How to Import Chart of Account by Excel Template

In Order to Import Chart of Account by Excel Template

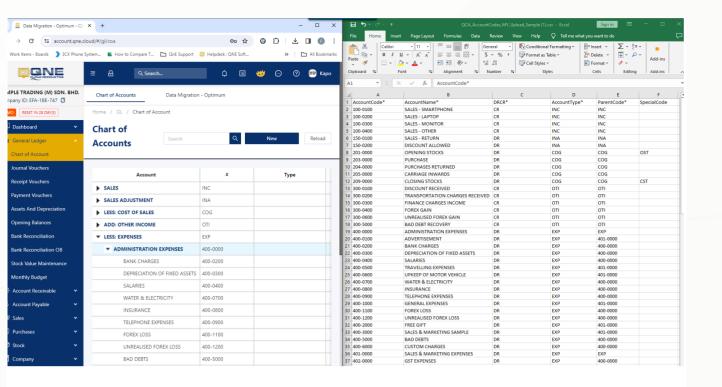| Accounts	Search	🔍	New	Reload

Account	#	Type	
▼ SALES	INC		
SALES - SMARTPHONE	100-0100		
SALES - LAPTOP	100-0200		
SALES - MONITOR	100-0300		
SALES - OTHER	100-0400		
▶ 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		

Note: User may refer to this Guide, to understand where to download the Excel Template.

Step 1 - We need to understand the relation between Excel Column and Chart of Account

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1. Account Code - GL Account in Chart of Account

2. Account Name - GL Account name

3. DRCR - CR is Credit, DR is Debit

4. AccountType - the GL Account is which Type, like Sales, Expenses OR COGS

    i.   INC = Sales

    ii.   INA = Sales Adjustment

    iii.   COG = Cost of Goods Sold

    iv.   OTI = Other Income

    v.   EXP = Expenses

    vi.   TAX = Taxation

    vii. EOI = Extra Ordinary Income

    viii. EOE = Extra Ordinary Expenses

    ix.   APP = Appropriation Account

    x.   BFA = Fixed Asset

    xi.   BIA = Intangible Assets

    xii. BCA = Current Asset

    xiii. BCL = Current Liabilities

    xiv. BLA = Long Term Assets

    xv. BEQ = Equity

    xvi. BLL = Long Term Liabilities

    xvii. BOL = Other Liabilities

User require to fill in this short code under the Account type, so then system will know the particular GL Account code will fall into which type.

5. Parent Code - if the GL Account Code is Under Account type, just fill in No.4 ShortCode will do, but if the GL Account is have a Parent Code like Below, 400-0200 is under a GL Account which is 400-000, and both Account is under Expenses.

▼ LESS: EXPENSES	EXP
▼ ADMINISTRATION EXPENSES	400-0000
BANK CHARGES	400-0200

Then user may need to fill in like below
400-0000 Account Type is EXP, Parent Code is EXP
and
400-0200 Account Type also EXP, because they are all under Expenses Account, but 400-0200 Parent Code is 400-0000, because 400-0200 is children account of 400-0000.

A	B	C	D	E	F
AccountCode*	AccountName*	DRCR*	AccountType*	ParentCode*	SpecialCode
400-0000	ADMINISTRATION EXPENSES	DR	EXP	EXP	
400-0200	BANK CHARGES	DR	EXP	400-0000	

6. SpecialCode - is Special Account Code is for system to recognize that this account is under which Formula in Profit and loss report or Balance sheet report.
  i.   OST = Opening Stock
  ii.   CST = Closing Stock
  iii. ADA = Accumulated Depreciation
  iv.   DAC = Debtor Control Account
  v.   BAC = Bank Account
  vi.   CAC = Cash Account
  vii. SAC = Stock Account
  viii. CCAC = Creditor Control Account
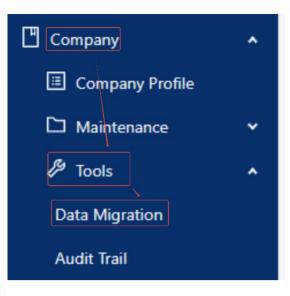 ix.   APLAC = Accumulated Profit & Loss Account
Example :

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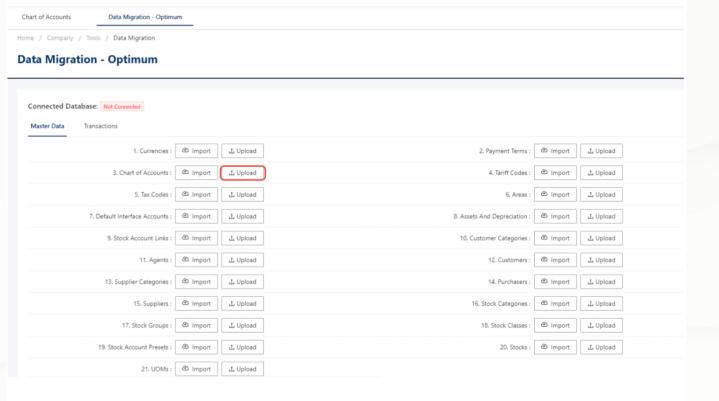|	A	B	C	D	E	F
1	AccountCode*	AccountName*	DRCR*	AccountType*	ParentCode*	SpecialCode
8	201-0000	OPENING STOCKS	DR	COG	COG	OST
9	203-0000	PURCHASE	DR	COG	COG	
10	204-0000	PURCHASES RETURNED	DR	COG	COG	
11	205-0000	CARRIAGE INWARDS	DR	COG	COG	
12	209-0000	CLOSING STOCKS	DR	COG	COG	CST
13	300-0100	DISCOUNT RECEIVED	CR	OTI	OTI	
14	300-0200	TRANSPORTATION CHARGES RECE	CR	OTI	OTI	
15	300-0300	FINANCE CHARGES INCOME	CR	OTI	OTI	
16	300-0400	FOREX GAIN	CR	OTI	OTI	
17	300-0600	UNREALISED FOREX GAIN	CR	OTI	OTI	
18	300-5000	BAD DEBT RECOVERY	CR	OTI	OTI	
19	400-0000	ADMINISTRATION EXPENSES	DR	EXP	EXP	
20	400-0100	ADVERTISEMENT	DR	EXP	401-0000	
21	400-0200	BANK CHARGES	DR	EXP	400-0000	
22	400-0300	DEPRECIATION OF FIXED ASSETS	DR	EXP	400-0000	
23	400-0400	SALARIES	DR	EXP	400-0000	
24	400-0500	TRAVELLING EXPENSES	DR	EXP	401-0000	
25	400-0600	UPKEEP OF MOTOR VEHICLE	DR	EXP	401-0000	
26	400-0700	WATER & ELECTRICITY	DR	EXP	400-0000	
27	400-0800	INSURANCE	DR	EXP	400-0000	
28	400-0900	TELEPHONE EXPENSES	DR	EXP	400-0000	
29	400-1000	GENERAL EXPENSES	DR	EXP	401-0000	
30	400-1100	FOREX LOSS	DR	EXP	400-0000	
31	400-1200	UNREALISED FOREX LOSS	DR	EXP	400-0000	
32	400-2000	FREE GIFT	DR	EXP	401-0000	
33	400-3000	SALES & MARKETING SAMPLE	DR	EXP	401-0000	
34	400-5000	BAD DEBTS	DR	EXP	400-0000	
35	400-6000	CUSTOM CHARGES	DR	EXP	400-0000	
36	401-0000	SALES & MARKETING EXPENSES	DR	EXP	EXP	
37	402-0000	GST EXPENSES	DR	EXP	400-0000	
38	403-0000	ROUNDING ADJUSTMENT	DR	EXP	400-0000	
39	500-0100	TAXATION	DR	TAX	TAX	
40	600-0100	AIR-CONDITIONERS	DR	BFA	BFA	
41	600-0110	ACC. DEPRN - AIR-CONDITIONERS	CR	BFA	BFA	ADA
42	600-0200	COMPUTERS & SOFTWARES	DR	BFA	BFA	
43	600-0210	ACC. DEPRN - COMPUTERS & SOFT	CR	BFA	BFA	ADA
44	600-0300	FURNITURE & FITTINGS	DR	BFA	BFA	
45	600-0310	ACC. DEPRN - FURNITURE & FITTING	CR	BFA	BFA	ADA
46	600-0400	OFFICE EQUIPMENT	DR	BFA	BFA	
47	600-0410	ACC. DEPRN - OFFICE EQUIPMENT	CR	BFA	BFA	ADA
48	680-0100	GOODWILL	DR	BIA	BIA	
49	700-0000	TRADE DEBTORS	DR	BCA	BCA	DAC
50	700-0300	CASH AT BANK	DR	BCA	BCA	BAC
51	700-0310	MAYBANK	DR	BCA	700-0300	BAC
52	700-0320	PUBLIC BANK BERHAD	DR	BCA	700-0300	BAC
53	700-0400	CASH IN HAND	DR	BCA	BCA	CAC
54	700-0500	DEBTOR CONTROL FOREIGN EXCH/	DR	BCA	BCA	
55	700-0600	STOCK	DR	BCA	BCA	SAC
56	700-0800	DEPOSIT & PREPAYMENT	DR	BCA	BCA	
57	700-0900	H.P. INTEREST SUSPENSE	DR	BCA	BCA	
58	700-9000	GST CONTROL ACCOUNT	DR	BCA	BCA	
59	700-9100	GST LIABILITY - AR	DR	BCA	BCA	
60	700-9200	GST CLAIMABLE ACCOUNT	DR	BCA	BCA	
61	700-9300	GST FROM DEPOSIT	DR	BCA	BCA	

Step 2 - After Fill in the Excel Template, then Expand 'Company' > Expand 'Tools' > Press 'Data Migration'
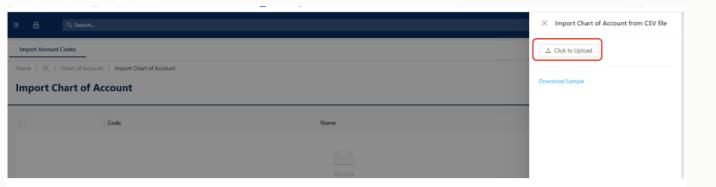
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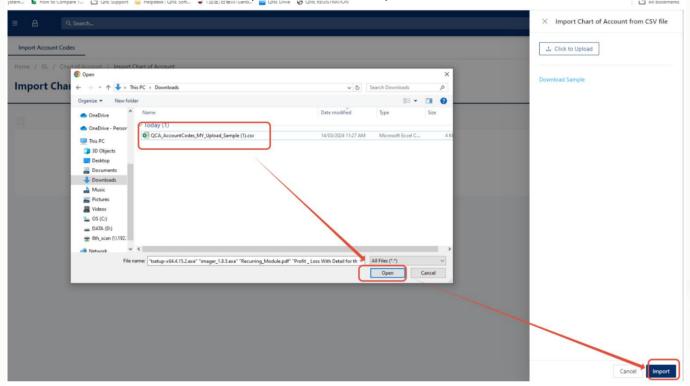Step 3 – Press 'Upload' Button which next to Chart of Accounts

Step 4 – Then Press 'Click to Upload'

Step 5 - Then Select the Excel Template and Press 'Import' Button.

Done