



## 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 the following details: Customer Name: Main Company, Status: ACTIVE, Start Date: 02/23/2022, Control Account: 103-0000, Classification: (empty), Customer #: 103-M001, Auto Code: (empty), TIN No: 0000\_ (empty), and Deferred VAT: (unchecked). The 'Group Company' checkbox is checked and highlighted with a red box.

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



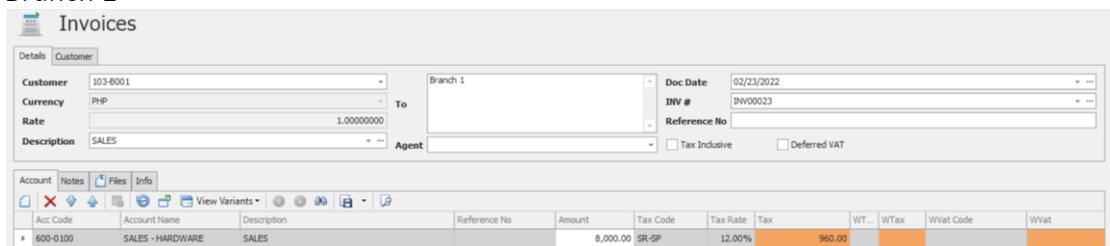
The screenshot shows the 'Customers' form for 'Branch 1'. Customer Name: Branch 1, Status: ACTIVE, Start Date: 02/23/2022, Control Account: 103-0000, Classification: (empty), Customer #: --Auto Generate-- (empty), Auto Code: (empty), TIN No: (empty), and Deferred VAT: (unchecked). The 'Group Company'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

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

### Application:

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

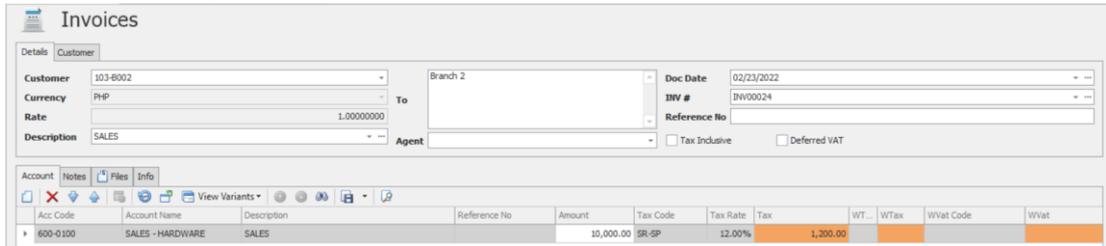
#### Branch 1



The screenshot shows the 'Invoices' form for 'Branch 1'. Customer: 103-8001, Branch 1, Doc Date: 02/23/2022, Currency: PHP, Rate: 1.00000000, Description: SALES, Agent: (empty), Tax Inclusive: (unchecked), and Deferred VAT: (unchecked). The table below shows the invoice details:

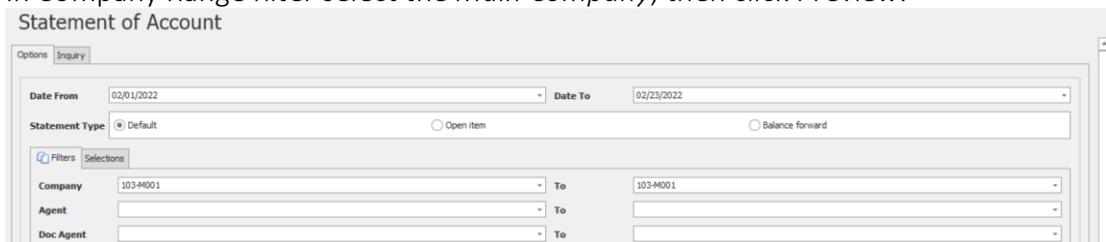
Acc Code	Account Name	Description	Reference No	Amount	Tax Code	Tax Rate	Tax	WT...	WTax	WVat Code	WVat
600-0100	SALES - HARDWARE	SALES		8,000.00	SR-SP	12.00%	960.00				

## Branch 2

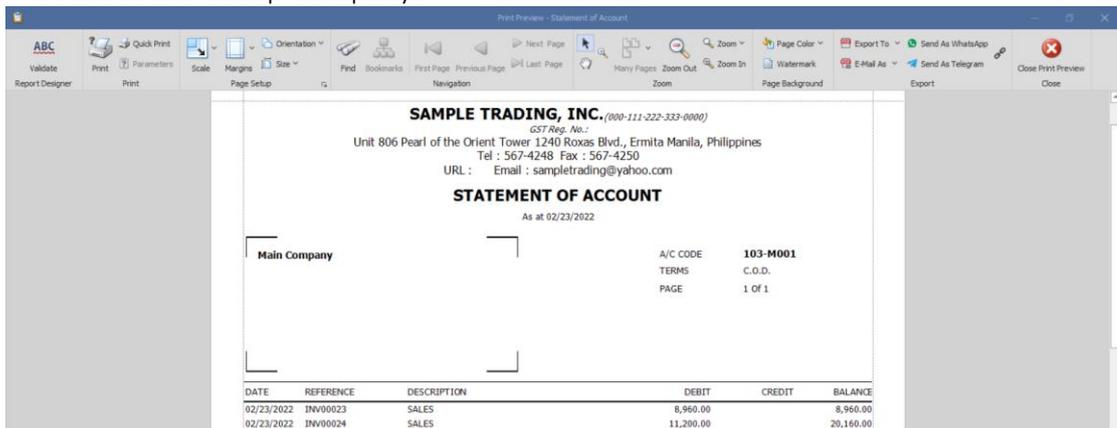


Acc Code	Account Name	Description	Reference No	Amount	Tax Code	Tax Rate	Tax	WT	WTax	Wvat Code	Wvat
600-0100	SALES - HARDWARE	SALES		10,000.00	SR-SP	12.00%	1,200.00				

- 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)  
 GST Reg. No.:  
 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.  
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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>