esm.

Account Code Management

This document provides information for system administrators to manage account code records.

Import Management

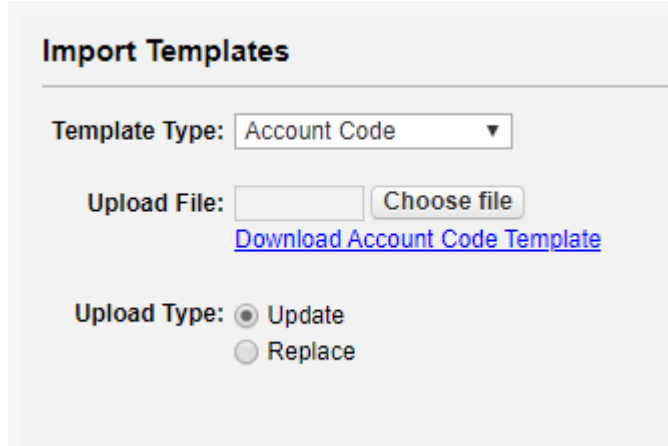Account Codes are setup and modified via Import Management settings.

Navigation: *Menu > Admin > Select Function > Import Management > Import Templates* **or** *Menu > Admin > Select Function > Account Code Configuration > Import Account Codes*

Step 1: Select "Account Code" from the Template Type field.

Step 2: Download the Account Code Template.
The following fields are required:
- *Chart Name*
- *Segment Name*
- *Segment Value*

Import Templates

Template Type: Account Code ▾

Upload File: [   ] [Choose file]
Download Account Code Template

Upload Type: ◉ Update
⊙ Replace

Step 3: Create/Save the Account Code data file.

Tips:
- *The **Chart Name** value must match one of the **Chart Name** values setup in the **Chart of Accounts** settings.*
- *The **Segment Name** value must match one of the **Segment Name** values setup in the **Account Code Settings**.*
- *If integrated with an ERP/GL system, the **Segment Value** code value must match the ERP/GL system's Account Code segment code value.*
- *The **Segment Description** value is optional but recommended to provide a user-friendly description for each account code.*
- *If integrated with an ERP/GL system that provides account code data synchronization, it is recommended that account code records not be added or deleted directly in ESM, but rather through the data synchronization process only.*

Step 4: Select the import parameters and the Account Code data file.

Tips:
- *Select **Update** to update all matching account code records in the system with the data in the file. This will not affect records not included in the file.*
- *Select **Replace** to replace all account code records with the data in the file.*
- *Imported data files are processed nightly.*

Step 5: Select Update to start the import process.