[Optimum] How to import Chart of Account from existing database after database creation

[Version 1]

Hazel

[26-1-2018]

REV. No	Nature of Change	Prepared By	Prepared Date	Reviewed & Approved by
1.0	Creation	Hazel	26-1-2018	Weina

Amendment Record

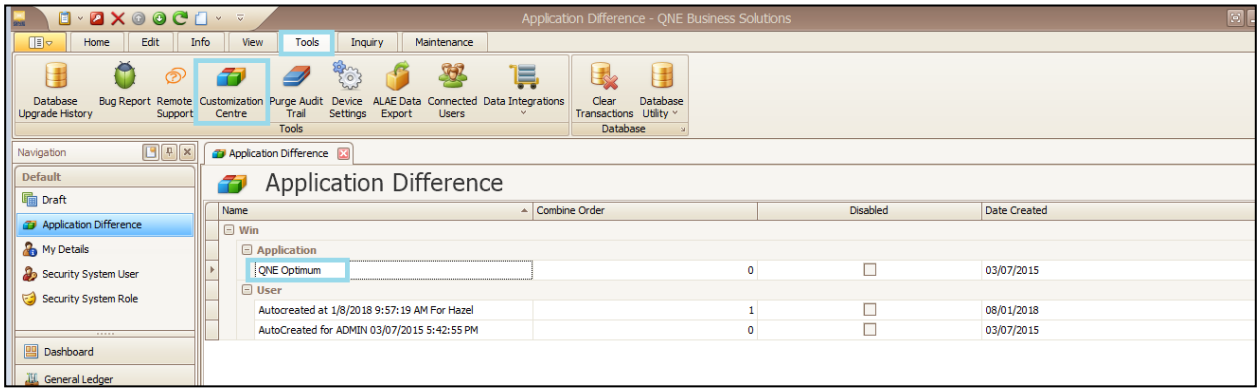
SCENARIO

[Optimum] How to import Chart of Account from existing database after database creation (User forgot to select "Import Chart of Account from another database)

SOLUTION

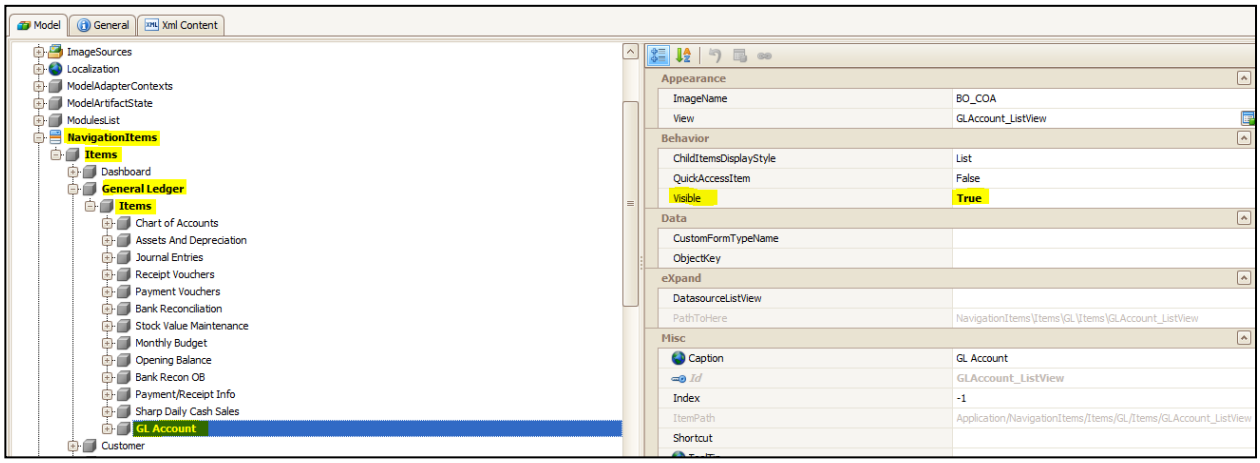
First Part: Login to existing database (already with complete set of Chart of Account)

1. Go to Tools > Customization Centre > QNE Optimum



2. Go to NavigationItems > Items > General Ledger > Items > GL Account

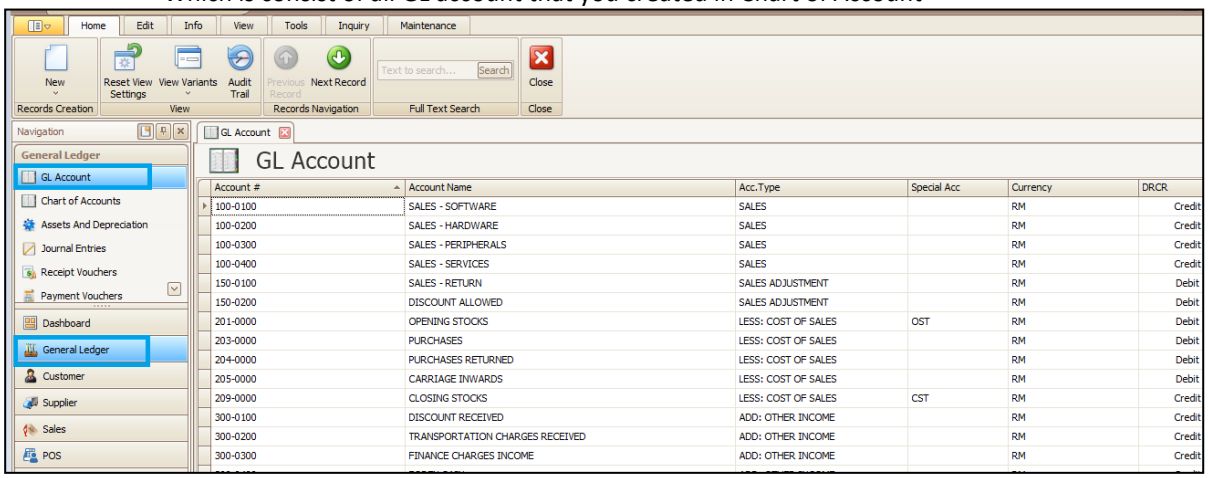
   Set Visible to "**True**"



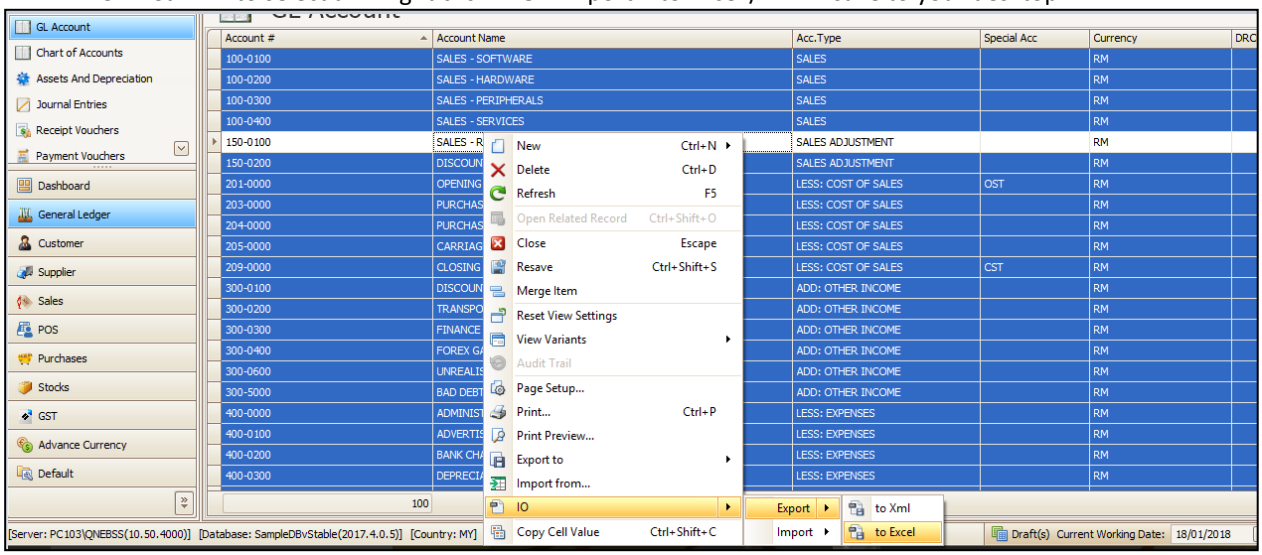
3. Save and re-login to system

4. Go to General Ledger > you can see there's added tab " GL Account"

*Which is consist of all GL account that you created in Chart of Account

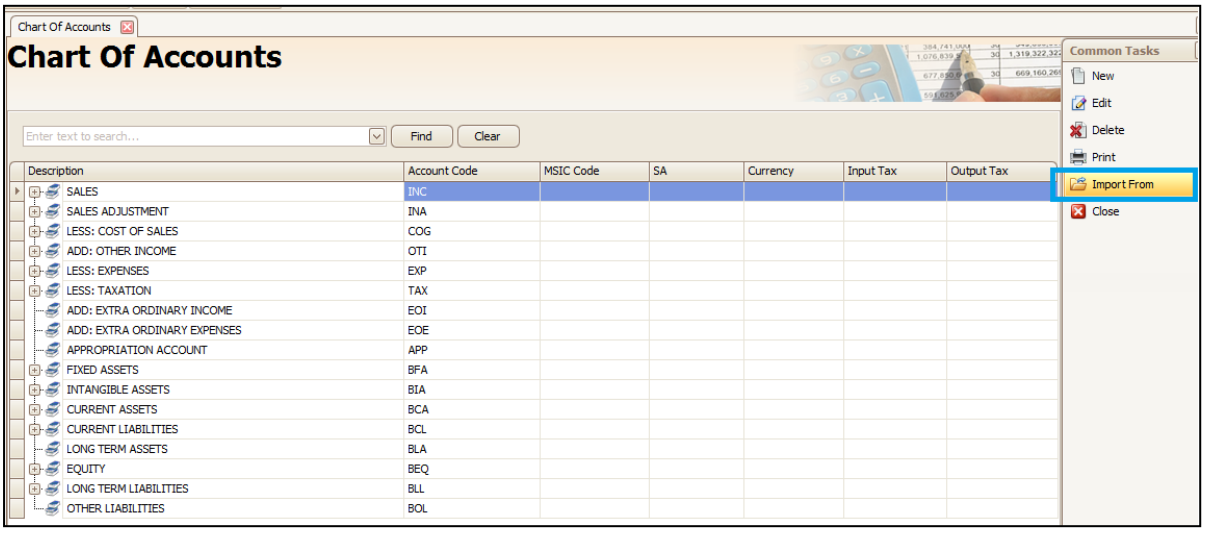


5. Ctrl + A to select all > right click > IO > Export > to Excel / Xml > save to your desktop

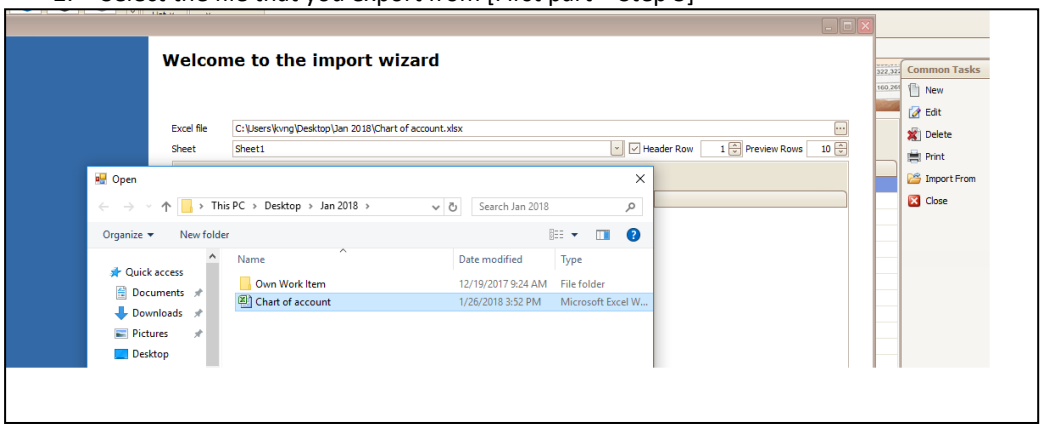


Second part: Login to new database

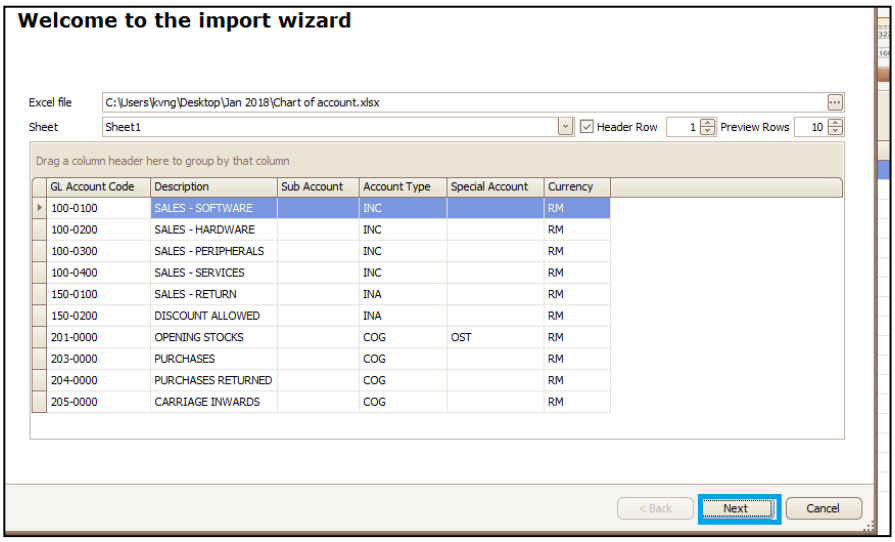
1. Go to General Ledger > Chart of Account > Click “Import From”



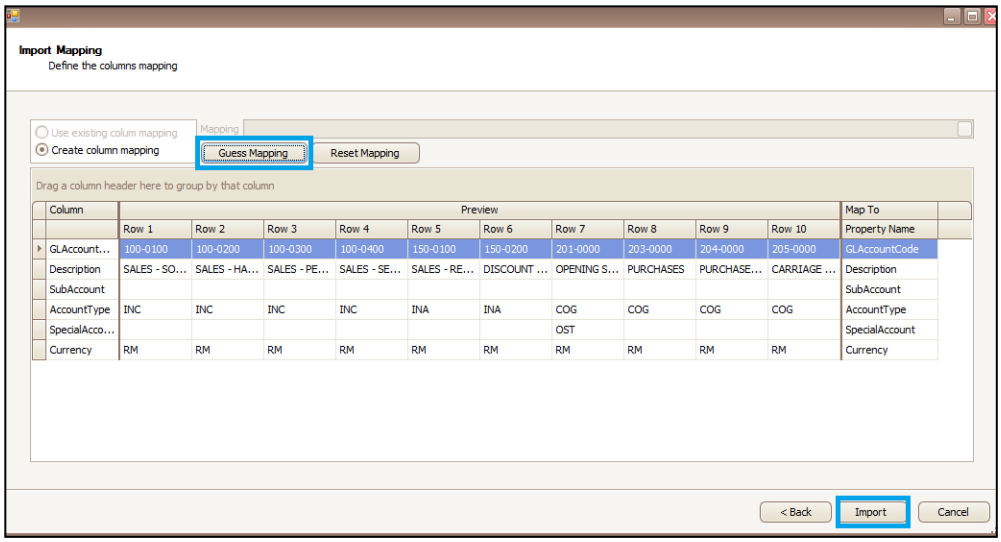
2. Select the file that you export from [First part – Step 5]



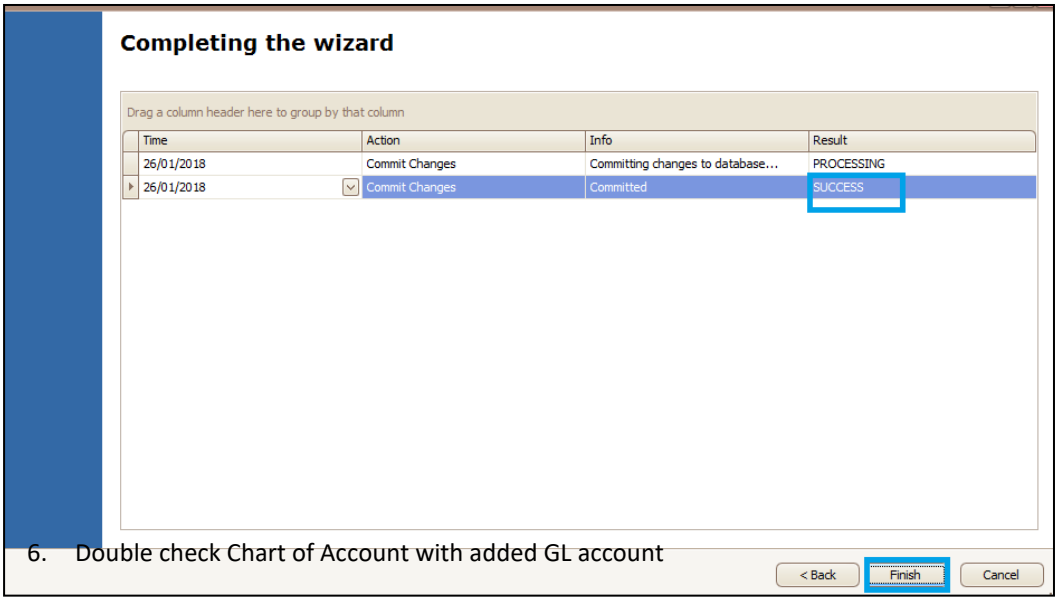
3. Click “Next”



4. Click “Guess Mapping” > Import



5. Click “Finish” if status as SUCCESS



6. Double check Chart of Account with added GL account

7. Go to Tools > Customization Centre > QNE Optimum
   >NavigationItems > Items > General Ledger > Items > GL Account
   Set Visible to “**False**” (refer [First part – Step 1 to 2])

Done ☺