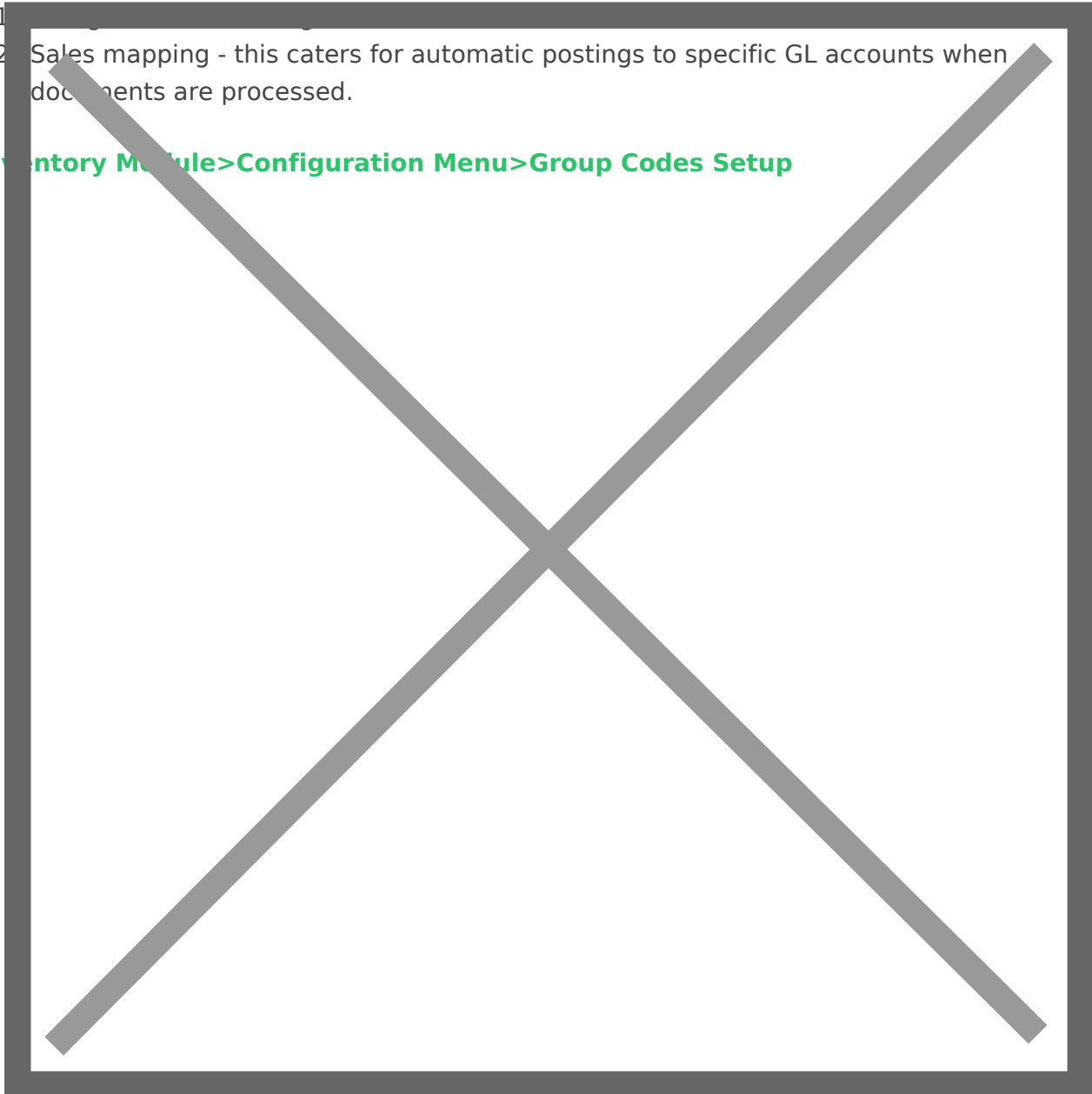


Group Codes Setup

Group codes are used for the following reasons:

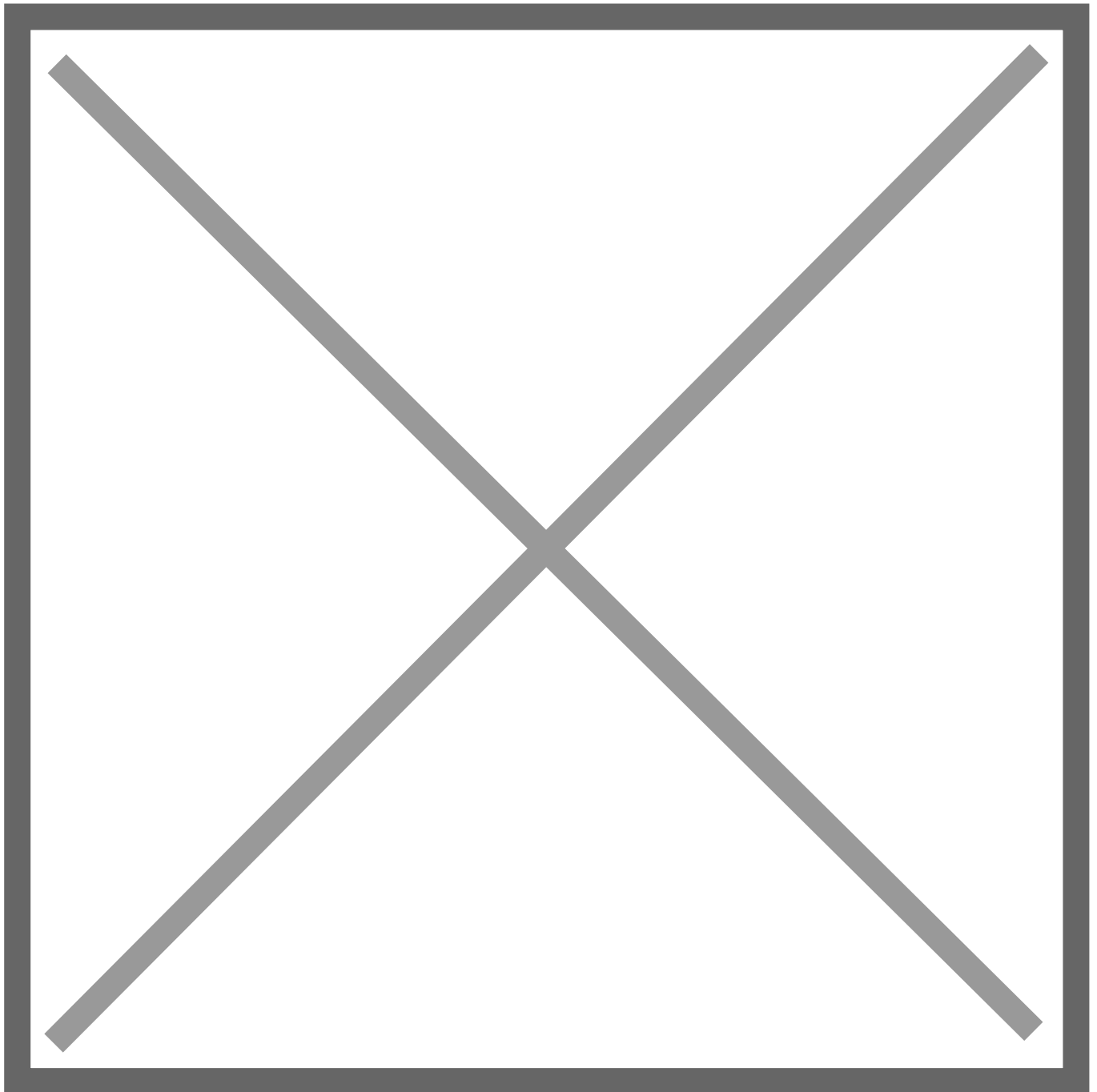
1. Sales mapping - this caters for automatic postings to specific GL accounts when documents are processed.

Inventory Module>Configuration Menu>Group Codes Setup



- Click search to find the existing group codes and click on edit button to edit any existing group code.

- To create a new group code, click the Add button.



Code	Enter a code of your choice
Description	Enter a description

- Click Save
- Then click the Add button on the same screen.

Manage Group Code

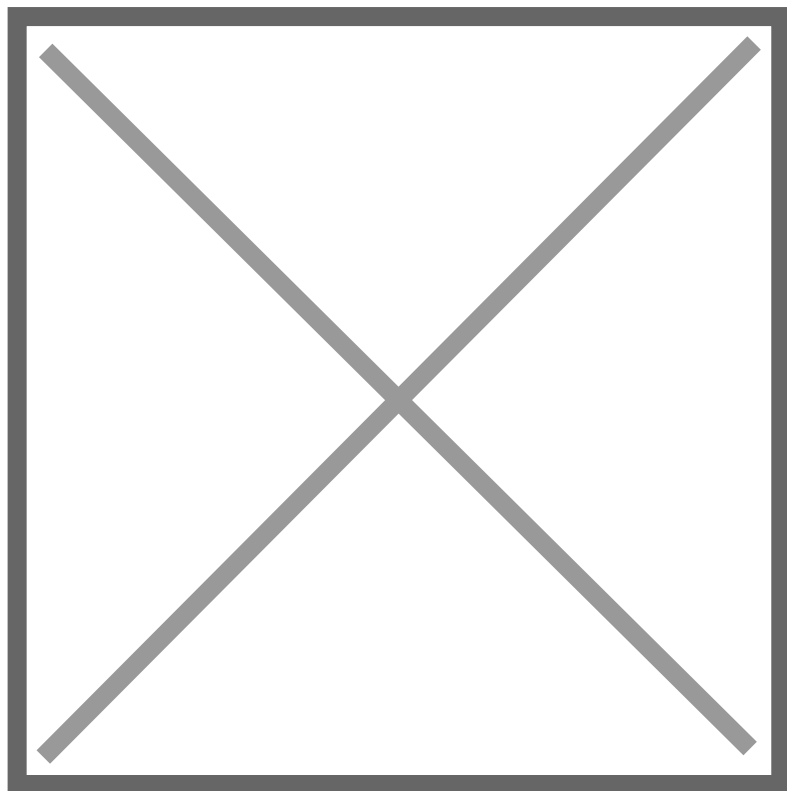
Save Add Edit Delete

Code: BB Description: Bends and Brackets

Active: ☒

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#	Branch	Sales	Cost Of Sales	Service
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Branch	if you have branches setup, you can select the respective branch for the specific group code if the group code is to be linked to multiple branches, you will need to click add a separate account postings setup linked to the relevant GL accounts for the branch.
Sales - Short Search	Select the sales account
Cost of sales - Short Search	Select the required Cost of Sales account
Custom - Short Search	Select the alternate Cost of Sales account. This is for service and Custom items.
Service - Short Search	Select the alternate Cost of Sales account. This is for service and Custom items.

To export the Group code list to excel, click on Print grid and select export.

Revision #7

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