

Import Primary Accounts CSV format

CSV file must consist of 4 columns following this order:

Column	Data
A	Primary Account Code - depends on the structure of the Primary Account set on the Account Structure screen
B	Description
C	Account Group
D	Account Categories - Click link to review how to setup categories
E	Account Type

Sample Import Primary Account File

[Import Primary Accounts Example .csv](#)



Notes: In case that entered Account Group is missing in the Account Groups table, code will still be imported but Account Group and Type of that code will be blank.