



Setting Component GL Codes

GL codes are required for all items to show up on invoices as line items in **[efish > Accounting > AP processing AND Invoice & Payout Look Up]**

Navigate to **[Administration > Component Admin]**

- Select your company from the **[Company Drop Down]**, and a category from the **[Category Drop Down]**
 - *traditionally most all items in a category will be the same GL code but be sure to double check and update individually as needed.*

To set multiple GL Codes at once: check the **[Select All Checkbox]** to the left of "Name" just under the **[Set Accounts/Attributes button]**

- Click the **[Set Accounts/Attributes]** button.
- The components may now have its Cost and Inventory account GL codes set by location; this will update GL account mapping for all selected components.
 - **Don't forget to Save!**

To set GL Codes for each component Individually:

- Use the **[Cost Account, Inventory Account, and Category Drop Downs]** to Select the appropriate accounts and categories for each item.