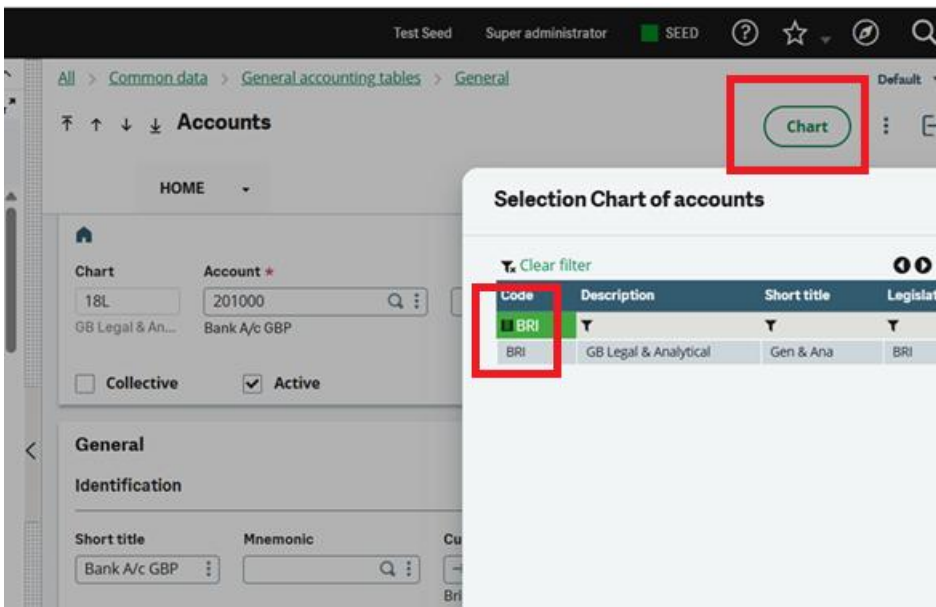


How to create a new NL account using Copy option in X3

Sometimes you need to add a new NL account to your system, for example to accommodate a new bank account, or just creating a new account in general.

The easiest way of adding new account is to find existing code in the ledger that fits in the same category as the new account and just simply copying the setup into a new record. This way the majority of flags and fields will be already set correctly for you.

1. First, head to the Accounts function under Common Data > G/L Accounting Tables > General > Accounts
 - Select the appropriate **Chart** from right hand side:



2. Select the appropriate account you wish to copy from as a starting account (our example is BRI ledger > account 201100)

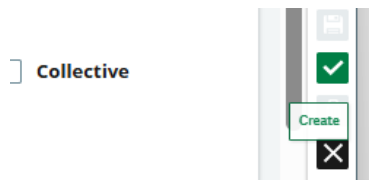
Clear filter

Account	Description	Plan code	Mnemonic	Curren
201100				
201100	Bank A/c GBP	BRI		GBP

3. To copy the setup into a new NL account, simply re-type the account code number to the new account code of your choosing
 - you might like to change the default description/short title of this new account
 - if this is currency specific account different to the ledger currency you will need to specify this currency code in the **currency** field

The screenshot shows the 'Accounts' setup page in X3. At the top, there are navigation icons and tabs: General, Controls, Miscellaneous, Reporting, Analysis, Pyramids, Addresses, and Bank details. The 'Chart' section includes a dropdown for 'BRI' (GB Legal & An...) and a search field for 'Account *' containing '201105'. Next to it is a search field for the account name, currently 'Bank A/c GBP NEW copy'. There are checkboxes for 'Collective' (unchecked) and 'Active' (checked). Below this is the 'General' section, specifically the 'Identification' part. It has a search field for 'Short title' containing 'NEW Account', a search field for 'Mnemonic', and a search field for 'Currency' containing 'GBP' with 'Brl pound' listed below it.

4. Leave the **Default accounts** section blank for time being but review **Appendix** section to see which additional steps might need to be carried out
5. Review all the other Tabs / fields in the setup and when ready to go ahead with the creation of this new account simply click on **Create** button on the right hand menu.



For further clarification of each field and how they can affect the behaviour of the account in X3 please consult the Sage F1 Help page

<https://online-help.sagex3.com/erp/12/en-us/Content/FCT/GESGAC.htm>

Here are some of the key fields that you might wish to review:

In General tab:

Short title – additional short descriptive fields in screens and in reports

Active – activates / deactivates the account record

Classification – a user definable menu that also controls whether the account is balance sheet or P&L

Company/Site/Group – this can restrict the account code for use with specific company/sites

Currency – used for bank accounts or similar accounts those need to be traced in foreign currency

Default Accounts – mapping to other ledges – see **Appendix** page below

The **Controls** tab contains fields which control how variances and taxation are controlled for this account.

Tax Management – Vat/Tax rules on the account

Default Tax Code – default tax code used for direct posting

Automatic Variances – relates to automatic variance journal creation in the matching of invoices to payments/receipts

Variance Type – nature of the variance on the account related to currency conversion variances process

Note: it is possible to nominate a variance specific account at the account level. This could be different to the default Chart of account / Miscellaneous accounts to control specific processes.

Variance accounts section can be used to nominate specific NL accounts to use for certain types of auto generated posting relating to transactions that have used this account.

Variance accounts

⋮ Q

	Variance accounts	Account
1	⋮ Debit balance decrease	
2	⋮ Debit balance increase	
3	⋮ Credit balance decrease	
4	⋮ Credit balance increase	
5	⋮ Exchange gain	
6	⋮ Exchange loss	
7	⋮ Rounding gain matching	
8	⋮ Rounding loss matching	
9	⋮ Debtor rounding variance	
10	⋮ Creditor rounding variance	

6. The **Miscellaneous Tab** holds several default flags you might wish to review / update:

Matchable – this flag is generally used for collective and bank accounts and dictates whether the transactions on this account will be matchable.

Fixed Assets – whether the account is to be considered by the Fixed Assets Module

Carry forward in currency – If ticked, a C/F journal for new year will be created for each of the currencies that have been used when posting to the account. If not then there will just be one C/F posting in ledger currency. This should be checked for Bank accounts and collective accounts

Default/Balance Sign – defines the DB/CR nature of the posting (note if using the Excel Connect journal import we recommend setting these fields as “**unspecified**” to prevent Excel Connect import errors)

- The **Analysis Tab** links the account code to the analytical ledger (dimensions) and budget Tracking. Again review / update accordingly.
- The **Addresses tab** allows for addresses to be assigned for use in printing cheques. Note: Although this is not required in day to day processing within journals, if the account is going to be used within AP/AR account > Payment/Receipt Entry function as a paid account then at least one address code has to exist here for the account to be selectable.

Appendix:

If you have multiple ledgers associated with your company Accounting core model, then it is most likely that you need to create this same account in additional ledgers and then add the mapping in the **Default account** setup

In our example we also have **Ledger 4 – BRA** ledger that will need to have this new account added to

[All](#) > [Parameters](#) > [Organisational Structure](#)

⌄ ↑ ↓ Accounting model

Templates

Accounting model * Description

GB British Multiple Ledger Model

Identification

Short title Legislation

Multi GB → BRI IAS depreciations

British legislation

Principal general ref Principal analytic ref Main IAS general ledger

Legal Legal

Ledgers

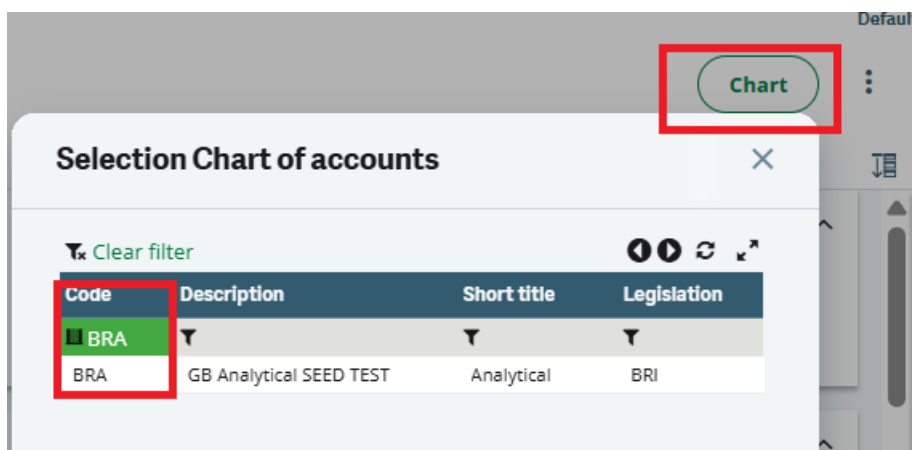
	General ledger type	Auto general ledger	Source general ledger ...	Ledger	Currency	Doc exchange rate
1	Legal	No		BRI	GBP	Yes
2	Analytical					
3	IAS					
4	Ledg 4	No		BRA	USD	Yes
5	Ledg 5					

If new account is to be created in additional group ledger / consolidated ledger here are some additional steps to follow:

Option 1:

This option allows you to create the account manually by using the same steps as before but this time in the group ledger

1. Switch to the relevant Ledger by selecting the “**Chart**”



2. Find the account we copy from in left list (this is the same starting account we used to copy from in legal ledger)
3. Follow the steps as before as per the legal ledger to replicate the setup into new account in the group ledger

The screenshot shows the 'Accounts' management interface. On the left, a table lists accounts with columns for Account, Description, Plan code, Mnemonic, and Currency. The account '201100 Bank A/c GBP' is selected. On the right, the 'General' tab is active, showing the 'Chart' section with fields for Chart (BRA), Account (201100), and Bank A/c GBP. Below this is the 'General Identification' section with fields for Short title (Bank A/c GBP), Mnemonic, and Currency (GBP).

- Once the new account has been added in the group/consolidated ledger you can return back to the **legal ledger** and add the mapping in the **Default accounts** section of the General Tab

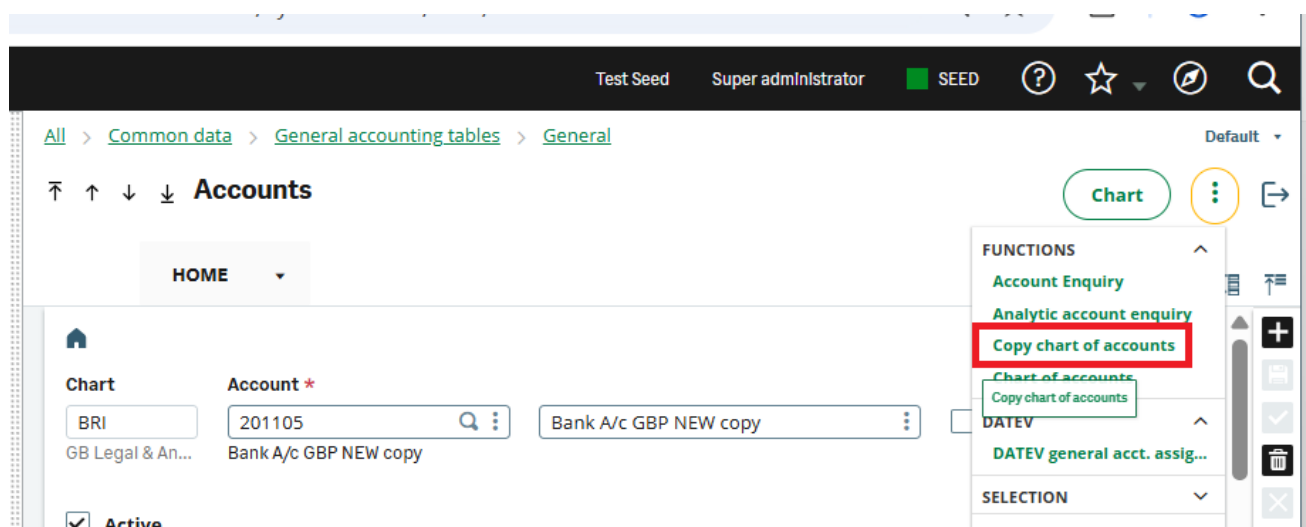
The screenshot shows the 'Accounts' management interface with the 'Default accounts' section highlighted. A red box highlights the 'Chart' section, and a red arrow points to the 'Default accounts' section. The 'Default accounts' section contains a table with the following data:

Other accounting plan	Default account	Target of account	Mandatory
1 : BRA	201105	201105	Yes

Option 2:

You can trigger an automatic copy option where you copy the new account from the legal ledger into the consolidated ledger

1. While still in the legal ledger chart – select the **Copy chart of accounts** function from right hand side menu



2. Set the correct plan to copy into along with the **account** you wish to copy from/to

NOTE: it is imperative to populate **the from to account field in here**. If left blank system will copy and replace ALL accounts in the targeted chart/plan so if left blank you could inadvertently overwrite ALL accounts in the group ledger (there is no undo for this!).

Therefore it is important to enter the relevant account code that we are trying to copy into the consolidate / group ledger.

Accounts

All > Common data > General accounting tables > General

Copy chart of accounts

From Folder: SEED

to the folder *: SEED

Copy of plan: BRI

to the plan *: BRA

Account range: 201105 → 201105

make sure to populate those

3. Check the log file to see if any errors are reported and to confirm only one account has been created

Log reading F40631

26/11/25 13:36:54 (TEST) Chart of Accounts copy	
1	Chart of Accounts copy
2	from Chart of Accounts: BRI GB Legal & Analytical from SEED
3	to Chart of Accounts: BRA GB Analytical SEED TEST from SEED
4	-----
5	Copy performed 201105 Bank A/c GBP NEW copy
6	
7	Normal end of log file 26/11/25 13:36:54

- Once the new account has been added to the group/consolidated ledger you can return back to the legal ledger and add the mapping in the **Default accounts** section of the General Tab

All > Common data > General accounting tables > General

Accounts

General Controls Miscellaneous Reporting Analysis Pyramids Addresses Bank details

Chart Account *

BRI 201105 Bank A/c GBP NEW copy Collective Active

GP Legal & An Bank A/c GBP NEW copy

General

Identification

Short title Mnemonic Currency

NEW Account Mnemonic → GBP Bri pound

Accessibility

Access code Restriction Code Validity period from Validity period to

→ →

Company/Site/Group

Company/Site/Group

Classification

Classification *

2 Current Assets

Current Assets

Default accounts ←

	Other accounting plan	Default account	Target of account	Mandatory
1	BRA	201105	201105	Yes