# How to use Group Company Function?

[2021.1.0.3]

Amanda

[3/11/2021]

| REV. No | Nature of Change | Prepared By | Prepared Date | Reviewed & Approved by |
|---|---|---|---|---|
| 1.0 | How to use Group Company Function? | Amanda Wong | 3/11/2021 | |
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**Amendment Record**

## SCENARIO

Scenario 1: Some Creditors would send Statement of Account to the Company's HQ but not the sub branches.

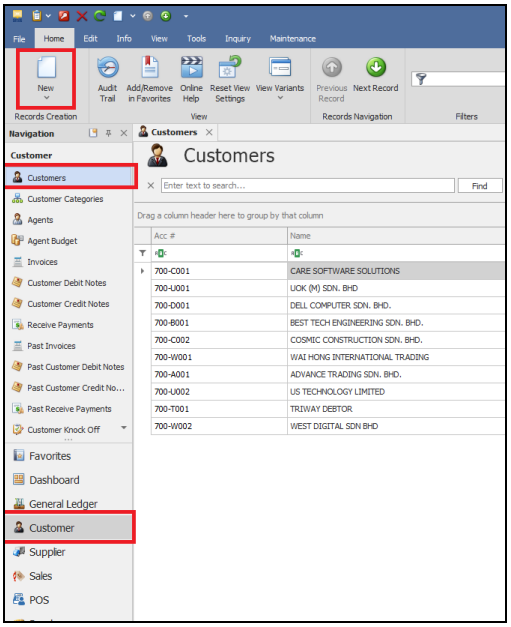
For instance, like large corporations who owns many sub branches all over Malaysia. Debtor would need to send many Statements of Account to each and every single branch which wouldn't be convenient for the debtors.

This function would assist to generate a summary report of all the sub companies under the grouped company.

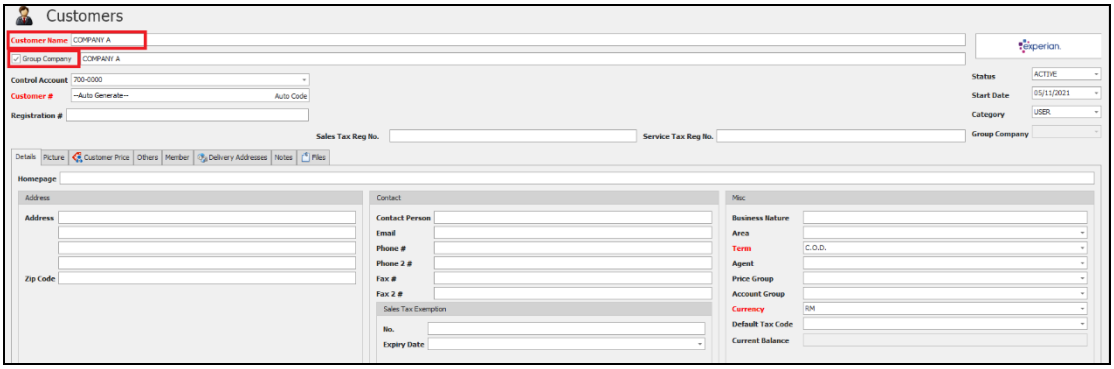
Scenario 2: Company leaders would like to preview the summarized amount that their company have owed in an efficient way. User may preview the Statement of Account with this function so they would be able to know the total amount in a summarized report which have already includes all branches.

## SOLUTION

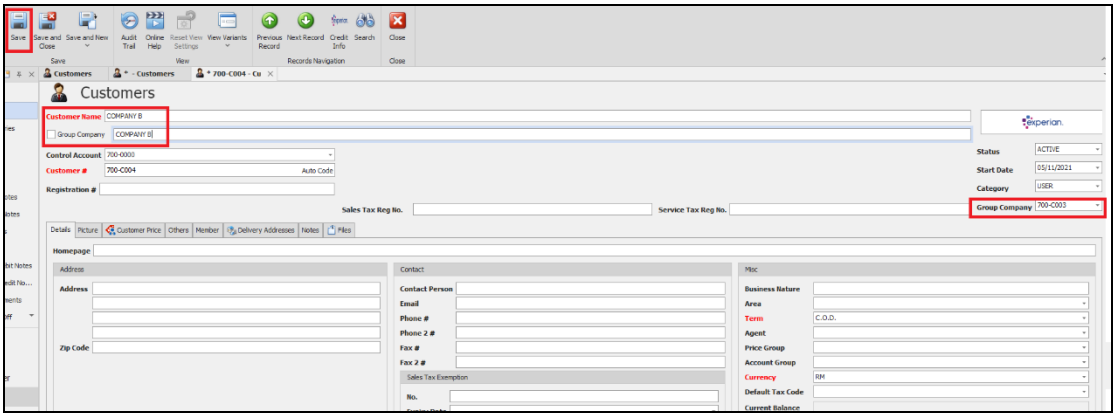
Step 1: Go to Customer Module, click on customer and create New

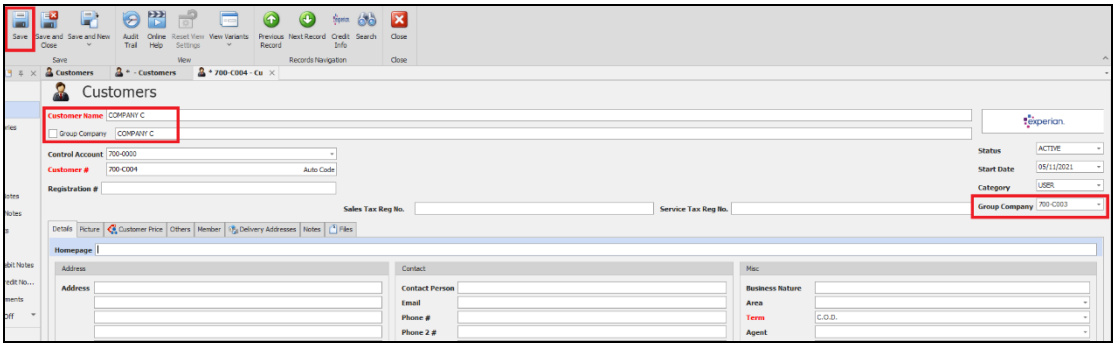


Step 2: Create Company A, and tick on “Group Company”

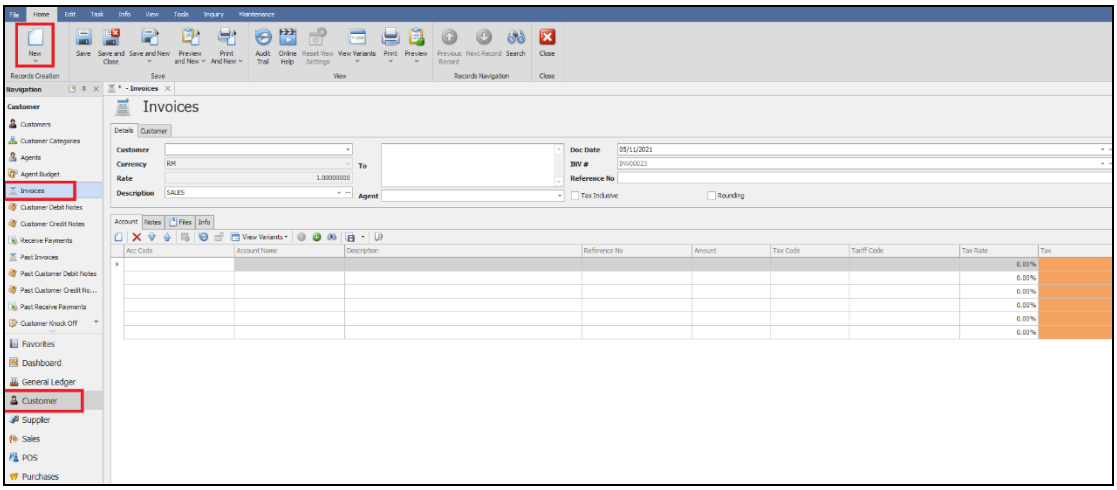



Step 3: Create COMPANY B and COMPANY C, at Group Company column, select COMPANY A, then SAVE.

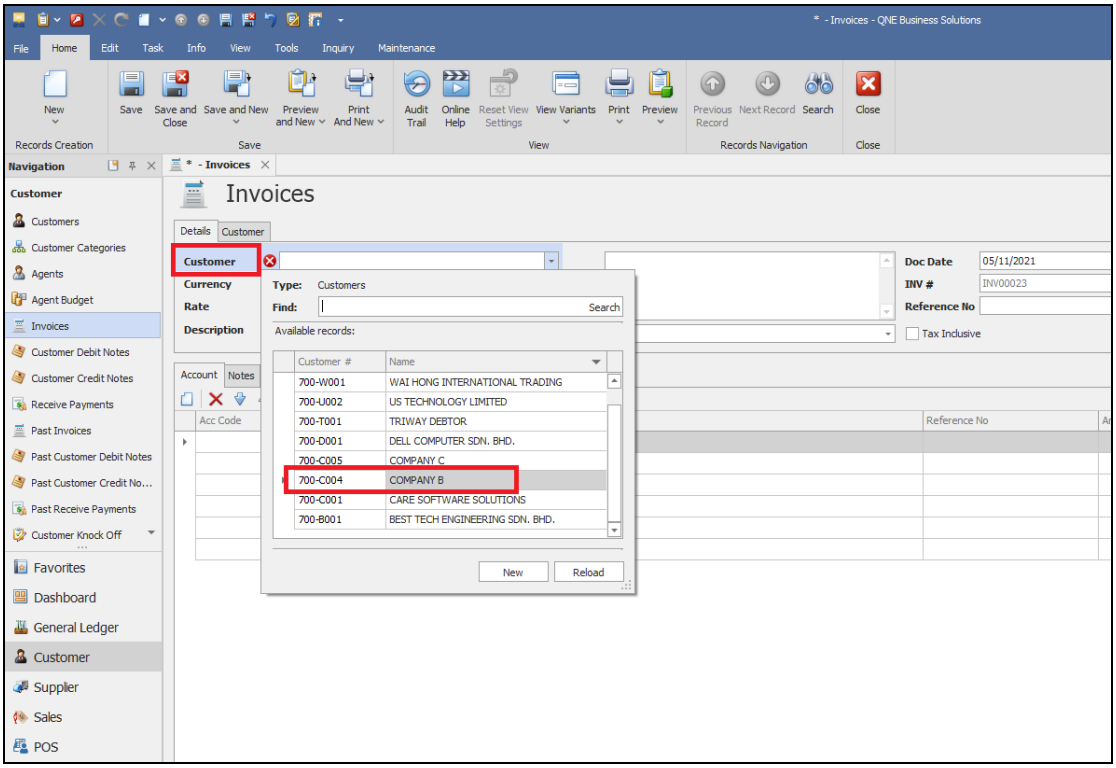


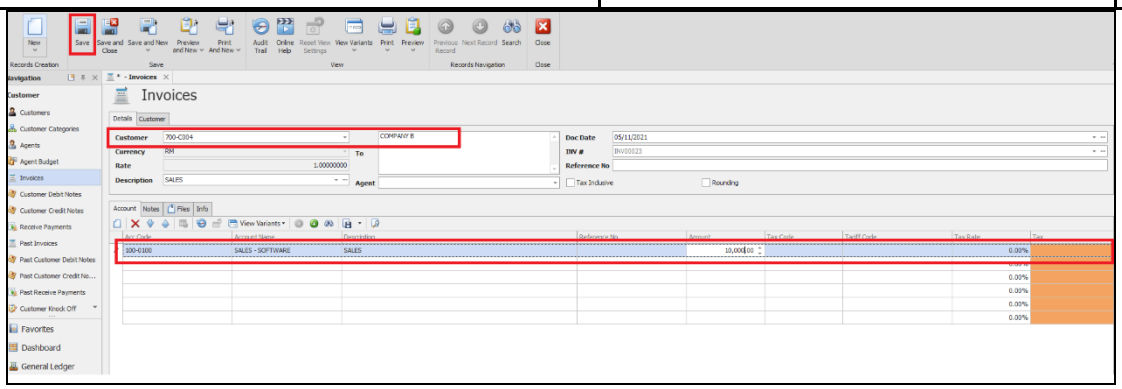



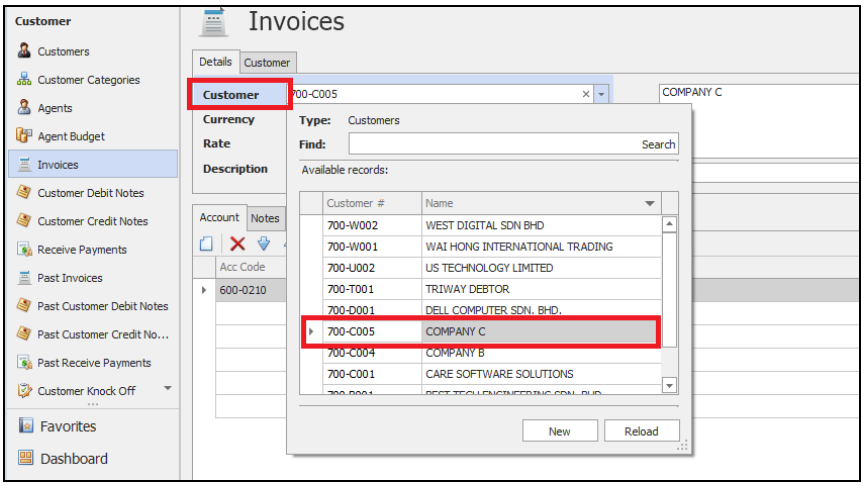
Step 5: In Customer Module, click Invoice tab and create new.

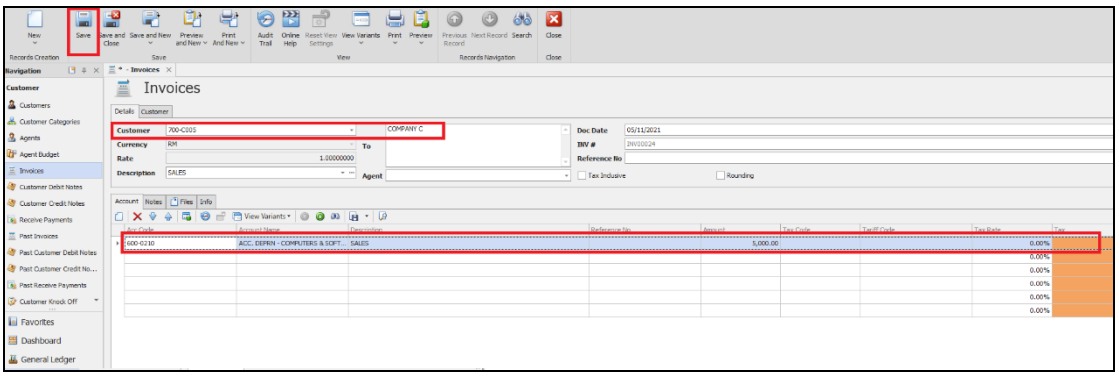



Step 6: Create Invoice for both COMPANY B and COMPANY C, then SAVE

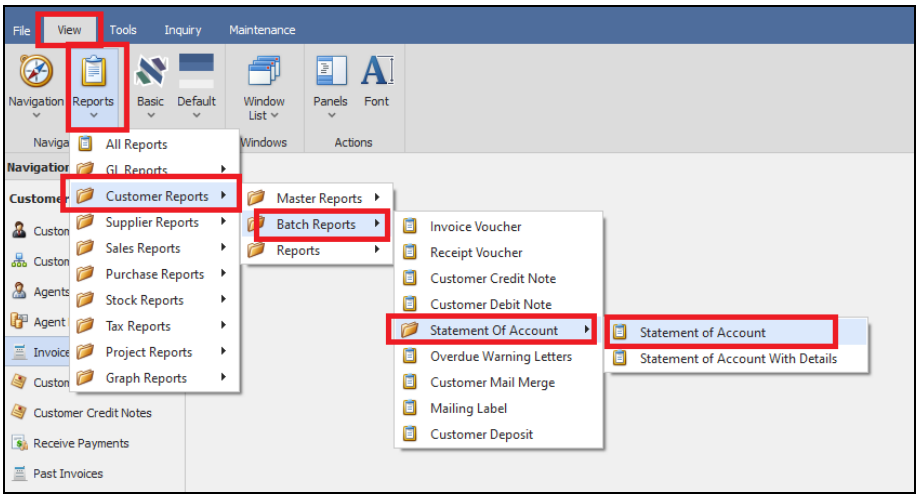



Invoices
Customer
Currency
Rate
Description
Doc Date
Reference No

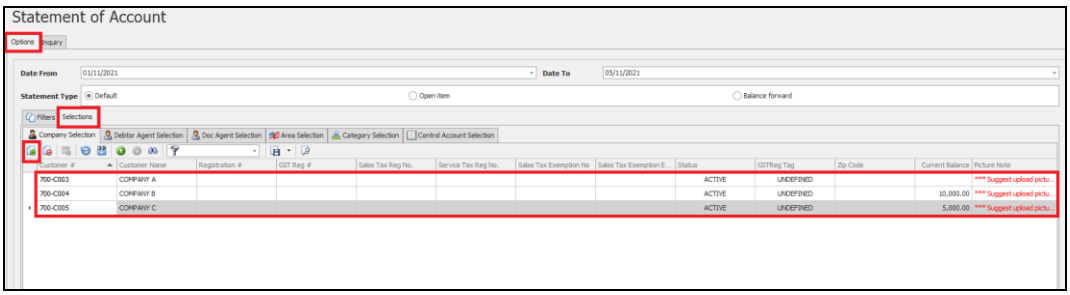

Customer
Customers
Customer Categories
Agents
Agent Budget
Invoices
Customer Debit Notes
Customer Credit Notes
Receive Payments
Past Invoices
Past Customer Debit Notes
Past Customer Credit No...
Past Receive Payments
Customer Knock Off
Favorites
Dashboard
Invoices
Details
Customer
Currency
Rate
Description
700-C005
COMPANY C
Type: Customers
Find:
Search
Available records:
Customer #
Name
700-W002
WEST DIGITAL SDN BHD
700-W001
WAI HONG INTERNATIONAL TRADING
700-U002
US TECHNOLOGY LIMITED
700-T001
TRIWAY DEBTOR
700-D001
DELL COMPUTER SDN. BHD.
700-C005
COMPANY C
700-C004
COMPANY B
700-C001
CARE SOFTWARE SOLUTIONS
Account
Notes
Acc Code
600-0210
New
Reload


Invoices
Customer
Currency
Rate
Description
Doc Date

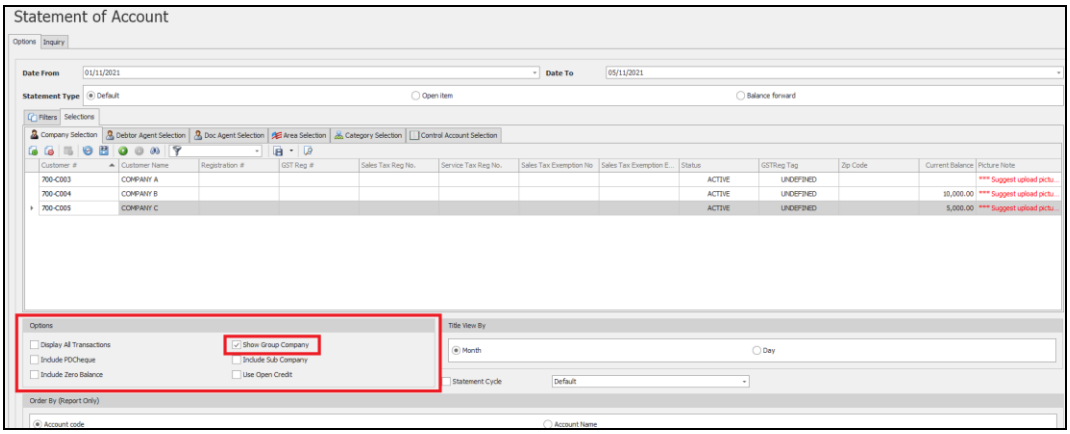
Step 7: To preview the report. Go to View tab > Customer Reports > Batch Reports > Statement Of Account > Statement of Account.



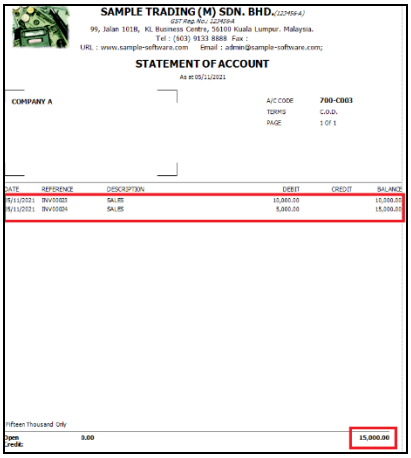

Step 8: Add the companies that you want to preview. In Option tab > Selection > Company Selection > click on add button




Step 9: In Options section, tick on “Show Group Company”.

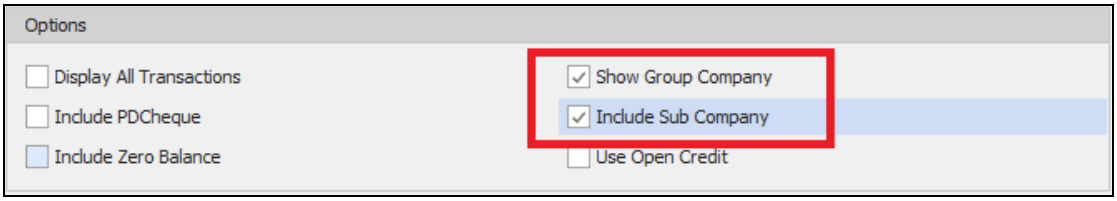


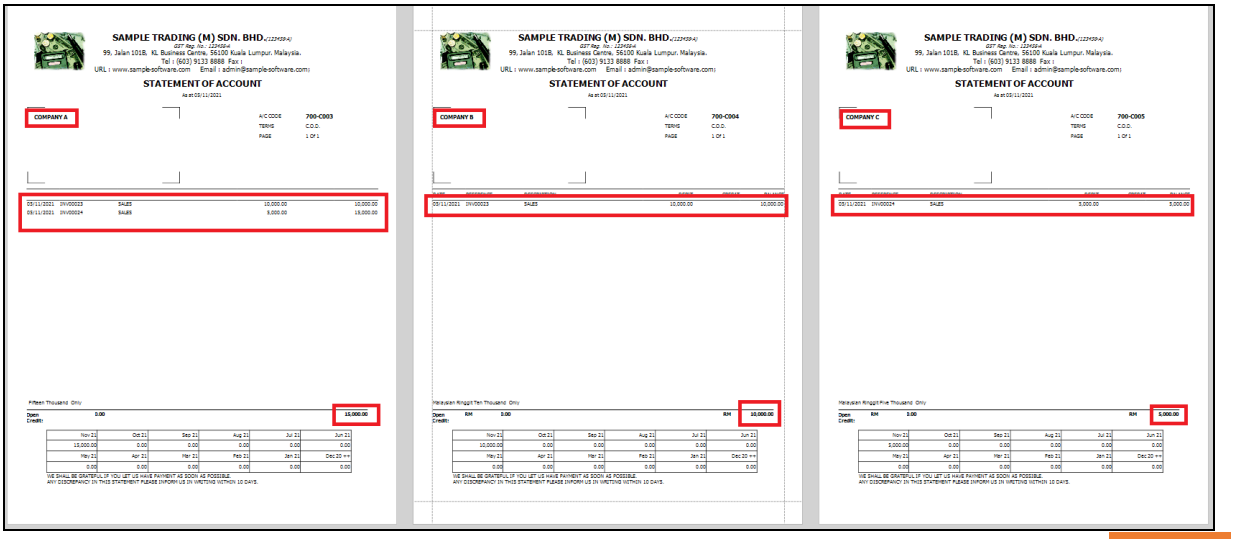
Results of filtering “Show Group Company”, the report will show a summary of both COMPANY B and COMPANY C invoices in one report.




If user wants to have summary of COMPANY A which includes COMPANY B and COMPANY C meanwhile also want to generate individual report of both COMPANY B and COMPANY C.

In Option section, user would also need to tick on “Include Sub Company” as shown below.




The report will be generated as the results shown below.

COMPANY A which includes COMPANY B and COMPANY C invoice shown in 1 report. System will also generate COMPANY B and COMPANY C individual report as shown below.