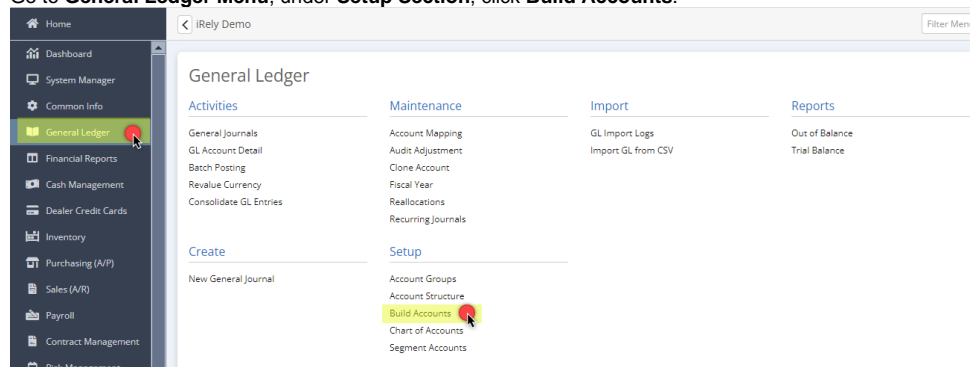


# How To Build Accounts

Here are the steps on how to build accounts using the Build Accounts screen:

1. Go to **General Ledger Menu**, under **Setup Section**, click **Build Accounts**.



2. You may click **Select All** button or choose a specific Primary Account(s), LOB, and Location segment(s).

**Build Accounts**

Build Structure Groups Segments Export Close

Details Missing Accounts

Currency USD Account Structure 00000-0000-000

**Select Primary Accounts**

☒ Select All ☐ Select None Export View Filter (F3)

Primary	Chart Description	Account Group	Account Category	Account Type
<input type="checkbox"/>	10001 Wells Fargo - Payroll	Asset	Cash Account	Asset
<input type="checkbox"/>	10002 Fifth Third - AG Operations	Cash Accounts	Cash Account	Asset
<input type="checkbox"/>	10003 Fifth Third - Petro Operat...	Cash Accounts	General	Asset
<input type="checkbox"/>	10004 Three Rivers - Operating ...	Cash Accounts	Cash Account	Asset
<input type="checkbox"/>	10005 Chase- Cash in Bank	Cash Accounts	Cash Account	Asset
<input type="checkbox"/>	10006 Canadian Cash	Asset	General	Asset
<input type="checkbox"/>	10010 Common Capital	Asset	General	Asset
<input type="checkbox"/>	10011 Cash on hand	Asset	Cash Account	Asset
<input type="checkbox"/>	10013 Cash on hand	Asset	Cash Account	Asset
<input type="checkbox"/>	10051 Cash offset	Asset	General	Asset
<input type="checkbox"/>	10100 Cash offset	Asset	General	Asset
<input type="checkbox"/>	10242 Beginning Inventory	Inventories	General	Asset
<input type="checkbox"/>	10243 Ending Inv	Inventories	General	Asset
<input type="checkbox"/>	10300 Unrealized Gain or Loss ...	Inventories	Unrealized Gain or ...	Asset
<input type="checkbox"/>	10500 Undeposited Funds	Asset	Undeposited Funds	Asset
<input type="checkbox"/>	10550 M2M gain on basis offset	Inventories	Mark to Market Off...	Asset
<input type="checkbox"/>	10551 M2M gain on futures offs...	Inventories	Mark to Market Off...	Asset

**Select Segment Codes**

☒ Select All ☐ Select None Export View Filter (F3)

Segment Code	Chart Description
<b>:LOB</b>	
<input type="checkbox"/> 000	Admin
<input type="checkbox"/> 001	Grains
<input type="checkbox"/> 002	Chemicals
<input type="checkbox"/> 003	Fertilizer
<input type="checkbox"/> 004	Petro
<input type="checkbox"/> 005	Feed
<input type="checkbox"/> 006	Gas
<input type="checkbox"/> 007	Diesel
<input type="checkbox"/> 008	Agronomy
<input type="checkbox"/> 009	Seed
<input type="checkbox"/> 011	Grain - Corn
<input type="checkbox"/> 012	Grain - Soybeans
<input type="checkbox"/> 013	Grain - Wheat
<input type="checkbox"/> 014	Propane
<input type="checkbox"/> 100	General Merchandise
<input type="checkbox"/> 101	Pop

? Ready

**Build Accounts**

Build Structure Groups Segments Export Close

Details Missing Accounts

Currency USD Account Structure 00000-0000-000

**Select Primary Accounts**

☒ Select All ☐ Select None Export View Filter (F3)

Primary	Chart Description	Account Group	Account Category	Account Type
<input type="checkbox"/>	10001 Wells Fargo - Payroll	Asset	Cash Account	Asset
<input type="checkbox"/>	10002 Fifth Third - AG Operations	Cash Accounts	Cash Account	Asset
<input type="checkbox"/>	10003 Fifth Third - Petro Operat...	Cash Accounts	General	Asset
<input type="checkbox"/>	10004 Three Rivers - Operating ...	Cash Accounts	Cash Account	Asset
<input type="checkbox"/>	10005 Chase- Cash in Bank	Cash Accounts	Cash Account	Asset
<input type="checkbox"/>	10006 Canadian Cash	Asset	General	Asset
<input type="checkbox"/>	10010 Common Capital	Asset	General	Asset
<input type="checkbox"/>	10011 Cash on hand	Asset	Cash Account	Asset
<input type="checkbox"/>	10013 Cash on hand	Asset	Cash Account	Asset
<input type="checkbox"/>	10051 Cash offset	Asset	General	Asset
<input type="checkbox"/>	10100 Cash offset	Asset	General	Asset
<input type="checkbox"/>	10242 Beginning Inventory	Inventories	General	Asset
<input type="checkbox"/>	10243 Ending Inv	Inventories	General	Asset
<input type="checkbox"/>	10300 Unrealized Gain or Loss ...	Inventories	Unrealized Gain or ...	Asset
<input type="checkbox"/>	10500 Undeposited Funds	Asset	Undeposited Funds	Asset
<input type="checkbox"/>	10550 M2M gain on basis offset	Inventories	Mark to Market Off...	Asset
<input type="checkbox"/>	10551 M2M gain on futures offs...	Inventories	Mark to Market Off...	Asset

**Select Segment Codes**

☒ Select All ☐ Select None Export View Filter (F3)

Segment Code	Chart Description
<input type="checkbox"/> 103	Tobacco
<input type="checkbox"/> 104	Lottery
<input type="checkbox"/> 105	Dairy
<input type="checkbox"/> 106	Snacks
<input type="checkbox"/> 107	Newspaper
<input type="checkbox"/> 108	Refined Sugar
<input type="checkbox"/> 109	Raw Sugar
<input checked="" type="checkbox"/> 901	Software Product 1 (CRM)
<input checked="" type="checkbox"/> 902	Software Product 2 (Financials)
<b>: Location</b>	
<input checked="" type="checkbox"/> 0000	Home office
<input checked="" type="checkbox"/> 0001	Fort Wayne
<input type="checkbox"/> 0002	Indianapolis
<input type="checkbox"/> 0003	Richmond
<input checked="" type="checkbox"/> 0004	South Bend
<input type="checkbox"/> 0005	Chatham
<input type="checkbox"/> 0006	Blenheim



In selecting primary and non primary segment. Always refer to the account structure required.

[How To Open Account Structure](#)

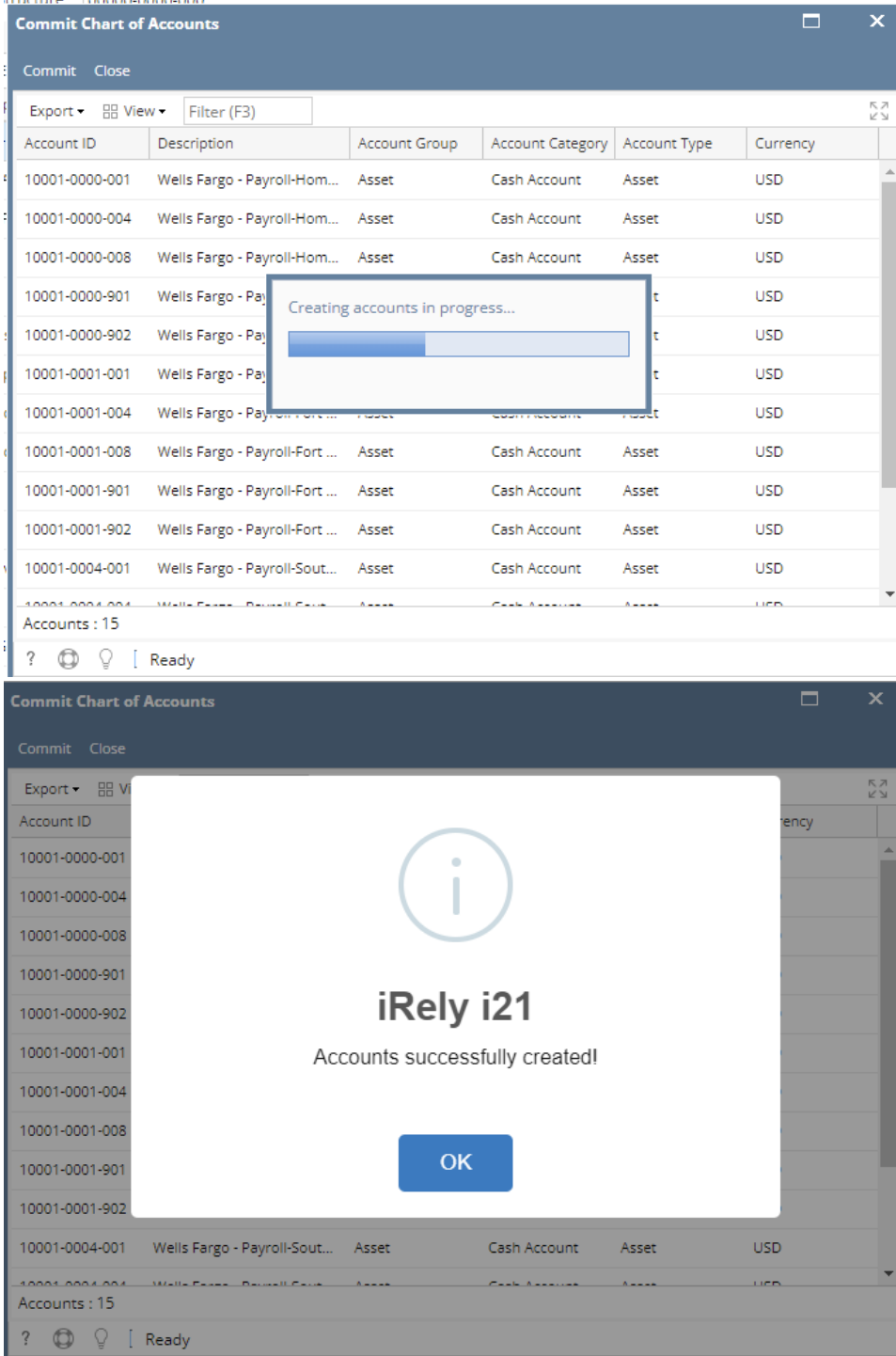
3. Click on the **Build** button. **Commit Chart of Accounts Screen** will open where accounts to be built will display.  
**NOTE:** In case the combination you have selected already exists, they will not display on this screen and will no longer be built.

The screenshot shows the 'Commit Chart of Accounts' window. The 'Build' button is highlighted in the top left corner. The window displays a list of accounts to be built, with columns for Account ID, Description, Account Group, Account Category, Account Type, and Currency. A red box highlights the list of accounts, and a green arrow points to the 'Accounts: 15' status bar. A red arrow points to the 'Commit' button in the top left corner of the window.

Account ID	Description	Account Group	Account Category	Account Type	Currency
10001-0000-001	Wells Fargo - Payroll-Hom...	Asset	Cash Account	Asset	USD
10001-0000-004	Wells Fargo - Payroll-Hom...	Asset	Cash Account	Asset	USD
10001-0000-008	Wells Fargo - Payroll-Hom...	Asset	Cash Account	Asset	USD
10001-0000-901	Wells Fargo - Payroll-Hom...	Asset	Cash Account	Asset	USD
10001-0000-902	Wells Fargo - Payroll-Hom...	Asset	Cash Account	Asset	USD
10001-0001-001	Wells Fargo - Payroll-Fort ...	Asset	Cash Account	Asset	USD
10001-0001-004	Wells Fargo - Payroll-Fort ...	Asset	Cash Account	Asset	USD
10001-0001-008	Wells Fargo - Payroll-Fort ...	Asset	Cash Account	Asset	USD
10001-0001-901	Wells Fargo - Payroll-Fort ...	Asset	Cash Account	Asset	USD
10001-0001-902	Wells Fargo - Payroll-Fort ...	Asset	Cash Account	Asset	USD
10001-0004-001	Wells Fargo - Payroll-Sout...	Asset	Cash Account	Asset	USD

Accounts: 15

4. Click **Commit** button to start creating the accounts. Once finished, a message will prompt that accounts are successfully created.



5. Click **OK** to close the message.