Accounts Setup

The full Accounts Setup guide is a separate document. Included here are the areas that apply to all Agencies, including those that do not use IQX internal Sales Ledger.

Accounts

Each Client Account Code that is entered appears here with the name of the first company it was associated with. A code cannot be deleted so that even if it is no longer linked with a company the details are on record.

Placement Elements

Placement Elements need to be set for:

- Calculating the Fee for a permanent placement for the invoice. These should only be changed under the supervision of IQX training staff. Each line or element represents a stage in the calculation of the fee and commission, or something to be recorded about the placement. Elements are processed in order, and any element can refer to other elements higher in the list. Temp checked elements are only processed for temp placements, others only for perm. Temp placement elements are for invoice extras, such as who the invoice is to be for the Attention of, or to give information at the point of Time sheet entry. Hidden elements are processed but not shown at placement time. As well as those elements set up here, there are some fixed ones:

Required elements are:

- MINFEE - A setting for a minimum fee - default £500 - is set; this can only be overridden by a user with manager rights.
- FEEDEFAULT - Sets the default percentage rates to be used for salary bands
- FEERATE - Allows an override for
- VATRATE - To set the VAT Code and Rate to be used in the invoice
- INVDESCRIP - Set up the format for the invoice line. A typical value is:

'Fee for ',person.name,' as ',employment.position). Will default to the name of the Candidate if the value has been left blank.

- INVATTNOF - A field to manually adjust the name of who the invoice should be addressed to. If not filled it will default to the contact indicated in the General Settings setup.
- INVOURREFPREFIX - can be used if alpha prefixes are required for invoices.

Two internal elements can be set for Temp placement.

- TINVATTNOF - A field to manually adjust the name of who the invoice should be addressed to.
- TINVOURREFPREFIX - for alpha prefixes.

Useful Placement Elements

- STATE - Shows on the front view the state of the Placement
- REMINDER - An Element can be viewed on all Timesheets – useful for notes needed for Timesheeting. Has to be ordered at the top of the Temp Elements.

The following should only be altered under supervision of IQX staff.

- **SALARY** the salary set on the placement screen (inherited from the vacancy)
- **MANAGER** 1 if the user has Manager status, 0 if not.

Read Only elements are shown but cannot be altered by the user.

- **Data type**: string, integer or currency (ie numeric with 2 dec places)
- **Default value**: can either be blank (in which case the user will have to fill it in), an actual constant value, or a sql statement which generates the value. The SQL statement can refer to other placement elements eg {SALARY} or can look things up in the database.

The validation & warning check are optional steps. Each is a sql expression that must evaluate to TRUE or FALSE. They are run when the placement is authorised. The validation check must evaluate to TRUE for the authorisation to succeed, if it doesn't, the text in the Validation message is displayed.

If the Warning check doesn't evaluate to true then the warning text is displayed, but the authorisation can proceed. A typical use of the facility is to only allow Managers to authorise discounted placements.

Nominal Code Segment Structure

Placements can be set up so that more than one nominal code can be exported to an Accounts program. Up to 5 segments, with a maximum combined length of 20 characters, can be used. This can be used for calculating commissions and monitoring income. To be setup under the supervision of LSM Logic.

Nominal Code Segments

These are required for a Permanent Placement to be Authorised. They are designed for both the calculation of commission, including splits, and to export revenue information to Accounts. It can be kept simple or taken to several levels. Set up Segmenst for each Department and/or Consultant you require to be involved. The code fragment needs to be the correct length, as defined in the structure above. The order is always by Code Fragment, not alphabetical by Description. The Code Segments have to be maintained for new Users and Leavers.

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