

Download the template for the Chart of Accounts Import in Consolidation Manager / Processes / Chart of Accounts Import then save as an .xlsx file. Enter data into the columns listed: Shortcut, Account Code, Description, Account Restriction should be set to “Unrestricted” unless different, and Bank Account, Credit Card, and Accounts Payable should be set to “FALSE” unless different.

Before completing the import, please note that there is a checkbox that states ‘Activate each account in every organization’. Checking the box will not only import the chart but make it active (Available in all screens) for all the organizations. If you are only wanting to have your listing of chart of accounts available in one or two organizations, you will not check the box and instead import the chart of account numbers and once completed will go to each organization and activate them individually in the Account screen / Chart of Accounts / Chart of Accounts (Add Sub-Accounts).