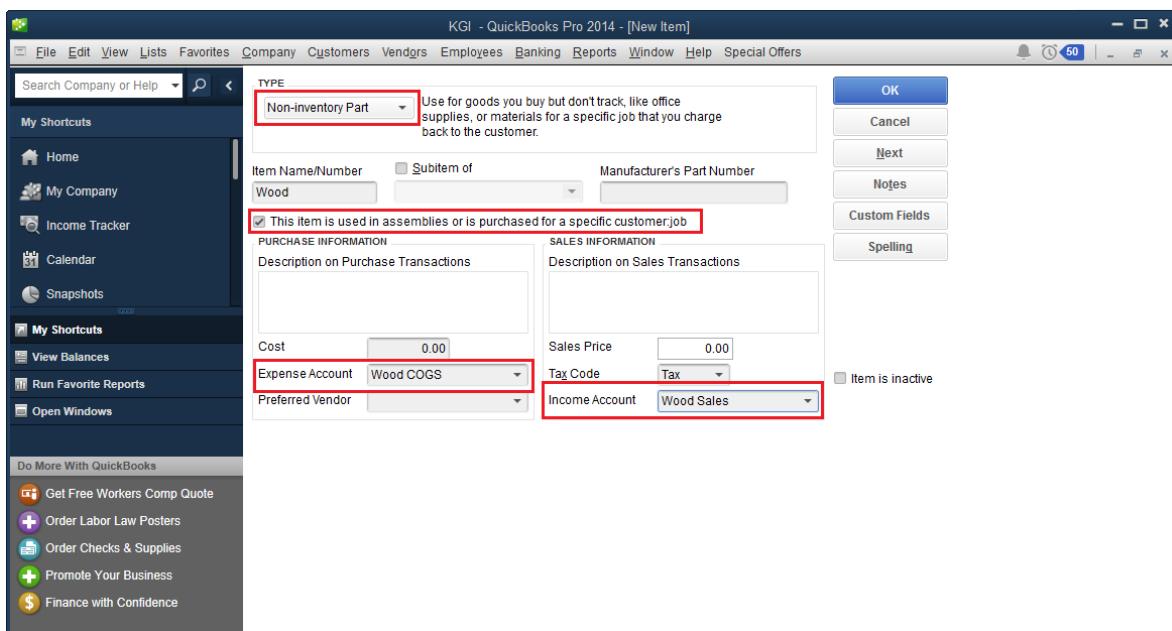


Creating Proxies

Last Modified on 12/16/2025 3:09 pm EST

If you decide not to sync inventory, Order Time will create a non-inventory item called OT Proxy. This item is used for bills and invoices in QuickBooks so its income and expense account will be reflected in your P & L. You can create any number of proxies with different income and expense accounts so that you can control which P & L accounts are affected.

Step 1 is to create a non-inventory item. This can be done in either QuickBooks or Order Time. In this example we are creating a non-inventory item called Wood which will be used as the proxy for all the wood inventory item in Order Time.



Once you have your proxies set up you will assign them to the items you create in Order Time.

Home > Items > Item

Item - Next Item No. Save Reset

General <p>Group: Parts Group Name: U00005 UOM Set: Each-K</p>	Other <p>Active <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Proxy: Wood <input type="checkbox"/> Sub of:</p>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 25%;">General</th> <th style="width: 25%;">Purchasing</th> <th style="width: 25%;">Notes</th> <th style="width: 25%;">Custom</th> </tr> <tr> <td>Description Wood product</td> <td>Price: 25.00 Weight: Volume:</td> <td>Income Account: 47900-Sales [Income] COGS Account: 50000-Cost of Goods Sold [Cost of Goods] Asset Account: 12100-Inventory Asset [Other Current Asset] Bin:</td> <td>Track lots or serial numbers Tax Code: Class:</td> </tr> </table>		General	Purchasing	Notes	Custom	Description Wood product	Price: 25.00 Weight: Volume:	Income Account: 47900-Sales [Income] COGS Account: 50000-Cost of Goods Sold [Cost of Goods] Asset Account: 12100-Inventory Asset [Other Current Asset] Bin:	Track lots or serial numbers Tax Code: Class:
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You can also create a new Item Group that by default sets the correct proxy.

Admin > Profile Lists > Item Group

Item Group

Active Status <input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Both Records + Assembly Group x Jobs Group x Kits Group x Non-inv Group x Other Charge Group x Parts Group x Services Group x	Name : Wood Product Short Name : Wood Item Type : Part Is default : <input type="checkbox"/> Active : <input checked="" type="checkbox"/> Default Accounts Income Account: Wood Sales [Income] Asset Account: 12100-Inventory Asset [Other Current Asset] COGS Account: Wood COGS [Cost of Goods] UOM Set : Each-K Is Sold : <input checked="" type="checkbox"/> Is Used : <input checked="" type="checkbox"/> Is Purchased : <input checked="" type="checkbox"/> Item Cost Type : Cost As Entered Default Proxy : Wood
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Click on this link to find out more about [Proxies and Accounts](#).