

Head Office / Branch Account Rules

It is very important that the following Rules are adhered to.



If you have an existing account that now needs to be a Head Office Account do the following

1. Setup new Account and set Head Office Account to Yes
2. Add branches and set their Head Office Account to the new Head Office Account Code.

If at a later stage an account is no longer to be a branch then leave the account as is and setup a new stand alone account. **Never change a Branch back to a Stand alone account.**

If an existing stand alone account becomes a branch then leave the account as is and setup a new branch account. **Never change an existing stand alone account to a Branch.** (the only exception is rule 2 above)

NEVER CHANGE AN EXISTING HEAD OFFICE ACCOUNT TO A STAND ALONE ACCOUNT

ALL RECEIPTS MUST BE POSTED TO THE HEAD OFFICE ACCOUNT (If you post a receipt to a Branch then you will only be able to allocate to Invoices for that Branch)

ALL OTHER TRANSACTIONS MUST BE POSTED TO A BRANCH ACCOUNT

•



