

What are linked accounts?

There are two types of linked, or default, accounts used in AccountRight: **feature-level** and **record-level** linked accounts. They work behind the scenes so you don't have to select as many accounts every time you record a transaction.

You can change the default linked accounts and turn some off. However, some feature-level accounts can't be changed or turned off, even if you don't use the feature they're linked to.

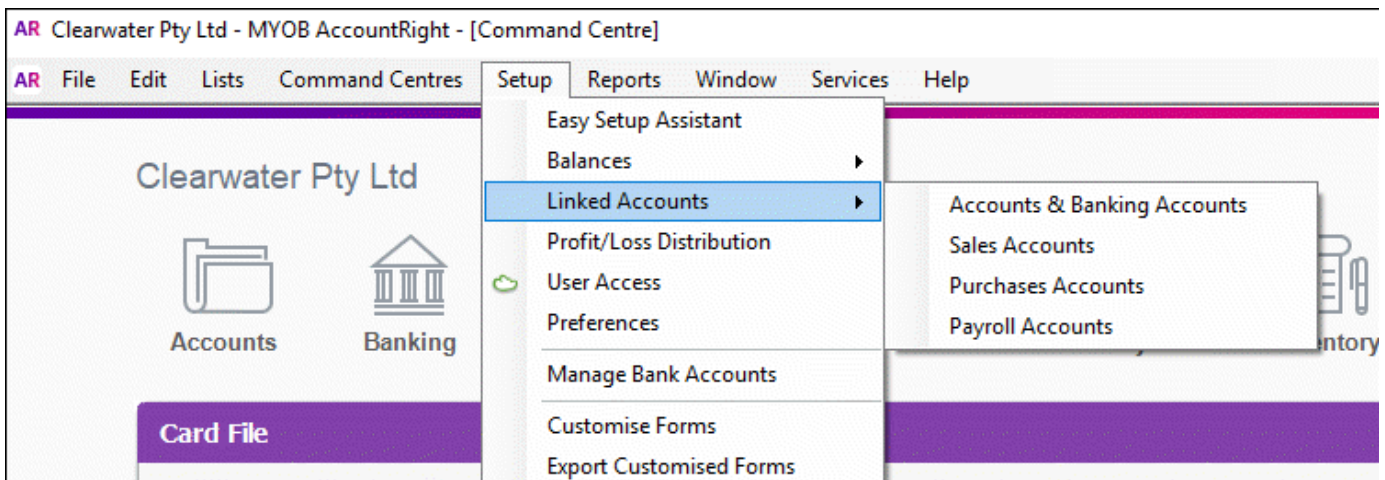
Want to link your bank or credit card to AccountRight? [Learn about bank feeds.](#)

Feature-level linked accounts

Feature-level linked accounts are the default accounts that AccountRight uses for some of its main features. For example, there's a linked account for tracking receivables (your trade debtors) and a banking account for receiving customer payments. So whenever you record a credit sale, AccountRight knows which account you use to track what customers owe you, and will update it automatically. Likewise, when you receive a customer payment, the linked bank account you've selected will be used by default.

You can see which accounts are linked to features by going to the **Accounts List** window. Linked accounts are indicated by a tick in the Linked column. You can also view or print the Linked Accounts report to see the full list of feature-based linked accounts (**Reports** menu > **Accounts** tab > **Linked Accounts**).

You can set or change feature-level linked accounts by going to the **Setup** menu > **Linked Accounts**. From this menu you can choose to set up the following linked accounts.



Accounts and banking linked accounts

Sales linked accounts

Purchase linked accounts [Not Basics]

Payroll linked accounts [Plus, Premier Australia only]

Record-level linked accounts

Accounts linked at the record level are those that you've selected as the default accounts used for particular cards, items, tax codes, payroll

categories, and other records. For example, when setting up a customer card, you can select a default income account to use when creating a sale for them. That account is now linked to the card.

Card Information

New Reset to Original Amount Create New Payroll Category

CAMERON, JAMES
CUS000002

75
AVG DAYS TO PAY

\$2,076.00
BALANCE

\$2,076.00
OVERDUE

Profile Card Details **Selling Details** Payment Details Contact Log Jobs History

Sale Layout: Service
Printed Form: Pre-Printed Invoice
Invoice Delivery: To be Printed
Item Price Level: Base Selling Price
Income Account: 4-5100 Consultancy Income
Receipt Memo:
Salesperson:
Sale Comment: Thank you!
Shipping Method:
Customer Billing Rate: \$0.00 Excluding Tax

Credit Limit: \$35,500.00

A.B.N: 89 765 452 302
A.B.N Branch: 013
Tax ID Number:
Tax Code: GST (Goods & Services Tax)
Freight Tax Code: GST (Goods & Services Tax)
 Use Customer's Tax Code

Customer Terms Information

Payment is Due: Day of Month after EOM
Discount Date: 1st
Balance Due Date: 30th
% Discount for Early Payment: 2.50 %
% Monthly Charge for Late Payment: 1.50 %
Volume Discount %: 0.00 %

Credit Limit & Hold

OK Cancel

Linked account FAQs

How do I turn off a linked account?

Why can't I turn off some linked accounts?

Why can't some linked accounts be changed?

Why are some linked accounts not shown as linked in the Accounts List?

Can I change a linked account at any time?

What are linked accounts for tax paid and tax collected?

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