

Assigning Sales and Purchase GL accounts to a Work type

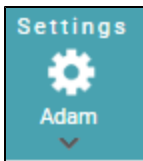
You can specify the Sales or Cost of Sale (COS) account numbers for a Work type. These account numbers are used when exporting sales or purchase transactions to an accounting package. To export a specific Work type within the account package, the Sales and COS account numbers need to be set up per Work type.

If a Work type is created without inserting a specified account number, the default account numbers will be used, and can be found within **Config > Export Settings**.

Below are steps to show you how to add Sales and Purchase general ledger accounts to a Work type.

Step-by-step guide

1. Click the **Settings** button on the Ribbon.



The *Configuration* screen appears.

2. Click the **Worktypes** item from the **Configuration** tree.



The *Work Types* screen appears.

3. Click the drop down arrow on the **Group Name** field, and select the Group to which the Work types belong.
4. Select the Work type that you want to add a **Sales** or **Cost of Sales** account to.
5. Enter the account numbers in the **Sales Contra Account Number** and **COS Contract Account Number** columns.

WORK TYPES

Group Name: Default WorkTypes for Insika f

Filter: Show All

Filter Where: Work Type contains: Rows/Page: 25

Work Type	Task Type	Category	Business Un	Recognition	Unit Cost	Line T	Internal	Unit Type	Discipline	Sales Contra Account N	COS Contract Account N	Posting Group	internal	0	4	10	20	20.25	30	40		
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Accommodation						Normal		Hours					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account Assistance						Normal		Hours					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account Director						Normal		Hours					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Admin Fee on Internal Items						Normal		Hours					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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6. Click the **Save** button to save your changes.

WORK TYPES

Group Name: Default WorkTypes for Insika f

Filter: Show All

Filter Where: Work Type contains: Rows/Page: 25

Work Type	Task Ty	Category	Busines	Recogni	Unit Cost	Line	Intern	Unit Tyj	Discip	Sales Contra A	COS Contract A	Posting G	internal	0	4	10	20	20.25	30	40	
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