

FarmHouse Company Setup Information

Go To Company > Preferences

The Following Settings Should be Verified and Corrected

Company Information

Company Name	(Your University) Chapter of FarmHouse Fraternity
Legal Name	Enable if Different from Given Company Name Insert Correct Company Name
Company Address	Change to Chapter Address
Company Email Address	Insert Current Treasurer's Email
Tax Form	Only Select Non-profit if you file form 990 Otherwise select other/none
Account Numbers:	Enabled
Show Account Numbers:	Enabled
Terminology for Member - Members	Members
E-Mail Alerts:	Enabled
Automatically Apply Credits:	Enabled
Enable Auto Recall:	Enabled

Categories

Products and Services (for income accounts):	Enabled
Location Tracking:	Disabled
Class Tracking:	Disabled

Sales Form Entry

Custom Fields:	Disabled
Custom Transaction Numbers:	Enabled
Deposits:	Disabled
Discounts:	Enabled Select 759 Gen Fund Dues Prepay Discount
Estimates:	Disabled
Message to Members on Invoices:	All Payments are due as indicated on the invoice due date. Late payment fees in accordance to our chapter's policy will be applied to all late balances.
Quantity and Rate:	Enabled
Sales Tax:	Disabled
Service Dates:	Disabled
Shipping:	Disabled
Terms:	Add New: Due on 10th

Sales Form Delivery

Delivery Method:	Print or Email
E-Mail Message:	Subject: Invoice Due Message: Your invoice is attached. Please remit payment by the listed due date.
Copy Me on All Forms Sent by E-Mail:	Enabled
Print a Copy of all Forms sent by E-Mail:	Enabled
E-Mail Sales Forms as Attachments:	Enabled Select Summary Information
Statements - Show Aging Information:	Enabled
Show Summary or Details:	Show Detail:

Vendors and Purchases

Manage Bills to Pay Later:	Enabled
Multiple Split Lines:	Enabled
Duplicate Check Warning:	Enabled
Duplicate Bill Warning:	Enabled

Reports

Default Accounting Method:	Accrual Enabled
Number Format:	Normally Except Zero Balances: