How-To: Build Your Chart of Accounts Hierarchy in Quick Start

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Quick Start is a new, centralized tool that allows you to set up your data model faster and speed up the time to get value out of Vena. In step four of Quick Start, you can build your chart of accounts hierarchy.

This allows you to add members (GL account numbers), edit member names and aliases (account descriptions) and assign range rules (define groupings of accounts).

Why use this feature?

There are two existing ways you can build your account hierarchy in Vena: direct CSV upload or manual creation through the Modeler interface. Direct CSV upload requires a specific Vena format that can be time-consuming to transpose to, and manual through the Modeler can be a slow process. For setting up your data model from scratch, there is now a better way. Using Vena's Quick Start Hierarchy Build, you can significantly reduce the effort and time needed to set up your data model.

This article focuses on step four of Vena's Quick Start feature and will teach you how to build your chart of accounts hierarchy and provide examples of how this feature will help you start using Vena faster.

Before you begin

To complete the steps outlined on this page, you will need at least **Modeler** access.

You will also need to complete the first three steps of Quick Start; uploading your GL transaction, matching dimensions and customizing your transaction table.

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How to

Part 1: Add a child or sibling member

You'll notice when you land on this step, there is already a default standard hierarchy in place with top-level members as a starting point. Your goal is to expand on the starting structure and create additional levels to reflect your company's account hierarchy for reporting. At the lowest level parent of a group, you'll want to set a range rule to define which group of account ranges roll up to that parent.

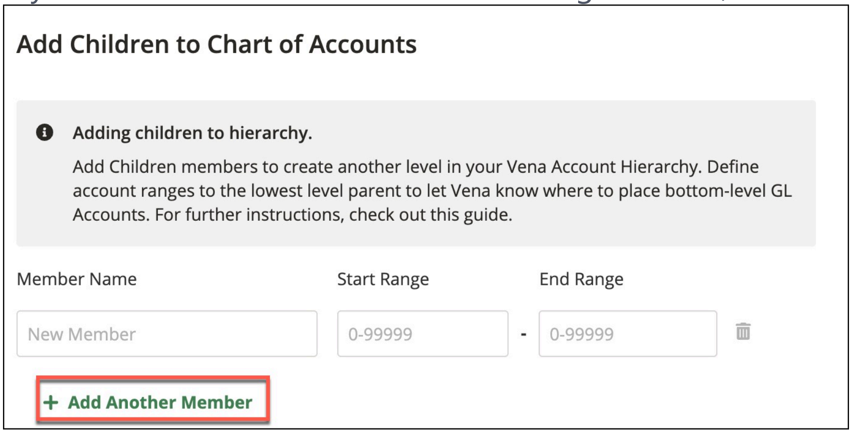
For example:

1. Select the ⋮ **vertical ellipsis** icon in the Actions column next to the Member Name you would like to add a child or sibling member.
2. Select **Add Sibling** or **Add Child**.

Note

Adding a sibling will create another member at the same level of the member and adding a child will create another level below the member.

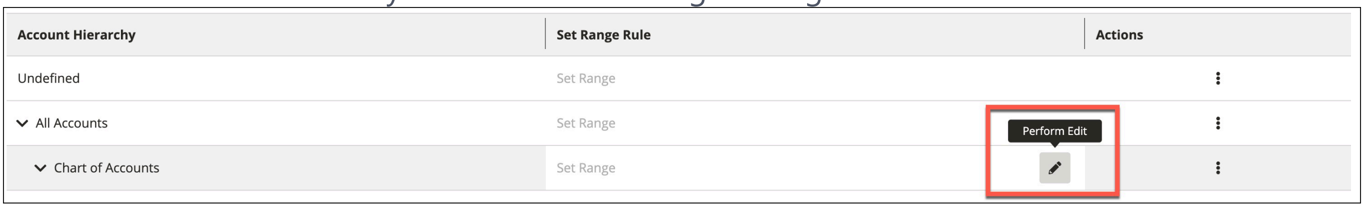
3. Enter the **Member Name**.
4. Enter a **Start Range** and an **End Range** for your new member**.**
5. If you want to add another child or sibling member, select **Add Another Member**.



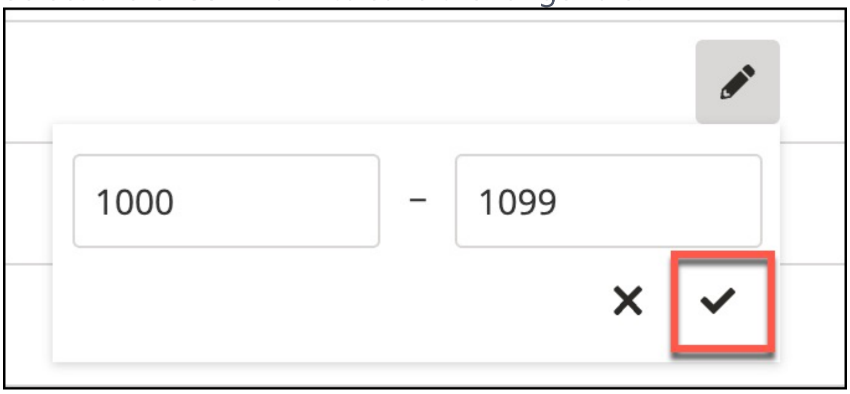
6. Once you're finished adding members, select **Save Item**.

Part 2: Assign range rules to your standard hierarchy

1. Under the Set Range Rule column, select the **Pencil** icon in the Set Range Rule column next to the Member Name you would like to assign a range rule.



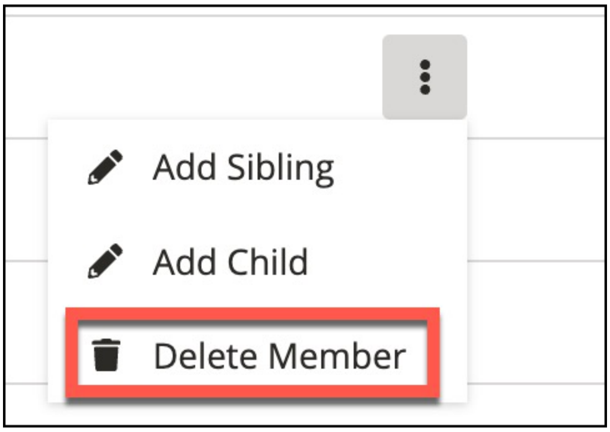
2. Enter the **Start Range** and **End Range** for your member.
   For example, if you are entering a range rule for your Cash accounts. Enter the account numbers that correspond to your Cash member. If your Cash includes accounts 1000-1099 the start range would be 1000 and the end range would be 1099.
3. Select the **check mark** to save the range rule.



Part 3: Delete a member

1. Select the **vertical ellipsis** icon in the Actions column next to the Member Name you would like to delete.

2. Select **Delete Member**.

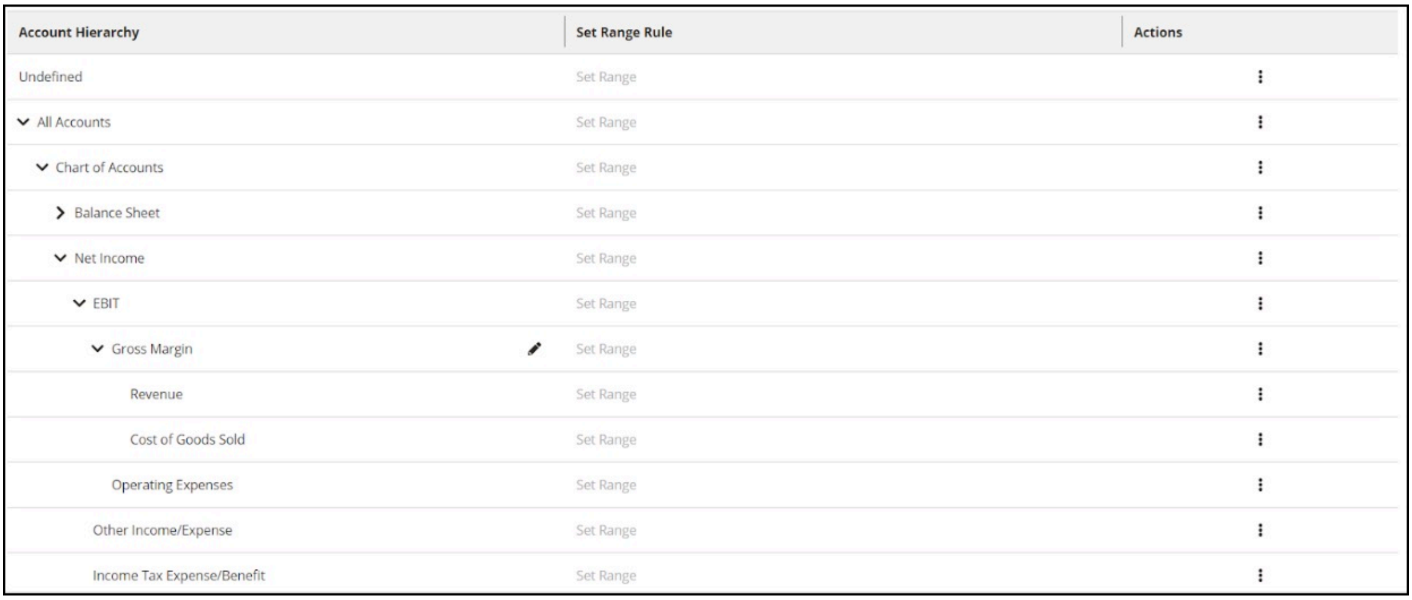


3. If you're sure you want to delete the member, select **Delete**.

Operating Expenses example

You'll notice when you land on this step, there is already a default standard hierarchy. Your goal is to expand on the starting structure and create additional levels to reflect your company's account hierarchy for reporting. At the lowest level parent of a group, set a range rule to define which group of accounts (members) the numbers/ranges will roll up to.

This is the starting point for the income statement:



You'll notice it goes as far as Operating Expenses. This is where we can use the tool to expand and build out the hierarchy custom to your business needs.

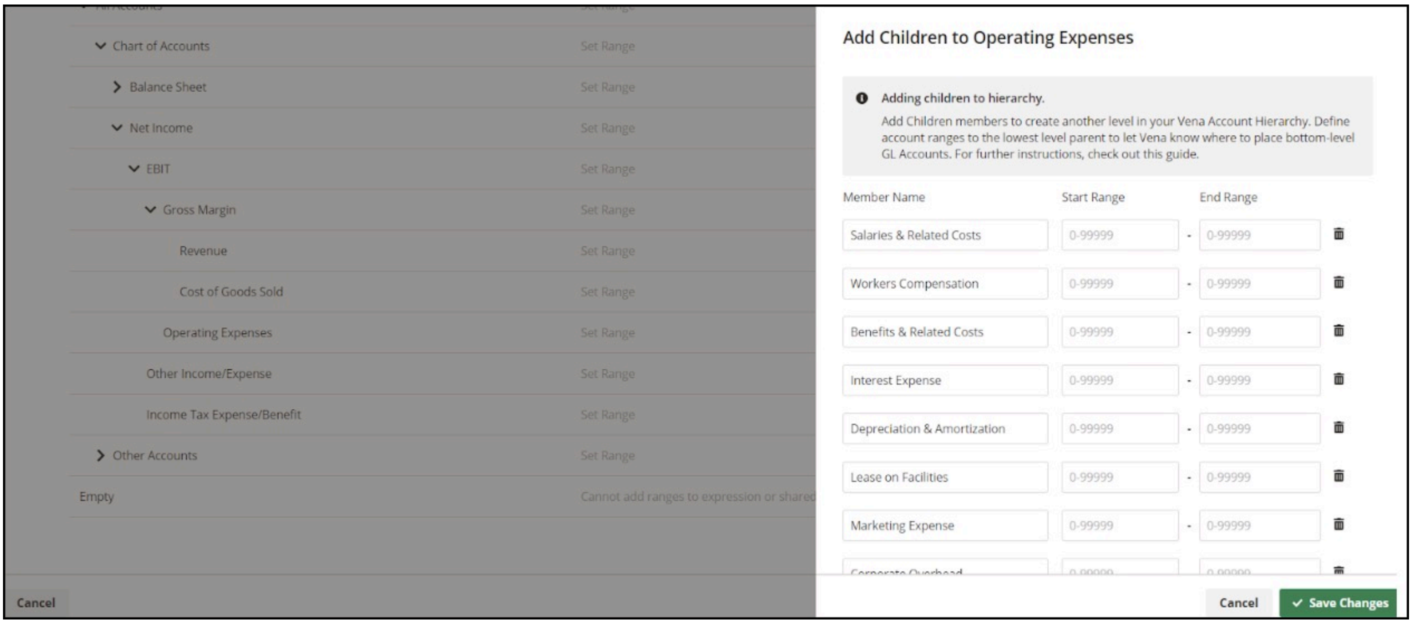
Let's say one level down from Operating Expenses, we need to add these nine account groups (members):

- Salaries & Related Costs
- Workers Compensation
- Benefits & Related Costs
- Interest Expense

- Depreciation & Amortization
- Lease on Facilities
- Marketing Expense
- Corporate Overhead
- Other Admin Expenses

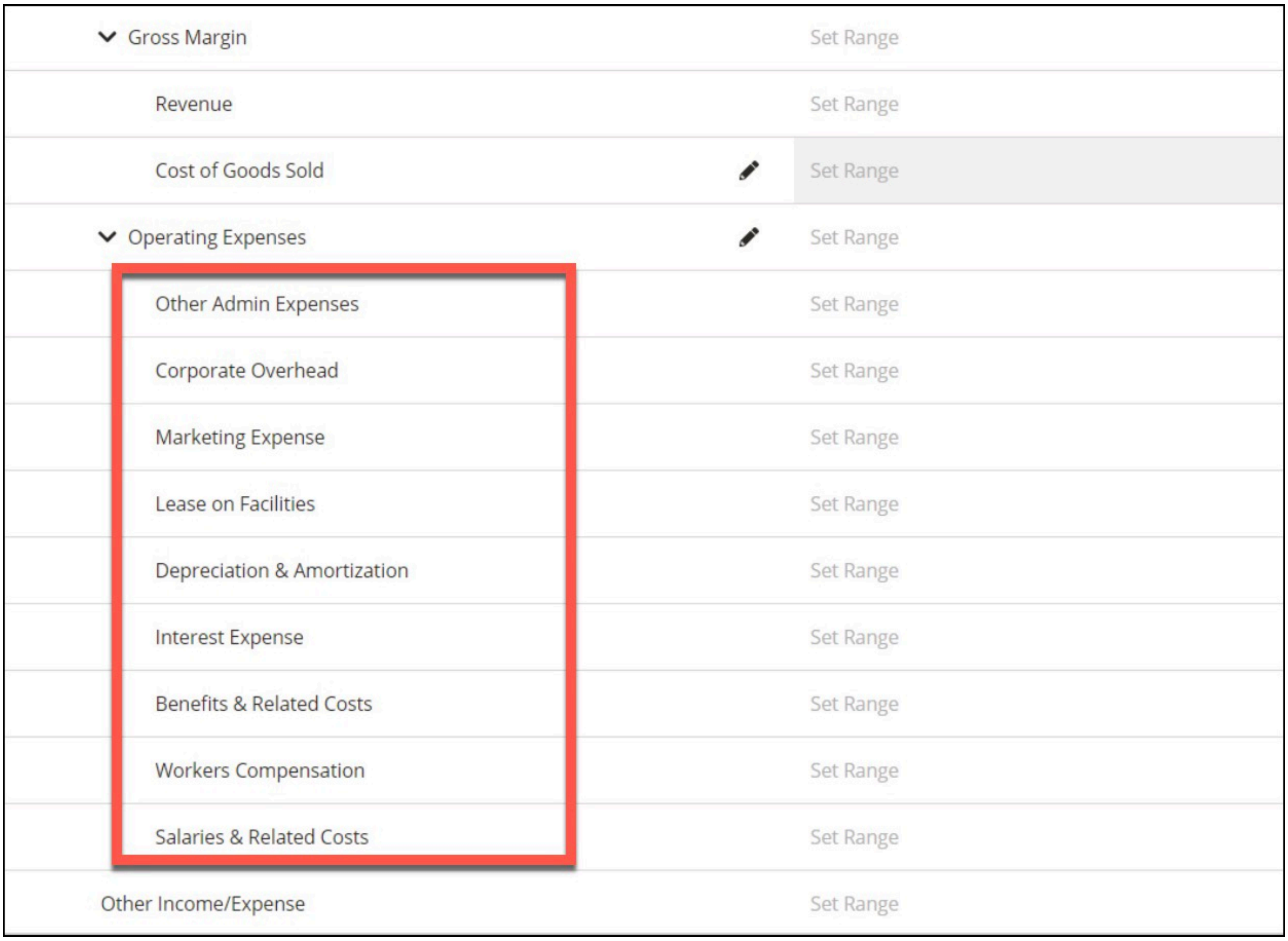
To do this, right-click **Operating Expenses** and select **Add Child** to add members a level below it.

This will open a side drawer where you can begin to add the new members:



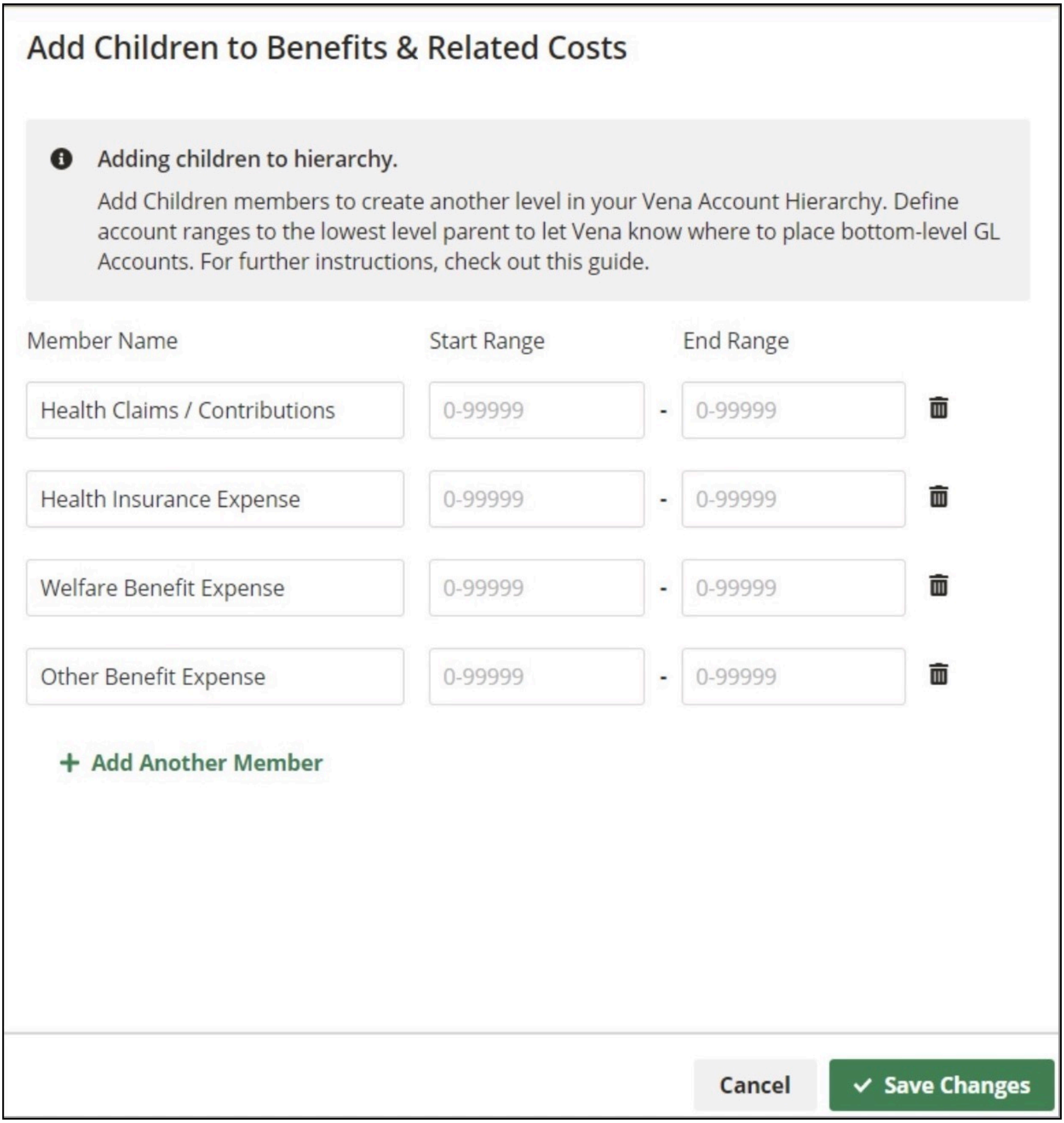
If the GL Account codes roll up to this level directly, you can begin assigning the Account ranges. If there is another level to be created, add the members, **Save Changes** and return to the table to continue. For this example, that is what we will do.

Once changes are saved, you can see the new members are created and added in the table, nested under Operating Expenses as its children.



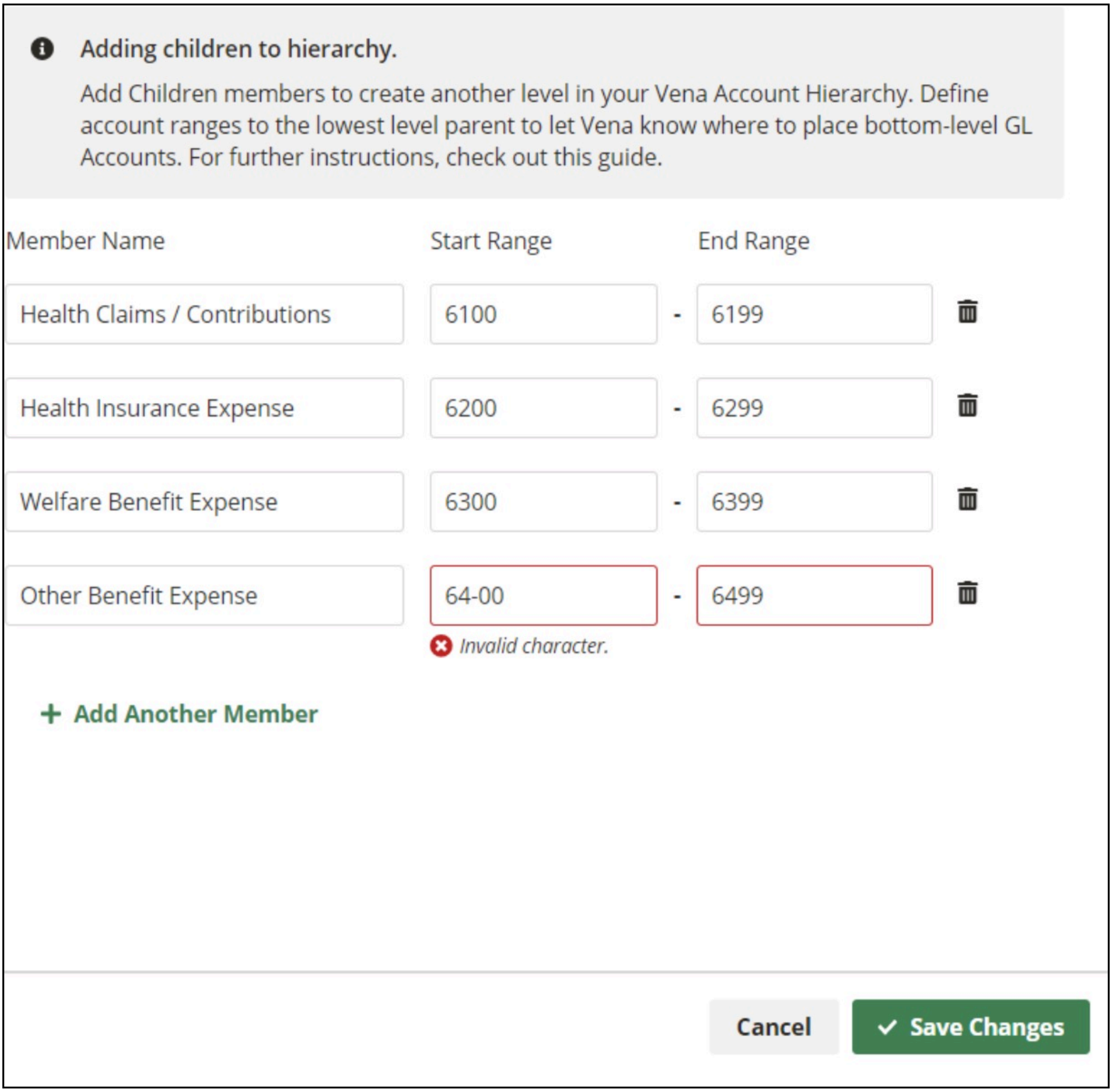
Now let’s go one more level below for **Benefits & Related Costs.**

Right-click **Benefits & Related Costs** and select **Add Child.** The side drawer opens again and you can now add children to the **Benefits & Related Costs** member. We’ll proceed to add the next level groups as follows:

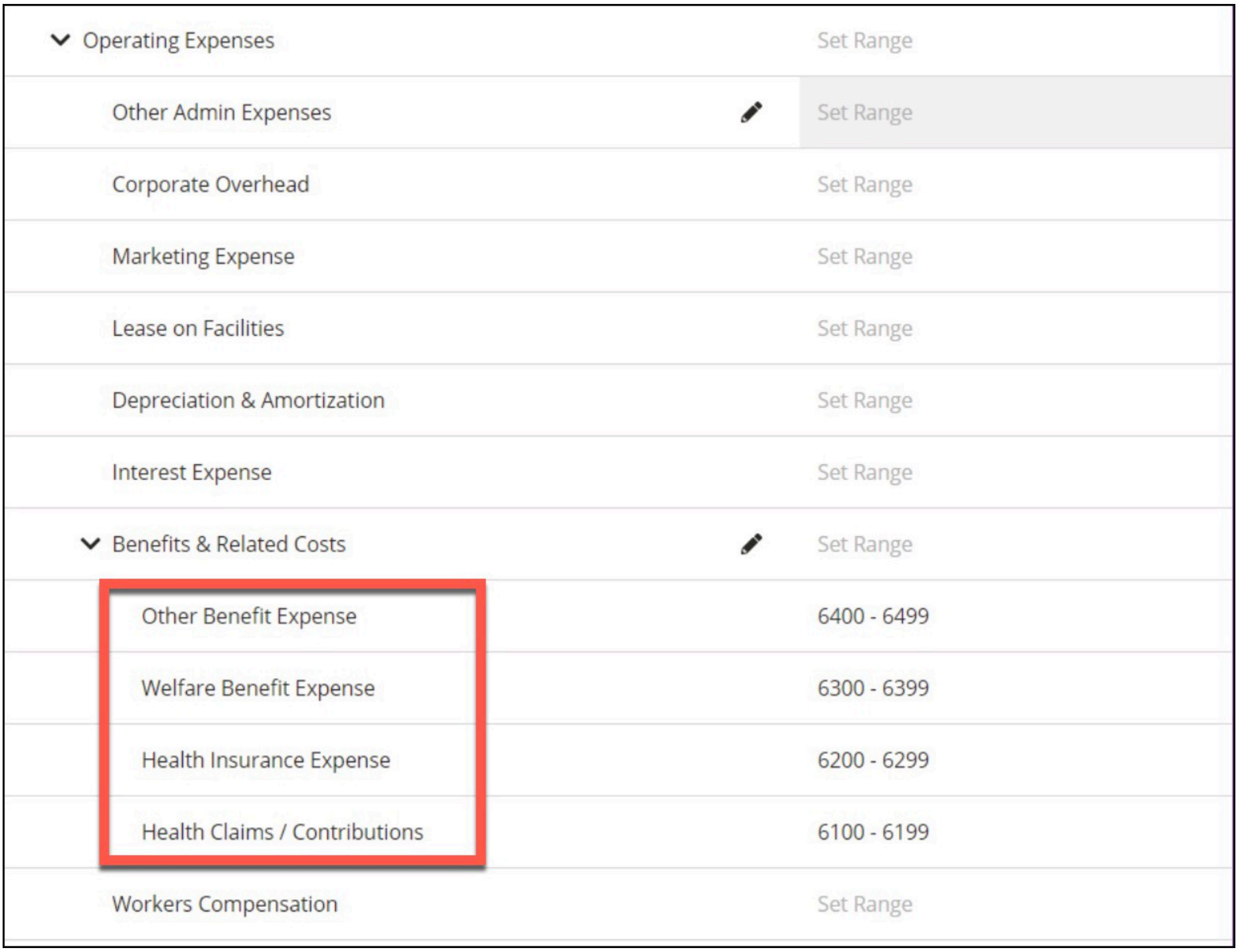


Now, this is the lowest-level parent for this account group (member). Under these four buckets are the actual, numeric GL account codes. Since this is the case, we can define the range of accounts that roll up to each new parent.

It should look something like this - of course, the actual account codes will be unique to your Chart of Accounts. You may receive an error message if you make an invalid input - see Notes & Limitations for more information. You will need to fix them before changes can be saved. For example:



Once changes are saved, you can see the next level of account groups created under **Benefits & Related Costs** and the corresponding ranges set for each one.



If you need to make any changes, you can select the **Pencil** icon to edit a specific member name or range.

You will then need to repeat this process for all the other account groupings.

Note

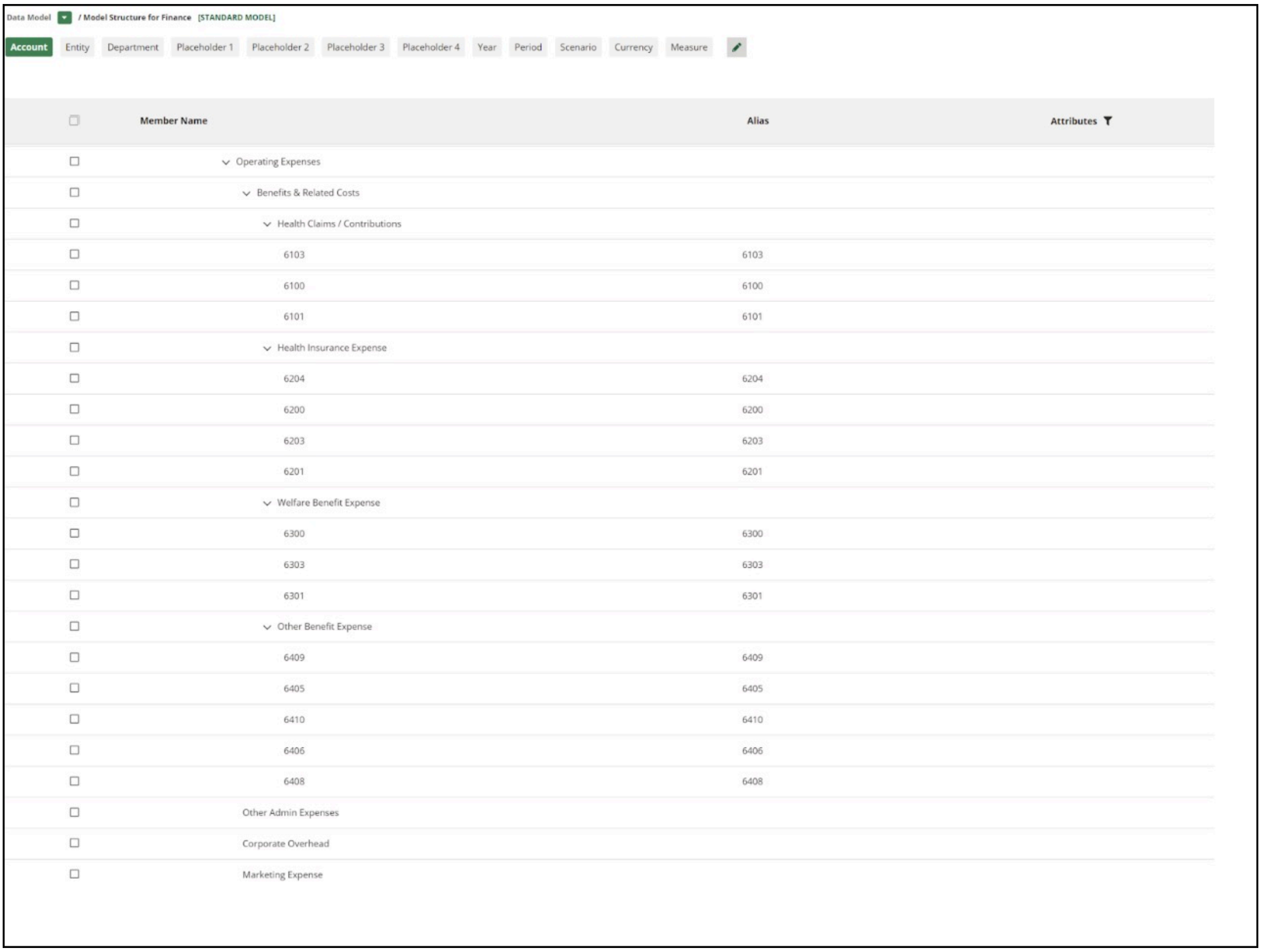
Only create members for the lowest-level parent/account group (member). The individual numerical GL account codes only need to be defined within the ranges. A generally easy way to think about this is that we only need to create up to the "text" based levels in the hierarchy table view.

When the data load process runs in Vena, we will place those numeric GL Account codes under the corresponding parent set by the account ranges in this step. In short, we will build out the rest of your hierarchy for you after your first data load, putting all the loaded account members in their defined position.

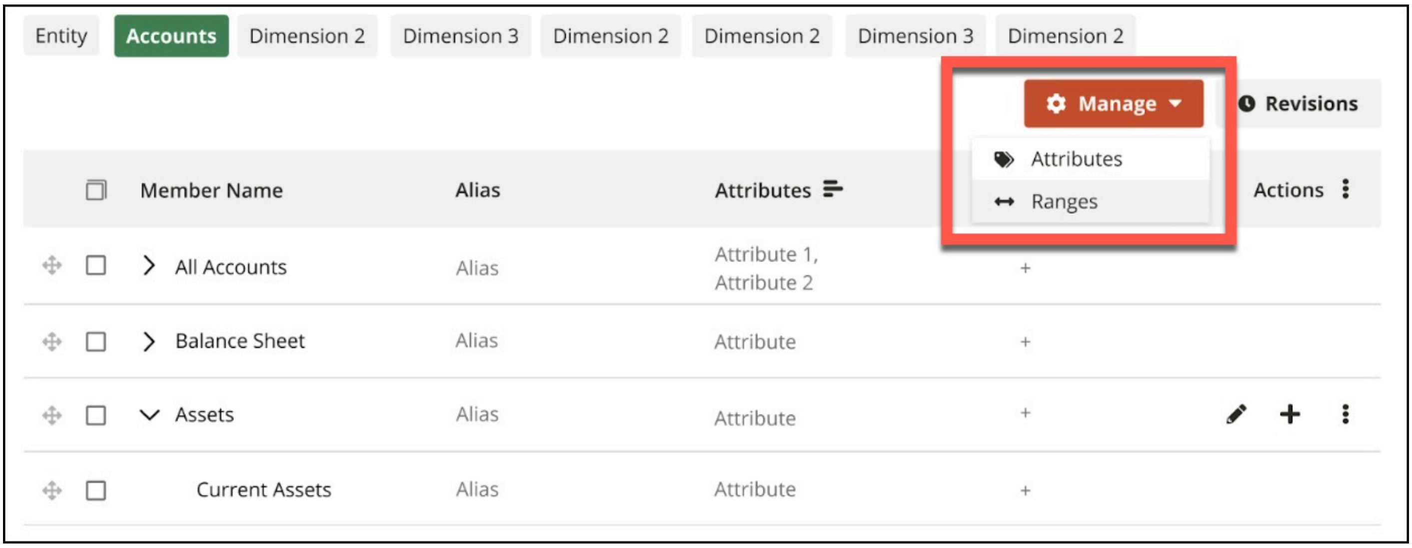
Operating Expenses example outcome

Once you complete Quick Start, you'll land on the Data Model page. You can explore the hierarchy you just built by expanding the levels. Per the example we just walked through, you'd see:

- The 9 children/subgroups created under Operating Expenses.
- The 4 children/subgroups created under Benefits & Related Costs.
- The actual, bottom-level GL account codes nested under the parent as defined in your account Range Rules.
  - If you matched the account alias in the *Match Dimensions* step of Quick Start, you'd also see that reflected here.
  - Any members that did not fit in a defined range, would be placed in an *Unmapped* folder. You can bulk select, drag and drop those members into their position.
  - Members and aliases can be edited in this table view.



To edit your account ranges, select **Manage > Ranges.**



Notes & limitations

- End ranges must be greater than start ranges. For example, if your start range is 1499, the end range must be 1500 or higher.
- Ranges cannot overlap. For example, the start range for your Cash account is 1000 and the end range is 1499. When adding Accounts Receivable as the next child member, it cannot have a start range of 1499. The start range cannot overlap with the Cash account.
- Decimals are permitted for numeric ranges.
- Character limit for the range input field is 15.
- You cannot create two members with the same name.
- Member names and ranges cannot contain invalid characters, only alphanumeric characters are allowed.
- A start or end range cannot be left blank, both must be entered to save your member.
- Set ranges do not move existing bottom-level members in your model. This occurs as part of the data load step. Once ranges are set, net new members that are uploaded will be placed according to the ranges, or under *Unmapped*.