

Ledger Code Mapping Import

Overview

This feature provides the ability to assign a ledger code.

- For service providers with no integrations to other applications, you can use this importer to import and map your own ledger codes to Emersion's internal ledger codes.
- For service providers who have integrations enabled, you can use this importer to map your external system's ledger codes.

This import supports mapping ledger codes to the following integrations.

- Xero
- Quickbooks Online
- Netsuite



If you have multiple integrations enabled, we strongly recommend creating a single import file per integration.

Importer Rules and Templates

The importer's columns are utilised by the system based on the specific integration.

The table below contains what is required for each integration.

We have provided import templates for each integration to make things easier for you.

A dash (-) in the table below represents leaving the field blank. Check your import file using the [Data Definition Tables](#) on this page.

Mapping Type	mapping_type	mapped_id	mapped_name	mapped_code	mapped_description	effective_date	Download the import template
Emersion Internal Ledger Codes	'base'	-	Ledger Name	-	Description	Effective Date	emersion_ledger_code_mapping_import_template.csv
For Xero Integration	'xero'	Account Guid	Account Name	Account Code	Description	Effective Date	xero_ledger_code_mapping_import_template.csv
For QuickBooks Integration	'quickbooks'	Product /Service Id	Product/Service Name	-	Description	Effective Date	quickbooks_ledger_code_mapping_import_template.csv
For NetSuite Integration	'netsuite'	Item Id	Item Name	-	Description	Effective Date	netsuite_ledger_code_mapping_import_template.csv

Licencing

This feature is available to subscribers of the following:

- ☒ Emersion Core
- ☒ Optional Modules (Any Integration to another application where ledger codes are maintained)
- ☐ Upon Request (please contact your Account Manager)

Import Result Notification

This feature utilises the **Bulk upload processing notification event** (event type 963) to send a notification to the user containing the results of the import attempt.

- If the import is successful, the email notification will advise you when the import process is complete.
- If the import is not successful, the email notification will send details of the records that failed validation and why.

An event template must be created and the event must be *enabled* before the import tool can be used.

Preparing The Data for Import

A hard limit of **2000** rows is supported via this tool, including the header row.

To prepare your data for import, you will need to create a CSV import file or you can download the template files above.

If you need to import more than this, create multiple import files and process them one-by-one.

Importing The Data

To access the import tool:

Admin > Bulk Import > Ledger Code Mapping

1. Click the **Browse** button and select the csv file containing the data you want to import.
2. If you want the bulk upload processing notification email to be sent to a different email address than the address defined in the event template, tick the **Override?** checkbox and enter an alternative email address. This will only apply for this upload. To change the email address for all future imports, you will need to change the recipient defined in the event template.
3. Press **Submit**
4. The system will validate the data and if no errors are found, the system will import the data. When the notification email is received, the process has been completed.

Validating the Import



Bulk Import Validation

The system will parse the data for invalid formatting only. It cannot check for data accuracy. It is strongly recommended that you check the imported data to ensure that the import was accurately imported. To do this, divide your import records into groups of 20. Check a single record in each group. If an error is found, check each previous record for the group until you find the one that was imported incorrectly.

If you find a problem, you cannot roll back the import. You have two options should this occur:

1. Manually correct the data.
2. Request Emersion fix the errors for you.

Any request to correct imported data must be submitted via a ticket. Emersion will provide an estimate of the work and a quote. The quote must be approved and paid in advance before any restorative work commences.

Data Definition - Emersion Internal Ledger Codes

This section contains a list of the required fields and a definition of what the system considers as valid inputs.

Data field	Description	Mandatory?
LEDGER_CODE_ID	The ID of the Emersion ledger code.	Yes - if no LEDGER_CODE_NAME is provided
LEDGER_CODE_NAME	The name of the ledger code.	Yes - if no LEDGER_CODE_ID is provided
MAPPING_TYPE	base	Yes
MAPPED_ID	Leave this field blank	No
MAPPED_NAME	Ledger code mapping name	Yes
MAPPED_CODE	Leave this field blank	No
MAPPED_DESCRIPTION	A description for the mapping	Yes
EFFECTIVE_DATE	The date that the ledger code applies from	Yes

Data Definition - Xero Ledger Codes

This section contains a list of the required fields and a definition of what the system considers as valid inputs.

Data field	Description	Mandatory?
LEDGER_CODE_ID	The ID of the Emersion ledger code.	Yes - if no LEDGER_CODE_NAME is provided
LEDGER_CODE_NAME	The name of the ledger code.	Yes - if no LEDGER_CODE_ID is provided
MAPPING_TYPE	xero	Yes
MAPPED_ID	The Account Guid from Xero	No - but one of MAPPED_ID, MAPPED_NAME, MAPPED_CODE must be supplied
MAPPED_NAME	Account Name from Xero	No - but one of MAPPED_ID, MAPPED_NAME, MAPPED_CODE must be supplied
MAPPED_CODE	Account code from Xero	No - but one of MAPPED_ID, MAPPED_NAME, MAPPED_CODE must be supplied
MAPPED_DESCRIPTION	A description for the mapping	Yes
EFFECTIVE_DATE	The date that the ledger code applies from	Yes

Viewing Imported Data

Emersion Internal Ledger Codes

See the **Admin > Ledger Mapping > Ledger Codes** tab to review the mappings that have been created.

Viewing Imported Data

Xero Ledger Codes

See the **Integration > Xero > Ledger Mapping** tab to review the mappings that have been created.

Data Definition - Quickbooks Ledger Codes

This section contains a list of the required fields and a definition of what the system considers as valid inputs.

Data field	Description	Mandatory?
LEDGER_CODE_ID	The ID of the Emersion ledger code.	Yes - if no LEDGER_CODE_NAME is provided
LEDGER_CODE_NAME	The name of the ledger code.	Yes - if no LEDGER_CODE_ID is provided
MAPPING_TYPE	quickbooks	Yes
MAPPED_ID	Product/Service Id	No - but one of MAPPED_ID or MAPPED_NAME, must be supplied
MAPPED_NAME	Product/Service Name	No - but one of MAPPED_ID or MAPPED_NAME, must be supplied
MAPPED_CODE	Leave this field blank	No
MAPPED_DESCRIPTION	A description for the mapping	Yes
EFFECTIVE_DATE	The date that the ledger code applies from	Yes

Viewing Imported Data

Quickbooks Ledger Codes

See the **Integration > Quickbooks > Ledger Mapping** tab to review the mappings that have been created.

Access Control

No powers are used to govern access to this tool.

Related Pages

- [Ledger Code Mapping Import](#)
- [Mapping Netsuite Ledger Codes](#)
- [Ledger Codes](#)
- [Ledger Code Mapping Import for COGS](#)
- [Training Session Guide: Invoicing, Billing and Payments](#)
- [The Ledger Journal](#)
- [Plan-Based Ledger Code Overrides](#)
- [Netsuite Fundamentals](#)
- [Link an Emersion Account to a Netsuite Customer](#)
- [Setup Netsuite Tax Codes](#)
- [Setup Netsuite Payment Accounts](#)
- [Set Netsuite Push Settings for an Account Profile](#)
- [Configure Default Netsuite Settings](#)

Data Definition - Netsuite Ledger Codes

This section contains a list of the required fields and a definition of what the system considers as valid inputs.

Data field	Description	Mandatory?
LEDGER_CODE_ID	The ID of the Emersion ledger code.	Yes - if no LEDGER_CODE_NAME is provided
LEDGER_CODE_NAME	The name of the ledger code.	Yes - if no LEDGER_CODE_ID is provided
MAPPING_TYPE	base	Yes
MAPPED_ID	Item Id from Netsuite	No - but one of MAPPED_ID or MAPPED_NAME, must be supplied
MAPPED_NAME	Item name from Netsuite	No - but one of MAPPED_ID or MAPPED_NAME, must be supplied
MAPPED_CODE	Leave this field blank	No
MAPPED_DESCRIPTION	A description for the mapping	Yes
EFFECTIVE_DATE	The date that the ledger code applies from	Yes

Viewing Imported Data

Netsuite Ledger Codes

See the **Integration > Netsuite > Ledger Mapping** tab to review the mappings that have been created.

- [Deactivate Connection to Netsuite](#)
- [Configure Netsuite Integration](#)