Importing Data Extractions from Equity Edge® into Account Ability

Integrated Data Management Systems, Inc. (IDMS) has created mappings that will facilitate the task of importing data extractions from Equity Edge® by E*TRADE Corporate Services into Account Ability Tax Form Preparation Software. The following instructions will assist you in downloading and executing these mappings. If you should require technical assistance, contact Account Ability's technical support at 1-888-IDMSINC (436-7462) or email (support@idmsinc.com).

1) Point your browser to http://www.idmsinc.com/ETRADE to display the mappings:

3921.MAP
3922.MAP

2) Right click on the mapping to be downloaded.

3) Select 'Save target as' from the popup menu.

Save the file 3921.MAP to C:\3921.MAP
Save the file 3922.MAP to C:\3922.MAP

4) Save your data extractions from Equity Edge® as follows:

Save the 3921.csv data extract to C:\3921.csv
Save the 3922.csv data extract to C:\3922.csv

5) Launch Account Ability Tax Form Preparation Software.

6) From the 'Module' menu select 'Import Mapping Utility'. If you haven't installed the Import Mapping Utility, Account Ability will display simple installation instructions. Follow these instructions and return to step 6 again.

7. From the 'Mapping' group, click on the 'Open' button ( ).

8. Change the 'Look in' to C: and double click the mapping to be used.

9. Your data extraction will be opened, displayed and mapped.

10. Click the 'Execute' button at the bottom of the Import Mapping Utility and 'Save' the output.

The output file you just created is now ready for importing into Account Ability Tax Form Preparation Software. Once imported, your 3921, 3922 transactions will be ready for printing and/or electronic filing.