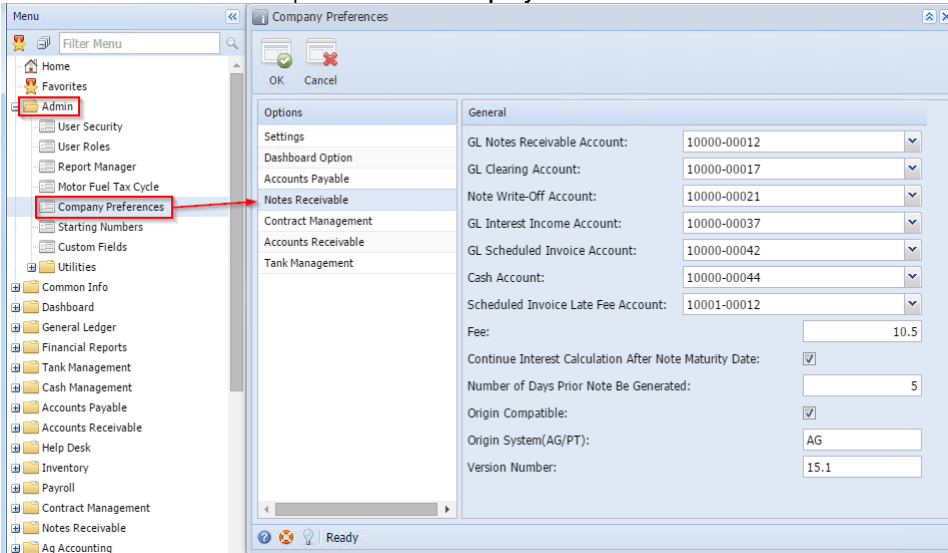# How To make the settings in Company Preferences
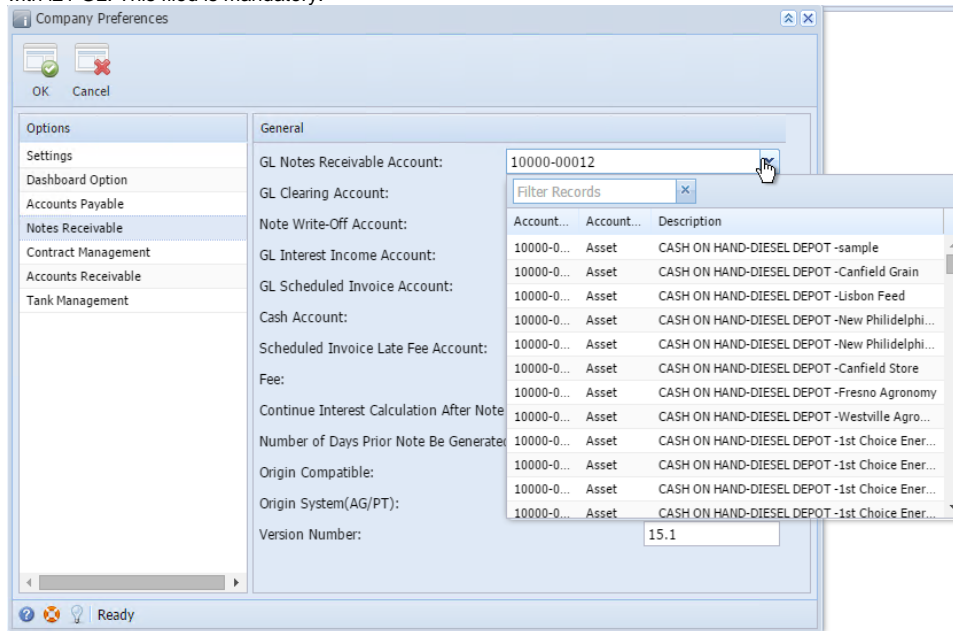
Company Preferences Settings:

Here are the steps on how to create the settings in Company Preferences.

1. Click on "**Admin**" from the menu panel -> click on **Company Preferences** -> click on **Note Receivable.**

2. Note that, for the first time, all the records may have Value field blank.

   i. **GL Notes Receivable Account:** Select the account number from the lookup. This account number will be used in Integration with i21 GL. This filed is mandatory.

ii. **GL Clearing Account:** Select the account number from the lookup. This account number will be used in Integration with i21 GL. This filed is mandatory.

iii. **Note Write-Off Account:** Select the account number from the lookup. This account number will be used in Integration with i21 GL. This filed is mandatory.

iv. **GL Interest Income Account:** Select the account number from the lookup. This account number will be used in Integration with i21 GL. This filed is mandatory.

v. **GL Scheduled Invoice Account:** Select the account number from the lookup. This account number will be used in Integration with i21 GL. This filed is mandatory.

vi. **Cash Account:** Select the account number from the lookup. This account number will be used in Integration with i21 GL. This filed is mandatory.

vii. **Scheduled Invoice Late Fee Account:** Select the account number from the lookup. This account number will be used in Integration with i21 GL. This filed is mandatory.

viii. **Fee:** Enter the basic fee amount to charge from the user. This filed is mandatory. If you do not have any fees, set it to 0(zero).

ix. **Continue Interest Calculation After Note Maturity Date:** This determines whether to continue or discontinue interest calculations for the note once Note Maturity date has passed.

x. **Number of days prior note be generated:** Tells how many days before the actual EFT schedule date, note be generated.

xi. **Origin System(AG/PT):** AG or PT

xii. **Version Number:** Backend accounting system version number.

xiii. User will be able to edit only the value field.

3. On click of **OK** button, data will be saved if required fields are having data.
4. On click of **Cancel** button if no unsaved changes then form will be closed.