Creating Accounts File Tutorial

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I. Introduction

This document discusses about the creation and configuration of the file used to accomplish the import of the **account schema** and **client accounts**. Both imports can be done with a single file. The account schema import is completed at the *Initial Client Setup* process, the import of the client accounts can be done afterwards. To know more about these imports take a look at the *Create New Entity Tutorial.*

There are a number of predefined files for different countries account schemas, so it is possible you do not need to create a new one but modify one of these.

II. File structure: defining the file

The file is a plain text file (with commas (,) as field separator) that defines all the accounts. When the file is used at *Initial Client Setup* the application only reads the lines requiered to do the account schema but not the ones for the client accounts.

You can download a file (from various sites in Internet as Openbravo or Compiere's site) and use it as template to adapt it to your need, or you can type your entire file.

The main fields (one per line) that compose the file are:

Account Value

Is the key for the account that is why it must be unique. It is a mandatory up to 20 alphanumeric character field.

Account Name

The name for the account. It is mandatory. Up to 60 characters.

Account Description

You can insert a description for the account but it is not mandatory. Up to 255 characters.

Account Type

This mandatory field defines the type of the account. It can contain any text, but it is only read the first characters, it has to be one of the following ones:

- A: Asset
- L: Liability
- O: Owner's equicy (in some account schemas this option is not used, asset is used instead)
- E: Expense
- R: Revenue
- M: Memo

Account Sign

Defines the sign of the account. It works like the previous field, the significant character is the first one, the possible values are:

- N: Natural
- D: Debit
- C: Credit
- E: Empty

Account Document

If there is a default account for this count you must type *Yes*, otherwhise *No*. The fields with this field set to Yes are processed during the *Initial Client Setup.*

Account Summary

This is to define summary accounts, it means is a parent in the hierarchy of accounts and you cannot post there. The possible values for the first character of this field are:

- Y: Yes
- N: No
- Empty

Default Account

This optional field is the column name of the default assignment for the account.

Account Parent

This optional field defines the parent for the account, it is used to do the hierarchy and is ignored during the Initial Client Setup.

The most updated copy of this work may be obtained at http://www.openbravo.com/docs