

How to Setup GL Accounts for the items



You can opt not to setup GL Accounts at Item level, i.e. if GL Accounts are setup at Category or Company Location level. See [Hierarchy of GL Account setup for Inventory](#).

Setting up GL Accounts at item setup is a good practice especially if each and every item you have has different GL Account setup. This account setup will be used when you post Inventory related transactions like Inventory Receipt, Inventory Shipment, Inventory Adjustment, Inventory Transfer and other related modules that use the item.

1. Open **Item screen > Setup tab > GL Accounts tab**.
2. Click **Add Required button**. This will bring in all account categories needed for the item. GL Accounts required vary based on Item Type selected from Details tab. See [Account Categories required for transactions](#).
 - a. **Inventory**
 - i. AP Clearing
 - ii. Inventory
 - iii. Cost of Goods
 - iv. Sales Account
 - v. Inventory In-Transit
 - vi. Inventory Adjustment
 - b. **Kit**
 - i. Sales Account
 - c. **Finished Good**
 - i. Inventory
 - ii. Cost of Goods
 - iii. Sales Account
 - iv. Inventory In-Transit
 - v. Inventory Adjustment
 - vi. Work In Progress
 - d. **Non Inventory**
 - i. **General**
 - e. **Other Charge**
 - i. AP Clearing
 - ii. Other Charge Income
 - iii. Other Charge Expense
 - f. **Raw Material**
 - i. AP Clearing
 - ii. Inventory
 - iii. Cost of Goods
 - iv. Sales Account
 - v. Inventory In-Transit
 - vi. Inventory Adjustment
 - vii. Work In Progress
 - g. **Service**
 - i. General
 - h. **Software**
 - i. General
 - ii. Maintenance Sales
 - i. **Comment**
 - i. None

3. Select an **Account ID** for each and every Account Category.

Item - Test Item No.

New Save Search Delete Undo Duplicate Close

Details Setup Pricing Stock Factory & Lines Activities Attachments Audit Log

GL Accounts Location Sales Point of Sale Manufacturing Contract Item Xref Motor Fuel Tax Other

Note! You can choose not to setup your Item's GL Accounts if the Category specified for this Item has it's own GL Account setup on the Category screen. If there is no Category specified, or the Category has no GL Account setup, then it will look into the Commodity. If there is no Commodity, or Commodity GL Accounts setup, then it will look into the default GL Accounts for the Company Locations.

+ Add Required + Insert X Remove Export View Filter (F3)

Account Category*	Account Id*	Description
☐ AP Clearing	20023-0001-004	AP Clearing-Fort Wayne-Petro
☐ Inventory	15013-0001-004	Inventories-Fort Wayne-Petro
☐ Cost of Goods	10003-0000-000	Fifth Third - Petro Operations - Home offic...
☐ Sales Account	10003-0000-000	Fifth Third - Petro Operations - Home offic...
☐ Inventory In-Transit	16013-0001-004	Inventory Transit-Fort Wayne-Petro
☒ Inventory Adjustment		
☐		

Account Id	Description	Account Type
10003-0000-000	Fifth Third - Petro Operations - Ho...	Asset
10003-0000-000	Fifth Third - Petro Operations - Ho...	Asset
10003-0007-000	Fifth Third - Petro Operations-Port ...	Asset
10003-0007-000	Fifth Third - Petro Operations-Port ...	Asset
10003-0007-001	Fifth Third - Petro Operations-Port ...	Asset
10003-0007-001	Fifth Third - Petro Operations-Port ...	Asset

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4. Save the record. You can click **Save** or use the shortcut key **Ctrl+S**. In case you miss to save it and you click the **Close** or the **x button** at the top right corner of the screen or use the shortcut key **Alt+X** or **Esc**, i21 will prompt you if you would like to save it before closing the screen.