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1   Introduction

Account Ability can import Information Returns, Annual Wage Reports, and Client information from a comma delimited ASCII Text File that conforms to a pre-defined record layout ("Schema"). Although most third party applications are capable of exporting to a delimited text file, the likelihood of the output being compatible with this schema is nil. **The Import Mapping Utility** ("IMU") resolves this dilemma by allowing the end user to convert any delimited text file ("Source") to a compatible text file ("Destination") via a series of drags, drops, and overrides, referred to as a mapping.

Main Topics

Importing from Microsoft Excel
Learning The Basics
Your First Mapping
Tools
Frequently Asked Questions

Note

- Account Ability can also import IRSTAX and W2REPORT files that comply with IRS Publication 1220 and SSA EFW2 (formerly MMREF-1) specifications, respectively. Do *not* use IMU with these types of files. Instead, see the **Import** selection on Account Ability's **File** menu.

Excel® is a registered trademark of Microsoft Corporation
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2   Importing from Microsoft Excel

2.1   Overview

The primary step in importing an Excel spreadsheet is to save the spreadsheet as a delimited text file. This text file is then opened as the **Source** file in **The Import Mapping Utility** ("IMU"). A mapping is then created and executed, resulting in a text file that Account Ability can import.

The following topics illustrate how to create a tab delimited text file from a sample spreadsheet, 1099MISC_EXAMPLE, created with Excel. Although this illustration uses a tab delimiter, one could also use a comma (,) or pipe (|) delimiter.

Topics

Spreadsheet Considerations
Zip Code and Tax ID Issues
Using The Format Cells Dialog
Creating The Source File

Notes

- If you don't already have an existing spreadsheet of information returns, annual wage reports, or client information, it is <u>not</u> necessary to create one in order to use Account Ability. Account Ability can accept input from the keyboard.
- If you already have a delimited text file that you want to import, skip directly to the chapter Learning The Basics (since delimited text files are the ultimate target of Excel spreadsheets).

2.2   Spreadsheet Considerations

Excel spreadsheets generally contain embedded formatting codes that must be removed prior to being saved as a delimited text file. The remaining topics in this chapter describe how to remove these formatting codes from the 1099MISC_EXAMPLE spreadsheet shown in Figure 1 below.

Figure 1 - Sample Spreadsheet (1099MISC_EXAMPLE.xls)

✎ **Notes**

- Each field of this spreadsheet resides within its own column. Ensure that each field of your spreadsheet resides within its own column as well. If necessary, the **Text to Columns** selection on Excel's **Data** menu could be used to partition a single column into distinct columns. For example, if your spreadsheet contains a single column containing CITY, STATE ZIP, Excel's **Text to Columns** feature could be used repeatedly to separate this column into three distinct columns, | CITY | STATE | ZIP |.
- The order of the columns is irrelevant since the primary objective of IMU is to map your source file to a text file that is compatible with Account Ability, regardless of column order.
- Row 1 contains descriptions, not actual data. Although not necessary, including descriptions in row 1 will facilitate the mapping procedure. IMU refers to row 1 as the **Header** record. If you decide to include a header record, make sure that it does <u>not</u> span more than one row.
- This spreadsheet contains only 7 columns (A-G). Clearly, this is less than the number of fields on an actual tax form (e.g. Form 1099-MISC also has boxes for Other Income, Nonemployee Compensation, etc...). It is <u>not</u> necessary to include a column for each field of a tax form since IMU will supply the missing defaults.
- If your spreadsheet contains aggregate rows (e.g. totals, sub-totals, etc.), remove them. You must ensure that each row of your spreadsheet, with the possible exception of row 1, contains recipient information only.
- If you examine the **Zip** and **Tax ID** columns in Figure 1 you will notice an invalid Zip code (8701 is missing a leading 0) on row 1 and an invalid Tax ID (98129999 is missing a leading 0) on row 2. Apparently, Excel has dropped the leading zero in both fields. The reason for this is that Excel regards these columns as numeric so leading zeros are insignificant. The next topic describes how to overcome this obstacle.

2.3 Zip Code and Tax ID Issues

As mentioned in the previous topic, Excel has dropped the leading zero in the **Zip** and **Tax ID** columns because these columns have been regarded as numeric so leading zeros are insignificant. Excel's **Format Cells** dialog easily overcomes this obstacle.
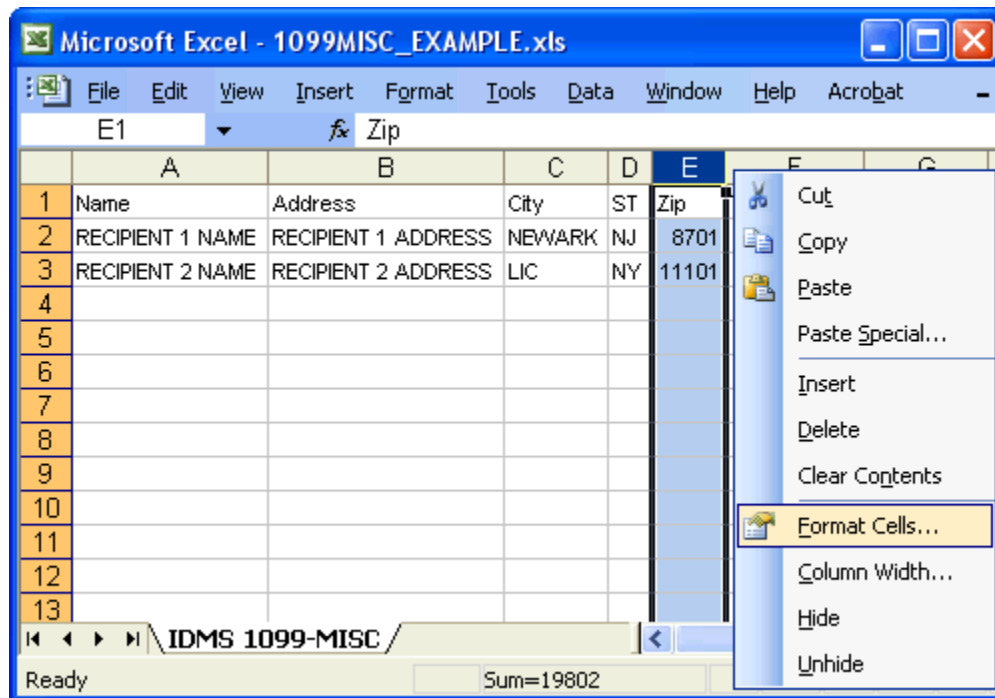
Figure 2 - Opening the Format Cells Dialog

There are two ways to open Excel's Format Cells dialog: (a) Right-click on the column to be formatted and select **Format Cells** from the popup menu. This is illustrated in figure 2 above. (b) Highlight the column to be formatted and select **Format Cells** from Excel's **Format** menu.

In either case, the **Format Cells** dialog is opened (see Figure 3 in the next topic).

2.4   Using The Format Cells Dialog

Excel's **Format Cells** dialog facilitates formatting an entire column of cells in your spreadsheet. Instructions for opening this dialog were given in the previous topic. Figure 3 below illustrates how to format the entire Zip column of our sample spreadsheet as a 5 digit Zip Code.
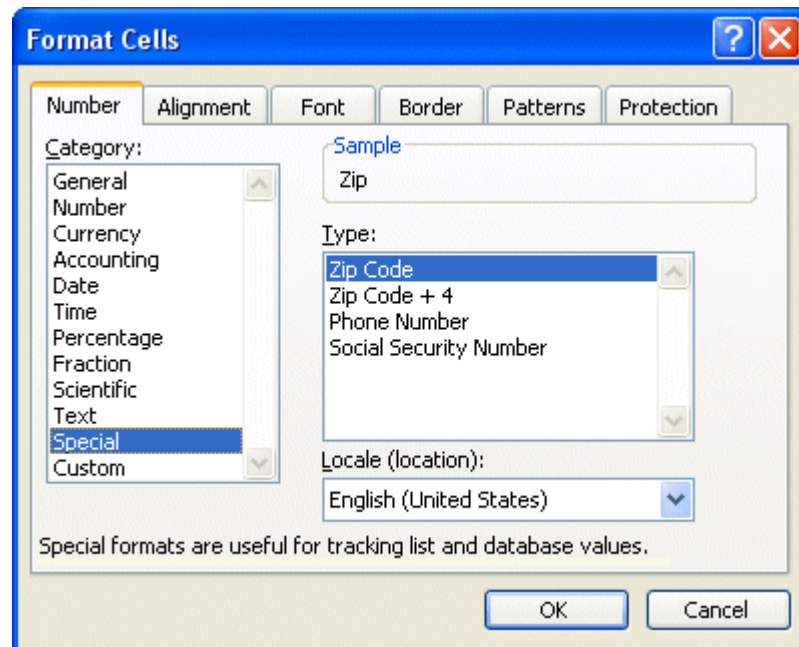
Figure 3 - Excel's Format Cells Dialog

In a similar fashion, the entire Tax ID column could be formatted as a Social Security Number. The next topic shows the original sample spreadsheet after all cells have been formatted appropriately.

2.5 Creating The Source File

Figure 4 shows the original spreadsheet with all cells appropriately formatted. Notice that the **Zip** and **Tax ID** columns now include the leading zeros. This spreadsheet is now ready to be stripped of all formatting codes and saved as a tab delimited text file.

Figure 4 - Properly Formatted Spreadsheet

Select **Save As** from Excel's **File** menu. This will display Excel's **Save As** dialog. Select **Text (tab delimited)** from the **Save as type** drop down list and click the **Save** button. The following dialog will be displayed,
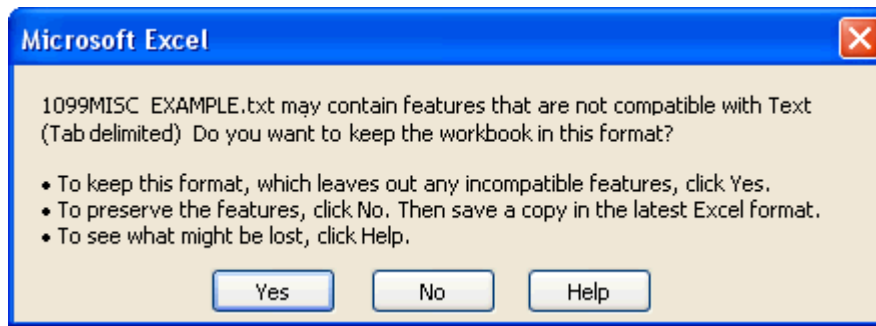
Reply **Yes** to have Excel create the desired tab delimited text file. You can now close Excel. If the following dialog is displayed,
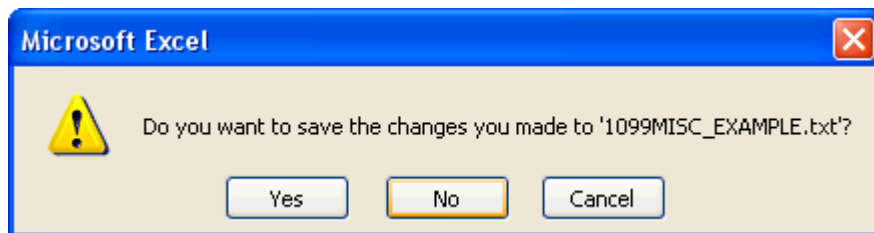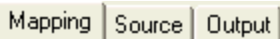

reply **No**. The delimited text file you just created is now a suitable **Source** file for IMU.

3   Learning The Basics

3.1   The User Interface

The user interface consists of many components, each serving a unique function in IMU. In addition to being rich in Contextual Help, there are 3 main pages (also known as tabs).

The Mapping page, which is *always* visible, provides all of the functionality required for creating, navigating, executing, saving, opening, renaming, and deleting mappings.

The Source page, which is visible *only* after a source file has been opened, contains the original source, changes made to the source during the current session, navigation buttons, and the option to delete source records.

The Output page, which is visible *only* after a mapping has been executed, contains the results of the execution. It is these results that eventually get imported into Account Ability.

Once you feel familiar with the user interface, jump to the chapter "Your First Mapping". This chapter makes extensive use of above pages and the objects they contain.

3.2   The Mapping Page

3.2.1   Tax Form Group

The **Tax Form Group**, shown below, appears at the top of the **Mapping** page. Each mapping you create will reference a unique tax form in this group.
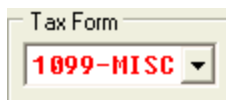
A drop down box located within the **Tax Form Group** contains a list of all supported tax forms. As illustrated above, Form 1099-MISC has been selected from this list. Account Ability supports the entire family of Information Returns and Annual Wage Reports.

Note

- The first entry in the drop down list is Clients. Although this is not a tax form, one should use this entry in order to map an entire list of clients into Account Ability.
- The second entry in the drop down list is *Sponsors*. Sponsors are specific to *Employer Sponsored Coverage* on Form 1095-B, Part II.
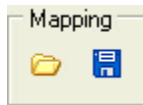
3.2.2   Mapping Group

The **Mapping Group**, shown below, appears at the top of the **Mapping** page. The buttons within this group are used to **open** a previously saved mapping or **save** the current mapping, respectively.
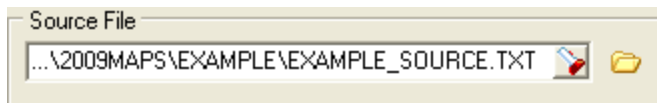

Notes

- To **Save** the current mapping, use the save (🖫) button.
- To **Open** a previously saved mapping, use the open (📂) button.
- To **Delete** a previously saved mapping, use the open button to locate the mapping. Once found, right-click on it and select **Delete** from the popup menu.
- To **Rename** a previously saved mapping, use the open button to locate the mapping. Once found, right-click on it and select **Rename** from the popup menu.

3.2.3   Source File Group

The **Source File Group**, shown below, appears at the top of the **Mapping** page. The buttons within this group are used to locate and open a source file, respectively.

Notes

- To **Locate** a source file, use the **search** (🖌) button.
- If changes are made to the source file, the **save** (🖫) button will be displayed.
- Source file changes are *temporary* unless saved.
- If you need to re-open the selected source file, use the **open** (📂) button.

3.2.4   Decimal Group

The **Decimal Group**, shown below, appears at the top of the **Mapping** page. This group specifies how IMU should interpret currency fields contained within the source document.
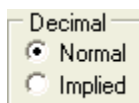
There are two modes of interpretation:

Normal: Currency values are interpreted as is. That is, a currency value of $123456 would be interpreted to mean $123456.00

Implied: Currency values are assumed to include the cents. That is, a currency value of $123456 would be interpreted to mean $1234.56

Notes

- If a currency value already contains a decimal point it will be interpreted as is, regardless of the mode selected.
- The mode you select applies to all currency values in the source file.

3.2.5   Delimiter Group

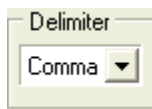The **Delimiter Group**, shown below, appears at the top of the **Mapping** page. This group indicates how your source file is delimited. Although IMU will attempt to compute the delimiter when your source file is first opened, you can always select the delimiter to be used from the drop down list of supported delimiters: comma, tab, pipe (|).

Following are examples of a record from a delimited text file whose fields are first name, last name, social security number, street address, city, state, zip code.

Comma (,) Delimited:
`John,Doe,123-11-3293,123 W 45th St,New York,NY,10023`

Tab (□) Delimited:
`John□Doe□123-11-3293□123 W 45th St□New York□NY□10023`

Pipe (|) Delimited:
`John|Doe|123-11-3293|123 W 45th St|New York|NY|10023`

Notes

- Generally, the delimiter should not be included within a field. If it is, however, the field should be enclosed within quotes.
- The Tab character, unlike the comma and pipe characters, is <u>not</u> visible, but may appear as □ in your source file listing (see example above).

3.2.6   Header Group

The **Header Group**, shown below, appears at the top of the **Mapping** page. This group indicates whether or not IMU should include (read) the header (first) record of the source file.
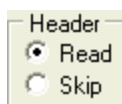
Descriptive header records facilitate the mapping process by identifying source fields and should be **Read** (included) during the construction phase of a mapping. Once the mapping is complete, however, you should **Skip** (omit) the header.

Example:
First Name,Last Name,Taxpayer ID,Street,City,State,Zip Code
`John,Doe,123-11-3293,123 W 45th St,New York,NY,10023`

The above example lists the first two records from a comma delimited source file containing a descriptive header record.

Notes

- If your source file contains a descriptive header record, be sure to skip the header prior to executing your mapping. Otherwise, IMU will attempt to map the header record to a recipient record within Account Ability.
- IMU includes a **Map by Name** utility that can automatically map source files with compliant header records. For more information, refer to the **Tools Menu Button** topic.

3.2.7 Source View

The **Source View**, shown below, appears on the left hand side of the **Mapping** page. When a source file is opened, IMU reads the header (first) record. Fields within the header (source fields) are then enumerated and displayed in the source view.

No.	Source Field	
1	First Name	
2	Middle	
3	Last Name	
4	Tax ID	
5	Address 1	
6	City	
7	State	
8	Zip	
9	Amount	

As mentioned in the Header Group topic, descriptive header records facilitate the mapping process. The source view listing above illustrates a descriptive header.

 Notes

- The **No.** column displays the position of each field within the record.
- The illustration above is the actual header record from the comma delimited text file EXAMPLE_SOURCE.TXT , which is included with IMU for illustrative purposes.

3.2.8 Destination View

The **Destination View**, shown below, appears on the right hand side of the **Mapping** page. After selecting a form from the **Tax Form** group, IMU populates the destination view with a list of **Destination Fields** specific to that form's schema.

The **No.** column will be zero if no data has been mapped to the corresponding **Destination Field**. Otherwise, the line number and corresponding source value appearing in the Source View are displayed.

Notes

- The destination view shown above is a subset of the actual destination view for Form **1099-MISC**. Source fields displayed in this view result from a mapping that will be created in the chapter Your First Mapping.
- Column **T** is used internally by IMU and can be disregarded.
- If the message **(N) NOT ALLOCATED?** appears in the **Source Field** column, there is an inconsistency in your source file at field position N of the current record. Inconsistencies, which generally arise when expected delimiters are missing, must be eliminated prior to executing a mapping.

3.2.9   Source Navigation Panel

The **Source Navigation Panel**, shown below, appears on the bottom of the **Mapping** page. When a source file is open, this panel displays the current source record and the total source records. In the illustration below, the source file contains 7 records and record 2 is current.
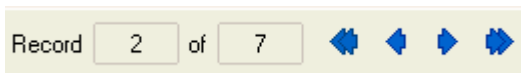
One can easily navigate a source file using the navigation buttons (shown in blue above). These buttons can be used to move to the **first**, **previous**, **next**, or **last** source record, respectively.

Note

- In order to jump to a specific source record, click the current **Record** field.

3.3   The Source Page

The **Source** page, which is visible only after a source file has been opened, contains the original source, changes made to the source during the current session, navigation buttons, and the option to delete source records.
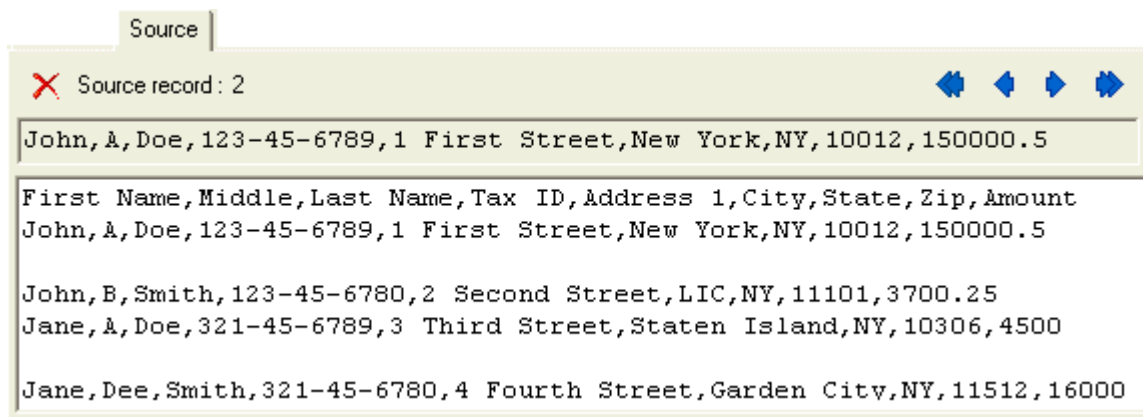
The *active* source record is clearly highlighted at the top of the **Source** page (Record 2 above). Below the active source record, the entire source file is displayed in the *source list window*. Navigation buttons (shown in blue) can be used to activate the **first**, **previous**, **next**, or **last** source record, respectively.

📝 Notes

- Clicking directly in the source list window changes the active source record.
- As illustrated above, EXAMPLE_SOURCE.TXT contains two null (blank) records. These have been included intentionally. Although source files, in general, should *not* contain null records, IMU will attempt to avoid them during the execution phase of your mapping.
- The **Delete** (✗) button can be used to delete the active source record, if necessary. Unless saved, deletions are *temporary*. For instructions on saving source file changes, see the topic Source File Group.

3.4   The Output Page

The **Output** page, which is visible only after a mapping has been successfully executed, contains the results of the execution. It is these results that eventually get imported into Account Ability.

Regardless of how your source file is delimited, the results of the execution will always be a comma delimited text file whose field order complies with the schema of the selected tax form.

3.5   Contextual Help

Contextual Help provides you with immediate assistance without having to leave the context in which you are working. It provides information about a particular object and its context. It answers questions such as "What is this?", "Why would I use it?" and "How do I use it?"

IMU implements contextual help in three ways:

- Context-sensitive Help
- Hints
- Online Help Documentation

Context-sensitive Help

This method of contextual help provides information about particular objects. It provides answers to questions such as "What is this?" and "Why would I use it?". In order to request context-sensitive help, either

1.   Click the *context-sensitive help button* (🔍❓) located at the bottom of the **Mapping** page, then point and click the resulting *help cursor* (❓) directly on a specific object, or
2.   Depress the SHIFT-F1 key sequence, then point and click the resulting *help cursor* (❓) directly on a specific object, or
3.   Right-click your mouse directly on an object. If help is available, a **What's this?** window will appear. Click once on **What's this?** in order to display context-sensitive help specific to the object, or
4.   While focused on an object, depress the F1 key to display help specific to the object.

Hints

Hints are informative messages that are displayed after resting the mouse on an object for a few seconds. For example, if you rest your mouse on the **Delimiter** group, a hint similar to the following will be displayed
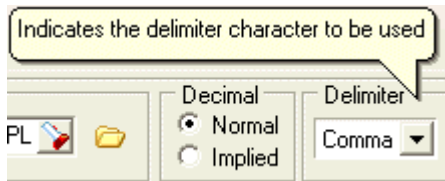
Online Help Documentation

At the bottom of the **Mapping** page you will notice one of two help buttons: either an *HTML Help Button* or a *WinHelp Help Button.* Although each of these buttons displays the same online help, the one you see will depend upon your operating system.

HTML Help Button:

The current generation of Microsoft help systems is known as HTML Help. It uses the Internet Explorer browser engine, with a special ActiveX control to provide extra capabilities to HTML pages. If your operating system supports HTML help, the **HTML Help Button** will be displayed.
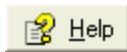
Notes

- Right-clicking on some objects may *not* display context-sensitive help. The reason for this is that the right-click event may have been assigned to another procedure or popup menu. If this should happen, use the SHIFT-F1 key sequence as described above.
- Not all objects have hints associated with them.

4   Your First Mapping

4.1   Overview

This chapter explains the steps required to map a sample source file, EXAMPLE_SOURCE.TXT, to Form **1099-MISC**. It also discusses the various tools and procedures available to help you manage your own mappings.

It is strongly suggested that you read each of the following topics in the order listed. Once understood, similar steps can then be followed to map your own source files to any supported tax form.

Topics

- Select The Tax Form
- Select The Source File
- Create The Mapping
- Merging Source Fields
- Forcing Destination Values
- Editing Source Field Values
- Deleting Source Records
- Execute The Mapping
- Testing The Output

Note

- EXAMPLE_SOURCE.TXT is included with IMU. It can be found in the sub-folder \2020MAPS\EXAMPLE\ of the IMU installation folder.

4.2   Select The Tax Form

The first step in creating a mapping is to select a tax form. The drop down box located within the tax form group contains a list of all supported tax forms. Since we will be mapping to Form **1099-MISC**, select **1099-MISC** from this list. Fields specific to Form **1099-MISC** will be displayed in the destination view.

📝 **Notes**

- The **No.** column appearing in the destination view contains only zeros since nothing has been mapped yet.
- The **Source Field** column appearing in the destination view contains blanks, zeros, N/A, etc. since nothing has been mapped yet.

4.3   Select The Source File

In the previous topic, destination Form **1099-MISC** was selected from the tax form group. The next step in creating a mapping is that of opening sample source file EXAMPLE_SOURCE.TXT.

To **Locate** source file EXAMPLE_SOURCE.TXT,

- Click the **search** (🔍) button appearing in the source file group.
- Look in the folder **2020MAPS** for the folder EXAMPLE.
- Look in the folder EXAMPLE for the source file EXAMPLE_SOURCE.TXT (see below).
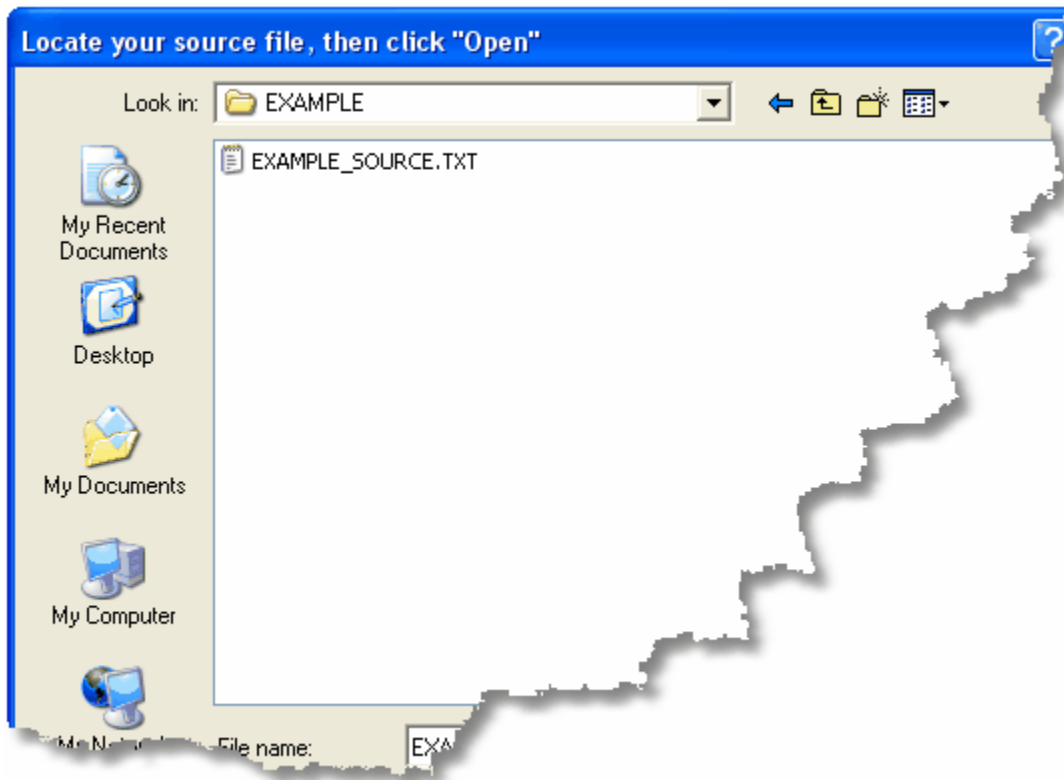
- Double-click EXAMPLE_SOURCE.TXT in order to select it.

If successful, the source view will contain the descriptive header (first) record of EXAMPLE_SOURCE.TXT, the delimiter group will read *comma*, the source navigation panel will be active, and the source page will be visible. We are now ready to create our first mapping.

📝 **Notes**

- The folder 2020MAPS can be found within the IMU installation folder.
- If a descriptive header is not displayed, select **Read** in the header group.
- EXAMPLE_SOURCE.TXT does *not* use implied decimals.

4.4   Create The Mapping

In the previous topics, destination Form **1099-MISC** was selected from the tax form group and sample source file EXAMPLE_SOURCE.TXT was located and opened. In this topic, a one-to-many mapping of EXAMPLE_SOURCE.TXT to Form **1099-MISC** will be created.

There are three ways to map source fields to destination fields:

1. Drag and Drop
2. Click and Double-Click
3. Map by Name

This topic describes 1 and 2 above. Details of the Map by Name procedure can be found in the Tools chapter.

 Note

- A ➔ B denotes *source field A maps to destination field B.*

Drag and Drop
Move your mouse to the source view and click on "First Name". Next, hold down the mouse button as you drag "First Name" to "Name line 1" in the destination view. Now, drop the "First Name" by releasing the mouse button. If successful, the **Source Field** and **No.** columns of the destination view should appear as in Figure 5. If they do, then you have successfully mapped source field "First Name" to destination field "Name line 1" using *drag and drop*.

Destination Field	Source Field	No.	T
Name line 1	First Name	1	$

Figure 5 - First Name ➔ Name line 1

Click and Double-Click
Move your mouse to the source view and click once on "First Name". Next, double-click on "Name line 1" in the destination view. If successful, the **Source Field** and **No.** columns of the destination view should appear as in Figure 5. If they do, then you have successfully mapped source field "First Name" to destination field "Name line 1" using *click and double-click*.

 Notes

- Whether you choose to map by **Drag and Drop** or **Click and Double-Click** is a matter of preference.
- To **undo a map** either map the field to the same destination or double-click the destination field.
- If you inadvertently map a field to the wrong destination, undo the map and map it again.
- Double-click any source field to **verify** that it has been mapped.

Map by Name
This procedure attempts to generate a mapping automatically, based upon the header record of your source file. Details of the Map by Name procedure can be found in the Tools chapter.

Exercise: Use either **Drag and Drop** or **Click and Double-Click** to establish the following mapping from EXAMPLE_SOURCE.TXT to Form **1099-MISC:**

First Name ➔ Name line 1
Tax ID ➔ Taxpayer id
Address 1 ➔ Street address line 1
City ➔ City
State ➔ State
Zip ➔ Zip code
Amount ➔ Rents

Your results should be identical with those displayed in the <u>destination view</u>.

One-To-Many, One-To-One Mappings

A mapping containing at least one source field which maps to more than one destination field is said to be *one-to-many*. A mapping that is <u>not</u> one-to-many is said to be *one-to-one*.

The mapping created in the exercise above is clearly one-to-one. Assuming that the "Amount" reported in destination field "Rents" had to be reported to the recipient's state as well, one could simply map

State ➔ Reporting State #1
Amount ➔ State 1 income

resulting in a one-to-many mapping that would get the job done.

Note

- Prior to 2005, IMU did <u>not</u> support one-to-many mappings.

Although the mapping above suffices to import EXAMPLE_SOURCE.TXT into Form **1099-MISC**, there is one minor problem! Each recipient's "Middle" and "Last Name" have not been mapped. Surely, one could map "Last Name" ➔ "Name line 2", but this would result in the recipient's "First Name" and "Last Name" printing on two distinct lines of Form **1099-MISC**. Moreover, the "Middle" name was never mapped. The solution to this problem lies within IMU's power to <u>merge source fields</u>, which is the subject of the next topic.

4.5   Merging Source Fields

There may be times when a specific destination field requires the *merging* of distinct source fields. The one-to-many mapping of EXAMPLE_SOURCE.TXT to Form **1099-MISC**, created in the previous topic, clearly illustrates this. The problem with this mapping is that each recipient's "Middle" and "Last Name" has not been mapped. A simple solution would be to map "Last Name" ➔ "Name line 2", but this would result in the recipient's "First Name" and "Last Name" printing on two distinct lines of Form **1099-MISC**. Moreover, the "Middle" name was never mapped. The solution to this problem lies within IMU's power to merge source fields.

Merging Source Fields

The following steps illustrate how to merge the "First Name", "Middle", and "Last Name" fields of EXAMPLE_SOURCE.TXT into a single field, which is then be mapped to "Name line 1".

1. Click on source field 3, "Last Name".
2. With the mouse button depressed, drag the "Last Name" up and drop it onto source field 2, "Middle".
3. Note that source field 3 has been merged with source field 2, which now reads "Middle Last Name".
4. Click on source field 2, "Middle Last Name".
5. With the mouse button depressed, drag the "Middle Last Name" up and drop it onto source field 1, "First Name".
6. Note that source field 2 has been merged with source field 1, which now reads "First Middle Last Name".
7. The "First Middle Last Name" field can now be mapped to "Name line 1".

If successful, destination field "Name line 1" should now read "First Middle Last Name", the results of the merge.
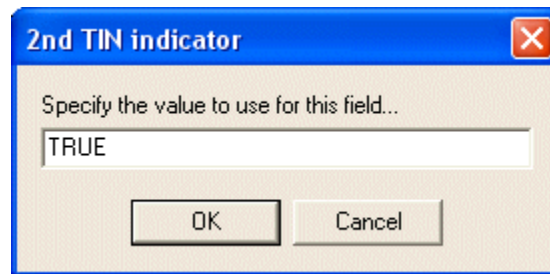
Notes

- Merging the same source fields <u>twice</u> will **undo the merge**.
- When merging <u>exactly</u> two source fields, the order of the fields relative to each other isn't important.
- When merging <u>more than</u> two source fields, the order of the fields relative to each other <u>is</u> essential. That is, in order to successfully merge source fields I, J, K, ..., it must be true that source field I precedes source field J, source field J precedes source field K, ..., and so on.

4.6   Forcing Destination Field Values

Occasionally, a destination field may require a value that is not contained within the source file. If such a value happens to be the <u>same</u> <u>for</u> <u>all</u> <u>recipients</u>, one can force the destination value into the field by right-clicking the destination field.

For example, assume that the "2nd TIN indicator" field had to be set to TRUE for all recipients. Since EXAMPLE_SOURCE.TXT does not contain a field for "2nd TIN indicator", you would right-click on "2nd TIN indicator" and type in TRUE, as shown in Figure 6 below.

Figure 6 - Force "2nd TIN indicator"=TRUE

☑ **Notes**

- You cannot force data into a previously mapped destination field.
- Mapping to a previously forced destination field will delete the forced value.

4.7   Editing Source Field Values

During the mapping or execution phase you may discover an incorrect value in one or more fields of a source record (e.g., an incorrect taxpayer id, an incorrect or missing address, an invalid date, etc.). Generally, it would be necessary to correct the database from which your source was created, recreate the source and try the mapping again. Since this can be a rather time consuming process, IMU offers an interactive means of editing your source data without ever leaving the application.

To illustrate the procedure, open the sample source file EXAMPLE_SOURCE.TXT. Using the source navigation panel, advance to record 2 of 7, the record for John Doe. Assume that the social security for John Doe, 123-45-6789, should really be 123-45-6788. In order to change the social security from within IMU, right-click on the incorrect value and enter the correct value, as shown in Figure 7 below.

Figure 7 - Editing Source Field Values

☑ **Note**

- Changes made to your source file are temporary unless saved (see source file group).

4.8   Deleting Source Records

During the mapping or execution phase you may discover unwanted records in your source file. Although you could delete the records from the original database and recreate the source, IMU offers an alternative interactive means of deleting source records without ever leaving the application.

To illustrate the procedure, open the sample source file EXAMPLE_SOURCE.TXT and display the source page. Notice that records 3 and 6 are NULL (contain no data whatsoever). Using the navigation buttons, move to record 3, the first NULL record. Now click the delete button (✖) in order to remove the record.

Notes

- Deleted records are temporarily removed from the source file until saved (see source file group).
- Source records are automatically renumbered after each deletion.

4.9   Execute The Mapping

When you believe your mapping is complete, click on the

button. The execution phase will attempt to apply your mapping to each record of your source file. If successful, you will be prompted to save the output to a destination file. It is this destination file that will eventually be imported into Account Ability.

IMU creates a default destination file by appending the selected tax form to your source file's name, e.g. EXAMPLE_SOURCE**1099MISC**. This file is then saved with a default TXT extension in the folder **2020MAPS**, located within the installation folder (e.g. **Import\2020MAPS**).

Notes

- If your file contains a descriptive header record, be sure to skip the header before executing your mapping. Otherwise, Account Ability will attempt to import this descriptive header as an actual tax form.
- You can view the results of a successful execution on the output page.
- If you forget to save the output, you can save it by clicking on the **Save Output** button.
- You can execute your mapping as many times as desired.
- If you make changes to your source file, you must execute the mapping once again.

4.10   Testing The Output

After successfully executing your mapping, IMU displays **Importing Instructions** in a dialog similar to that shown in Figure 8 below,
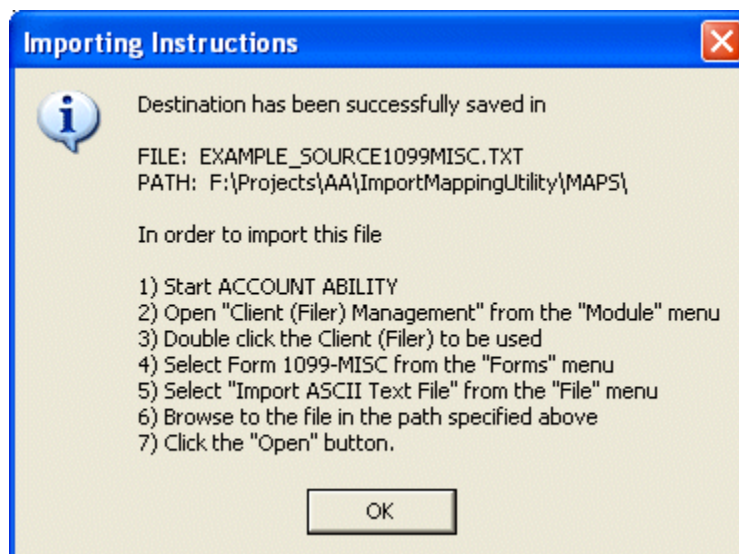
Figure 8 - Importing Instructions

At this point, it is suggested that you test the output by following the instructions displayed on your screen. If acceptable, you have successfully mapped your source file into Account Ability. Otherwise, make the necessary changes, re-execute the mapping and try again.
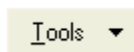
Note

- If you need to test your results multiple times, use the **Kill This File** selection located on the **Tools** menu of the desired tax form prior to each import. Otherwise, Account Ability will attempt to append each import session to the previous import session resulting in duplicate records.

5 Tools

5.1 Tools Menu Button

The **Tools Menu Button**,

Tools ▼

contains the following menu selections:

Map by Name
Reset This Mapping
Create a Delimited Header File

If you include a header record in your source file with field names exactly matching any or all of those displayed in the destination view, the **Map by Name** procedure can be used to automatically map each source field to its matching destination. To facilitate the creation of such a header record, the last selection, **Create a Delimited Header File**, can be used to create a file containing a comma, tab, or pipe delimited header record for the selected tax form. Once a header has been created, it can be pasted into Excel or any other text editor that contains your source file.

Note

- The last selection, **Create a Delimited Header File**, requires that a *delimiter* and *tax form* first be selected from the delimiter and tax form groups, respectively.

5.2 Map by Name

After selecting a form from the tax form group, IMU populates the destination view with a list of destination fields specific to that form's schema. If your source file includes a descriptive header record with field names matching any or all of those displayed in the destination view, the **Map by Name** procedure can be used to automatically map each source field to its respective destination. To facilitate the inclusion of such a header record, a tool to create either a comma, tab, or pipe delimited header record is included on the **Tools Menu Button** (see Create a Delimited Header File).

To use the map by name procedure,

- Select the tax form (or "Clients") from the tax form group.
- Select the source file to be used.
- From the decimal group indicate whether or not the decimal is implied in all currency fields of your source file.
- Select the delimiter to be used from the delimiter group (*tab*, *comma*, and *pipe* delimited source files are supported). If you are not sure of the delimiter you can skip this step. IMU will attempt to calculate the delimiter for you.
- Select **Read** in the header group.
- Select **Map by Name** from the **Tools Menu Button**.

After the mapping is complete, choose **Skip** in the header group and use the navigation buttons in the source navigation panel to verify the accuracy of the mapping. If successful, click the **Execute** button in order to execute the mapping. This will create the output file to be imported into Account Ability.

Note

- The **Map by Name** menu selection appears disabled (dimmed out) if either (i) the source view is empty, (ii) the destination view is empty, or, (iii) the header group is not set to **Read**.

5.3   Reset The Mapping

Resetting a mapping will erase all mapped fields, merges, and overrides while maintaining the selected tax form and source file. This is the quickest way to erase a mapping and start over.

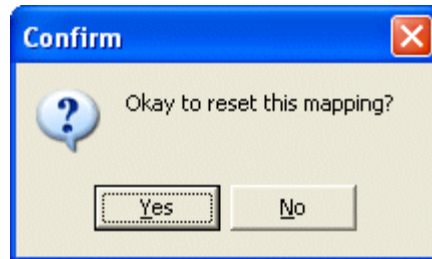Prior to resetting a mapping, IMU will confirm your intentions,

Figure 9 - Reset This Mapping

Reply Yes or No, accordingly.

5.4   Create a Delimited Header File

After selecting a form from the tax form group, IMU populates the destination view with a list of destination fields specific to that form's schema. If your source file includes a descriptive header record with field names exactly matching any or all of those displayed in the destination view, the Map by Name procedure can be used to automatically map each source field to its respective destination.

To facilitate the creation of such a header record, the **Create a Delimited Header File** tool should be used. Once a header has been created, it can be pasted into Excel or any other text editor that contains your source file. You can then edit this file in order to remove unwanted fields and columns.

To create a delimited header file,

- Select the tax form (or "Clients") from the tax form group.
- Select the delimiter to be used from the delimiter group (*tab*, *comma*, and *pipe* delimiters are supported).
- Select **Create ... Delimited Header File for ...** from the **Tools Menu Button** (the ellipses are replaced with the delimiter and form you've selected, respectively).

IMU will suggest a filename (e.g. 1099MISC_2020_Header_Comma) based upon the delimiter and tax form selected. By default, this file will be saved with a TXT extension in the folder 2020MAPS\HEADERS located within the installation folder (e.g. IMPORT\2020MAPS\HEADERS).

✎ Note

- The **Create a Delimited Header File** menu selection appears disabled (dimmed out) if either (i) a delimiter has not been selected or (ii) a tax form has not been selected.