GL Account Settings

A guide to flagging which GL accounts appear in the dropdown lists used elsewhere in Data Fusion

Introduction

Data Fusion pulls in your full chart of accounts from Sage, but you don't want every single GL account cluttering up every dropdown list in the app. The GL Account Settings screen is where you switch individual accounts "on" for specific uses elsewhere in Data Fusion. An account only shows up in a given dropdown once it's been flagged here for that purpose.

This screen is found under Settings > GL Account Access.

Before You Begin — Prerequisites

- Your GL accounts must already exist in Sage. Data Fusion reads its account list straight from Sage — you can't create or rename an account from this screen, only flag existing ones.
- Data Fusion refreshes its copy of your Sage account list automatically every time you open this screen, so newly added Sage accounts will appear here without any extra steps.
- You'll need access to the Settings area of Data Fusion to reach this screen.

Key Terms — Glossary

Term	What It Means
GL Account	A general ledger account from your Sage chart of accounts (e.g. a freight, admin fee, or expense account).
Category	The account category/type as set up in Sage (e.g. Expense, Income). Shown for reference only — it isn't something you set here.
Use On Job Cards	Flags an account so it can be selected as a line on a Job Card (in addition to stock items and services).
Receiving Additional Costs	Flags an account so it can be selected in the Additional Costs GL account dropdown when receiving stock or processing a transfer.

Where This Happens

Task	Data Fusion	Sage
Create or rename a GL account		✓
Flag which accounts are available in Data Fusion	✓ (GL Account Settings)	
Select a flagged account on a Job Card	✓	
Select a flagged account for Receiving Additional Costs	✓	

The Full Workflow

1. Go to Settings > GL Account Access.
2. The screen lists every GL account synced in from Sage, along with its name and category.
3. Find the account you want to enable. Accounts already flagged for Job Cards are listed at the top, so it's easy to see at a glance what's already turned on.
4. Tick "Use On Job Cards" if you want that account selectable as a line item when someone is working on a Job Card.
5. Tick "Receiving Additional Costs" if you want that account selectable in the GL account dropdown for Additional Costs on Receiving (and Transfers).
6. Each tick box saves itself immediately — you'll see a confirmation pop-up. There's no separate Save button and nothing else to submit.

Understanding the Two Flags

- **"Use On Job Cards" and "Receiving Additional Costs" are completely independent.** Ticking one does not affect the other — an account can be flagged for neither, either, or both, depending on where you want it to appear.
- **Unticking a box only affects future selections.** It stops the account from appearing in that dropdown going forward. It does not change or remove any Job Card lines or Additional Costs entries already saved against that account.
- **This screen only controls visibility, not accounting behaviour.** Flagging an account here doesn't change how it posts in Sage — for the full detail on how Additional Costs accounts are used and posted, see the separate Additional Costs on Receiving & Transfers guide.

Common Mistakes to Avoid

- **Expecting a new Sage account to show up in a dropdown right away.** It has to be flagged here first — being in Sage isn't enough on its own.
- **Assuming one tick box covers both uses.** An account needed for both Job Cards and Additional Costs must have both boxes ticked separately.
- **Looking for a Save button.** Each tick box saves the moment you click it — just watch for the confirmation pop-up.