

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

[Version 1]

Hazel

[26-1-2018]



**QNE**  
**SOFTWARE**

**QNE TIPS**

Product : QNE Optimum

Version: 1.00

Doc No : 1

Page No: 1 of 3

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

**Amendment Record**



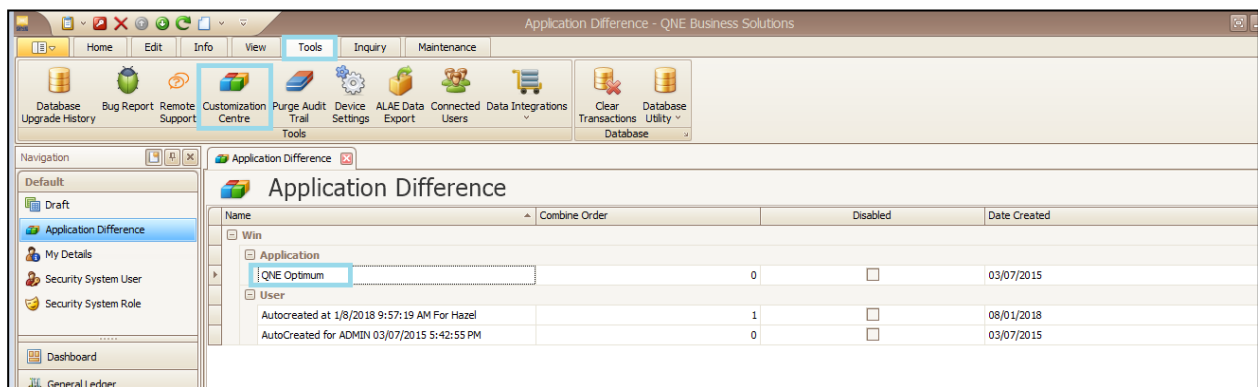
### SCENARIO

[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

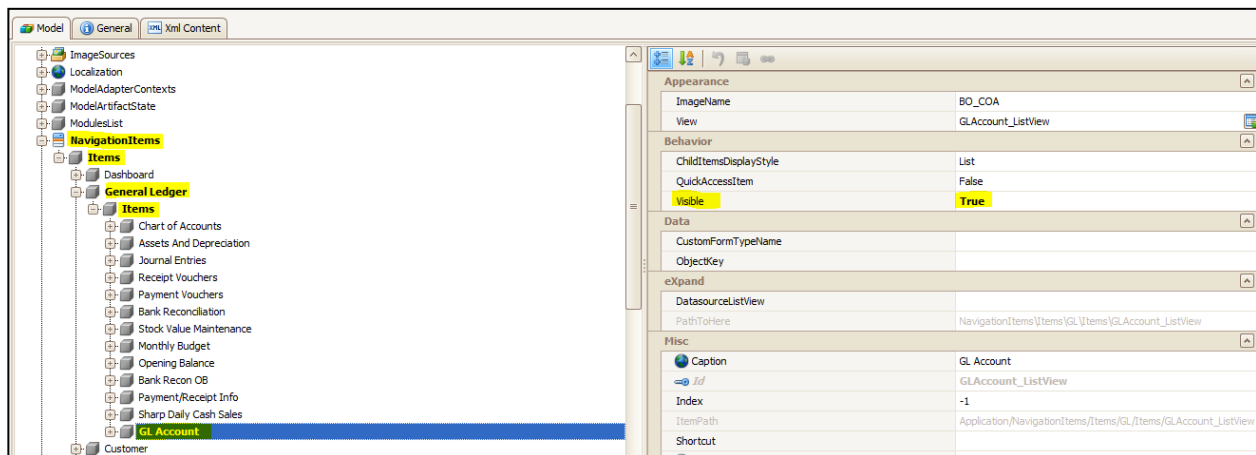
#### First Part: Login to existing database (already with complete set of Chart of Account)

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



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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

Account #	Account Name	Acc.Type	Special Acc	Currency	DRCR
100-0100	SALES - SOFTWARE	SALES		RM	Credit
100-0200	SALES - HARDWARE	SALES		RM	Credit
100-0300	SALES - PERIPHERALS	SALES		RM	Credit
100-0400	SALES - SERVICES	SALES		RM	Credit
150-0100	SALES - RETURN	SALES ADJUSTMENT		RM	Debit
150-0200	DISCOUNT ALLOWED	SALES ADJUSTMENT		RM	Debit
201-0000	OPENING STOCKS	LESS: COST OF SALES	OST	RM	Debit
203-0000	PURCHASES	LESS: COST OF SALES		RM	Debit
204-0000	PURCHASES RETURNED	LESS: COST OF SALES		RM	Debit
205-0000	CARRIAGE INWARDS	LESS: COST OF SALES		RM	Debit
209-0000	CLOSING STOCKS	LESS: COST OF SALES	CST	RM	Credit
300-0100	DISCOUNT RECEIVED	ADD: OTHER INCOME		RM	Credit
300-0200	TRANSPORTATION CHARGES RECEIVED	ADD: OTHER INCOME		RM	Credit
300-0300	FINANCE CHARGES INCOME	ADD: OTHER INCOME		RM	Credit

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

Account #	Account Name	Acc.Type	Special Acc	Currency	DRCR
100-0100	SALES - SOFTWARE	SALES		RM	
100-0200	SALES - HARDWARE	SALES		RM	
100-0300	SALES - PERIPHERALS	SALES		RM	
100-0400	SALES - SERVICES	SALES		RM	
150-0100	SALES - R	SALES ADJUSTMENT		RM	
150-0200	DISCOUN	SALES ADJUSTMENT		RM	
201-0000	OPENING	LESS: COST OF SALES	OST	RM	
203-0000	PURCHAS	LESS: COST OF SALES		RM	
204-0000	PURCHAS	LESS: COST OF SALES		RM	
205-0000	CARRIAG	LESS: COST OF SALES		RM	
209-0000	CLOSING	LESS: COST OF SALES	CST	RM	
300-0100	DISCOUN	ADD: OTHER INCOME		RM	
300-0200	TRANSP	ADD: OTHER INCOME		RM	
300-0300	FINANCE	ADD: OTHER INCOME		RM	
300-0400	FOREX G	ADD: OTHER INCOME		RM	
300-0600	UNREALI	ADD: OTHER INCOME		RM	
300-5000	BAD DEBT	ADD: OTHER INCOME		RM	
400-0000	ADMINIS	LESS: EXPENSES		RM	
400-0100	ADVERTIS	LESS: EXPENSES		RM	
400-0200	BANK CH	LESS: EXPENSES		RM	
400-0300	DEPRECI	LESS: EXPENSES		RM	

Context Menu Options:

- New (Ctrl+N)
- Delete (Ctrl+D)
- Refresh (F5)
- Open Related Record (Ctrl+Shift+O)
- Close (Escape)
- Resume (Ctrl+Shift+S)
- Merge Item
- Reset View Settings
- View Variants
- Audit Trail
- Page Setup...
- Print... (Ctrl+P)
- Print Preview...
- Export to
- Import from...
- IO
- Export to Xml
- Import to Excel
- Copy Cell Value (Ctrl+Shift+C)

Status Bar: [Server: PC103\QNEBSS(10,50,4000)] [Database: SampleDBvStable(2017.4.0.5)] [Country: MY] Draft(s) Current Working Date: 18/01/2018



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### Second part: Login to new database

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

**Chart Of Accounts**

Enter text to search... Find Clear

Description	Account Code	MSIC Code	SA	Currency	Input Tax	Output Tax
SALES	INC					
SALES ADJUSTMENT	INA					
LESS: COST OF SALES	COG					
ADD: OTHER INCOME	OTI					
LESS: EXPENSES	EXP					
LESS: TAXATION	TAX					
ADD: EXTRA ORDINARY INCOME	EOI					
ADD: EXTRA ORDINARY EXPENSES	EOE					
APPROPRIATION ACCOUNT	APP					
FIXED ASSETS	BFA					
INTANGIBLE ASSETS	BIA					
CURRENT ASSETS	BCA					
CURRENT LIABILITIES	BCL					
LONG TERM ASSETS	BLA					
EQUITY	BEQ					
LONG TERM LIABILITIES	BLL					
OTHER LIABILITIES	BOL					

Common Tasks: New, Edit, Delete, Print, **Import From**, Close

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

**Welcome to the import wizard**

Excel file: C:\Users\jvng\Desktop\Jan 2018\Chart of account.xlsx  
Sheet: Sheet1

Header Row: ☒ Preview Rows: 1 to 10

Open file dialog: This PC > Desktop > Jan 2018

Name	Date modified	Type
Own Work Item	12/19/2017 9:24 AM	File folder
Chart of account	1/26/2018 3:52 PM	Microsoft Excel W...

Common Tasks: New, Edit, Delete, Print, **Import From**, Close

3. Click "Next"

**Welcome to the import wizard**

Excel file: C:\Users\jvng\Desktop\Jan 2018\Chart of account.xlsx  
Sheet: Sheet1

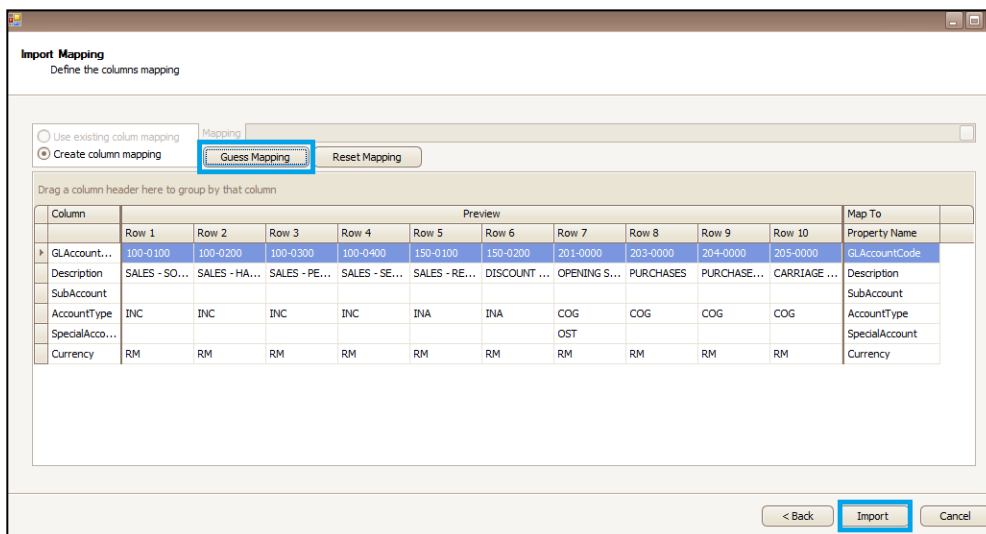
Header Row: ☒ Preview Rows: 1 to 10

Drag a column header here to group by that column

GL Account Code	Description	Sub Account	Account Type	Special Account	Currency
100-0100	SALES - SOFTWARE		INC		RM
100-0200	SALES - HARDWARE		INC		RM
100-0300	SALES - PERIPHERALS		INC		RM
100-0400	SALES - SERVICES		INC		RM
150-0100	SALES - RETURN		INA		RM
150-0200	DISCOUNT ALLOWED		INA		RM
201-0000	OPENING STOCKS		COG	OST	RM
203-0000	PURCHASES		COG		RM
204-0000	PURCHASES RETURNED		COG		RM
205-0000	CARRIAGE INWARDS		COG		RM

< Back **Next** Cancel

4. Click “Guess Mapping” > Import



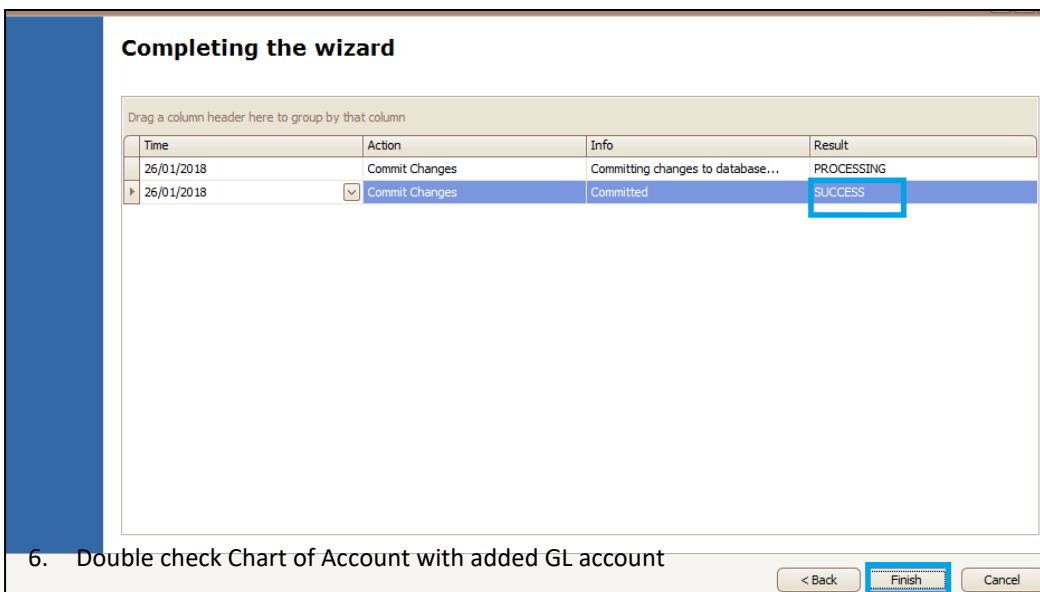
**Import Mapping**  
Define the columns mapping

☐ Use existing column mapping
 ☒ Create column mapping

Drag a column header here to group by that column

Column	Row 1	Row 2	Row 3	Row 4	Row 5	Row 6	Row 7	Row 8	Row 9	Row 10	Map To
GLAccount...	100-0100	100-0200	100-0300	100-0400	150-0100	150-0200	201-0000	203-0000	204-0000	205-0000	GLAccountCode
Description	SALES - SO...	SALES - HA...	SALES - PE...	SALES - SE...	SALES - RE...	DISCOUNT ...	OPENING S...	PURCHASES	PURCHASE...	CARRIAGE ...	Description
SubAccount											SubAccount
AccountType	INC	INC	INC	INC	INA	INA	COG	COG	COG	COG	AccountType
SpecialAcco...							OST				SpecialAccount
Currency	RM	RM	RM	RM	RM	RM	RM	RM	RM	RM	Currency

5. Click “Finish” if status as SUCCESS



**Completing the wizard**

Drag a column header here to group by that column

Time	Action	Info	Result
26/01/2018	Commit Changes	Committing changes to database...	PROCESSING
26/01/2018	Commit Changes	Committed	<b>SUCCESS</b>

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 😊