Last Modified on 12/20/2024 9:12 am EST

Account Multiple Add
Records > Accounts > New

This allows you to add multiple accounts at once. Select all account divisions that you wish to add and every combination of account# will be created.

It is suggested to always first click the **Preview** button to see a list of the accounts that are about to be created. Use caution to not create a large volume of accounts that will not be needed, as this has the potential of slowing down the system in the future. Click **OK** to proceed with adding the new accounts. A log will also be generated.

When adding accounts this way as opposed to one account at a time, there is no way to specify any other properties of an account upon add, such as report descriptions, etc. After adding new accounts, the **global account edit** can be used to assign report descriptions and/or update any other properties for a selected group of accounts, including those just added.