

# Guideline: Account/GL Code Auto-Classification in QuickBooks

## Purpose

This feature helps you save time and reduce mistakes by automatically assigning the right Account/GL code to each invoice or bill in QuickBooks. Instead of manually searching through account lists, the system suggests the best match for you.

## How It Works

### 1. Reads the product/service description

When a new invoice or bill comes in, the system looks at the product or service description.

### 2. Suggests the most suitable Account/GL code

It compares the description with the list of accounts already in QuickBooks and suggests the closest match.

### 3. Keeps learning from history

- If a supplier has been used before, the system remembers the past choices.
- If you corrected the code previously, it will take that into account for future invoices.
- This means consistency across suppliers and fewer repeated mistakes.

## How You Use It

### • Step 1: Review the suggestion

Each time an invoice is created, you'll see the suggested Account/GL code.

### • Step 2: Confirm or correct

- If the suggestion is right, just confirm.
- If it's wrong, select the correct Account/GL code from QuickBooks.

### • Step 3: Let the system learn

Your correction is remembered. Next time an invoice from the same supplier (or a similar one) comes in, the system will suggest your updated choice automatically.

## Benefits for user

- **Less manual work:** No need to look up accounts every time.
- **Consistency:** Same supplier = same account code every time.
- **Fewer errors:** The more you use it, the more accurate it becomes.

## Best Practices

- Always double-check the first few invoices from a new supplier.
- Don't skip corrections—this is how the system improves for everyone.
- If an account code in QuickBooks changes (for example, new chart of accounts), make sure the team knows so the system stays aligned.

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# Guideline: Vendor Mapping for QuickBooks

## Purpose

When sending invoices to QuickBooks, a **Vendor** must always be selected. This Vendor isn't just text typed in—it must come from the official **Vendor List** pulled directly from QuickBooks.

## How It Works

1. **Supplier name is read**

The system looks at the supplier name on the invoice.

2. **Suggests a vendor from QuickBooks**

It matches the supplier name against the vendor list already in QuickBooks and suggests the most likely choice.

### 3. **Saves the selection**

Once you confirm the vendor, that choice is saved to the supplier's profile in our system.

### 4. **Remembers for the future**

Next time an invoice from the same supplier appears, the system will automatically use the saved vendor.

## How You Use It

- **Step 1: Review the vendor suggestion**

Check that the vendor suggested by the system matches the right QuickBooks vendor.

- **Step 2: Confirm or update**

- If correct → proceed.
- If not → select the correct vendor from the QuickBooks vendor list.

- **Step 3: System learns**

Any correction you make is stored, so future invoices for that supplier will be mapped correctly.

## Benefits

- **Mandatory compliance:** Every invoice sent to QuickBooks has a valid vendor.
- **No repeated work:** Correct once, and it's remembered.
- **Accuracy and consistency:** Suppliers always match the right QuickBooks vendor going forward.