

# CHART OF ACCOUNTS

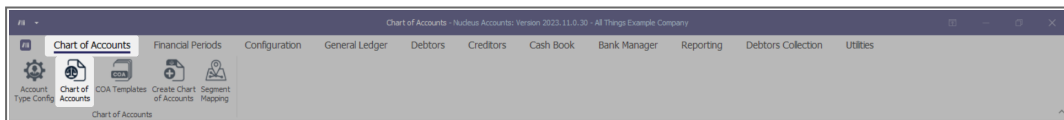
## ADD A NEW ACCOUNT - FLAT LEDGER

In the Chart of Accounts, you can add a new **Account Code**. In this topic we will look at adding a non-segmented (or flat) account.

- **Flat Chart of Accounts:** This is a simpler structure where accounts are listed sequentially without further subdivision. It's typically used by smaller organizations with less complex accounting needs. In a flat COA, each account is usually represented by a unique number or code, and there are no additional layers or segments within the account structure.

## CHART OF ACCOUNTS LISTING SCREEN

### Ribbon Select Chart of Accounts - Chart of Accounts



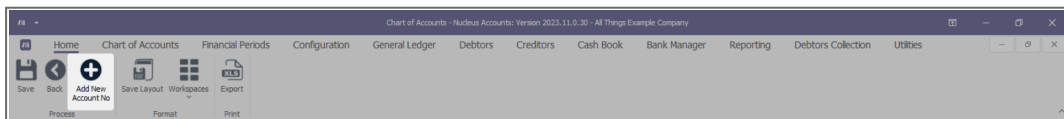
- The **Chart of Accounts Listing** screen will be displayed.

Account Number	Account Description	Account Type	Reporting Category	Allow Direct Int	Active
8405	Bank Account: All Things - North West	Cash and Cash Equivalents	Current Assets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8407	Bank Account: All Things - Northern Cape	Cash and Cash Equivalents	Current Assets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8408	Bank Account: All Things - Western Cape	Cash and Cash Equivalents	Current Assets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8409	Bank Account: All Things - International	Cash and Cash Equivalents	Current Assets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8401	Bank Account: All Things - Eastern Cape	Cash and Cash Equivalents	Current Assets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8402	Bank Account: All Things - Free State	Cash and Cash Equivalents	Current Assets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8403	Bank Account: All Things - Gauteng	Cash and Cash Equivalents	Current Assets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8404	Bank Account: All Things - Limpopo	Cash and Cash Equivalents	Current Assets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8405	Bank Account: All Things - Mpumalanga	Cash and Cash Equivalents	Current Assets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1000	Sales	Revenue	Trade Income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1001	Sales: Machines	Revenue	Trade Income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1002	Sales: Accessories	Revenue	Trade Income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1003	Sales: Toner	Revenue	Trade Income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1004	Sales: Other Consumables	Revenue	Trade Income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1006	Sales: Spares	Revenue	Trade Income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1007	Sales: Other Equipment	Revenue	Trade Income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1050	Sales: Rental Settlements	Revenue	Trade Income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1051	Sales: Warranties	Revenue	Trade Income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1100	Service Revenue	Revenue	Trade Income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1101	Service Revenue: Meter Readings	Revenue	Trade Income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1102	Service Revenue: Service Fees	Revenue	Trade Income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1110	Service Revenue: Workshop Labour	Revenue	Trade Income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1111	Service Revenue: Software Support	Revenue	Trade Income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1120	Service Revenue: Service Settlements	Revenue	Trade Income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1130	Service Revenue: Admin Fees	Revenue	Trade Income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1200	Rental Income	Revenue	Trade Income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1201	Rental Income: Internal Asset Rentals	Revenue	Trade Income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1202	Rental Income: Evergreen Rentals	Revenue	Trade Income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- **Account Number:** Is a unique multi-digit numeric code assigned to each financial account within a company's general ledger. This numbering system is designed to categorize and identify accounts easily, facilitating the organization, recording, and reporting of financial transactions.
- **Account Description:** A brief narrative that explains the purpose or nature of a specific account within the general ledger. It provides clarity on what types of transactions should be recorded in that account, ensuring accurate and consistent financial reporting. This description helps users of the financial statements, like accountants and auditors, to quickly understand the financial activities represented by each account.

## ADD NEW ACCOUNT

- Click on the **Add New Account No** button.

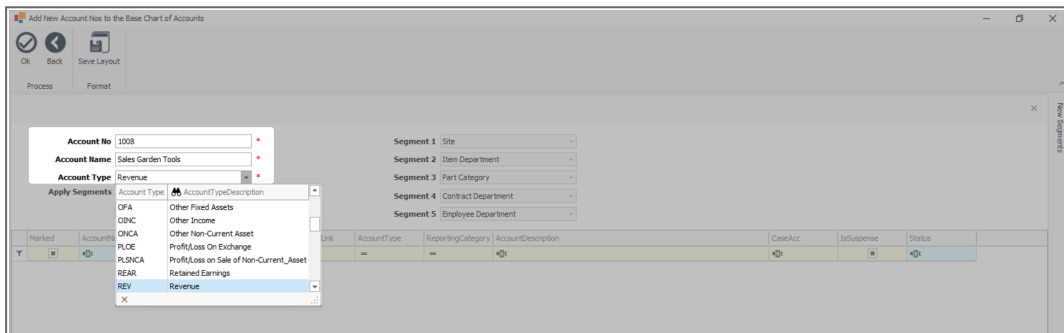


- The **Add New Account** maintain screen will open.

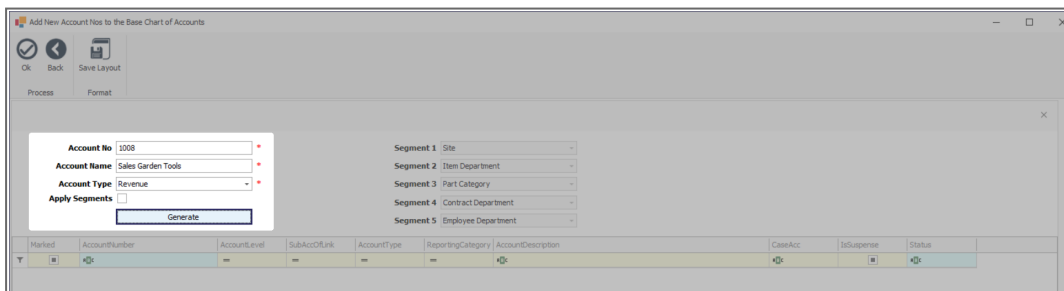
- The **Account No** field is masked so that the correct formatting is used when creating a new account. This is set up in Nucleus Configurator - Company Config - AccountCodeMask. This flag utilizes a combination of X and A characters that denotes Numerical and Alphanumerical characters, respectively.
- In the example below, you will note that the tool tip text indicates the mask is XXXX (i.e. four numerical characters).

- Account Name:** Briefly describe the account in a way that is concise and meaningful, so that it is easy to understand the financial activities represented.

- **Account Type:** This refers to the broad classification within the Chart of Accounts that organizes financial transactions. Account types are the main categories under which accounts are grouped, such as assets, liabilities, equity, revenues, and expenses. Each account type is designed to reflect a specific aspect of the business's financial situation and is used to structure the general ledger for systematic recording and reporting.
- Select an [account type](#) from the drop down list.

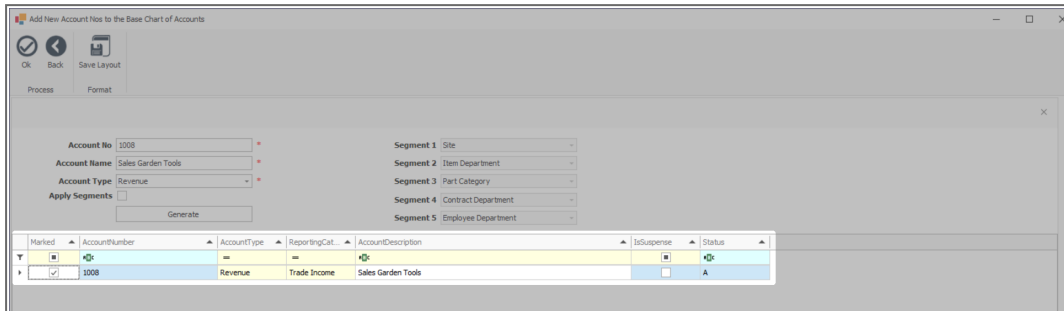


- **Apply Segments:** This flag is to specify whether segments should be created for this account. By default, this option is turned off. It will automatically activate only if your **Account Type** is set to [Apply Segments](#).
- Click on the **Generate** button.



- The **Account** to be generated will display in the **Account List** datagrid, with the ability to change the Account **Description** and **Suspense Account** option.

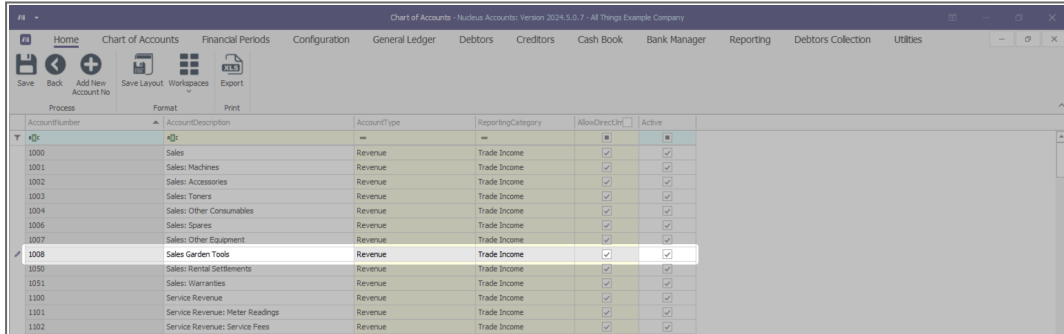
- The **Marked** column is only used when setting up a [Segmented Account](#).



- Click on the **Ok** button to add the **Account** to the **Chart of Accounts** listing screen.

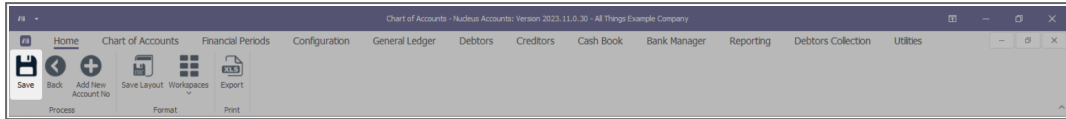


- Before saving, you have the ability to make changes to the **Account**. Refer to [Editing the Chart of Accounts](#) for more information.



## SAVE

- Click on the **Save** button to ensure all your changes are stored and updated in the system.



## Related Topics

- [Account Type Config](#)
- [Edit Chart of Accounts](#)
- [Add a New Account Number](#)
- [Add a New Segmented Account](#)

ACCT.COA.COA.AddFlatAccNo