



## How to Set Up and Use 'Post As Accrued AP'

The system is capable to post Accrued AP and Accrued Purchases upon recording Goods Received Notes. This module is the **Post As Accrued AP** and must be enabled in Module Manager.

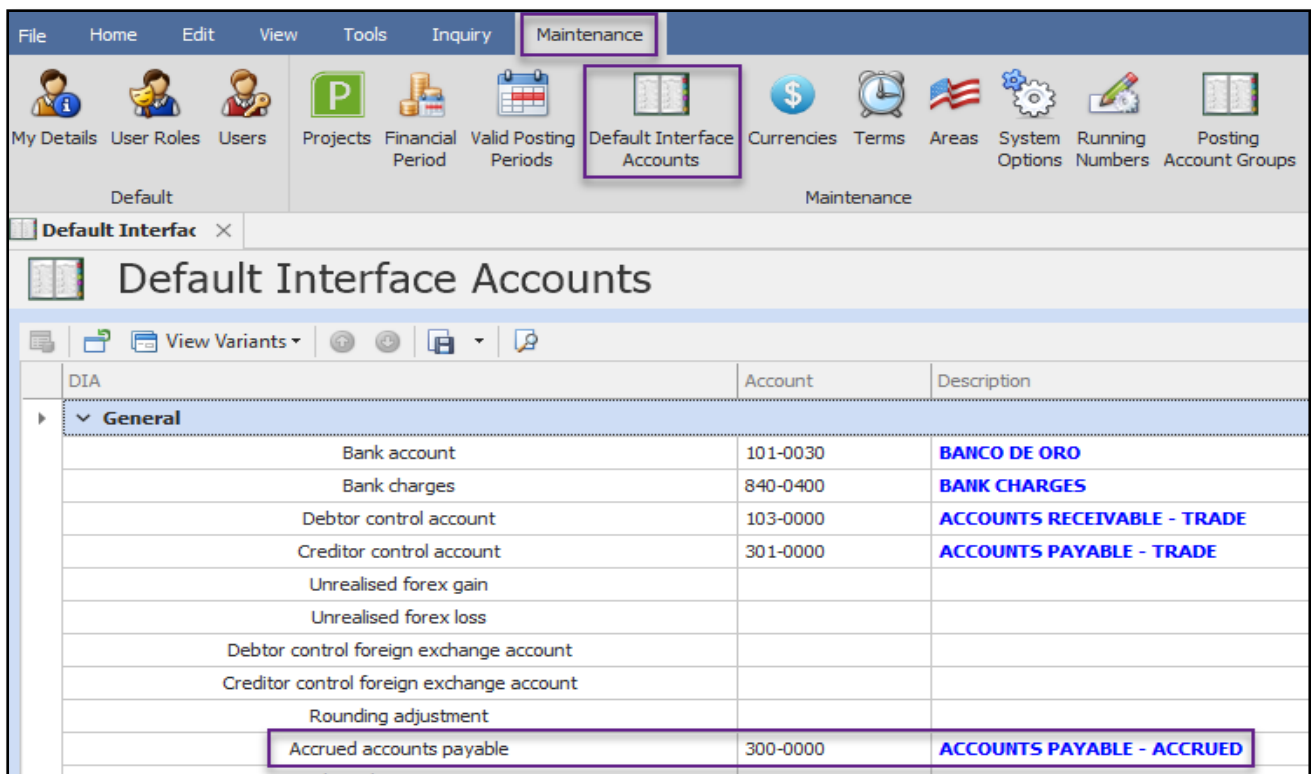
**Note:** 'Post as Accrued AP' is an add-on module

GL Accounts for holding the 'Accrued Accounts Payable' and the 'Accrued Purchases' must be maintained.

### Chart Of Accounts

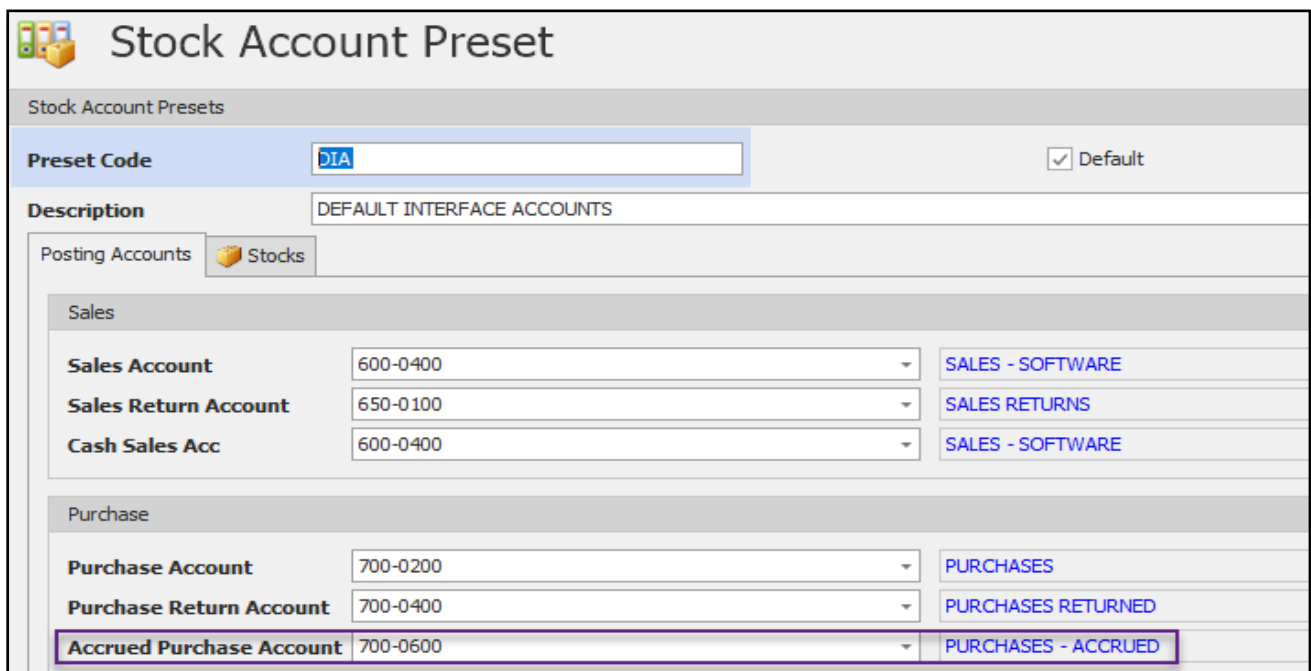
	Description	Account Code	MSIC Code	SA	Currency	Input Tax	Output Tax
▶	NON-CURRENT ASSETS	BLA					
▼	CURRENT LIABILITIES	BCL					
	ACCOUNTS PAYABLE - ACCRUED	300-0000			PHP		
	ACCOUNTS PAYABLE - TRADE	301-0000		CCAC	PHP		
	ACCOUNTS PAYABLE - OTHERS	302-0000		CCAC	PHP		
	AFFILIATE COMPANIES	303-0000			PHP		
	DUE FROM STOCKHOLDERS	304-0000			PHP		
	OUTPUT VAT	305-0000			PHP		
	W/TAX PAYABLE	306-0000			PHP		
	ACCRUALS EXPENSES	307-0000			PHP		
	DEFERRED OUTPUT VAT	308-0000			PHP		
>	NON-CURRENT LIABILITIES	BLL					
	OTHER LIABILITIES	BOL					
>	EQUITY	BEQ					
>	SALES	INC					
>	SALES ADJUSTMENT	INA					
▼	COST OF SALES	COG					
	STOCKS INVENTORY - BEGINNING	700-0100		OST	PHP		
	PURCHASES	700-0200			PHP	SR-PCG	
	FREIGHT AND HANDLINGS	700-0300			PHP	SR-PSD	
	PURCHASES RETURNED	700-0400			PHP		
	STOCKS INVENTORY - ENDING	700-0500		CST	PHP		
	PURCHASES - ACCRUED	700-0600			PHP		
>	OPERATING EXPENSE	EXP					

Go to **Maintenance > Default Interface Accounts** and set up the Accrued Accounts Payable Account.



DIA	Account	Description
<b>General</b>		
Bank account	101-0030	BANCO DE ORO
Bank charges	840-0400	BANK CHARGES
Debtor control account	103-0000	ACCOUNTS RECEIVABLE - TRADE
Creditor control account	301-0000	ACCOUNTS PAYABLE - TRADE
Unrealised forex gain		
Unrealised forex loss		
Debtor control foreign exchange account		
Creditor control foreign exchange account		
Rounding adjustment		
Accrued accounts payable	300-0000	ACCOUNTS PAYABLE - ACCRUED

Next, set up the **Stock Account Preset** for the Accrued Purchases Account.



Stock Account Presets		
<b>Preset Code</b>	DIA	<input checked="" type="checkbox"/> Default
<b>Description</b>	DEFAULT INTERFACE ACCOUNTS	
<b>Posting Accounts</b>	Stocks	
<b>Sales</b>		
Sales Account	600-0400	SALES - SOFTWARE
Sales Return Account	650-0100	SALES RETURNS
Cash Sales Acc	600-0400	SALES - SOFTWARE
<b>Purchase</b>		
Purchase Account	700-0200	PURCHASES
Purchase Return Account	700-0400	PURCHASES RETURNED
Accrued Purchase Account	700-0600	PURCHASES - ACCRUED

The Post As Accrued function may now be used in Goods Received Notes by ticking the 'Post as Accrued AP' checkbox.

**Goods Received Notes**

Details Supplier Deliver To Others Notes Files Info

Supplier: 301-A001 Currency: PHP Rate: 1.00000000 Exchange Rate

From: ALI MANUFACTURING INC Attention: Leah Santos Doc Date: 04/01/2021

Term: 60 DAYS Purchaser: ALVIN GRN No.: GRN2104/001

Location: Supplier DO No.: Reference No.:

Project: ☐ Tax Inclusive ☒ Post as Accrued AP

Scan Item.. View Variants

Stock Code	Description	Qty	UOM	Unit Price	Disc	Amount	Tax Code	Tax	WTax Code	WTax	Net
AMD-XP/1800	AMD XP 1800	1	UNITS	5,950.00		5,950.00	SR-PNCD	714.00			6,664.00

GLTransaction

Date	Account #	Account Name	Doc #	Description	Debit	Credit	From Account
04/01/2021	700-0600	PURCHASES - ACCRUED	GRN2104/001	ALI MANUFACTURING INC	5,950.00		301-A001
04/01/2021	300-0000	ACCOUNTS PAYABLE - ACCRUED	GRN2104/001	ALI MANUFACTURING INC		5,950.00	301-A001
					5,950.00	5,950.00	

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Once the Goods Received Note is transferred to Purchase Invoice, the entries will be automatically reversed.

**Purchase Invoices**

Details Supplier Deliver To Others Notes Files Info

Supplier: 301-A001 Currency: PHP Rate: 1.00000000 Exchange Rate

From: ALI MANUFACTURING INC Attention: Leah Santos Doc Date: 04/01/2021

Term: 60 DAYS Purchaser: ALVIN Invoice No.: BIL2104/001

Location: Supplier DO No.: Supplier Inv No.: BIL2104/001

Project: ☐ Deferred VAT ☐ Tax Inclusive

Scan Item.. View Variants

Stock Code	Description	Qty	From GRN	UOM	Unit Price	Disc	Amount	Tax Code	Tax	WTax Code	WTax	Net
AMD-XP/1800	AMD XP 1800	1	GRN2104/001	UNITS	5,950.00		5,950.00	SR-PNCD	714.00			6,664.00

GLTransaction

Date	Account #	Account Name	Doc #	Description	Debit	Credit	From Account
04/01/2021	300-0000	ACCOUNTS PAYABLE - ACCRUED	BIL2104/001	ALI MANUFACTURING INC	5,950.00		301-A001
04/01/2021	700-0200	PURCHASES	BIL2104/001	ALI MANUFACTURING INC	5,950.00		301-A001
04/01/2021	107-0000	INPUT VAT	BIL2104/001	ALI MANUFACTURING INC	714.00		700-0200
04/01/2021	301-A001	ALI MANUFACTURING INC	BIL2104/001	PURCHASES		6,664.00	301-A001
04/01/2021	700-0600	PURCHASES - ACCRUED	BIL2104/001	ALI MANUFACTURING INC		5,950.00	301-A001
					12,614.00	12,614.00	

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