Using COA Account Mapping

Narrator: Barbara Balance, the Financial Specialist at Maple Airworks, is having a tough morning. She's just called in Corrine, the CFO, for help.

Corrine: What's wrong Barbara?!?

Barbara: Moving these AR accounts from our Main book to legal book with posting rules is complicated! It's going to take me such a long time. I might even… I can't hardly say it… But… I might even make some mistakes.

Corrine: That's right. You were snowboarding when that Epicor financial specialist was here! She told us to only change posting rules for specific things, like adding dynamic segments. When you move accounts or account segments between books, she recommended we use maps.

Barbara: Maps? What do they do?

Corrine: There's two types. A Chart of Accounts Map moves part of one chart of accounts into another chart of accounts. We set up source and target accounts.

Barbara: That sounds pretty neat. What's the other type?

Corrine: Global Transform Maps. We use them for Global COAs in multi-company environments. They transform account segments from a parent company COA into a subsidiary company COA.

Barbara: I've been going bonkers here, so I should use them instead. Can you show me how to set up these maps?

Narrator: And with that, Corrine saves Barbara's day. Select the top button to learn how Corrine first creates a map. Click the Home button to come back here whenever you need. And when you're ready, take the quiz.

Topics

- Creating a COA Map
- Adding Accounts and Segments
- Linking COA Maps
- The COA Map Process

Creating a COA Map

Start by launching Chart of Accounts Mapping. Once you create a new map, indicate what type it is. Then you'll finish the map by entering the source accounts or segments and their matching target accounts or segments. Let's see how.

We'll first create a COA Map type. This type moves accounts from one book to another. From the New menu, select New Chart of Accounts Map.

Enter the Chart of Account Map identifier and its Detailed Description. Enter values that help you select the map in other programs.

Select the Source Chart of Account that has financial records you want to map. For example, your company might have a main financial book and a legal book. You need to map accounts to the legal book. For the Source COA, select the Main financial book COA.

Now for the Target COA, select the chart of accounts that receives the financial information. Select the Master COA for the legal book.

A major thing you do is define the Map Type. There's two options. Either you map entire GL accounts or specific account segments. This is a big deal, because what you select affects things later.

If you select GL Accounts Map and save, you can only map GL accounts. On the other hand, if you select Accounting Segment Map, you only map account segments between the source and target COAs.

That's all you do here. After you save the map, move on to enter the account or account segment maps.

Before we do that though, let's take a quick look at a Global Transform Map type. From the New menu, select New Transform Map.

These maps only transform account segments between companies. Enter an identifier and a Detail Description that describes the source and target companies.

Notice that the Global Transform icon appears.

After you select the Source Chart of Account, the Target Chart of Account shows the same COA. You can't change this, as Global Transform Maps must use the same COA to map segments between companies.

And since it only changes segments, the Map Type is automatically set to Accounting Segment Map.

Now select the External Company that will receive the account segments.

That's what you do to create a Chart of Accounts Map and a Global Transform Map. Tap below to read notes on new maps. Then move on to see how you add accounts or segments to the map.

Adding Accounts and Segments

Now that the main things are set up, do the actual mapping.

Remember earlier that the Map Type is important? When you select GL Account Map, map accounts. When you select Accounting Segment Map, map segments. The map can only do one or the other.

Let's start with account mapping. From the New menu, select New GL Account Mapping.

That takes you to the COA Mapping > Account sheet.

First select the Source GL Account that contains the financial records. Tap this arrow and select the source account's Chart, Division, and Department.

Now tap the Target GL Account column and select the receiving account's Chart, Division, and Department.

Press New again and enter another account. Keep adding more until you set up the source and target accounts.

When setting up an Account Segment Map, you do things differently. From the New menu, select New Segment Mapping.

On the COA Mapping > Segment sheet, select the Source Segment and Target Segment, like Chart and Chart.

Select the Source Segment Value. This column has a drop-down list that shows the source chart segment values.

Then select the Target Segment Value. You guessed it, this column has a list with all the target chart segment values.

Tap New again and add another segment. Keep adding target and source segments until you complete the map.

That's how you add accounts and account segments. Not too bad, right? Tap Recap below to read notes about adding them. The next part of the course shows where you use account maps.

Linking COA Maps

Now that you've created COA maps, how do you use them? Remember Barbara was frustrated about creating posting rules for GL Transaction Types?

Instead of doing that, she can set up a transaction type to use a COA Map. This will save Barbara, and you, lots of time.

Do this in GL Transaction Type Maintenance. This program defines the processes that post accounts and journals. You create custom posting rules here too, but learn about them in a different course.

We'll focus on the Revisions > Book > Detail sheet. This sheet determines how transactions post to a book. First select the book.

Now select the Use Mapping check box. This activates the Mapping fields.

Use the Mapping from drop-down list to select the source book for the COA map. Then from the Using drop down list, select the COA map. When books use the same chart of accounts, select the Use Source Account option.

This solves Barbara's problem, and hopefully yours as well! Now when she posts for this transaction type, the ERP system uses this COA map to post financial records between the source and target accounts. No rule changes required!

You can also set up a source mapping relationship directly on a book. Do this within Book Maintenance.

After you select a book, go to the Posting > Source Book > Detail sheet. From the New menu, select New Link from Source Book.

First select the source book from the Map GL Transaction From Book drop-down list.

That pulls in maps you've created for this book. Select the map from the Use COA Map list. Like before, when books use the same chart of accounts, select the Use Source Account option. Once you've done that, pick a Transactional Currency.

Notice the GL Transaction Types grid. This contains transactions that update accounts between the source and target accounts. To activate their mappings, select Enable All.

Update Transaction Types to complete the mapping.

The last place where you select COA maps is within Consolidation Definition Maintenance. If you are in a multi-company environment, consolidation definitions determine how finances consolidate between source and target books.

You first transfer accounts from one or more source books to an intermediate book and then transfer to a target book. This target book can be in another company.

Select the consolidation definition and add source books for the definition. From the New menu, select New Source Book Definition.

On the Source Detail sheet, pick the Source Book. And here it is, the COA Map ID list! Select the COA map that pulls source accounts or account segments into this consolidation definition.

Well, needless to say, Barbara is relieved. COA Maps are just what she needs. She gives Corrine a high five. That wasn't too bad, was it? Maps are easier than manually moving accounts through rules.

Expand the Recap bar to see notes on how you link COA maps to transaction types, books, and consolidation definitions. The next part of the course illustrates the COA map process.

The COA Map Process

This illustration shows how COA account maps are used in the ERP system. Click on an item to learn more. When you're ready to tackle the quiz, click Next.

Chart of Accounts Map

Create a Chart of Accounts Map to transform one part of a COA into another part of a different COA. Usually you create COA maps instead of customizing posting rules. Map either accounts or account segments.

Global Transform Map

Create a Global Transform Map for multicompany environments. Use them to map account segments from a parent company COA to a subsidiary company's COA. They must use the same chart of accounts and can only map account segments.

GL Transaction Type

General ledger transaction types define posting processes for accounts and journals. Each transaction type handles a specific financial area like AP Payments, AR invoices, and so on. While you can customize posting rules, you can instead link a book to a type and then post financial records using a COA map.

Book

Books define the currency, fiscal calendar, chart of accounts, and Retained Earnings account. A company can use multiple books to display financial information in different ways. You can link a Source book to each book, and then select a COA map that determines what source accounts post to the target accounts in the receiving book.

Consolidation Definition

Used in a multi-company environment, consolidation definitions determine how source and target books process financial information. Select a COA map to move information from the source book to account segments within intermediate and target books.

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Corporate Office	**Latin America and Caribbean**	**Europe, Middle East and Africa**	**Asia**	**Australia and New Zealand**
804 Las Cimas Parkway	Blvd. Antonio L. Rodriguez #1882 Int. 104	No. 1 The Arena	238A Thomson Road #23-06	Suite 2 Level 8,
Austin, TX 78746	Plaza Central, Col. Santa Maria	Downshire Way	Novena Square Tower A	100 Pacific Highway
USA	Monterrey, Nuevo Leon, CP 64650	Bracknell, Berkshire RG12 1PU	Singapore 307684	North Sydney, NSW 2060
Toll Free: +1.888.448.2636	Mexico	United Kingdom	Singapore	Australia
Direct: +1.512.328.2300	Phone: +52.81.1551.7100	Phone: +44.1344.468468	Phone: +65.6333.8121	Phone: +61.2.9927.6200
Fax: +1.512.278.5590	Fax: +52.81.1551.7117	Fax: +44.1344.468010	Fax: +65.6333.8131	Fax: +61.2.9927.6298