



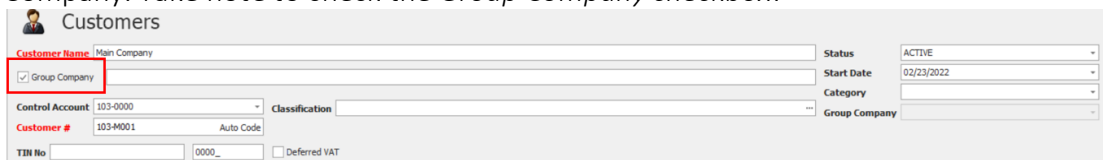
How to use Group Company in Customer Maintenance

Overview:

Group Company function is being used if you have a set of customers that is owned and being controlled by a parent company. This type of scenario may require you to transact per sub-account/ branches but Statement of Account must be under the main/parent company. Which means all company related transactions must be consolidated into one Statement.

Procedure:

1. To Set-up Group Company, go to *Customer Maintenance* and register the Main Company. Take note to check the *Group Company* checkbox.



The screenshot shows the 'Customers' form with 'Main Company' entered in the 'Customer Name' field. The 'Group Company' checkbox is checked and highlighted with a red box. Other fields include 'Status' (ACTIVE), 'Start Date' (02/23/2022), 'Control Account' (103-0000), 'Classification', 'Customer #' (103-M001), 'Auto Code', 'TIN No', and 'Deferred VAT'.

2. Register another customer that shall be the sub company. Choose the Main Company in *Group Company Dropdown*. Click *Save*.



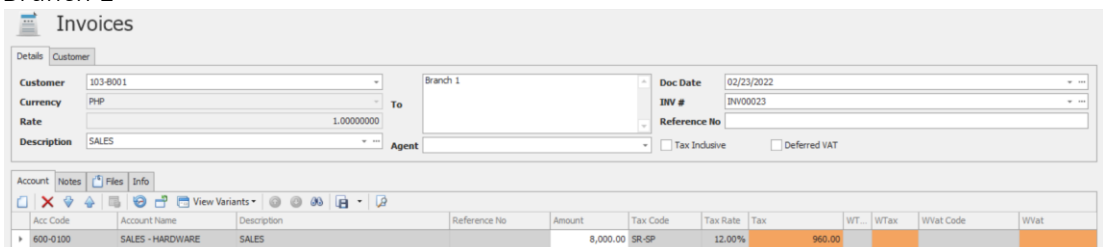
The screenshot shows the 'Customers' form with 'Branch 1' entered in the 'Customer Name' field. The 'Group Company' dropdown menu is open, showing '103-M001 Main Company' selected, highlighted with a red box. Other fields include 'Status' (ACTIVE), 'Start Date' (02/23/2022), 'Control Account' (103-0000), 'Classification', 'Customer #' (--Auto Generate--), 'Auto Code', 'TIN No', and 'Deferred VAT'.

**Repeat the process to register for other sub-company/branches*

Application:

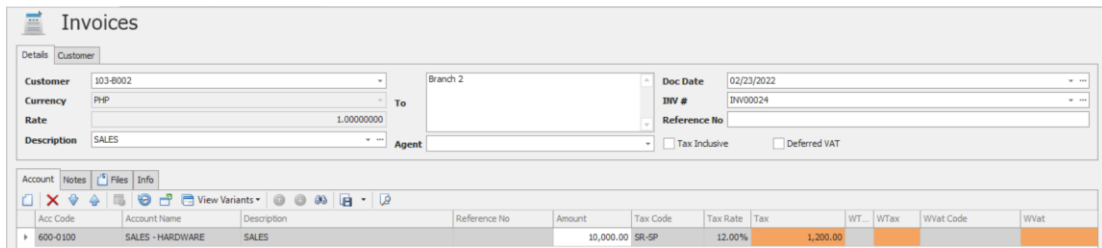
1. Go to Customer > Invoices
Create Invoice for Branch 1 and Branch 2.

Branch 1



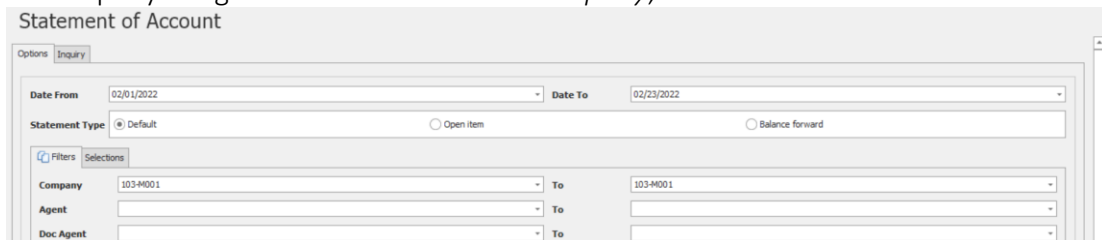
The screenshot shows the 'Invoices' form with 'Branch 1' selected in the 'Customer' dropdown. The 'Doc Date' is 02/23/2022, 'INV #' is INV00023, and 'Reference No' is empty. The 'Description' is SALES. The 'Amount' is 8,000.00, 'Tax Code' is SR-SP, 'Tax Rate' is 12.00%, and 'Tax' is 960.00. The 'Account' is 600-0100, 'Account Name' is SALES - HARDWARE, and 'Description' is SALES.

Branch 2

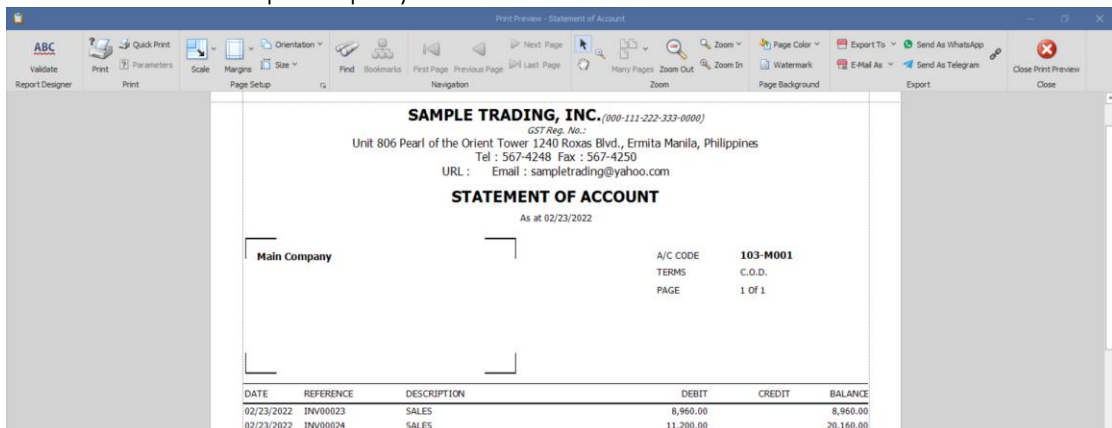


| Account | Amount | Tax Code | Tax Rate | Tax | WT | WTax | Wvat Code | Wvat |
|---------------------------------|-----------|----------|----------|----------|----|------|-----------|------|
| 600-0100 SALES - HARDWARE SALES | 10,000.00 | SR-SP | 12.00% | 1,200.00 | | | | |

- Go to Reports > Customer Reports > Batch Reports > Statement of Account
In Company Range filter select the *Main Company*, then click Preview.



As shown below, the Invoices of the branches were generated under the Statement of Account of the Group Company.



SAMPLE TRADING, INC. (000-111-222-333-0000)
 Unit 806 Pearl of the Orient Tower 1240 Roxas Blvd., Ermita Manila, Philippines
 Tel : 567-4248 Fax : 567-4250
 URL : Email : sampletrading@yahoo.com

STATEMENT OF ACCOUNT
 As at 02/23/2022

Main Company

A/C CODE 103-M001
 TERMS C.O.D.
 PAGE 1 Of 1

| DATE | REFERENCE | DESCRIPTION | DEBIT | CREDIT | BALANCE |
|------------|-----------|-------------|-----------|--------|-----------|
| 02/23/2022 | INV00023 | SALES | 8,960.00 | | 8,960.00 |
| 02/23/2022 | INV00024 | SALES | 11,200.00 | | 20,160.00 |

Note: Group Company can only be selected in SOA generation and cannot be searched as Customer in transaction forms



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