Account Link Report

Report Module Guide: Account Link Report

Module Location

Inventory > Reports > Account Link Report

Module Objective

The **Account Link Report** module is used to generate a report that displays the mapping between each inventory item and its related accounts in the General Ledger. This report is crucial for ensuring that every inventory transaction will be automatically journalized to the correct accounting accounts.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Item/Service Category Type**:
  - Filter the report for a specific main category type (e.g., FINISHED GOODS, RAW MATERIALS) or select **[All]** to display all.
- **Category**:
  - Filter further by a more specific item sub-category.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the category filters you wish to review.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the account link report directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report is a list of items along with the General Ledger accounts linked to them.

This report displays important details such as:

- **Item/Service Code** and **Item/Service Name**.
- **Account for purchasing item/service**: The account that will be debited when this item is purchased.
- **Account for purchase discounts**: The account used to record purchase discounts for this item.
- **Account for WIP**: The Work in Process account related to this item if it is used in production.

Tips & Important Notes

- This report is a crucial **audit tool for Accountants and System Implementors** to ensure all initial setup is correct.
- An error in the account mapping here will cause **incorrect automated journaling** in all inventory-related transactions (purchasing, sales, production).
- This data is usually set up at the **item master data level** (in the Item/Service List module), and this report functions as a recapitulation for verification.

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