Assign Item Accounting Accounts

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Overview

This guide will help you map an item to the approved Sales, COGS, Inventory, and Inventory Adjustment accounts.

Future allowed transactions can post to these accounts. Source alone does not prove that existing ledger entries are reclassified.

Who can do this

You need access to Item Update, Chart of Accounts access, and financial-controller authorization.

Before you start

Create and validate the Chart of Accounts and global default accounts. Record current item mappings and compare and confirm stock value/GL balances.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Items & Advanced Inventory → Manage Items → Accounting and Finance.

Assign Item Accounting Accounts

Step 1: Select the item

Step 2: Select the approved Sales Account

Step 3: Select the approved COGS Account

Step 4: Select the approved Inventory Account

Step 5: Select the approved Inventory Adjustment Account

Step 6: Review whether item-specific mappings override global defaults

Step 7: Choose Update and confirm

Step 8: Close/reopen transaction forms before testing

Check your work

Run a disposable purchase, sale, return, and adjustment, then compare and confirm source document, stock ledger, journal/general ledger, Trial Balance, and Profit and Loss.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Do not change account mappings to force a Trial Balance correction.
- Reverse/correct source transactions through supported workflows.

Related guides

- Configure Accounting Settings
- Build and Maintain the Chart of Accounts
- Review the Account Ledger Report

- Configure Purchase and Inventory Behavior

What to do next

> **Configure Accounting Settings**.

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