

# Data Mapping

## Preparing to Use the Mapping Tool

The Mapping Tool requires Excel 2013 or later, running on a Windows PC. Do not attempt to use the tool in Excel Online.

1. Download the Mapping Tool to a known location on your PC.
2. Open it in the full desktop version of Excel.
3. Navigate to the **Home** worksheet.

At this point, you're ready to start using the Mapping Tool. Use the links below to view short How-to topics.

## Video Tutorials

- Introduction
- Trial Balance
- Mapping multiple dealer accounts to one Solomon Coyle account
- A helpful alternative to the account pulldown list...
- Non-aligned Product
- Month-end Balances
- Staffing
- Importing into the Survey