# **Account Settings**

The Account Settings application allows the user to map the transactions type i.e. Sales, Inventory, Purchase, Expense, and Stock Adjustment to update the proper journals and accounts. For Sales and Purchase types, user able to set default "*Tax Applicable*" to be applied automatically in Sales and Purchase transactions.

Below are available actions for the user from "Account Settings" :

Create, edit and delete account settings

G
G
G
G
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S
S

🔀 Account Settings 🛛						
2 🖉				Account Settings Type : Sales		
Name	Type ▲	Curren	. 🛱	Name		Туре
Sales Third Party - USD	Sales	USD	^			Sales
Sales Third Party - SGD	Sales	SGD		a Currency		Description
Product Purchase - Import U	Purchase	USD		USD - US Dollars	~	
Product Purchase - Import E	Purchase	EUR		USD - US Dollars	•	
Product Purchase - Import JPY	Purchase	JPY		Journal		
Product Purchase - Import C	Purchase	CHF			~	
Product Purchase - Import	Purchase	MYR		3		
Purchase Third Party (SGD)	Purchase	SGD		Analytical Group		Tax Applicable
Purchase Third Party (SGD)	Purchase	SGD		1	~	0
Main WH - Stock	Inventory	SGD				
M-Marketing	Expense	SGD		Sales Income Account		Sales Return Account
3PL Products	Expense	SGD			~	0
5W-Staff Welfare	Expense	SGD		Customer Discount Account		Product Discount A/C
Free Products	Expense	SGD			~	
P-Premium & POSM	Expense	SGD	- I.	3		
TM-Trade Marketing	Expense	SGD		On Invoice Discount Account		Not Applicable
TST-Testers	Expense	SGD			~	
SA - Write Off	Stock Adjust	SGD		3	•	
SA - Stock Damage	Stock Adjust	SGD		Standard Cost A/C		Standard Cost Variance A/C
					~	
				3 Standard Cost Return A/C		Standard Cost Variance Return A/C
				Standard Cost Return A/C	~	
					~	
				Standard Cost Forex A/C		Standard Cost Forex Variance A/C
					~	
				Transport Cost Account		Product Assembly Cost A/C
					~	
				Sales Std Discount Account		Return Std Discount Account
					~	
			~			Create New Save Revert Delete
Total 19 records.						

Field Name	Description	Mandatory Information
Name	Self-explanatory	Υ
Туре	Type of journal: Sales, Purchase, Inventory, Expense, or Stock Adjustment	Y
Currency	Self-explanatory	Υ
Journal	Which journal to use (available selections depend on type and currency)	Y
Description	Additional information for the setting	Ν

Analytical Group	The reporting group	Υ
Tax Applicable	Self-explanatory	Y
Sales Income Account	Mapped to which accounts apps	Y
Sales Return Account	Mapped to which accounts apps	Y
Customer Discount Account	Mapped to which accounts apps	Y
Product Discount Account	The product discount is mapped to the accounts application	Ν
Standard Cost Account	Mapped to which accounts apps	Y
Standard Cost Return Account	Is the fixed Cost of the product	Ν
Cost Difference A/c	Mapped to which accounts apps	Ν
Cost Return Difference A/c	If there is a cost difference after posting the account	Ν
Transport Cost Account	The cost of transporting the goods to a location – accounts posting	Ν
Assembly Cost Account	The cost to assemble the products or fittings – accounts posting	Ν
Sales Std Discount Account	Any discount given during the sales process will be posted to the Sales Std discount account	Ν
Return Std Discount Account	Any return's from products with discount given will be posted to the Return Std Discount Account	Ν
On Invoice Discount Account	Any discount stated on the Invoice	Ν
Stock Adjustment	Any stock damaged or unaccounted for will be	
Loss Diff Account	treated as Stock Adjustment Loss Diff Account	Ν

# Create New Account Setting:

1. Click "Create New" button at the bottom right side of screen to create new account settings.

Stock Adjustment Loss (Standard)	~	Stock Adjustment Loss (Variance)
Other Variable CoGs (Standard)	~	Other Variable CoGs (Variance)
		Create New Save Revert Delete

2. Fill up the information on right side of screen.

For Sales and Purchase types, user able to set default "*Tax Applicable*" to be applied automatically in Sales and Purchase transactions.

3. Click "Save" button at the bottom right side of screen to save

4. User may add A/C setting to all categories by right click from the list on the left side of the screen.

2 🔊				Account Settings Type : Sales			
Name ¥	Type	Currency	14	Name	Туре		
ST-Testers	Expense		^	Sales Third Party - USD	Sales		~
M-Trade Marketing	Expense	SGD	0	Comency	Description		
ales Third Party - USD		C Setting to	All		Product Sales - USD		_
ales Third Party - SGD				Il Categories	Floduct sales - 030		
W-Staff Welfare	Jo Update	A/C Setting	I IN A	Il Categories			
urchase Third Party (SGD) - non	Purchase	SGD		Sales Journal - USD 🗸			
urchase Third Party (SGD)	Purchase	SGD		Analytical Group	Tax Applicable		
roduct Purchase - Import USD	Purchase	USD		TT02 - Third Party	Sales Tax Account 7% SR		
roduct Purchase - Import MYR	Purchase	MYR		1102 - Third Party	Sales Tax Account 7% SK		~
roduct Purchase - Import JPY	Purchase	JPY		January Contractor			
roduct Purchase - Import EUR	Purchase	EUR		Sales Income A/C	Sales Return A/C		_
roduct Purchase - Import CHF	Purchase	CHF		1010.03 - Sales - USD 🗸	1110.03 - Return Inwards - USD		*
-Premium & POSM	Expense	SGD		Customer Discount A/C Create Account Category Accounts?	×		
1ain WH - Stock	Inventory	SGD		1295 - Other Discounts	0	Actual	~
1-Marketing	Expense	SGD				-	
ree Products	Expense	SGD		On Invoice Discount A/C Do you really wish to add this account	setting to all the account categories?		
PL Products	Expense	SGD		1210 - On Invoice - Reb			~
					No		
				Standard Cost A/C	(		_
				2060 - Third Party COGS 🗸	2083.03 - Standard Cost Variance		~
				Standard Cost Return A/C	Standard Cost Variance Return A/C		
				2071 - Inventory Value 🗸	2083.03 - Standard Cost Variance		*
				Standard Cost Forex A/C	Standard Cost Forex Variance A/C		
				2272 - Inv Purch FX Loss (Gain) - 3rd Party - Realized	2273 - Inv Purch FX Loss (Gain) - 3	d Party - Unrealized	~
				Transport Cost A/C	Product Assembly Cost A/C		
				2041 - Freight In 🗸	2230 - Promotional Assembly		*
				Sales Standard Discount A/C	Sales Return Standard Discount A/C		
				1010 - Gross Invoiced Sales - Third Party 🗸	1110.03 - Return Inwards - USD		~
					Create New Save	Bevert Dele	ete

#### Update Account Details

1. Click on settings to be updated, it will bring up the selected account settings on the right side of the screen

2. Click "*Save*" button at the bottom of the screen when done with the updates

3. Update A/C setting to all categories to apply the updates by right click from the list on the left side of the screen.

2 🔎				Account Settings Type : Purchase		
Name	Type A	Curren	<b></b>	Name	Туре	
Sales Third Party - USD	Sales	USD	^	Product Purchase - Import JPY	Purchase	~
Sales Third Party - SGD	Sales	SGD		Currency	Description	
Product Purchase - Import U	Purchase	USD		JPY - Japanese Yen	Description	-
Product Purchase - Import E	Purchase	EUR		JPT - Japanese ren		
Product Purchase - Import	Durchase	IDV	1	loumal		
Product Purchase - Import						
Product Purchase - Impor	Update A/C Se	tting in Al	II Cat	egories Group	Tax Applicable	
Purchase Third Party (SGD)	Purchase	300				_
Purchase Third Party (SGD)	Purchase	SGD		TT02 - Third Party 🗸	Purchase Tax Account 7% IM	~
Main WH - Stock	Inventory	SGD				
M-Marketing	Expense	SGD		Cost Difference A/c	Cost Return Difference A/c	_
3PL Products	Expense	SGD		4260.02 - Inventory in Transit - Third Party	4260.02 - Inventory in Transit - Third Party	~
SW-Staff Welfare	Expense	SGD		Transport Cost Account	Assembly Cost Account	
Free Products	Expense	SGD		4260.02 - Inventory in Transit - Third Party	4260.02 - Inventory in Transit - Third Party	~
P-Premium & POSM	Expense	SGD			, (,	
TM-Trade Marketing	Expense	SGD		Not Applicable	Not Applicable	
TST-Testers	Expense	SGD				~
SA - Write Off	Stock Adjust	SGD				
SA - Stock Damage	Stock Adjust			Not Applicable	Not Applicable	

### Delete Account

1. Click on settings to be deleted, it will bring up the selected account settings on the right side of the screen

Click on "Delete" button at the bottom right of screen

3. Click on "Yes" button on the pop-up window to confirm account deletion

Not Applicable		at Applicable	
	Deleting record?	×	~
Not Applicable	Do you really w	vish to delete this record?	~
Not Applicable	<u>Y</u> es	No	~
Not Applicable	N	ot Applicable	
	~		~
Not Applicable	N	ot Applicable	
	~		~
Not Applicable	N	ot Applicable	
	~		~
		Create <u>N</u> ew	Gave <u>R</u> evert <u>D</u> elete

## View and Search for Account Details

1. Enter search parameter to filter the result, i.e. type in the group name in the search textfield box at the bottom left of the screen.

Account Settings ×	Search	Engine	)
2 🖉	V		Account Settings Type : Expense
Name	Type 🛦	Currency 🖪	Name
Sales Third Party - SGD	Sales	SGD ^	

2. Result can be sorted alphabetically by clicking the fields' columns

🔀 Account Settings 🗙				
2 🖉				Account Settings Type : Sales
Name 🔻	Туре	Currency	Ę	Name
TST-Testers	Expense	SGD	^	Sales Third Party - USD