SHERKETYERP

Configure accounts, taxes, and currencies

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Overview

Accounting reference data supplies the structures used when accounting records are created and
processed. Use this page to choose the configuration list that matches the work you need to do.

If you need to…	Go to
Maintain account codes, account types, taxes, or account tags	**Chart of Accounts**, **Taxes**, or **Account Tags**
Maintain journals or group journals	**Journals** or **Journal Groups**
Maintain currencies and their rates	**Currencies**
Map taxes or accounts for a fiscal situation	**Fiscal Positions**
Maintain payment or delivery terms	**Payment Terms** or **Incoterms**
Maintain accounting periods	**Fiscal Year**
Change accounting configuration	**Settings**

These surfaces sit under **Accounting** and **Configuration**. Journal activity, payment providers,
and other downstream work continue on their dedicated pages.

Before you start

You need a signed-in application session before opening an accounting configuration destination.
Access also controls which lists, fields, and pages you can use. The configuration includes branches
for accounting access, multiple companies, multiple currencies, analytic accounting,

and system
administration.

Prerequisites

Have ready	Why it matters
The company that owns the reference record	Company-specific fields and lists can depend on the selected company.
Currency and rate information	Currency records include display, accuracy, and rate areas.
Tax type, scope, and distribution information	Tax fields and account areas change with tax type and tax-exigibility choices.
Journal type and account information	Journal account requirements change for bank, cash, sales, purchase, and general journals.
Fiscal-position country and VAT information	Country, state, and mapping areas depend on the fiscal-position choices.

Find accounting reference data

Use the Accounting configuration menu when you need either an existing record or the list from which
you create or select one.

If you need to open…	Select…
Account definitions	**Chart of Accounts**
Tax definitions	**Taxes**
Journal definitions	**Journals**
Currency definitions	**Currencies**
Tax and account mappings	**Fiscal Positions**
Payment or delivery terms	**Payment Terms** or **Incoterms**
Period definitions	**Fiscal Year**
Journal or tax groups	**Journal Groups** or **Tax Groups**
Account classification helpers	**Account Groups** or **Account Tags**
Accounting configuration	**Settings**

Steps

1. Open **Accounting**.
2. Open **Configuration**.
3. Select the destination that matches the record you need.
4. Select an existing row when you need to review or change a saved record.

The requested **Chart of Accounts** list can also be addressed through its list route. If that route
lands on the application launcher instead, do not treat the launcher as the account list.

Result: The selected accounting reference list or record form is on screen.

Understand the reference-data screens

Each reference type has its own record shape. Use this map before editing so you know which kind of
information belongs to the selected destination.

Surface	What it contains
Chart of Accounts	Account identity, account type, tax and tag assignments, allowed journals, currency, depreciation state, grouping, reconciliation, and trade classification. The list also provides account columns and search filters.
Taxes	Tax identity, description, amount type, use and scope, amount, invoice and refund distributions, child taxes, invoice label, tax group, analytic option, company and country settings, pricing options, and tax-exigibility settings.
Journals	Journal identity and type, company, default and suspense accounts, profit and loss accounts, sequences, code, currency, bank-account details, incoming and outgoing payment-method rows, access controls, aliases, payment communications, and payment follow-up settings.
Payment Terms	Term identity and company, early-discount choices, discount values, term lines, preview values, notes, and whether the terms appear on the invoice.
Currencies	Currency identity, full name, active state, symbol, unit and subunit labels, price accuracy, display position, and rate rows.
Fiscal Positions	Position identity, automatic application, VAT and foreign-VAT choices, country and state selection, tax mappings, account mappings, and notes.
Journal Groups	Group identity, excluded journals, sequence, and company.
Tax Groups	Group identity, country, sequence, company, payable account, receivable account, advance-payment account, and preceding subtotal.
Fiscal Year	Period identity, company, start date, and end date.

Surface	What it contains
Settings	Open the settings destination to work with the accounting options available to your installation.
Account Groups and **Account Tags**	Open these destinations from their accounting configuration entries when you need their classification actions.

Tax distributions, child taxes, journal payment methods, payment-term lines, currency rates,
fiscal-position tax mappings, and fiscal-position account mappings are maintained from their related
parent record rather than as separate top-level tasks.

Maintain accounting reference records

Use the record type that matches the accounting rule you are maintaining. A tax definition is not a
journal definition, and a currency rate is not a payment term; choosing the wrong list takes you to a
different record shape.

Maintain a reference record

Prerequisites

- You are on the list or form for the intended reference type.
- You have the company and accounting information required by that record type.
- You know whether the record is new or already saved.

Steps

1. Select the record type from the Accounting configuration menu.
2. Open the existing record you need to change, or use the list's create route for a new record.
3. Complete the identity and classification information shown for that record type.
4. Complete any embedded rows, such as tax distributions, payment-term lines, payment methods, currency rates, or mappings.
5. Check the conditional areas described in Handle conditional reference-data branches.
6. Review the entered values before leaving the form.

The account form includes statistics actions, the fiscal-position form includes a guidance link, and
the journal and partner forms include related actions. The partner warning link is labelled
Partners; it belongs to the partner form rather than to the accounting reference-data lists.

Result: The selected accounting reference form contains the values and detail rows for the record
you are maintaining.

Handle conditional reference-data branches

Conditional areas keep a record aligned with the way it is used. Work from the choice you made in the
record instead of expecting every field to appear at once.

When you choose…	Check for…
A tax amount type other than a group tax	The amount area and the tax group requirement.
Cash-basis tax exigibility	The cash-basis transition account requirement.
A bank or cash journal	The suspense account and payment-method areas.
A sales or purchase journal	The default account requirement and related payment settings.
Early discount on a payment term	The discount values, computation, and preview areas.
Invoice display for a payment term	The invoice preview area.
Automatic application or foreign VAT on a fiscal position	The country, VAT, state, and mapping areas.
A cash or bank journal	The Incoming Payments and Outgoing Payments pages.
A restricted accounting or company feature	The fields and pages allowed by your access level.

Prerequisites

- You know the record type and the business choice that controls the branch.
- You have the account, company, country, or rate information needed by the branch.

Steps

1. In the record's type or configuration field, choose the applicable value.
2. Review the fields that appear or become required.
3. Enter the related account, country, company, or rate information.

Result: The reference form shows the fields and detail rows for the selected branch.

When the reference-data screen does not open

If the address for the Chart of Accounts list opens the application launcher and theme customizer,
you are not on the account list. The launcher displayed **Menu Style**, **Font Type**, **Preloader Option**, **Theme Colors**, **Brand Color**, **Background Color**, **Sidebar Color**, and **Chatter Position**, with no required marker on those controls. It also displayed **Save** and **Reset To Default** for launcher customization.

What you see	What to do
The application launcher and theme customizer	Return to **Accounting**, open **Configuration**, and select the intended reference list again.
A field appears only after a type or configuration choice	Return to the controlling choice and use the matching branch in Handle conditional reference-data branches.
A required account area appears for a bank, cash, sales, purchase, or cash-basis choice	Complete the account required by that choice.
The requested reference list is still not on screen	Continue with Common issues and solutions for shared routing and unavailable-surface problems.

Do not use a launcher control as a substitute for an accounting record action.

Know what is next

After the selected reference record is available, continue with the accounting work that uses it.

Continue with…	Page
Journal, bank, reconciliation, or lock-date administration	Configure accounting dashboard, journals, and bank activity
Payment providers or reconciliation models	Configure payments, providers, and reconciliation
Electronic invoicing and local reporting	Configure electronic invoicing and local reporting
Shared routing or unavailable-surface troubleshooting	General error messages or Common issues and solutions

The selected reference record remains the hand-off point for the next accounting task.