Welcome to the topic on importing a chart of accounts using the Data Transfer Workbench.
In this topic, you will see how to import a chart of accounts using the Data Transfer Workbench.
Business Scenario

Your customer has given you a spreadsheet with the list of accounts from the legacy system. You need to import these accounts into a new SAP Business One company.

Solution: Use the Data Transfer Workbench to import a chart of accounts.

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Description</th>
<th>Account Number</th>
<th>Account Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001-01</td>
<td>Cash</td>
<td>3001-01</td>
<td>Capital</td>
</tr>
<tr>
<td>1002-01</td>
<td>Accounts Receivable</td>
<td>4001-01</td>
<td>Revenue</td>
</tr>
<tr>
<td>1003-01</td>
<td>Stock</td>
<td>4001-02</td>
<td>Revenue</td>
</tr>
<tr>
<td>1010-01</td>
<td>Equipment</td>
<td>5001-02</td>
<td>Rent</td>
</tr>
<tr>
<td>2000-01</td>
<td>Accounts Payable</td>
<td>5003-01</td>
<td>Salaries</td>
</tr>
<tr>
<td>2001-01</td>
<td>Loan</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In this business scenario, your customer has given you a spreadsheet with the list of general ledger accounts from the legacy system. You need to import these accounts into a new SAP Business One company. You can do this using the Data Transfer Workbench.
Data Transfer Workbench (DTW) is a tool provided with SAP Business One to import data into SAP Business One objects from a Microsoft Excel spreadsheet. DTW uses the DI API to access the database.

DTW can also import data from external databases using an ODBC connection. In this topic, the focus is on importing data from a spreadsheet.
When you install DTW, a folder is created with Microsoft Excel templates for the objects that can be imported. There is also a folder that shows samples of the template data.

You need to use the templates provided.

The templates are organized to follow the SAP Business One menus. The template names start with the four character database table name, so, for instance, the chart of accounts template is called \textit{OACT – ChartOfAccounts}. 
You can use DTW to import a full chart of accounts into a new company. If you are importing a chart of accounts into a new company, you should select the option for a *User-Defined* chart of accounts when you create the company database. A user-defined chart of accounts just contains the top-level drawers.

You can also import additional accounts for an existing chart of accounts. Before you proceed with the import, you need to identify the structure for your chart of accounts, such as the account levels and hierarchy, and account details, such as the account type, account currency, and whether an account is confidential or is a control account.
The DTW template for importing a chart of accounts is found in the Financials > Chart of Accounts folder.

The first two rows in a DTW template are reserved and you should not remove these rows.

- Row 1 contains the DI API field names. You can only import fields that are exposed to the DI API.
- Row 2 contains the database field names that can be identified in SAP Business One using System Information.
- You start entering data in row 3.
To assist you, a tooltip will open when you move the mouse over the column headings in row 1.

If the field is an enum type, the valid values are shown. As an example, the valid values for the cash account field are `tYES` and `tNO`. To indicate an account is a cash account, you enter the value `tYES` in the field.

If the field is a string, the maximum length is shown in the tooltip. Here we can see the maximum length of the currency field is three.
Many fields in SAP Business One have default values, for example, the account currency.

When preparing data for import, you do not need to enter the value if the default value meets your needs.

Default values are not shown in the tooltips; however, you can find the default values for a table in the Database Tables Reference. From within DTW choose Help > Database Tables Reference.

Some default values are shown here.

- An account will be imported as a non-cash account by default, therefore you need to indicate if the account is a monetary account.
- An account will be imported as an active account, therefore you need to indicate if it is a title account.
- The default account type is “other”, therefore you need to indicate sales or expenditure account types.
- And if the account is a control account, make sure you indicate this in the spreadsheet using the Lock Manual Transaction field.

<table>
<thead>
<tr>
<th>Account Properties</th>
<th>Default Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Account</td>
<td>N</td>
</tr>
<tr>
<td>Active Account</td>
<td>Y</td>
</tr>
<tr>
<td>Account Type (category)</td>
<td>Other</td>
</tr>
<tr>
<td>Lock Manual Transaction (control account)</td>
<td>N</td>
</tr>
</tbody>
</table>
If you are importing a standard chart of accounts, enter account number in column A.

In the DTW template, column A contains the account code. If you are importing a standard chart of accounts, enter the account number here.
If you are importing a segmented chart of accounts:

- If the account is a title account, enter the account name in column A.
- If the account is an active account, you can enter any value in column A, since the value in this column is ignored. Enter the actual account number in the FormatCode column. The FormatCode field is only entered for a segmented chart of accounts. Enter the full account number of the active account as a string, with the segments.

Note that, for a segmented chart of accounts, you must define the segment codes in the system before you import the accounts.
The father key field is important, since this determines the level in the hierarchy for an imported account.

You can import both title and active accounts using DTW.

For each title or active account, you need to reference the higher level drawer or title account in the account hierarchy in the FatherNum column. The new account will be inserted at a level below this account.

If the father account is a level one drawer, enter the 15 digit number assigned by the system. To find out the system-assigned number for a drawer, run a query on the OACT table. In the DTW template, make sure this cell is formatted as text so it can hold a 15 digit number.
After you have entered your data into the template, save the template as a tab, comma, or semi-colon delimited file type. These file types are accepted by DTW.

Start the Data Transfer Workbench and select the type of data (setup data, aster data or transactional data). The chart of accounts is master data.

Navigate to the business object and browse for the saved template file.

Check the source and target field mappings. If there are unmapped fields this could indicate a problem with your spreadsheet data.

You can optionally run a simulation. This is recommended. Alternately, import the data into a copy of the production database first.

Import the data and verify it in SAP Business One.

To see troubleshooting information for importing accounts, reference SAP Note 865191 - DTW Troubleshooting Guide.
Demo: Standard Chart of Accounts

This demo will show you how to import a standard chart of accounts.
This demo will show you how to import a segmented chart of accounts.
Here are some key points to take away from this course. Please take a minute to review these key points:

- The Data Transfer Workbench (DTW) makes it possible to import an entire chart of accounts from a legacy system. You first need to create a new company database with a user-defined chart of accounts.

- You can also use DTW to add accounts to an existing chart of accounts, including a chart of accounts based on the default localization template.

- Use the OACT template provided with the DTW.

- Be aware of default field values, and field lengths and constraints. Consult the Database Tables Reference to determine the default values for fields, as well as field lengths and constraints on the data in a field. You can find the Database Tables Reference in the help files for the Data Transfer Workbench application.

- For each account you import, you need to enter the higher-level drawer or title account in the chart of accounts hierarchy (the father key). For an account at level two, this will be the number assigned to the drawer. For a segmented chart of accounts, you need to enter the active account number in the FormatCode column.

- Remember to save the spreadsheet as a tab, comma, or semi-colon delimited file. These are the file formats that DTW supports.

- Run a simulation first in DTW, or import the data into a test database so you can validate the results.
You have completed the topic for importing a chart of accounts using the Data Transfer Workbench.

Thank you for your time!