

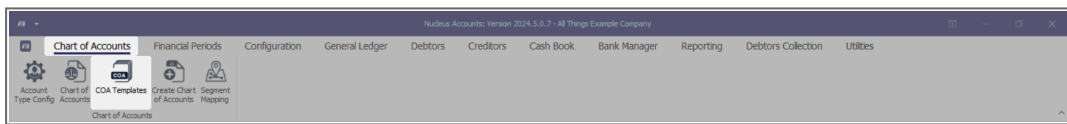
CHART OF ACCOUNTS

CHART OF ACCOUNTS TEMPLATE - ADD

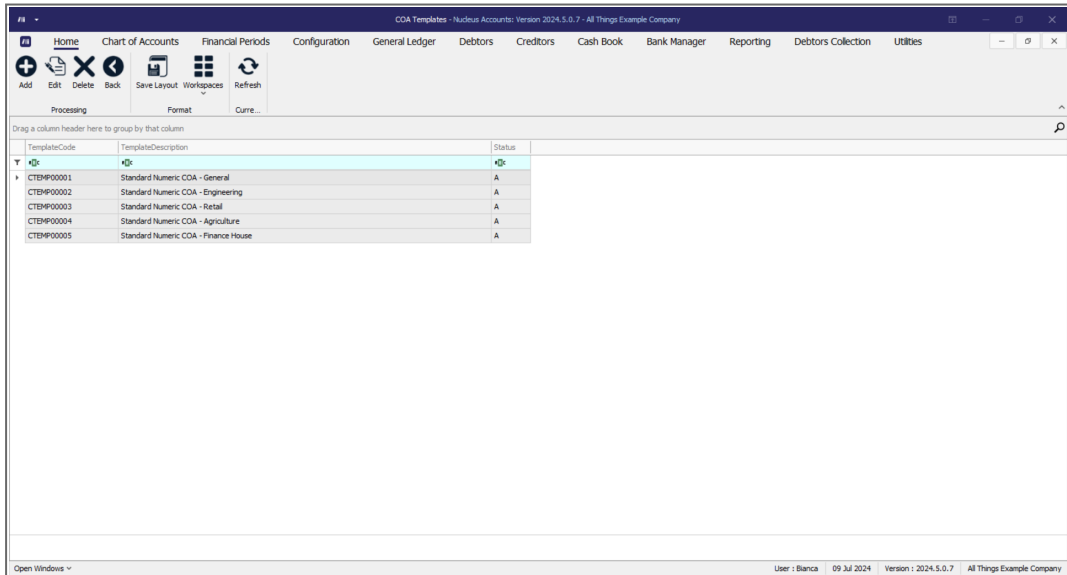
The Chart of Accounts Template screen gives you the ability to predefine multiple chart of accounts templates. This feature allows a company to easily adopt a suitable template during the creation of a new company profile. Consequently, the selected template will automatically generate the chart of accounts.

COA TEMPLATE LISTING SCREEN

Ribbon Select Chart of Accounts - COA Templates

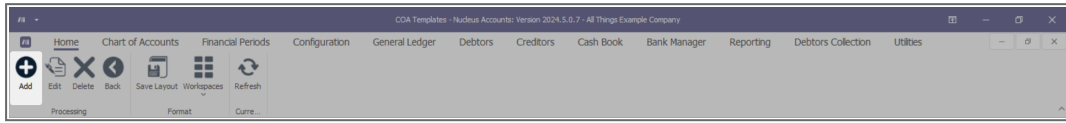


- The **COA Templates Listing** screen will be displayed.

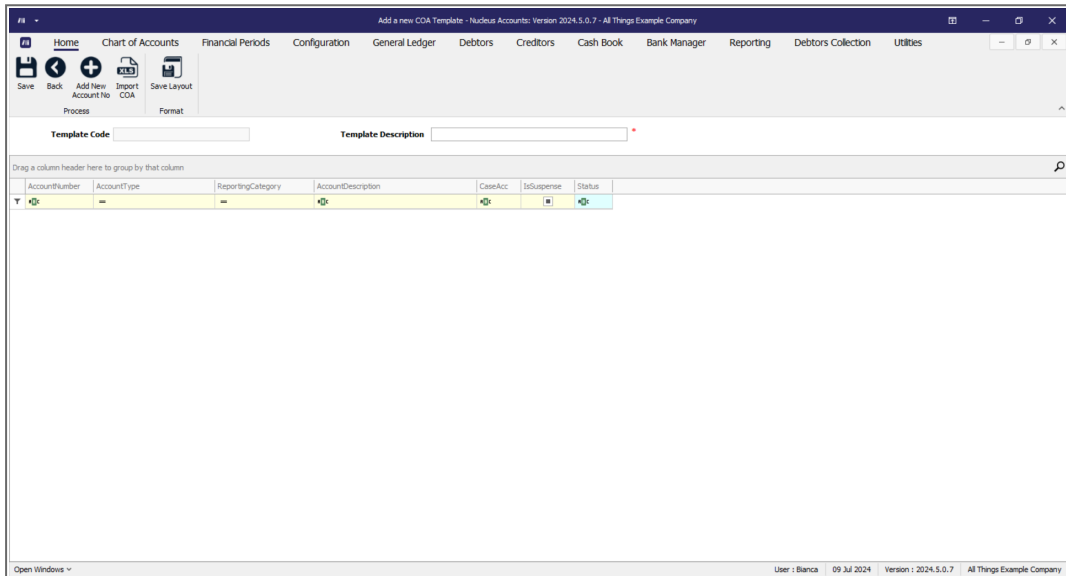


ADD NEW COA TEMPLATE

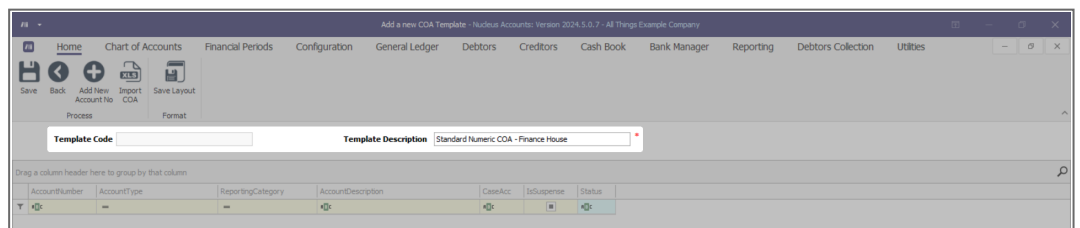
- Click on the **Add** button.



- The **Add a new COA Template** screen will come up.



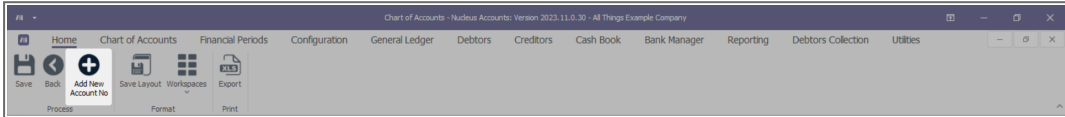
- **Template Code** Identifying code for the COA Template. This field is greyed out as the code will be automatically generated by the system on **Save**.
- **Template Description** Type in a meaningful description for this COA Template.



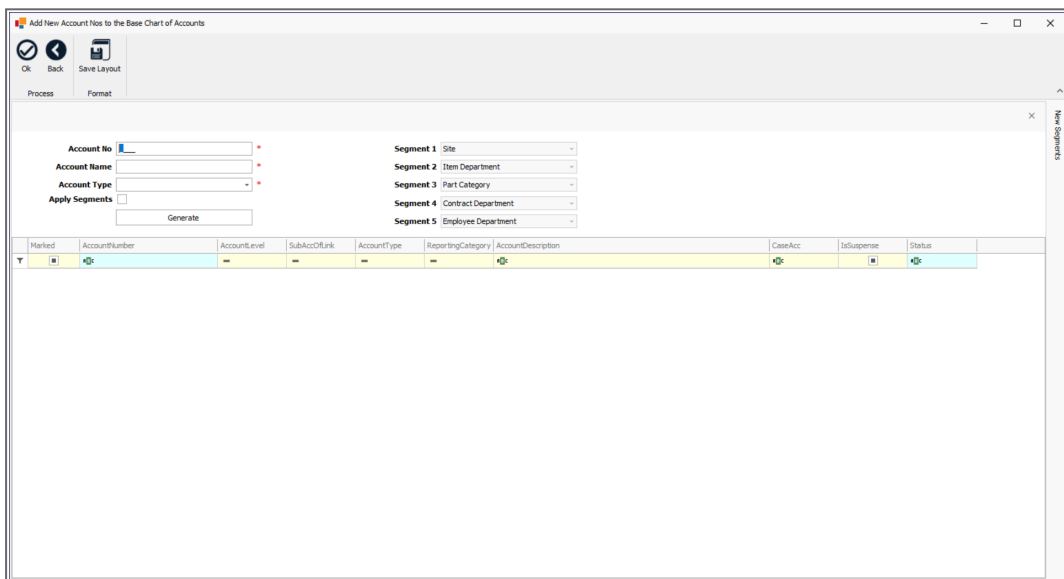
- You can **Add New Account Number** manually or **Import COA** from an Excel or CSV file.

Add New Account Number

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



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



The screenshot shows the 'Add New Account Nos to the Base Chart of Accounts' maintain screen. It features a toolbar with 'Ok', 'Back', and 'Save Layout' buttons. The main area contains several input fields and dropdown menus for configuring a new account.

Account No

Account Name

Account Type

Apply Segments

Generate

Segment 1 Site

Segment 2 Item Department

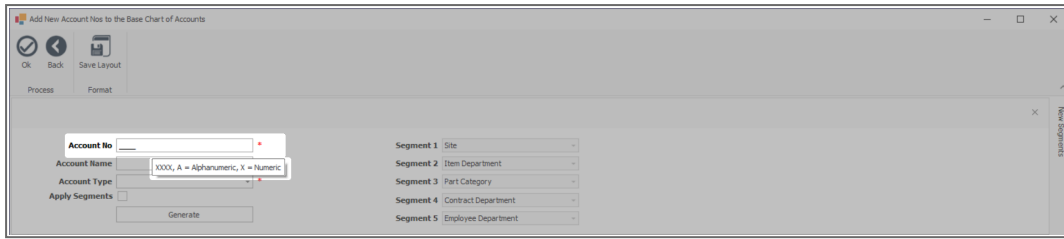
Segment 3 Part Category

Segment 4 Contract Department

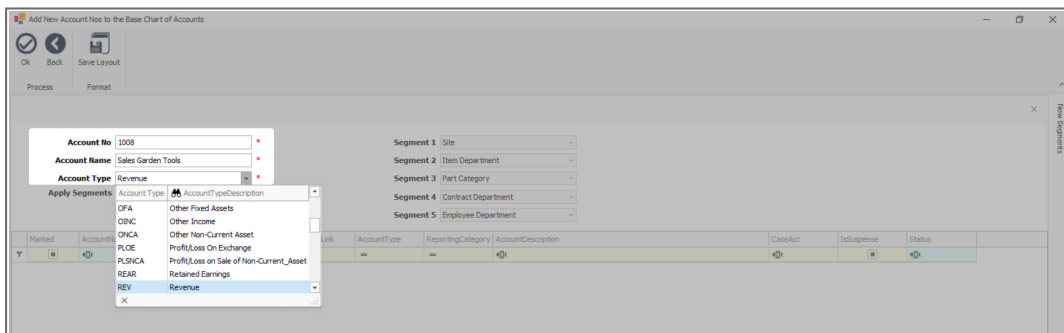
Segment 5 Employee Department

Marked	AccountNumber	AccountLevel	SubAccOrLink	AccountType	ReportingCategory	AccountDescription	CaseAcc	IsSuspense	Status
T	<input type="text"/>	--	--	--	--	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

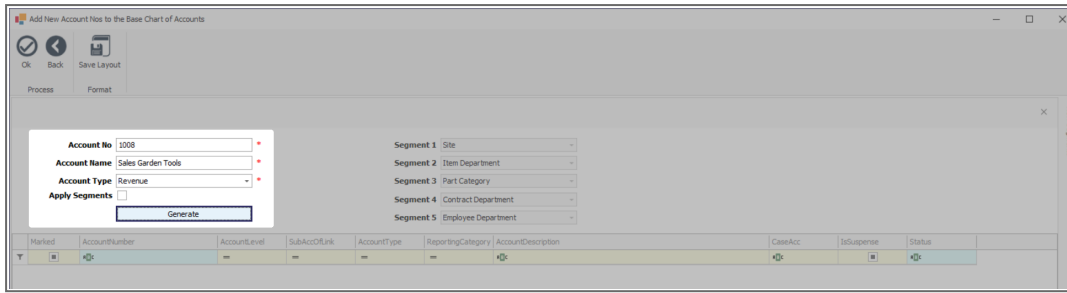
- The **Account No** field is masked so that the correct formatting is used when creating a new account. This is set up in Nucleus Configurator - Company Config - AccountCodeMask. This flag utilizes a combination of X and A characters that denotes Numerical and Alphanumerical characters, respectively.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



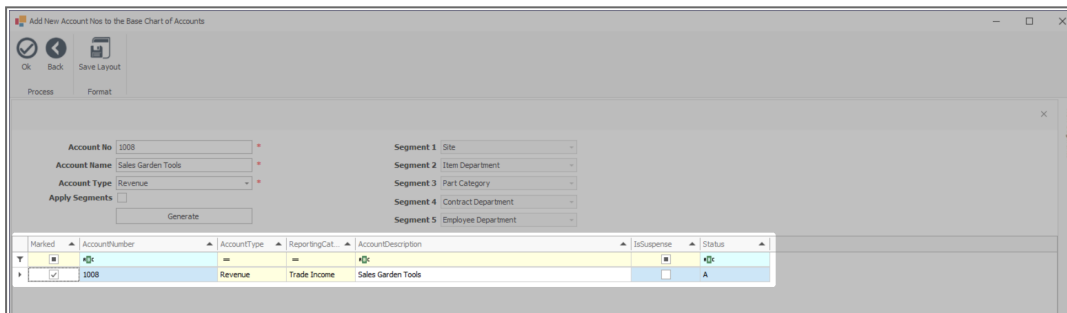
- **Account Name:** Briefly describe the account in a way that is concise and meaningful, so that it is easy to understand the financial activities represented.
- **Account Type:** This refers to the broad classification within the Chart of Accounts that organizes financial transactions. Account types 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.



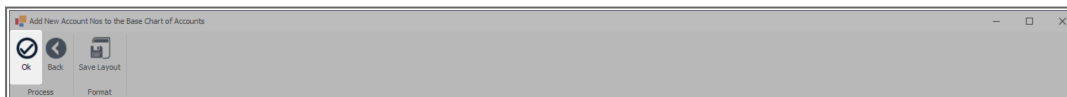
- **Apply Segments:** This flag is to specify whether segments should be created for this account. By default, this option is turned off. It will automatically activate only if your **Account Type** is set to [Apply Segments](#).
- Click on the **Generate** button.



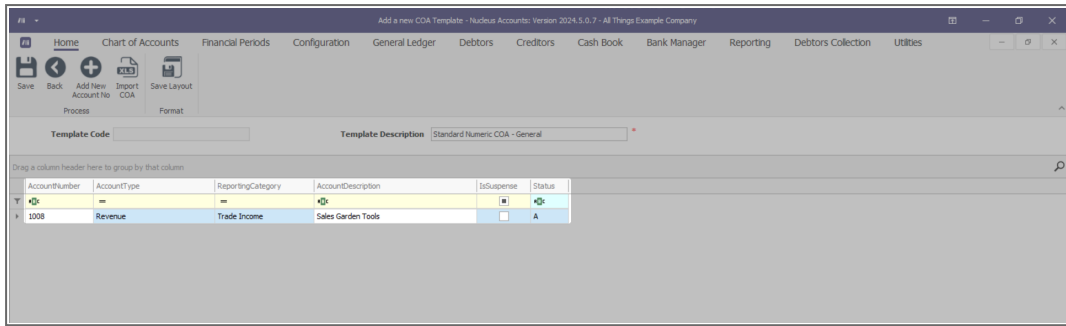
- The **Account** to be generated will display in the **Account List** datagrid, with the ability to change the Account **Description** and **Suspense Account** option.
- The **Marked** column is only used when setting up a [Segmented Account](#).



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



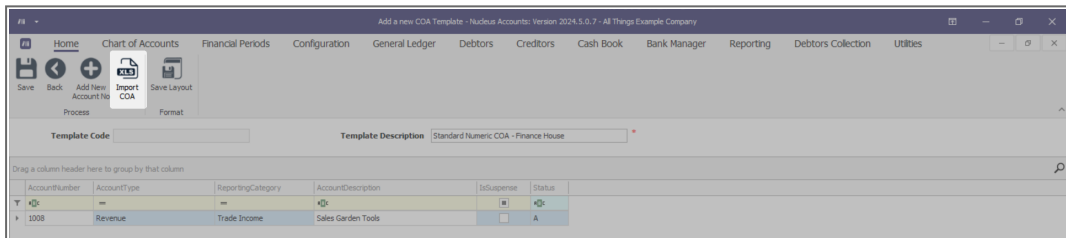
- Before saving, you have the ability to make changes to the **Account**. Refer to [Editing the Chart of Accounts](#) for more information.



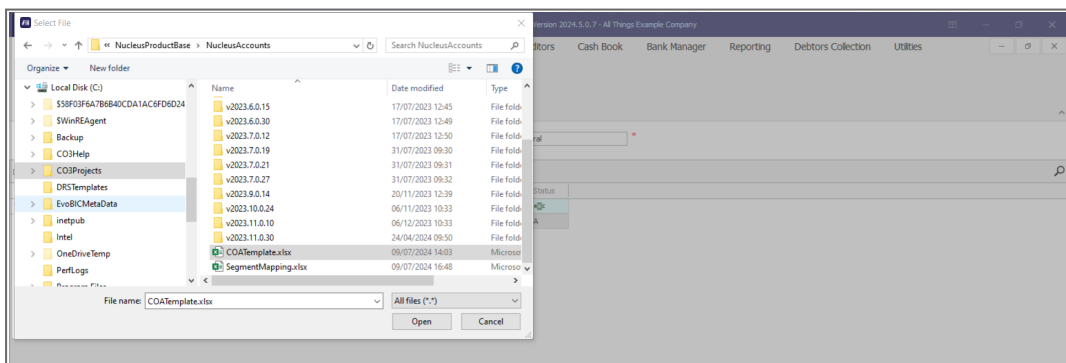
- You may wish to add a number of accounts manually after which you can [save](#). Alternatively, you could [Import a COA](#).

Import COA

- Click on the **Import COA** button.



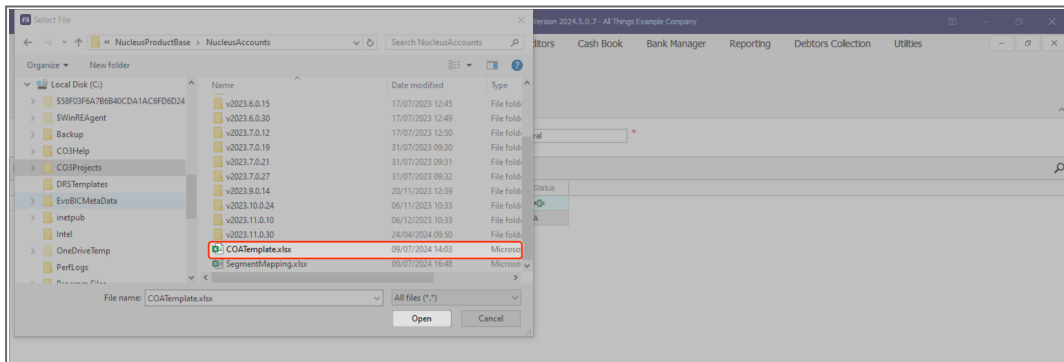
- This will open the **Windows File Explorer Browser** window where you can search for the COA template you wish to import (you can import from a MS Excel file or from a CSV file).



- The file needs to have the following columns:
 - fldAccountNumber, fldAccountLevel, fldSubAccOfLink, fldAccountType, fldReportingCategory, fldAccountDescription, fldCaseAcc, fldIsSuspense, fldAllowDirectJrnl.

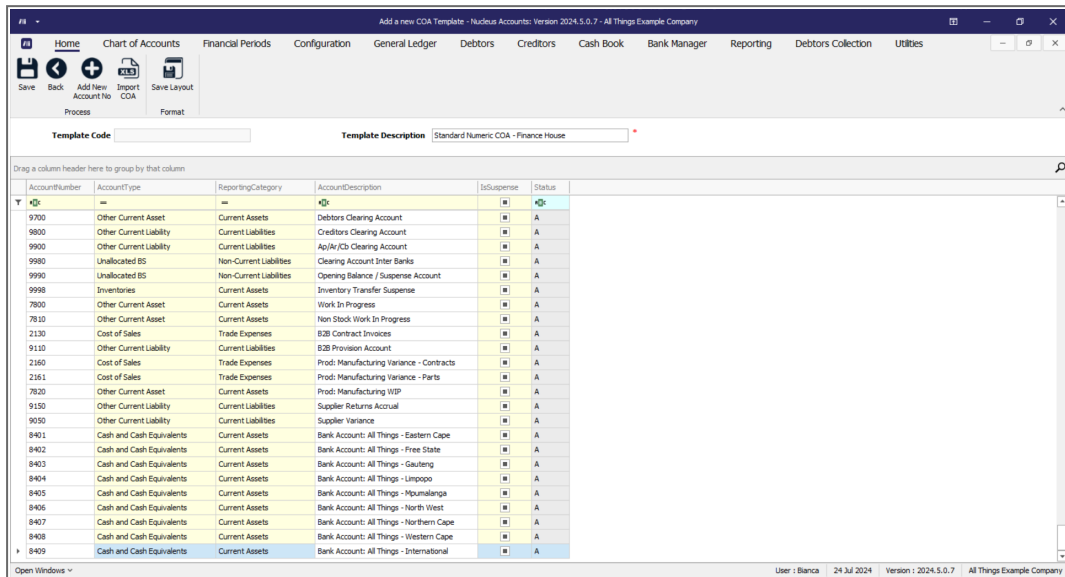
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	fldAccountNumber	fldAccountLevel	fldSubAccOfLink	fldAccountType	fldReportingCategory	fldAccountDescription	fldCaseAcc	fldIsSuspense	fldAllowDirectJrnl					
2	1000	0	0	REV	TRIN	Sales		No	Yes					
3	1001	0	0	REV	TRIN	Sales: Machines		No	Yes					
4	1002	0	0	REV	TRIN	Sales: Accessories		No	Yes					
5	1003	0	0	REV	TRIN	Sales: Toners		No	Yes					
6	1004	0	0	REV	TRIN	Sales: Other Consumables		No	Yes					
7	1006	0	0	REV	TRIN	Sales: Spares		No	Yes					
8	1007	0	0	REV	TRIN	Sales: Rental Equipment		No	Yes					
9	1050	0	0	REV	TRIN	Sales: Rental Settlements		No	Yes					
10	1051	0	0	REV	TRIN	Sales: Warranties		No	Yes					
11	1100	0	0	REV	TRIN	Service Revenue		No	Yes					
12	1101	0	0	REV	TRIN	Service Revenue: Meter Readings		No	Yes					
13	1102	0	0	REV	TRIN	Service Revenue: Service Fees		No	Yes					
14	1110	0	0	REV	TRIN	Service Revenue: Workshop Labour		No	Yes					
15	1111	0	0	REV	TRIN	Service Revenue: Software Support		No	Yes					
16	1120	0	0	REV	TRIN	Service Revenue: Service Settlements		No	Yes					
17	1130	0	0	REV	TRIN	Service Revenue: Admin Fees		No	Yes					
18	1200	0	0	REV	TRIN	Rental Income		No	Yes					
19	1201	0	0	REV	TRIN	Rental Income: Internal Asset Rentals		No	Yes					
20	1202	0	0	REV	TRIN	Rental Income: Evergreen Rentals		No	Yes					
21	1203	0	0	REV	TRIN	Rental Income: Insurance		No	Yes					
22	1204	0	0	REV	TRIN	Rental Income: Bank Rentals		No	Yes					
23	1300	0	0	REV	TRIN	Rental Income: Property		No	Yes					
24	1400	0	0	REV	TRIN	Fee Income: Finance Fees		No	Yes					
25	1500	0	0	REV	TRIN	Fee Income: Professional Fees		No	Yes					
26	1600	0	0	REV	TRIN	Interest Received		No	Yes					

- Select the file you wish to import and click on the **Open** button.



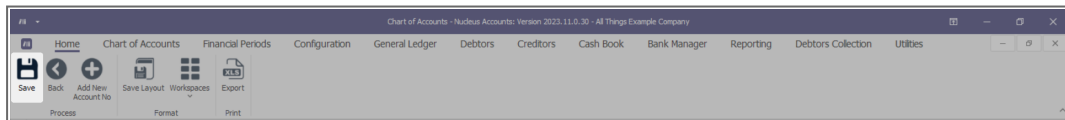
- All items from the selected file will populate in the **Add new COA Template** items data grid.

- Before saving, you have the ability to make changes to the **Account**. Refer to [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

- [COA Template Intro](#)
- [Add COA Template](#)
- [Edit COA Template](#)
- [Delete COA Template](#)

ACCT.COA.COAT.Add