Account Link Template

Module Guide: Account Link Template

Module Location

Settings > Accounting Settings > Account Link Template

Module Purpose

The **Account Link Template** module provides a facility to create, save, and manage various sets or templates of **Account Link** configurations. This feature is extremely useful for companies that manage multiple business entities or require different accounting mapping schemes for different reporting purposes. By using templates, the process of setting up account mappings for a new entity can be significantly accelerated and standardized.

1. Main View (List of Account Templates)

The main page displays a list of all the Account Link templates that have been created and saved.

View Explanation

- **Search Filter**: Allows users to search for a specific template by its **Template Code**.
- **Account Template Table**:
  - **No**: Sequential number.

    - **Template Code**: The unique code assigned to each template.
    - **Template Name**: A descriptive name for the template.
- Currently, the table shows "NO DATA," which means no templates have been created yet.
- **Action Buttons**:
    - **Add Account Template**: The main button to begin the process of creating a new Account Link template.

2. Steps to Create an Account Link Template

Although the detail page is not shown, the workflow for creating a new template can be summarized as follows:

- From the main page, click the **Add Account Template** button.
- The system will likely display a page similar to the **Account Link** module, where the user can fill out the entire account mapping matrix from scratch.
- After all the necessary accounts are mapped, the user will assign a **Template Code** and **Template Name** to the template.
- Once saved, the new template will appear in the list on the main page of the **Account Link Template** module.

3. Integrated Workflow & Business Process

- **Standardization**: Allows a company to create a single "Master Template" for Account Links that aligns with the company's standard accounting policies.

- **Efficiency**: When a new company entity needs to be set up in the system, an administrator no longer needs to manually map dozens (or hundreds) of account links. The administrator can simply select and "apply" an existing template, and all account mappings will be filled in automatically.

- **Reporting Flexibility**: A company can create several different templates. For example, one template for statutory reporting and another template for managerial reporting, which might have different mapping details.

4. Tips & Important Notes

- This module is an **advanced feature** that is very useful for scalability and multi-company management.

- The creation of a template should be done by a senior accountant or a consultant who has a deep understanding of the CoA structure and business needs, as this template will become the basis for many entities.

- Before applying a template to a live company, always re-verify to ensure all mappings are appropriate for the target company's CoA structure.

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