

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.

The screenshot shows a software window titled "Item - Test Item No." with a menu bar (New, Save, Search, Delete, Undo, Duplicate, Close) and a tabbed interface. The "Setup" tab is active, and within it, the "GL Accounts" sub-tab is selected. A note at the top explains that users can choose not to setup GL Accounts if a category has its own setup or if no category is specified. Below the note is a table with columns for "Account Category*", "Account Id*", and "Description". The "Inventory Adjustment" row is selected. A dropdown menu is open for the "Account Id" field, showing a list of account IDs and descriptions. The status bar at the bottom indicates "0.18s | Edited" and "Page 1 of 1".

Account Category*	Account Id*	Description
<input type="checkbox"/> AP Clearing	20023-0001-004	AP Clearing-Fort Wayne-Petro
<input type="checkbox"/> Inventory	15013-0001-004	Inventories-Fort Wayne-Petro
<input type="checkbox"/> Cost of Goods	10003-0000-000	Fifth Third - Petro Operations - Home offic...
<input type="checkbox"/> Sales Account	10003-0000-000	Fifth Third - Petro Operations - Home offic...
<input type="checkbox"/> Inventory In-Transit	16013-0001-004	Inventory Transit-Fort Wayne-Petro
<input checked="" type="checkbox"/> 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

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.