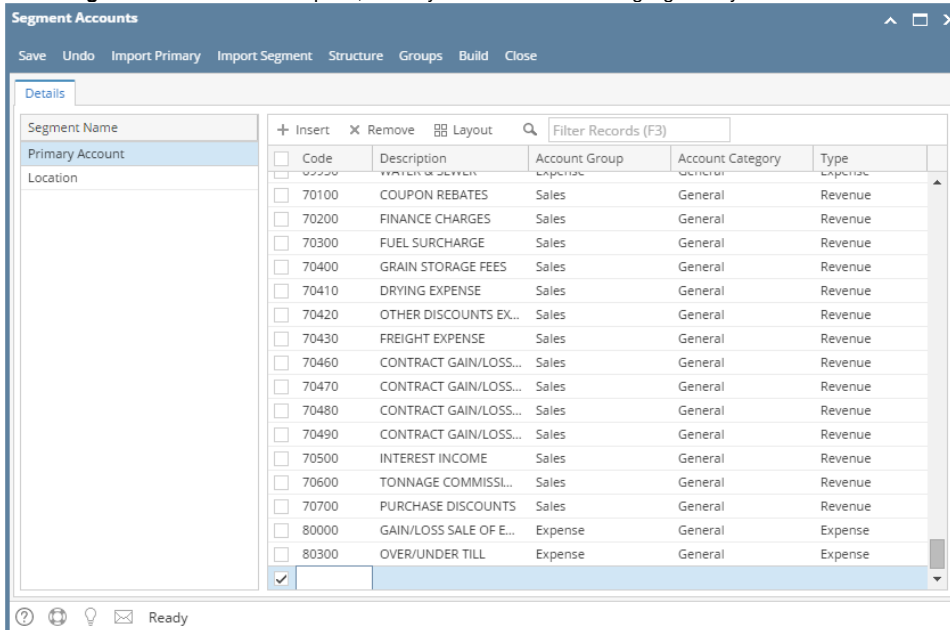


# How To Create New Chart of Accounts

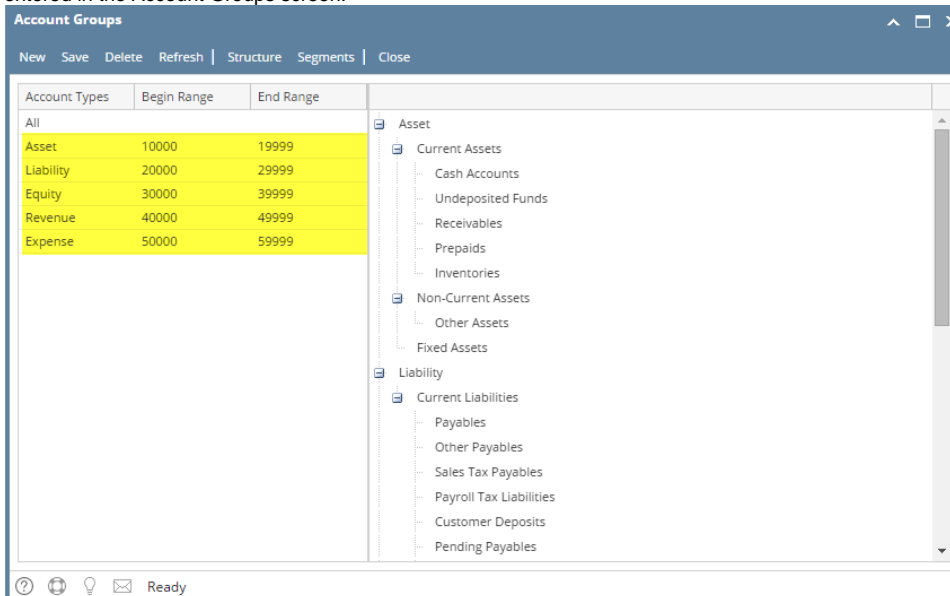
1. Open the **GL Account Detail** menu then click on **Segments**.
2. When **Segment Account** screen opens, Primary Account account is highlighted by default.



The screenshot shows the 'Segment Accounts' window. On the left, there are fields for 'Segment Name' and 'Location'. The main area is a table with columns: Code, Description, Account Group, Account Category, and Type. The table lists various accounts, including 'COUPON REBATES', 'FINANCE CHARGES', 'FUEL SURCHARGE', 'GRAIN STORAGE FEES', 'DRYING EXPENSE', 'OTHER DISCOUNTS EX...', 'FREIGHT EXPENSE', 'CONTRACT GAIN/LOSS...', 'INTEREST INCOME', 'TONNAGE COMMISSL...', 'PURCHASE DISCOUNTS', 'GAIN/LOSS SALE OF E...', and 'OVER/UNDER TILL'. A new row is being added at the bottom, with a checkmark in the 'Code' column.

Code	Description	Account Group	Account Category	Type
70100	COUPON REBATES	Sales	General	Revenue
70200	FINANCE CHARGES	Sales	General	Revenue
70300	FUEL SURCHARGE	Sales	General	Revenue
70400	GRAIN STORAGE FEES	Sales	General	Revenue
70410	DRYING EXPENSE	Sales	General	Revenue
70420	OTHER DISCOUNTS EX...	Sales	General	Revenue
70430	FREIGHT EXPENSE	Sales	General	Revenue
70460	CONTRACT GAIN/LOSS...	Sales	General	Revenue
70470	CONTRACT GAIN/LOSS...	Sales	General	Revenue
70480	CONTRACT GAIN/LOSS...	Sales	General	Revenue
70490	CONTRACT GAIN/LOSS...	Sales	General	Revenue
70500	INTEREST INCOME	Sales	General	Revenue
70600	TONNAGE COMMISSL...	Sales	General	Revenue
70700	PURCHASE DISCOUNTS	Sales	General	Revenue
80000	GAIN/LOSS SALE OF E...	Expense	General	Expense
80300	OVER/UNDER TILL	Expense	General	Expense

3. Click Insert or scroll down to the next available blank row in the grid.
4. Enter Code, Description and Account Group. Account Type will be selected automatically based on the selected Account Group. Code must be unique. If the Origin Integration is turned off, the Code's validation will be based in the Begin and End Range of Account Types entered in the Account Groups screen.



The screenshot shows the 'Account Groups' window. It has a table with columns: Account Types, Begin Range, and End Range. The table lists account types: All, Asset, Liability, Equity, Revenue, and Expense. The 'Asset' type is highlighted in yellow. To the right of the table is a tree view showing the hierarchy of account types: Asset, Current Assets, Cash Accounts, Undeposited Funds, Receivables, Prepaids, Inventories, Non-Current Assets, Other Assets, Fixed Assets, Liability, Current Liabilities, Payables, Other Payables, Sales Tax Payables, Payroll Tax Liabilities, Customer Deposits, and Pending Payables.

Account Types	Begin Range	End Range
All		
Asset	10000	19999
Liability	20000	29999
Equity	30000	39999
Revenue	40000	49999
Expense	50000	59999

5. Once Primary Code or Location is added, click Build.

6. In the **Build Account** screen, select the Primary and Location Codes then click on **Build**.

**Build Accounts**

Build Structure Groups Segments Close

Details

Currency: USD Account Structure: 00000-00

Select Primary Accounts

☒ Select All ☐ Select None Filter: x Q

Primary	Description	Account Gr...	Account Categ...	Account Type
<input type="checkbox"/>	10100 FIFTH THIRD	Asset	Cash Account	Asset
<input type="checkbox"/>	10110 HUNTINGTON 5781	Asset	Cash Account	Asset
<input type="checkbox"/>	10120 HUNTINGTON 9289	Asset	Cash Account	Asset
<input checked="" type="checkbox"/>	10130 SAVINGS	Asset	Cash Account	Asset
<input type="checkbox"/>	10140 Chemical Bank	Asset	Cash Account	Asset
<input type="checkbox"/>	10200 TILL CASH	Asset	General	Asset
<input type="checkbox"/>	10300 PETTY CASH	Asset	General	Asset
<input type="checkbox"/>	11000 ACCOUNTS RECEIVA...	Asset	General	Asset
<input type="checkbox"/>	11100 Note Receivable fro...	Asset	General	Asset
<input type="checkbox"/>	11111 11111	Asset	Cost Adjustment	Asset
<input type="checkbox"/>	11210 STORAGE RECEIVABLE	Asset	General	Asset
<input type="checkbox"/>	11220 DISCOUNTS RECEIV...	Asset	General	Asset
<input type="checkbox"/>	11500 UNDEPOSITED FUNDS	Asset	General	Asset
<input type="checkbox"/>	12000 MERCHANDISE INVE...	Asset	General	Asset
<input type="checkbox"/>	12100 FEED INVENTORY	Asset	General	Asset
<input type="checkbox"/>	12200 SEED INVENTORY	Asset	General	Asset

Select Segment Codes

☒ Select All ☐ Select None Filter: x Q

Segment Code	Description
: Location	
<input type="checkbox"/> 00	0
<input checked="" type="checkbox"/> 10	MAIN OFFICE NEW ERA
<input type="checkbox"/> 20	MONTAGUE

Ready

7. **Commit Chart of Accounts** will display. This screen will display the account id(s) that will be built. Click **Commit**.

**Commit Chart of Accounts**

Commit Close

Layout Filter Records (F3)

Account ID	Description	Account Group	Account Category	Account Type
10130-10	SAVINGS -MAIN OFFICE NEW ERA	Asset	Cash Account	Asset

Accounts : 1

Ready

Once successfully added, it will display the new account in **GL Account Detail | Chart of Accounts tab**.

**GL Account Detail**

Open Structure Groups Segments Build Regenerate Names Clone Refresh Export Close

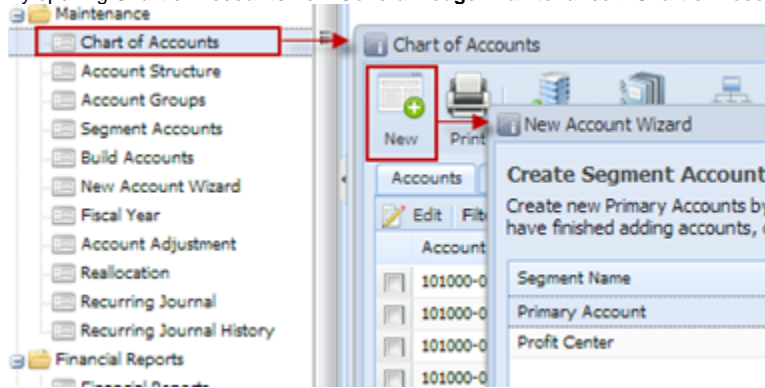
Chart of Accounts Transactions

Layout Filter Records (F3) 2 records

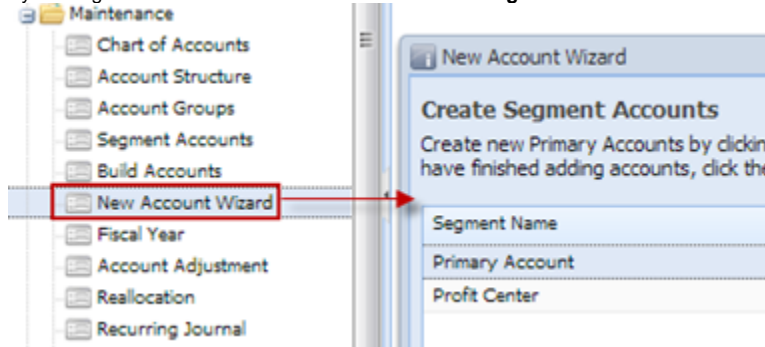
Account Id	Description	Currency	Acc...	Account Category	Acc...	Unit	Cas...	Commer
<input type="checkbox"/> 10130-00	SAVINGS	USD	Cas...	Cash Account	Asset		None	
<input type="checkbox"/> 10130-10	SAVINGS	USD	Asset	Cash Account	Asset		None	

There are two ways on how to open the New Account Wizard screen:

- a. By opening **Chart of Accounts** from **General Ledger Maintenance > Chart of Accounts** and then click the **New** button.

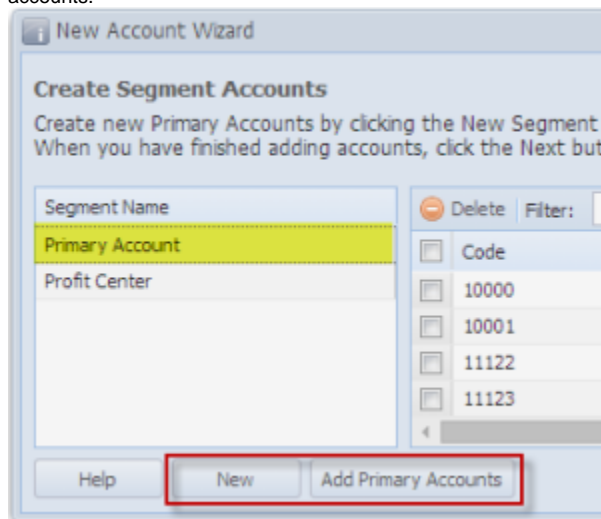


- b. By clicking the **New Account Wizard** from **General Ledger Maintenance** menu.

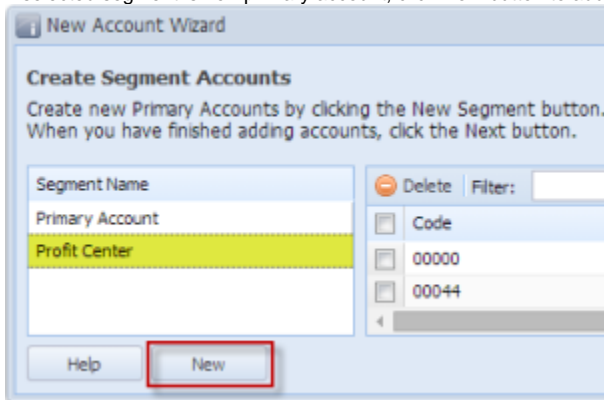


Here are the steps on how to create/add new Chart of Accounts:

1. The first window of the wizard is the **Create Segment Accounts**.
  - a. If selected segment is a primary account, click **New** button to add new segment or click **Add Primary Account** button to import primary accounts.

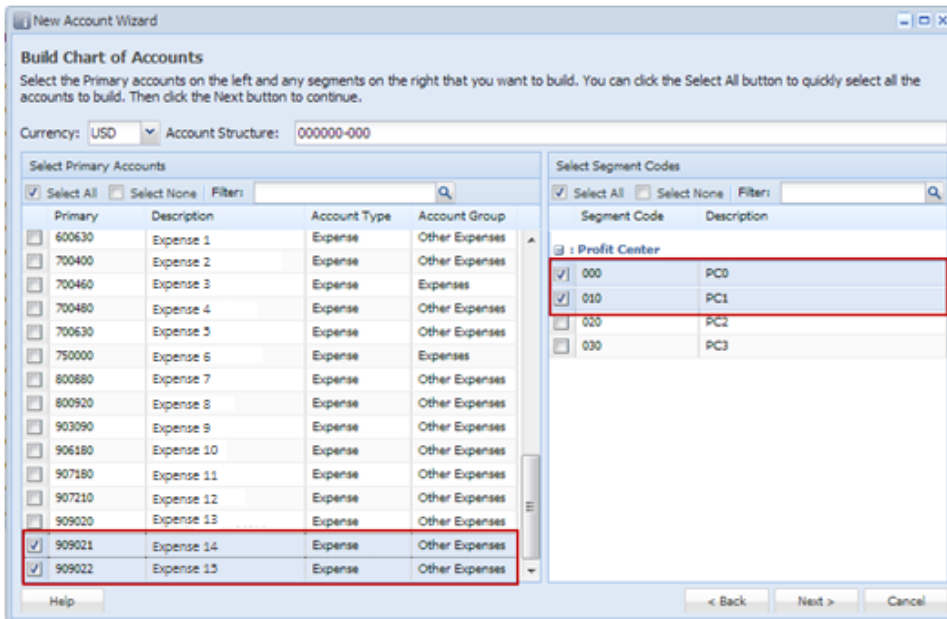


- b. If selected segment is non-primary account, click **New** button to add new segment



The 'New Account Wizard' window is shown at the 'Create Segment Accounts' step. It instructs the user to create new Primary Accounts by clicking the 'New Segment' button. The 'Segment Name' field contains 'Profit Center'. The 'Primary Account' field is empty. The 'Code' field shows '00000' and '00044'. The 'New' button is highlighted with a red box.

2. Click **Next** to move to **Build Chart of Accounts** window. Select the primary account and segment codes to be built by checking the check box for each code.

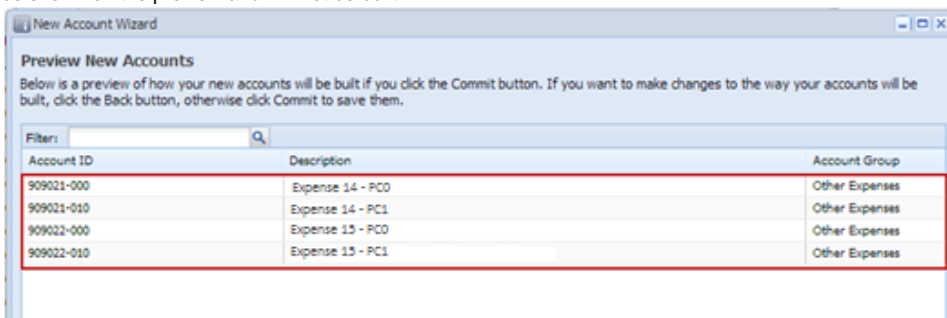


The 'New Account Wizard' window is shown at the 'Build Chart of Accounts' step. It instructs the user to select the Primary accounts on the left and any segments on the right that they want to build. The 'Currency' is set to 'USD' and the 'Account Structure' is '000000-000'. The 'Select Primary Accounts' table on the left has columns: Primary, Description, Account Type, and Account Group. The 'Select Segment Codes' table on the right has columns: Segment Code and Description. The 'Profit Center' segment is selected, and the codes '000', '010', '020', and '030' are listed. The '010' code is highlighted with a red box. The 'Next' button is highlighted with a red box.

Primary	Description	Account Type	Account Group
<input type="checkbox"/>	600630 Expense 1	Expense	Other Expenses
<input type="checkbox"/>	700400 Expense 2	Expense	Other Expenses
<input type="checkbox"/>	700460 Expense 3	Expense	Expenses
<input type="checkbox"/>	700480 Expense 4	Expense	Other Expenses
<input type="checkbox"/>	700630 Expense 5	Expense	Other Expenses
<input type="checkbox"/>	750000 Expense 6	Expense	Expenses
<input type="checkbox"/>	800880 Expense 7	Expense	Other Expenses
<input type="checkbox"/>	800920 Expense 8	Expense	Other Expenses
<input type="checkbox"/>	903090 Expense 9	Expense	Other Expenses
<input type="checkbox"/>	906180 Expense 10	Expense	Other Expenses
<input type="checkbox"/>	907180 Expense 11	Expense	Other Expenses
<input type="checkbox"/>	907210 Expense 12	Expense	Other Expenses
<input type="checkbox"/>	909020 Expense 13	Expense	Other Expenses
<input checked="" type="checkbox"/>	909021 Expense 14	Expense	Other Expenses
<input checked="" type="checkbox"/>	909022 Expense 15	Expense	Other Expenses

Segment Code	Description
<input checked="" type="checkbox"/>	000 PC0
<input checked="" type="checkbox"/>	010 PC1
<input type="checkbox"/>	020 PC2
<input type="checkbox"/>	030 PC3

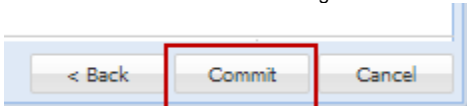
3. Click **Next** to preview the accounts to be built. In case that a selected combination of primary account and segment already exists, it will no longer be shown on the preview and will not be built.



The 'New Account Wizard' window is shown at the 'Preview New Accounts' step. It displays a preview of how the new accounts will be built. The 'Filter' field is empty. The table shows the following accounts:

Account ID	Description	Account Group
909021-000	Expense 14 - PC0	Other Expenses
909021-010	Expense 14 - PC1	Other Expenses
909022-000	Expense 15 - PC0	Other Expenses
909022-010	Expense 15 - PC1	Other Expenses

4. Click **Commit** button to start building the accounts. This will also start the synchronization process of i21 and Legacy.



The 'New Account Wizard' window is shown at the bottom, with the 'Commit' button highlighted by a red box. The 'Back' and 'Cancel' buttons are also visible.

5. Click **Ok** on the message to complete the wizard. All created i21 accounts will be added in the Legacy COA.

