How to maintain Posting Account Groups

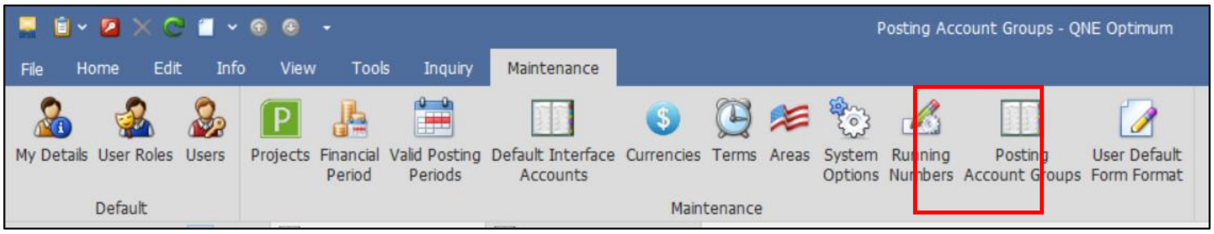
Overview:

Posting Account Groups is use to assign specific Sales and Purchase related Accounts per Customer and Supplier Account. This set of posting accounts will be followed whenever a Customer/Supplier transaction is made.

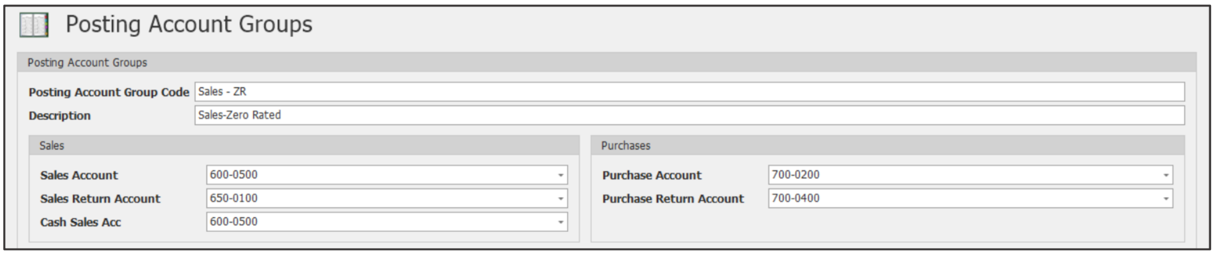
This is design particularly to those company with multiple Revenue and Purchase Accounts in their Chart of Accounts and is Customer/Supplier Type based.

Procedure:

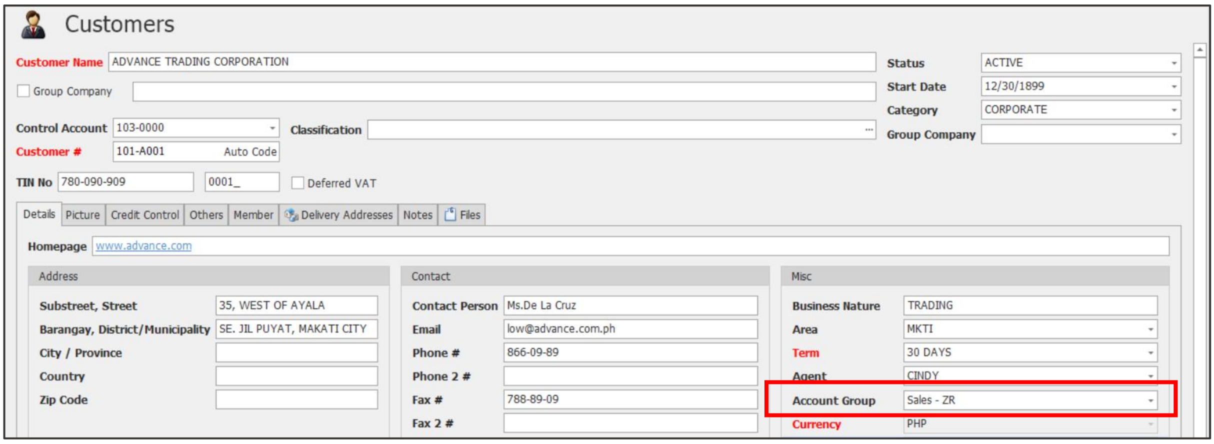
1. To maintain Posting Account Groups, go to *Maintenance Tab > Posting Account Groups*



2. Input the desire Posting Account Group Code, Description, corresponding Sales and Purchase related Accounts.

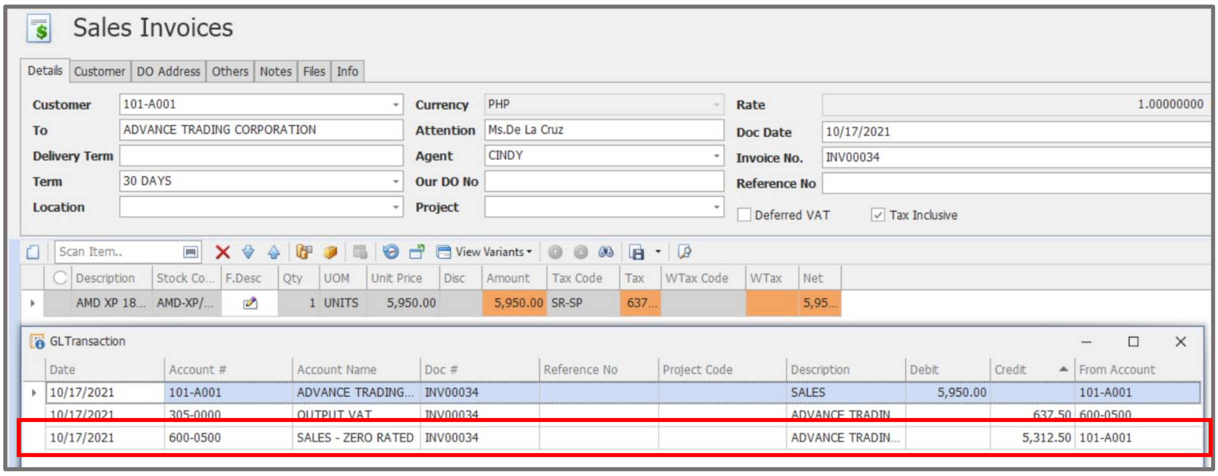


3. Go to Customer or Supplier Maintenance and assign the created Posting Account Group Code in the Account Group field.



Application:

Create a Sales Invoice to a Customer with assigned Account Group. When Journals is viewed, Sales Posting follows the assigned Sales Account set in the Posting Account Group regardless of the type of items being sold.



Note: If your Revenue Accounts are based on Stock Type, use Stock Posting Preset instead. (For further details refer to *KB - How to Set-up Stock Account Preset*)

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