Accounting: how-to guide

IntraSync
November 21, 2026

Accounting keeps your company's books: vendor bills and purchase orders, customer invoices, journal entries, banking, job costing and the month-end close. It is used by the accounting team day to day, and by managers who approve documents and read the financial statements.

> *Written for: Accounting clerk, Controller, Approver, Project manager.*

> *In the pictures, a numbered red box marks where to click or type. Where a picture has more than one box, the numbers give the order.*

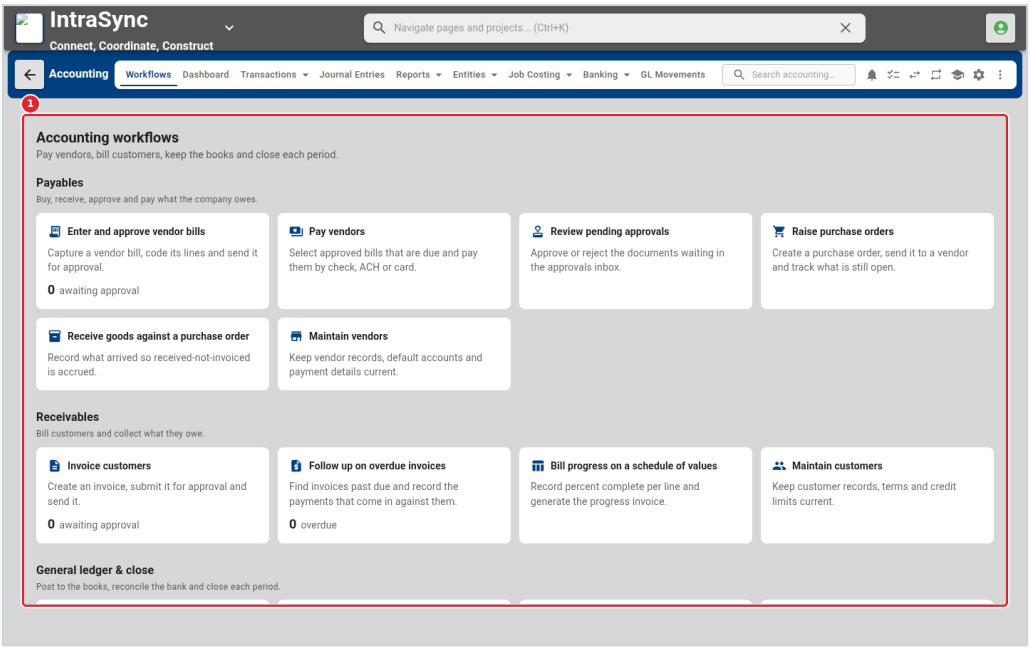
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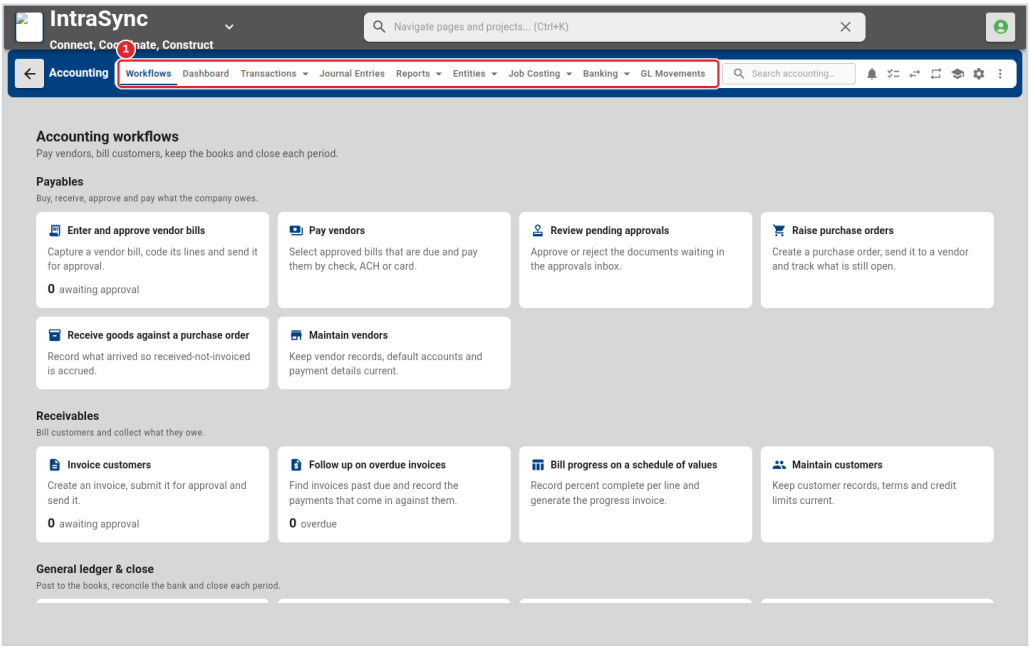
- 27. Choose how invoices are dated
- 28. Set the accounts for product lines and discount codes

1. Find your way around Accounting

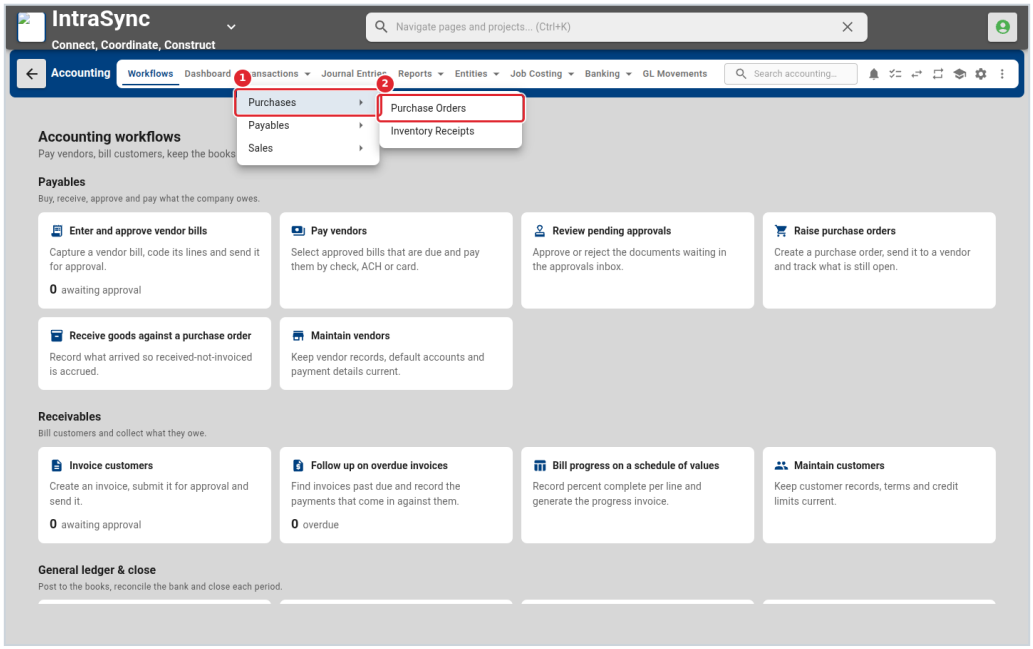
Know where each part of Accounting lives before you start entering work.



Step 1. The Workflows page opens first. Its cards group the daily jobs: payables, receivables, and the general ledger and close.



Step 2. Use the menu across the top to move between areas. Entries with an arrow open a menu.



Step 3. Select Transactions, then point to a group such as Purchases to see the screens inside it.

Tips:

- The header search and the buttons beside it work from every screen.
- Your company may not show every screen in this guide: features can be turned on or off in Settings > Module Features.

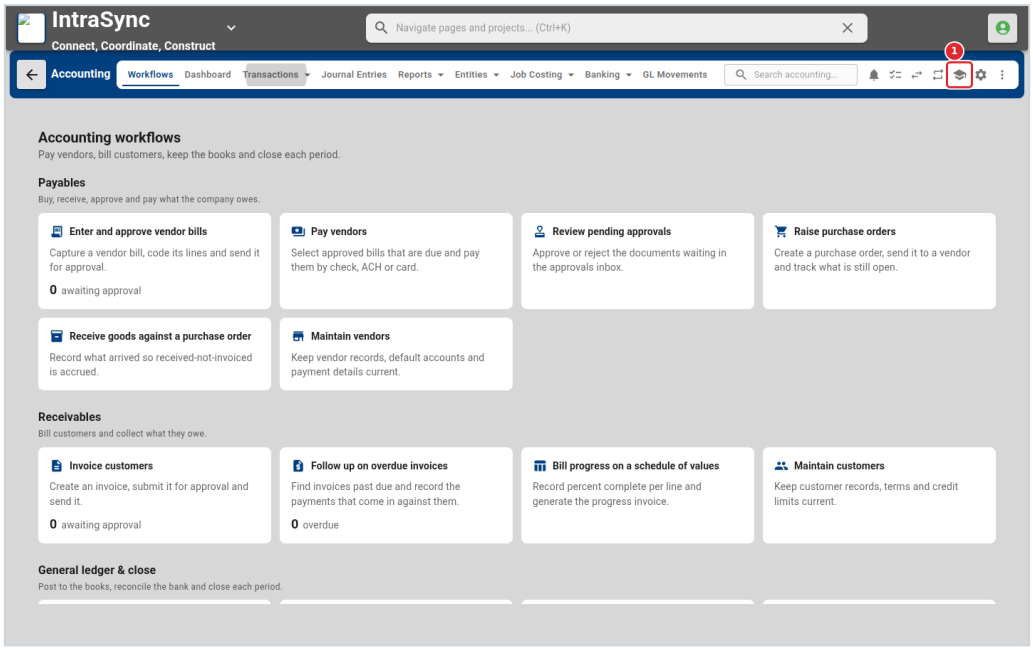
This is shown in the Accounting video at 0:03.

2. Learn a task with a guided tutorial

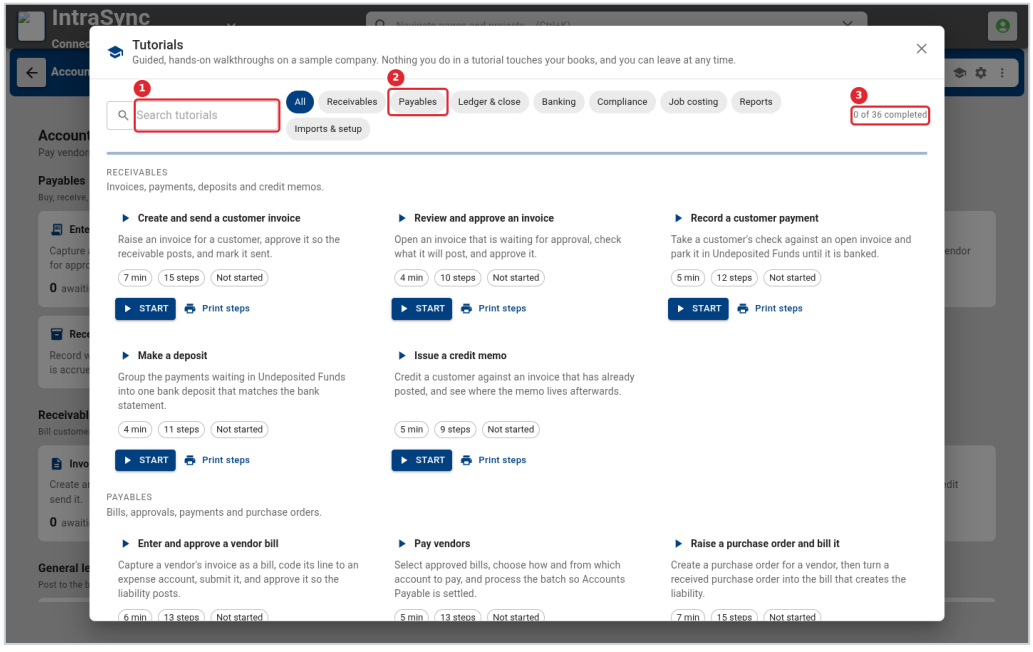
Practise a task step by step on a sample company before you do it in your own books.

Before you start:

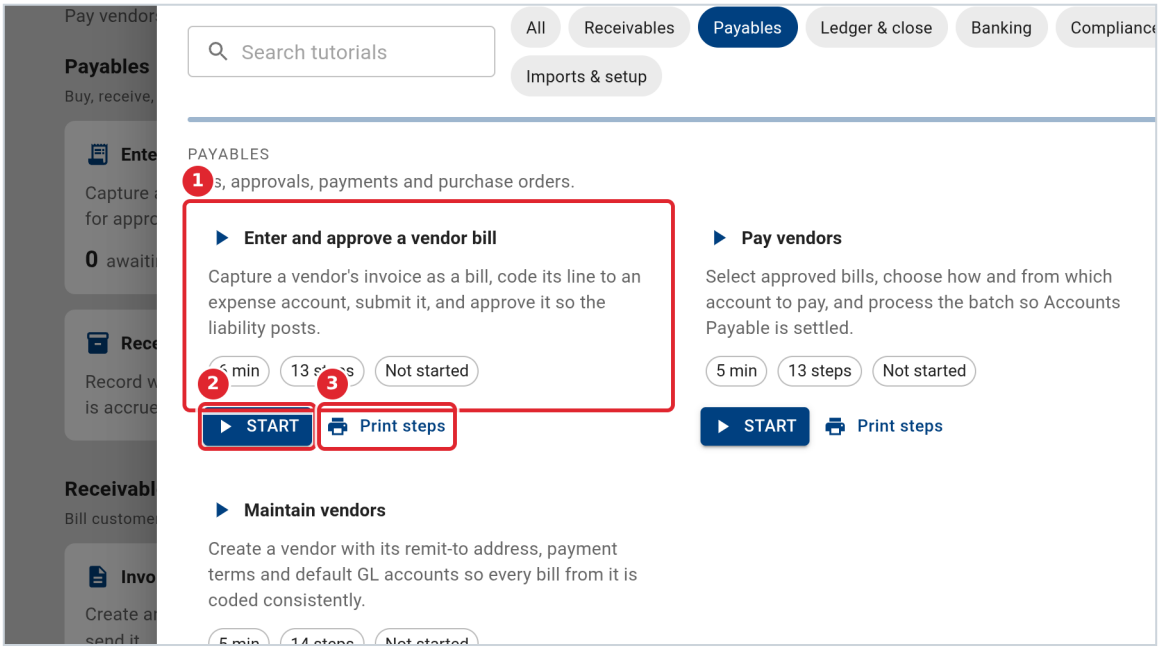
– An administrator turns on Tutorials in Settings > Module Features, under General & GL.



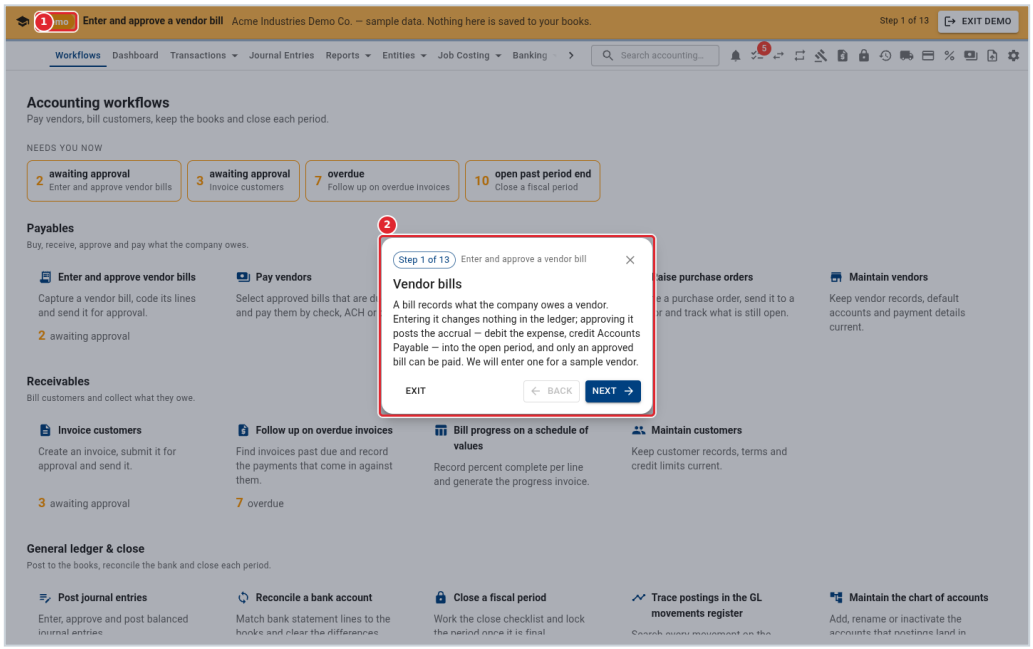
Step 1. Select Tutorials in the header. It is the icon shaped like a graduation cap.



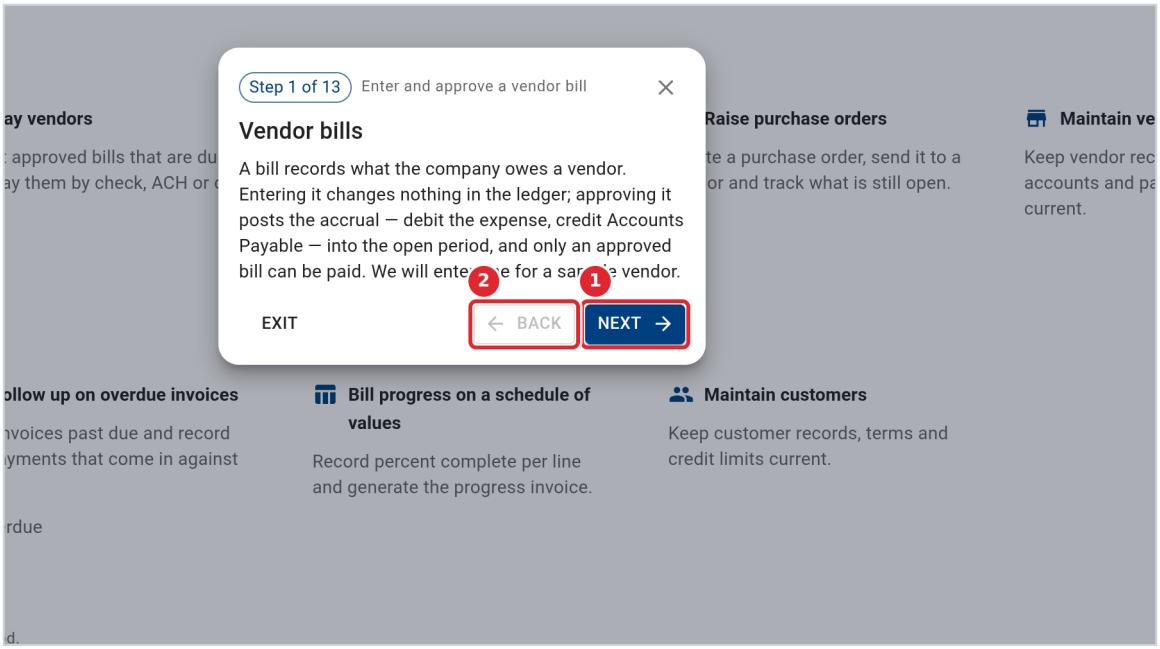
Step 2. The catalogue lists guided walkthroughs by area. Type in Search tutorials, or select an area such as Payables to narrow the list.



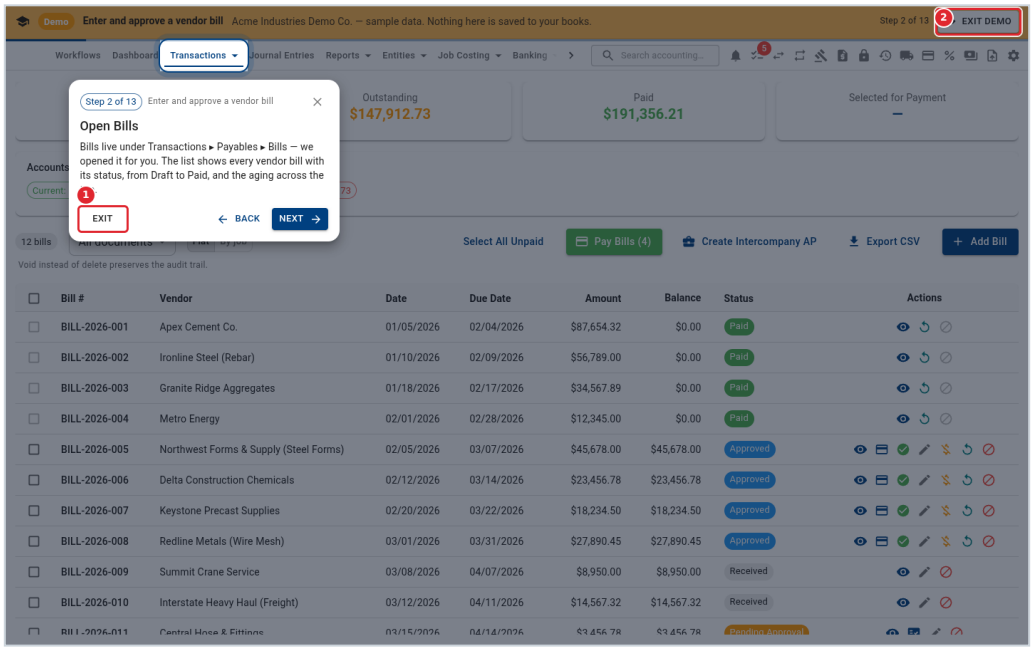
Step 3. Each card says how long the tutorial takes, how many steps it has, and how far you got. Select Print steps to print the steps, or save them as a PDF, from your browser's print window.



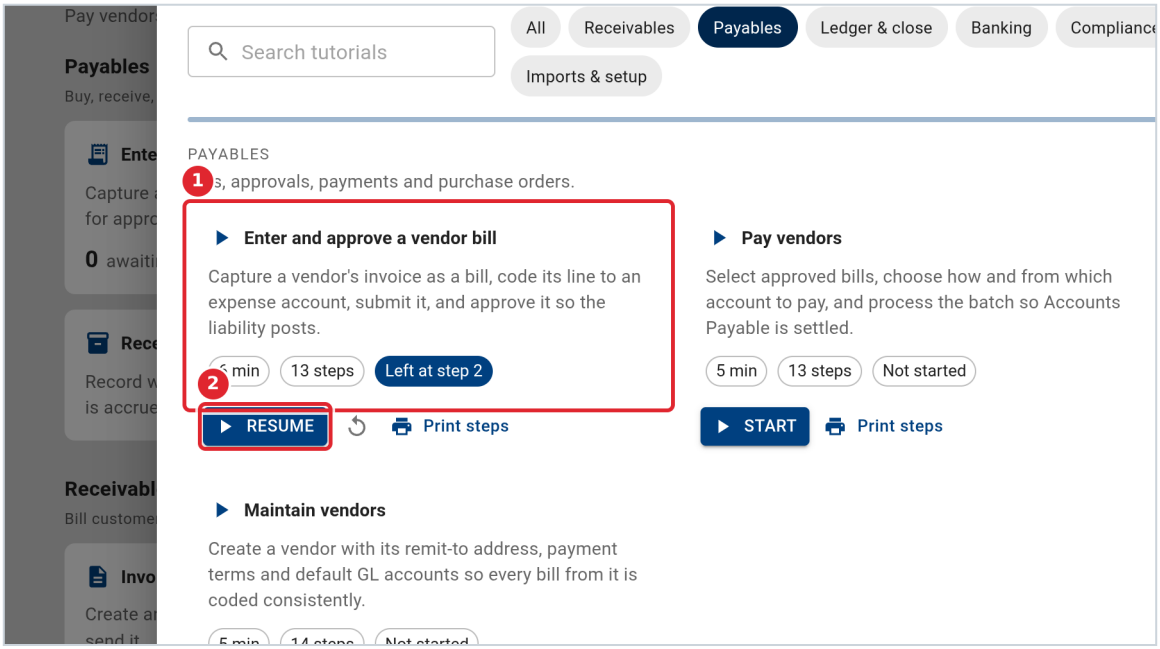
Step 4. Select Start. The tutorial opens on a sample company, with a Demo banner across the top. Nothing you do there is saved to your books.



Step 5. Read each step and select Next. When a step points to a control on the screen, select that control and the tutorial moves on. Select Back to see a step again.



Step 6. To stop, select Exit on the step card, or Exit demo in the banner. You go back to your own company.



Step 7. The catalogue remembers where you left off in this browser. Select Resume to carry on from that step.

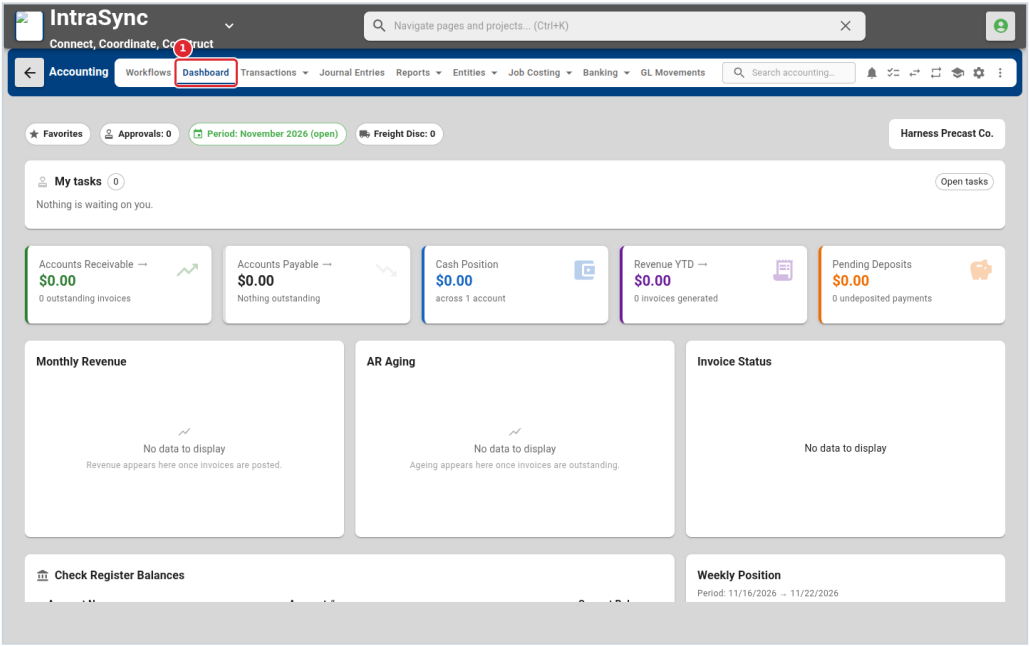
Tips:

- The catalogue lists only the tutorials for features your company has turned on.
- Your progress is kept in this browser. On another computer or browser, the catalogue starts from the beginning.
- Some tutorials offer a sample file, such as a sample schedule of values. Download it from the tutorial step that asks for it.

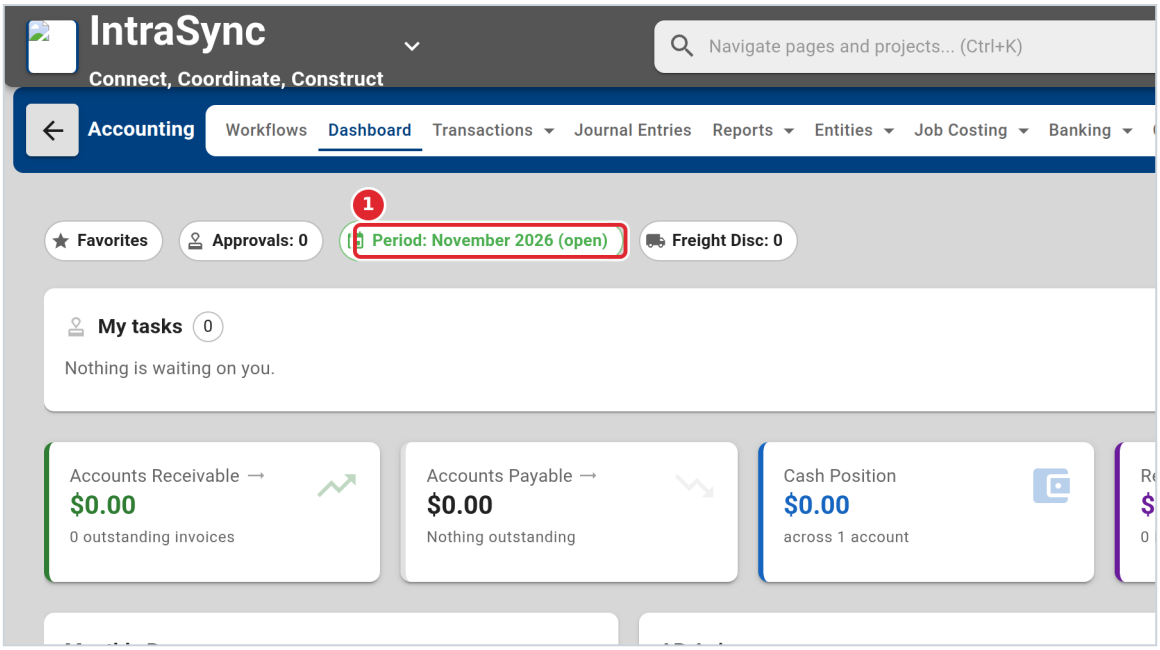
This is shown in the Accounting video at 5:24.

3. Check the day's position on the Dashboard

See what is owed to you, what you owe, and your cash before you start the day's work.



Step 1. Select Dashboard to see receivables, payables, cash position, revenue and pending deposits at a glance.

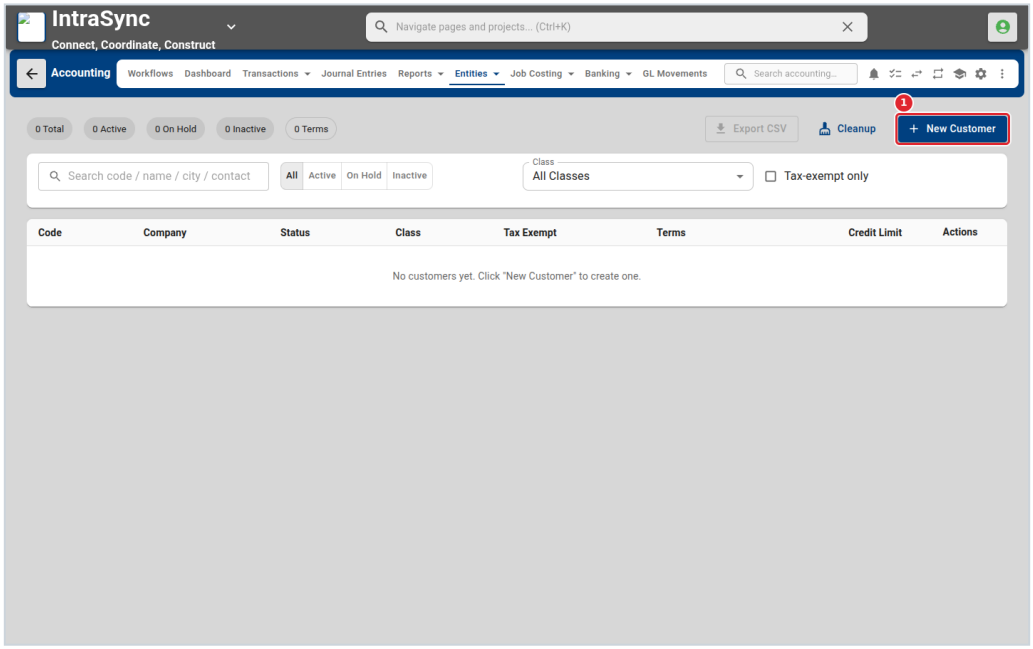


Step 2. The chip at the top shows the fiscal period you are posting into, and whether it is open.

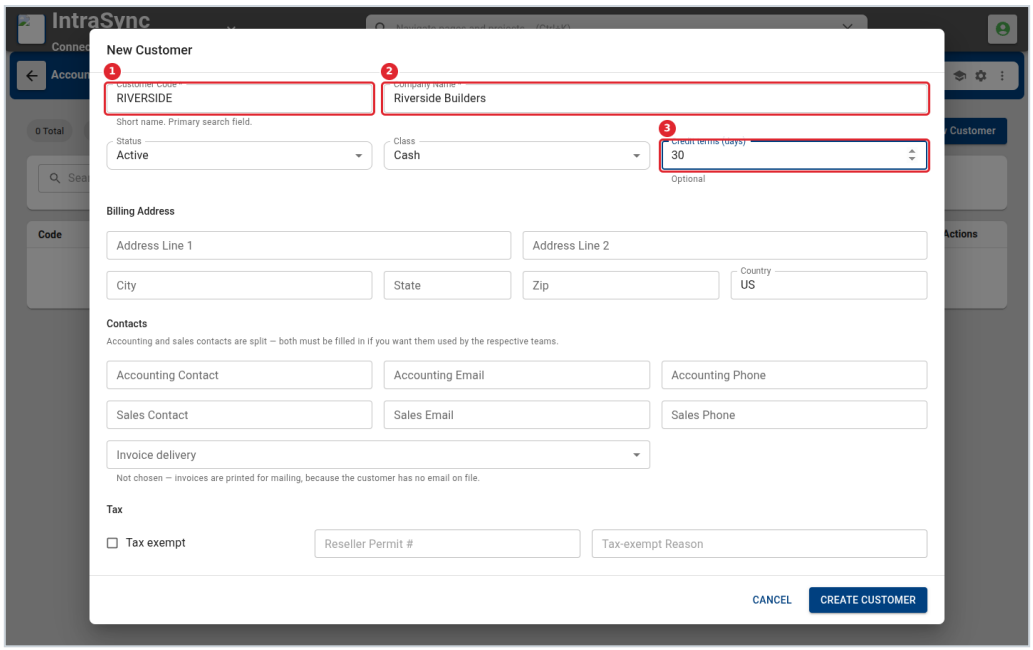
This is shown in the Accounting video at 0:06.

4. Add a customer

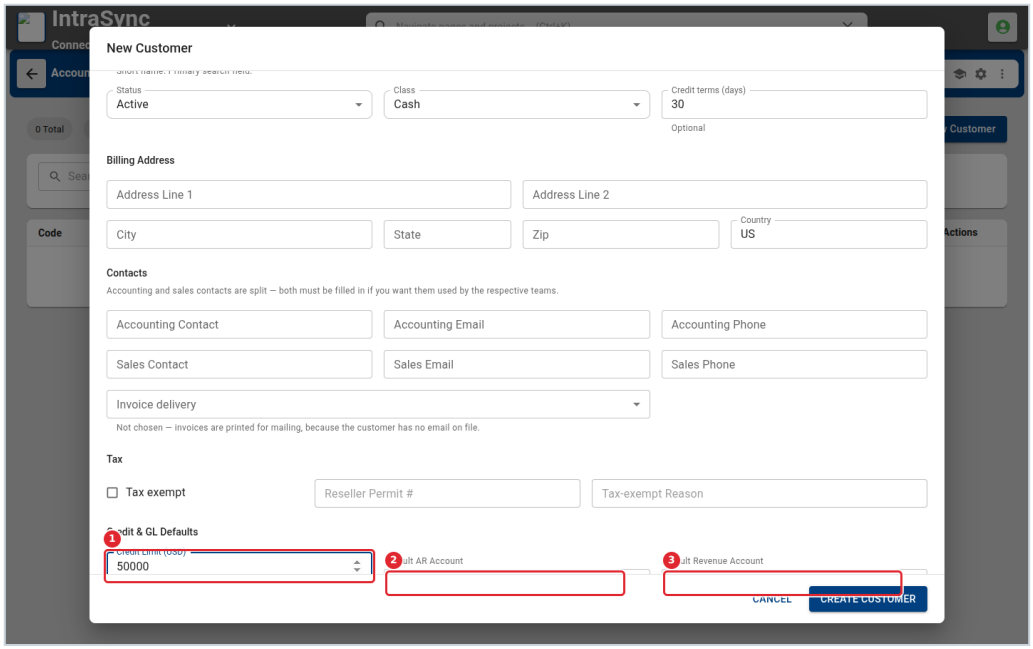
A customer must exist before you can invoice them.



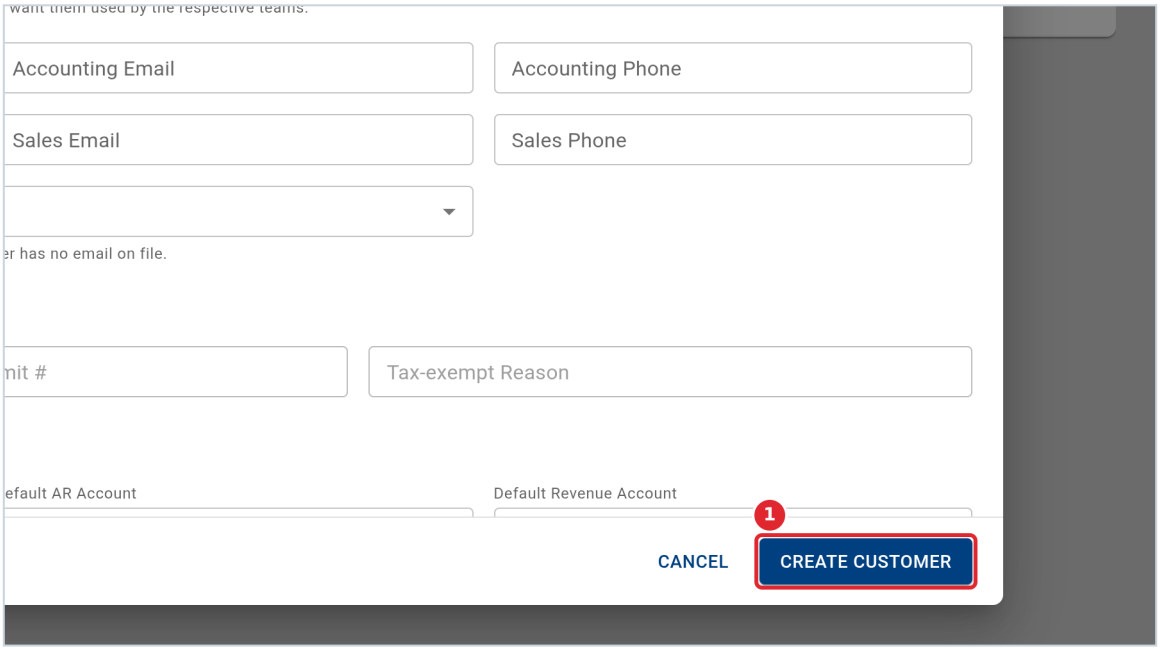
Step 1. Select Entities > Customers, then select New Customer.



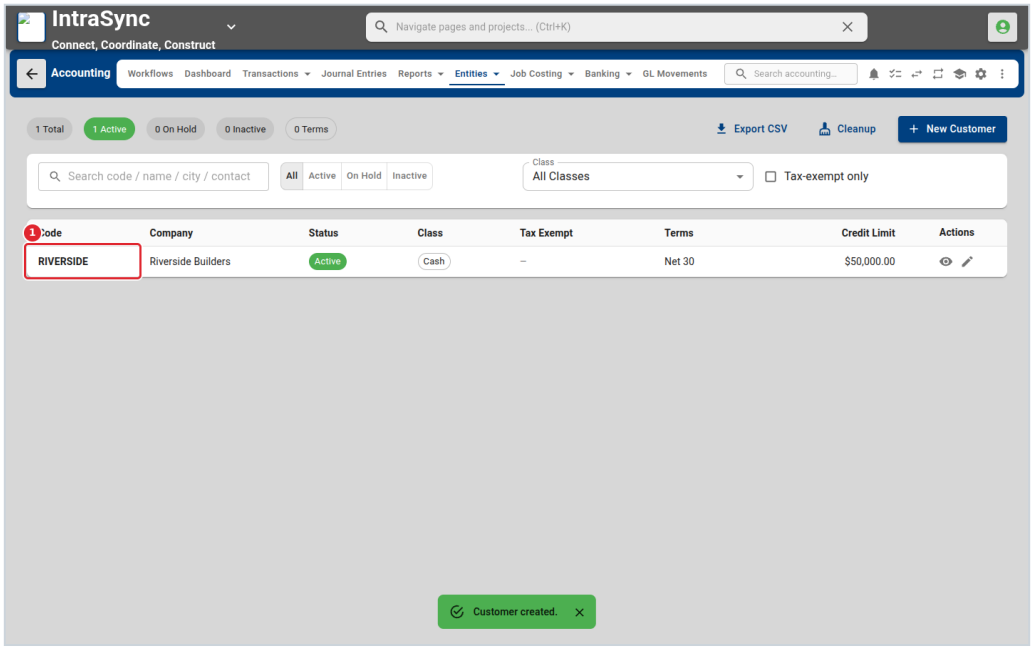
Step 2. Enter a short customer code and the company name. Choose the status and class, and the credit terms in days.



Step 3. Under Credit & GL Defaults, set the credit limit (1) and, if you want, the default receivables account (2) and revenue account (3) that new invoices propose.



Step 4. Select Create Customer.



Step 5. The customer appears in the list. Use the search box and the status filters to find a customer later.

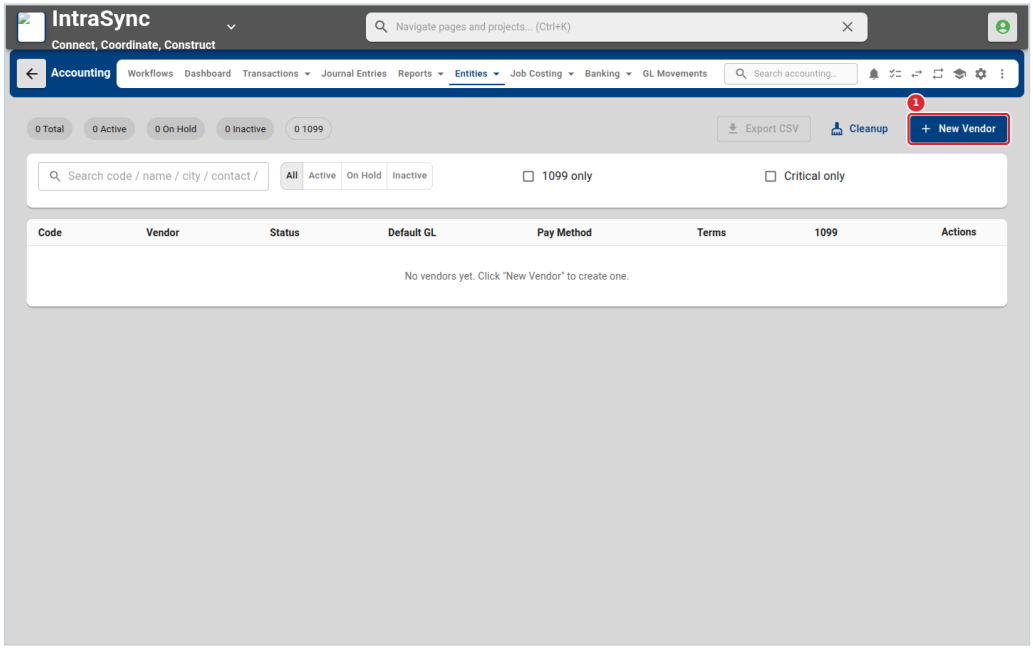
Tips:

- The customer code and the company name are both required.
- Accounting and sales contacts are separate. Fill in both if both teams should use them.
- The reseller permit number and the tax-exempt reason can be filled in once Tax exempt is ticked.
- A customer cannot be marked tax exempt without an active exemption certificate on file. Add the certificate, or leave Tax exempt off, before saving.

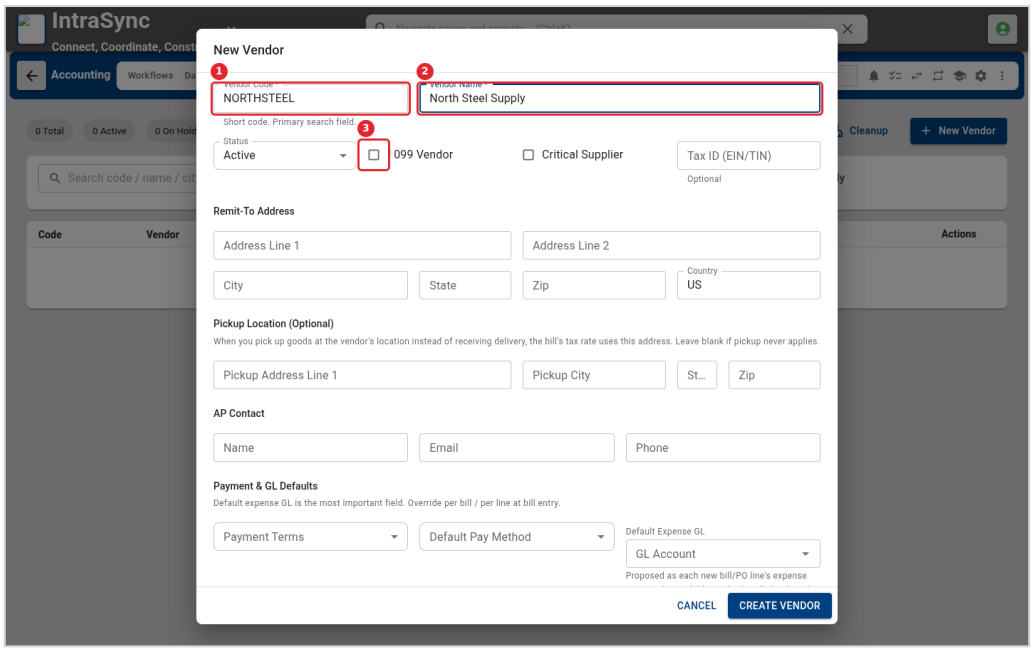
This is shown in the Accounting video at 2:24.

5. Add a vendor

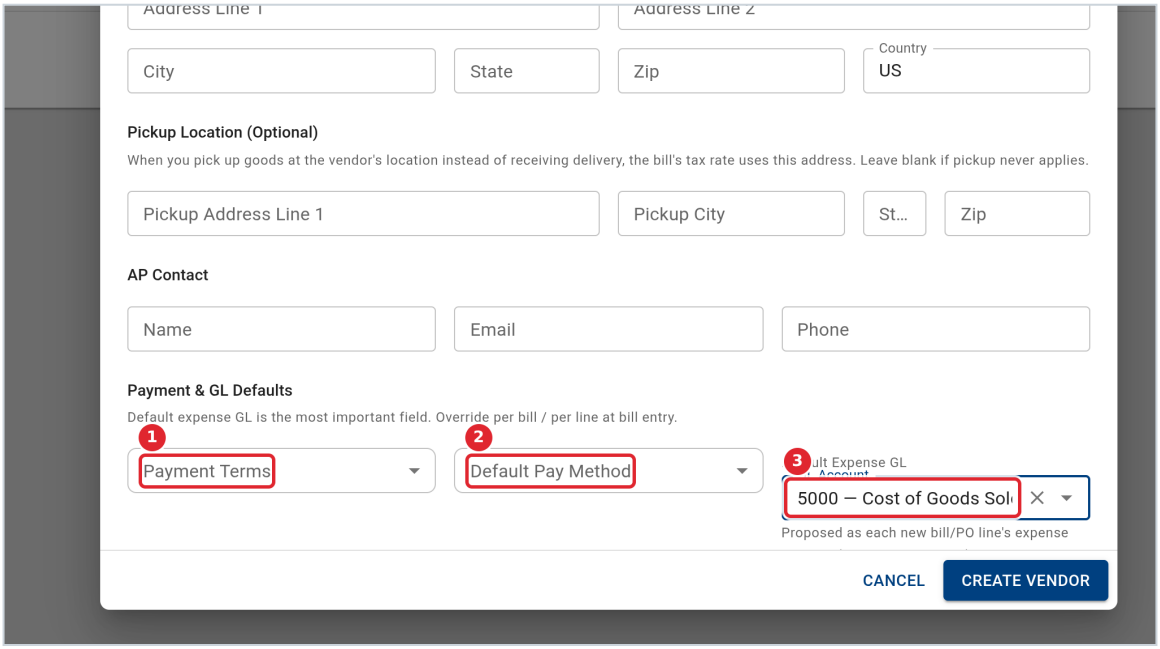
A vendor must exist before you can raise a purchase order or enter a bill for them.



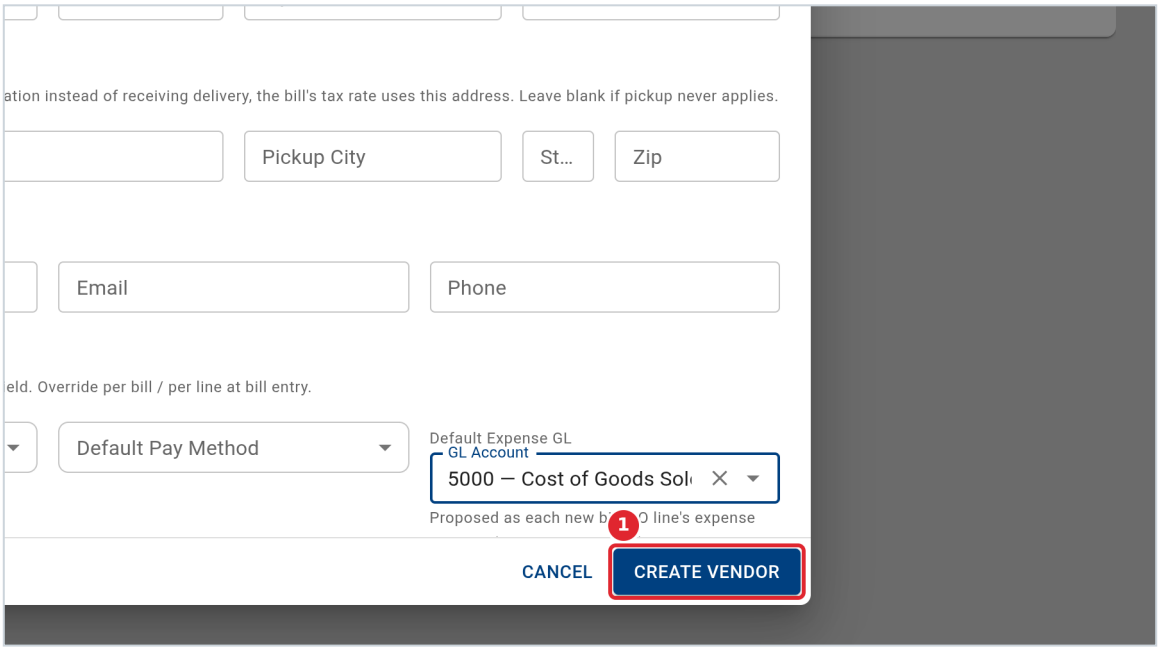
Step 1. Select Entities > Vendors, then select New Vendor.



Step 2. Enter a short vendor code and the vendor name. Tick 1099 Vendor if you report payments to this vendor on a 1099.



Step 3. Under Payment & GL Defaults, choose the payment terms, the default pay method and the default expense account.



Step 4. Select Create Vendor.

Tips:

- The default expense account is the most important field: every new bill and purchase order line proposes it, and you can still change it per line.
- Fill in Pickup Location only if you collect goods from the vendor. The bill's tax rate then uses that address.
- You can also add a vendor while entering a bill or purchase order: type the name in the Vendor field and choose Create.

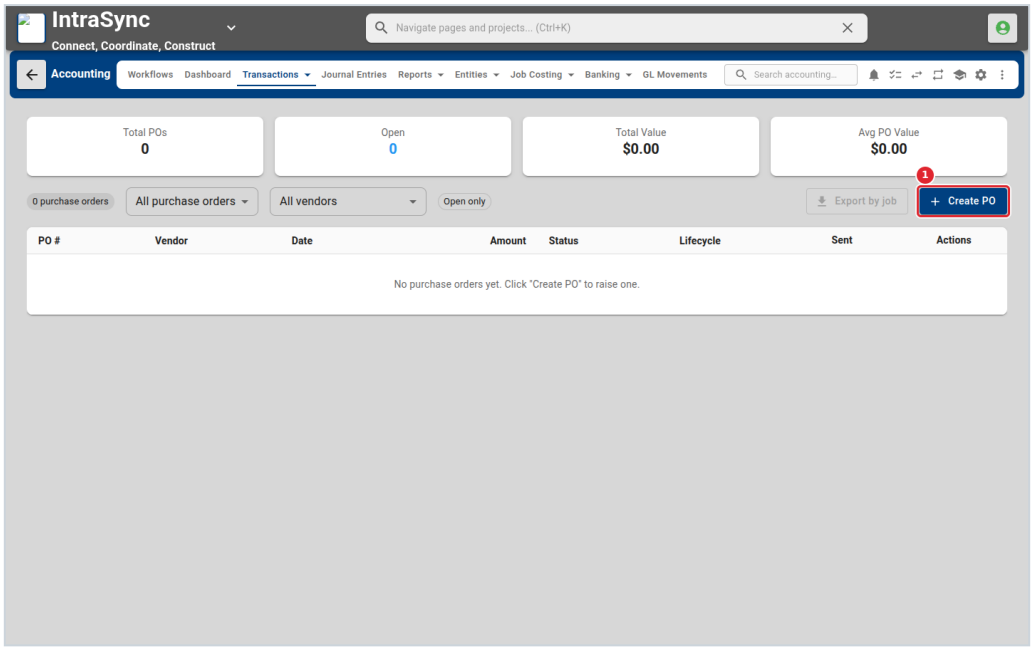
This is shown in the Accounting video at 2:24.

6. Raise a purchase order

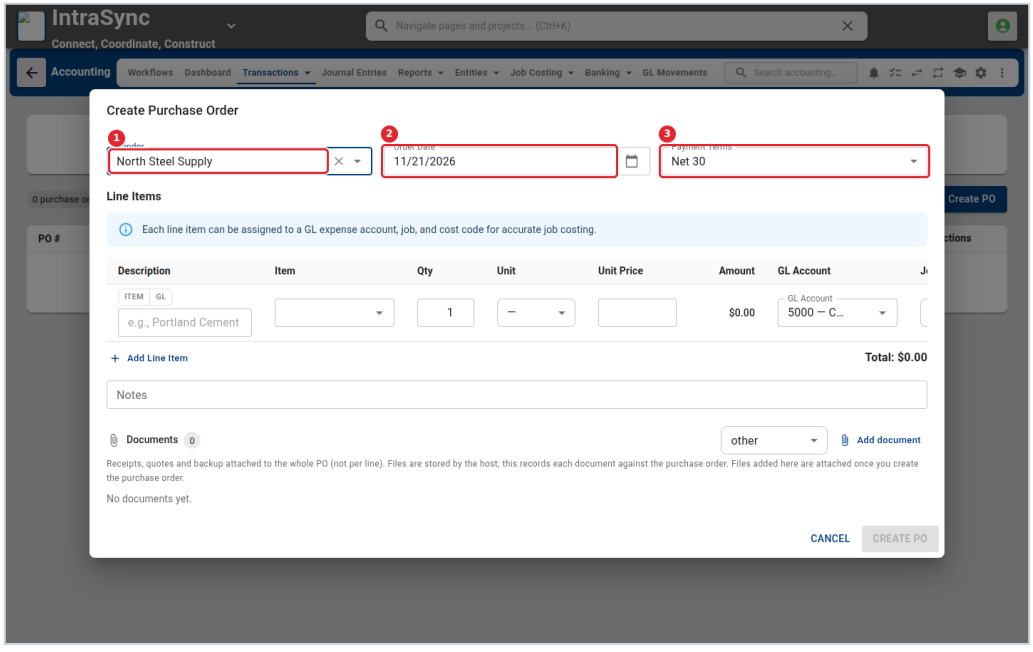
Order goods from a vendor and track what is still open against the order.

Before you start:

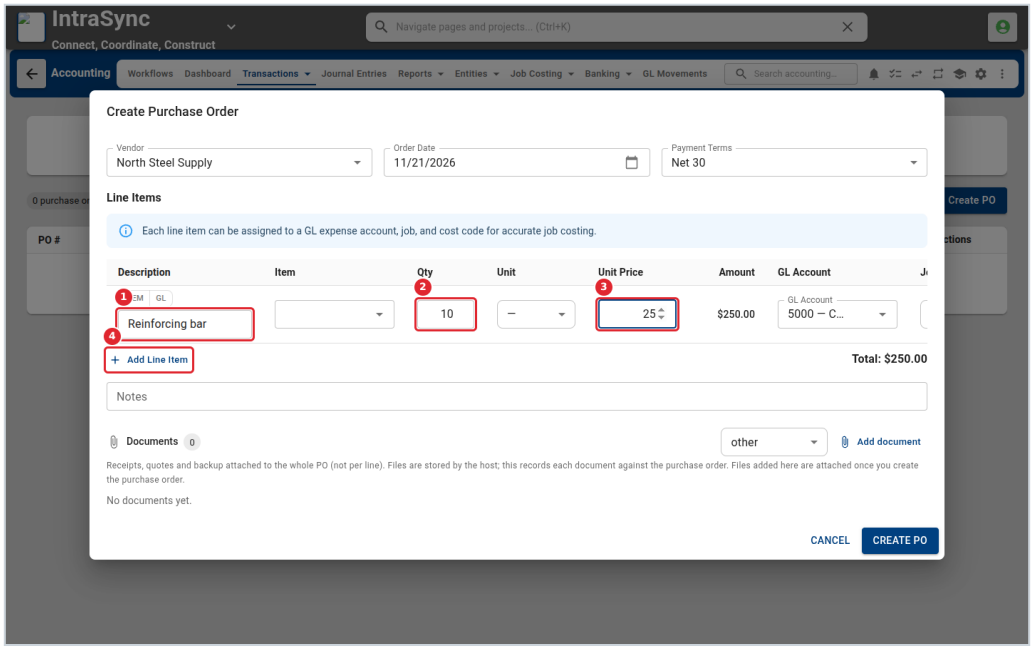
– The vendor exists (see Add a vendor).



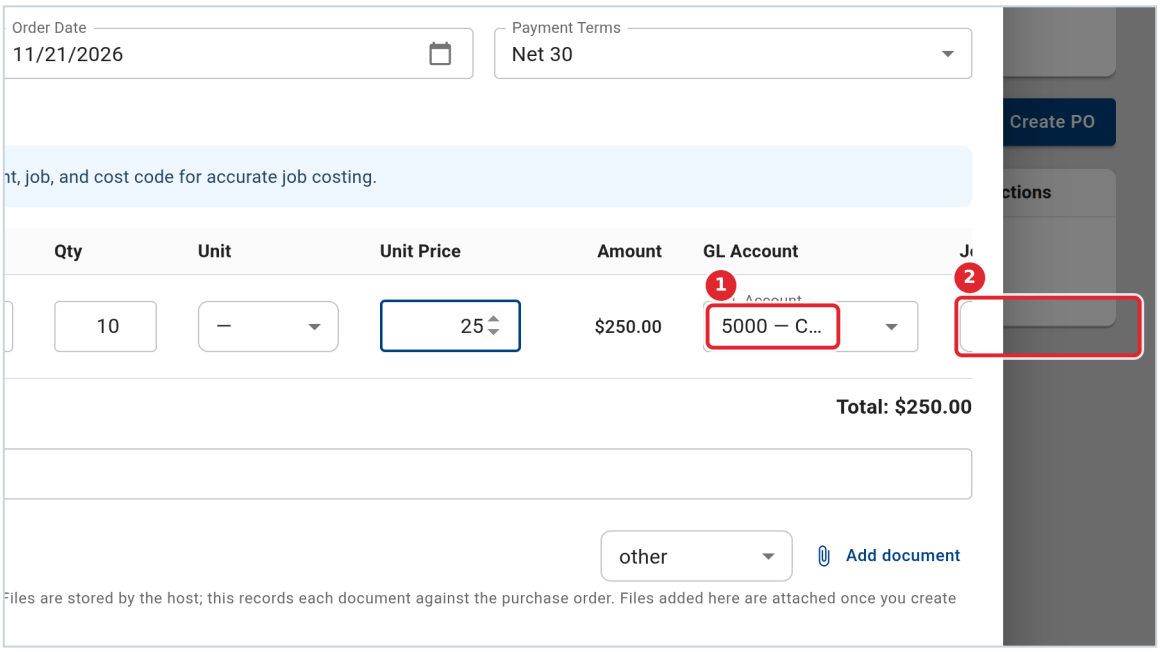
Step 1. Select Transactions > Purchases > Purchase Orders, then select Create PO.



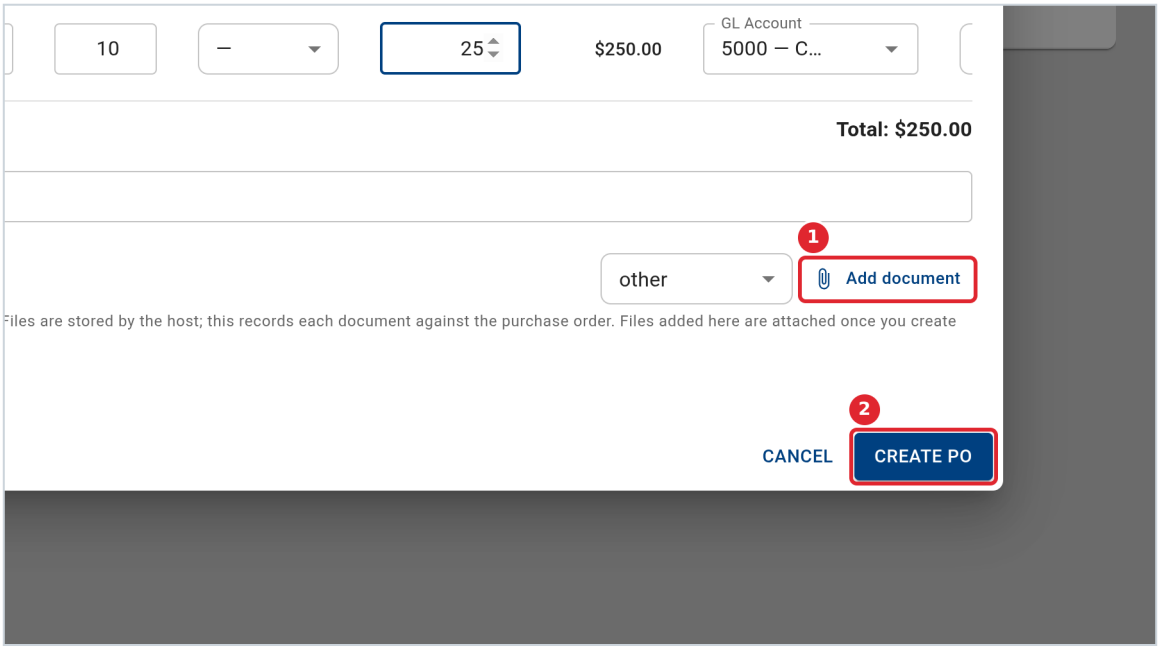
Step 2. Choose the vendor, then check the order date and payment terms.



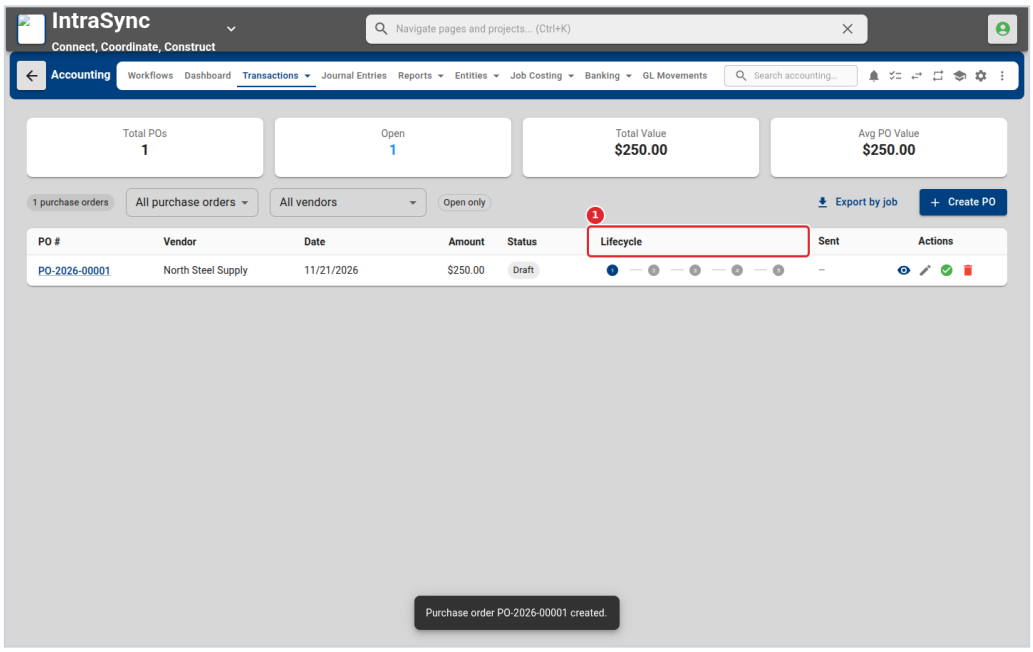
Step 3. For each line, enter a description, the quantity and the unit price. Add Line Item adds another line.



Step 4. Assign each line a GL account, and a job and cost code when the purchase is for a job.



Step 5. Attach quotes or backup under Documents if you have them, then select Create PO.



Step 6. The new order appears in the list with its status and lifecycle.

Tips:

- Create PO stays unavailable until the order's required fields are filled in.
- Assign a job and cost code on each line so the cost lands in job costing.
- Goods received against an order appear under Transactions > Purchases > Inventory Receipts until they are billed.

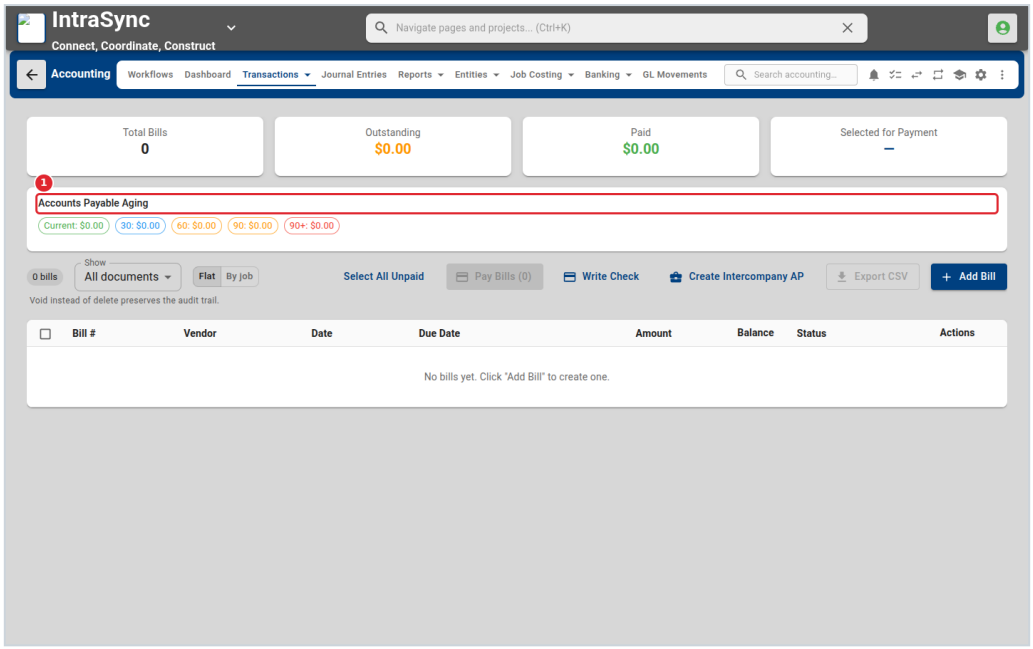
This is shown in the Accounting video at 0:12.

7. Enter a vendor bill

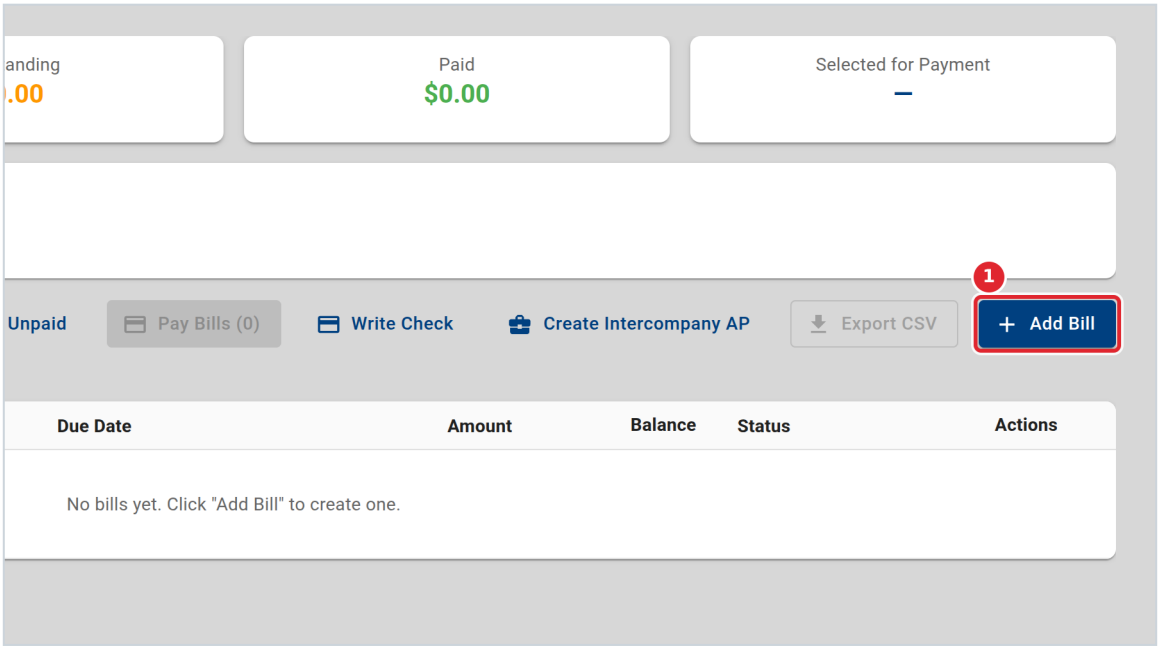
Record what a vendor has billed you so it can be approved and paid.

Before you start:

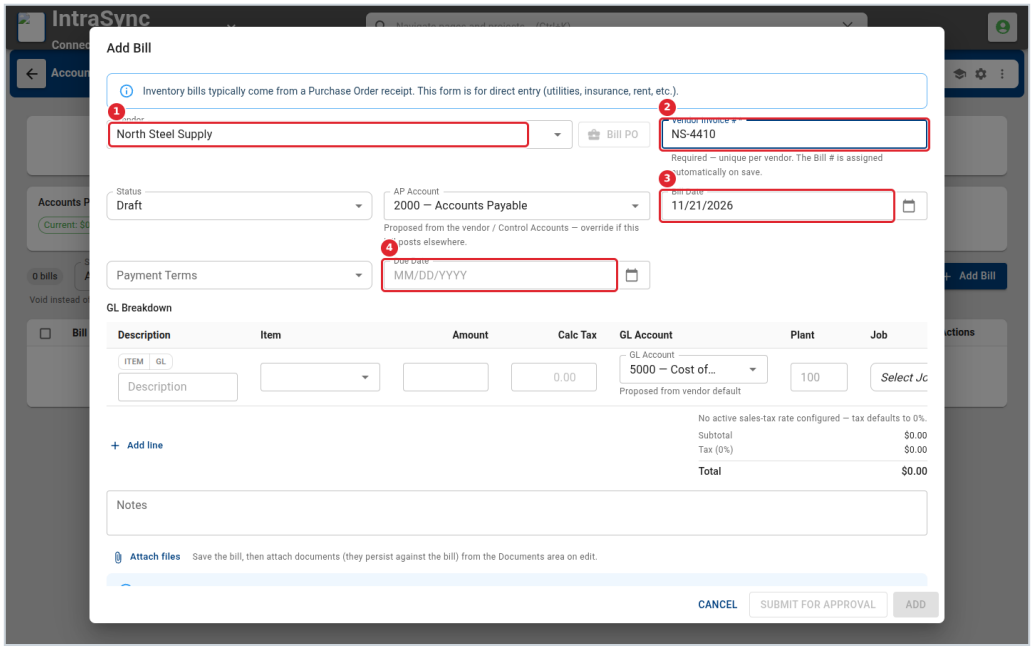
- The vendor exists (see Add a vendor).
- Bills for inventory usually come from a purchase order receipt. Use Add Bill for direct costs such as rent, insurance or utilities.



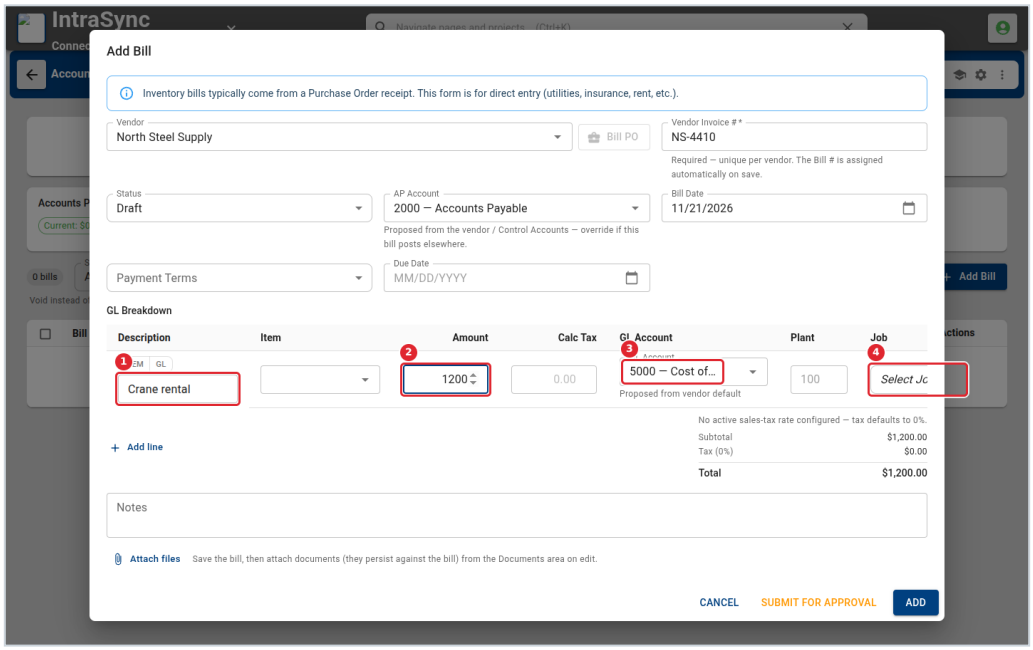
Step 1. Select Transactions > Payables > Bills. The payables aging sits above the list of bills.



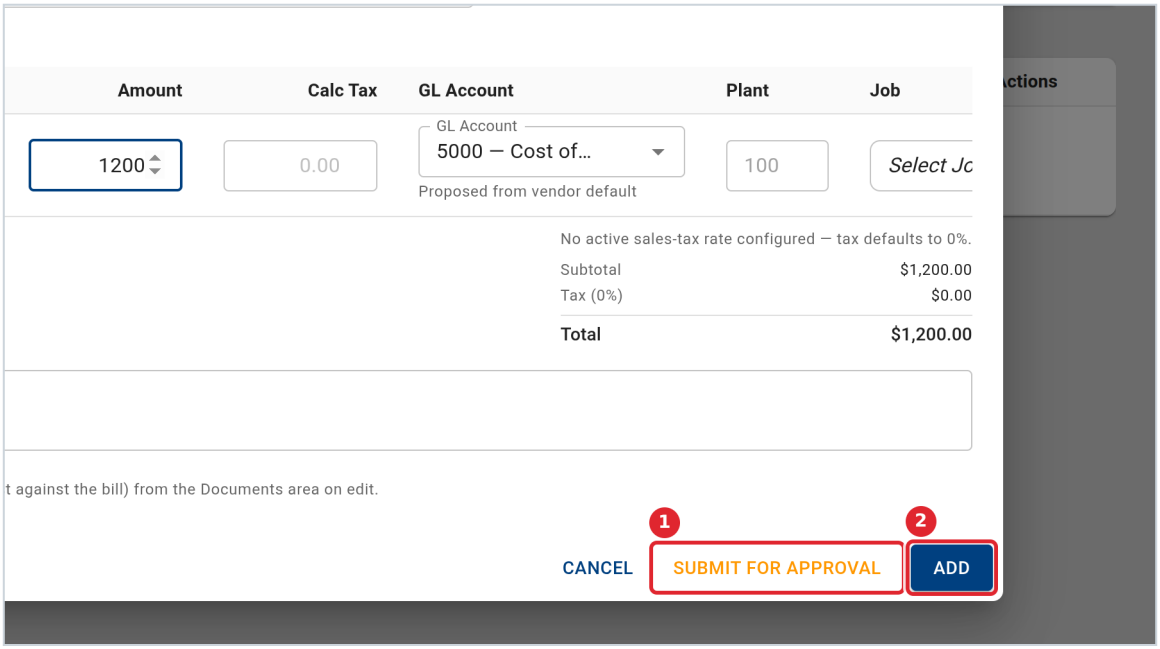
Step 2. Select Add Bill to enter a bill that did not come from a purchase order, such as rent or utilities.



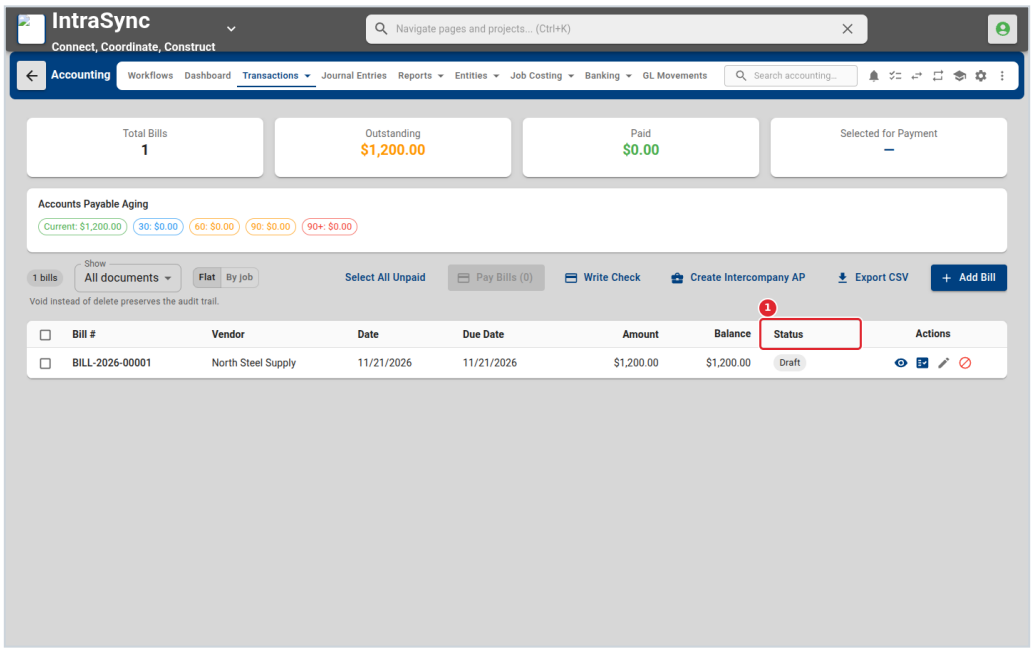
Step 3. Choose the vendor and enter the vendor's invoice number. Check the bill date, payment terms and due date.



Step 4. Under GL Breakdown, enter each line's description and amount, and its GL account. Add a job and cost code when the cost belongs to a job.



Step 5. Select Submit for Approval to send the bill to its approvers, or Add to save it.



Step 6. The bill appears in the list with its due date, balance and status.

Tips:

- The vendor's invoice number is required and must be unique for that vendor. The bill number is assigned when you save.
- If no sales tax rate is set up, the bill's tax defaults to zero.
- Attach the vendor's invoice after you save the bill, from the bill's Documents area.
- To pay bills, tick them in the list, or select Select All Unpaid, then select Pay Bills.
- Void a bill instead of deleting it, so the audit trail is kept.

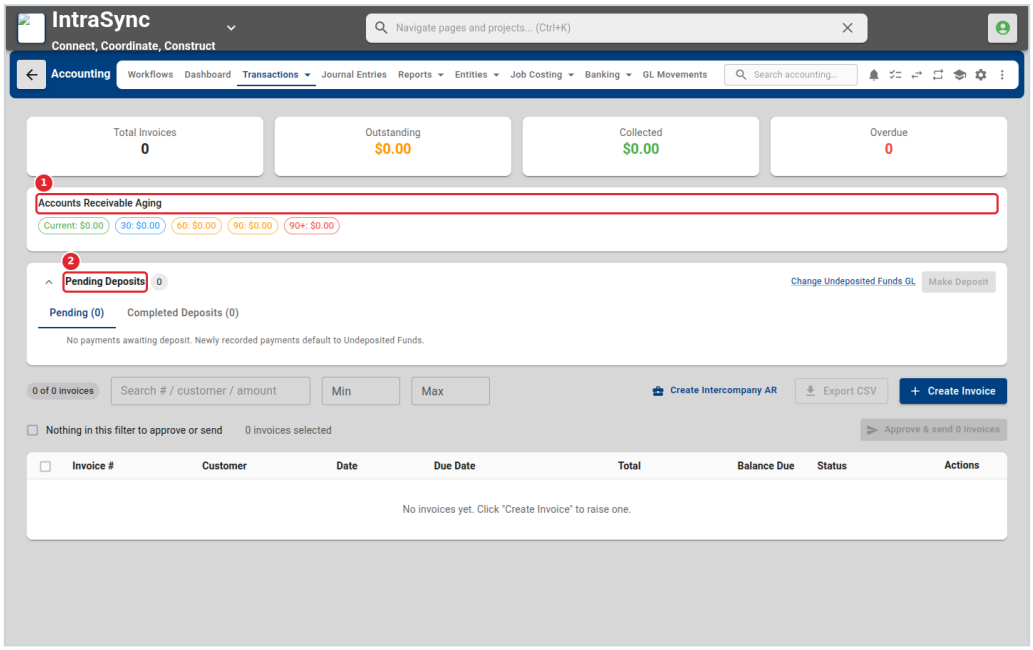
This is shown in the Accounting video at 0:26.

8. Invoice a customer

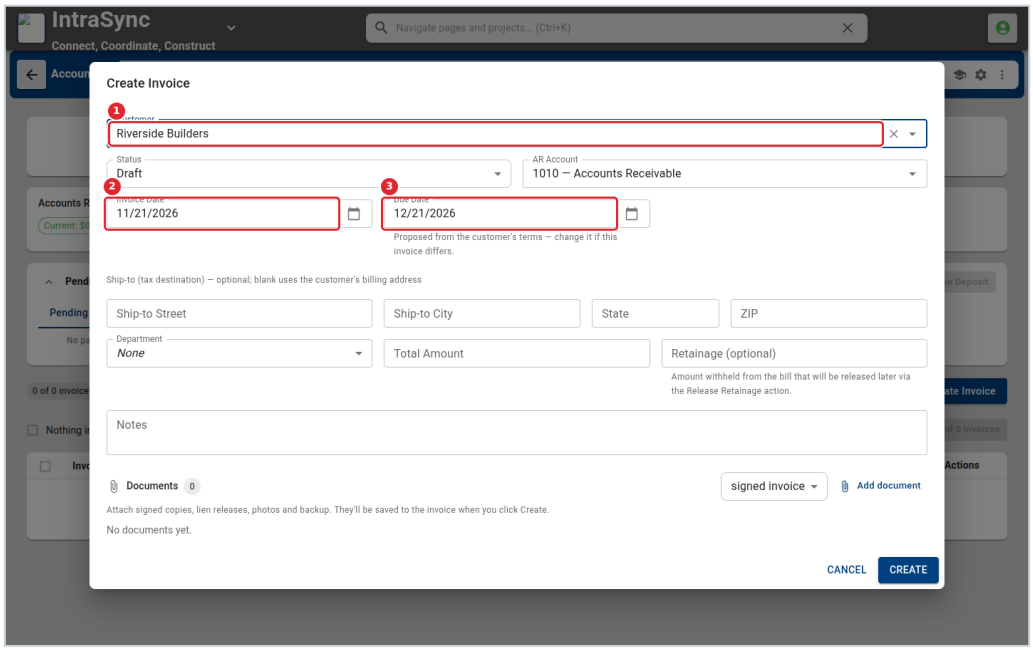
Bill a customer for work or goods and track the receivable.

Before you start:

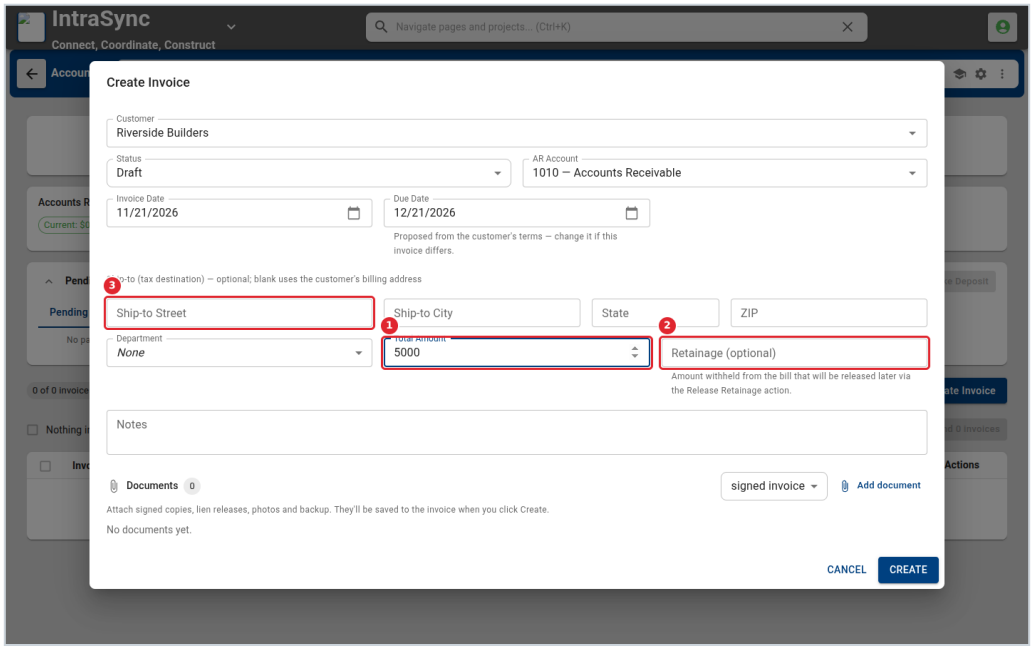
– The customer exists (see Add a customer). Until one does, the Customer field is unavailable.



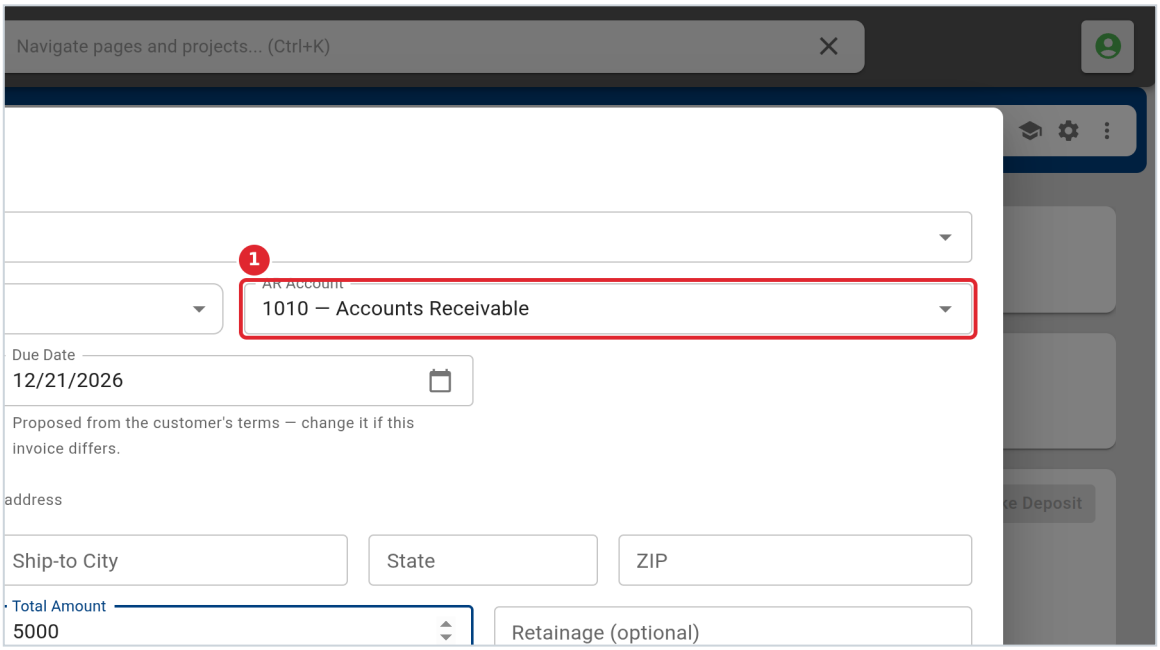
Step 1. Select Transactions > Sales > Invoices. The receivables aging and pending deposits sit beside the list.



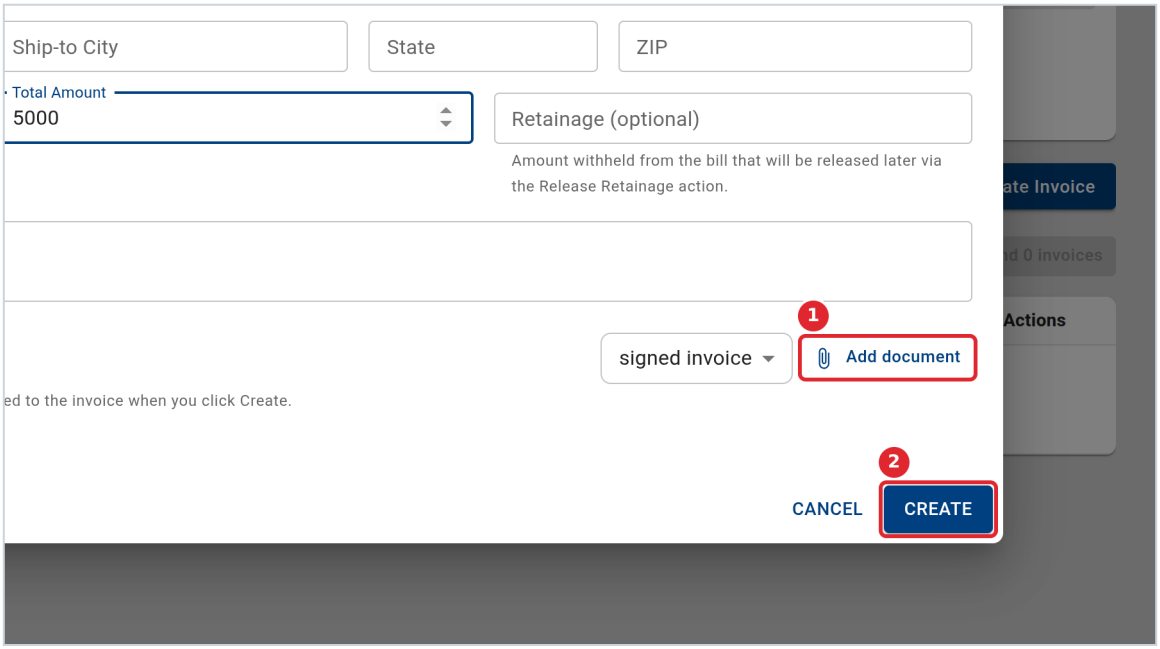
Step 2. Select Create Invoice, then choose the customer and check the invoice date and due date.



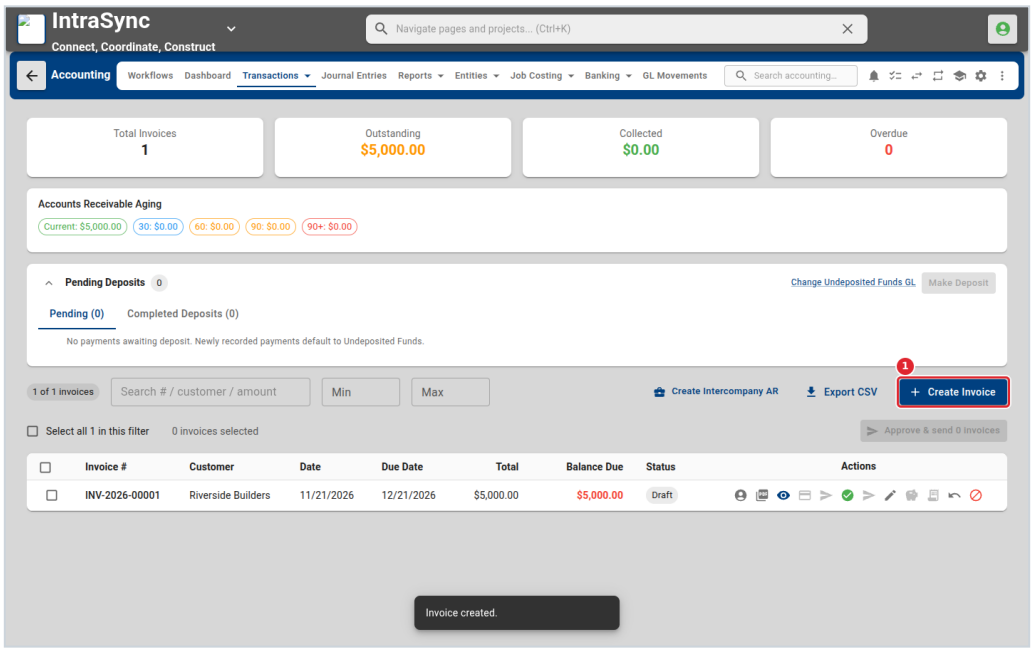
Step 3. Enter the total amount, and any retainage withheld. A ship-to address is only needed when tax follows a different address than the customer's billing address.



Step 4. Accounting staff also see AR Account, the receivables account the invoice posts to. It is filled in from the customer, or from Settings > Control Accounts.



Step 5. Attach signed copies or backup under Documents, then select Create.



Step 6. The invoice appears in the list.

Tips:

- The total amount must be a positive number, or the invoice is not saved.
- Retainage is the part of the invoice withheld until later. It is released with the Release Retainage action.

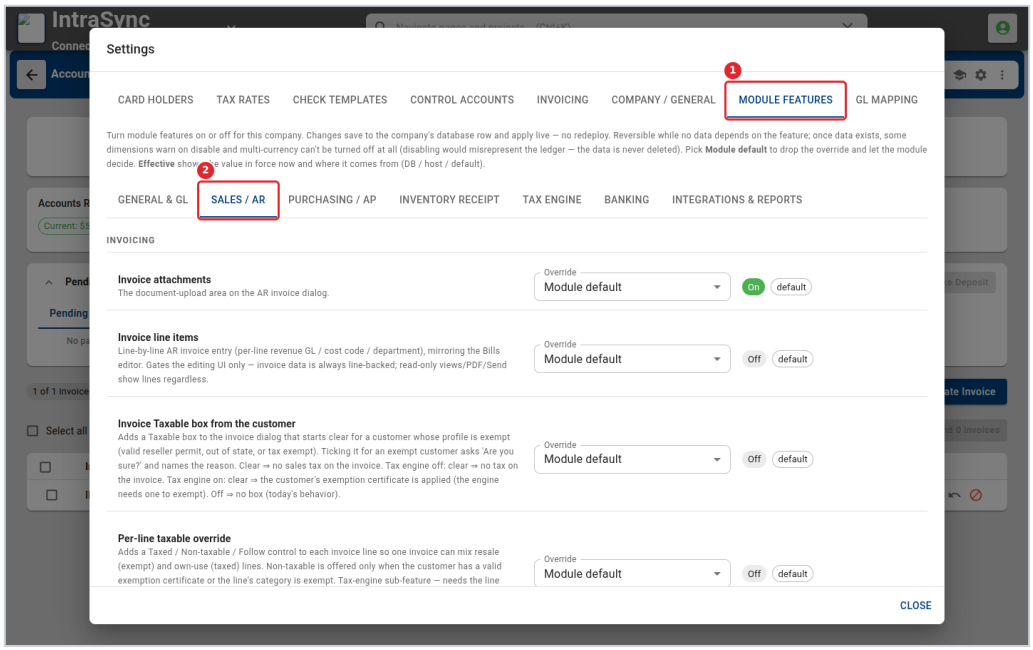
This is shown in the Accounting video at 0:39.

9. Keep sales tax off an out-of-state customer's invoices

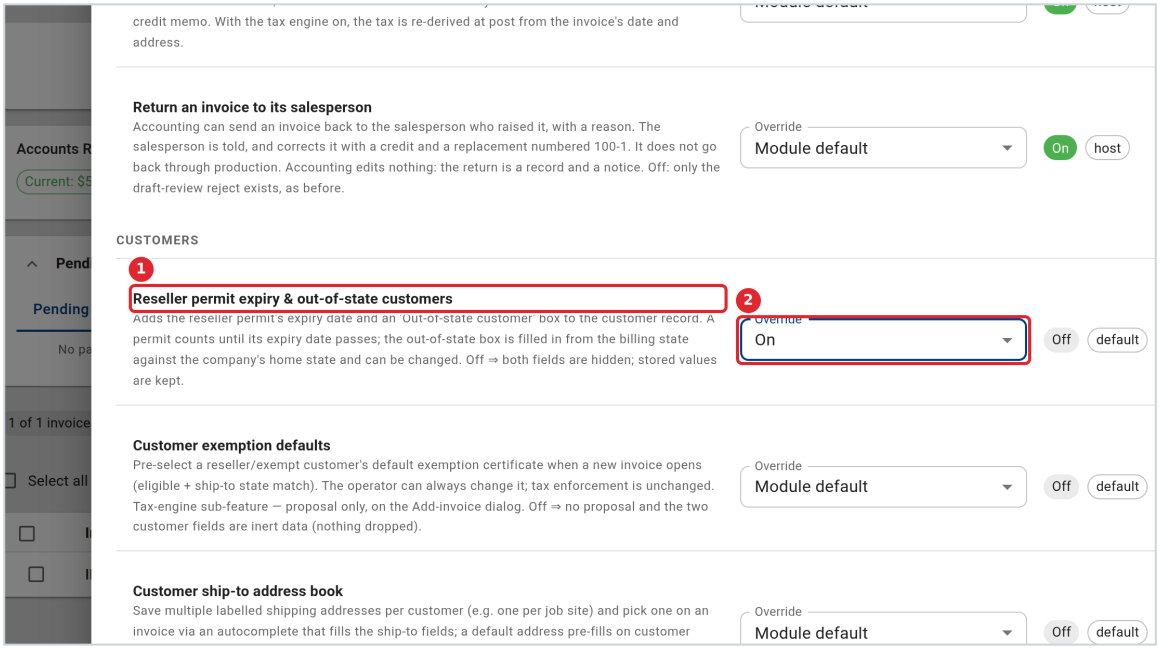
Record on the customer that they are not charged sales tax, so each new invoice for them starts untaxed and asks before tax is added.

Before you start:

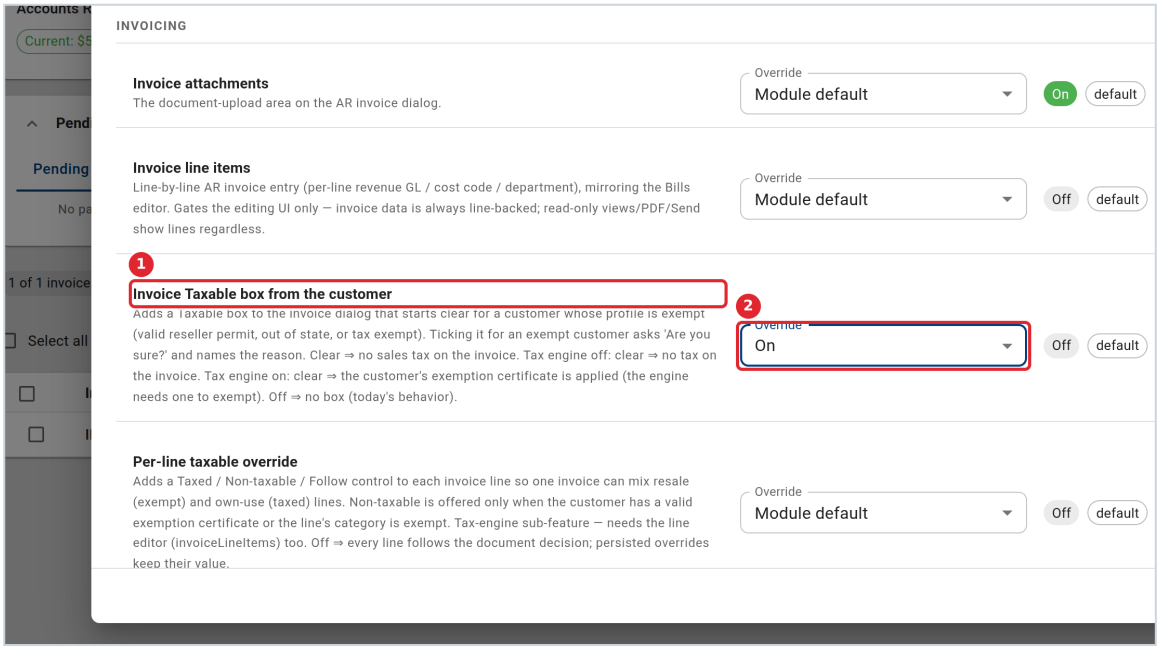
– Only an administrator can change Settings > Module Features.



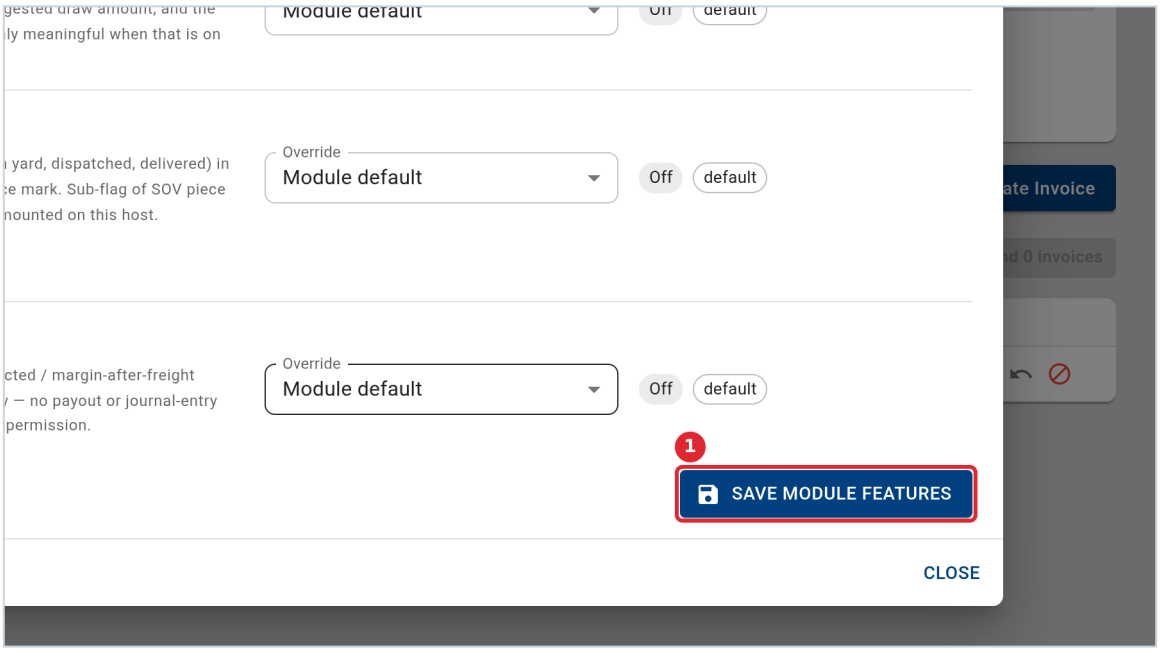
Step 1. Open Settings from the header, then select Module Features and Sales / AR.



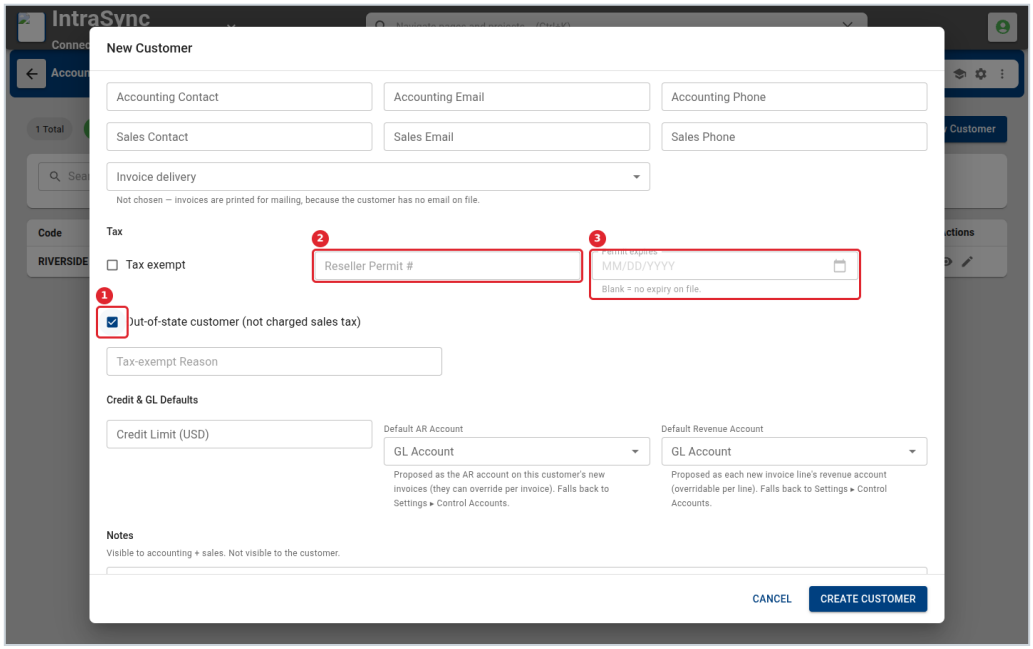
Step 2. Set Reseller permit expiry & out-of-state customers to On.



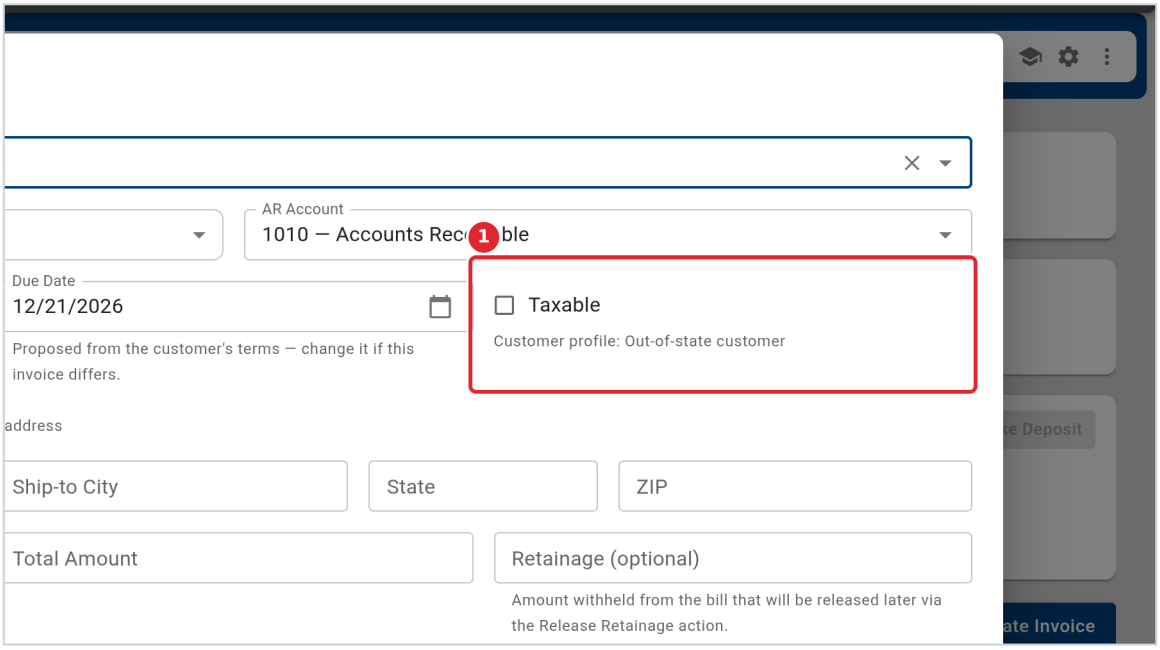
Step 3. Set Invoice Taxable box from the customer to On.



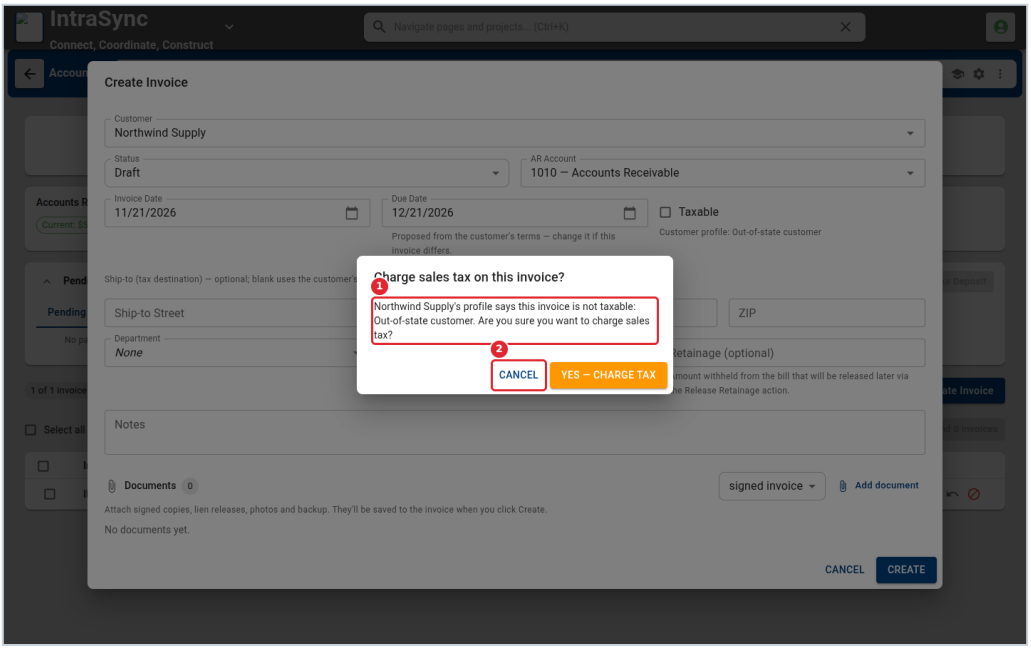
Step 4. Select Save Module Features.



Step 5. Select New Customer, as in Add a customer. Under Tax, tick Out-of-state customer (1) for a customer who is not charged sales tax. For a reseller, the reseller permit number (2) and the date the permit expires (3) can be filled in once Tax exempt is ticked.



Step 6. When you invoice that customer, the Taxable box starts clear, and the line under it says why.



Step 7. Ticking Taxable for that customer asks whether to charge sales tax, and names the reason on the customer's record. Select Cancel to leave the invoice untaxed.

Tips:

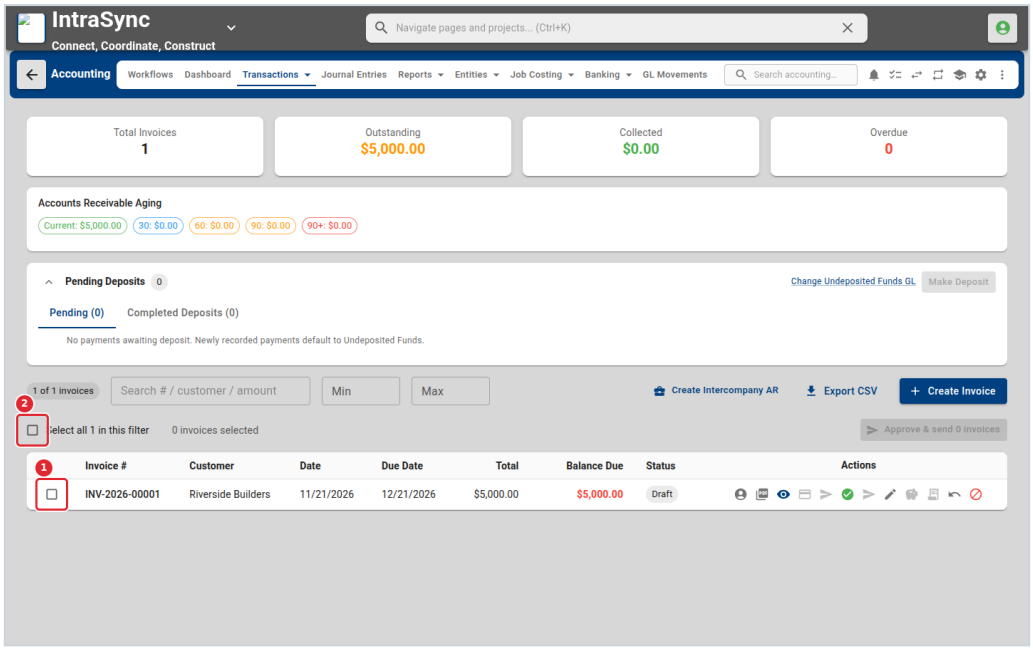
- Both settings are off unless your company has turned them on. Turning the customer setting off hides its fields again and keeps what was saved.
- Permit expires can be filled in once Tax exempt is ticked and a reseller permit number is entered. Leave it blank when the permit has no expiry date.
- The Taxable box follows the customer's record each time an invoice is opened for them. You can still change it on each invoice.

10. Approve and send several invoices at once

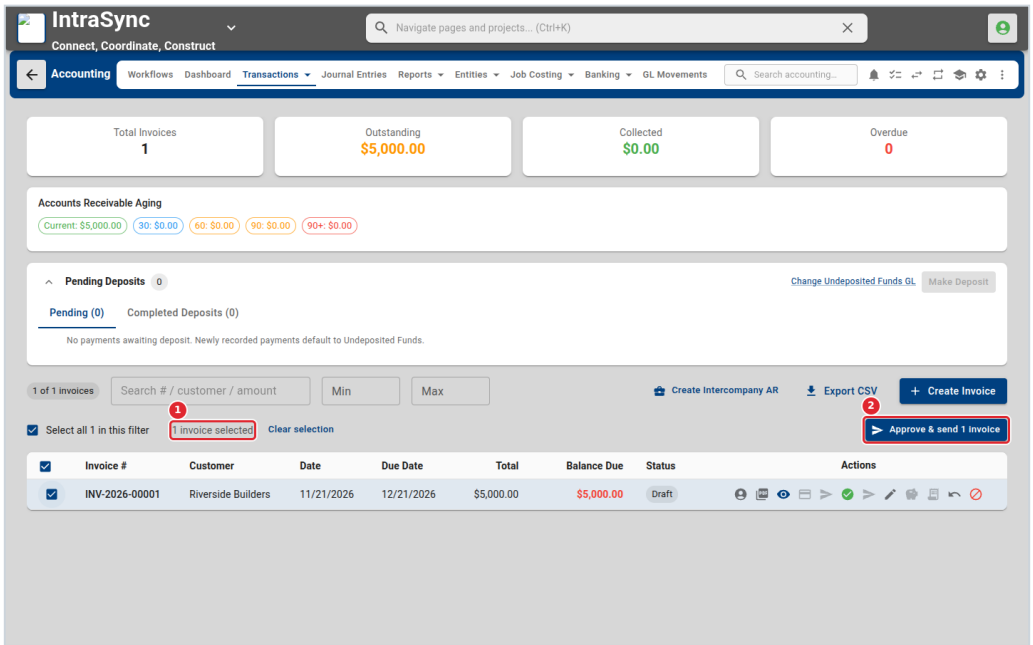
Approve a batch of invoices and send them to customers in one go, instead of one at a time.

Before you start:

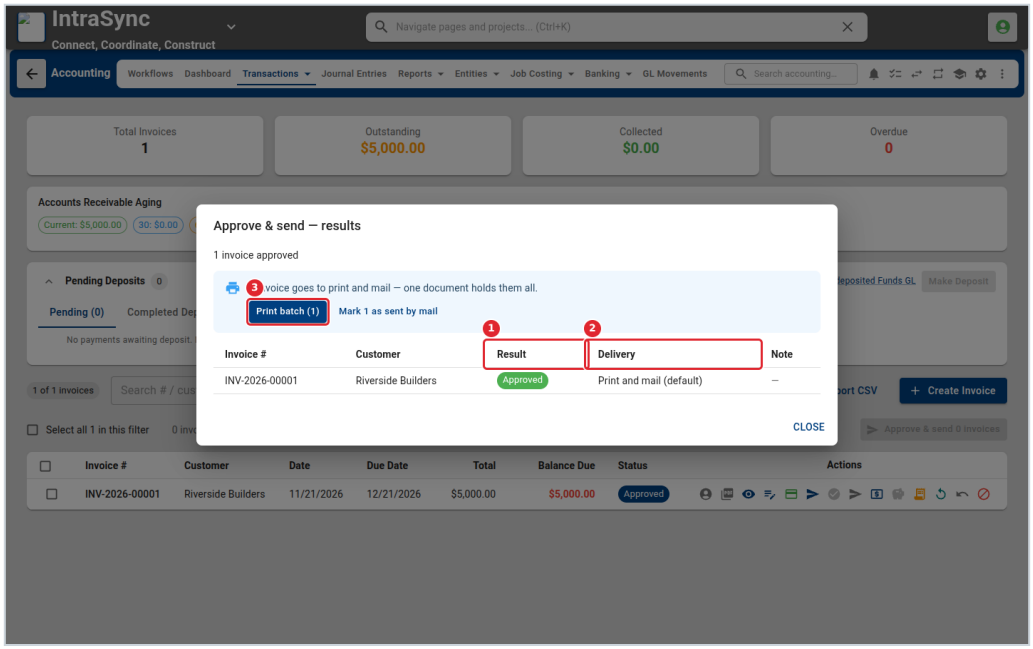
- The invoices exist (see Invoice a customer).
- Your company has turned on Bulk approve & send invoices in Settings > Module Features, under Sales / AR.



Step 1. Select Transactions > Sales > Invoices. Tick each invoice to approve and send, or tick the box above the list to take every invoice in the filter that can be approved or sent.



Step 2. The bar shows how many invoices are selected. Select Approve & send. The run starts at once.



Step 3. The results list each invoice with what happened to it and how it is delivered. Invoices that go by post are gathered into one document: select Print batch to print them, then mark them as sent by mail.

Tips:

- Only drafts, invoices waiting for approval and approved invoices can be ticked. Point to a box you cannot tick to see why, for example because the invoice was already sent or is fully paid.
- A credit memo is never sent in a batch. Open it on its own.
- An invoice that still needs a decision, such as a sales tax decision, is left out of the run. The results say why, so you can open it on its own.
- How each invoice is delivered comes from the customer's Invoice delivery setting: email, print and mail, or both.

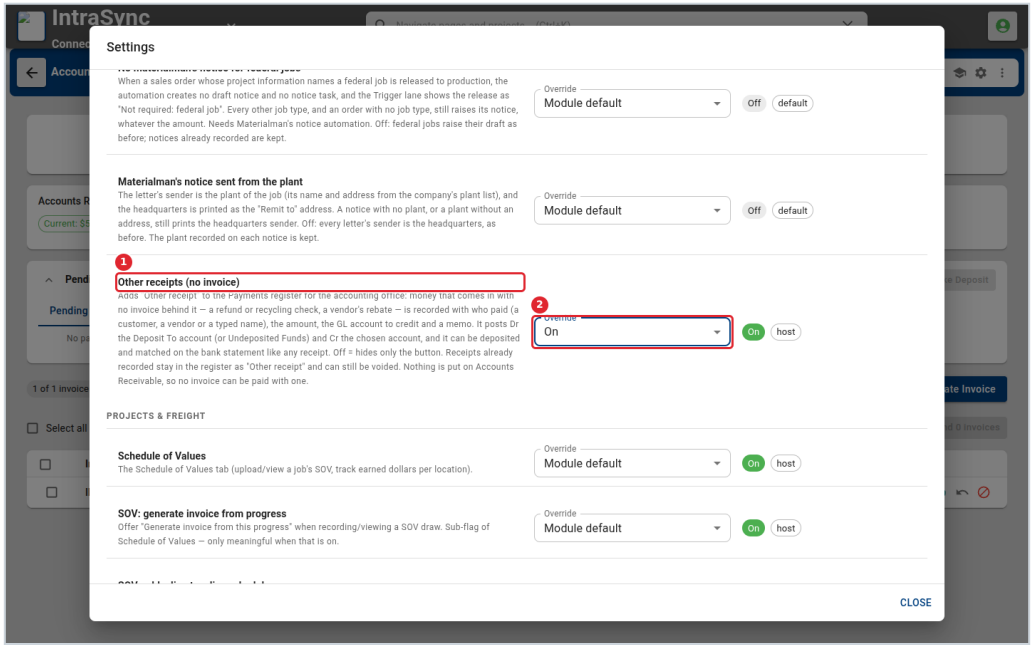
This is shown in the Accounting video at 0:39.

11. Record money received without an invoice

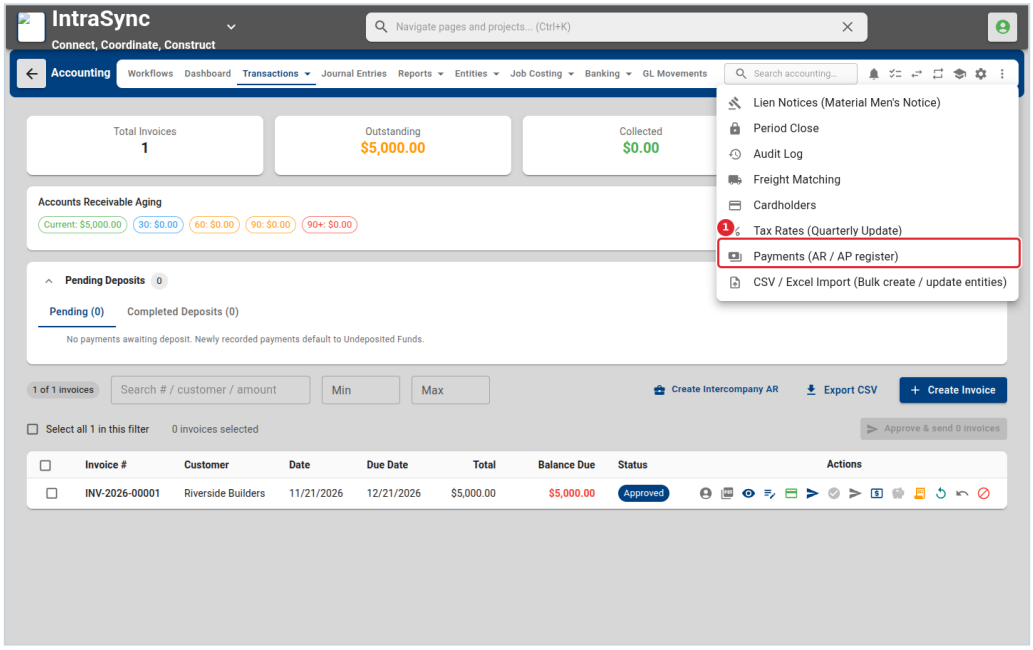
Record money that comes in with no invoice behind it, such as a refund or recycling check or a vendor's rebate, and credit it to the account you choose.

Before you start:

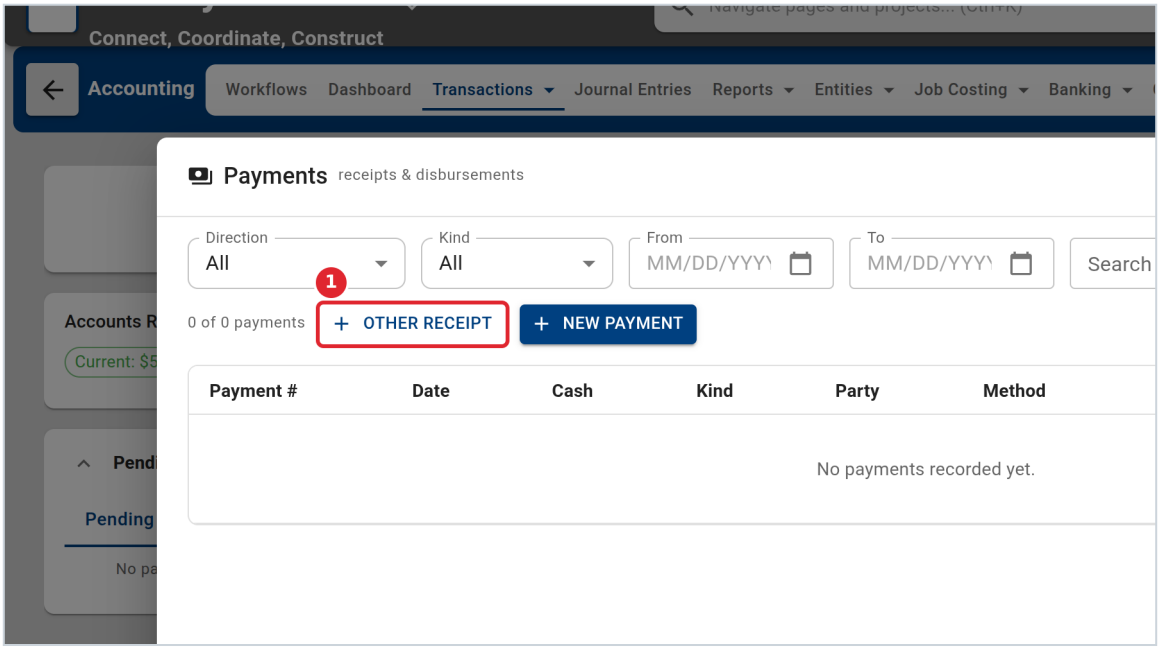
- Your company has turned on Other receipts (no invoice) in Settings > Module Features, under Sales / AR.
- You need permission to manage payments.



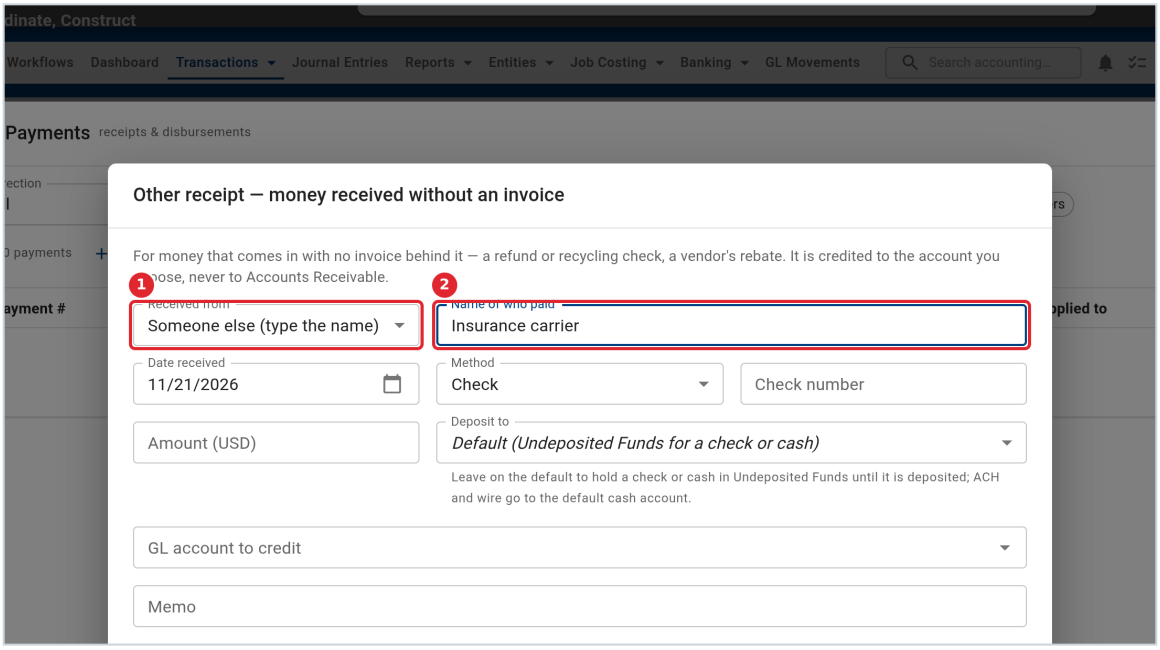
Step 1. An administrator first turns this on: open Settings > Module Features, select Sales / AR, set Other receipts (no invoice) to On, and select Save Module Features.



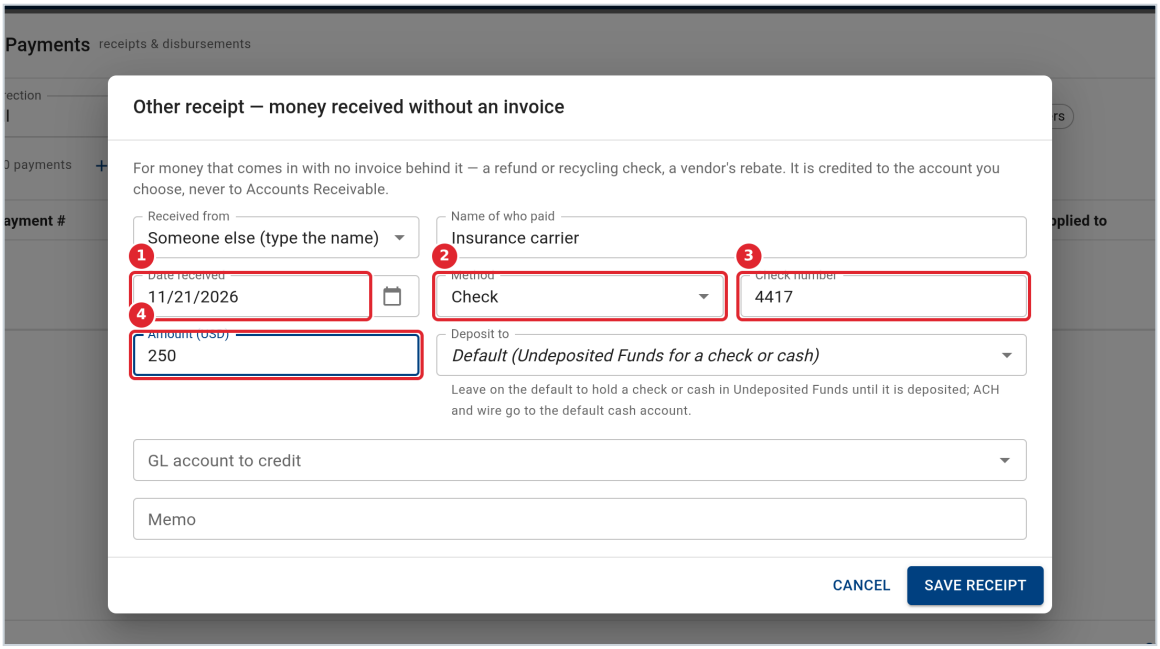
Step 2. Open the More actions menu in the header and select Payments (AR / AP register).



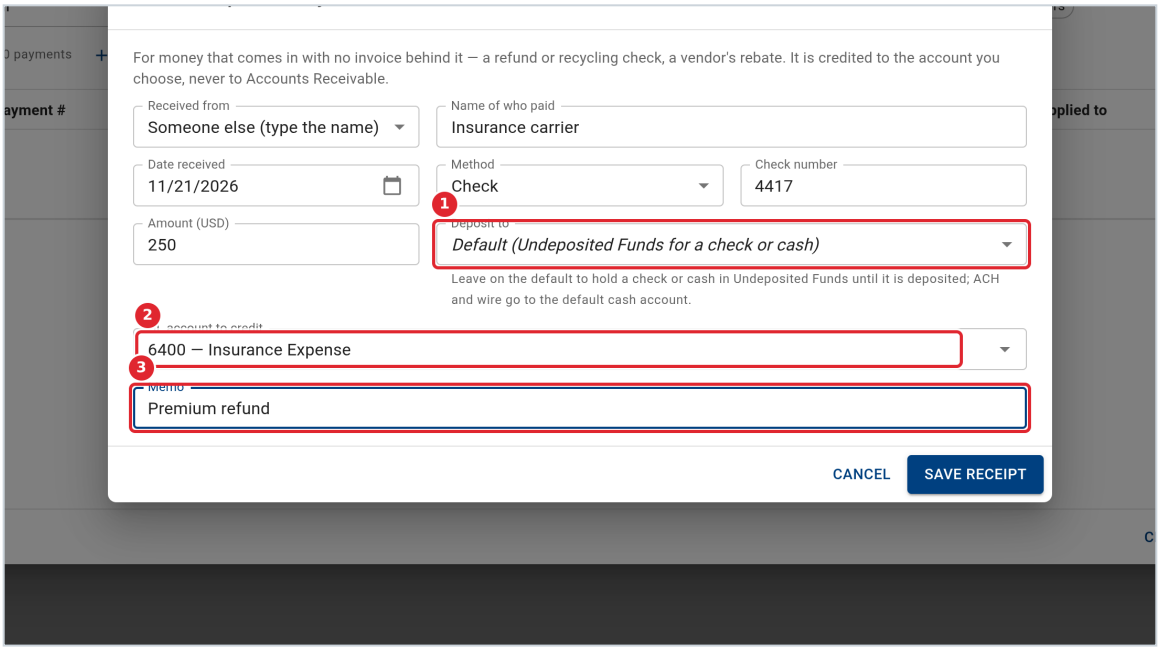
Step 3. Select Other receipt.



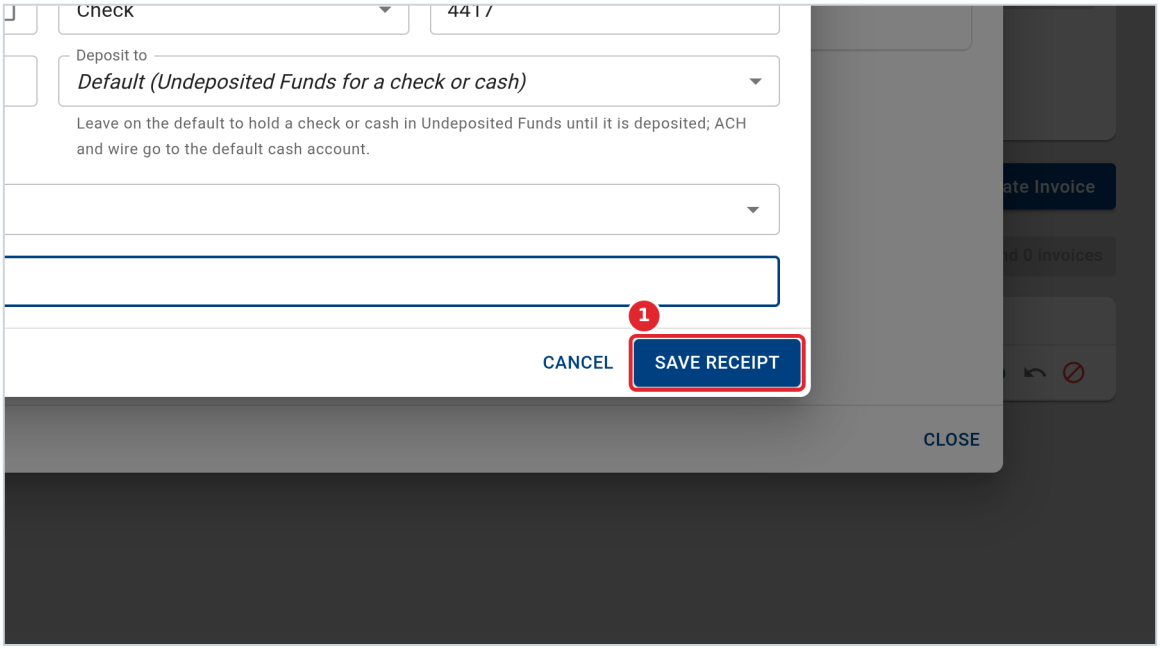
Step 4. Under Received from, choose a customer, a vendor, or Someone else. For someone else, type the name of who paid.



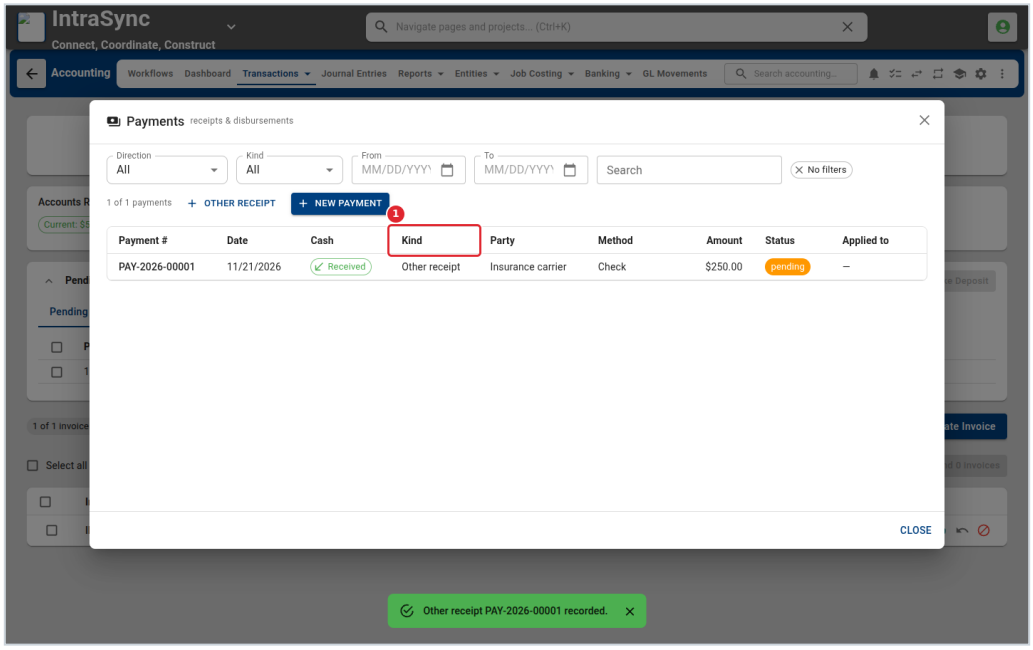
Step 5. Check the date received, choose the method, and enter the check number (or a reference for other methods) and the amount.



Step 6. Leave Deposit to on its default to hold a check or cash in Undeposited Funds until you deposit it. Choose the GL account to credit, and add a memo.



Step 7. Select Save receipt.



Step 8. The receipt appears in the Payments register, with Other receipt as its kind.

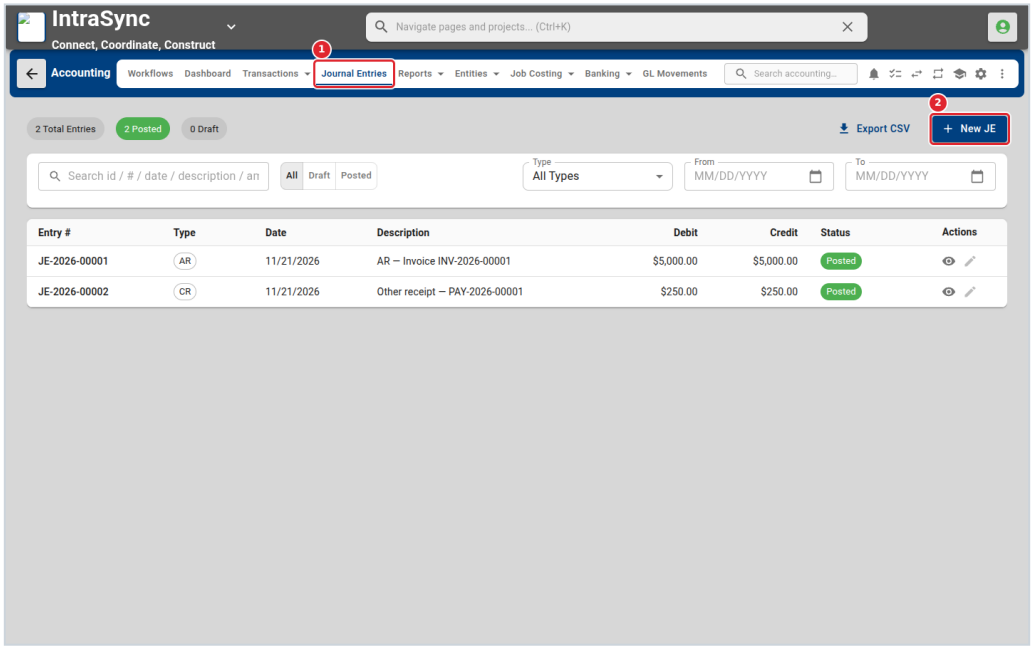
Tips:

- When you choose Someone else, the name of who paid is required.
- The amount must be greater than zero, and the GL account to credit is required.
- The account to credit cannot be the account the money is deposited to.
- An other receipt never goes to Accounts Receivable, so it cannot pay an invoice. To record a customer paying an invoice, use New Payment.

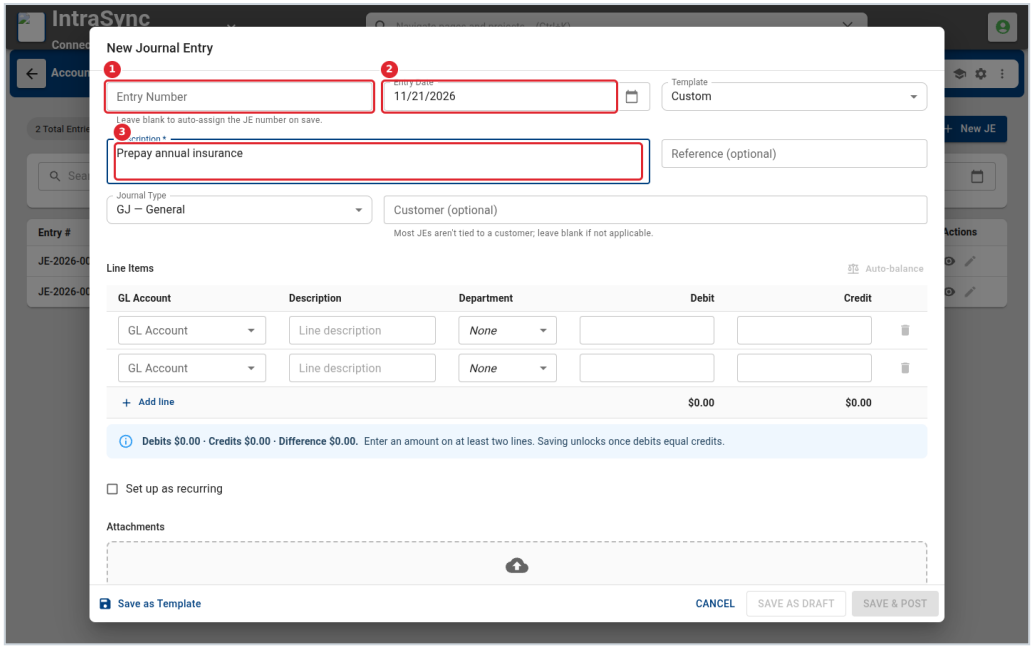
This is shown in the Accounting video at 4:38.

12. Post a journal entry

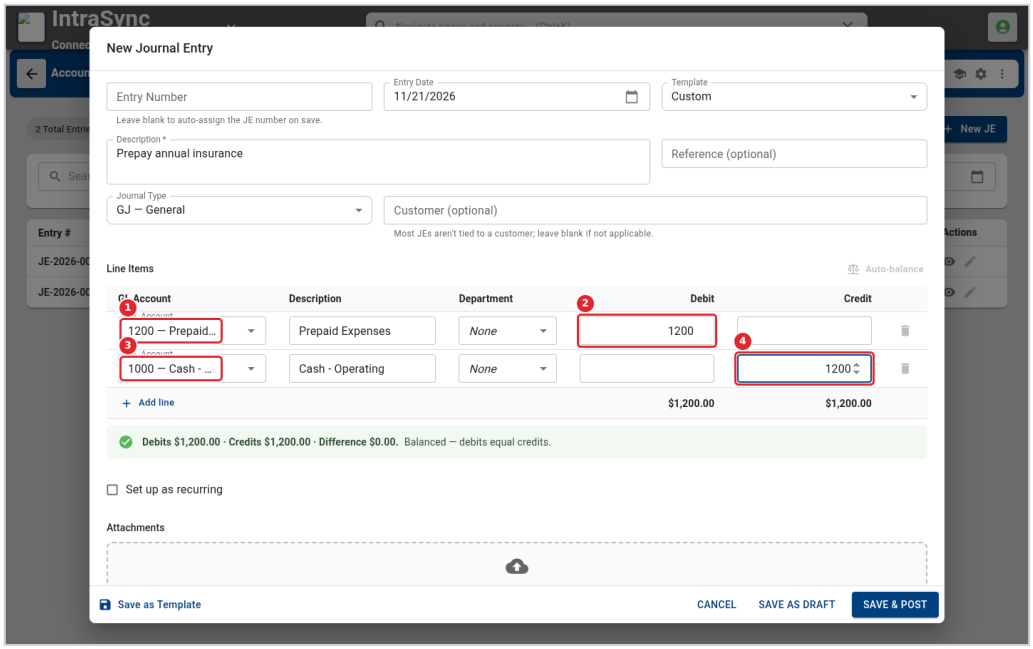
Record an adjustment or a transaction that no other document covers.



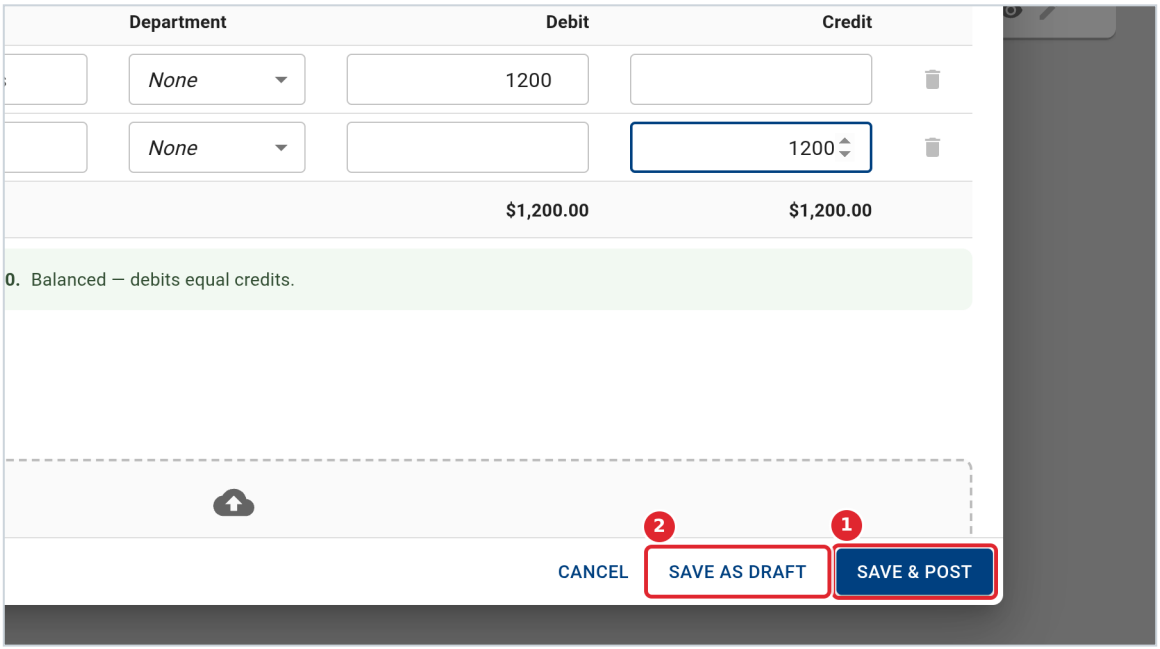
Step 1. Select Journal Entries, then select New JE.



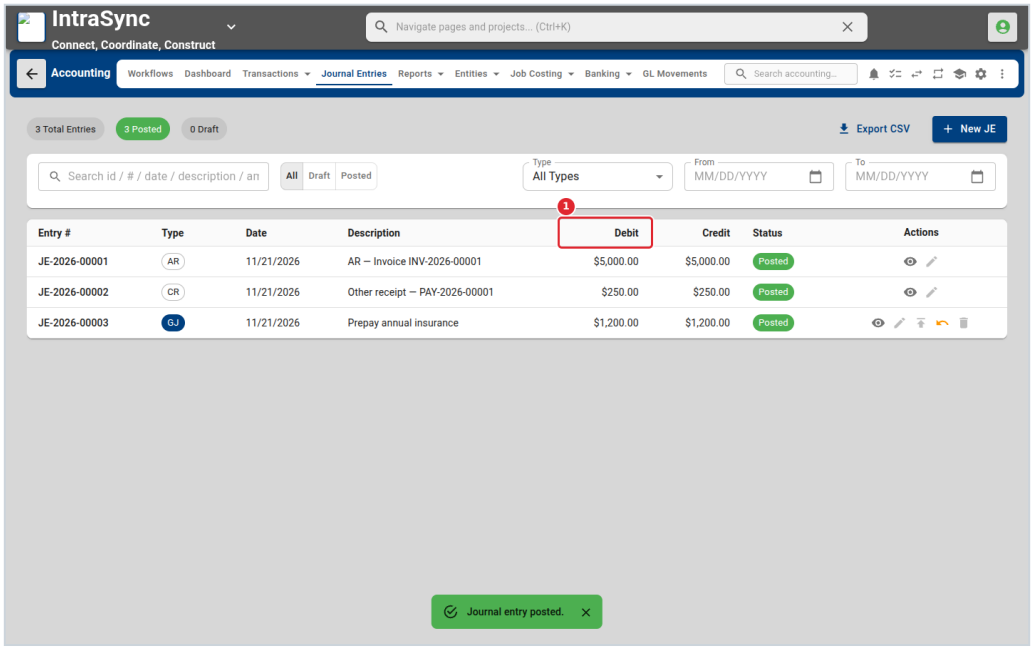
Step 2. Leave Entry Number blank to have it assigned on save. Check the entry date, and enter a description.



Step 3. On each line, choose the GL account and enter a debit or a credit. The bar below the lines shows the difference until debits equal credits.



Step 4. Select Save & Post to post the entry, or Save as Draft to finish it later.



Step 5. The entry appears in the list with its debits and credits. Use the filters to narrow by type, status or date.

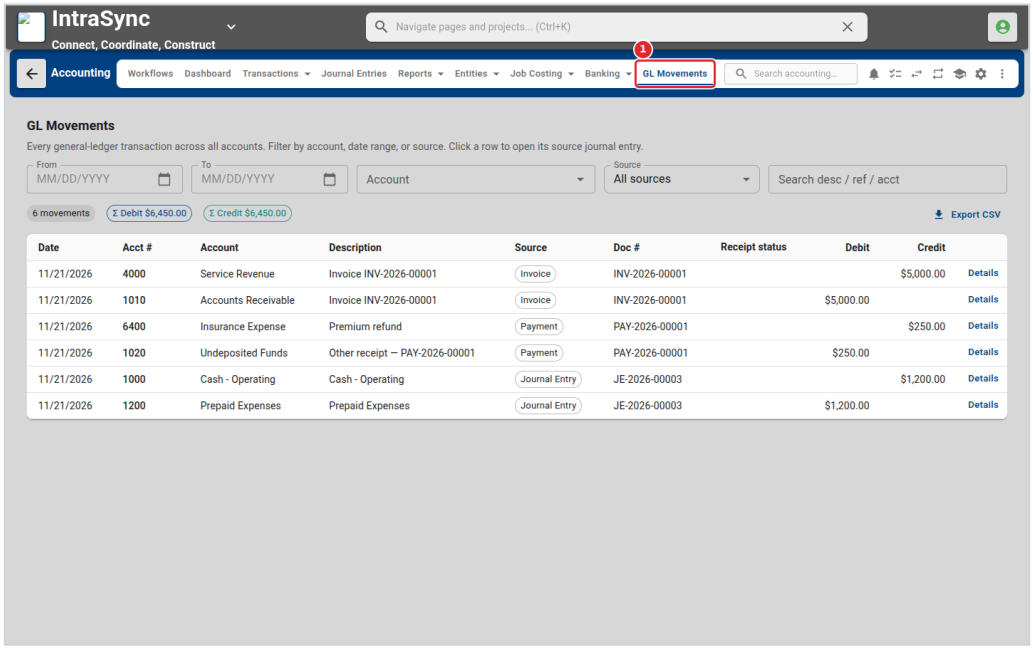
Tips:

- Enter an amount on at least two lines. Saving is unlocked only when debits equal credits.
- Leave Customer blank unless the entry belongs to one customer.

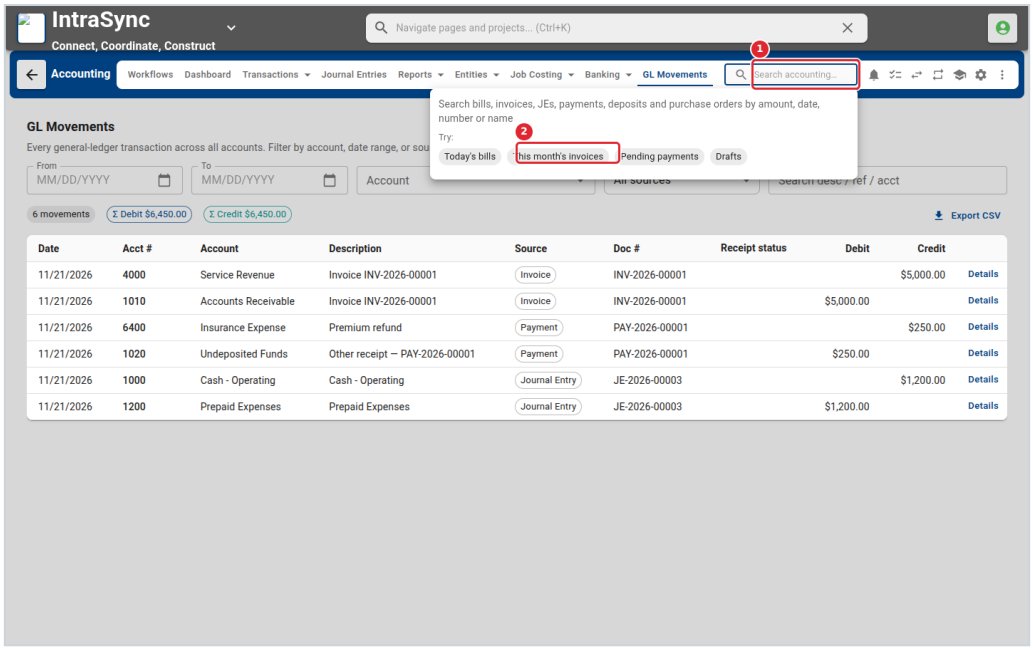
This is shown in the Accounting video at 0:48.

13. Trace a posting and search for a document

Find where an amount in the ledger came from, or find any document quickly.



Step 1. Select GL Movements to see every posting to the ledger. Filter by date, account or source, and select a row to open the document it came from.



Step 2. Select the search box in the header to find bills, invoices, journal entries and payments by amount, date, number or name. The suggestions under it are ready-made searches.

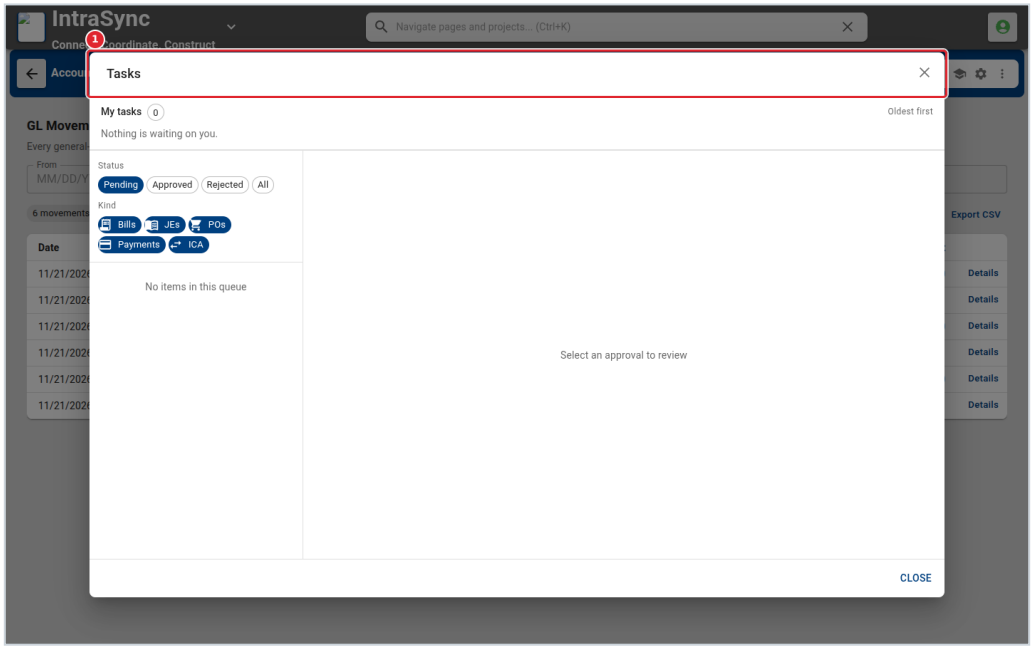
Tips:

- Select a row in GL Movements to open the journal entry behind it.
- Export CSV saves the filtered list as a spreadsheet.

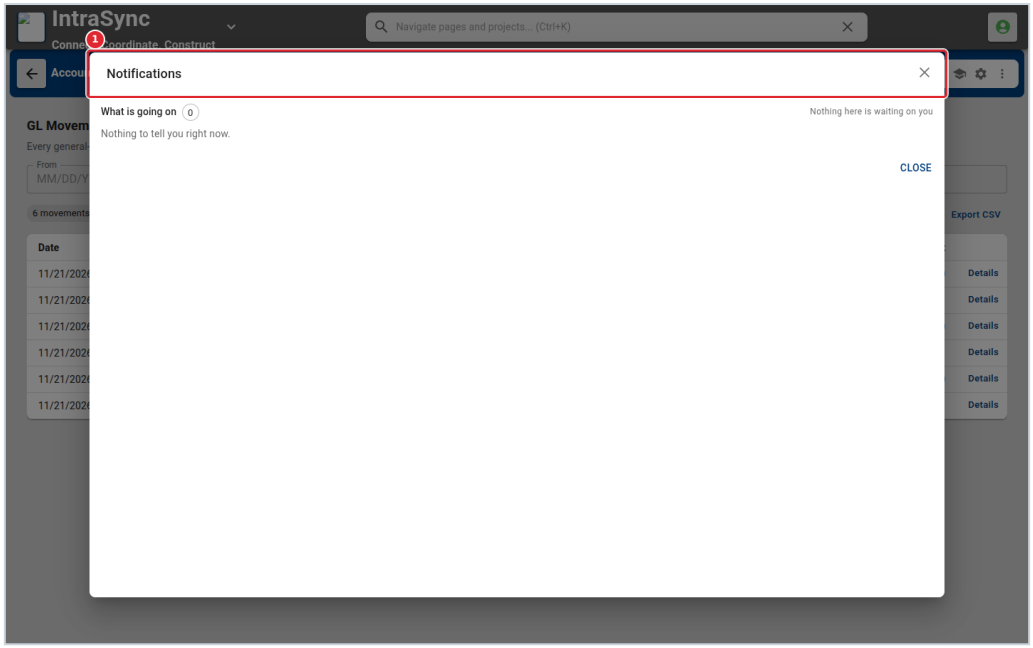
This is shown in the Accounting video at 3:26.

14. Work through your approvals

Approve or reject the documents waiting on you, and see what has changed.



Step 1. Select Tasks in the header to see the approvals waiting on you.



Step 2. Select Notifications to see what has changed that needs your attention.

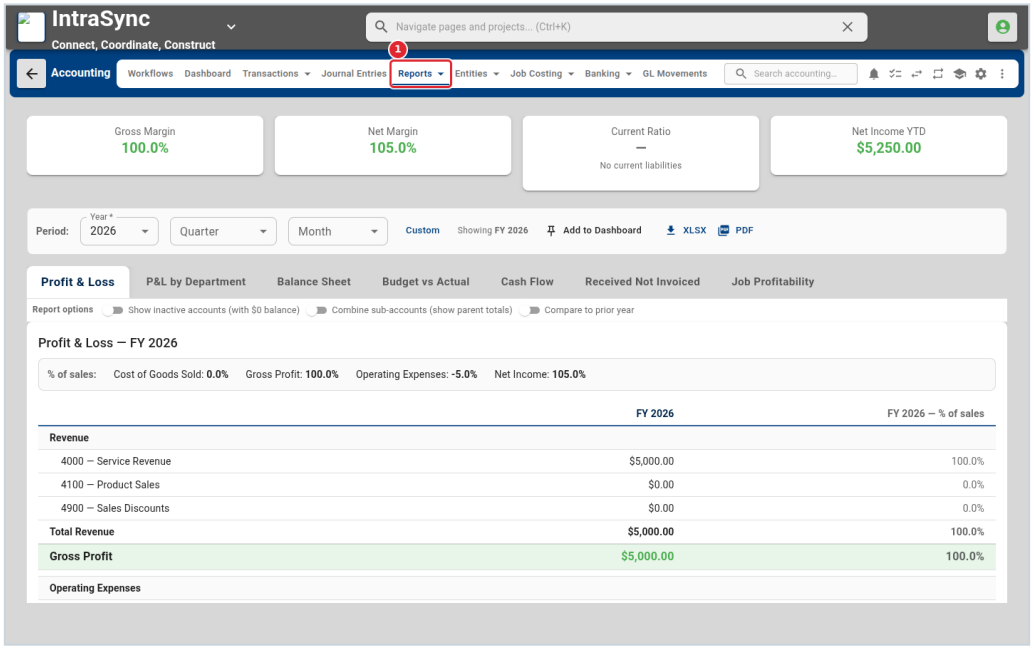
Tips:

– Tasks can be filtered by status (pending, approved, rejected) and by kind of document.

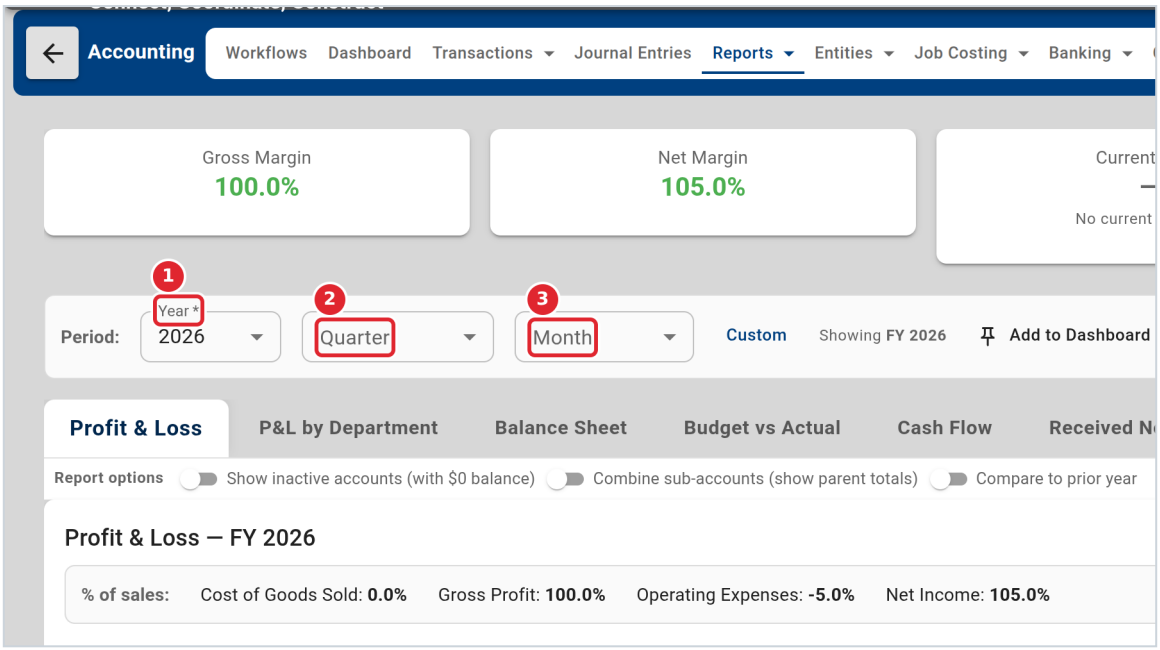
This is shown in the Accounting video at 3:43.

15. Run the financial statements

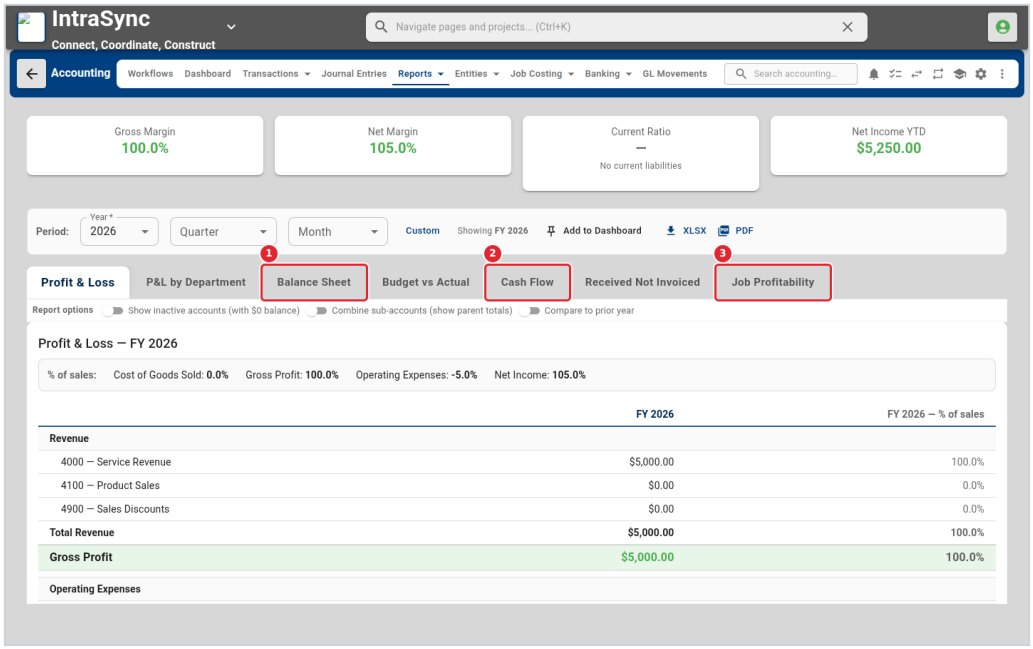
Read profit and loss, the balance sheet and cash flow for any period, and share them.



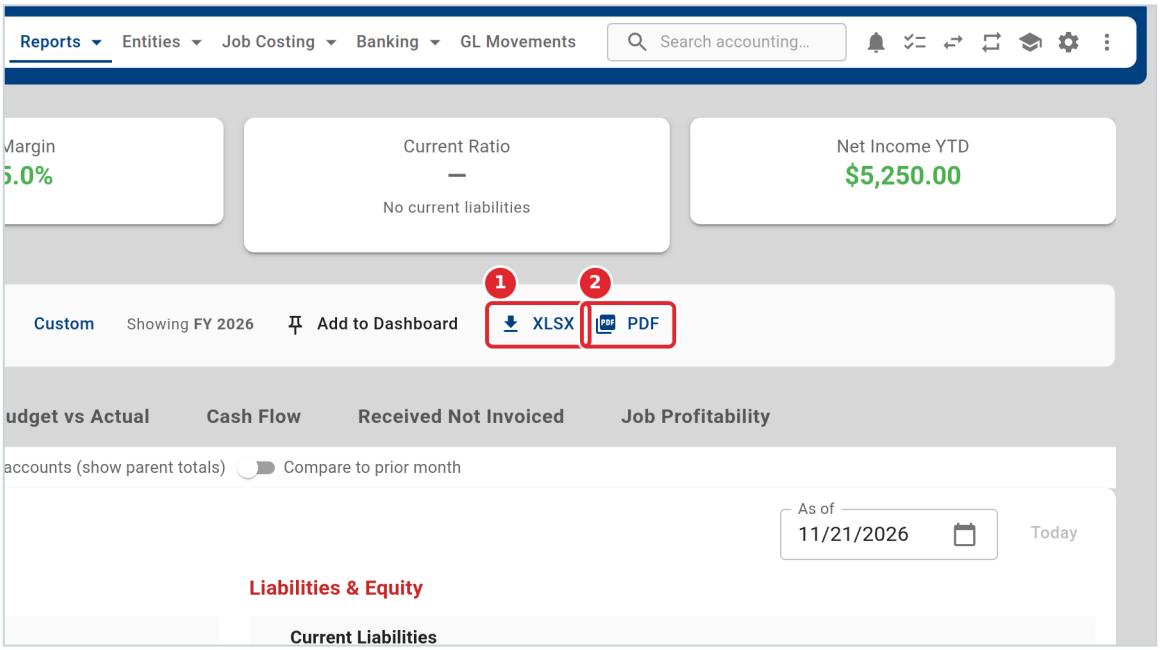
Step 1. Select Reports > Financial > Financial Reports. Profit and loss opens first.



Step 2. Choose the year, quarter or month the report covers.



Step 3. Select a tab to change the statement: by department, balance sheet, budget against actual, cash flow, received not invoiced, or job profitability.



Step 4. Use the export buttons to save the statement as an Excel file or a PDF.

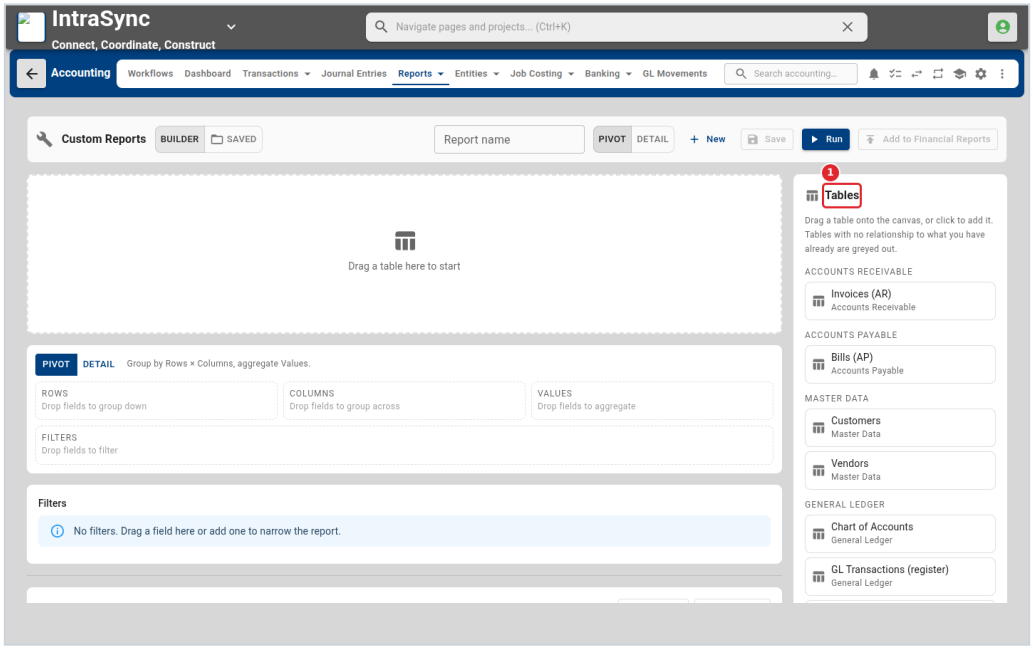
Tips:

– An account with no cash flow category is left out of the cash flow statement, which says so. Set the category on the account (see Add a GL account).

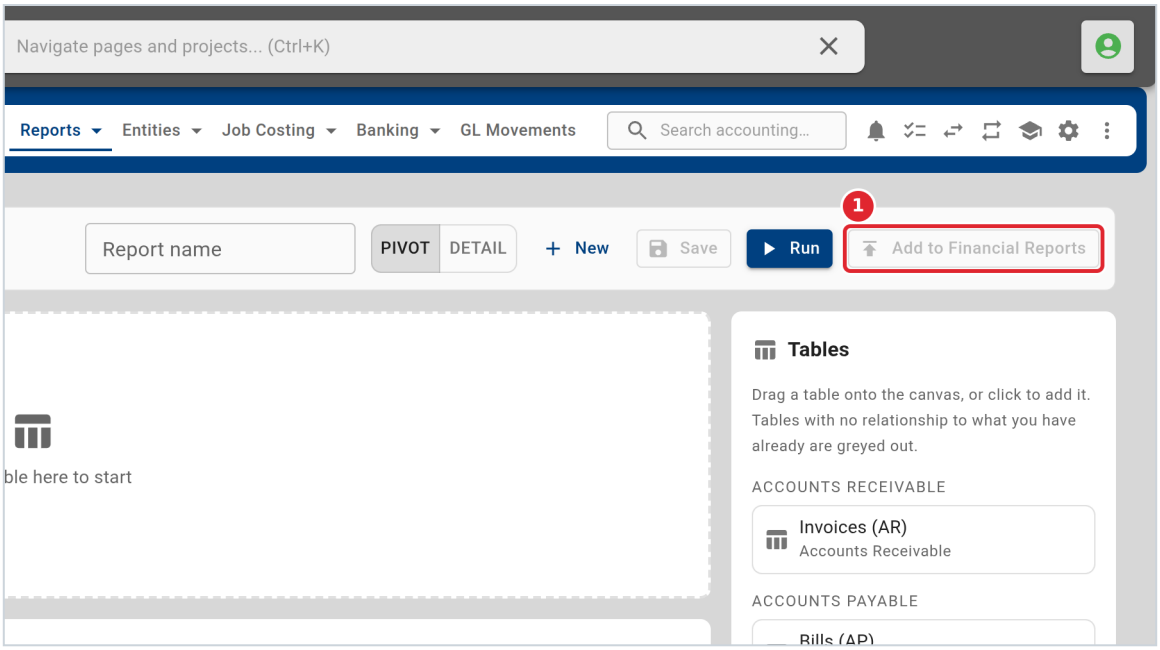
This is shown in the Accounting video at 1:00.

16. Build a custom report

Report on exactly the records you need when the standard statements do not cover it.



Step 1. Select Reports > Financial > Custom Reports. Drag a table from the Tables list onto the canvas to start a report.



Step 2. When the report is right, select Add to Financial Reports so it sits beside the standard statements.

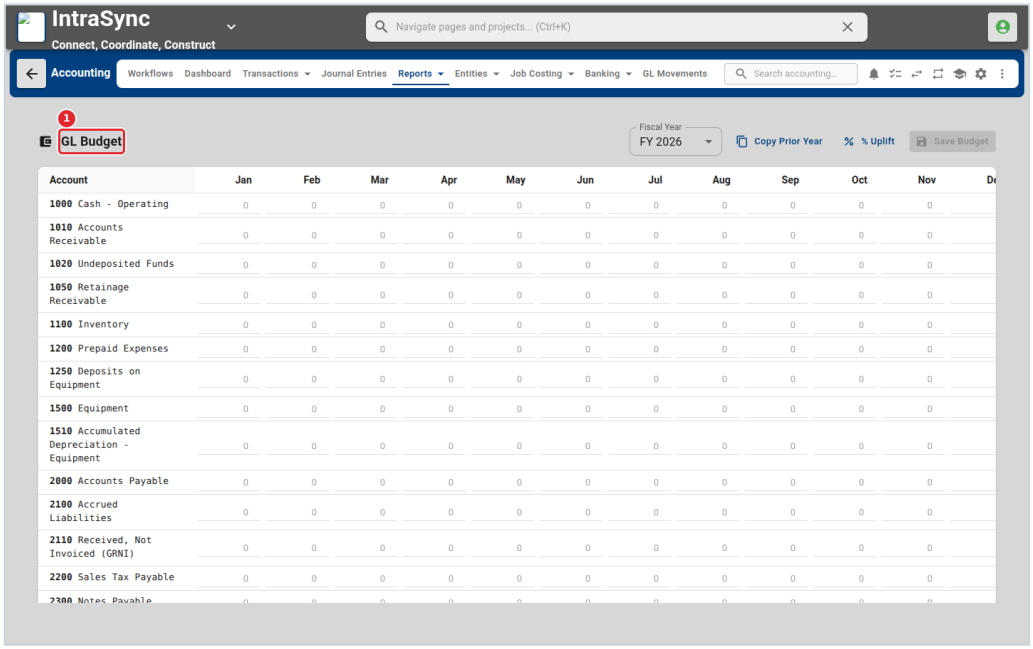
Tips:

– A report needs at least one table on the canvas before it can run.

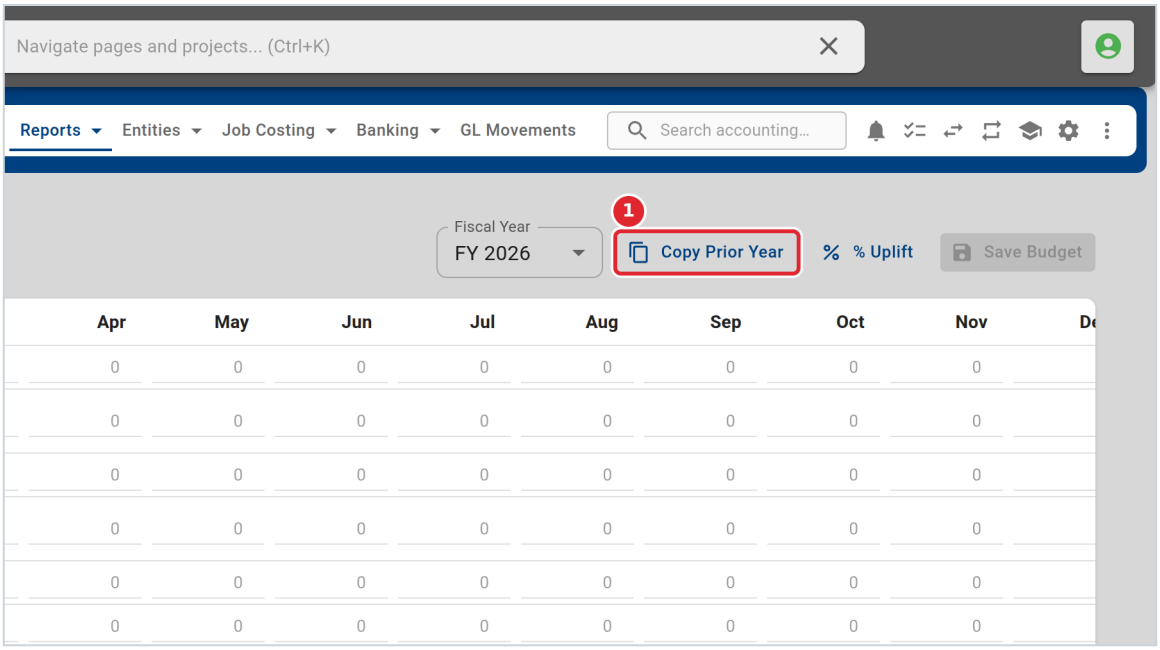
This is shown in the Accounting video at 1:24.

17. Set the GL budget

Budget each account by month, so budget against actual has something to compare.



Step 1. Select Reports > Financial > GL Budget. Each account has a row and each month a column. Enter the budget in the cells.

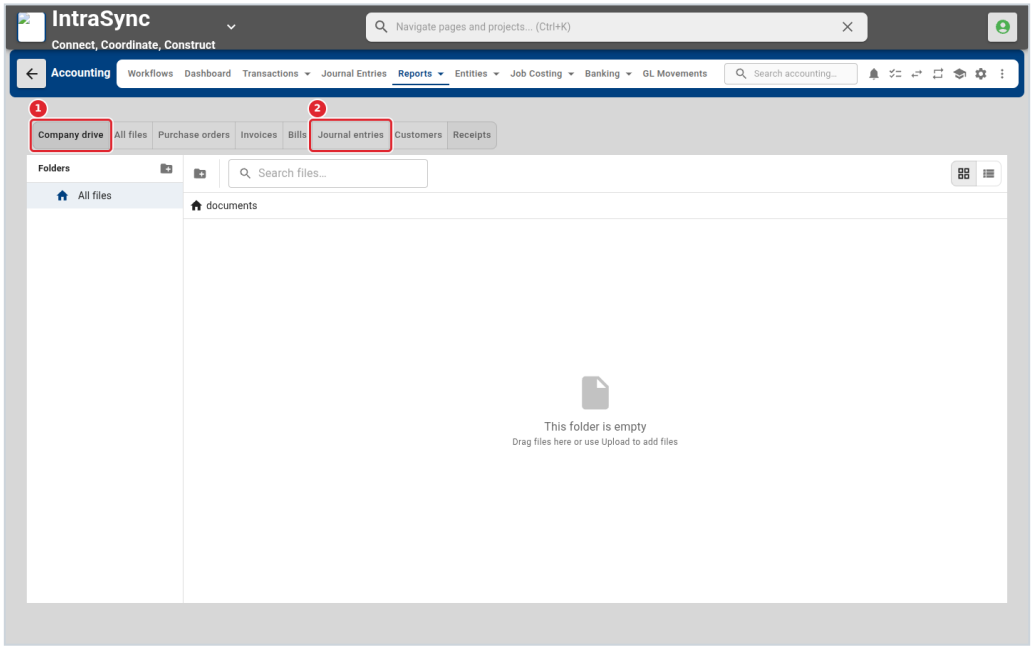


Step 2. Choose the fiscal year, and select Copy Prior Year to start from last year's budget.

This is shown in the Accounting video at 1:34.

18. Find a document in Files

Keep shared documents together, and find any document attached to a record.

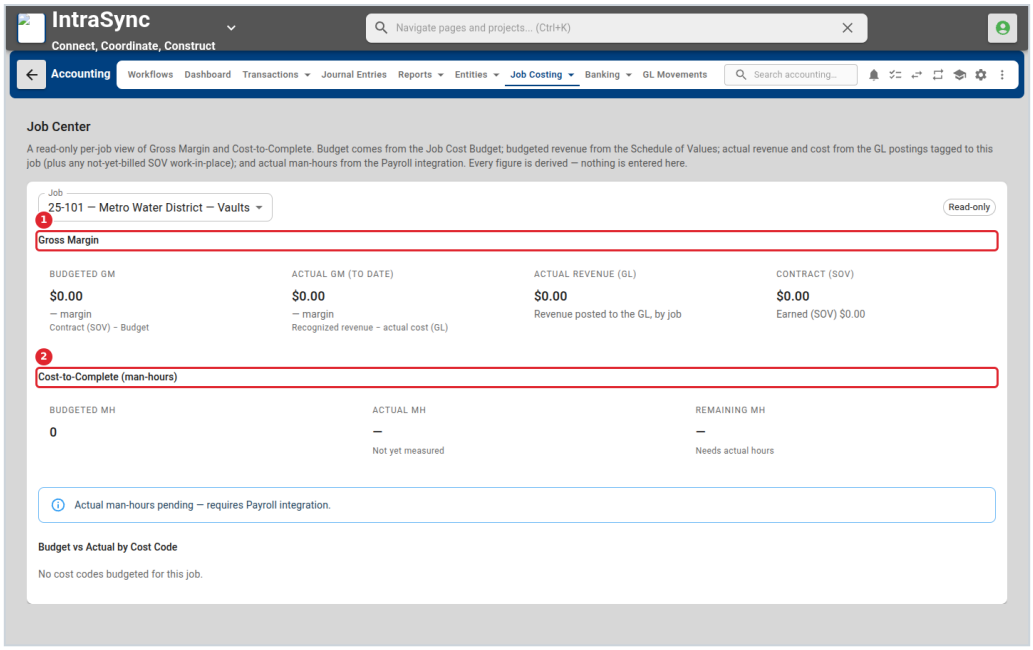


Step 1. Select Reports > Files. The company drive holds shared documents, and the other folders hold the documents attached to each kind of record.

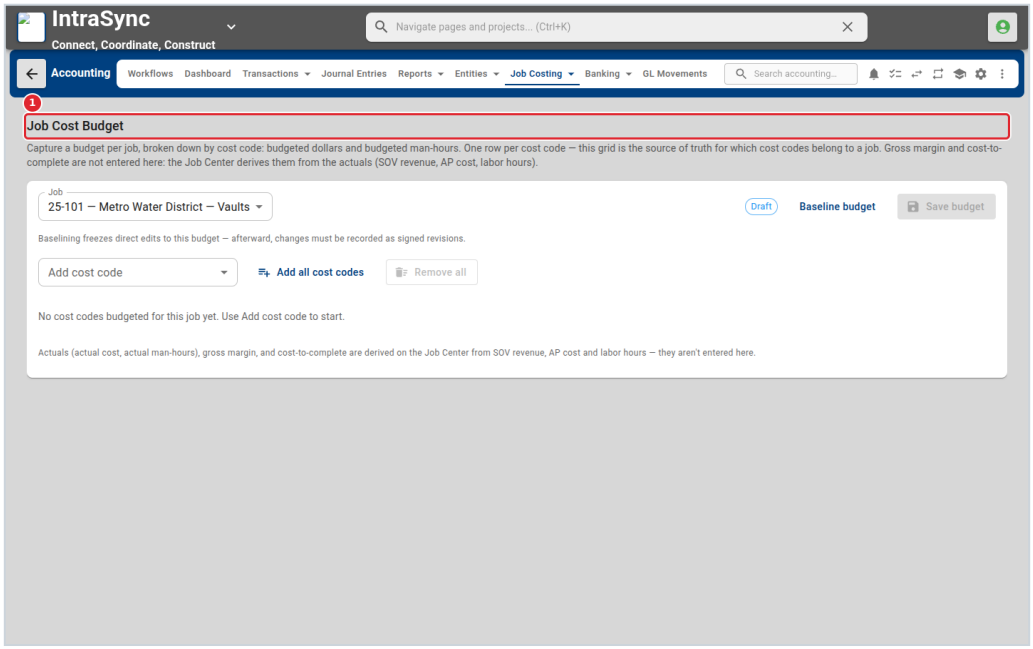
This is shown in the Accounting video at 1:44.

19. Budget and track a job's cost

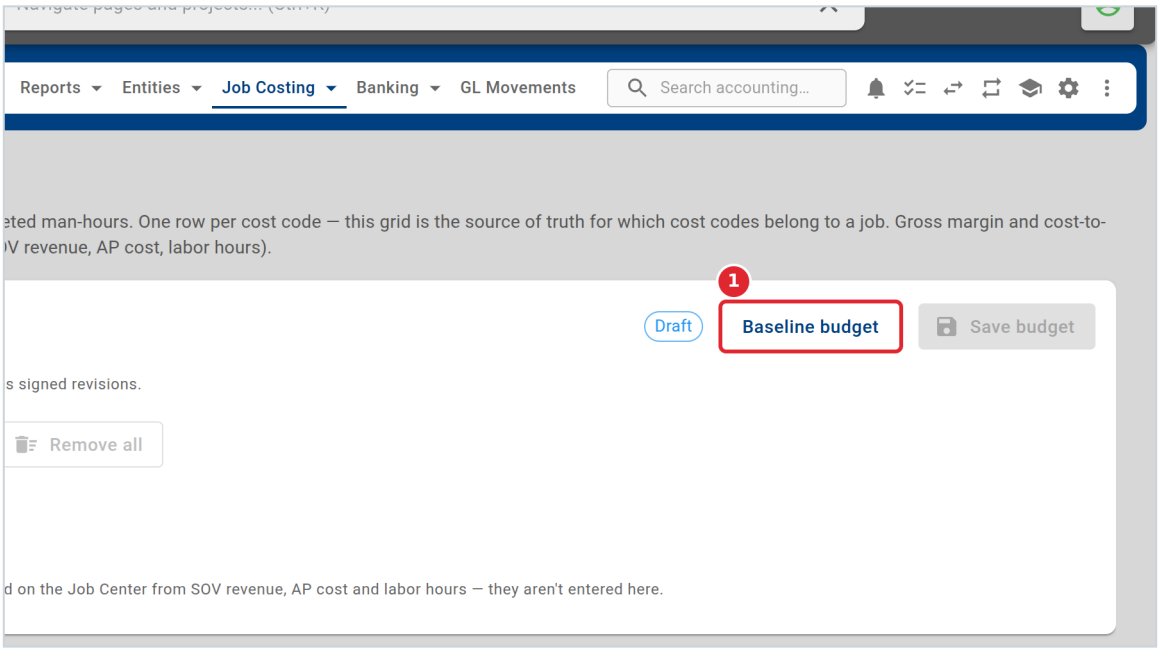
See whether each job is making money, and control who approves its costs.



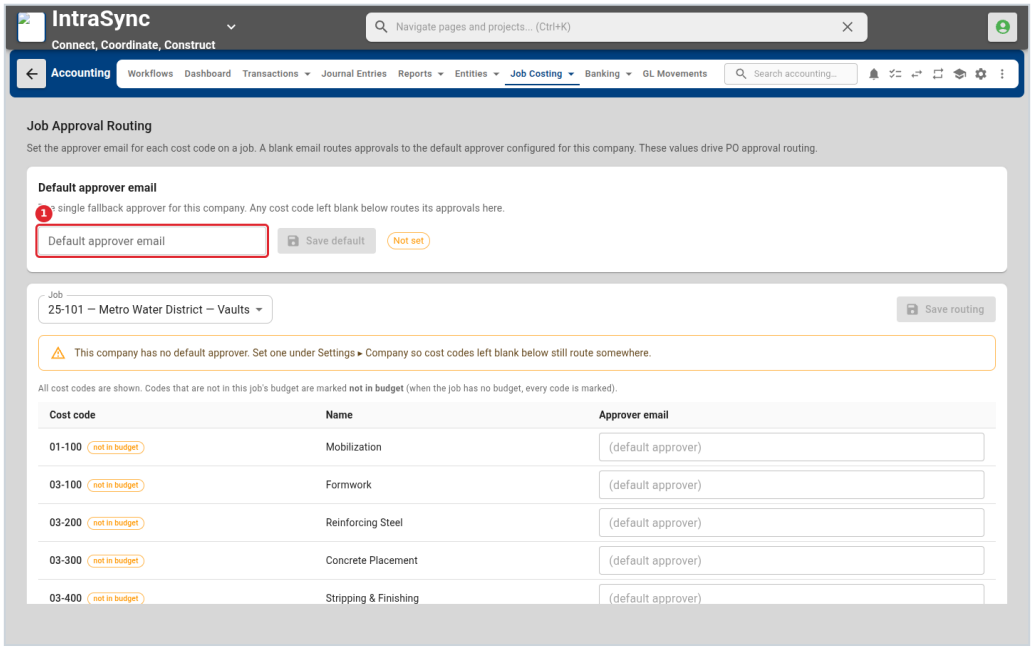
Step 1. Select Job Costing > Job Center, then choose a job. It shows gross margin and cost to complete for that job.



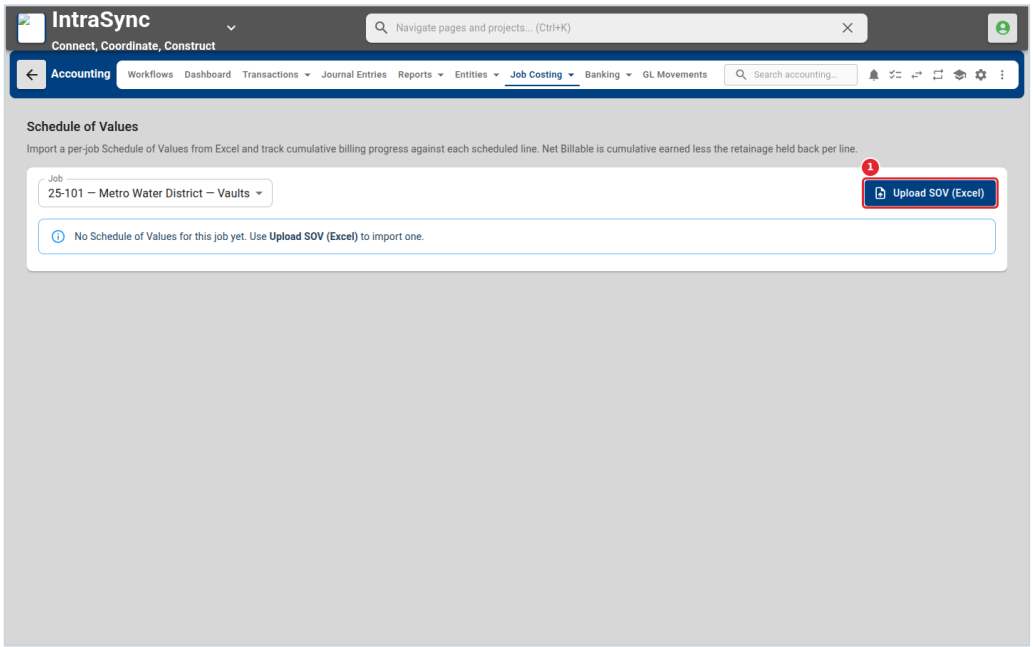
Step 2. Select Job Costing > Job Cost Budget. Choose a job, add cost codes, and enter the budget for each.



Step 3. Select Baseline budget when the budget is agreed. After that, changes are recorded as revisions.



Step 4. Select Job Costing > Job Approval Routing. Set a default approver email, then name an approver for each cost code on a job.



Step 5. Select Job Costing > Schedule of Values. Choose a job and upload its schedule of values from Excel to track billing progress.

Tips:

- Actuals are not typed in: the Job Center works them out from the schedule of values, the bills coded to the job, and labor hours.
- If the company has no default approver, set one so cost codes with no approver still route somewhere.

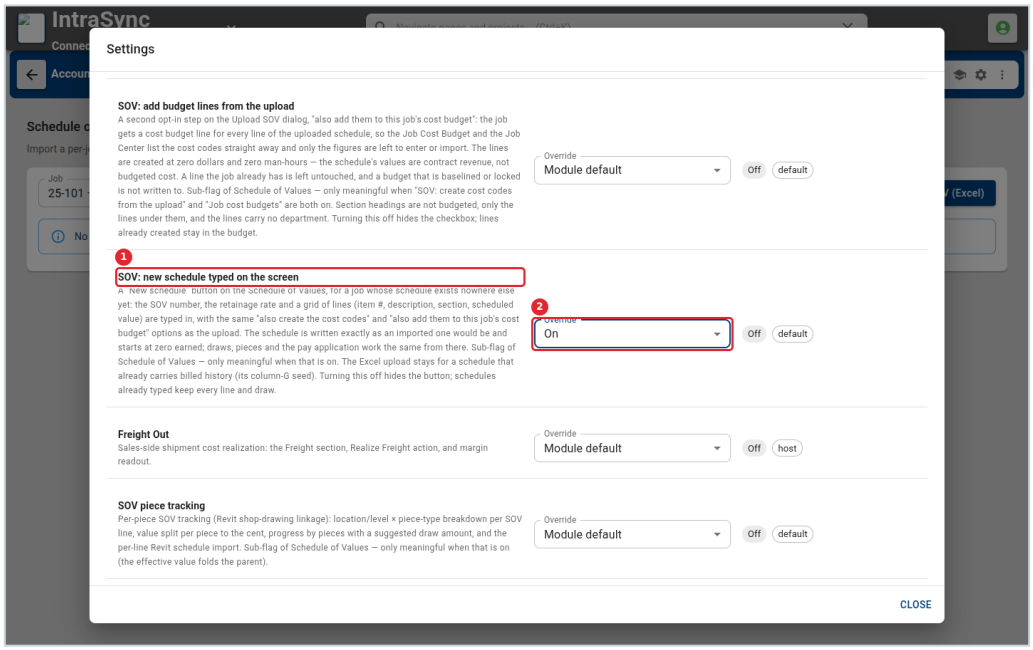
This is shown in the Accounting video at 2:42.

20. Type a schedule of values on the screen

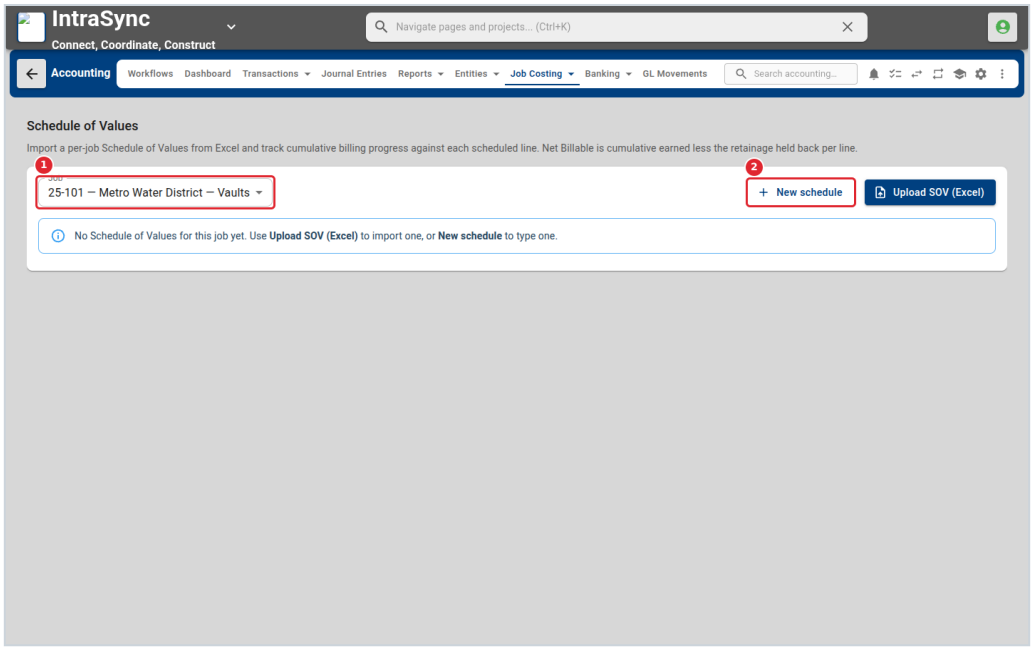
Set up a job's schedule of values when it exists nowhere else yet, without preparing an Excel file.

Before you start:

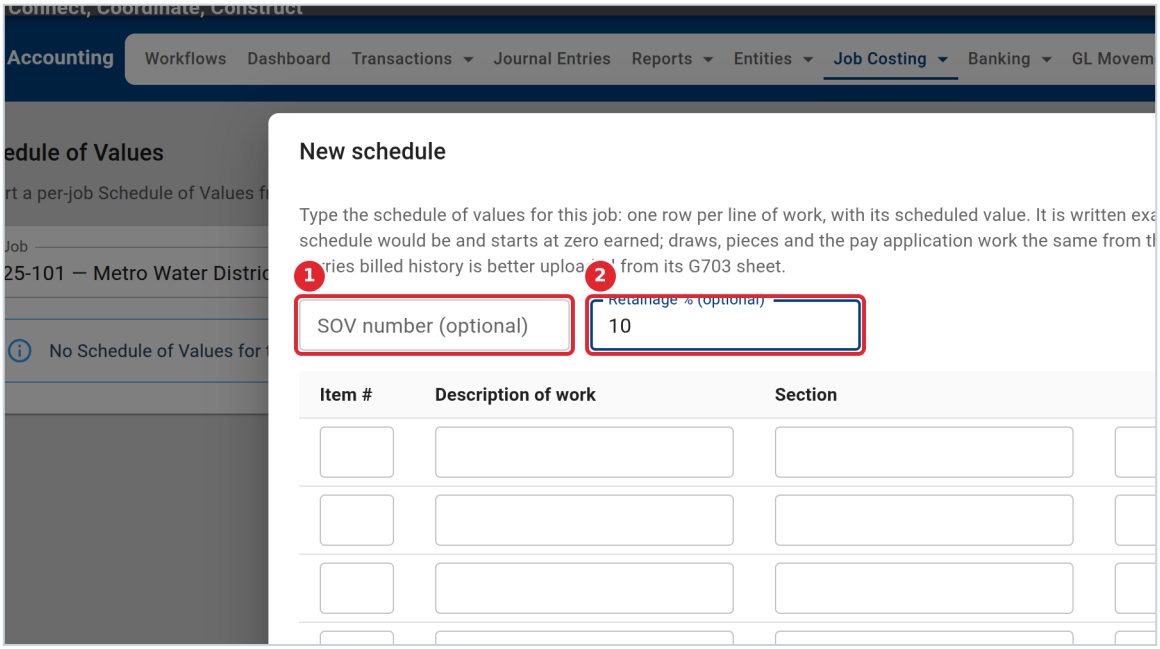
- Schedule of Values is turned on for your company.
- Only an administrator can change Settings > Module Features.



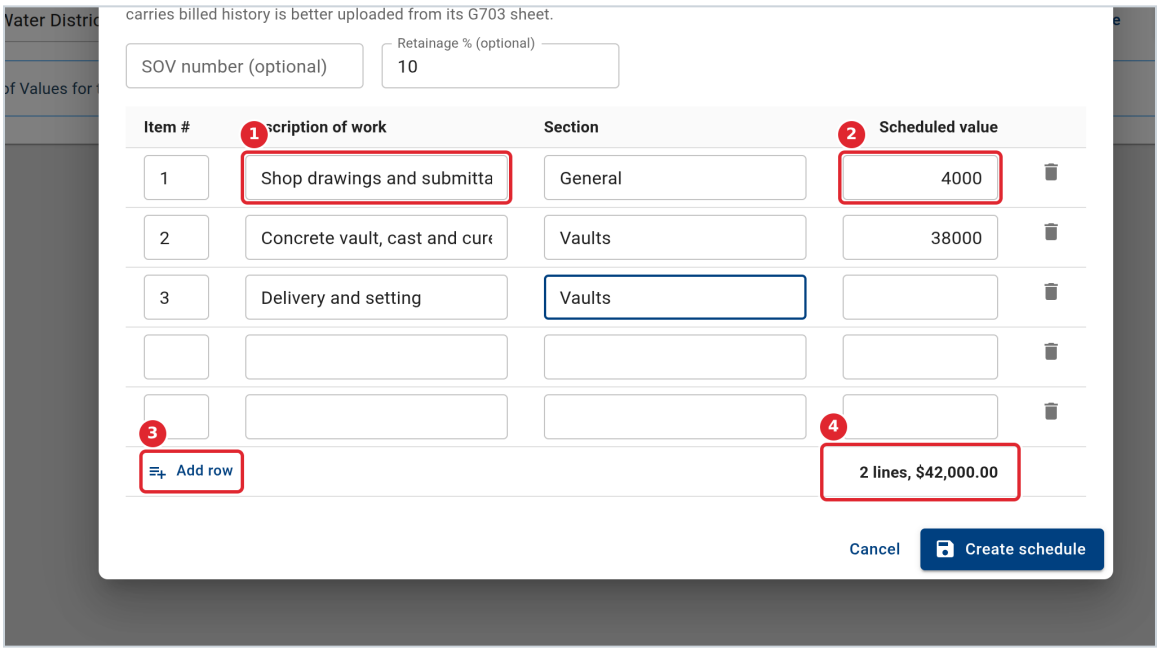
Step 1. Open Settings > Module Features, select Sales / AR, and set SOV: new schedule typed on the screen to On. Then select Save Module Features.



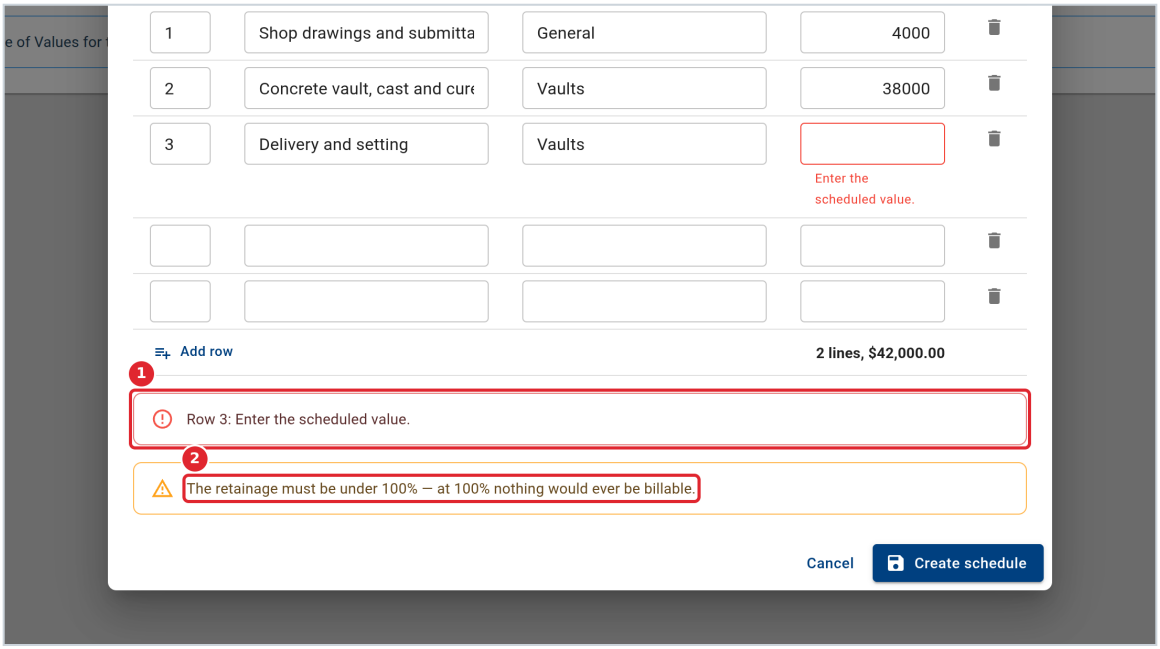
Step 2. Select Job Costing > Schedule of Values, choose the job, then select New schedule.



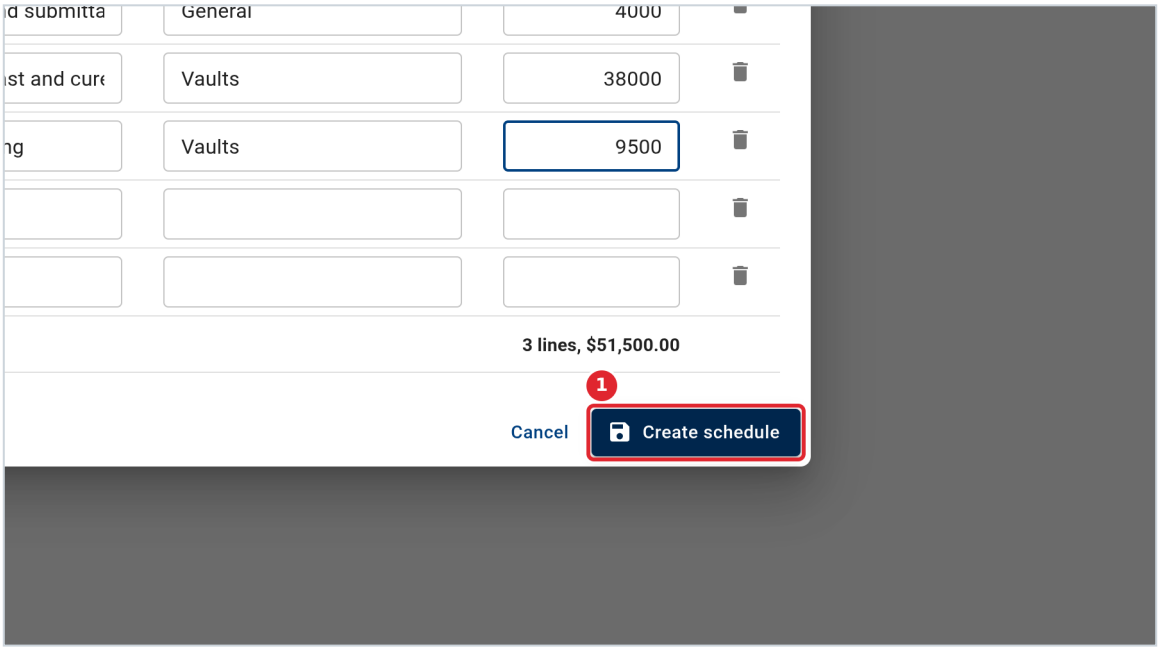
Step 3. Enter the schedule's number and its retainage percent, if it has them. Both are optional.



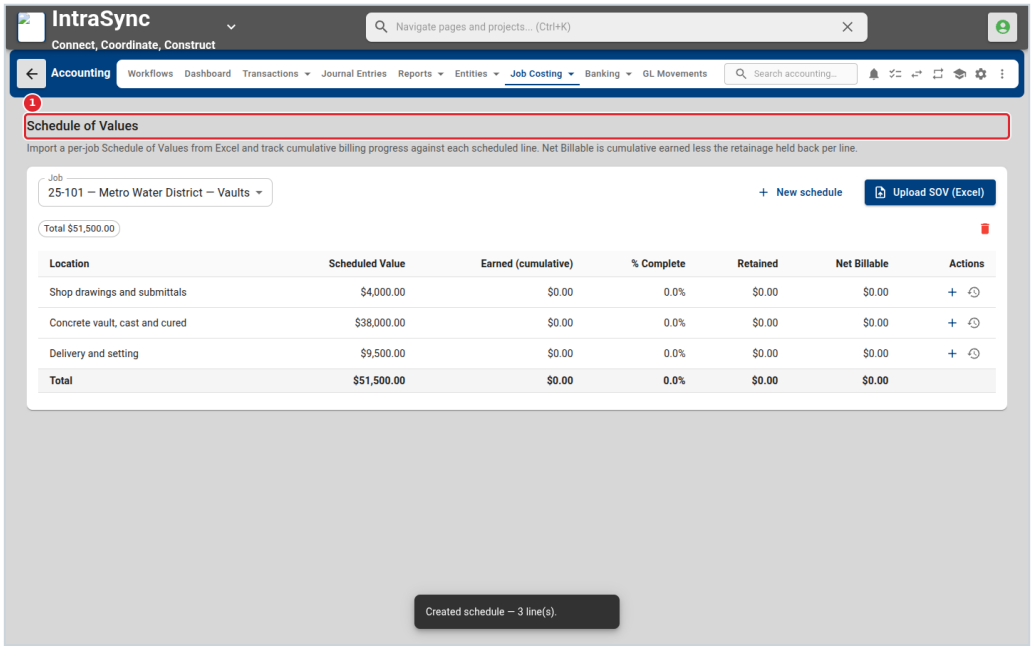
Step 4. Type one line per row: its item number, the description of the work, its section and its scheduled value. Select Add row for more lines. The total is under the grid.



Step 5. If something is missing or out of range, Create schedule saves nothing. Each problem is listed above the buttons, with the row it is on, and the field is marked in the grid.



Step 6. Correct each problem, then select Create schedule again.



Step 7. The schedule appears with its lines, ready to record progress against them.

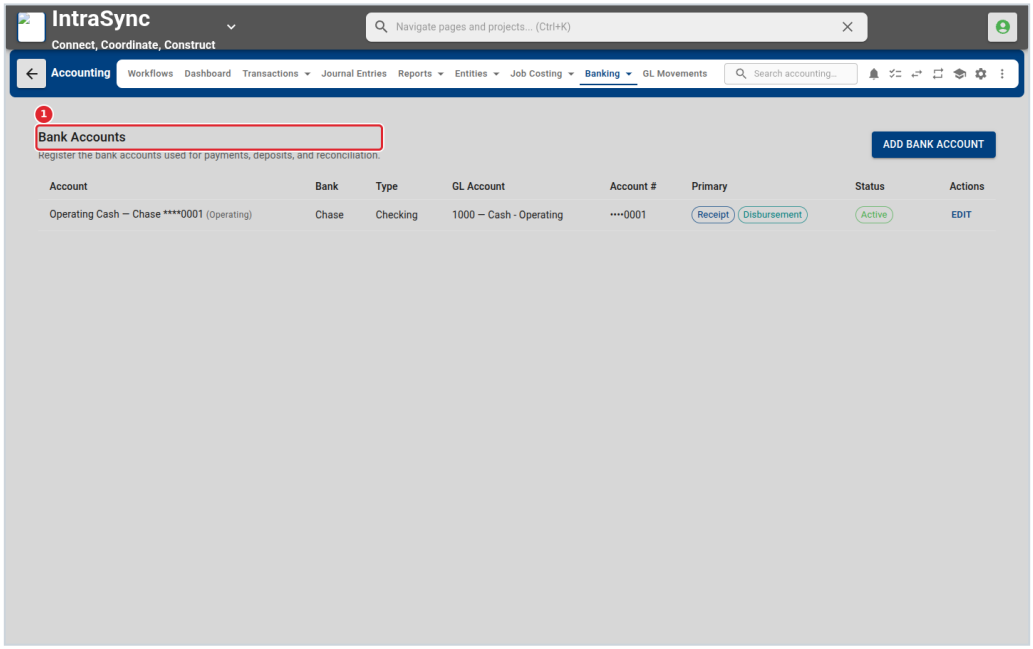
Tips:

- Each line needs a description and a scheduled value greater than zero, typed as dollars and cents.
- A description can appear only once in each section.
- Retainage is a percent under 100, typed as 10 or 10%. Leave it blank for none.
- A description or a section can be up to 255 characters long, and an item number or the SOV number up to 50.
- A section typed on a row with no description or value is flagged. Type the section on each line it heads instead.
- A schedule with no SOV number is listed as Typed schedule with the date it was created.
- For a schedule that already has billing history, use Upload SOV (Excel) instead.

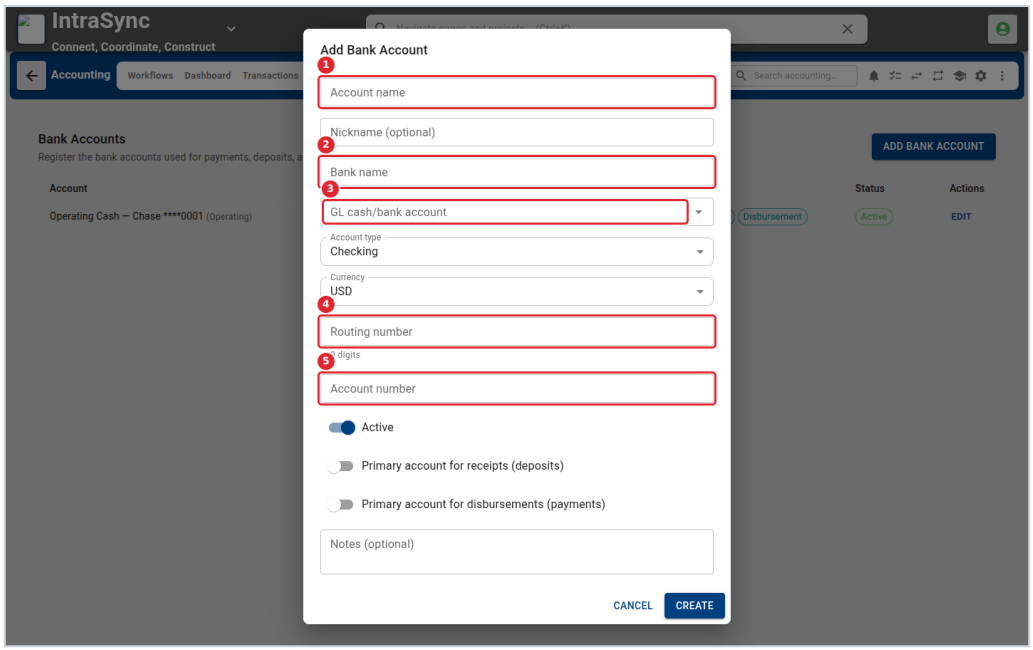
This is shown in the Accounting video at 2:49.

21. Add a bank account and reconcile it

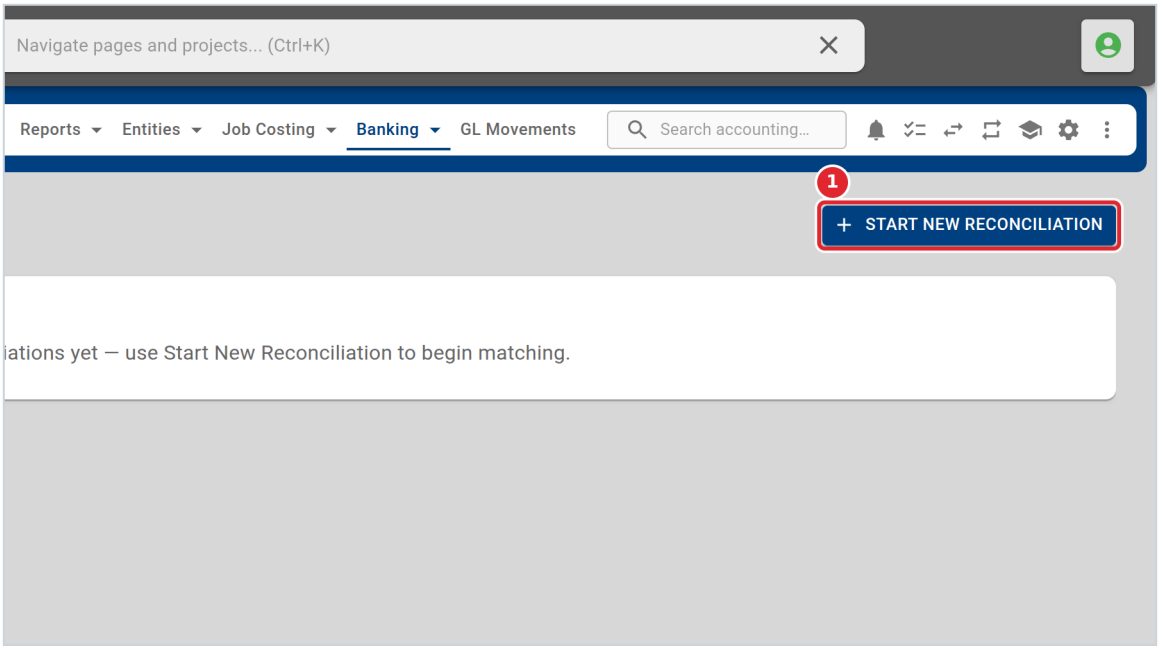
Link each bank account to the ledger, then prove the ledger against the bank statement.



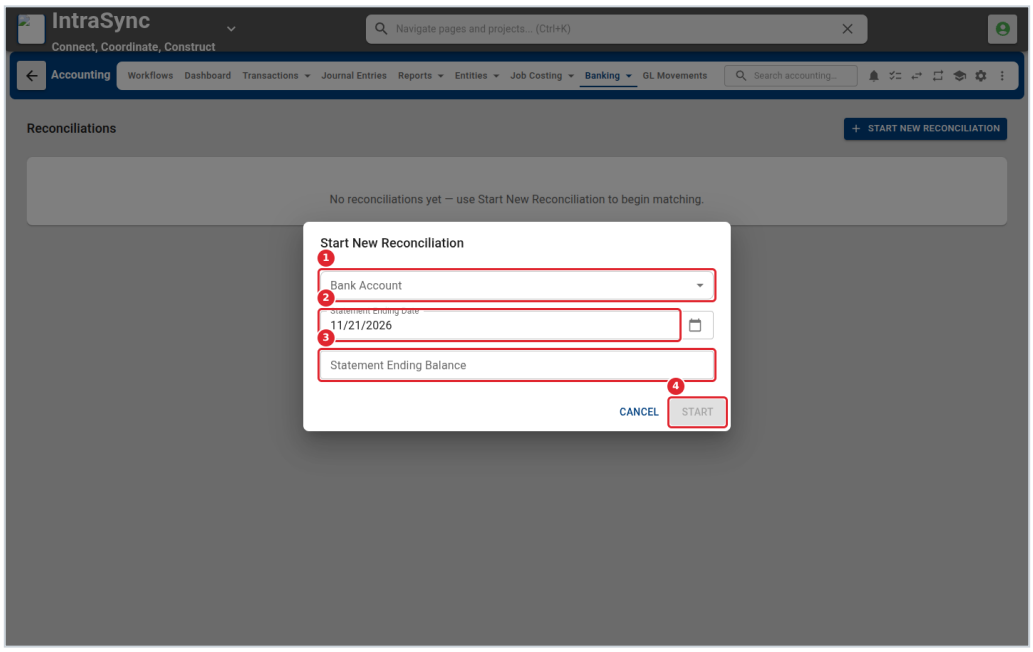
Step 1. Select Banking > Bank Accounts. Each bank account is linked to a GL cash account.



Step 2. To add one, select Add Bank Account. Enter the account name and bank name, choose its GL cash account, and enter the routing and account numbers. Then select Create.



Step 3. Select Banking > Bank Reconciliation, then select Start new reconciliation.



Step 4. Choose the bank account, and enter the statement's ending date and ending balance. Select Start to begin matching.

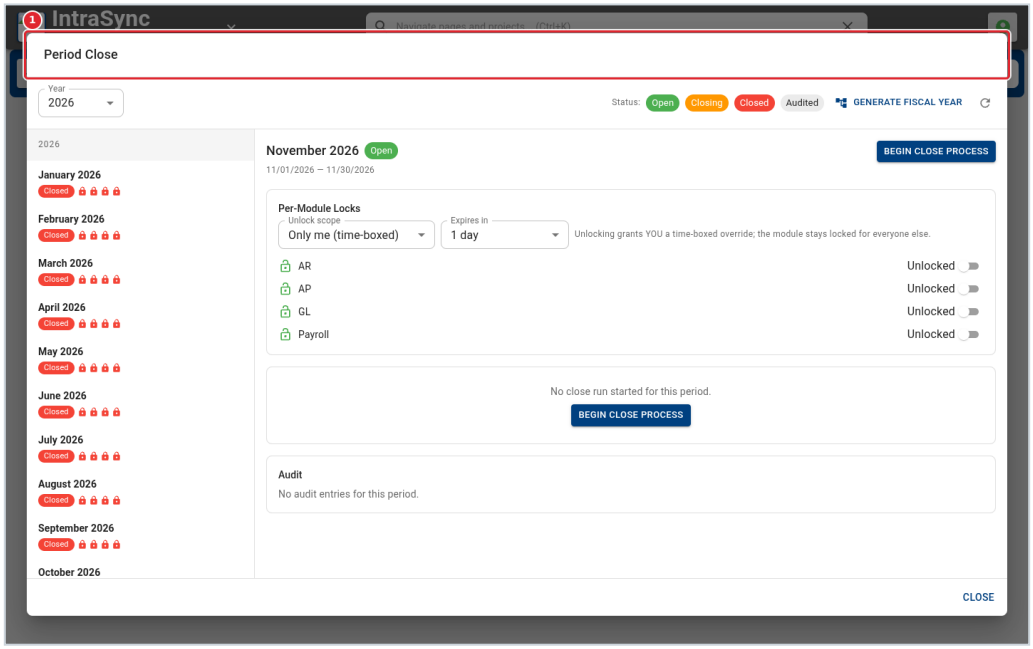
Tips:

- Account name, bank name, the GL cash account, the routing number and the account number are all required.
- The routing number is nine digits.
- Start stays unavailable until the bank account and the statement's ending date and balance are filled in.

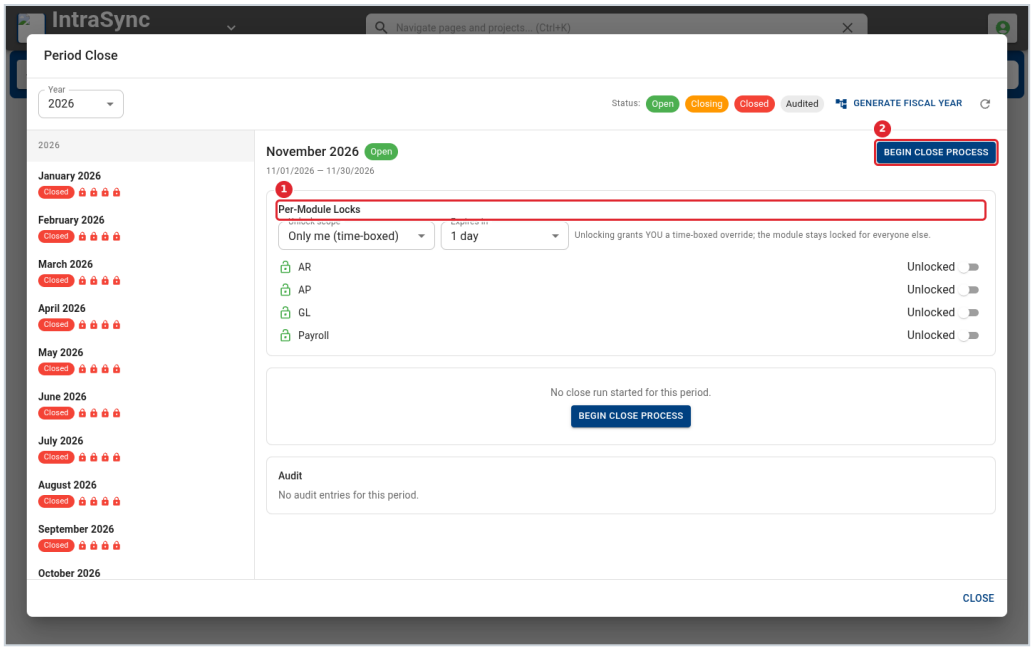
This is shown in the Accounting video at 3:12.

22. Close a month and review the audit log

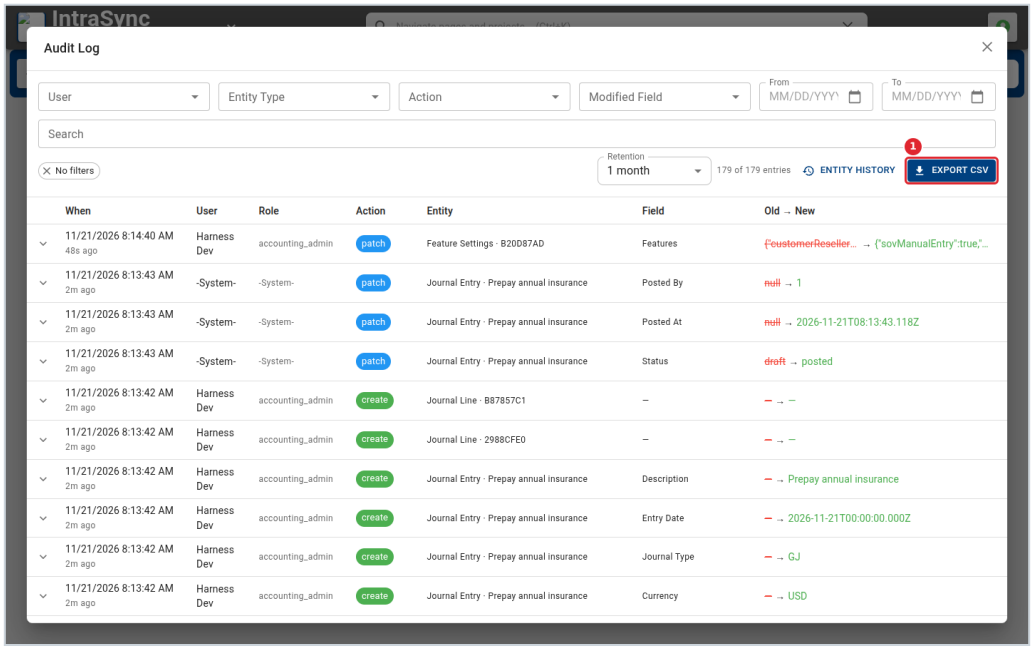
Lock a finished month so nothing posts into it by mistake, and see who changed what.



Step 1. Open Period Close from the header's More actions menu. Choose a month on the left to see its status.



Step 2. Per-Module Locks lock receivables, payables, the general ledger or payroll on their own. Select Begin Close Process to close the month.



Step 3. Open the Audit Log from the same menu to see who changed what, and when. Filter by user, record type or action, and select Export CSV to save it.

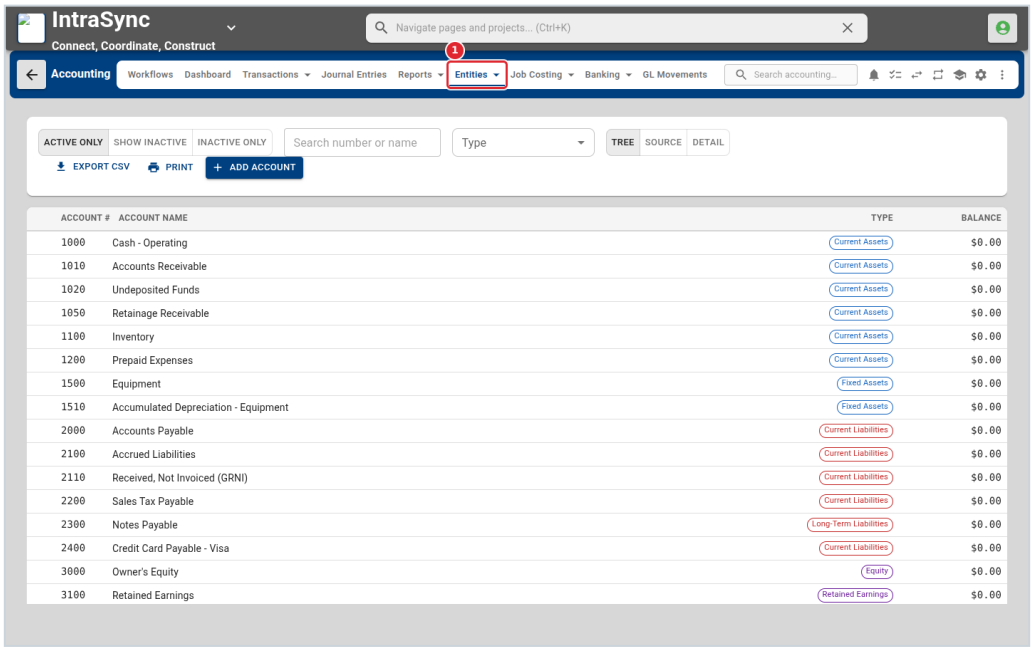
Tips:

– A module can be unlocked for a limited time when a correction is needed. Choose the scope and how long the unlock lasts.

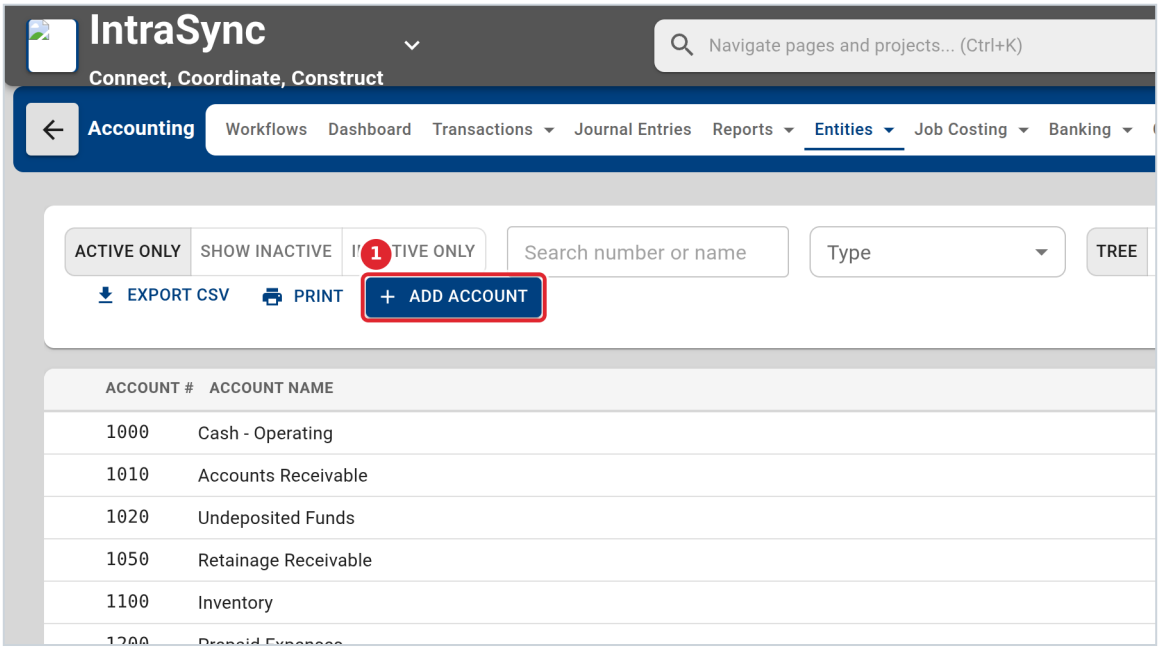
This is shown in the Accounting video at 4:17.

23. Add a GL account

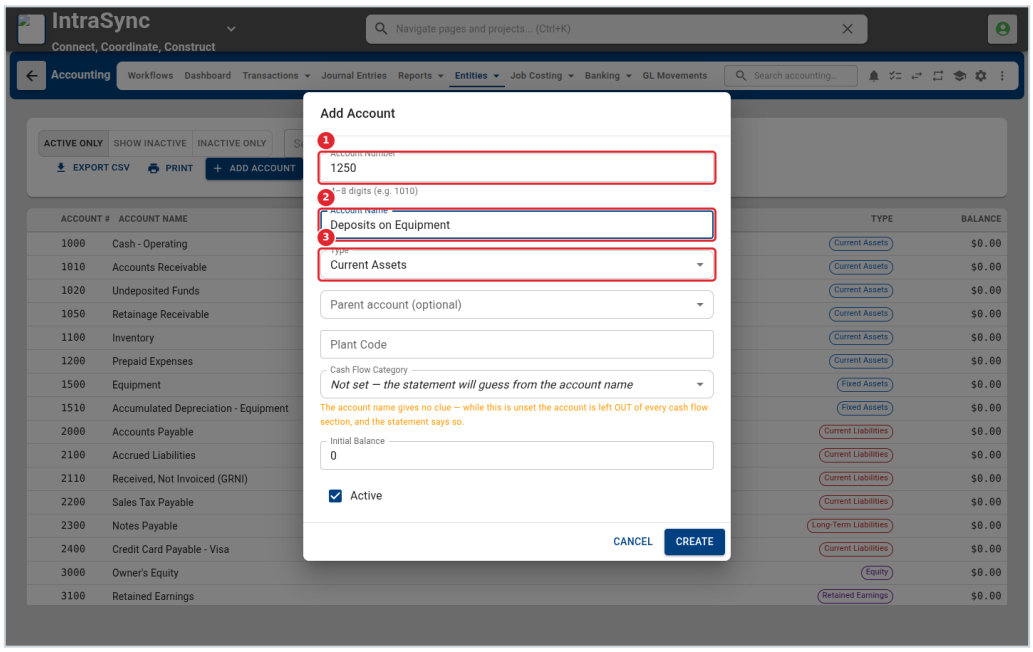
Add an account to the chart of accounts, and look into any account's history.



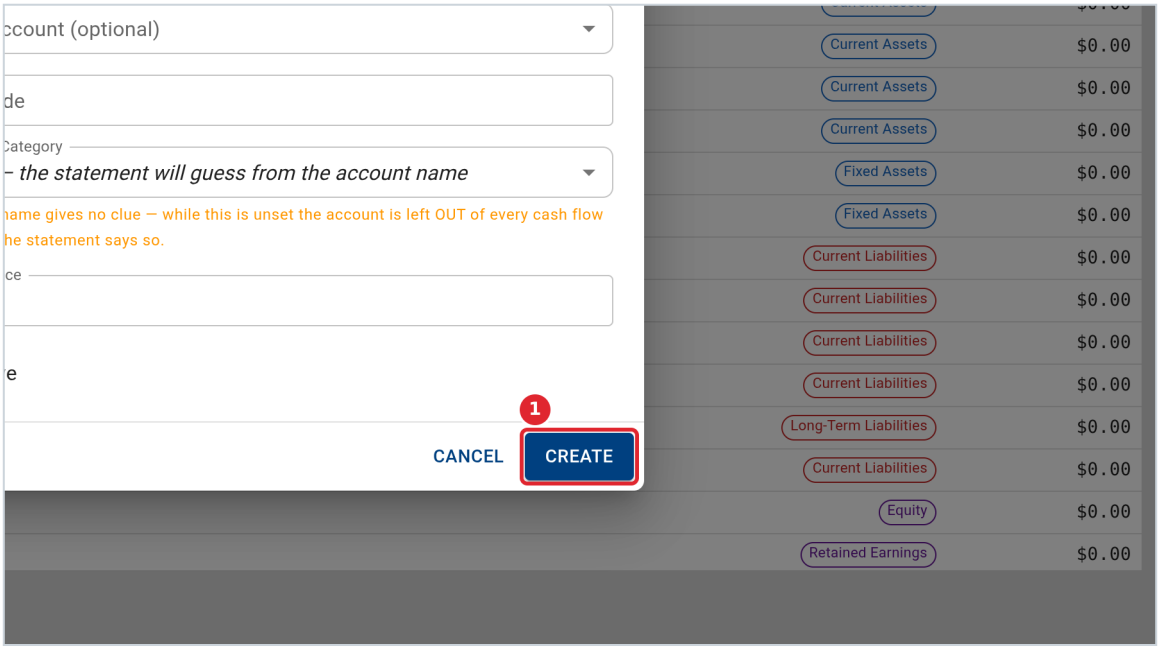
Step 1. Select Entities > Chart of Accounts. Every account is listed with its type and balance.



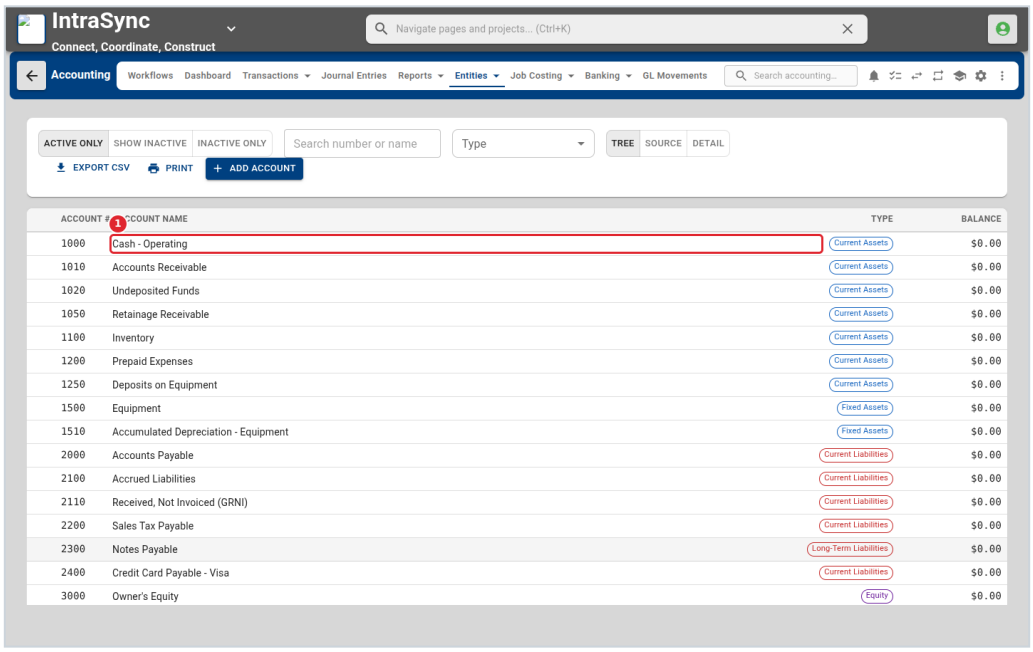
Step 2. Select Add account.



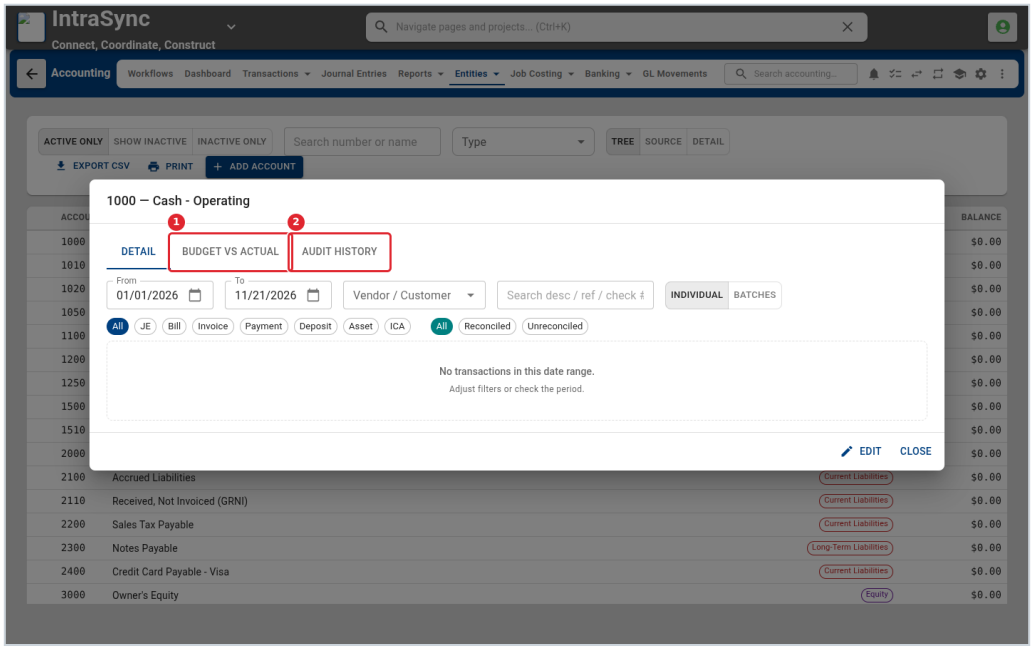
Step 3. Enter the account number and name, then choose its type. Set a cash flow category so the cash flow statement places it.



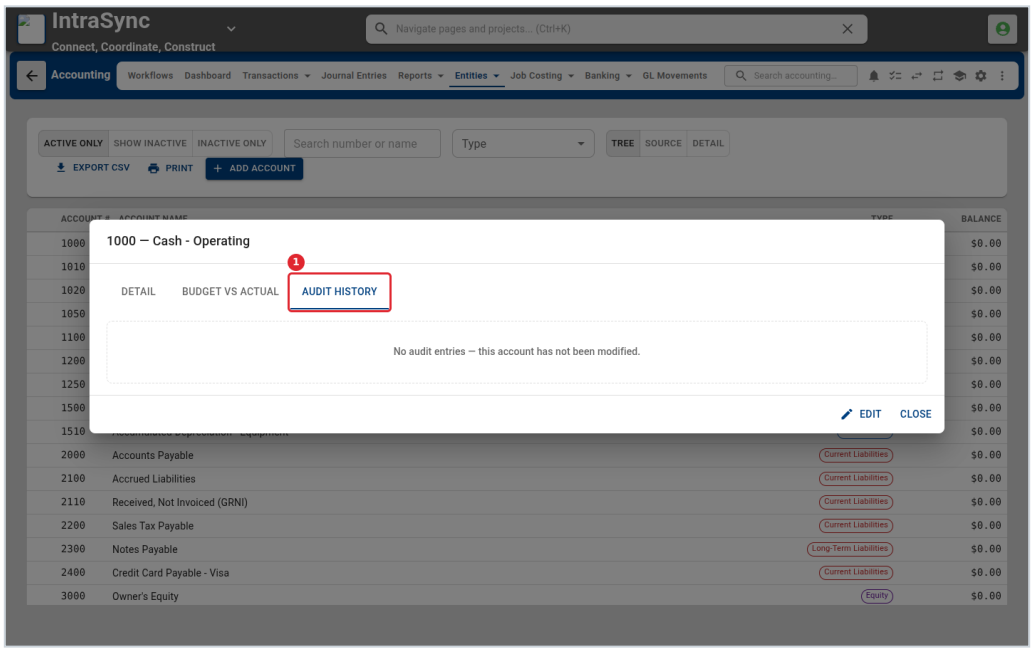
Step 4. Select Create.



Step 5. Select an account to open it.



Step 6. The account opens on its detail. Budget vs Actual and Audit history are beside it.



Step 7. Audit history lists every change made to the account, by whom and when.

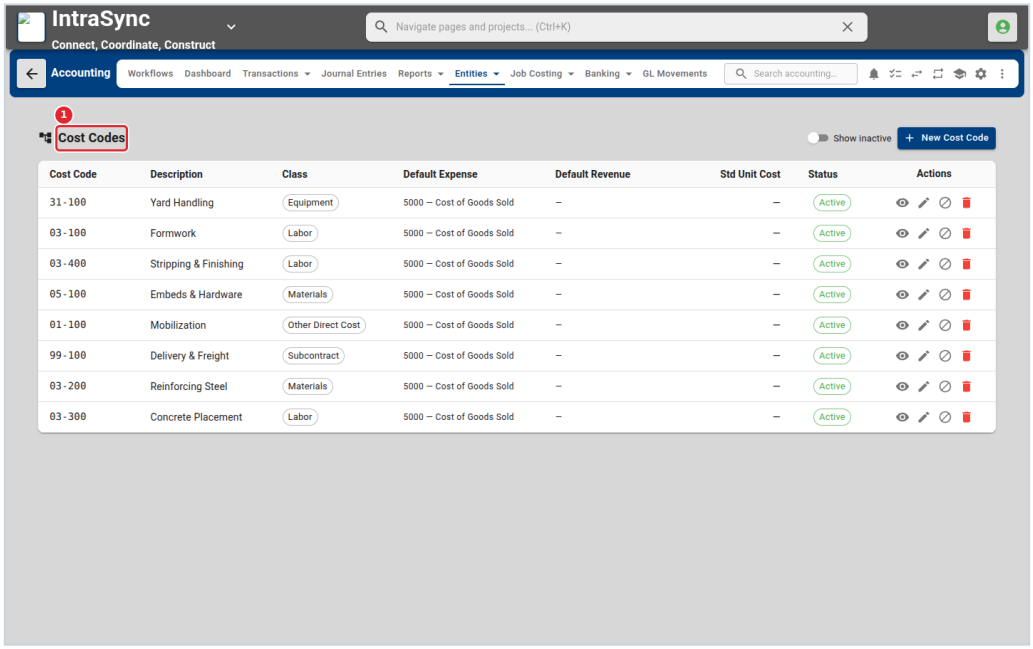
Tips:

- The account name is required.
- The account number is four to eight digits.
- Set a cash flow category, or the account is left out of every cash flow section.

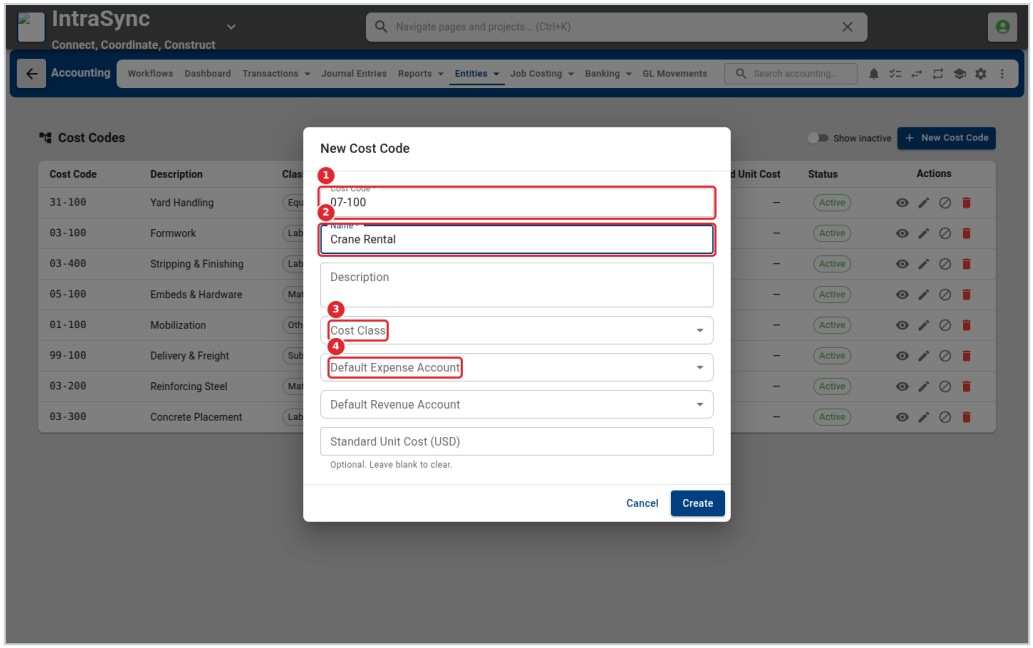
This is shown in the Accounting video at 1:51.

24. Add a cost code

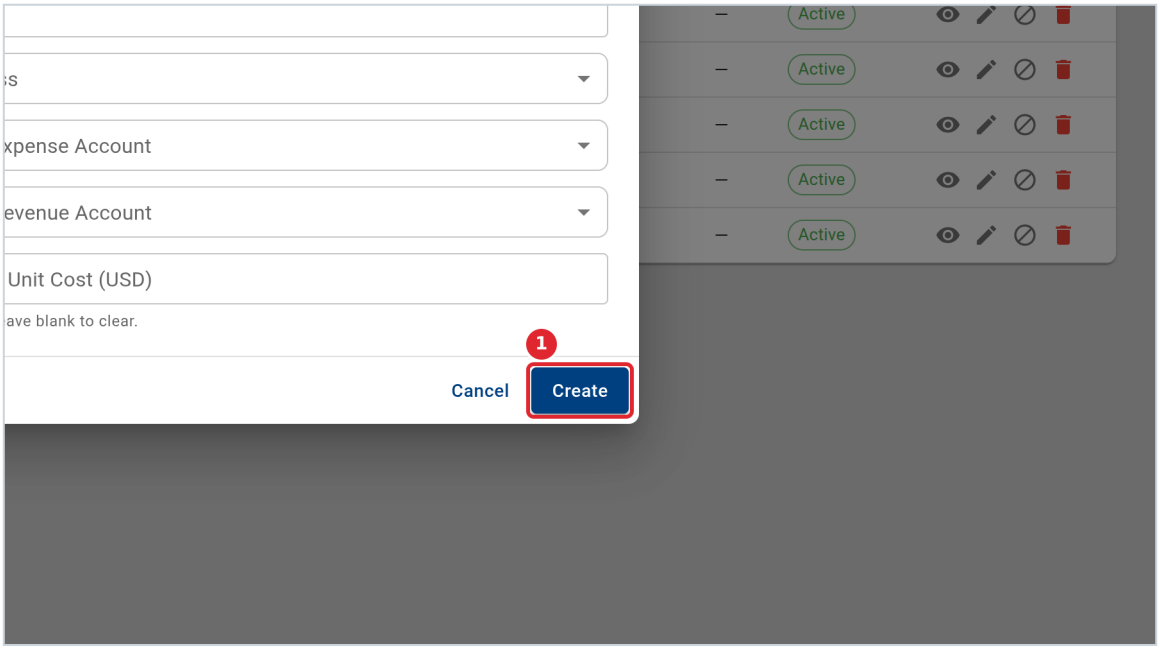
Cost codes classify job costs and decide which expense account they post to by default.



Step 1. Select Entities > Cost Codes. Each code shows its class and default expense account.



Step 2. Select New Cost Code. Enter the code and name, then choose the cost class and the default expense account.



Step 3. Select Create.

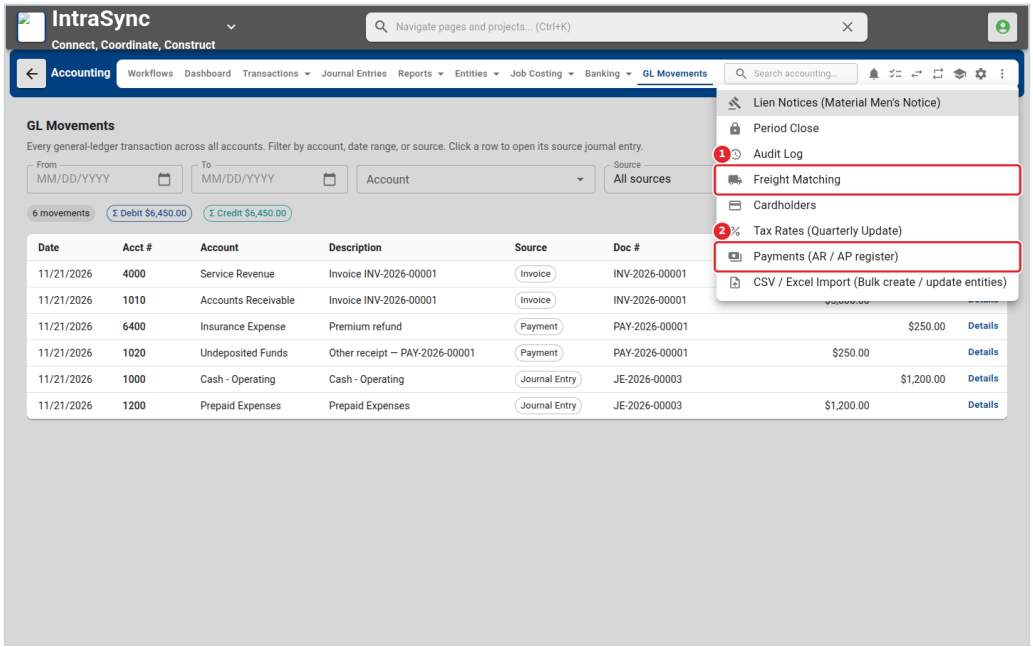
Tips:

– The cost code is required.

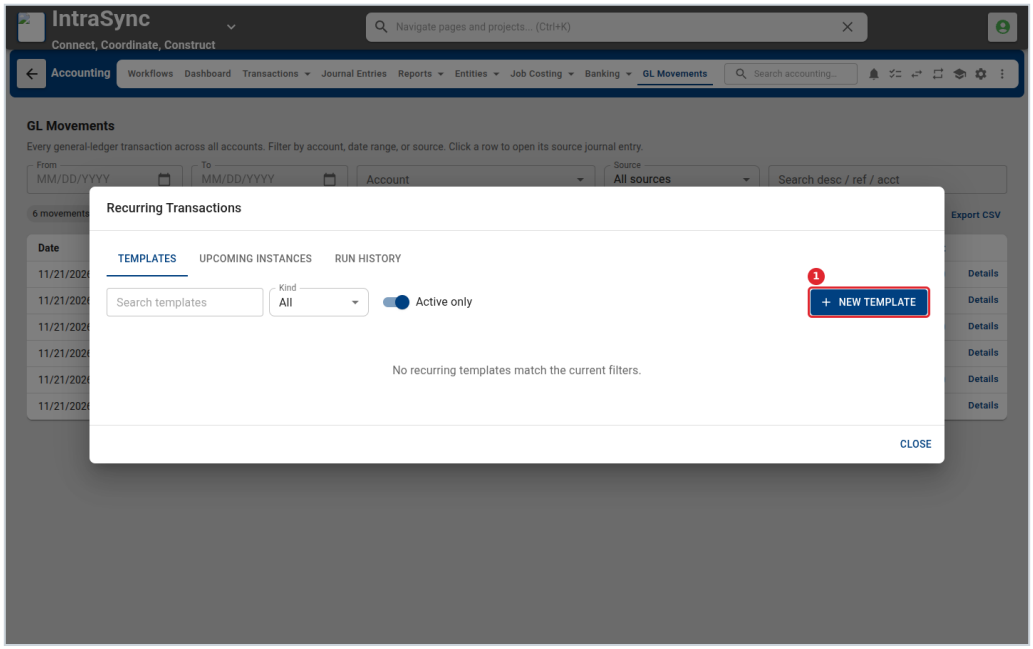
This is shown in the Accounting video at 2:09.

25. Use the other header tools

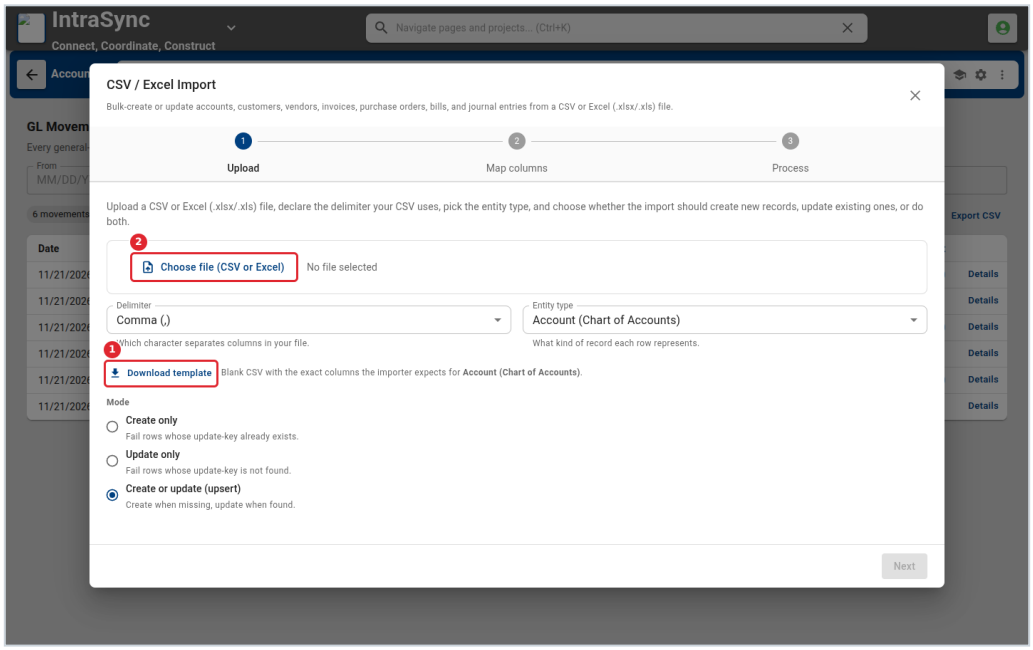
Reach the less frequent jobs: recurring entries, bulk import, freight matching, cardholders, tax rates and the payments register.



Step 1. The More actions menu in the header opens the less frequent tools: freight matching, cardholders, tax rates, the payments register and bulk import.



Step 2. Recurring Transactions holds templates for entries you post every period. Select New Template to set one up.



Step 3. Bulk import creates or updates records from a spreadsheet. Select Download template, fill it in, then choose the file.

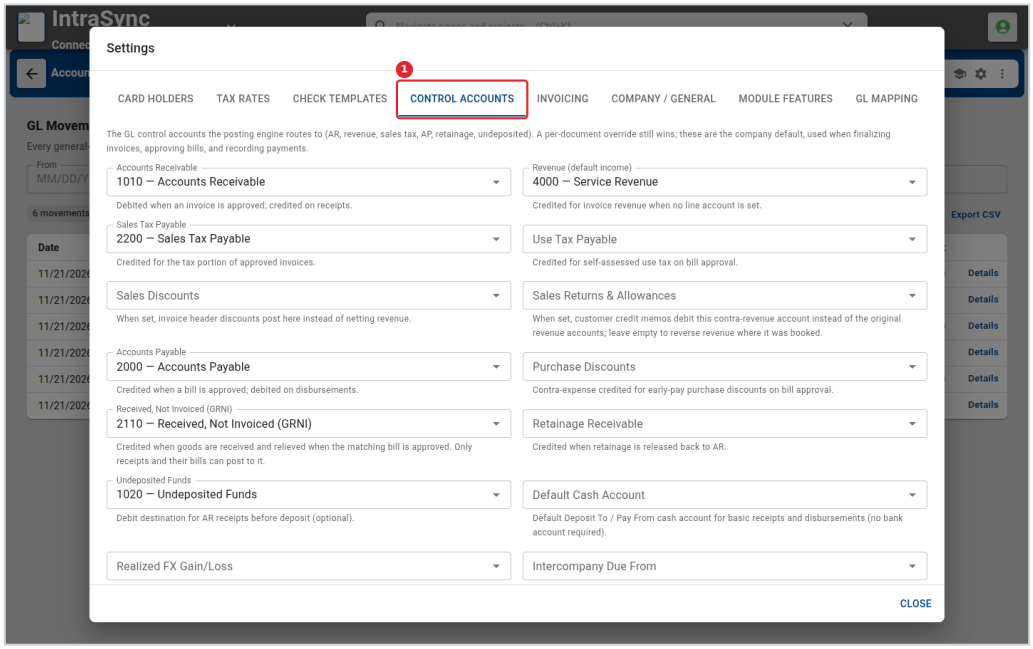
Tips:

- Bulk import can create only, update only, or create and update records. Choose the mode before you upload.
- Intercompany transactions need a second company set up under Settings > Company / General.

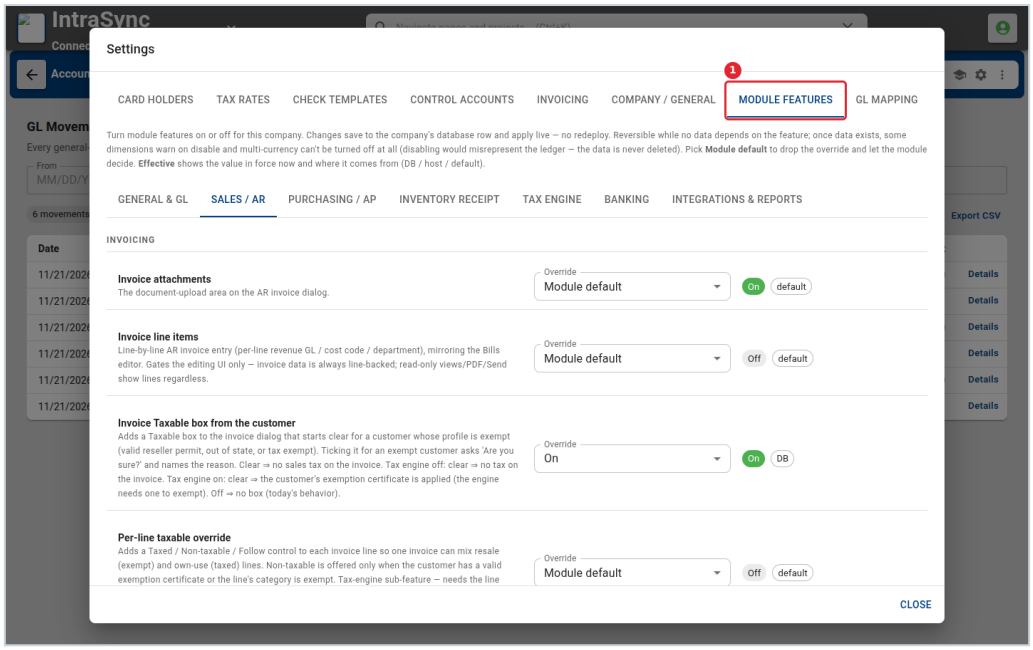
This is shown in the Accounting video at 3:56.

26. Set up company settings

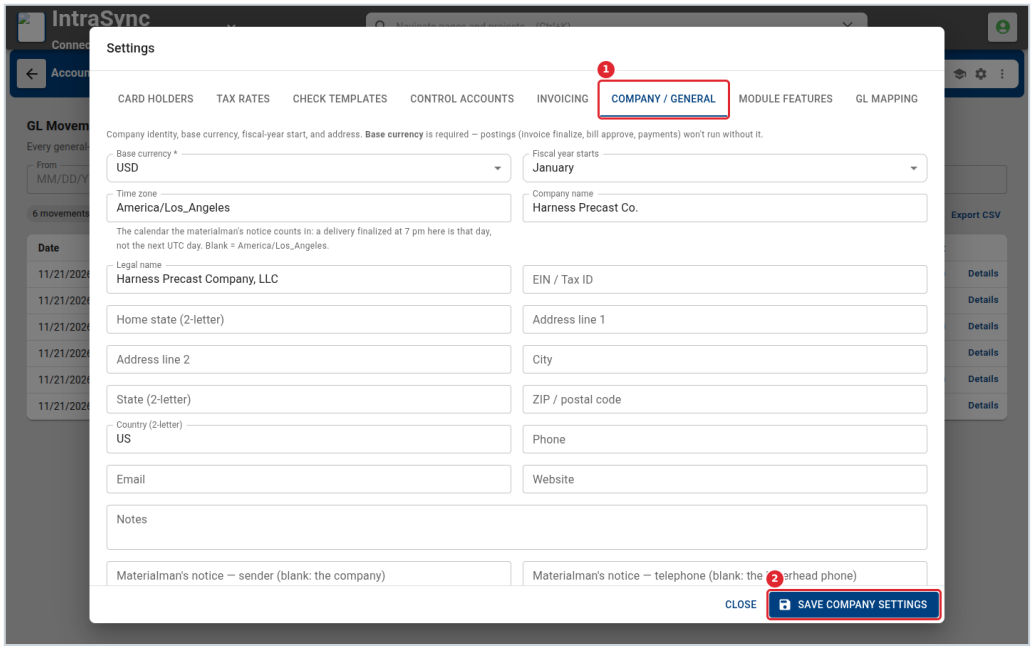
Choose the defaults every document uses, and turn features on or off.



Step 1. Open Settings from the header. Control Accounts sets the default accounts, such as receivables and payables, that new documents propose.



Step 2. Module Features turns individual features on or off for your company.



Step 3. Company / General holds the base currency, the month the fiscal year starts, and the company's name and address. Select Save Company Settings when you change them.

Tips:

– Changes under Module Features apply straight away for everyone in your company.

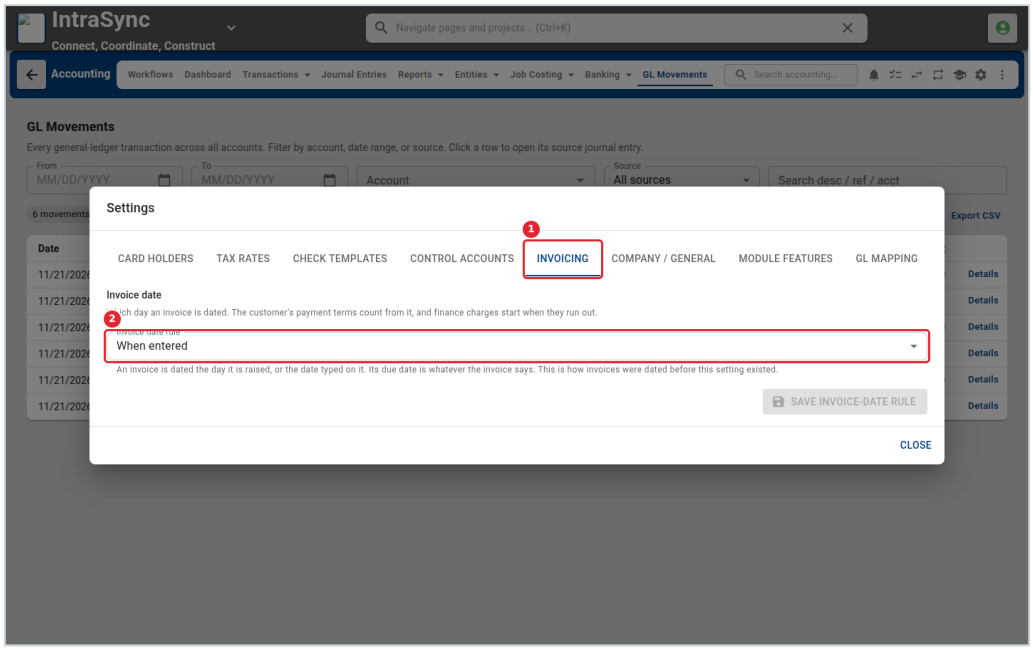
This is shown in the Accounting video at 5:33.

27. Choose how invoices are dated

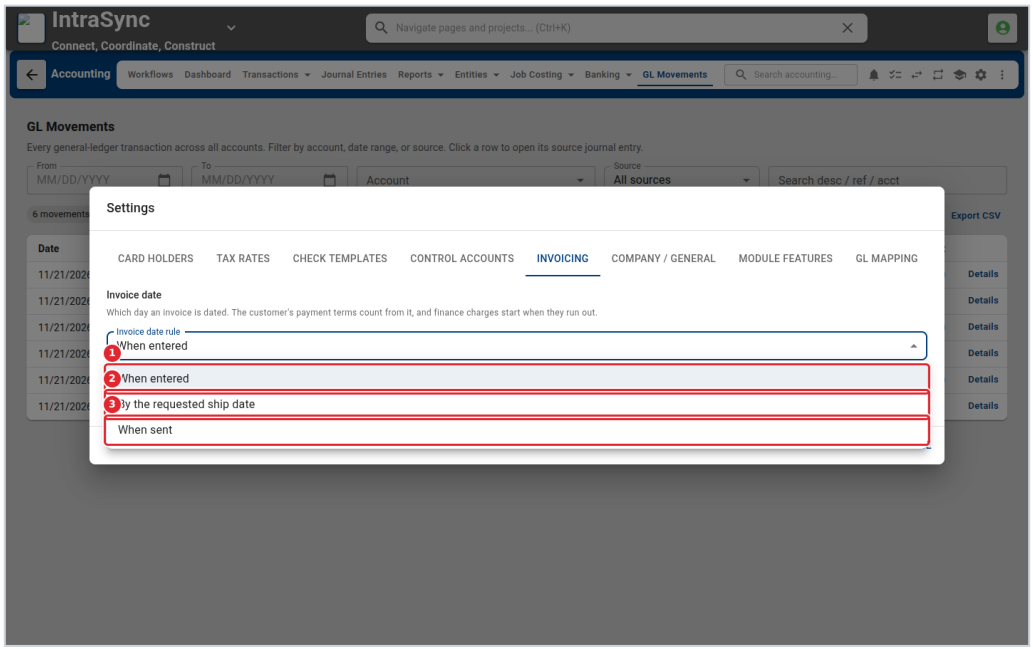
Decide which day each invoice is dated, which sets when its payment terms start.

Before you start:

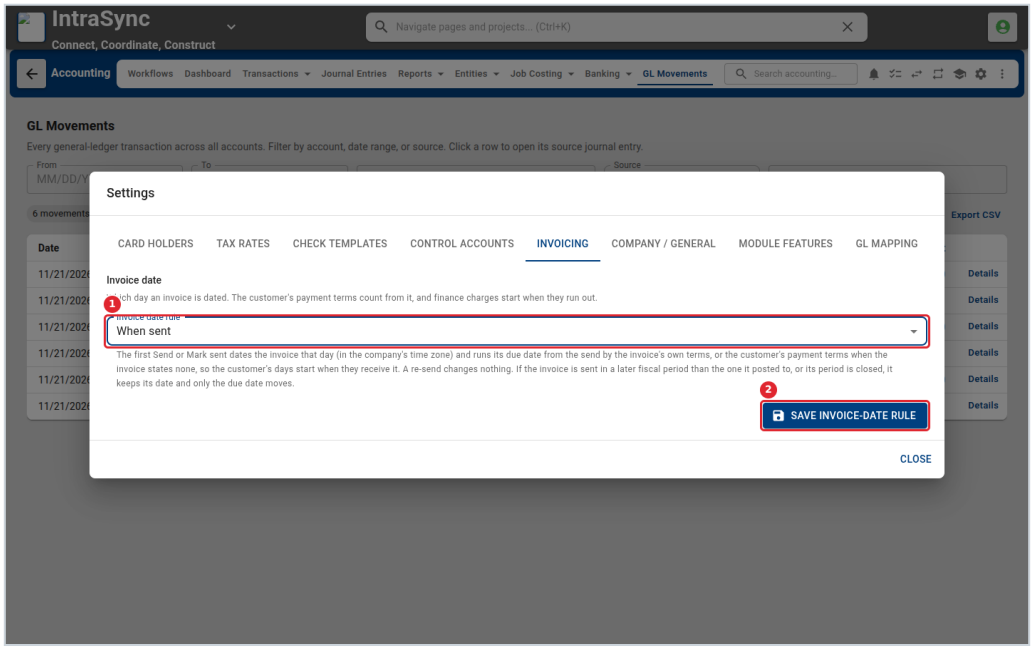
- Your company has turned on Invoice-date rule (Settings > Invoicing) in Settings > Module Features, under Sales / AR.
- Only someone allowed to change settings can save it.



Step 1. Open Settings from the header and select Invoicing. The invoice date rule sets which day an invoice is dated. Payment terms count from that date.



Step 2. Choose When entered, By the requested ship date, or When sent.



Step 3. The text under the list explains what the chosen rule does to the invoice date and the due date. Select Save invoice-date rule to apply it.

Tips:

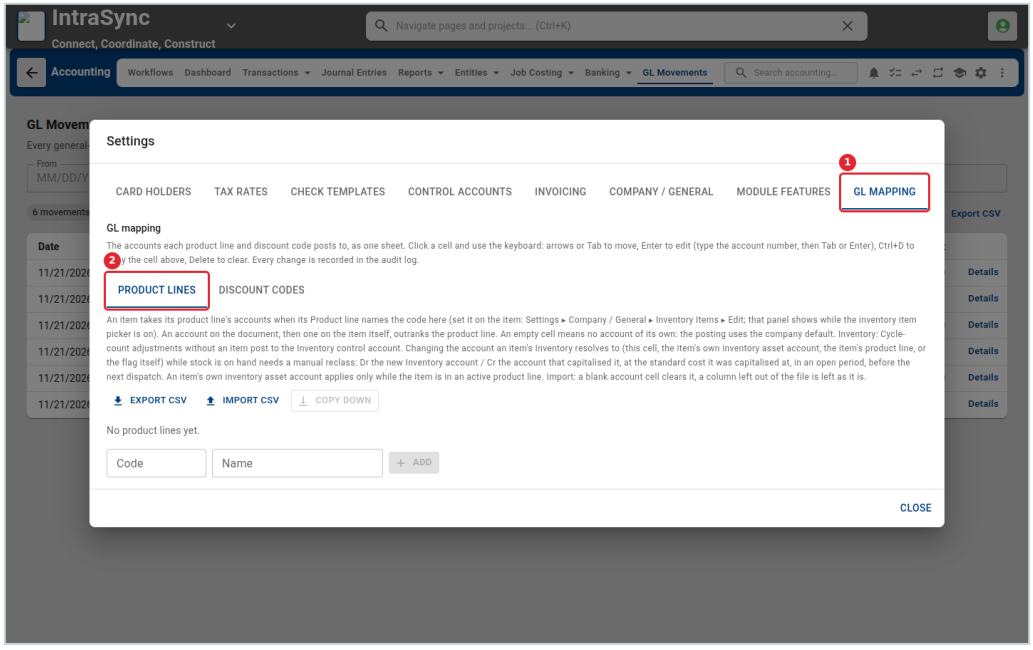
- Payment terms count from the invoice date, and finance charges start when the terms run out.
- When entered is how invoices were dated before this setting existed.

28. Set the accounts for product lines and discount codes

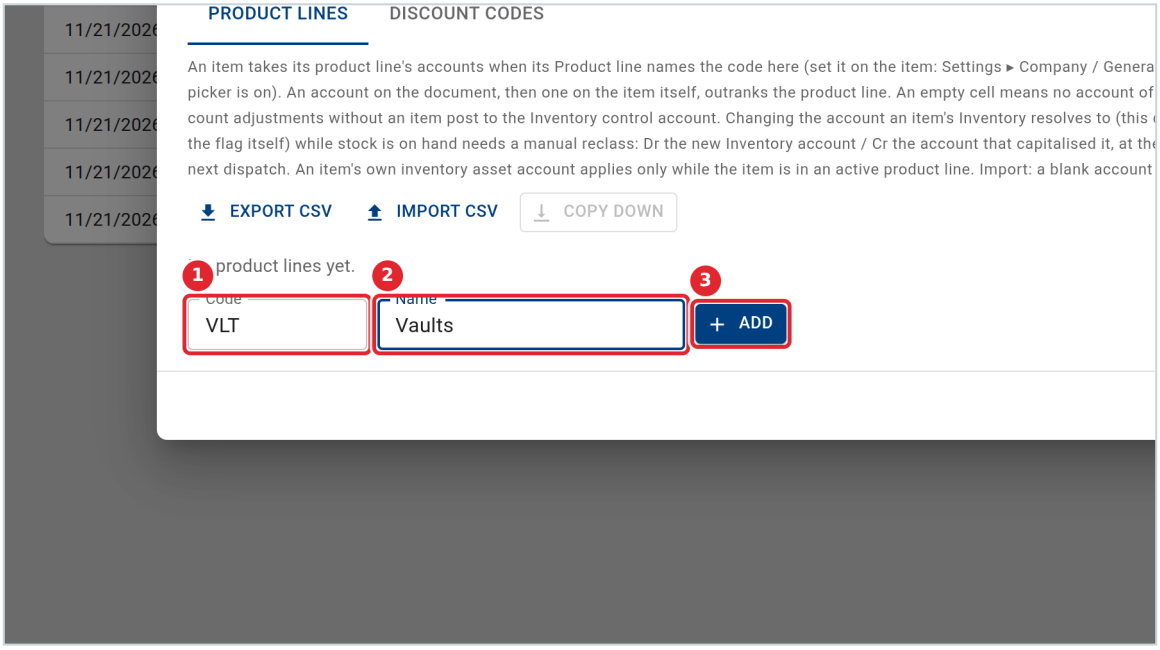
Choose the accounts each product line and discount code posts to, so items in a product line post to that line's accounts.

Before you start:

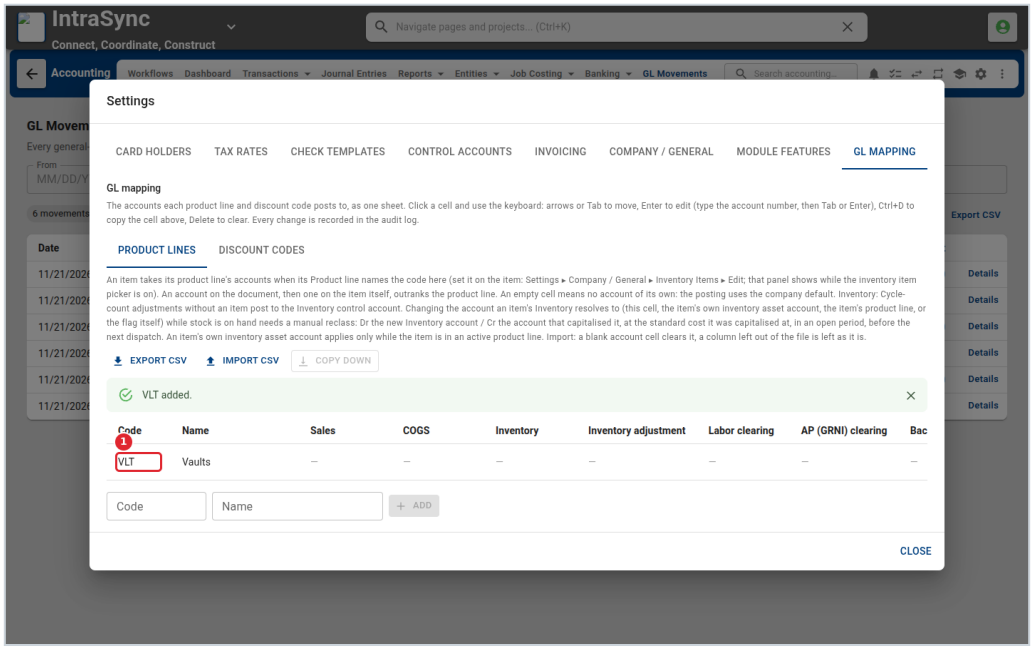
- Your company has turned on GL mapping grids in Settings > Module Features, under General & GL.
- Only someone allowed to change settings can edit it.



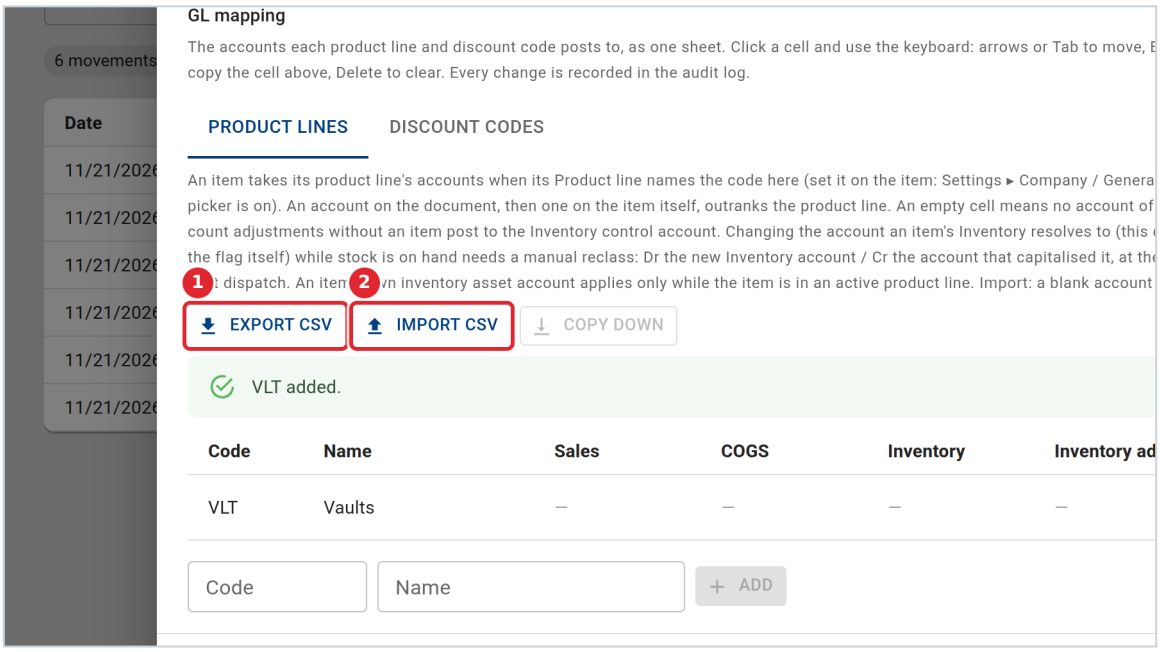
Step 1. Open Settings from the header and select GL Mapping. It sets the accounts each product line and discount code posts to, as one sheet.



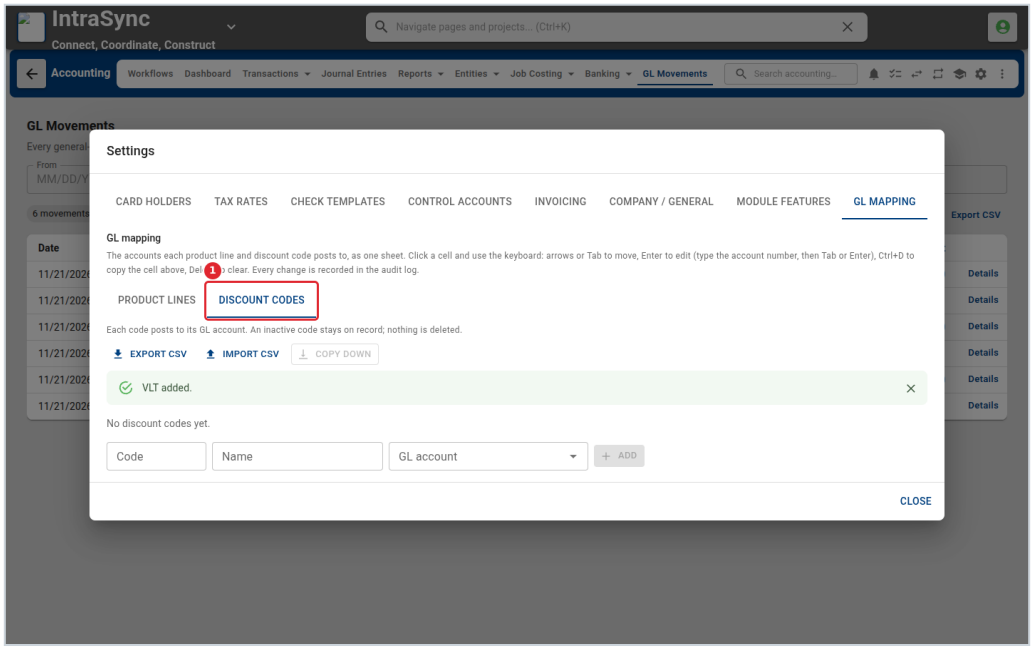
Step 2. Under Product lines, type a code and a name for the product line, then select Add.



Step 3. The product line gets a row with a cell for each account. Select a cell, press Enter, type the account number, then press Tab or Enter. Use the arrow keys or Tab to move between cells. An empty cell uses the company default.



Step 4. Select Export CSV to edit the sheet in a spreadsheet, and Import CSV to read it back. You see what will change before it is applied.



Step 5. Select Discount codes to set the GL account each discount code posts to, the same way.

Tips:

- An account on the document, then one on the item itself, comes before the product line's account.
- Ctrl+D copies the cell above, and Delete clears a cell. Every change is recorded in the audit log.
- An account number that does not exist is refused, with a message naming the column.
- On import, a blank account cell clears that account, and a column left out of the file is left as it is.

Glossary

- GL: General ledger: the accounts every posted transaction lands in.
- Control account: An account such as receivables or payables that only its own documents may post to.
- Retainage: Part of an invoice withheld by the customer until the work is accepted.
- Received not invoiced: Goods received against a purchase order that the vendor has not billed yet.
- Baseline: The agreed version of a job's budget. Later changes are recorded as revisions.