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Intercompany Billing Plug-In

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1.0 Introduction

The AutoCount Intercompany Billing Plugin is a useful tool for businesses that need to handle deals between different groups or companies within the same company. It streamlines and automates the generation of purchase invoices in group companies when sales invoices are created in the headquarters account book.



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2.0 Installing the Plug-In

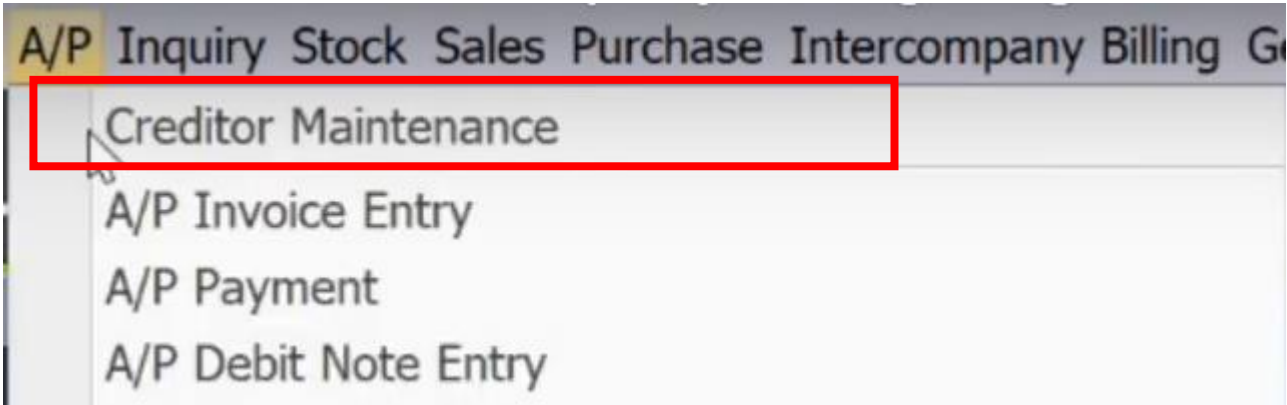
1. Go to **Tools > Plug-In Manager**
2. Click on the “**Install**” button.
3. Browse for the related **.app file** (Intercompany Billing Plugin)
4. A new window will prompt with some basic information of this plug-in.
5. Click on the “**Install**” button again to proceed.
6. A confirmation message will be prompted after that.
7. Click “**Yes**” to confirm the installation.
8. A success message will appear after the plug-in is installed correctly.



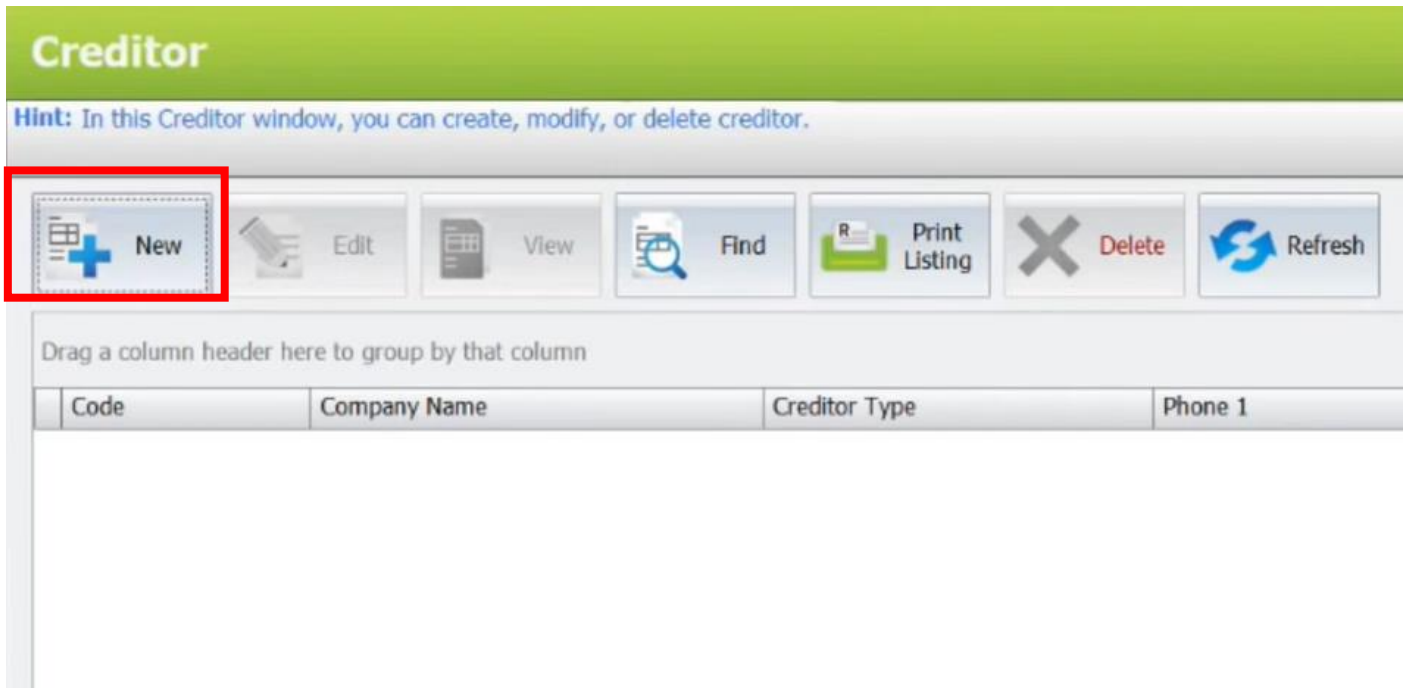
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3.0 For Subsidiary Company Account Book

1. Go to "AP > Creditor Maintenance."



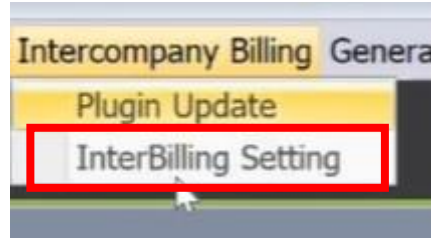
2. Click on "New" and Key in creditor information.



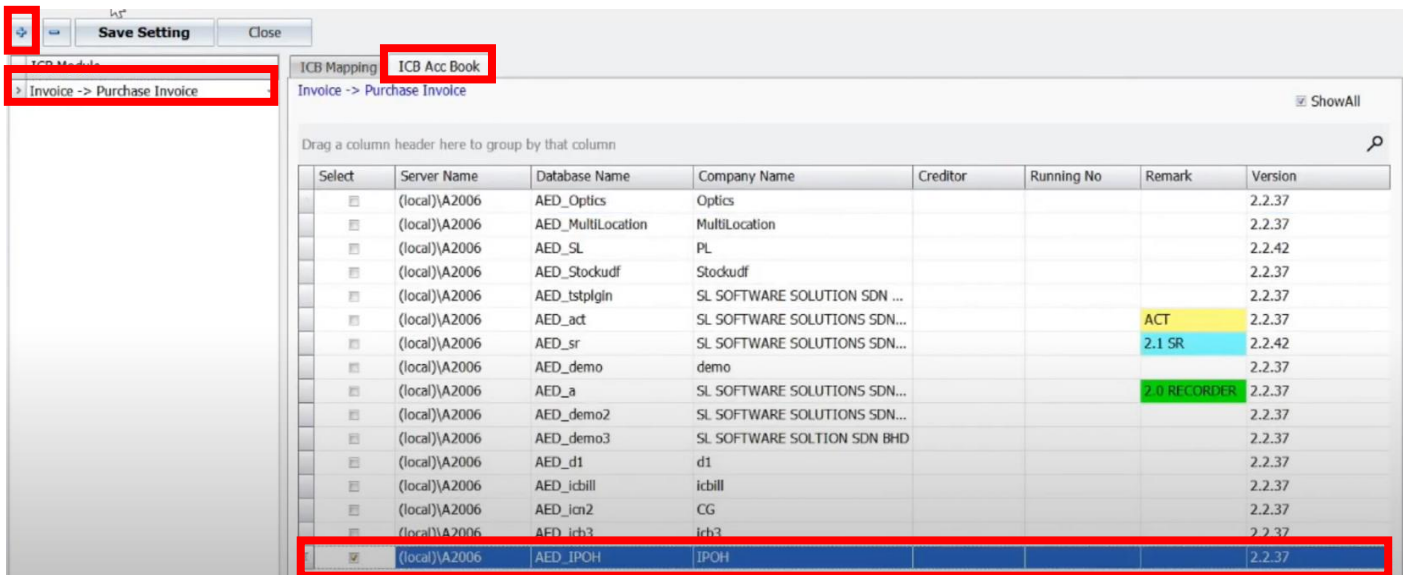


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- Go to the HQ account book.
- Click on **“Intercompany Billing > InterBilling Settings.”**



- Click on the **“+”** sign and select **“Invoice to Purchase Invoice.”**
- Click on **“ICB Account Book”**, choose the subsidiary company, and then select the creditor.
- Once completed, click on **“Save Setting”**.



***Note:** Ensure to match the document type (e.g., Invoice) to the corresponding document type (e.g., Purchase Invoice) in the subsidiary account book.



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4.0 For Headquarters Account Book

1. In the HQ account book, go to **"AR > Debtor Maintenance."**
2. Click on **"New"** and enter the subsidiary company's name (e.g., ABC (Ipoh) SB).

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Debtor

Hint: In this Debtor window, you ca

New Edit

Drag a column header here to grou

Code	Company...	Debtor...
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Edit Copy Debtor Window

Control Account : 300-0000 Debtor Type : Group Company

Company Name : ABC (IPOH) SB Active

Registration No. : Debtor Account : +

General Contact Branches Tax Exemption Others Note **User Defined Field**

Billing Address : 123 IPOH ADD Phone :

Mobile : +60

Fax :

Post Code :

Delivery Address : Area :



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3. Go to **"User Defined Field"** and input the account book (e.g., AED_IPOH) and creditor (e.g., A001).
4. Once done, click on **"Save."**

Edit Copy Debtor Window

Control Account : 300-0000 - Debtor Type : - Group Company
Company Name : ABC (IPOH) SB Active

Registration No. : Debtor Account : 300-A001 +

General Contact Branches Tax Exemption Others Note **User Defined Field**

Server Name :
Account Book : AED_IPOH
Debtor :
Creditor : 400-A001
Debtor Branch :
Sales Location :
Purchase Location :
Dept. No :
Project No :
 Post to GL
 Post to Stock
 Post Gross Figure



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5.0 Invoice Creation in Headquarters Account Book

1. Create a new “invoice” in the headquarters account book and fill in the details.
2. Click on the “Intercompany Billing” section, then click “Info.”

3. Information will automatically be generated.
4. Tick “post gross figure”, “Post to stock,” and “Post to GL.”
5. Select “branch, department number, purchase location, and project number.”
6. Once completed, click “save.”

***Note:** If all is done correctly, the invoice will be sent to the subsidiary company account book as a purchase invoice successfully.