

CHART OF ACCOUNTS

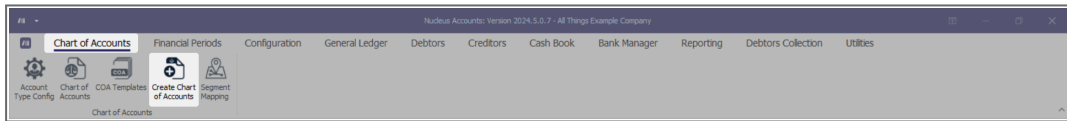
ADD CHART OF ACCOUNTS

The **Create Chart of Accounts** screen gives you the ability to create a new COA from a predefined [COA Template](#).

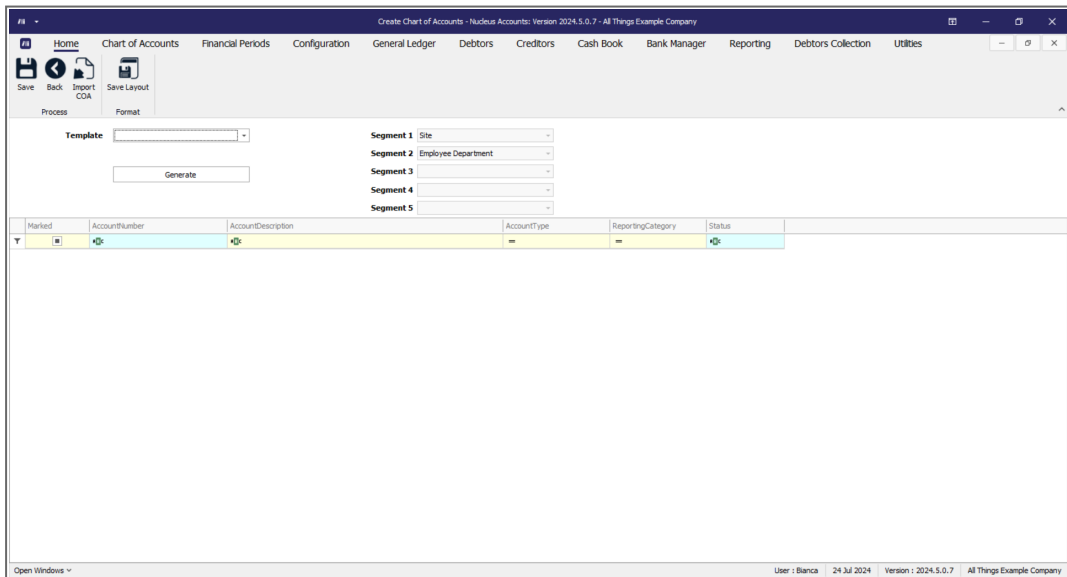
Note: that if you want to create a **Flat Chart of Accounts**, then ensure your CO3 Support Analyst sets the COA Config is correctly set in the database to not have Segments configured. And if you do want a **Segmented Chart of Accounts**, ensure your CO3 Support Analyst sets the correct Segment Types in the COA Config.

ADD CHART OF ACCOUNTS LISTING SCREEN

Ribbon Select Chart of Accounts - Create Chart of Accounts

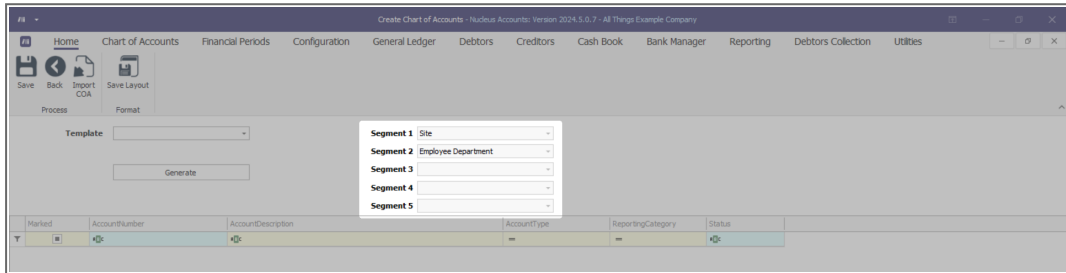


- The **Create Chart of Accounts** maintain screen will be displayed.

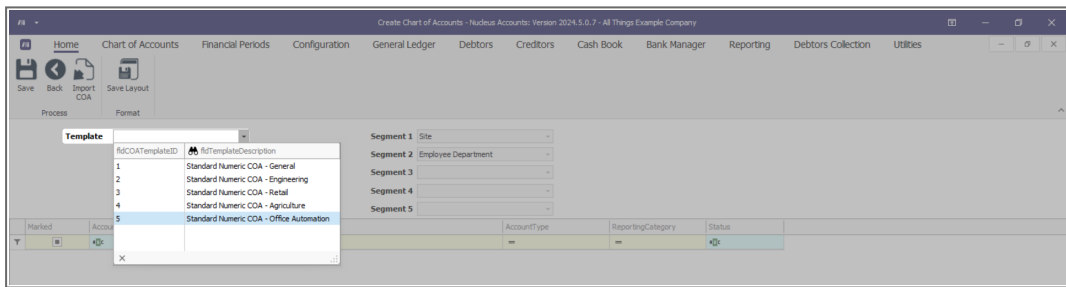


ADD A NEW CHART OF ACCOUNTS

- In the example below I will be creating a Chart of Accounts with 2 segments (Site and Employee Department). If you are not segmenting your accounts, then Segment fields should all be blank (please consult with your CO3 Support Analyst).

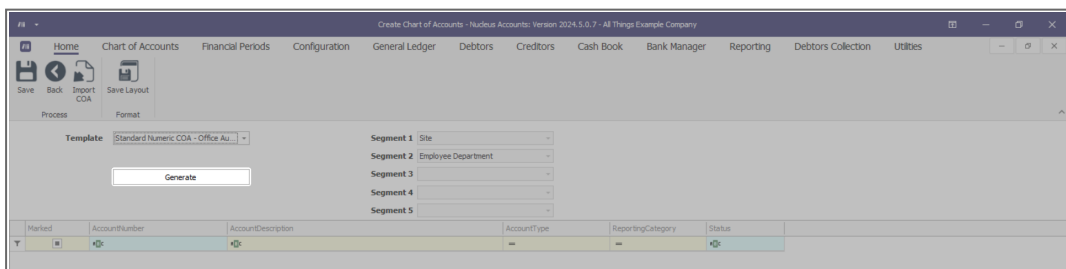


- **Template:** select the predefined [COA Template](#) you would like to use to create this new Chart of Accounts.

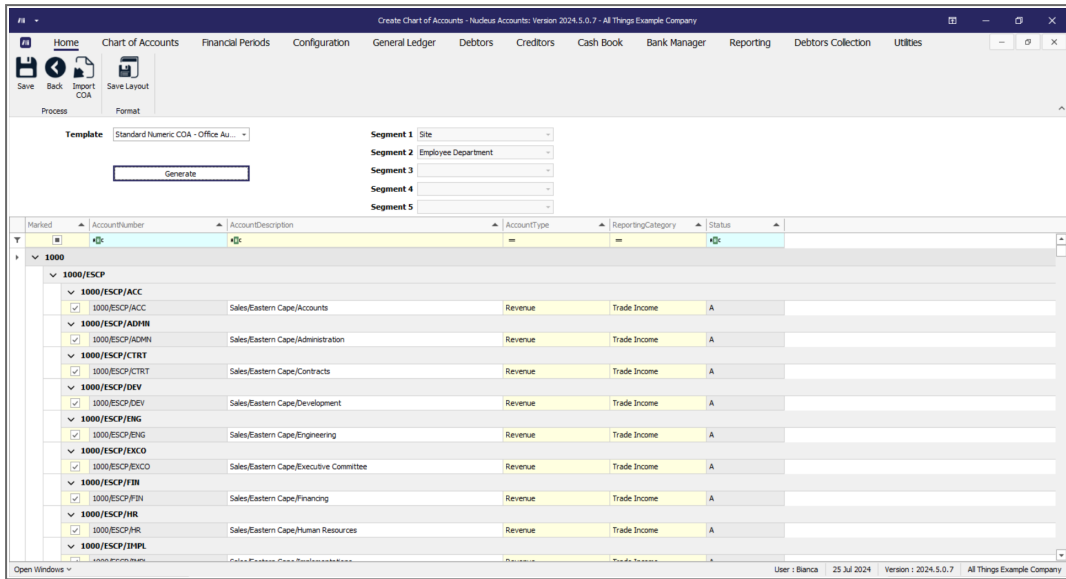


- Click on the **Generate** button.

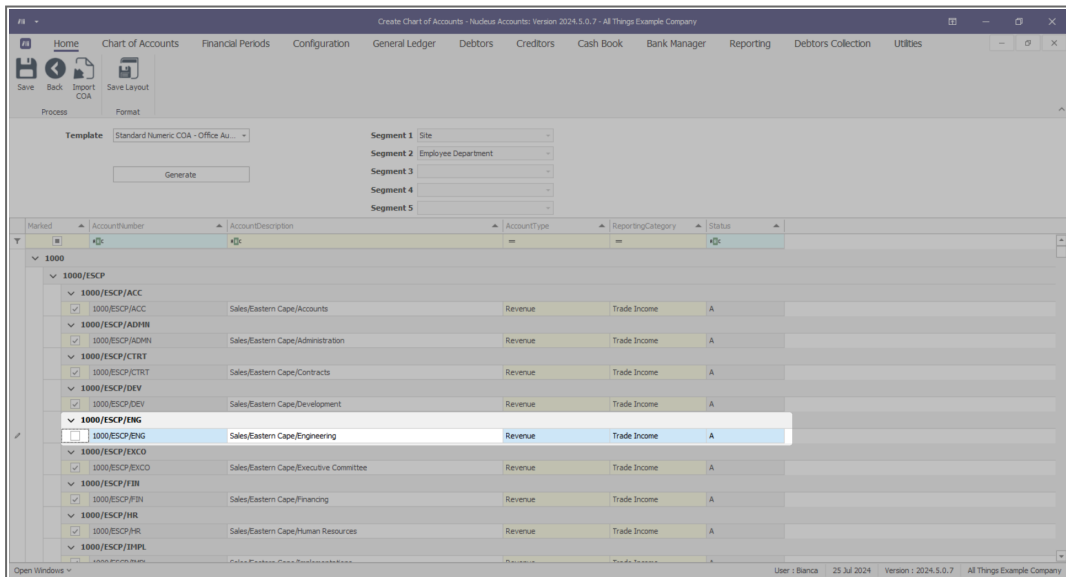
Note: if you are building a segmented COA, the account listing will take a little while to populate.



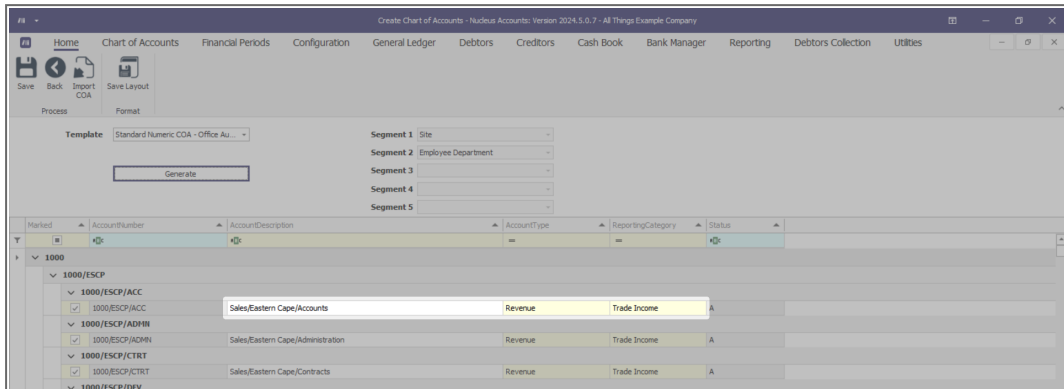
- The account list will be generated.



- The **Marked** column is used for Segmented Accounts in the instance where you do not need all the segments that have been generated in this listing. For example, let us say that the Eastern Cape branch does not have an Engineering department - this account can be unselected and won't be added to the Chart of Accounts.

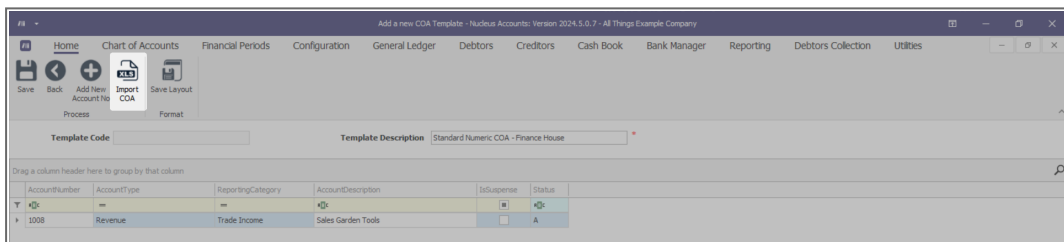


- You have the ability to make changes to the **Account Description**, **Account Type** and **Reporting Category**.

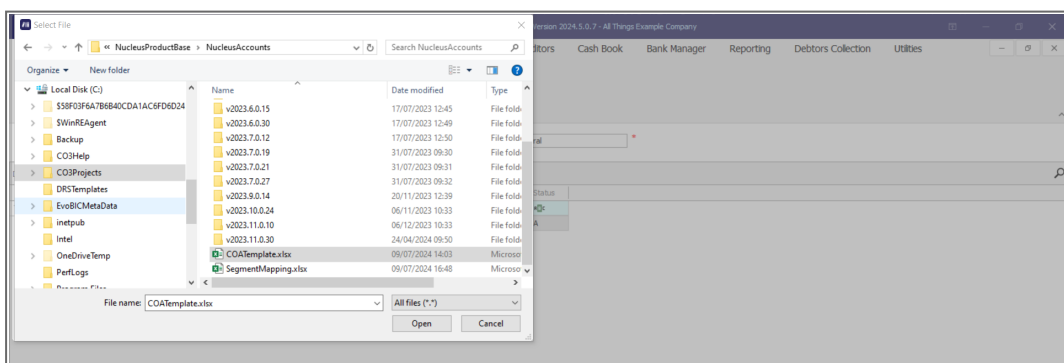


IMPORT COA

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



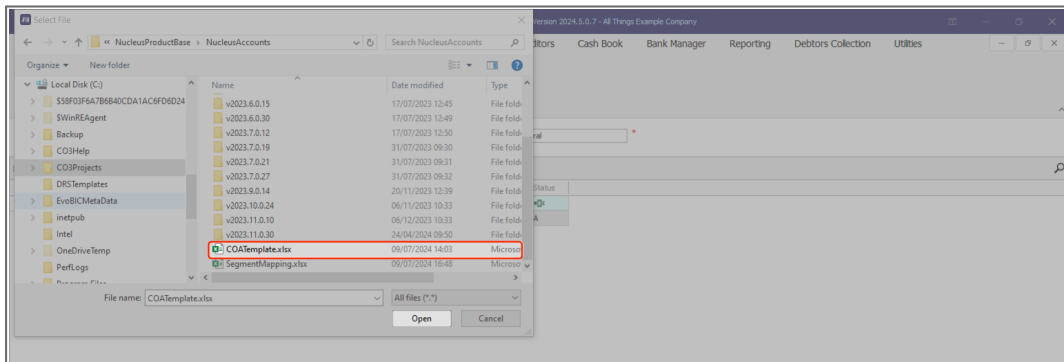
- This will open the **Windows File Explorer Browser** window where you can search for the COA template you wish to import (you can import from a MS Excel file or from a CSV file).



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

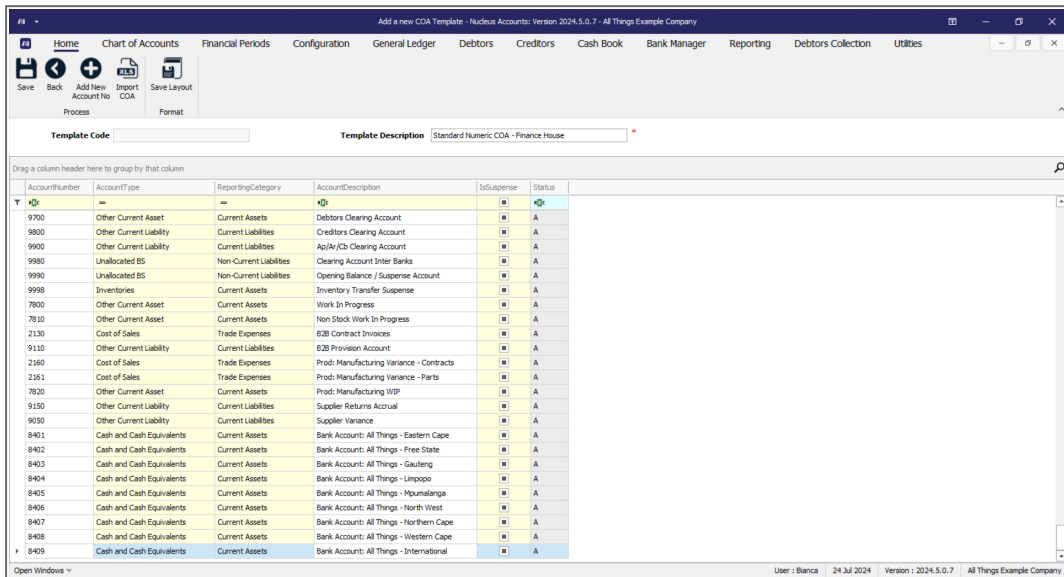
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	fldAccountNumber	fldAccountLevel	fldSubAccOfLink	fldAccountType	fldReportingCategory	fldAccountDescription	fldCaseAcc	fldIsSuspense	fldAllowDirectJrnl					
2	1000	0	0	REV	TRIN	Sales		No	Yes					
3	1001	0	0	REV	TRIN	Sales: Machines		No	Yes					
4	1002	0	0	REV	TRIN	Sales: 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.



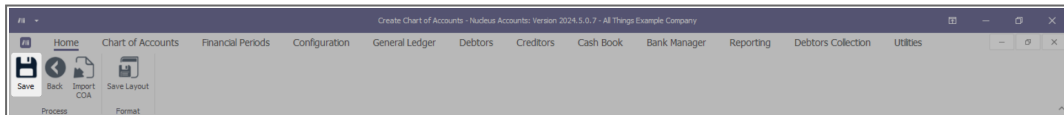
- All items from the selected file will populate in the **Add new COA Template** items data grid.

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

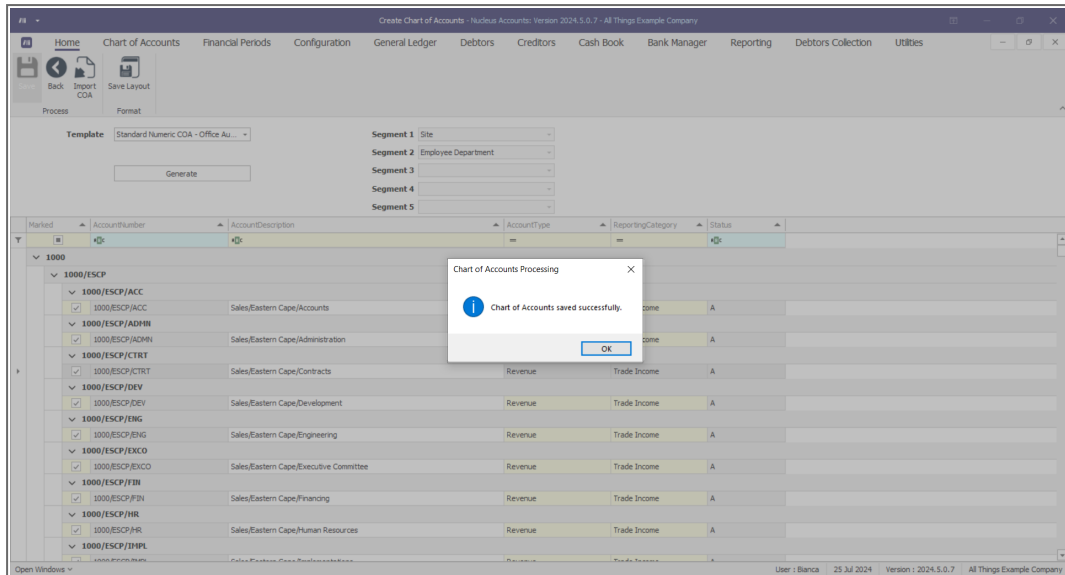


SAVE

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



- Once saved, a message box will come up stating; **Chart of Accounts saved successfully.**



- You will find the generated account numbers in the [Chart of Account](#) screen.

Related Topics

- [COA Template Intro](#)
- [Introduction to Add Chart of Accounts](#)
- [Create Chart of Accounts](#)
- [Chart of Accounts](#)

ACCT.COA.ACOA.Add

