



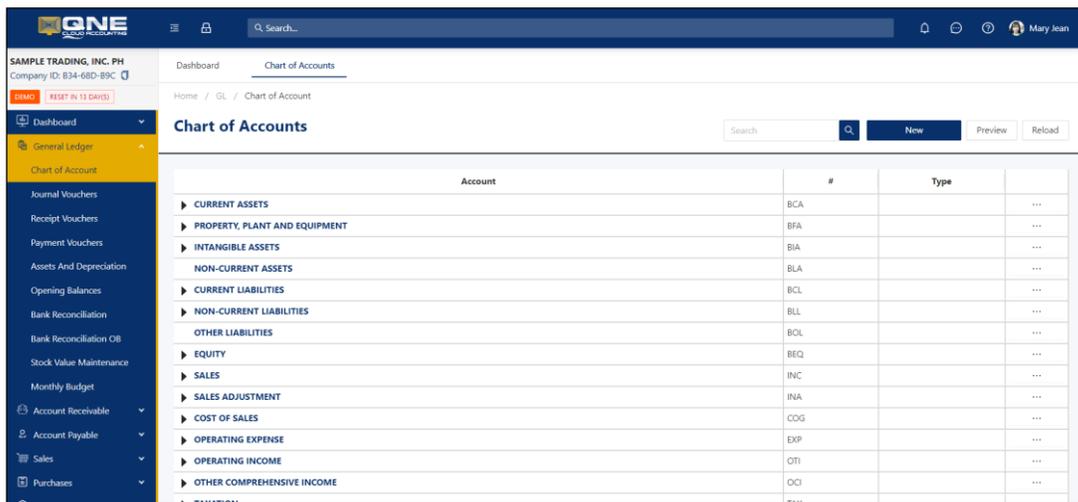
Chart of Account Maintenance

Overview:

Chart of Accounts is the listing of all accounts that the organization used for their general ledger. QNE has the flexibility to tailor fit the chart of accounts structure that is best suite in the needs as well as adding new accounts.

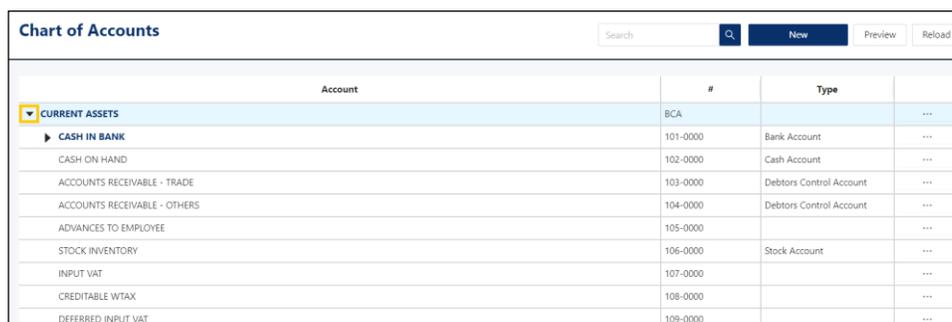
Procedure:

In **Navigation Pane**, go to **General Ledger > Chart of Accounts**. Listed are the QNE Chart of Accounts *defined default structures* based on the standard accounting.



Account	#	Type	
▶ CURRENT ASSETS	BCA		...
▶ PROPERTY, PLANT AND EQUIPMENT	BFA		...
▶ INTANGIBLE ASSETS	BIA		...
NON-CURRENT ASSETS	BLA		...
▶ CURRENT LIABILITIES	BCL		...
▶ NON-CURRENT LIABILITIES	BLL		...
OTHER LIABILITIES	BOL		...
▶ EQUITY	BEQ		...
▶ SALES	INC		...
▶ SALES ADJUSTMENT	INA		...
▶ COST OF SALES	COG		...
▶ OPERATING EXPENSE	EXP		...
▶ OPERATING INCOME	OTI		...
▶ OTHER COMPREHENSIVE INCOME	OCl		...
▶ TAXATION	TAX		...

In order to view sub-ledger accounts, click the arrow icon beside the account.



Account	#	Type	
▼ CURRENT ASSETS	BCA		...
▶ CASH IN BANK	101-0000	Bank Account	...
CASH ON HAND	102-0000	Cash Account	...
ACCOUNTS RECEIVABLE - TRADE	103-0000	Debtors Control Account	...
ACCOUNTS RECEIVABLE - OTHERS	104-0000	Debtors Control Account	...
ADVANCES TO EMPLOYEE	105-0000		...
STOCK INVENTORY	106-0000	Stock Account	...
INPUT VAT	107-0000		...
CREDITABLE VAT	108-0000		...
DEFERRED INPUT VAT	109-0000		...

How to Create an Account

1. In Chart of Account, click **New**

Chart of Accounts			
Account	#	Type	
▼ CURRENT ASSETS	BCA		...
▶ CASH IN BANK	101-0000	Bank Account	...
CASH ON HAND	102-0000	Cash Account	...
ACCOUNTS RECEIVABLE - TRADE	103-0000	Debtors Control Account	...
ACCOUNTS RECEIVABLE - OTHERS	104-0000	Debtors Control Account	...
ADVANCES TO EMPLOYEE	105-0000		...
STOCK INVENTORY	106-0000	Stock Account	...
INPUT VAT	107-0000		...

2. Using New Form, Supply the fields with data:

Account Entry
Cancel
Save & New

Account Type
CURRENT ASSETS

* Parent

* Account Code

* Account Name

* Currency

* DR CR
 DEBIT CREDIT

Special Account Type

Active

- ✓ **Parent** – Mother account of created sub-accounts
- ✓ **Account Code** – This is a compulsory field and should be a unique code
- ✓ **Account Name** – This is a compulsory field
- ✓ **DR CR** – If the account is for Debit or Credit Posting
- ✓ **Special Account Type** – For normal accounts, you may select '*None*' and for other accounts used for banks, debtors, creditors, etc., please select the corresponding special account type. Below are the types for your reference.

Current Assets

- Bank Accounts
- Cash Account
- Debtors Control Account – Customer Posting Account
- Purchase Tax
- Stock Account
- Deposit Account

Property, Plant and Equipment

- Accumulated Depreciation Accounts

Current Liabilities

- Bank Overdraft Account
- Creditors Control Account – Supplier Posting Account
- Sales Tax
- Deposit Account

Equity

- Accumulated Profit & Loss

Cost of Sales

- Closing Stock Account
- Manufacturing Account
- Opening Stock Accounts

3. Once done, click *Save or Save & Close*

Account Entry
Cancel
Save & New ▼

Account Type
CURRENT ASSETS

* Parent
101-0000 - CASH IN BANK ▼

* Account Code
110-0000

* Account Name
UNION BANK

* Currency
PHP ▼

Bank Account No. 🔗

* DR CR
 DEBIT CREDIT

Special Account Type
Bank Account ▼

Active

Save & Close
▼

Save

How to Edit an Account

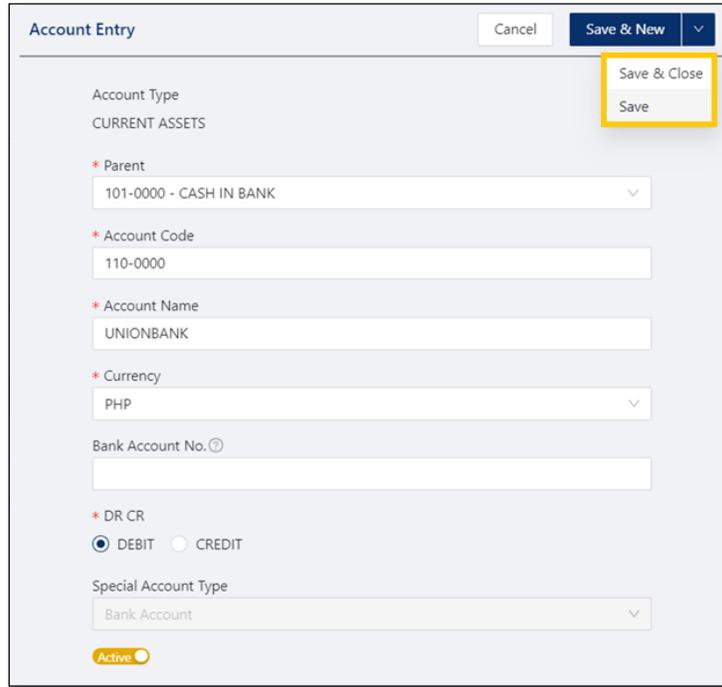
1. In Chart of Accounts screen, select an account then click *tipple dot [...] > Edit*

Chart of Accounts

🔍
New
Preview
Reload

Account	#	Type	
▼ CURRENT ASSETS	BCA		...
▼ CASH IN BANK	101-0000	Bank Account	...
METROBANK	101-0010	Bank Account	...
CREDIT CARD	101-0020	Bank Account	...
BANCO DE ORO	101-0030	Bank Account	...
UNION BANK	110-0000	Bank Account	...
CASH ON HAND	102-0000	Cash Account	New
ACCOUNTS RECEIVABLE - TRADE	103-0000	Debtors Control Account	Edit
ACCOUNTS RECEIVABLE - OTHERS	104-0000	Debtors Control Account	Delete

2. Then Apply necessary changes. Once done, click *Save* or *Save & Close*

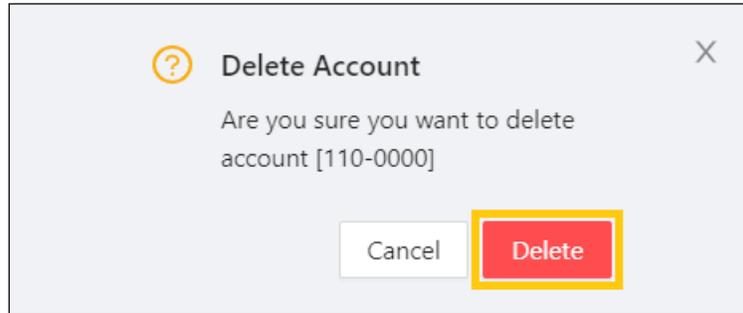


How to Delete an Account

1. In Chart of Account screen, select an account then click *tipple dot [...] > Delete*

Chart of Accounts				Search	New	Preview	Reload
Account	#	Type					
▼ CURRENT ASSETS	BCA		...				
▼ CASH IN BANK	101-0000	Bank Account	...				
METROBANK	101-0010	Bank Account	...				
CREDIT CARD	101-0020	Bank Account	...				
BANCO DE ORO	101-0030	Bank Account	...				
UNIONBANK	110-0000	Bank Account	...				
CASH ON HAND	102-0000	Cash Account	New				
ACCOUNTS RECEIVABLE - TRADE	103-0000	Debtors Control Account	Edit				
ACCOUNTS RECEIVABLE - OTHERS	104-0000	Debtors Control Account	Delete				

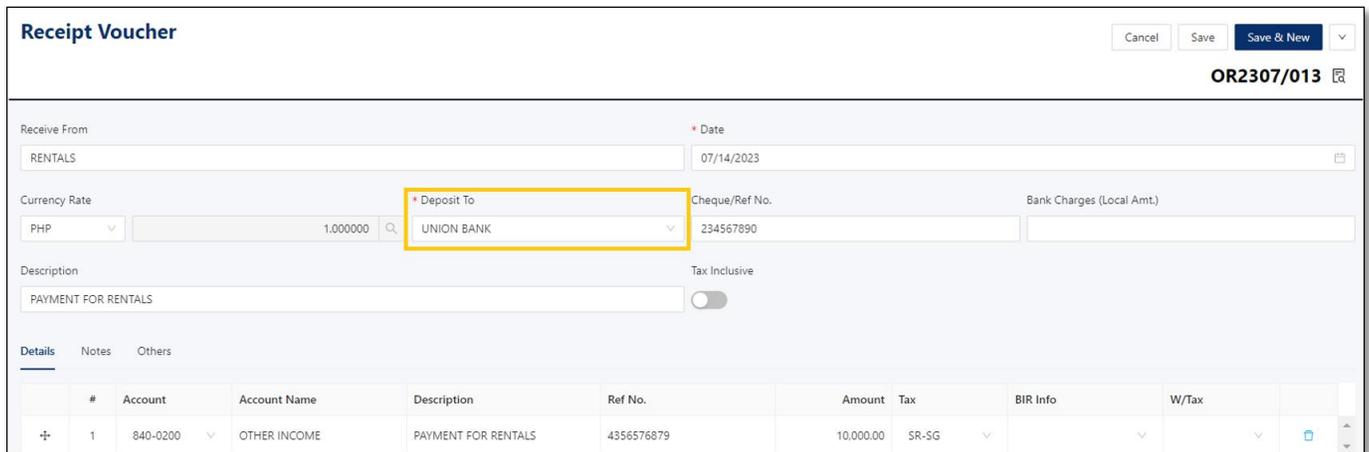
2. Delete Account confirmation prompted. Click **Delete**



Note: GL Account deletion is allowed as long as it is not used in any transactions and/or not associated with any Customer or Supplier.

Application:

Created Account is now able to use in Transaction Forms



The screenshot shows a "Receipt Voucher" form. The "Deposit To" field is highlighted with a yellow border and contains "UNION BANK". Other fields include "Receive From" (RENTALS), "Date" (07/14/2023), "Currency Rate" (PHP, 1.000000), "Cheque/Ref No." (234567890), and "Description" (PAYMENT FOR RENTALS). A table at the bottom shows transaction details.

#	Account	Account Name	Description	Ref No.	Amount	Tax	BIR Info	W/Tax
1	840-0200	OTHER INCOME	PAYMENT FOR RENTALS	4356576879	10,000.00	SR-SG		



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>

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