

Account Template

Module Guide: Account Template

Module Location

Settings > Accounting Settings > Account Pairing > Account Template

Module Purpose

The **Account Template** module serves as a facility for creating and managing a **Chart of Accounts (CoA)** in a template format. This allows a company to design a standard CoA structure that can be applied to multiple business entities or used as a foundation for setting up new bookkeeping systems. This feature is highly useful for standardization and efficiency in a multi-company environment.?

1. Main View (Account Template List)

This page displays the Chart of Accounts structure being built as a template. Users can view the list of accounts, group them by category, and add new accounts.

View Explanation

- **Category Filter:** A dropdown to display accounts based on their category (e.g., Assets, Liabilities, Equity).
- **Account Table:** Displays the list of accounts in the template.
 - **Account No./Account Name:** The code and name of each account.

- **View Pairing Detail:** Likely an option to see more details about the account.
- **Default Position:** The normal balance of the account (Debit/Credit).
- **Currency:** The default currency for the account.
- **Main/Detail:** Indicates whether the account is a control account (header) or a posting account (detail).
- Currently, the table shows "No Data," indicating that a CoA template has not yet been created.
- **Action Buttons:**
 - **New:** Opens the form to add a new account to the CoA template.

2. Add Account Template Page

This form is used to define each account that will be part of the Chart of Accounts template.?

View Explanation

- **Account Information:**
 - **Account No. & Account Name:** The unique code and name for the account.
 - **Parent Account:** Allows for creating a hierarchical structure by linking this account to a parent account.

- **Default Position:** Defines the normal balance (Debit/Credit).
- **Currency & Opening Balance:** Basic settings for the account.
- **Basic Company Linkage:**
 - **Account Category:** Groups the account into an appropriate category (Current Assets, Operating Expenses, etc.).
 - **Is Intercompany:** A checkbox to mark this account as one used for intercompany transactions, which is important for the consolidation process.
- **Action Buttons:**
 - **Save:** Saves the new account to the template.
 - **Save and Add New:** Saves the current account and immediately opens a new blank form for the next entry.
 - **Cancel:** Cancels the account addition.

3. Steps to Create a CoA Template

- From the main page, click the **New** button.
- Fill in all the required details on the **Add Account Template** page, from **Account No.** and **Account Name** to selecting the **Account Category**.

- Use the **Save and Add New** button to speed up the process of adding many accounts sequentially.
- Repeat this process until the entire desired Chart of Accounts structure has been built in the template.

4. Integrated Workflow & Business Process

- **CoA Standardization:** The primary function of this module is to create a standard Chart of Accounts. This template can be exported and imported into the database of a new company, ensuring all entities in a group use the same reporting structure.?
- **Implementation Basis:** When implementing the system for a new company, using this template can drastically save setup time compared to creating a CoA from scratch.
- **Reporting Consistency:** With a uniform CoA across all companies, the process of consolidating financial statements becomes much simpler and more accurate.

5. Tips & Important Notes

- Designing a CoA template is a fundamental accounting activity that must be done carefully, in accordance with Financial Accounting Standards and management reporting needs.
- The account numbering structure should be logical and provide room for adding new accounts in the future.?

- The "Is Intercompany" feature is very important to fill in correctly to ensure the elimination process during consolidation runs smoothly.

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