

CHART OF ACCOUNTS

CHART OF ACCOUNTS TEMPLATE - ADD

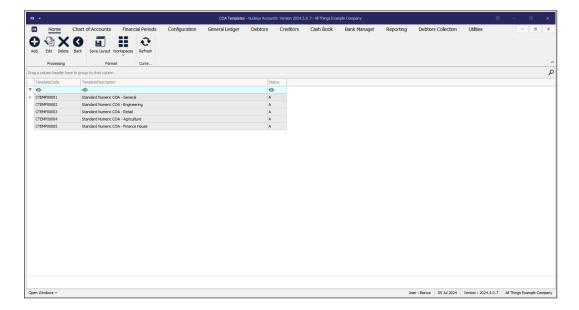
The Chart of Accounts Template screen gives you the ability to predefine multiple chart of accounts templates. This feature allows a company to easily adopt a suitable template during the creation of a new company profile. Consequently, the selected template will automatically generate the chart of accounts.

COA TEMPLATE LISTING SCREEN

Ribbon Select Chart of Accounts - COA Templates



• The COA Templates Listing screen will be displayed.





ADD NEW COA TEMPLATE

• Click on the **Add** button.



• The Add a new COA Template screen will come up.

					Add a new COA Te	mplate - Nucleus Acc	ounts: Version 20	024.5.0.7 - All T	nings Example Company							
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Open	Windows ~									U	ser : Bianca	09 Jul 2024	Version : 2024.5.0.7	All Thin	ngs Example	Company

- **Template Code** Identifying code for the COA Template. This field is greyed out as the code will be automatically generated by the system on **Save**.
- **Template Description** Type in a meaningful description for this COA Template.

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• You can **Add New Account Number** manually or **Import COA** from an Excel or CSV file.

Add New Account Number

• Click on the Add New Account No button.

<i>n</i> -													×
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• The Add New Account maintain screen will open.

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т		n∐c		-	-	-	-	•Oc	•Oc		•@c			

- 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).



Add New Account Nos to the Base Chart of Accounts		- (⊐ ×
Ok Back Save Layout			
Process Format			^
			× New S
Account No •	Segment 1 Ste		legments
Account Name X00X, A = Alphanumeric, X = Nu	Segment 2 Item Department		
Account Type	Segment 3 Part Category -		
Apply Segments	Segment 4 Contract Department -		
Generate	Segment 5 Employee Department -		

- 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.

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Account No 1008	Seg	ment 1 Site							gnen
Account Name Sales Garden Tools	Seg	ment 2 Item Departm	ent ~						~
Account Type Revenue	Seg	ment 3 Part Category							
Apply Segments Account Type 🖶 Account TypeDescription	Sea	ment 4 Contract Dep	irtment -						
OFA Other Fixed Assets OINC Other Income		ment 5 Employee Dep							
Marked Accountly, ONCA Other Non-Current Asset	Link AccountType	ReportingCategory	AccountDescription	CaseAcc	IsSuspense	Status			
PLOE Profit/Loss On Exchange PLSNCA Profit/Loss on Sale of Non-Current_Asset	-	-	4Dc	a∏c		a∏c			
REAR Retained Earnings									
REV Revenue									
×									

- 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.



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- 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 <u>Segmented</u> <u>Account</u>.

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Account Name Sales Garden Tools *	Segment 2 Item Department v		
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1008 Revenue Trade Income	Sales Garden Tools	A	

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

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 Before saving, you have the ability to make changes to the Account. Refer to <u>Editing the Chart of Accounts</u> for more information.



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• You may wish to add a number of accounts manually after which you can <u>save</u>. Alternatively, you could <u>Import a COA</u>.

Import COA

• Click on the Import COA button.

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• This will open the **Windows File Explorer Browser** window where you can search for the COA template you wish to import (you can import from a MS Excel file or from a CSV file).

Select File			×	version 20						
← → × ↑ 📙 « NucleusProductBase :	→ NucleusAccounts v 0	Search NucleusAccount	s ,0	litors	Cash Book	Bank Manager	Reporting	Debtors Collection	Utilities	- 0
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> Backup	v2023.7.0.12	17/07/2023 12:50	File fold	ral	•					
> CO3Help	v2023.7.0.19	31/07/2023 09:30	File fold							
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- The file needs to have the following columns:
 - fldAccountNumber, fldAccountLevel, fldSubAccOfLink, fldAccountType, fldReportingCategory, fldAccountDescription, fldCaseAcc, fldIsSuspense, fldAllowDirectJrnl.

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	110			0 REV	TRIN	Service Revenue: Service Fees		No	Yes					
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	111			0 REV	TRIN	Service Revenue: Software Support		No	Yes					
	112			0 REV	TRIN	Service Revenue: Service Settlements		No	Yes					
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	120			0 REV	TRIN	RentalIncome		No	Yes					
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	120			0 REV	TRIN	Rental Income: Bank Rentals		No	Yes					
	130			0 REV	TRIN	Rental Income: Property		No	Yes					
	140			0 REV	TRIN	Fee Income: Finance Fees		No	Yes					
	150			0 REV	TRIN	Fee Income: Professional Fees		No	Yes					
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• Select the file you wish to import and click on the **Open** button.

Select File				Version 20							
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> Backup v2023.7	.0.12	17/07/2023 12:50	File fold	ral	•						
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> CO3Projects		31/07/2023 09:31	File fold								
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All items from the selected file will populate in the Add new COA
 Template items data grid.



 Before saving, you have the ability to make changes to the Account. Refer to <u>Editing the Chart of Accounts</u> for more inform-

ation.

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9800	Other Current Liability	Current Liabilities	Creditors Clearing Account		A							
9900	Other Current Liability	Current Liabilities	Ap/Ar/Cb Clearing Account		A							
9980	Unallocated BS	Non-Current Liabilities	Clearing Account Inter Banks		A							
9990	Unallocated BS	Non-Current Liabilities	Opening Balance / Suspense Account		A							
9998	Inventories	Current Assets	Inventory Transfer Suspense		A							
7800	Other Current Asset	Current Assets	Work In Progress		A							
7810	Other Current Asset	Current Assets	Non Stock Work In Progress		A							
2130	Cost of Sales	Trade Expenses	B2B Contract Invoices		A							
9110	Other Current Liability	Current Liabilities	B2B Provision Account		A							
2160	Cost of Sales	Trade Expenses	Prod: Manufacturing Variance - Contract	s I	A							
2161	Cost of Sales	Trade Expenses	Prod: Manufacturing Variance - Parts		A							
7820	Other Current Asset	Current Assets	Prod: Manufacturing WIP		A							
9150	Other Current Liability	Current Liabilities	Supplier Returns Accrual		A							
9050	Other Current Liability	Current Liabilities	Supplier Variance		A							
8401	Cash and Cash Equivalents	Current Assets	Bank Account: All Things - Eastern Cape		A							
8402	Cash and Cash Equivalents	Current Assets	Bank Account: All Things - Free State		A							
8403	Cash and Cash Equivalents	Current Assets	Bank Account: All Things - Gauteng		Α							
8404	Cash and Cash Equivalents	Current Assets	Bank Account: All Things - Limpopo		A							
8405	Cash and Cash Equivalents	Current Assets	Bank Account: All Things - Mpumalanga		A							
8406	Cash and Cash Equivalents	Current Assets	Bank Account: All Things - North West		A							
8407	Cash and Cash Equivalents	Current Assets	Bank Account: All Things - Northern Cape		Α							
8408	Cash and Cash Equivalents	Current Assets	Bank Account: All Things - Western Cape		A							
8409	Cash and Cash Equivalents	Current Assets	Bank Account: All Things - International		A							

SAVE

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



Related Topics

- <u>COA Template Intro</u>
- Add COA Template
- Edit COA Template
- Delete COA Template

ACCT.COA.COAT.Add