

# How to setup the Alternate Account Id Account lookup

The purpose of this function is to allow users of the i21 system to search by a historic account number (or any other cross reference) when looking up accounts - this should help if customers use another GL system they are consolidating into or if they are converting to i21 - so they know the historic reference to look up.

Configure the system to use that map in lookup.

1. On the user menu panel click System Manager then in the activities section click company configuration.
2. Under the General Ledger section of configuration pick appropriate map

The screenshot shows the 'Company Configuration' window with the 'General Ledger' tab selected. The left sidebar lists various system modules, with 'General Ledger' highlighted. The main panel displays three configuration sections: 'Notification Settings' with fields for 'Days to Notify' (16), 'Notification Type' (radio buttons for 'Before close' and 'After close', with 'After close' selected), and 'Notify Users' (a dropdown menu showing 'George M Olney'); 'Origin Conversion Settings' with 'Origin Offset Account' (a searchable text field) and 'Historical Journal Imported' (a checkbox); and 'Account Combo Box Setting' with 'Visible Old Account ID' (a dropdown menu showing 'Origin'). The status bar at the bottom indicates 'Ready'.

## Results:

When you have configured the system appropriately you will note the alternate account id will display in the account lookup window

General Journal -

NewSaveSearchDeleteUndoPostUnpostReverseDuplicateReallocationRecurringImportReportAdd to CalendarClose

DetailsAttachmentsAudit LogActivitiesPost PreviewPost HistoryCustom

Company ID1Post Date2/28/2011CurrencyUSDReverse DateRecurring TemplateRecord NoCreated On Save

Description

X RemoveViewFilter (F3)

Account ID\*Account DescriptionTransaction DescriptionDoc DateDebitCreditDebit UnitsCr

Account IdDescriptionTypeActiveOld Account ID

10003-0000-000Fifth Third - Petr...AssetYes10003-0

0.000.000.0000

Fiscal Period Name:Fiscal Period Start:Fiscal Period End:Out of Balance0.00

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