

Edit accounting areas

You get to this menu topic via **Articles/Edit account areas**. This is where you define which product groups belong to which account areas. This greatly simplifies the work of the accounting department since the daily statements show the totals of the sales of the different booking areas.

Abbr.	Name	Article groups	Payment method
GETR	Drinks	G-K;G-H;G-W;G-S;S-SA;S-5D;S	
SPEI	Meals	S-V;S-S;S-1V;S-2S;S-1S;S-2V;S	
SPEZ	Special	ZAHL;X-R;X-SF;X-A;X-K;X-D;X-	
NEUT	Neutral	Z-Z-Z-OP;Z-TIP;Z-C;GF;ACC;E	

1. As an **Abbr.** you can enter a short name with up to four characters.
2. In the field **Name** you enter the posting name.
3. Add the corresponding product groups either by typing in the short names or by using the button with the list function so you can select each product group.