Import/Export File Layouts - General Ledger Accounts

You export and import general ledger account information in the File Export / Import function.

> **Note** You can only import GL accounts if you are importing into a new company that does not contain any other GL accounts.

Ref.	Field	Type	Format
1	Account Number	Character	7 characters maximum
2	Description	Character	40 characters maximum
3	Financial Category	Character	I=Income Statement B=Balance Sheet
4	External Reference	Character	12 characters maximum
5	Tax Type	Character	2 characters maximum
6	Tax Method	Character	0=No tax type default 1=Default tax type 2=Force tax type for sales and purchases 3=No tax allowed
7	Report Writer	Character	
8	GAAP Category	Character	15 characters

Exporting and Importing Data