



HOW TO TRANSFER DEBTOR/CREDITOR BALANCE TO ANOTHER GL ACCOUNT

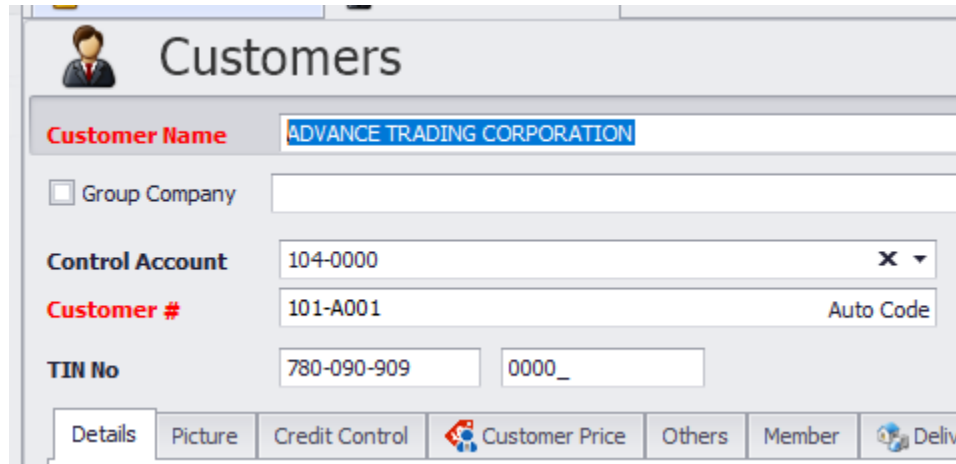
Problem Scenario:

Upon generation of Balance Sheet report, user found out that there is a creditor/debtor account that is under a wrong GL Account code.

Statement of Financial Position With Details			
Filter		Inquiry	
Drag a column header here to group by that column			
Description			
▶ ASSETS			
CURRENT ASSETS			
CASH IN BANK			
METROBANK		1,125,550.30	
CREDIT CARD			
BANCO DE ORO		819,250.90	
TOTAL CASH IN BANK		1,944,801.20	
CASH ON HAND		31,614.00	
ACCOUNTS RECEIVABLE - TRADE			
BEST TECH ENGINEERING, INC		2,195,131.14	
CARE SOFTWARE SOLUTIONS INC.		522,493.92	
COSMIC CONSTRUCTION INC.		52,250.00	
DELL COMPUTER INC.		114,542.40	
TRIWAY INC.		2,250.14	
UOK INC.			
US TECHNOLOGY INC.		1,867,793.84	
US OUTSOURCING LTD		290,850.00	
WAI HONG INTERNATIONAL TRADING		575,529.32	
WEST DIGITAL INC			
TOTAL ACCOUNTS RECEIVABLE - TRADE		5,620,840.76	
ACCOUNTS RECEIVABLE - OTHERS			
ADVANCE TRADING CORPORATION		911,458.05	
TOTAL ACCOUNTS RECEIVABLE - OTHERS		911,458.05	

Resolution(s):

To transfer it to the correct GL Account code, go to Customers/Supplier maintenance and look for that specific Customer/Supplier. **Check the Control Account.**



Customers

Customer Name ADVANCE TRADING CORPORATION

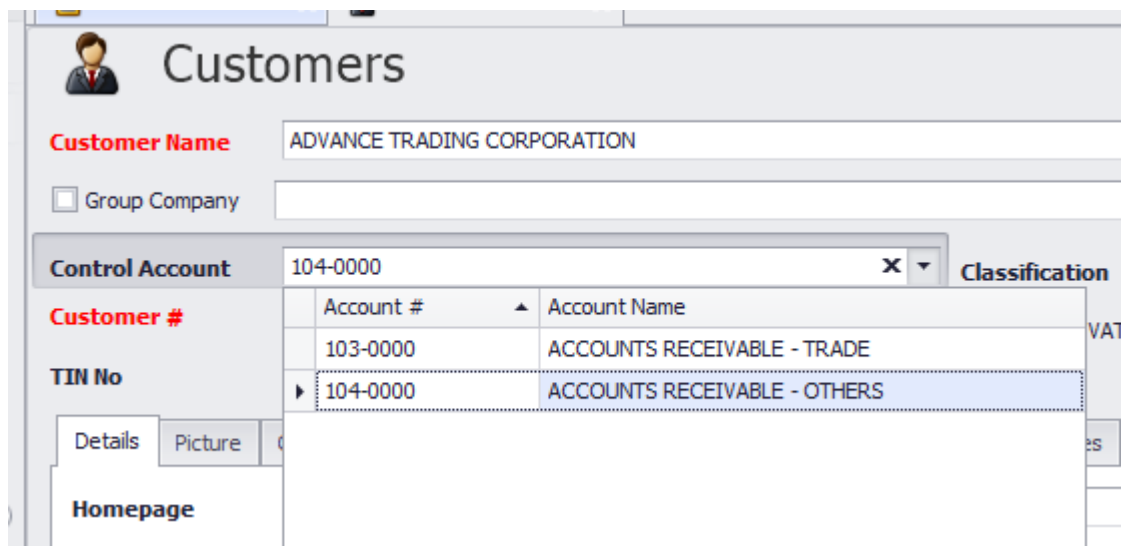
Group Company

Control Account 104-0000 X

Customer # 101-A001 Auto Code

TIN No 780-090-909 0000_

Details Picture Credit Control Customer Price Others Member Deliv



Customers

Customer Name ADVANCE TRADING CORPORATION

Group Company

Control Account 104-0000 X **Classification**

Account #	Account Name	VAT
103-0000	ACCOUNTS RECEIVABLE - TRADE	
104-0000	ACCOUNTS RECEIVABLE - OTHERS	

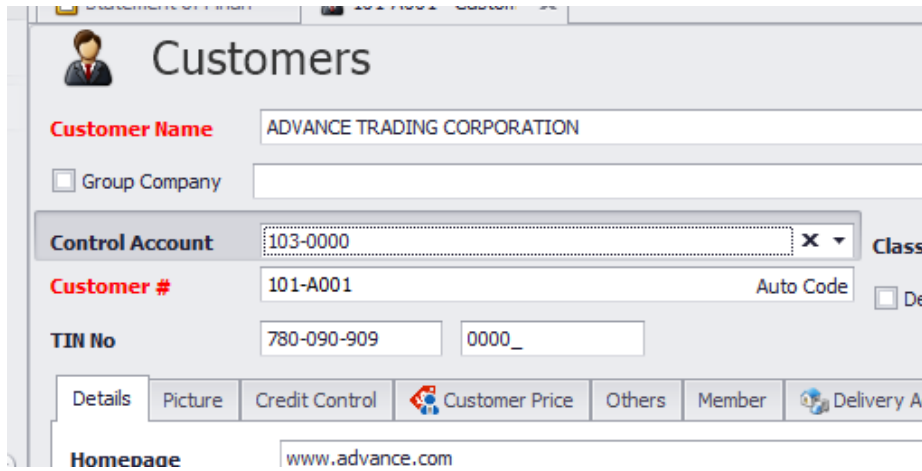
Customer #

TIN No

Details Picture C

Homepage

Once verified that it is under a wrong Control Account, update it to the correct one.



Customers



Customer Name ADVANCE TRADING CORPORATION

Group Company

Control Account 103-0000 **Class**

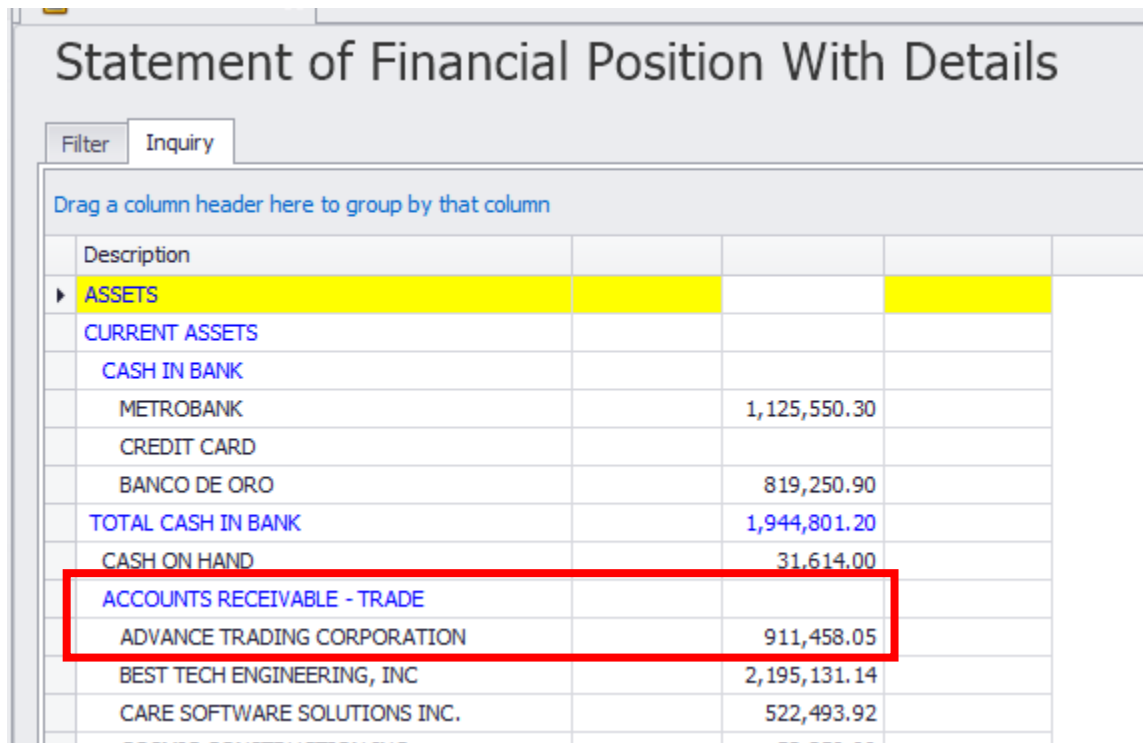
Customer # 101-A001 **Auto Code** De

TIN No 780-090-909 0000_

Details Picture Credit Control  Customer Price Others Member  Delivery Address

Homepage www.advance.com

Go back to Balance Sheet Report. Debtor/Creditor must now be under the correct GL Account code.



Statement of Financial Position With Details

Filter Inquiry

Drag a column header here to group by that column

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CARE SOFTWARE SOLUTIONS INC.		522,493.92	

NOTE:

For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://qnesupportph.freshdesk.com>