



"Your Customised Software Business partner"

## **Discussion Document 4**

### **Customers with Head Office Accounts**

The question is often asked how to handle customers with a Head Office Account

If you want to do Invoices for a Branch and keep their sales Analysis

And

Send the Invoice to either Head Office or the Branch

And

At the end of the Month send the statement to one Account

1. Set up a Head Office Account.
2. Set up Branch Accounts but make sure the Statement to: is setup as Head Office.
3. You can setup the Postal addresses and delivery addresses for each branch as required ie if the Invoice gets posted to Head Office then setup the Postal address for the branch the same as that of the Head Office.
4. Do Invoices during the Month to the individual Accounts
5. If you want the Invoices to appear in the head office account after it is printed then change the setting in the customers file, on the second page and select update with stock update. This will then transfer the Invoice to the Head Office Account at the time of printing.
6. Post the Invoices at the end of the month to ensure the sales Analysis gets updated, in cases where stock is not update immediately.
7. Then do Transfer accounts to head office on Debtors Reports Menu. (If not on the menu please advise and we will send instructions on how to add it)
8. There is also an enquiry screen available to view Invoices to Branches after they were combined to Head Office if required.
9. This will result in Sales Analysis still being processed for each Branch Office.

**CSB Management Systems E: [sales@csoftbsl.com](mailto:sales@csoftbsl.com) W: [www.csoftbsl.com](http://www.csoftbsl.com)  
P: Australia +61 (0)8 8343 8442 1300 659 812 New Zealand +64 (0)9 529 2775  
Head Office, Adelaide, South Australia, Australia  
Branch Office, Auckland, New Zealand**

**Innovation House, Technology Park, Mawson Lakes, Adelaide, South Australia, 5095**