

# 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 'Days to Notify' set to 16 and 'Notification Type' set to 'After close'; 'Origin Conversion Settings' with an empty 'Origin Offset Account' field and an unchecked 'Historical Journal Imported' checkbox; and 'Account Combo Box Setting' with 'Visible Old Account ID' set to 'Origin'.

Section	Field	Value
Notification Settings	Days to Notify	16
	Notification Type	After close
	Notify Users	George M Olney
Origin Conversion Settings	Origin Offset Account	
	Historical Journal Imported	<input type="checkbox"/>
Account Combo Box Setting	Visible Old Account ID	Origin

## 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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