



Unit: Data Migration Tools

Topic: DTW – Chart of Accounts



In this exercise, you will import some new accounts to various drawers in the chart of accounts. You will import title accounts and active accounts under the title account.

1. Import accounts using DTW

Instructions are shown for importing accounts into a standard chart of accounts and into a segmented chart of accounts.

Here are the accounts to be imported to each drawer:

Drawer	Description	Note:
<i>Assets</i>	Internet Accounts	Title account
	National Bank 1	Active account – use your local currency
	National Bank 2	Active account – use a foreign currency
<i>Expenses/Operating Costs</i>	Warehouse Costs	Title account
	Rent – Warehouse 01	Active account
	Rent – Warehouse 02	Active account

1-1 Prepare the DTW spreadsheet

From the DTW templates folder, choose *Financials* → *Chart of Accounts* and open the *OACT - ChartOfAccounts.xlt* template.

In the template, enter a row for each new title or account:

Column Field	Description
<i>AcctCode</i>	Enter an account code for the new account or title. Check the chart of accounts in your system to view similar account numbers or title names.
<i>AcctName</i>	The name of the account or title

<i>CashAccount</i>	Set to tYES only for active bank accounts (monetary accounts). Note: the default is tNO.
<i>ActiveAccount</i>	Set to tNO only for the title accounts. Note: the default is tYES.
<i>FatherAccountKey</i>	Enter the account name or number of the higher level account, for example: <ul style="list-style-type: none"> • To add a title account at Level 4, use a Level 3 title account in the chart of accounts. • To add an active account at Level 5, enter the name of the title account added in this exercise
<i>AccountType</i>	Enter the correct category for active accounts: At_Revenues At_Expenses At_Other
<i>AcctCurrency</i>	Enter the currency code for active accounts, if different from the local currency. Note: To check the currency codes in your system, choose Administration → Setup → Financial → Currencies .
<i>FormatCode</i> (<i>Segmented chart of accounts only</i>)	If you are working with a segmented chart of accounts, enter the actual account number for new active accounts. Note: Make sure that the account number follows the format defined in the Account Segmentation setup. Do not include account separator symbols in the account code.

Save the template as a **comma or semi-colon delimited file** (.csv).

1-2 Import the new accounts

Launch the Data Transfer Workbench (DTW) from the Implementation Center or from your desktop.

In DTW, choose **Import → Master Data → Add New Data**

Make sure the correct file type is selected.

Choose **Financials → Chart of Accounts**.

Choose the **Browse** button to locate the saved csv file.

Run a simulation to check for any errors in your template.

If the simulation is successful, import the data.

1-3 Check the new accounts in the chart of accounts

In SAP Business One, choose *Financials* → *Chart of Accounts*.

Check the new title and active accounts in the Assets drawer and the Expenses/Operating Costs drawer.

1-4 Troubleshooting errors

If you encounter an error, always check the log.

In the DTW wizard, you can visually check the source and target data:

- The Source tab shows the data from the spreadsheet in a tabular format
- The Target tab shows the data in a row format

