



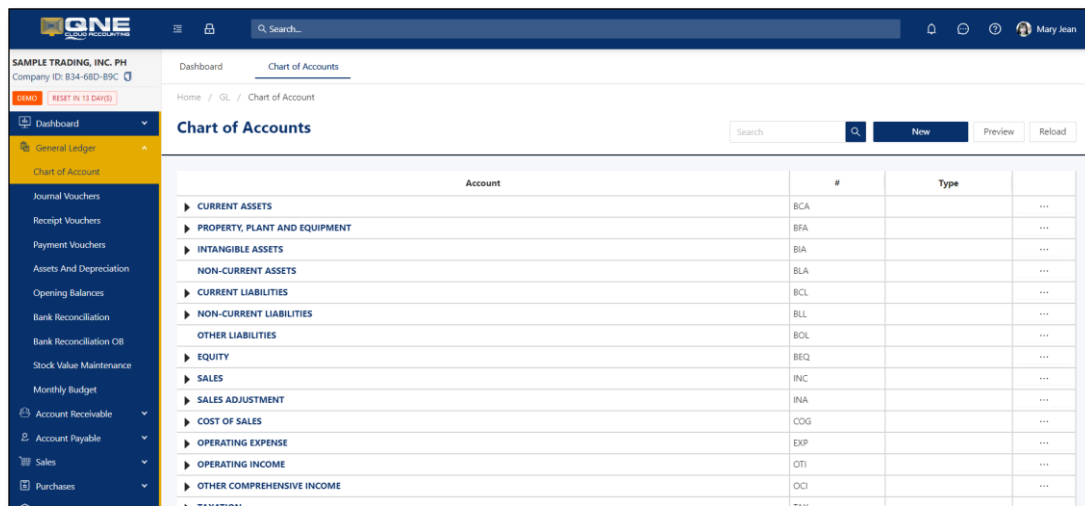
Chart of Account Maintenance

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.

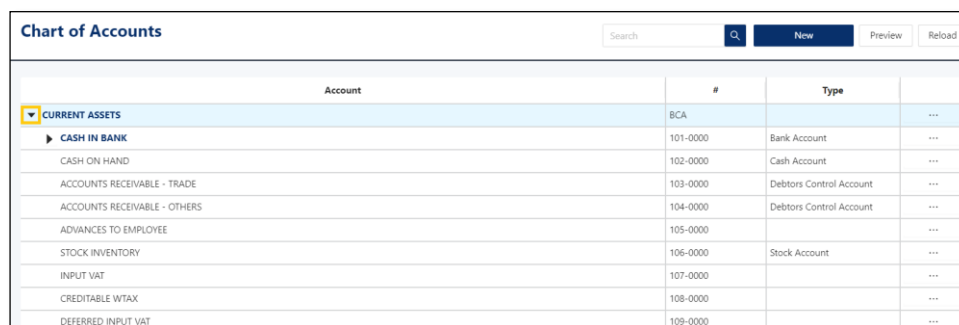
Procedure:

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	OIC		...
▶ 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 WTAX	108-0000		...
DEFERRED INPUT VAT	109-0000		...

How to Create an Account

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

Chart of Accounts			
		Search	<input type="button" value="Q"/> <input type="button" value="New"/> <input type="button" value="Preview"/> <input type="button" value="Reload"/>
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

Account Type

CURRENT ASSETS

* Parent

BCA - CURRENT ASSETS

* Account Code

* Account Name

* Currency

PHP

* DR CR

☒ DEBIT
 ☐ CREDIT

Special Account Type

None

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			
Search		Q	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**

Account Entry

Cancel Save & New

Account Type

CURRENT ASSETS

* Parent

101-0000 - CASH IN BANK

* Account Code

110-0000

* Account Name

UNIONBANK

* Currency

PHP

Bank Account No. ?

* DR CR

☒ DEBIT
 ☐ CREDIT

Special Account Type

Bank Account

Active

Save & Close

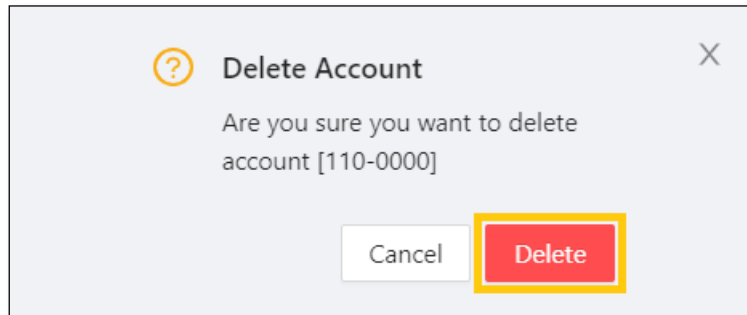
Save

How to Delete an Account

1. In Chart of Account screen, select an account then click **triple 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

Receipt Voucher Cancel Save Save & New OR2307/013

Receive From: RENTALS Date: 07/14/2023

Currency Rate: PHP 1.000000 * Deposit To: UNION BANK Cheque/Ref No.: 234567890 Bank Charges (Local Amt.):

Description: PAYMENT FOR RENTALS Tax Inclusive: ☐

Details Notes Others

#	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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