## Updating GL Accounts & Activity for Line Item Codes

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This guide explains how to update a line item code's GL accounts and activity. It is intended for advanced users.

You can manually adjust the GL accounts and activity associated on your line item codes (LICs).

## Update GL Account for LICs

Each LIC requires a GL account relationship. To update the revenue, cost, and inventory GL accounts for a single LIC, go to the detail view and the Setup tab:

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Accounting Setup			Commissions and Rate Setup				Unit Info			
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ncategorized Cost	Markup %	25% V	99.99							
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You can also update multiple LICs at one time from the list view:

- 1. Filter the LIC module list view to display all LICs that should be assigned to an account.
- 2. Click Admin Actions ( ) > Update Revenue / Cost / Inventory Acct for List.

Record: 1 of :	15		Inventory View 🔻				New 💠 Edit 🖋 Delete 🗶 Print 🗟 Actions 🛪		
Codes							Actions		
				Aperture			Attach/Detach Documents to/from List		
_ Туре	Code Q	Description	Rec Type	Pref Vendor Q	Invtry On Hand	Available	Update Task Group for List		
> Technology	TECH-001	Electronic Whiteboard, Freestanding	ASMBL	Aperture	0	0	Update Department for List		
<ul> <li>Technology</li> </ul>	TECH-E	Electronic Whiteboard Pen	ITM	LearnWright Inc.	0	0	Update Exclude Customer Discount for Li		
Technology	TBLT-7	Student Tablet, 7" Screen	ITM-INV	LearnWright Inc.	100	44	Update Volume Discount Logic for List		
> Technology	TBLT-8	Student Tablet, 8" Screen	ITM-INV	LearnWright Inc.	100	69	Undate Volume Commission Logic for		
<ul> <li>Technology</li> </ul>	TBLT-8C	Student Tablet, 8" Case	ITM-INV	Aperture	115	79	-		
Technology	TECH-B	Electronic Whiteboard Mounting Kit	ITM-INV	Aperture	9	1	Update Revenue Acct for List Update Cost Acct for List		
<ul> <li>Technology</li> </ul>	TECH-002	Electronic Whiteboard, Mounted	ASMBL	Aperture	0	e	Update Inventory Acct for List		
> Technology	TBLT-7C	Student Tablet, 7" Case	ITM-INV	Aperture	105	44			
<ul> <li>Technology</li> </ul>	TECH-201	Multimedia Projector	ITM	Aperture	0	0	Update Tax Automation Setting for Lis		
Technology	TECH-401	AutoScore® Multiple Choice Test Scanner	ITM	LearnWright Inc.	0	0	Update Tax Code for List		
Technology	TBLT-9	Student Tablet, 9" Screen	ITM-INV	LearnWright Inc.	375	3	Add BOM to List		
<ul> <li>Technology</li> </ul>	TBLT-9C	Student Tablet, 9" Case	ITM-INV	Aperture	236	99	Remove BOM from List		
Technology	TECH-401b	AutoScore® Multiple Choice Test Scanner	ITM	LearnWright Inc.	0	0	Add Options to List		
> Technology	TECH-D2	Electronic Whiteboard Stand	ITM-INV	Aperture	43	36	Remove Options from List		
Technology	TECH-E4	Electronic Whiteboard Deluxe Remote	ITM-INV	Aperture	61	61	Add Rate Cards to List		
ist Totals					1,144	442	Remove Rate Cards from List		
							Set Preferred Vendor for List Add Vendors to List Remove Vendors from List		
							Add Offices to List Remove Offices from List		
							Admin Export		

- 3. Click Select.
- 4. At the GL account selector, locate and select the account number the LICs should be assigned to, then click **Save**.

## Update GL Activity for LICs

aACE tracks an LIC's GL account activity through GL transactions. To update a GL account's activity, <u>reset the GL account</u> (https://aace6.knowledgeowl.com/help/reassigning-gl-account-from-line-item-code-for-list) for the desired GL transactions.