary when creating an invoice, if desired

Purchasing diary

The journal that will be used automatically when entering an expense (purchase invoice)

When entering an expense, you can always choose a different diary, if desired

Bank diary

The diary that will be used automatically when entering / reading bank statements

When entering a bank statement, you can always choose a different diary, if desired

Cash diary

The journal that will be used automatically when entering a cash statement

When entering a cash statement, you can always choose a different journal, if desired

Memorial diary

The journal that will be used automatically during the creation of a general entry

You can always choose a different diary when creating a journal entry, if desired

General Ledger

LEDGER DEFAULTS	
Account debtors 1300 Debtors (CUSTOMERS)	▼
Account creditors 1400 Creditors (SUPPLIERS)	▼
Account Turnover 8000 Sales proceeds at a high rate	▼
Account payment differences 4850 Payment discrepancies (OTHER EXPENSES)	▼
Supplier account opening balance 2000 Crossposts (SUSPENDED ACCOUNTS)	▼
Costs account 2000 Crossposts (SUSPENDED ACCOUNTS)	▼
Default account Bank entries 1100 Bank (LIQUID ASSETS)	▼
Default account Credit Card entries 1100 Bank (LIQUID ASSETS)	▼
Default account Cash entries 1000 Cash (LIQUID ASSETS)	▼
Default account Direct Debit entries 1100 Bank (LIQUID ASSETS)	▼
Default suspense account 2200 Question Items (SUSPENDED ACCOUNTS)	▼
Default account PSP transactions 1100 Bank (LIQUID ASSETS)	▼
Default account uncollectable invoices 2200 Question Items (SUSPENDED ACCOUNTS)	▼
Default account VAT reclaimable 1510 VAT to be claimed is high (SALES TAX)	▼
Default counter account uncollectable invoices 2200 Question Items (SUSPENDED ACCOUNTS)	▼
Default account End Result 261665	▼
Default counter account End Result 0501 Private deposit (partner 1) (EQUITY IN SOLE PROPRIETARY AND PARTNERSHIP)	▼
Payment Discount Creditors 0000 To be assigned (FINANCIAL INCOME AND EXPENSES)	▼
Payment Discount Debtors 0000 To be assigned (FINANCIAL INCOME AND EXPENSES)	▼
Default account Exchange Difference 2000 Crossposts (SUSPENDED ACCOUNTS)	▼
Default account Settlements 2000 Crossposts (SUSPENDED ACCOUNTS)	▼

Accounts receivable

The general ledger account on which the entry 'To debtors' will be made, for example during the creation of an invoice

Accounts payable

The general ledger account to which the entry 'To creditors' will be made, for example when entering an expense

Sales account

The general ledger account to which the 'turnover' will be posted, for example during the creation of an invoice

Payment differences account

The general ledger account to which a payment difference will be posted, for example when processing a bank statement.

Opening balance offset account

The general ledger account to be used when posting the opening balance

Expense account

The general ledger account to which the 'costs' will be posted, for example when entering an expense.

Standard account Bank entries

The general ledger account to which payments and/or receipts will be posted to the bank, for example when entering and processing bank statements.

Standard account Cash entries

The general ledger account to which payments and/or cash receipts will be posted, for example when entering and processing cash statements.

Standard account Direct debit bookings

The general ledger account to which automatically collected receipts are posted.

Standard suspense account demand items

The general ledger account to which entries that require further investigation must be posted.

Standard account PSP bookings

The general ledger account to which receipts/payments must be posted via a Payment Service Provider.

Standard uncollectible invoices account

The general ledger account to be used when posting an invoice as 'uncollectible'.

Select the invoice and from the 'More' menu choose the option 'Uncollectible'

Standard invoice to reclaim VAT

The general ledger account to which 'VAT to be reclaimed' must be posted, for example when entering an expense.

Standard offset account for uncollectible debts

The general ledger account used when an 'irrecoverable' invoice is marked as 'written off'.

Select the uncollectible invoice and from the 'More' menu choose the option 'Uncollectible'

Standard account for undistributed results

The general ledger account used for booking the result during the final closing of a financial year.

Payment discount Creditors

The general ledger account used for the processing of payment discounts when recording an expense (purchase invoice)

This concerns the discount you receive from a supplier if, for example, you pay the expense within a certain period.

Payment discount Debtors

The general ledger account used for the processing of payment discounts during the creation of an invoice

This concerns the discount you offer to your customer if he or she pays your invoice within a certain period.

Standard exchange rate differences account

The general ledger account used when a currency difference is determined.

This situation can occur, for example, during the posting of a transaction, where different currencies are used with different posting dates and a different rate applies compared to the company currency.

Payment provider

PAYMENT PROVIDER
<div><div>Test for invoice payment link</div><div>Please use this link to settle your invoice</div></div>

Text for the invoice 'payment link'

When using the payment method 'Payment Service Provider', the text that will be included in the invoice as 'payment link'



Related articles

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