

Clone Accounts

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Menu option is under Records > Accounts > New. This allows you to auto-generate new G/L accounts by cloning another selection or range of accounts.

Accounts: Click the Accounts button and enter the selection or range of accounts to clone “from”.

Clone report descriptions: Option to include copying the report descriptions of each account when cloning.

Active Checkbox: When checked, the system will only clone active accounts.

Target: Add a row to select the account division or divisions of the new chart of accounts you wish to create. For example, if you wish to generate a new department then add a target and specify the department within.

Each account division (branch, department, minor account, etc.) must already exist within G/L Setup before you can auto-generate a chart of accounts. It is suggested you always first click Validate to review the accounts the system is about to create. If you agree, click Clone to proceed with generating the new accounts.

Example 1:

- Add Department 99 to every Branch in Fund 01.
- Add a target and specify department 99.
- In the accounts, specify the range to clone, such as Fund 01 and Department equal to xx.

Example 2:

- Add minor account 2222 and 2223 in every branch where there is PCS 30101.
- Add 2 targets for minor account 2222 and 2223.
- In the accounts, specify PCS equal to 30101.

Example 3:

- Add a new branch 050, cloning Branch 040, minor accounts 2550-2999 and 3001-3599.
- (Branch 050 must be valid in G/L > Setup > Branches.)
- Add a target and specify branch 050.
- In the accounts, specify the following:
 - Fund equal to 01 (if applicable)
 - And Branch equal to 040
 - And Minor Account greater than or equal to 2500
 - And Minor Account less than or equal to 2999
 - Or Minor Account great than or equal to 3001

- And Minor Account less than or equal to 3599.

Example 4:

- Add a new branch 050 with departments 23 through 25 to the branch, same as Branch xx.
 - Add a target and specify branch 050.
 - In the accounts, specify the following:
 - Fund equal to 01 (if applicable)
 - And Branch equal to xx
 - And Department greater than or equal to 23
 - And Department less than or equal to 25.
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