

## Import Accounts

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# Import Accounts

*Records > Accounts > New/Import*

You can create new accounts by importing from an external list. To add the account number to an Excel, CSV, or text file, you simply need to specify the number.

**Action:** Select **Import Accounts**.

**Connector type:** See import connections for help with setting up a connection to a file to import.

**Connection string:** See import connections for help with setting up a connection to a file to import.

**Reference columns by:** See import connections.

**Account:** Specify what column in the import file contains the account number to be imported. Identify the column by the heading or by the column number based on the above **Reference columns by** value selected.

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