

How To Create New Account Mapping

Here are the steps on how to create New Account Mapping

Create an account map.

- 1. On the user menu panel click General Ledger and in the maintenance section click **Account Mapping**
 - a. Create a name for the account map

Account Mapping

NewSaveUndoDeleteImportReportExport SampleClose

DetailsAudit Log

System

Old to new

RemoveExportViewFilter (F3)

i21 Account ID	Account Description	Alternate Account ID	Inbound	Outbound
10000-0000-000	Wells Fargo - Disburse...	10000-0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10000-0007-000	Wells Fargo - Disburse...	10000-7000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10003-0000-000	Fifth Third - Petro Oper...	10003-0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
40000-0000-001	Sales - Home office - Gr...	40000-1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
40010-0000-005	Sales -Taxable - Home ...	40010-5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
40010-0004-013	Sales -Taxable - South B...	40010-4013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

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- b. Select an i21 account
- c. Add an alternate account id used in the lookups
- d. Tag the field as inbound or outbound
 - 1. for an inbound file you want the alternate account id to be unique to ensure no duplication on import. if the alternate account id was listed multiple times then imported data would be incorrect.
 - 2. For an outbound file you would want the i21 id to be unique as this would create duplication on outbound reporting.