

# New Account Template Setup

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**Pathway:** [Setup](#) > [Account](#) > [New Account Template](#)

**New Account Template Setup** is used to help streamline the "Add Account" process with pre-configured field selections. This feature reduces the amount of manual entry, ensuring that the account setup process is expedited and consistent with the template's predefined values. When a template is selected to create a new account from, fields populated in the template will auto-populate for the account.

ID	NAME	DIVISION	SALES REP	SOURCE	ACCOUNT CLASS	BILL GROUP	TERM	REBATE PAYMENT TYPE	SERVICE REGION	TAX REGION	SURCHARGE GROUP
1000	Other	HEARNE	House Account - Ho...	Call In	GOVERNMENT		COD	Auto Pay		ALAMO HEIGHTS Cl...	Fuel Surcharge 10%
1001	Houston Accts	HOUSTON	Aliena Somers - Ad...	Call In	COMMERCIAL	HOU-COMMERCIAL...	Net 15	Not Applicable	HOUSTON OPEN M...	HOUSTON CITY-HA...	Fuel Surcharge 10%
1002	QA Accts	QAWASTE	Aliena Somers - Ad...	Call In	COMMERCIAL	QA Billing Cycle	Due upon receipt		QA Service Region 2	Los Angeles Tax	
1003	Test Add account template	HOUSTON	House Account - Ho...	Call In	COMMERCIAL	HOU-RO ARREARS	Net 30				
1004	Corpus Accounts	CORPUS	Aliena Somers - Ad...	Cold Call	COMMERCIAL	COR-Anniversary A...	Net 15	Not Applicable	CORPUS OPEN MAR...	HARRIS COUNTY-H...	

## Field Descriptions

Field	Description
<b>Name</b>	The name of the template that will display for selection.
<b>Division</b>	Indicates the division an account using this template belongs to.
<b>Sales Rep</b>	Identifies the sales representative for the account.
<b>Source</b>	Indicates the source of how an account the template applies to originated.
<b>Account Class</b>	Indicates the account class for accounts the template applies to.
<b>Bill Group</b>	Indicates the bill group for accounts the template applies to.
<b>Term</b>	Indicates the payment term period for accounts the template applies to.
<b>Rebate Payment Type</b>	Identifies the payment type for accounts the template applies to.
<b>Service Region</b>	Indicates the service region for accounts the template applies to.
<b>Tax Region</b>	Indicates the tax region for accounts the template applies to.
<b>Surcharge Group</b>	Identifies the surcharge group for accounts the template applies to.

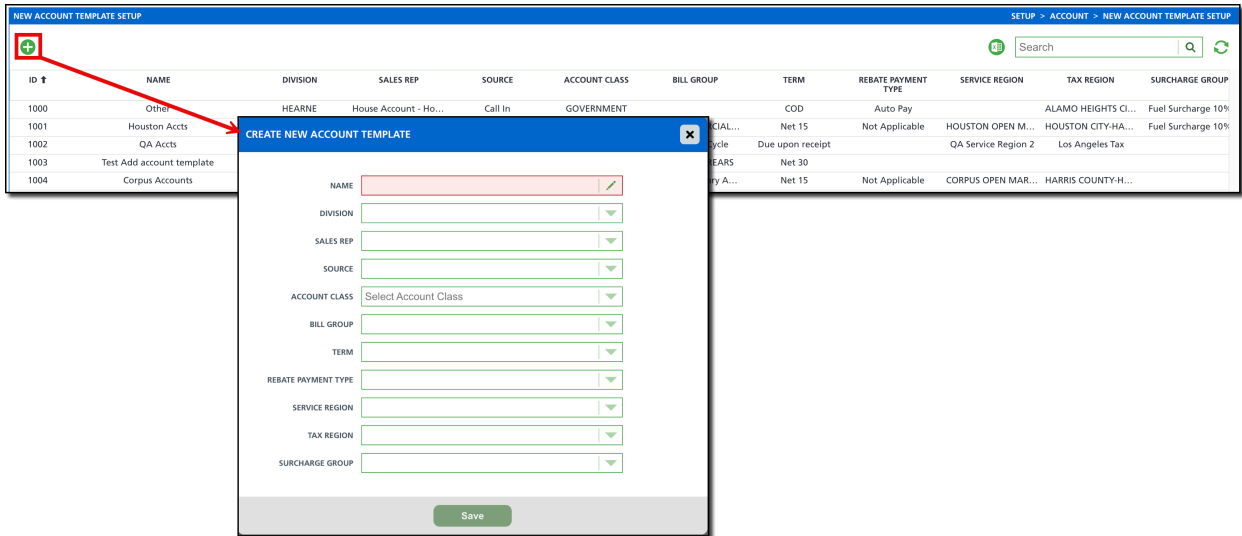
## Logic

If a template has an assigned division, its availability is restricted based on the user's division access, as set in their user account. If no division is assigned, the template remains visible to all users.

## Add a New Account Template

To add a New Account Template use the following steps. After a template is created, it is available for selection

upon adding a new account. Templates can not be deleted on the front-end once created.

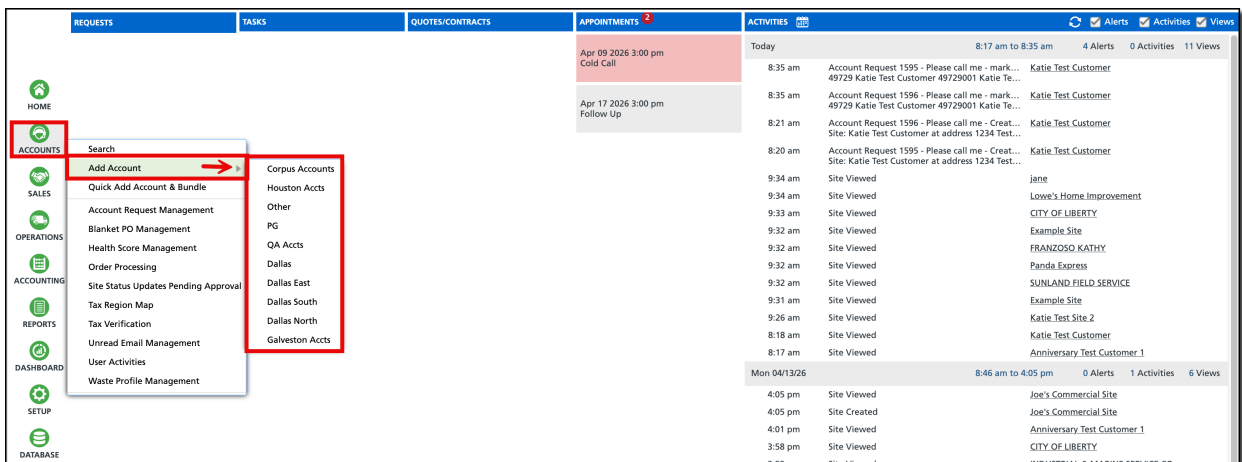


1. Click the **green +** icon to open the Add New Account Template editor.
2. Enter a descriptive **Name** for the New Account Template.
3. Select a **Division** if the template should be made available to only users assigned to that same division.
4. Complete additional fields based on the template's requirements.
5. Click **Save** when finished.

Note: To edit, double click on the New Account Template that needs to be modified from the Setup screen. Make changes and select Save.

## Application of a New Account Template

Account templates made in 'New Account Template' display for selection when adding a new account. Selecting a template option will automatically begin the 'Add Account' process with the preconfigured information.



## Permissions

The following permission is required to view, add and edit in the New Account Template Setup screen

Permission ID	Permission Name
23	Setup \ Account

## Related Articles

[Add a New Account \(Active\)](#)

[New Site Template Setup](#)

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