# Data — Overview

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*User Guide › Data*

### Overview

The Data area provides a central view of the core records used across sales, purchasing, warehouse, project, and finance activities. It includes Accounts, Contacts, Projects, Reference list records, and VL registrations.

Sales representatives and sales managers use account and contact records to maintain business relationships. Purchasing officers can work with principal and sub-supplier account data, while project managers use project records to support job-related activities. Finance officers can access the shared data that supports operational and financial control.

Accounts may be organised by client, principal, sub-supplier, and account manager. The Reference list supports consistent use of shared reference data, and VL registrations provide a dedicated register within the Data area.

### What you can do here

- Select **New** to create a new record.
- Use **All, Clients, Principals, Sub-supplier**, or **Account Managers** to view the relevant account grouping.
- Use the **Search box** to find records.
- Select **edit** to update a record.
- Select **Open** to view a record.
- Use **Previous Page, Page 1**, and **Page 2** to move between pages of records.

### Related pages

- Projects
- Reference list
- Data — Learning Path
- VL registrations
- Configure Accounts
- Configure Contacts
- **Apply Deductions
- Close Fully Paid Invoice**