Accounting Features

Documentation · https://viaspaces.com/Documentation/accounting_features/

Allocate document values to accounting entries and post them in batches.

Accounting features let you record how a document's value maps to your books, then group documents into batches for export or posting to an external accounting system.

Recording Accounting Allocation

Allocation is recorded on the **Accounting** tab of a document's Post-Processing panel.

1. Open the document's Post-Processing panel from its Dashboard row.
2. Select the **Accounting** tab and click **Add Allocation**.
3. Enter the Posting Date, Posting Period, and Fiscal Year.
4. Choose Credit or Debit and enter the Account No. and Amount.
5. Enter an Acc transaction ID and select the Currency.
6. Add Comments if needed, then click **Add**.
7. Set the overall **Status** and click **Save**.

Status	Meaning
N/A	Not tracked for accounting.
Pending	Allocation recorded, not yet processed.
In progress	Being processed toward posting.
Closed	Fully posted and closed out.

Note: Use **Apply date to all** to set one posting date across every allocation on the document at once.

Accounting Batches

A batch groups documents together for export or posting to an accounting system: filter for eligible documents, confirm their accounting data, select them, and click **Add to Batch** to create a new batch or add to an existing one.

A batch is Open, Closed, or Deleted. While Open, you can remove documents, change the target system, or pre-post it; once Closed, it can be downloaded. The Batch List shows every batch with search, ordering, and history.

Posting Rules & Settings

Accounting settings define the default target system and reference objects used when posting. The **Posting Rules Library** maps documents to accounting entries based on criteria you set, and each rule can be toggled active or inactive.