Adding accounts, etc. details

Refers to:
Person form → miscellaneous tab

You use the **Miscellaneous** option on the left hand side of the screen to enter the accounts details for a company. You must enter at least the following information: (Some Agencies restrict this to those with Accounts rights only)

- **Accounts Contact** select from drop down list
- **Days Credit** enter the correct days for the client
- **Group Timesheets on Invoice** this can be either by company or by Their Ref., or per timesheet
- **Invoice frequency** Select from drop down list. (Immediate invalidates grouping)
- **Account Code** access by clicking the "…" button of the code field. Multiple clients can share the same invoice address by sharing the same accounts code. Only one of them can be ticked as the invoice address. If a separate invoice address is required either select or create it when entering the account code.
- **Invoice this address** Tick if this is the invoice address. If another record is the invoice address the line below will show that address. Enter other details as required

See also
Adding a New Account Code.
Enabling E-timesheets.

Back to Online User Guides
back to How to .....

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