Import Chart of Account
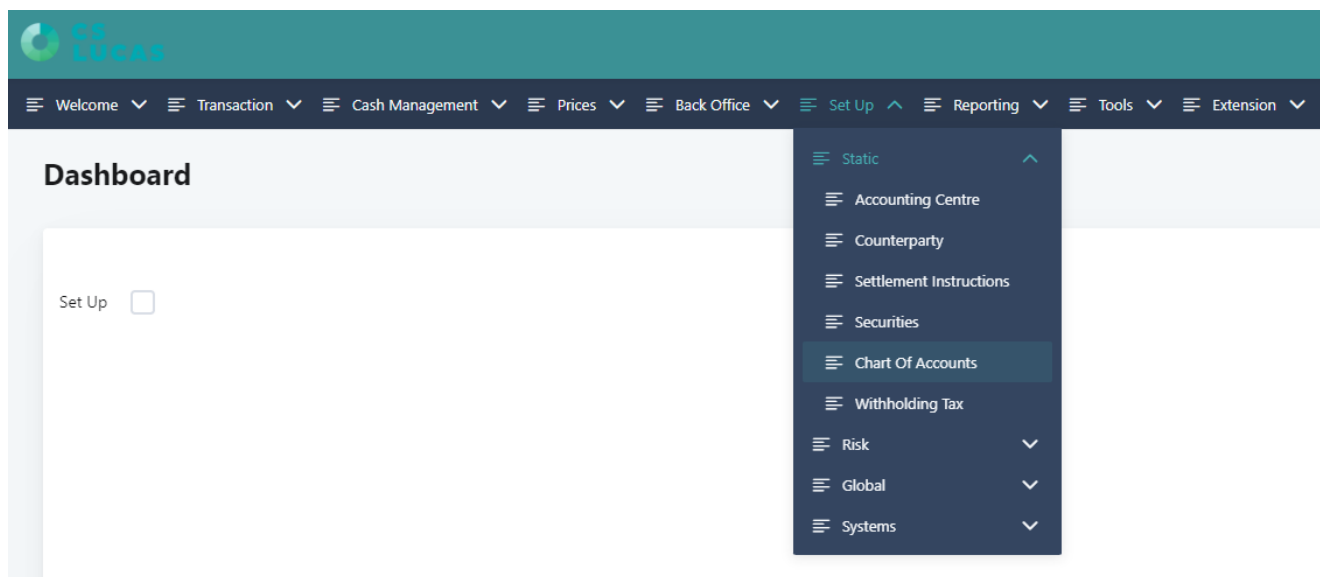
[See previous W5 version guide](#)

PURPOSE

This document shows the procedure for importing chart of accounts into the system.

WHY IS THIS IMPORTANT?

This allows import of chart of accounts for an entity or more into the system and is faster way of maintaining the chart of accounts if there are many.

PROCEDURE

1. From the main menu, select Set Up > Static > Chart of Accounts.

2. In the Accounting Chart of Account screen, click Import. The screen below appears.

Import Accounting Chart of Account

3. Click Template to download the CS Lucas template for importing Chart of Accounts.

4. Save the file and open. An Excel sheet will be opened.

5. Input values as required. Fields marked with an asterisk are mandatory. The list of account types can be find [here](). For more information on the mapping dimensions, i.e. SSI Shortname, Ccy, Counterparty, Portfolio, see FAQ in [Chart of Accounting Mapping]().

6. Go back to the screen. Tick on the Read File checkbox.

Import Accounting Chart of Account

ID	Acct Cntr*	Acct Type*	Acct Description	SSI Shortname	Ccy	Counterparty	Portfolio	Category	Mapped Account*	Description

No records found.

7. Click Choose File. Look for the saved Load_COA_Template.xls file.

8. Click Read File. The values inputted in the Excel file will appear.

Import Accounting Chart of Account

ID	Acct Cntr*	Acct Type*	Acct Description	SSI Shortname	Ccy	Counterparty	Portfolio	Category	Mapped Account*	Description
1	TFS-SG	0001	Cash at Bank	TF-CI-SGD					150060	A/C 21037892
2	TFS-SG	0001	Cash at Bank	TF-DB-AUD					150061	A/C 19022389
3	TFS-SG	0100	MMK - Deposit			ANZ-SY			180029	
4	TFS-SG	0100	MMK - Deposit			BARC-LN			180028	
5	TFS-SG	0100	MMK - Deposit			CITI-SG			180030	
6	TFS-SG	0100	MMK - Deposit			DBS-SG			180025	
7	TFS-SG	0101	MMK - Deposit Interest Income						600289	
8	TFS-SG	0102	MMK - Deposit - Interest Receivables						600290	
9	TFS-SG	8201	FX - Unrealised Gains - Capital						915533	
10	TFS-SG	9152	FX - Unrealised Losses - Capital						915532	
11	TFS-SG	8103	FX - Unrealised Gains- Revenue						915531	
12	TFS-SG	9151	FX - Unrealised Losses - Revenue						915530	
13	TFS-SG	8102	FX - Realised Gains - Capital						915538	
14	TFS-SG	9102	FX - Realised Losses - Capital						915537	
15	TFS-SG	8101	FX - Realised Gains - Revenue						915536	
16	TFS-SG	9101	FX - Realised Losses - Revenue						915535	

9. If there is an error, the user will be prompted with the rows to be corrected. To make corrections, go to the template to edit and upload again.

10. If there is no error, click Load. Click Yes on the pop up

that appears.

11. You will see the message below once successfully loaded.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Chart of Account Mapping](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created.
11-Aug-2017	Bella	Rewritten. Reformatted.
24-Aug-2018	Silpa	Updated step 1 and screenshot.
13-Nov-2019	Lyra	Updated screenshots.
1-Jun-2020	Lyra	Updated screenshots and instructions.
24-Mar-2023	TS	Updated to W6 instructions and screenshots.