

# Data Migration Tools: DTW – Chart of Accounts

SAP Business One  
Release 9.0



Welcome to the topic on importing a chart of accounts using the Data Transfer Workbench.

## Objectives

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Objective:

- Import 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.

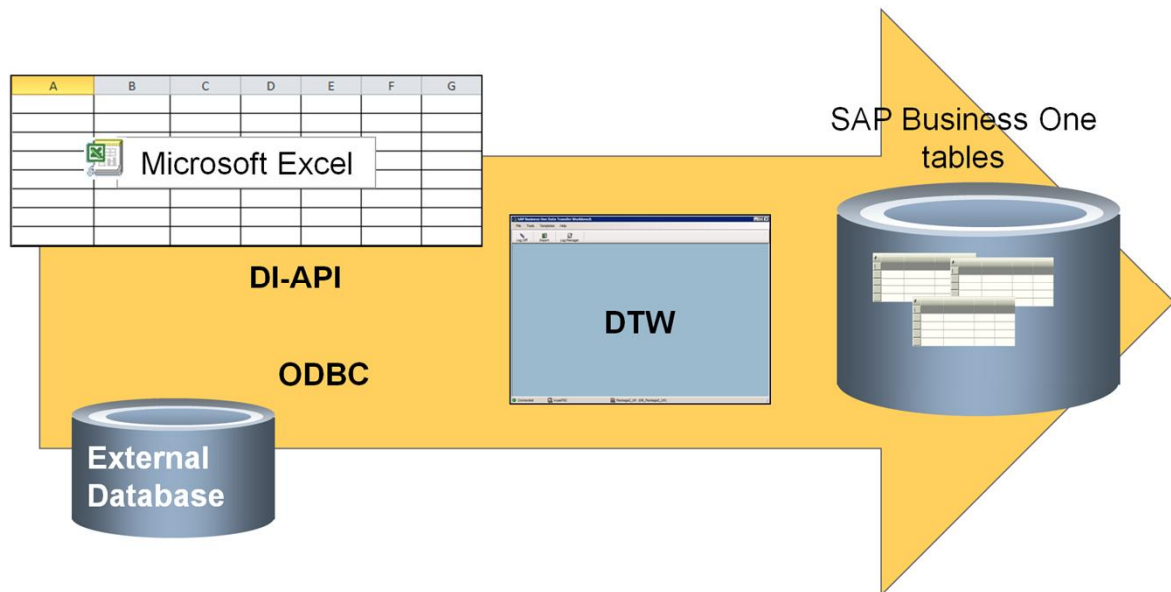
**Solution:** Use the Data Transfer Workbench to import a chart of accounts.

Account Number	Account Description	Account Number	Account Description
1001-01	Cash	3001-01	Capital
1002-01	Accounts Receivable	4001-01	Revenue
1003-01	Stock	4001-02	Revenue
1010-01	Equipment	5001-02	Rent
2000-01	Accounts Payable	5003-01	Salaries
2001-01	Loan		
...			

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)



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.

# Templates

**Data Transfer Workbench > Templates > Templates**

**Data Transfer Workbench > Templates > Samples**

The screenshot displays two overlapping Excel spreadsheets. The top spreadsheet, titled 'OACT - ChartOfAccounts [Read-Only]', has a grid with columns A through L. The first few rows contain account codes and names: 10010001 Food Expense, 10010002 Furniture Expense, and 10010003 Service Expense. The bottom spreadsheet, titled 'CRD1 - BPAddresses [Read-Only]', has a grid with columns A through L. The first few rows contain address data: C001 Work, C001 Home, C002 Work, C002 Home, V001 Work, and V003 Home. A sidebar on the right lists various SAP Business One categories: Administration, Banking, Business Partners, Financials, Human Resources, Inventory, MRP, Others, Production, Purchasing, Sales, Sales Opportunities, Service, and User Defined Data.

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 *OACT – ChartOfAccounts*.

## Importing a Chart of Accounts

- New chart of accounts
  - Select option for user-defined chart of accounts when creating company
  - User-defined chart of accounts contains only the top-level drawers



- Existing chart of accounts
  - Import additional accounts into existing chart of accounts



- Identify and plan:
  - Structure and account hierarchy
  - Account details

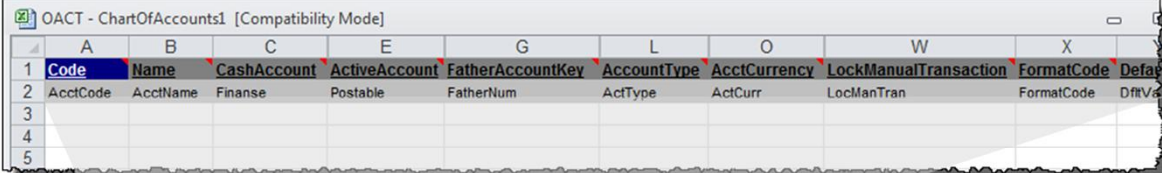
- You can use DTW to import a full chart of accounts into a new company. If you are importing a chart of accounts into a new company, you should select the option for a *User-Defined* chart of accounts when you create the company database. A user-defined chart of accounts just contains the top-level 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.

## DTW - Chart of Accounts Template

Data Transfer Workbench > Templates > Financials > Chart of Accounts

 OACT - ChartOfAccounts.xlt



	A	B	C	E	G	L	O	W	X	
1	Code	Name	CashAccount	ActiveAccount	FatherAccountKey	AccountType	AcctCurrency	LockManualTransaction	FormatCode	Defa
2	AcctCode	AcctName	Finanse	Postable	FatherNum	ActType	ActCurr	LocManTran	FormatCode	DfltV
3										
4										
5										

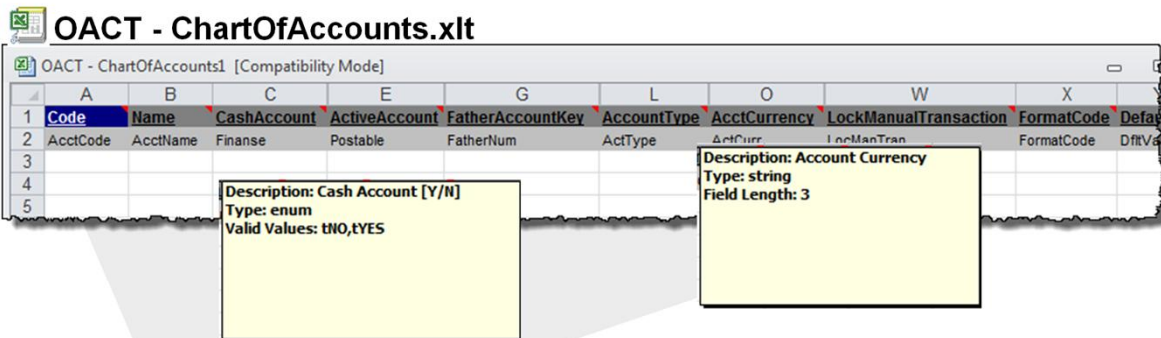
- **Row 1:** DI-API field names (fields exposed to DI API)
- **Row 2:** Database field names (can be identified using *System Information*)
- **Row 3:** Start entering data

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.

# Tooltips



- Tooltip will open for each field in the template
  - For an enum type field, valid values are shown
  - For a string field, the maximum length is shown

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.



## Default Values for Table OACT

### OACT - ChartOfAccounts.xlt

Code	Name	CashAcco	BudgetAcc	ActiveAcc	DataEx	FatherAccount	AccountType	LoadingT	LoadingFa	AcctCurre	Revaluat	LockManu	FormatCode	De
600500	Expense Group	tNO		tNO		600000								
600510	Rent - Warehouse 1	tNO		tYES		600500 at_Expenses								
600520	Rent - Warehouse 2	tNO		tYES		600500 at_Expenses								

Account Properties	Default Value
Cash Account	N
Active Account	Y
Account Type (category)	Other
Lock Manual Transaction (control account)	N

Reference:  
**Help > Database Tables Reference**

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.

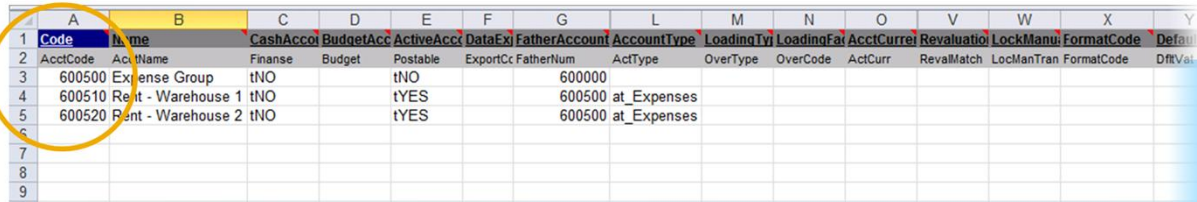
Default values are not shown in the tooltips; however, you can find the default values for a table in the *Database Tables Reference*. From within DTW choose *Help > Database Tables Reference*.

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.

# Account Codes

## OACT - ChartOfAccounts.xlt



1	Code	Name	CashAccou	BudgetAcc	ActiveAcc	DataEx	FatherAccount	AccountType	LoadingTy	LoadingFat	AcctCurre	Revaluation	LockManu	FormatCode	Defau
2	AcctCode	AcctName	Finanse	Budget	Postable	ExportCr	FatherNum	ActType	OverType	OverCode	ActCurr	RevalMatch	LocManTran	FormatCode	DftVal
3	600500	Expense Group	tNO		tNO		600000								
4	600510	Rent - Warehouse 1	tNO		tYES		600500	at_Expenses							
5	600520	Rent - Warehouse 2	tNO		tYES		600500	at_Expenses							
6															
7															
8															
9															

- 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.

## Account Codes (Cont.)

### OACT - ChartOfAccounts.xlt

Code	Name	CashAccol	BudgetAcc	ActiveAcc	DataEx	FatherAccount	AccountType	LoadingTy	LoadingFar	AcctCurre	Revaluation	Lock	Annu	FormatCode	Def
600500	Expense Group	tNO		tNO		600000									
600510	Rent - Warehouse 1	tNO		tYES		600500	at_Expenses								
600520	Rent - Warehouse 2	tNO		tYES		600500	at_Expenses								

- If you are importing a standard chart of accounts, enter the account number in column A

If you are importing a segmented chart of accounts:

- If the account is a title account, enter account name in column A
- If the account is an active account, enter the account number in the *FormatCode* column, as a string with segments

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.

## Father Key

### OACT - ChartOfAccounts.xlt

1	Code	Name	CashAccoi	BudgetAcc	ActiveAcc	Dat	FatherAccount	Acc	untType	LoadingTy	LoadingFa	AcctCurre	Revaluatio	LockManu	FormatCode	Defau
2	AcctCode	AcctName	Finanse	Budget	Postable	Ex	ortCt	FatherNum	ActType	OverType	OverCode	ActCurr	RevalMatch	LocManTran	FormatCode	DftVal
3	600500	Expense Group	tNO		tNO			600000								
4	600510	Rent - Warehouse 1	tNO		tYES			600500 at_Expenses								
5	600520	Rent - Warehouse 2	tNO		tYES			600500 at_Expenses								
6																
7																
8																
9																

Father key determines the level in the hierarchy for an imported account:

- For each title or active account, enter the higher lever drawer or title account in the *FatherNum* column. New account will be inserted a level below this account.
- If father account is a drawer, enter the 15 digit number assigned by the system.

The father key field is important, since this determines the level in the hierarchy for an imported account.

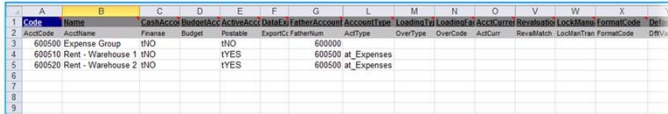
You can import both title and active accounts using DTW.

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.

# Save Template

## OACT - ChartOfAccounts.xlt



Account	Name	CashAcct	BudgetAcct	ActiveAcct	DataCt	FatherAccount	AccountType	LoadingTvl	LoadingFol	AccCur	RevalMach	LockMain	FormatCode	Def
600500	Expense Group	INO		INO			600000							
600510	Rent - Warehouse 1	INO		YES			600500 at_Expenses							
600520	Rent - Warehouse 2	INO		YES			600500 at_Expenses							



After you have entered the data:

- Save template as tab delimited, comma delimited, or semi-colon delimited file
- Start DTW and select type of data
- Navigate to object and browse for saved file
- Check field mappings
- Run simulation (optional)
- Import data
- Verify data

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.

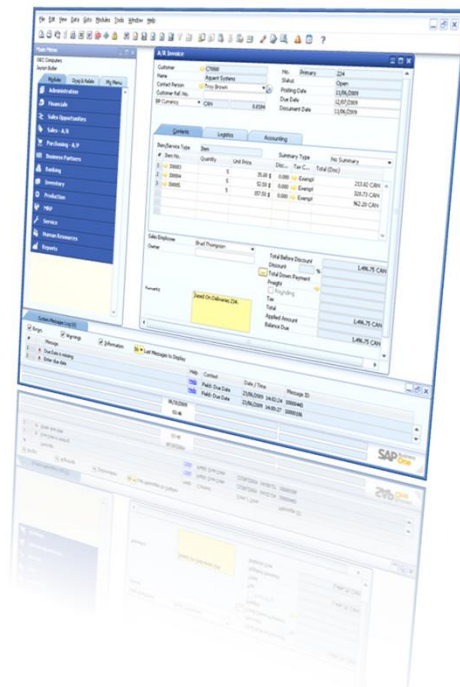
Check the source and target field mappings. If there are unmapped fields this could indicate a problem with your spreadsheet data.

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.

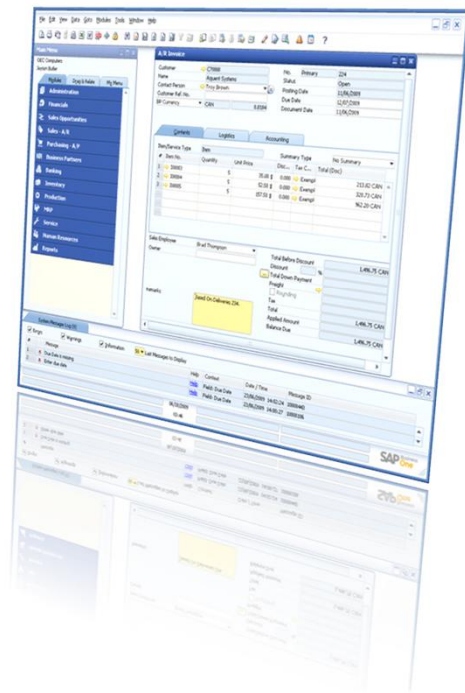
To see troubleshooting information for importing accounts, reference SAP Note 865191 - DTW Troubleshooting Guide.

# Demo: Standard Chart of Accounts



This demo will show you how to import a standard chart of accounts.

# Demo: Segmented Chart of Accounts



This demo will show you how to import a segmented chart of accounts.



## Key Points



Key points from this course:

- The Data Transfer Workbench makes it possible to import a legacy chart of accounts for a new company. You first need to create a company with a user-defined chart of accounts.
- You can also use DTW to add accounts to an existing chart of accounts.
- Use the OACT template provided with the DTW.
- Be aware of default field values, and field lengths and constraints. Consult the *Database Tables Reference* in the DTW help files.
- For each account you import, you need to enter the higher-level drawer or title account as the father key. For segmented accounts, enter the active account number in the FormatCode column.
- Save the spreadsheet as a tab, comma, or semi-colon delimited file.
- Run a simulation first, or import the data into a test database so you can validate the results.

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.



**Thanks!**

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You have completed the topic for importing a chart  
of accounts using the Data Transfer Workbench

Thank you for your time!

You have completed the topic for the importing a chart of accounts using the Data Transfer Workbench. Thank you for your time!

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