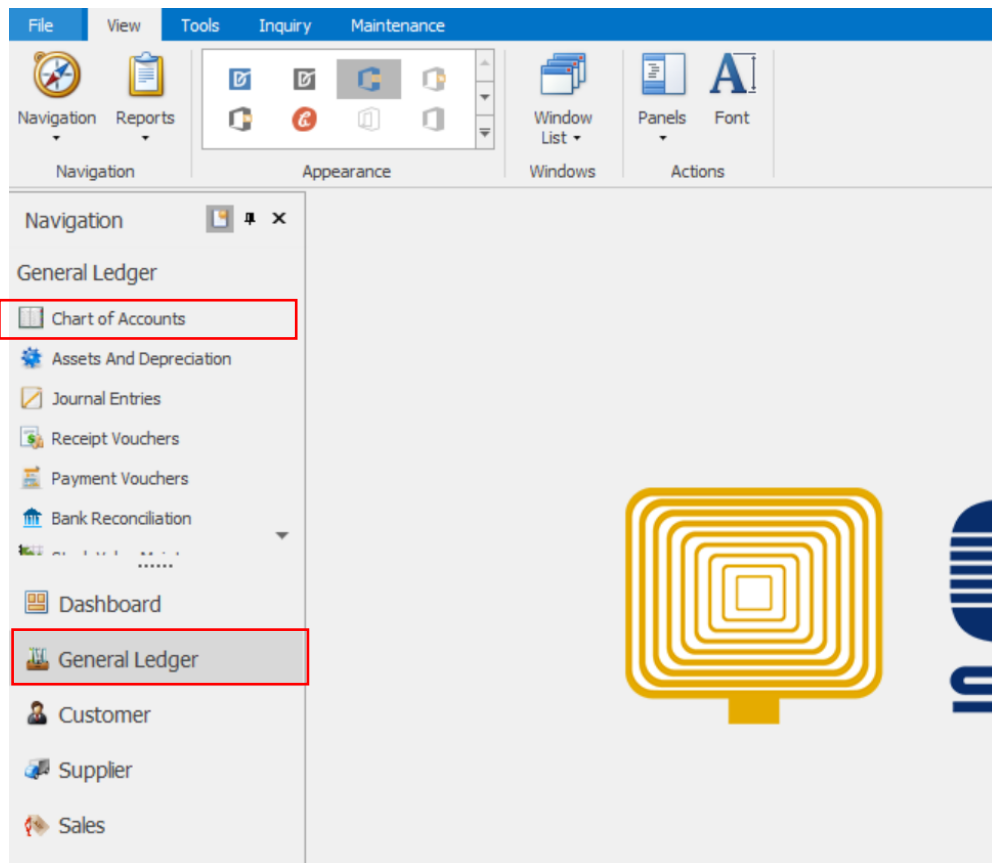




HOW TO CREATE CHART OF ACCOUNTS

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.

Using the Navigation Panel, go to General Ledger and select Chart of Accounts.



QNE Chart of Accounts has already defined default structures based on the standard accounting.

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

Chart Of Accounts

Enter text to search... Find Clear

Description	Account Code	MSIC Code	SA	Currency	Input Tax	Output Tax
▶ 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	OCI					
▶ TAXATION	TAX					
▶ APPROPRIATION ACCOUNT	APP					

Chart Of Accounts

Enter text to search... Find Clear

Description	Account Code	MSIC Code	SA	Currency	Input Tax	Output Tax
▶ CURRENT ASSETS	BCA					
▶ CASH IN BANK	101-0000			PHP		
▶ CASH ON HAND	102-0000			PHP		
▶ ACCOUNTS RECEIVABLE - TRADE	103-0000			PHP		
▶ ACCOUNTS RECEIVABLE - OTHERS	104-0000			PHP		
▶ ADVANCES TO EMPLOYEE	105-0000			PHP		
▶ STOCK INVENTORY	106-0000			PHP		
▶ INPUT VAT	107-0000			PHP		
▶ CREDITABLE WTAX	108-0000			PHP		
▶ PROPERTY, PLANT AND EQUIPMENT	BFA					
▶ AIR-CONDITIONERS	200-0100			PHP		
▶ ACC. DEPRN - AIR-CONDITIONERS	200-0110			PHP		
▶ COMPUTERS & SOFTWARES	200-0200			PHP		
▶ ACC. DEPRN - COMPUTERS & SOFTWARES	200-0210			PHP		
▶ FURNITURE & FIXTURES	200-0300			PHP		
▶ ACC. DEPRN - FURNITURE & FIXTURES	200-0310			PHP		
▶ OFFICE EQUIPMENT	200-0400			PHP		
▶ ACC. DEPRN - OFFICE EQUIPMENT	200-0410			PHP		

The account which are in blue color states that the account handles special account types that are as follow:

Current Assets:

BAC – Bank Account

CAC – Cash Account

DAC – Debtors Control Account

SAC – Stock Control Account

Fixed Assets:

ADA – Accumulated Depreciation Account

Current Liabilities:

CCAC – Creditors Control Account

Equity:

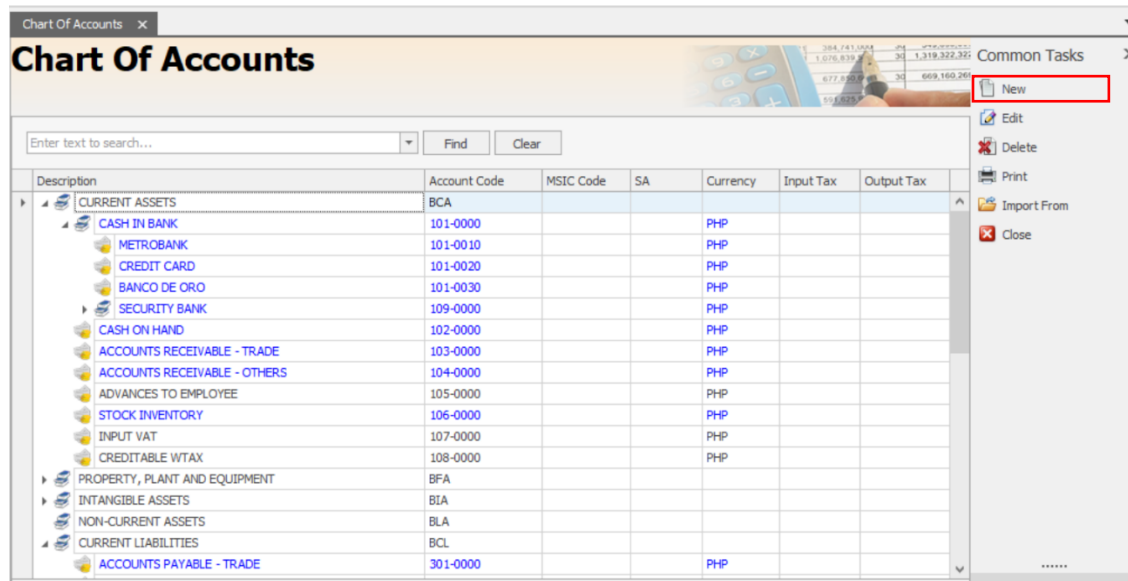
APLAC – Accumulated Profit and Loss Account

Cost of Sales:

OST – Opening Stock Account

CST – Closing Stock Account

To create new accounts, highlight a specific parent account type and select **New** under Common Tasks



In the Account Entry Form, specify a new GL account code (must be unique), a description and the normal account balance. Then, check if the account will handle a special account type.

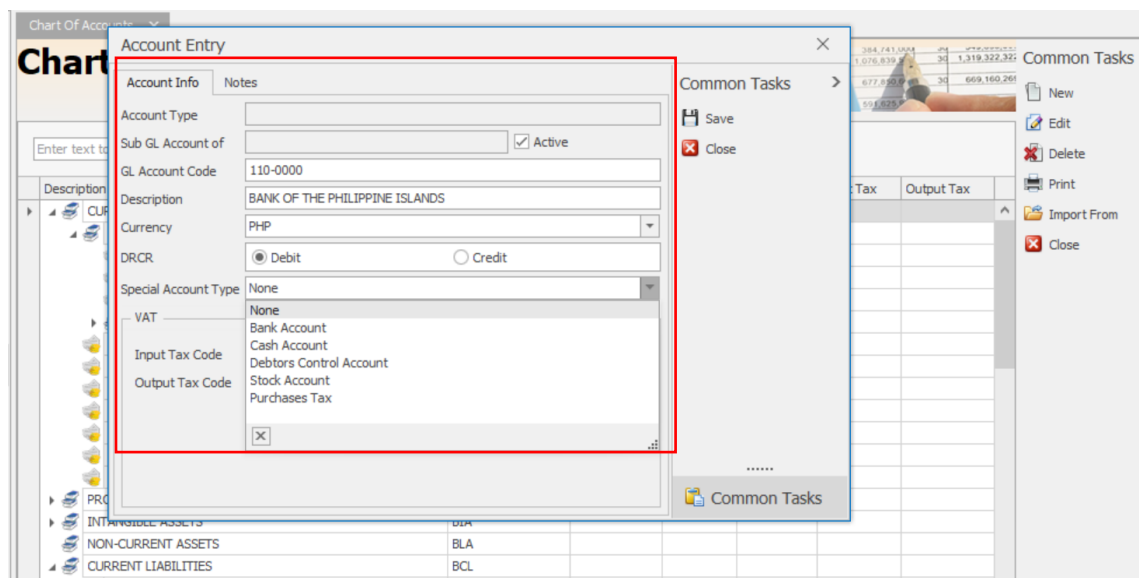
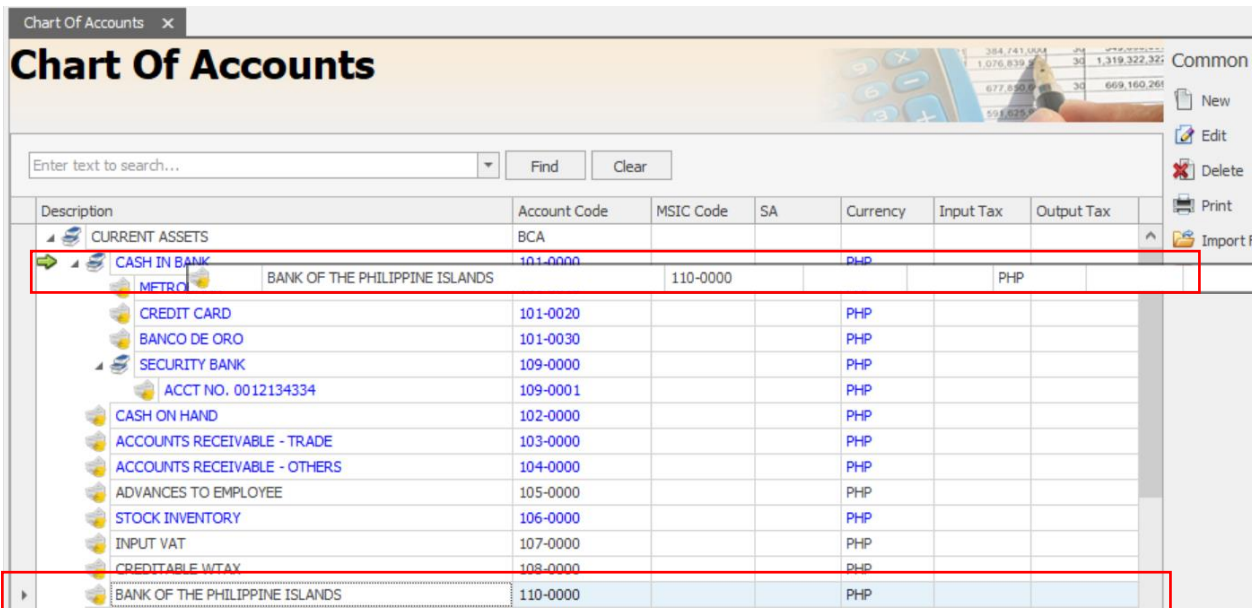


Chart of Accounts can have multiple levels per each account and follows the Parent and Child property inheritance. Whenever there's an account that needs to be grouped, click and hold the account and drag it to a specific parent account.



Description	Account Code	MSIC Code	SA	Currency	Input Tax	Output Tax
CURRENT ASSETS	BCA					
CASH IN BANK	101-0000			PHP		
METRO						
BANK OF THE PHILIPPINE ISLANDS	110-0000	110-0000		PHP		PHP
CREDIT CARD	101-0020			PHP		
BANCO DE ORO	101-0030			PHP		
SECURITY BANK	109-0000			PHP		
ACCT NO. 0012134334	109-0001			PHP		
CASH ON HAND	102-0000			PHP		
ACCOUNTS RECEIVABLE - TRADE	103-0000			PHP		
ACCOUNTS RECEIVABLE - OTHERS	104-0000			PHP		
ADVANCES TO EMPLOYEE	105-0000			PHP		
STOCK INVENTORY	106-0000			PHP		
INPUT VAT	107-0000			PHP		
CREDITABLE WTAX	108-0000			PHP		
BANK OF THE PHILIPPINE ISLANDS	110-0000			PHP		

To check the property, select the account and click Edit using common task.

Note: Accounts will have already entries cannot be deleted nor have sub-ledger during the set-up phase.