



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]**

Components

Company: Beach Blonde Vendor: All Category: Beer Filter:

Show only: ☐ Active ☐ Missing GL Accounts ☐ Unverified

Component Attribute Filters

Add Attribute

Search Components Reset

64 Results in this search

Per Page: 20 1 2 3 4 > >>

<input type="checkbox"/> Name	Cost Account	Inventory Account	Category/Attributes	Base Unit	Active
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- 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!**

Component Account/Attribute Mapping

Accounts Map

Warning! This action will update GL account mapping for all selected components.

Company	Location	Cost Account	Inventory Account
Wired Wine Bar North	Wired Wine Bar North	Keep Current Value	Keep Current Value
Cafe Penini	Cafe Penini	Keep Current Value	Keep Current Value

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.

☐ Michelob Ultra 2/12/16 oz

Select Account Select Account Beer