We are currently updating our site; thank you for your patience.

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

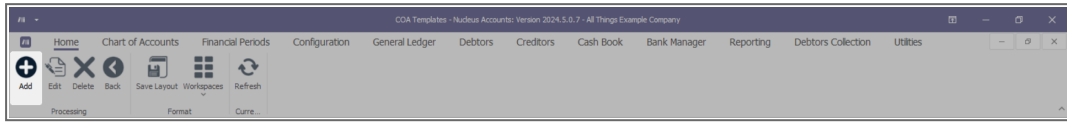**Ribbon** Select **Chart of Accounts - COA Templates**
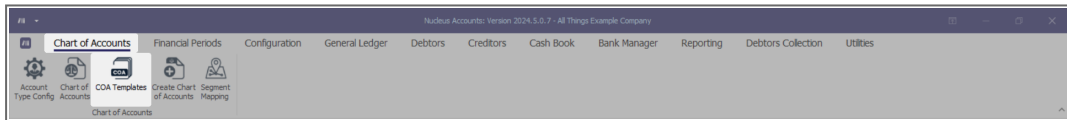
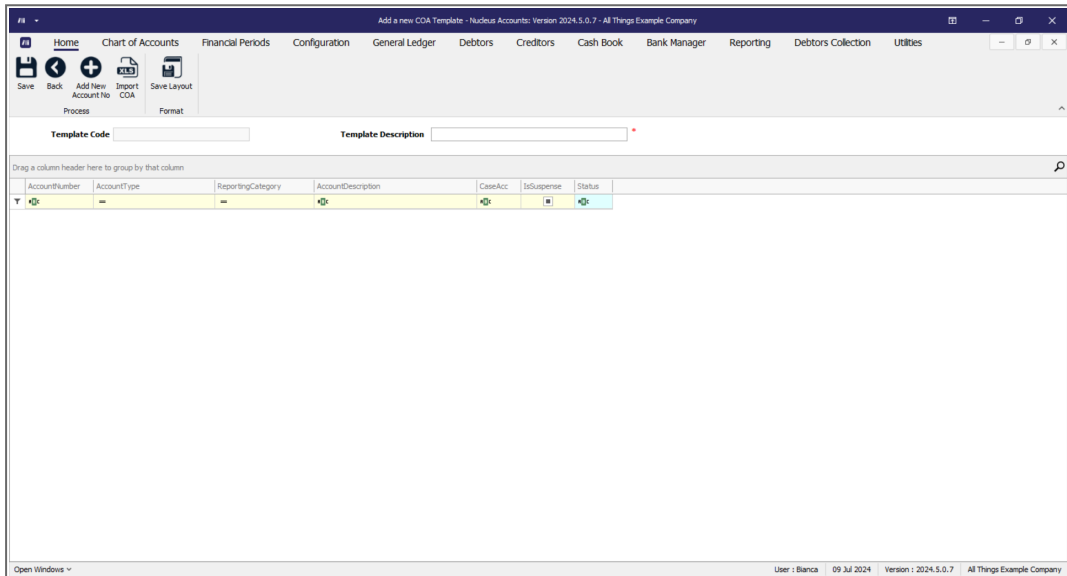- The **COA Templates Listing** screen will be displayed.
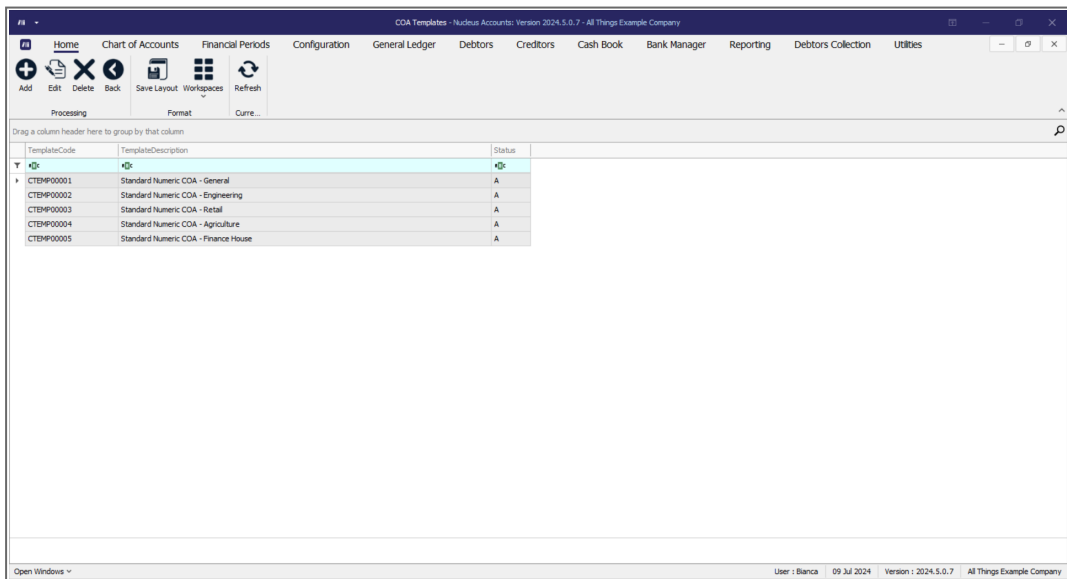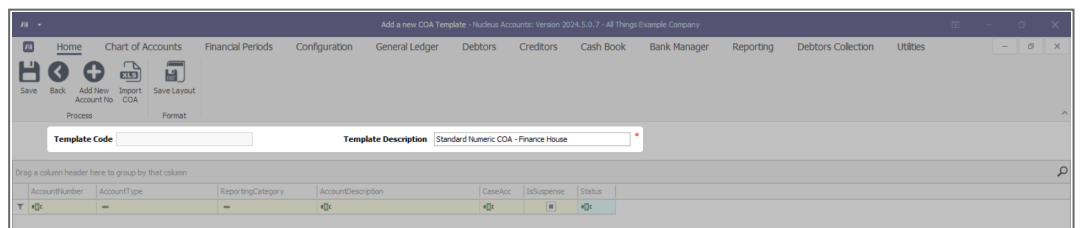
ADD NEW COA TEMPLATE

- 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 **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).
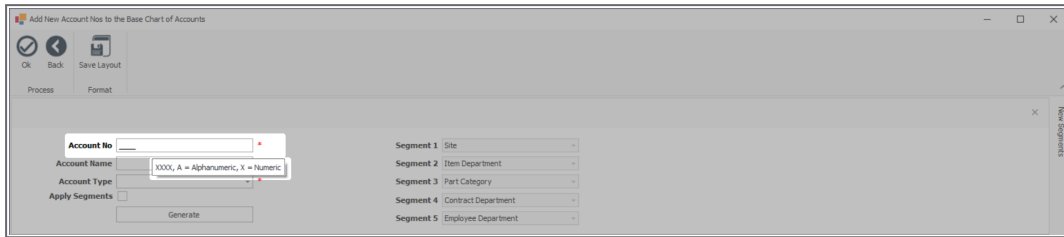

- **Account Name**: Briefly describe the account in a way that is concise and meaningful, so that it is easy to understand the financial activities represented.

- **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.
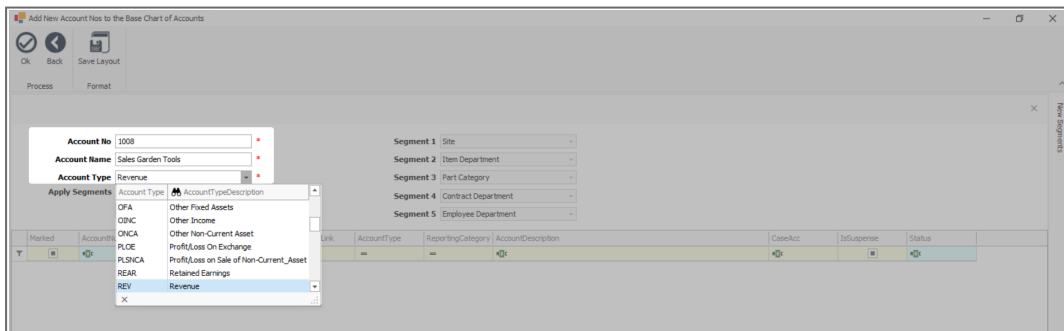
- The **Account** to be generated will display in the **Account List** datagrid, with the ability to change the Account **Description** and **Suspense Account** option.
- The **Marked** column is only used when setting up a Segmented Account.
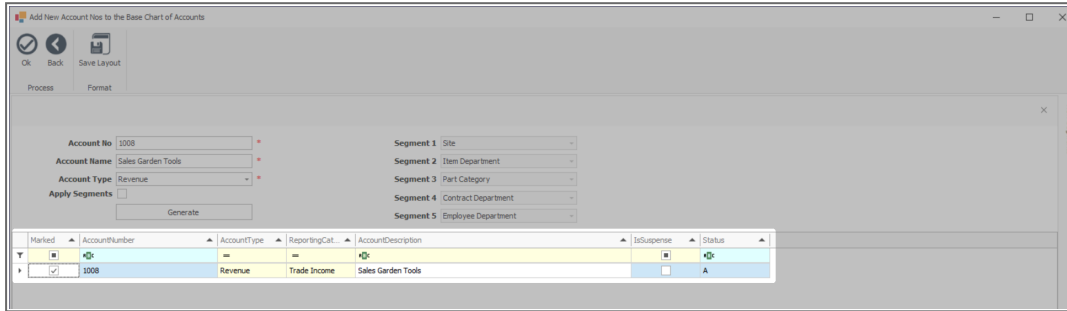
- Before saving, you have the ability to make changes to the **Account**. Refer to Editing the Chart of Accounts for more information.
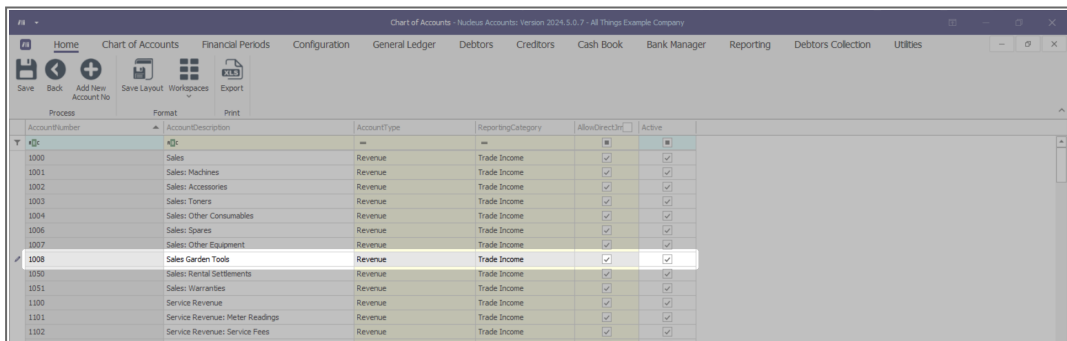
Related Topics

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

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