Settings

- Setup invoice required fields
- Tracking Categories
- Numbering

Setup invoice required fields

This features allows you delegate invoice creation to sales people

In case you want to delegate process of creating invoices down to sales people, there is an option.

Usually, during sales process, sales people need to focus on sales, not administration.

But, once the deal is closed an you want to collect cash, it is good idea to send proper invoice. That means, **the invoice should have all required fields filled-in**.

Now you can set-up fields that are going to be required when creating new invoice.

You can search for "Form" in Options & tools and find Form Settings screen, where you can configure what fields are required.

Tracking Categories

Tracking Categories are used as **controlling variables** through-out the whole system, where your organzation may gather some financial data, such as projects, time sheet, expenses, invoices (received/issued), orders (issued/received), estimates, etc.

There are max. **three** Tracking Categories available (Tracking Category 1, 2, 3). Tracking Categories must be set-up in general in order to start working. Once you assign one of the (root) records in Tracking Categories overview to Tracking Category 1, 2 or 3, they become available in the whole Atollon.

On the level of Folders (Clients, Prospects, Partners, ...) or Projects you may define whether or not the Tracking Category 1, 2 or 3 will be shown/hidden, optional, silent or required. Silent is work-in-progress, it should allow setting Tracking Categories automatically based on user settings in system registry.

Use Cases

Tracking Category 1 is typically used for assigning financial data, folders or project to organization's **Business Units**, **Teams** eg.:

Tracking Category 1 = Organization Structure

Organization Structure may contain several levels, starting by Region > Business Unit A, B, C, ...

Tracking Category 2 is typically used to set **Cost Centre**. It is also used in connection with Work Price List. It is possible to set different prices of work/labour per Tracking Category 2 (Cost Centre, Work Regime, etc.)

Tracking Category 3 is not used heavily and it is additional controlling variable, if required.

Set the Tracking Category

Create new root record, called for example "Team" and save it. Click on the newly created record (Team) and press button: "Set selected category" next to the Tracking Category 1, 2 or 3. From now, the Team option will be available throughout the whole Atollon. Repeat steps for Tracking Category 2, 3 (if needed).

Tracking Categories Settings Example

Tracking Categories

Tracking Category Settings

| Add root category | Add category | Delete category |

▼ Regions
  China
  EMEA
  US
▼ Teams
  Team - Cons
  Team - Devs
  Team - Sales

Tracking Category 1: Regions | Set selected category | Clear

Tracking Category 2: <not set> | Set selected category | Clear

Tracking Category 3: Teams | Set selected category | Clear

User Teams: Teams | Set selected category | Clear

Cancel | Save

Numbering

Numbering

Numbering settings set the Mask for any system-generated number on new Folder, Project or Estimate, Invoice, Order, etc. This Numbering mask can be assigned to Project type, for instance.
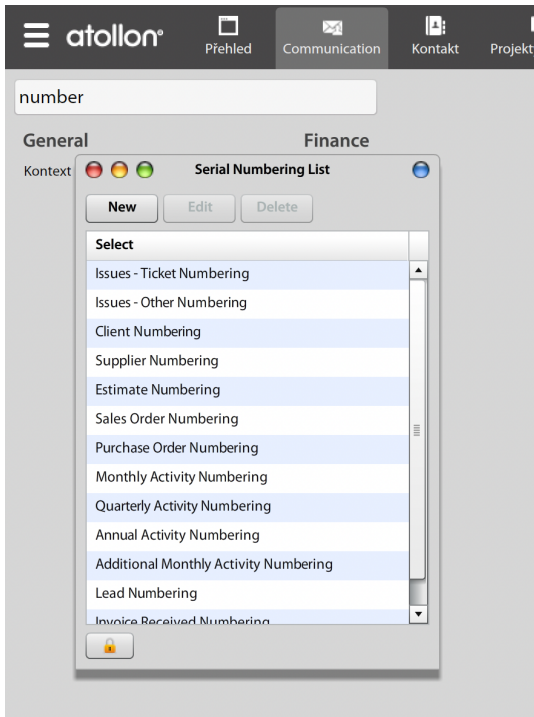
Numbering Mask

The mask is quite flexible, you can combine several system files, serial number & text strings.

For instance: "INV"YYS generates the invoice number like INV110001 for the 2011 year.

S	Serial Number	Is serial selected in Serials selected, using X number of digits defined. Serials can be shared among several Numbering Masks.
YYYY	Long Year	2011
YY	Short Year	11
O	Organization Reference Number	See Settings > Organization in MS Win client.
A	Account Reference Number	Another term for "Folder" reference number.
P	Project Reference Number	Differently also "Job Number"
R	Master Project Reference Number	Number assigned to Slave Project, based on Master Project Ref. ID
U	User Number	Not applicable
M	Month	Month identificator, ie 01 for January
Q	Quarter	Quarter identificator, ie 1 for I. Q.

Edit Numbering Settings

In order to change Numbering Settings, go to: Settings -> Numbering

Numbering List allows you to create new numbering Mask or edit existing. When amending Numbering Mask you can set mask format and serial digits. In order to assign the Serial, go to "..." button.

Serials

Serials are used to track last number used in Numbering. Serials allow to track several numbering sets, based on Counter Reset Criteria. You can reset the counter automatically based on Organization / Account (Folder) / Project / Master Project / Year / Quarter or Month. (User is not applicable).

Once you need to change last number used, go to Serials & amend the "Next serial" field by double-clicking on appropriate Mask row. (Please note that Next serial number displays **Last used** number in given Reset Criteria).

In order to amend Serials, go to: Settings -> Serials
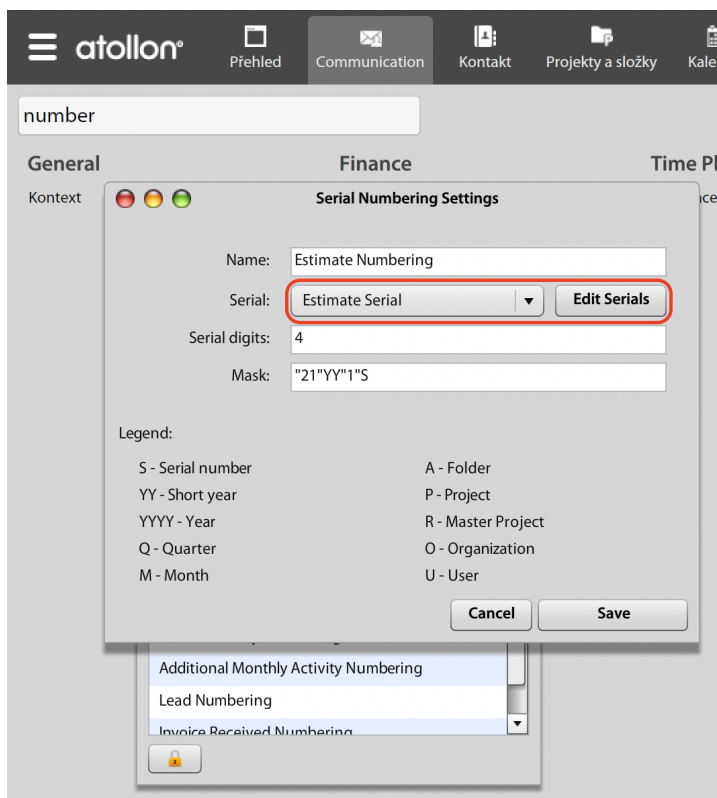
The Serial list form allows you create new Serial type or edit existing. At Edit Serial you can set "clearing period".
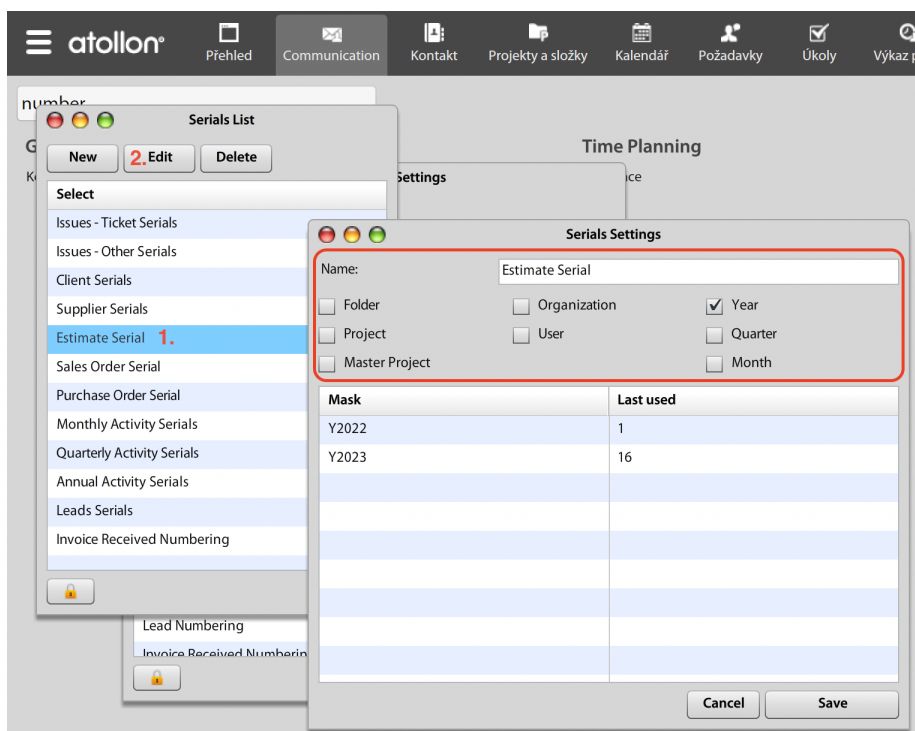
Location, where is possible to link numbering with:

Finance: win client settings/finance/journal

Tasks: web client Options&Tools/Type of Work Settings