



Import General Ledger Accounts From Excel Into Chart of Accounts

Scenario:

Users have the flexibility to import their own General Ledger (GL) accounts from Microsoft Excel into the QNE Chart of Accounts. This process involves three key steps:

1.0 Extracting Import Template

- Learn how to generate the import template that aligns with QNE requirements.

2.0 How to update template

- Understand the function for each section in Excel by providing example.

3.0 Importing GL Account from Excel into GL Account.

- Discover how to export GL Accounts from Excel to QNE Chart of Accounts.

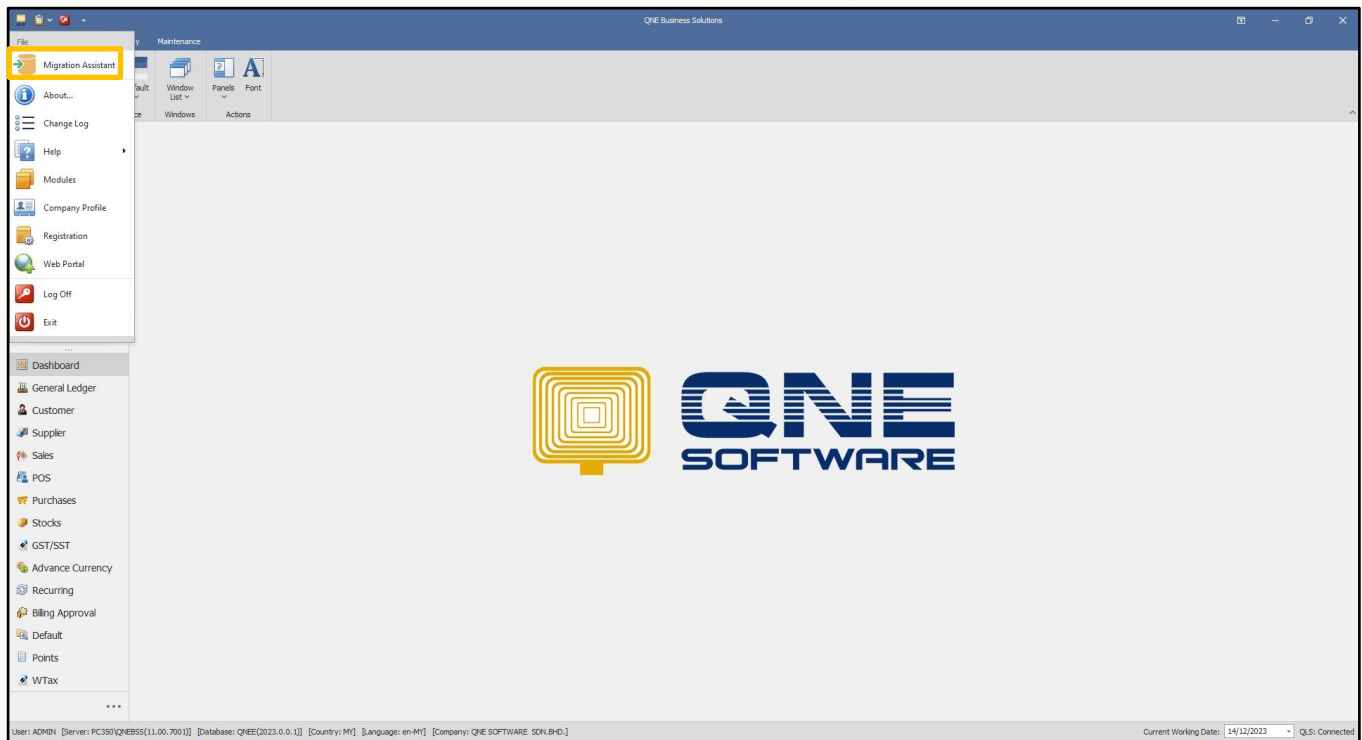
By default, the Chart of Accounts is empty as below:

The screenshot displays the 'Chart Of Accounts' window in the QNE Business Solutions software. The window has a menu bar (File, View, Tools, Inquiry, Maintenance) and a toolbar with icons for Navigation, Reports, Basic, Default, Window List, Panels, and Font. A left-hand navigation pane lists various modules like General Ledger, Assets And Depreciation, Cash Flow Forecast Adv..., Journal Entries, Receipt Vouchers, Payment Vouchers, Bank Reconciliation, Stock Value Maintenance, Monthly Budget, Dashboard, General Ledger (selected), Customer, Supplier, Sales, POS, Purchases, Stocks, GST/SST, Advance Currency, Recurring, Billing Approval, Default, Points, and WTax. The main area shows a table of accounts with columns: Description, Account Code, NSIC Code, SA, Currency, Input Tax, and Output Tax. The table lists various accounts such as SALES, SALES ADJUSTMENT, LESS: COST OF SALES, SST PURCHASE TAX, ADD: OTHER INCOME, UNREALISED FOREX GAIN (GL), LESS: EXPENSES, UNREALISED FOREX LOSS (GL), SST EXPENSES SERVICE TAX, LESS: TAXATION, ADD: EXTRA ORDINARY INCOME, LESS: EXTRA ORDINARY EXPENSES, APPROPRIATION ACCOUNT, FIXED ASSETS, INTANGIBLE ASSETS, CURRENT ASSETS, SST FROM SUPPLIER DEPOSIT, SST OUTSTANDING SERVICE TAX, CURRENT LIABILITIES, SST SALES TAX, SST SERVICE TAX, SST DEFERRED TAX, SST PAYABLE ACCOUNT, LONG TERM ASSETS, EQUITY, LONG TERM LIABILITIES, and OTHER LIABILITIES. The table is currently empty of data rows.

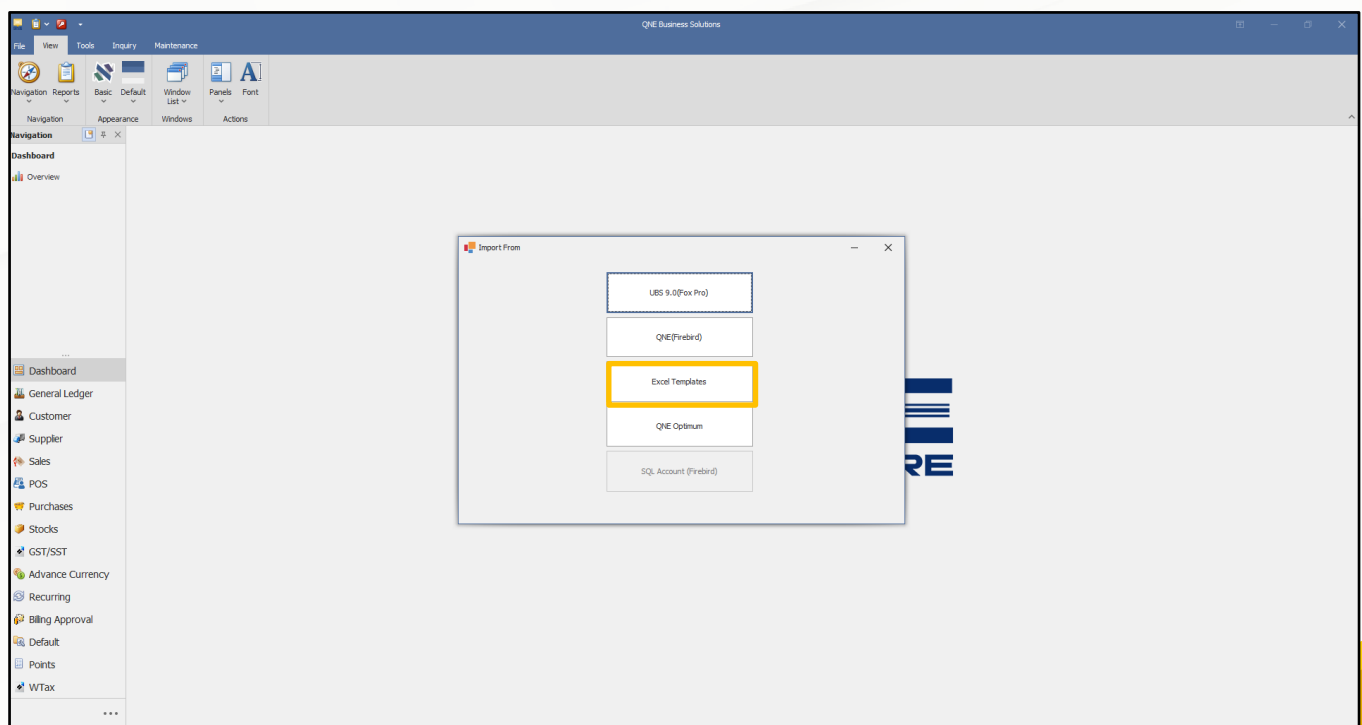
Description	Account Code	NSIC Code	SA	Currency	Input Tax	Output Tax
SALES	INV					
SALES ADJUSTMENT	INV					
LESS: COST OF SALES	COG					
SST PURCHASE TAX	SST-3000			MYR		
ADD: OTHER INCOME	OTT					
UNREALISED FOREX GAIN (GL)	300-0700			MYR		
LESS: EXPENSES	EXP					
UNREALISED FOREX LOSS (GL)	400-1300			MYR		
SST EXPENSES SERVICE TAX	SST-4000			MYR		
LESS: TAXATION	TAX					
ADD: EXTRA ORDINARY INCOME	EOI					
LESS: EXTRA ORDINARY EXPENSES	EOE					
APPROPRIATION ACCOUNT	APP					
FIXED ASSETS	BFA					
INTANGIBLE ASSETS	BIA					
CURRENT ASSETS	BCA					
SST FROM SUPPLIER DEPOSIT	SST-6000			MYR		
SST OUTSTANDING SERVICE TAX	SST-9000			MYR		
CURRENT LIABILITIES	BCL					
SST SALES TAX	SST-1000			MYR		
SST SERVICE TAX	SST-2000			MYR		
SST DEFERRED TAX	SST-5000			MYR		
SST PAYABLE ACCOUNT	SST-8000			MYR		
LONG TERM ASSETS	BLA					
EQUITY	BEQ					
LONG TERM LIABILITIES	BLI					
OTHER LIABILITIES	BOL					

1.0 Extracting Import Template

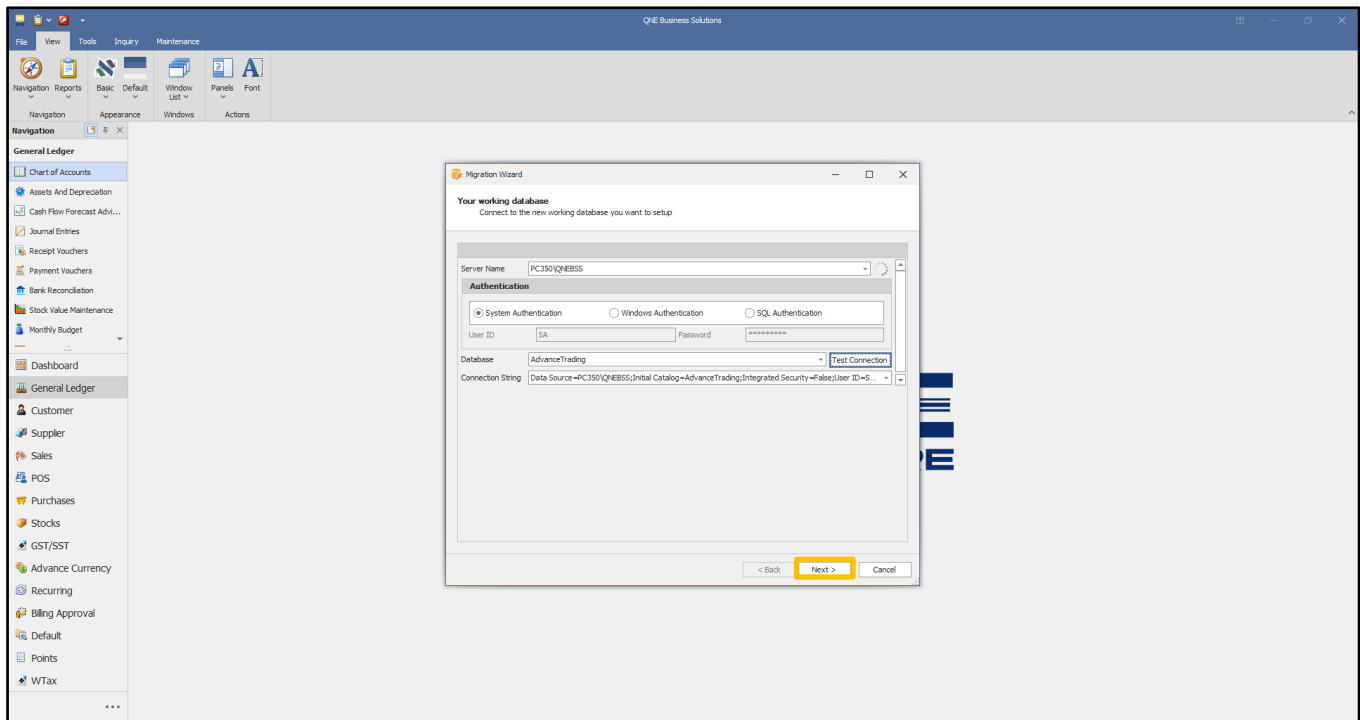
1.1 In order to import Chart of Account, first we need to extract the template from the system. You might click the **File** on left top conner and click **Migration Assistant**.



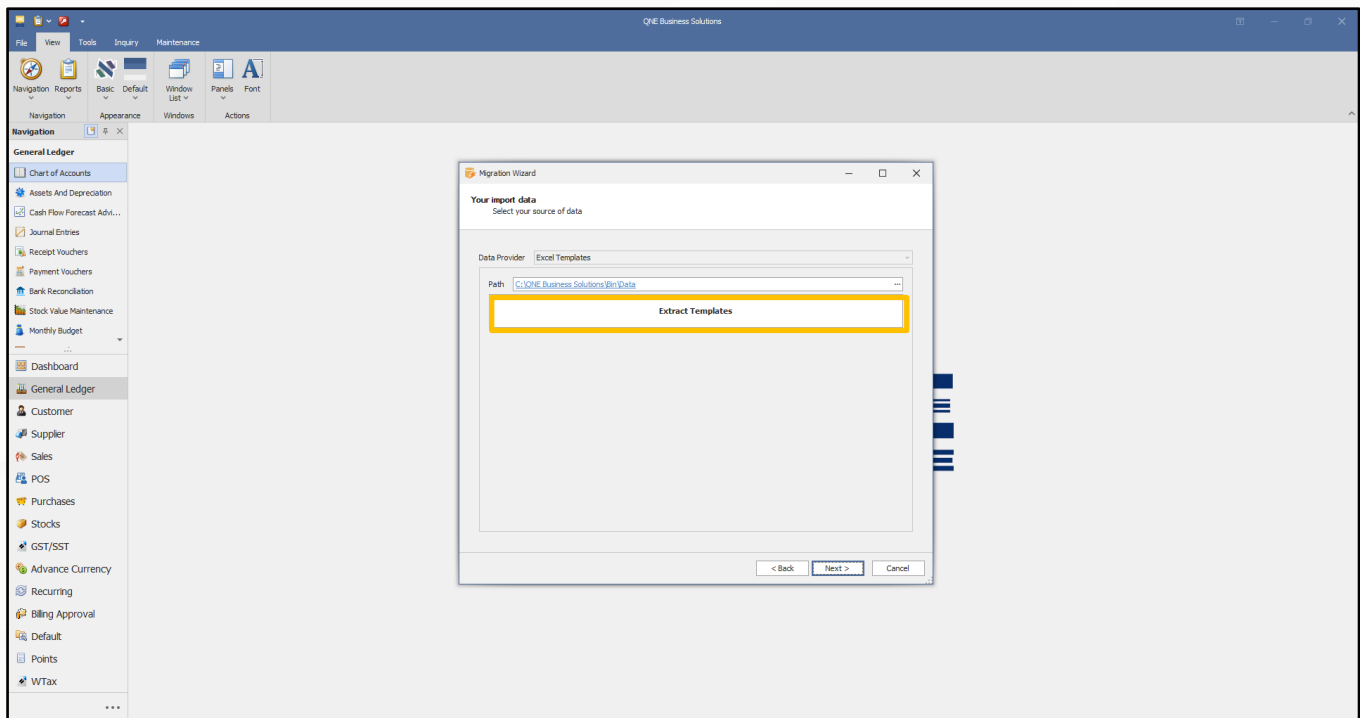
1.2 After clicking, an "Import From" message box will prompt out. Select **Excel Templates**.



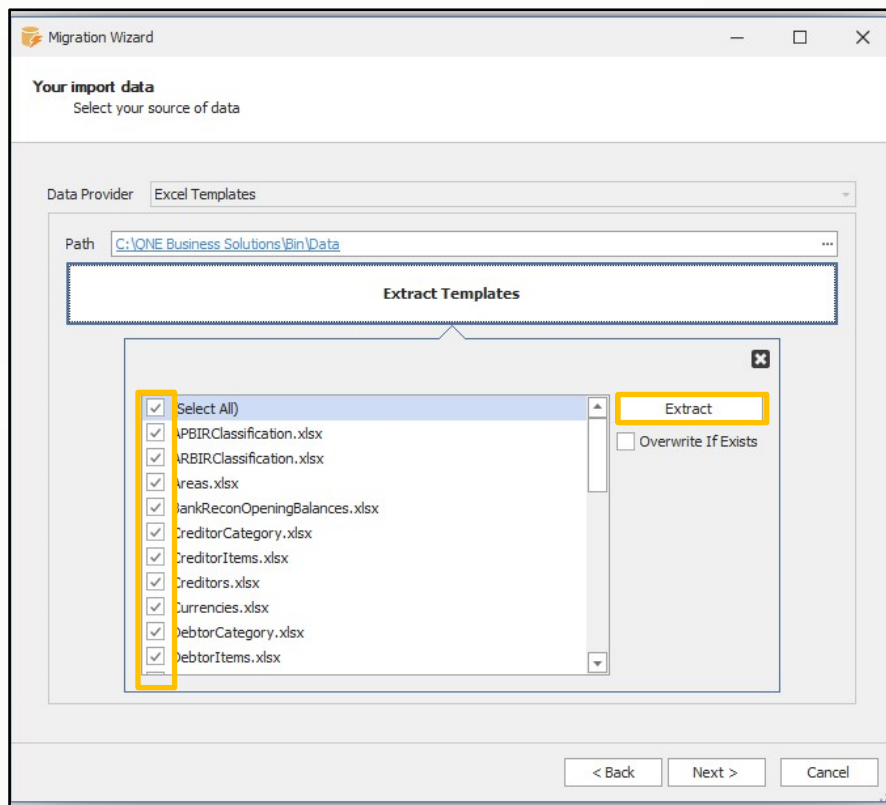
1.3 A Migration Wizard Message box will prompt out. Click **Next**.



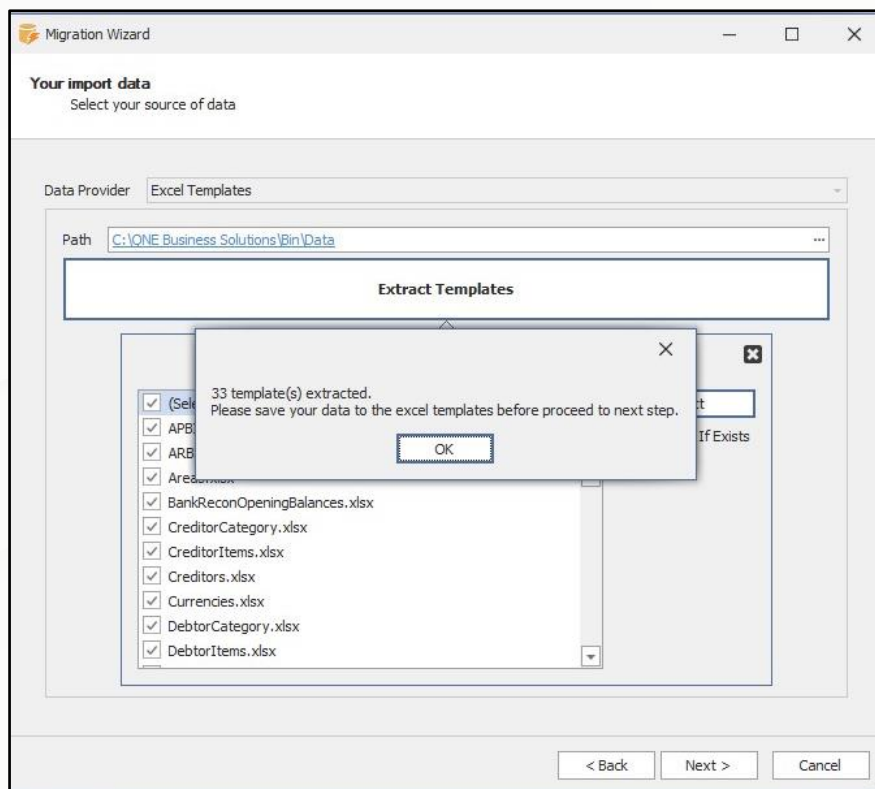
1.4 After that, select **Extract Templates**.



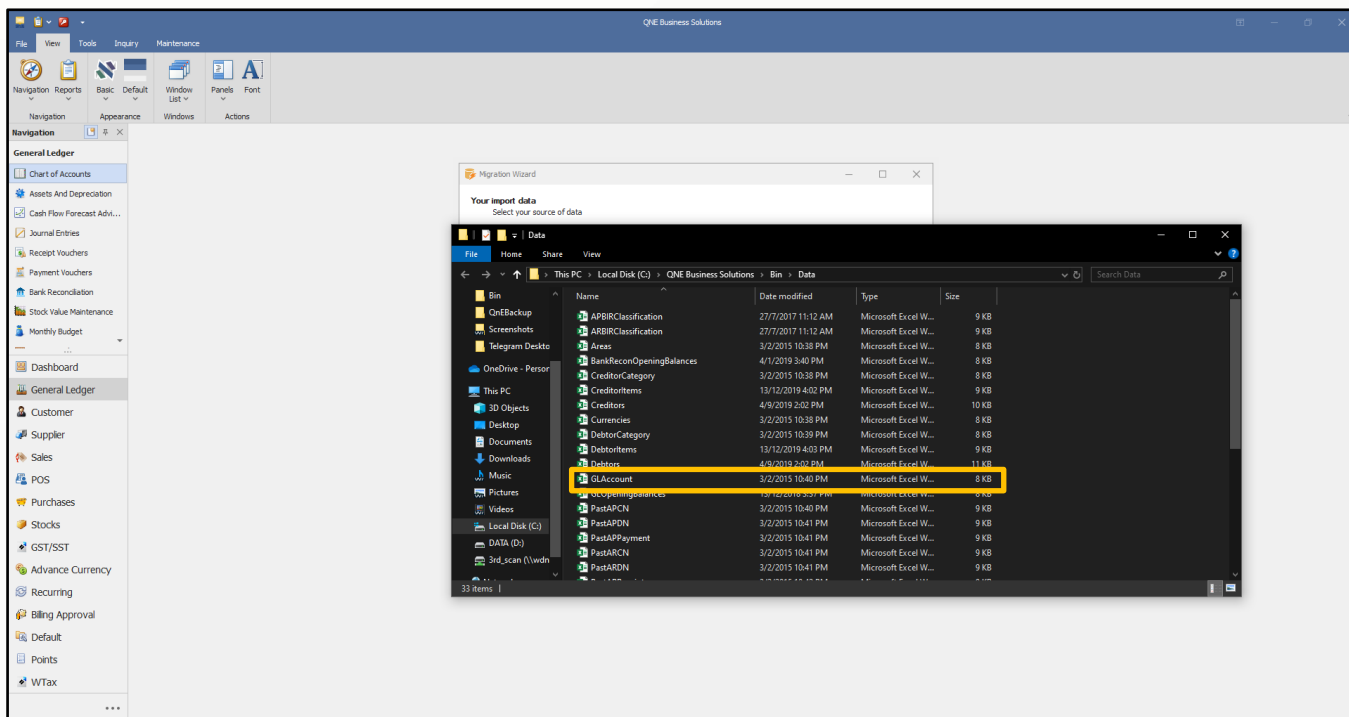
1.5 Once select Extract Templates,it will show a lists.Make sure you check for Select All check box.Click **Extract**.



1.6 A successful message box will prompt out.

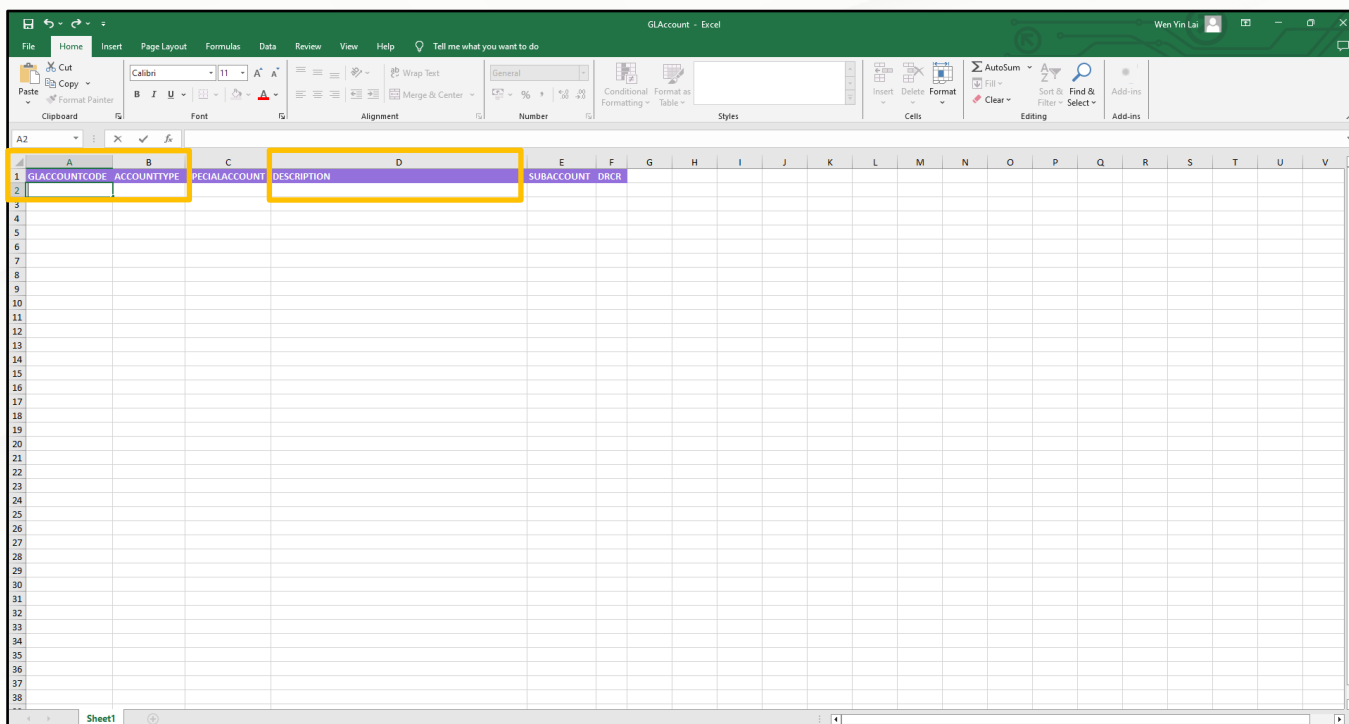


1.7 You will see the file automatically prompt out. You might expand it. Select GLAccount.



1.8 Microsoft Excel will be opened as shown as below. There are various details you can key in (GL Account Code, Account Type, Special Account, Description, Sub Account).

Note: **GL Account Code, Account Type and Description are compulsory field.** Debtors and Creditors (DRCR) no need to fill in.



2.0 How to update template

2.1 Update GL Account Code & Description. Example 400-0400 represent Salaries.

- Please define the account code in unique
- Ensure the account code is following sequence and is not sorted alphabetically, as the Chart of Account sequence is based on the order in Excel. For example, 100-0100, 100-0200 and 100-0300. User could also use their own account code but must in sequence.

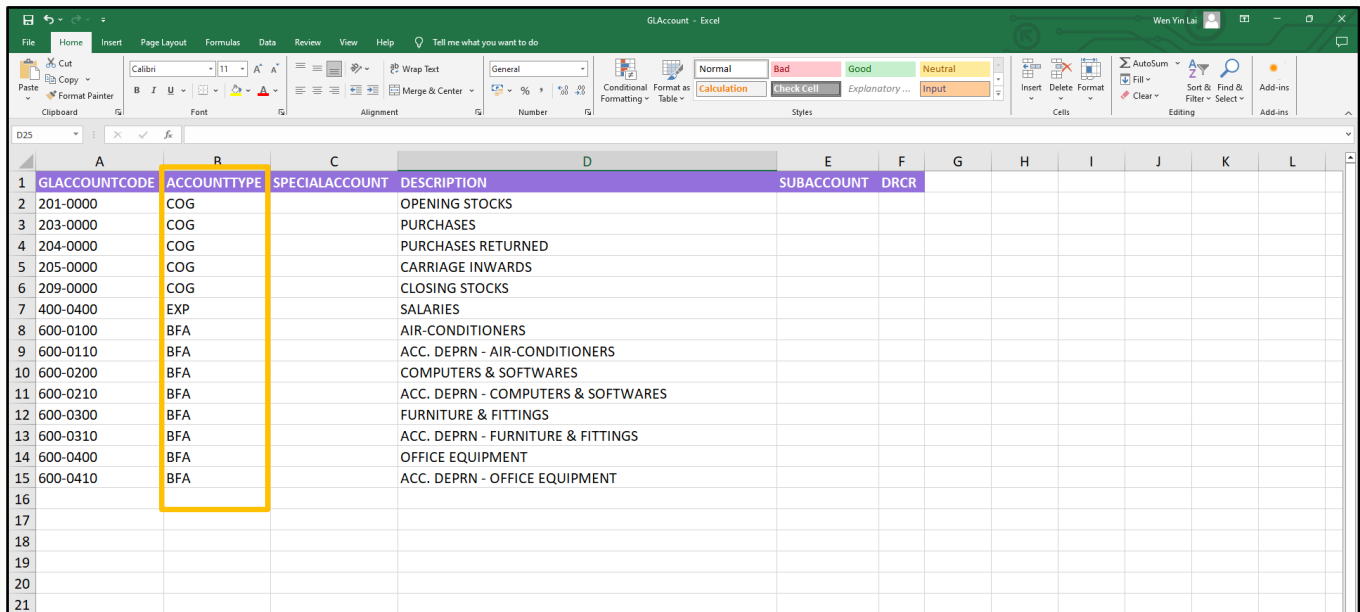
GLACCOUNTCODE	ACCOUNTTYPE	SPECIALACCOUNT	DESCRIPTION	SUBACCOUNT	DRCR
201-0000			OPENING STOCKS		
203-0000			PURCHASES		
204-0000			PURCHASES RETURNED		
205-0000			CARRIAGE INWARDS		
209-0000			CLOSING STOCKS		
400-0400			SALARIES		
600-0100			AIR-CONDITIONERS		
600-0110			ACC. DEPRN - AIR-CONDITIONERS		
600-0200			COMPUTERS & SOFTWARES		
600-0210			ACC. DEPRN - COMPUTERS & SOFTWARES		
600-0300			FURNITURE & FITTINGS		
600-0310			ACC. DEPRN - FURNITURE & FITTINGS		
600-0400			OFFICE EQUIPMENT		
600-0410			ACC. DEPRN - OFFICE EQUIPMENT		

Sample output in the System:

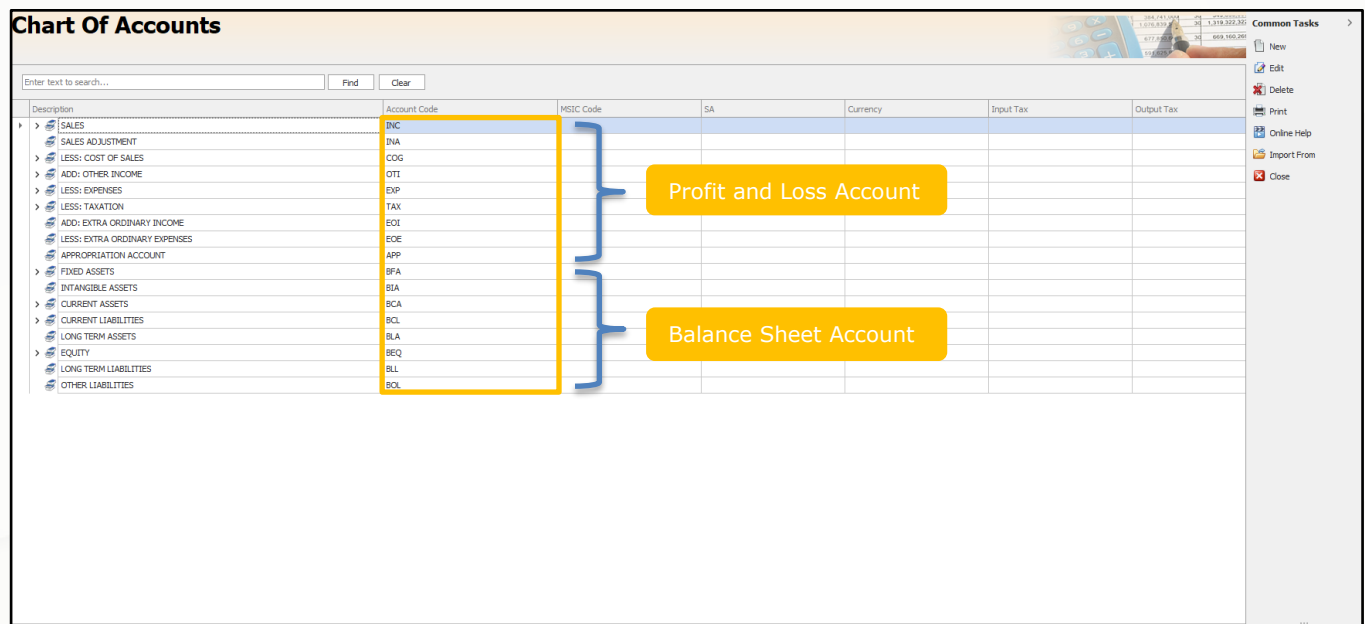
Description	Account Code	MSIC Code	SA	Currency	Input Tax	Output Tax
SALES	100-0100			MYR		
SALES ADJUSTMENT	100-0100			MYR		
LESS: COST OF SALES	100-0100			MYR		
OPENING STOCKS	201-0000		OST	MYR		
PURCHASES	203-0000			MYR		
PURCHASES RETURNED	204-0000			MYR		
CARRIAGE INWARDS	205-0000			MYR		
CLOSING STOCKS	209-0000			MYR		
SST PURCHASE TAX	207-0000		CST	MYR		
ADD: OTHER INCOME	100-0100			MYR		
DISCOUNT RECEIVED	100-0100			MYR		
FOREX GAIN	100-0200			MYR		
UNREALISED FOREX GAIN	100-0300			MYR		
UNREALISED FOREX GAIN (GL)	100-0200			MYR		
LESS: EXPENSES	400-0100			MYR		
ADVERTISMENT	400-0100			MYR		
BANK CHARGES	400-0200			MYR		
DEPRECIATION	400-0300			MYR		
SALARIES	400-0400			MYR		
TRAVELLING EXPENSES	400-0500			MYR		
UNREPAIR OF MOTOR VEHICLE	400-0600			MYR		
WATER & ELECTRICITY	400-0700			MYR		
INSURANCE	400-0800			MYR		
TELEPHONE EXPENSES	400-0900			MYR		
GENERAL EXPENSES	400-1000			MYR		
FOREX LOSS	400-1100			MYR		
UNREALISED FOREX LOSS	400-1200			MYR		
UNREALISED FOREX LOSS (GL)	400-1300			MYR		
CUSTOMS CHARGES	400-5100			MYR		
SALES & MARKETING SAMPLE	400-5300			MYR		

2.2 Update Account Type. Please update Account type according to the system specification.

For example, the specification of the expenses is "EXP" instead of "Expenses".



GLACCOUNTCODE	ACCOUNTTYPE	SPECIALACCOUNT	DESCRIPTION	SUBACCOUNT	DRCR
201-0000	COG		OPENING STOCKS		
203-0000	COG		PURCHASES		
204-0000	COG		PURCHASES RETURNED		
205-0000	COG		CARRIAGE INWARDS		
209-0000	COG		CLOSING STOCKS		
400-0400	EXP		SALARIES		
600-0100	BFA		AIR-CONDITIONERS		
600-0110	BFA		ACC. DEPRN - AIR-CONDITIONERS		
600-0200	BFA		COMPUTERS & SOFTWARES		
600-0210	BFA		ACC. DEPRN - COMPUTERS & SOFTWARES		
600-0300	BFA		FURNITURE & FITTINGS		
600-0310	BFA		ACC. DEPRN - FURNITURE & FITTINGS		
600-0400	BFA		OFFICE EQUIPMENT		
600-0410	BFA		ACC. DEPRN - OFFICE EQUIPMENT		



Description	Account Code	MSIC Code	SA	Currency	Input Tax	Output Tax
SALES	DNC					
SALES ADJUSTMENT	DNA					
LESS: COST OF SALES	COG					
ADD: OTHER INCOME	OTI					
LESS: EXPENSES	EXP					
LESS: TAXATION	TAX					
ADD: EXTRA ORDINARY INCOME	EOI					
LESS: 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	SOL					

Profit and Loss Account

Balance Sheet Account

Kindly refer the table as below for the specification and explanation

Account Type	Full Name
INC	Income
INA	Income Adjustment
COG	Cost Of Goods
OTI	Other Income
EXP	Expenses
TAX	Taxation
EOI	Extra Ordinary Income
EOE	Extra Ordinary Expenses
APP	Appropriation Account
BFA	Balance Sheet Fixed Assets
BIA	Balance Sheet Intangible Assets
BCA	Balance Sheet Current Assets
BCL	Balance Sheet Current Liabilities
BLA	Balance Sheet Long Term Assets
BEQ	Balance Sheet Equity
BLL	Balance Sheet Long Term Liabilities
BOL	Balance Sheet Other Liabilities

2.3 Define Special Account.

Please take note that not all accounts have to be defined the special account code. Some of the GL account do not have special account for example expenses account because there is no any specific function on it.

GLACCOUNTCODE	ACCOUNTTYPE	SPECIALACCOUNT	DESCRIPTION	SUBACCOUNT	DRCR
201-0000	COG	OST	OPENING STOCKS		
203-0000	COG		PURCHASES		
204-0000	COG		PURCHASES RETURNED		
205-0000	COG	MAC	CARRIAGE INWARDS		
209-0000	COG	CST	CLOSING STOCKS		
400-0400	EXP		SALARIES		
600-0100	BFA		AIR-CONDITIONERS		
600-0110	BFA	ADA	ACC. DEPRN - AIR-CONDITIONERS		
600-0200	BFA		COMPUTERS & SOFTWARES		
600-0210	BFA	ADA	ACC. DEPRN - COMPUTERS & SOFTWARES		
600-0300	BFA		FURNITURE & FITTINGS		
600-0310	BFA	ADA	ACC. DEPRN - FURNITURE & FITTINGS		
600-0400	BFA		OFFICE EQUIPMENT		
600-0410	BFA	ADA	ACC. DEPRN - OFFICE EQUIPMENT		

The sample below showing the account code with special account.
Example Bank account. Because there is specific function for these accounts.

Chart Of Accounts

Enter text to search... Find Clear

Description	Account Code	SA	Currency	MSIC Code	Input 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				
> LESS: EXTRA ORDINARY EXPENSES	EOE				
> APPROPRIATION ACCOUNT	APP				
> FIXED ASSETS	BFA				
> INTANGIBLE ASSETS	BIA				
> CURRENT ASSETS	BCA				
> TRADE DEBTORS	700-0000	DAC			
> CASH AT BANK	700-0300	BAC			
> MAYBANK	700-0310	BAC			
> PUBLIC BANK BERHAD	700-0320	BAC			
> CASH IN HAND	700-0400	CAC			
> STOCK	700-0600	SAC			
> DEPOSIT & PREPAYMENT	700-0800				
> SST FROM SUPPLIER DEPOSIT	SST-6000				
> SST OUTSTANDING SERVICE TAX	SST-				
> CURRENT LIABILITIES	BCL				
> LONG TERM ASSETS	BLA				
> EQUITY	BEQ				
> LONG TERM LIABILITIES	BLL				
> OTHER LIABILITIES	BOL				

Account Entry

Account Info Attachments Notes Settings

Account Type: CURRENT ASSETS

Sub GL Account of: 700-0300(CASH AT BANK) ☒ Active

GL Account Code: 700-0310

Description: MAYBANK

DRCR: ☒ Debit ☐ Credit

Special Account Type: Bank Account ☐ Credit Card

Bank Account #

GST/SST

If the account falls into a special category, the details of the account will show in BLUE color.

The table below explain the **Special Account** of **Profit & Loss Account**.

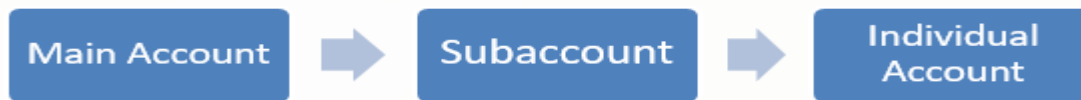
Special Account	Example	Explanation	Sample output in QNE Software
None	Expenses Fixed Assets	When the account doesn't fall into any specific special category, choose None . If in Excel, just leave it <u>empty</u> . E.g. Expenses	<div> <div>Account Type</div> <div>LESS: COST OF SALES</div> <div>Sub GL Account of</div> <div><input checked="" type="checkbox"/> Active</div> <div>GL Account Code</div> <div>203-0000</div> <div>Description</div> <div>PURCHASES</div> <div>Currency</div> <div>MYR</div> <div>DRCR</div> <div><input checked="" type="radio"/> Debit <input type="radio"/> Credit</div> <div>Special Account Type</div> <div>None</div> </div>
OST	Opening Stock	Record the value of goods at the beginning of an accounting period. This account code display in P&L report. In excel, key in OST .	<div> <div>Account Type</div> <div>LESS: COST OF SALES</div> <div>Sub GL Account of</div> <div><input checked="" type="checkbox"/> Active</div> <div>GL Account Code</div> <div>201-0000</div> <div>Description</div> <div>OPENING STOCKS</div> <div>Currency</div> <div>MYR</div> <div>DRCR</div> <div><input checked="" type="radio"/> Debit <input type="radio"/> Credit</div> <div>Special Account Type</div> <div>Opening Stock</div> </div>
CST	Closing Stock	Record the value of goods at the end of an accounting period. This account code display in P&L report. In excel, key in CST .	<div> <div>Account Type</div> <div>LESS: COST OF SALES</div> <div>Sub GL Account of</div> <div><input checked="" type="checkbox"/> Active</div> <div>GL Account Code</div> <div>209-0000</div> <div>Description</div> <div>CLOSING STOCKS</div> <div>Currency</div> <div>MYR</div> <div>DRCR</div> <div><input type="radio"/> Debit <input checked="" type="radio"/> Credit</div> <div>Special Account Type</div> <div>Closing Stock</div> </div>
MAC	Manufacturing Account	Track the costs associated with the manufacturing process. This account code display in P&L report. In excel, key in MAC .	<div> <div>Account Type</div> <div>LESS: COST OF SALES</div> <div>Sub GL Account of</div> <div><input checked="" type="checkbox"/> Active</div> <div>GL Account Code</div> <div>205-0000</div> <div>Description</div> <div>CARRIAGE INWARDS</div> <div>Currency</div> <div>MYR</div> <div>DRCR</div> <div><input checked="" type="radio"/> Debit <input type="radio"/> Credit</div> <div>Special Account Type</div> <div>Manufacturing Account</div> </div>

The table below explain the **Special Account** of **Balance Sheet Account**.

AccountType	Sample	Explanation	Sample output in QNE Software
ADA	Accumulated Depreciation Account e.g. ACC. DEPRN - AIR-CONDITIONERS	Record the total depreciation expense incurred on an asset. In excel, key in ADA .	<div> Account Type: FIXED ASSETS Sub GL Account of: <input checked="" type="checkbox"/> Active GL Account Code: 600-0110 Description: ACC. DEPRN - AIR-CONDITIONERS Currency: MYR DRCR: <input type="radio"/> Debit <input checked="" type="radio"/> Credit Special Account Type: Accumulated Depreciation Account </div>
BAC	Bank Account	Example: MayBank, PublicBank, Hongleong Bank. In excel, key in BAC .	<div> Account Type: CURRENT ASSETS Sub GL Account of: 700-0300(CASH AT BANK) <input checked="" type="checkbox"/> Active GL Account Code: 700-0320 Description: PUBLIC BANK BERHAD Currency: MYR <input type="checkbox"/> Revaluation Required DRCR: <input checked="" type="radio"/> Debit <input type="radio"/> Credit Special Account Type: Bank Account <input type="checkbox"/> Credit Card </div>
CAC	Cash Account	Record cash flows. In excel, key in CAC .	<div> Account Type: CURRENT ASSETS Sub GL Account of: <input checked="" type="checkbox"/> Active GL Account Code: 700-0400 Description: CASH IN HAND Currency: MYR <input type="checkbox"/> Revaluation Required DRCR: <input checked="" type="radio"/> Debit <input type="radio"/> Credit Special Account Type: Cash Account <input type="checkbox"/> Credit Card </div>
DAC	Debtors Control Account	Provides a summary of customer balances maintained. In excel, key in DAC .	<div> Account Type: CURRENT ASSETS Sub GL Account of: <input checked="" type="checkbox"/> Active GL Account Code: 700-0000 Description: TRADE DEBTORS Currency: MYR DRCR: <input checked="" type="radio"/> Debit <input type="radio"/> Credit Special Account Type: Debtors Control Account </div>
SAC	Stock Account	Tracks the value of a business's inventory or stock of goods. *Do not key-in individual account in here In excel, key in SAC .	<div> Account Type: CURRENT ASSETS Sub GL Account of: <input checked="" type="checkbox"/> Active GL Account Code: 700-0600 Description: STOCK Currency: MYR DRCR: <input checked="" type="radio"/> Debit <input type="radio"/> Credit Special Account Type: Stock Account </div>
CCAC	Creditors Control Account	Provides a summary of suppliers or creditors balances. *Do not key-in individual account in here In excel, key in CCAC .	<div> Account Type: CURRENT LIABILITIES Sub GL Account of: <input checked="" type="checkbox"/> Active GL Account Code: 800-0000 Description: TRADE CREDITORS Currency: MYR DRCR: <input type="radio"/> Debit <input checked="" type="radio"/> Credit Special Account Type: Creditors Control Account </div>
APLAC	Accumulated Profit & Loss Account	In excel, key in APLAC .	<div> Account Type: EQUITY Sub GL Account of: <input checked="" type="checkbox"/> Active GL Account Code: 900-0200 Description: ACCUMULATED PROFIT & LOSS Currency: MYR DRCR: <input type="radio"/> Debit <input checked="" type="radio"/> Credit Special Account Type: Accumulated Profit & Loss Account </div>

2.4 Subaccount.

A subaccount is linked to a main account to provide more precise tracking of transactions



GLACCOUNTCODE	ACCOUNTTYPE	SPECIALACCOUNT	DESCRIPTION	SUBACCOUNT	YRCR
201-0000	COG	OST	OPENING STOCKS		
203-0000	COG		PURCHASES		
204-0000	COG		PURCHASES RETURNED		
205-0000	COG	MAC	CARRIAGE INWARDS		
209-0000	COG	CST	CLOSING STOCKS		
400-0400	EXP		SALARIES	400-0400	
400-0410	EXP		Staff Salaries		
600-0100	BFA		AIR-CONDITIONERS		
600-0110	BFA	ADA	ACC. DEPRN - AIR-CONDITIONERS		
600-0200	BFA		COMPUTERS & SOFTWARES		
600-0210	BFA	ADA	ACC. DEPRN - COMPUTERS & SOFTWARES		
600-0300	BFA		FURNITURE & FITTINGS		
600-0310	BFA	ADA	ACC. DEPRN - FURNITURE & FITTINGS		
600-0400	BFA		OFFICE EQUIPMENT		
600-0410	BFA	ADA	ACC. DEPRN - OFFICE EQUIPMENT		
400-0411	EXP		EPF	400-0410	
400-0412	EXP		SOCSCO	400-0410	

Example:

Chart Of Accounts

Enter text to search... Find Clear

Description	Account Code
> SALES	INC
> SALES ADJUSTMENT	INA
> LESS: COST OF SALES	COG
> ADD: OTHER INCOME	OTI
> LESS: EXPENSES	EXP
> ADMINISTRATION EXPENSES	400-0000
> ADVERTISEMENT	400-0100
> BANK CHARGES	400-0200
> DEPRECIATION	400-0300
> SALARIES	400-0400
> SOCSCO	400-0102
> EPF	400-0401
> TRAVELLING EXPENSES	400-0500
> UPKEEP OF MOTOR VEHICLE	400-0600
> WATER & ELECTRICITY	400-0700
> INSURANCE	400-0800

Assume 'Administration Expenses' serves as a main account representing a general category.

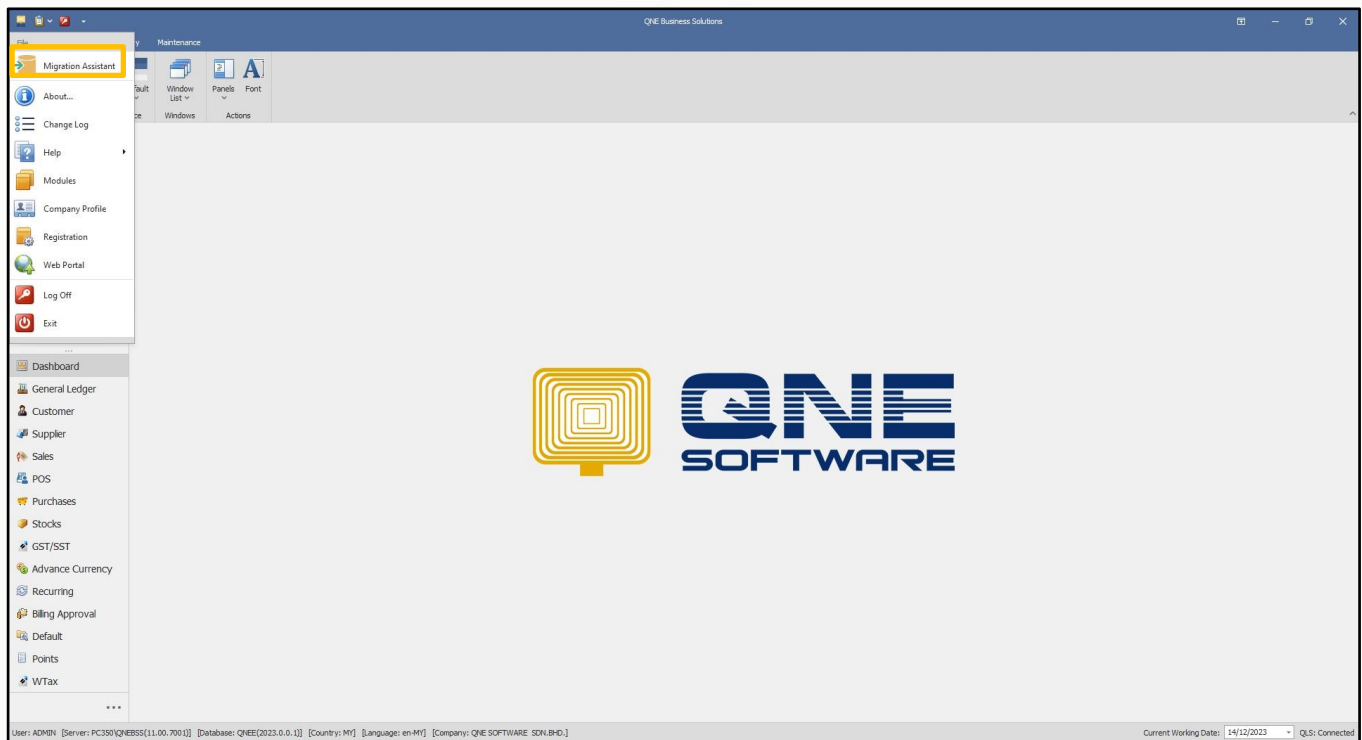
Within this, the subaccount 'Salaries' names a specific category. Additionally, we classify expenses related to 'EPF' or 'SOCSCO' under this subaccount, providing a more detailed breakdown of our administrative cost.



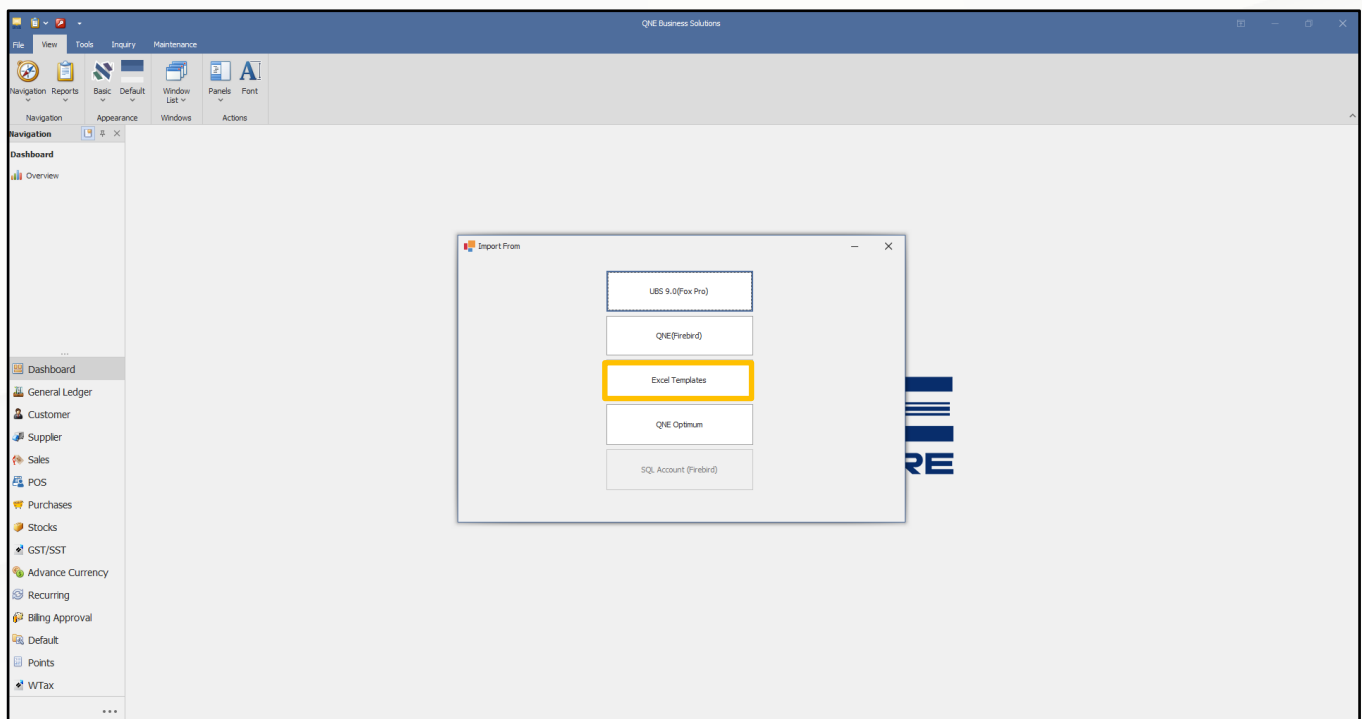
You must create main account first before creating any following account.

3.0 Importing GL Account from Excel into Chart of Account

3.1 In order to import GL Account from Excel, go **File > Migration Assistant**



3.2 After clicking, an "Import From" message box will prompt out. Select **Excel Templates**.



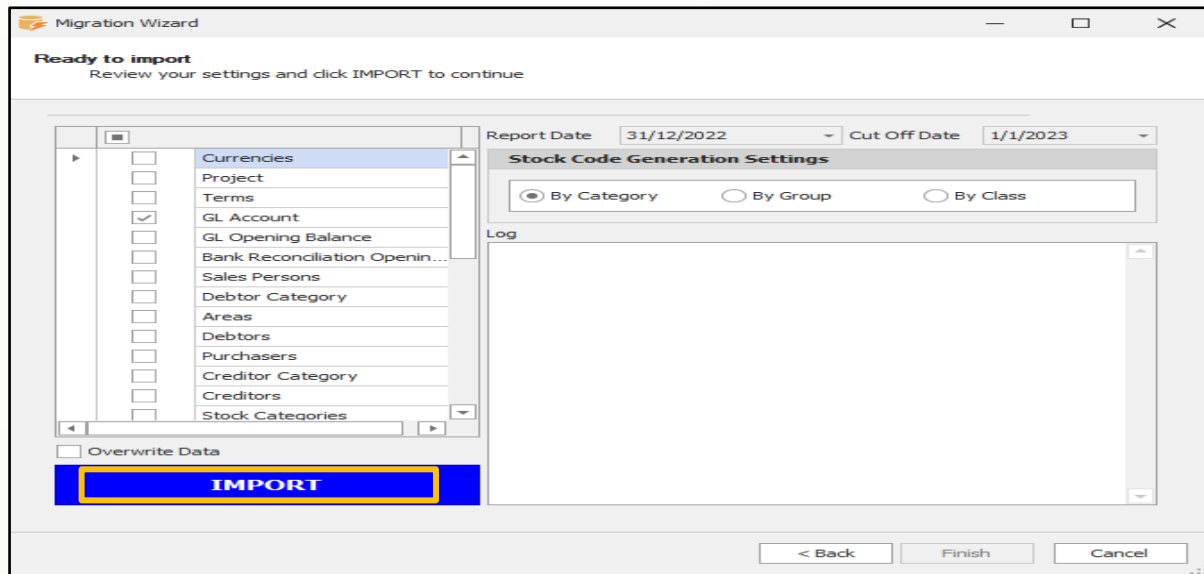
3.3 After done key in, click the '**Next**' button.

The screenshot shows the 'Migration Wizard' window with the title 'Your working database' and the subtitle 'Connect to the new working database you want to setup'. The 'Server Name' is set to 'PC350\QNEBSS'. Under the 'Authentication' section, 'System Authentication' is selected. The 'User ID' is 'SA' and the 'Password' is masked with asterisks. The 'Database' is set to 'TA'. The 'Connection String' is 'Data Source=PC350\QNEBSS;Initial Catalog=TA;Integrated Security=False;User ID=SA;Password=...'. At the bottom right, the 'Next >' button is highlighted with a red rectangle.

3.4 After clicked Next, the Migration Wizard will prompt out then click **Next** button.

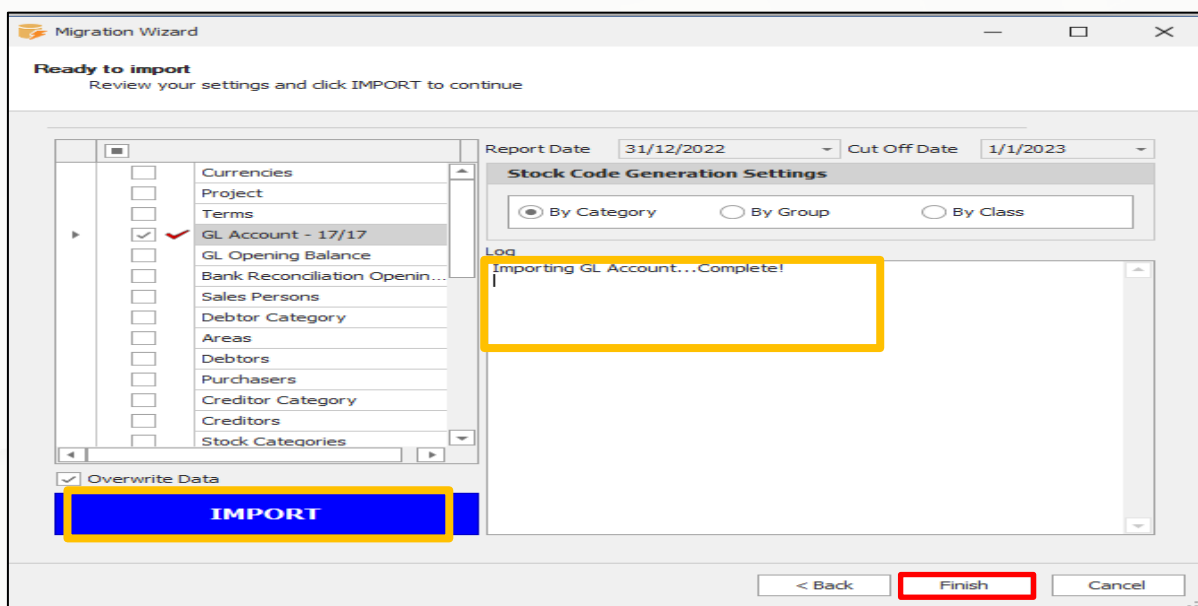
The screenshot shows the 'Migration Wizard' window with the title 'Your import data' and the subtitle 'Select your source of data'. The 'Data Provider' is set to 'Excel Templates'. The 'Path' is 'C:\QNE Business Solutions\Bin\Data'. Below the path, there is a section titled 'Extract Templates'. At the bottom right, the 'Next >' button is highlighted with a red rectangle.

3.5 Make sure tick for GL Account checkbox. Select '**IMPORT**'.



3.6 After selecting import, you will see the highlighted area displaying tick and the message "Complete!". The GL Account will also show the total number of GL accounts that have been transferred from Excel. Click '**Finish**' to proceed.

GL Account – 17/17



Output:

After click Finish, the Excel file was successful imported into Chart Of Accounts.

GLACCOUNTCODE	ACCOUNTTYPE	SPECIALACCOUNT	DESCRIPTION	SUBACCOUNT
201-0000	COG	OST	OPENING STOCKS	
203-0000	COG		PURCHASES	
204-0000	COG		PURCHASES RETURNED	
205-0000	COG	MAC	CARRIAGE INWARDS	
209-0000	COG	CST	CLOSING STOCKS	
400-0400	EXP		SALARIES	400-0400
400-0410	EXP		STAFF SALARIES	
600-0100	BFA		AIR-CONDITIONERS	
600-0110	BFA	ADA	ACC. DEPRN - AIR-CONDITIONERS	
600-0200	BFA		COMPUTERS & SOFTWARES	
600-0210	BFA	ADA	ACC. DEPRN - COMPUTERS & SOFTWARES	
600-0300	BFA		FURNITURE & FITTINGS	
600-0310	BFA	ADA	ACC. DEPRN - FURNITURE & FITTINGS	
600-0400	BFA		OFFICE EQUIPMENT	
600-0410	BFA	ADA	ACC. DEPRN - OFFICE EQUIPMENT	
400-0411	EXP		EPF	400-0410
400-0412	EXP		SOCSCO	400-0410



You may observe the 400-0413 (Bonus) was not imported successfully because the account type was written in full name which not follow the specification. It supposed to update the Account Type as EXP.

GL Account Code	Wrong Account Type	Description	Sub Account
400-0413	Expenses	Bonus	400-0410

GLACCOUNTCODE	ACCOUNTTYPE	SPECIALACCOUNT	DESCRIPTION	SUBACCOUNT	DRCR
201-0000	COG	OST	OPENING STOCKS		
203-0000	COG		PURCHASES		
204-0000	COG		PURCHASES RETURNED		
205-0000	COG	MAC	CARRIAGE INWARDS		
209-0000	COG	CST	CLOSING STOCKS		
400-0400	EXP		SALARIES	400-0400	
400-0410	EXP		STAFF SALARIES		
600-0100	BFA		AIR-CONDITIONERS		
600-0110	BFA	ADA	ACC. DEPRN - AIR-CONDITIONERS		
600-0200	BFA		COMPUTERS & SOFTWARES		
600-0210	BFA	ADA	ACC. DEPRN - COMPUTERS & SOFTWARES		
600-0300	BFA		FURNITURE & FITTINGS		
600-0310	BFA	ADA	ACC. DEPRN - FURNITURE & FITTINGS		
600-0400	BFA		OFFICE EQUIPMENT		
600-0410	BFA	ADA	ACC. DEPRN - OFFICE EQUIPMENT		
400-0411	EXP		EPF	400-0410	
400-0412	EXP		SOCSCO	400-0410	
400-0413	expenses		Bonus	400-0410	



If you had imported the account from Excel, but wants to correct or change it. You may check for **Overwrite Data** 's checkbox and then click import. Don't worry this function will only overwrite the edited account and the rest account will remain unchanged.



Trade Debtors (DAC) & Trade Creditors (CCAC)

Balance sheet account.

Do not import individual debtors and creditors into Chart Of Account because these information supposed to be imported from Debtors or Creditors Excel File into Customer Module.