

Grouping and Mapping multiple files

You can create a mapping group and map multiple files with the same data file type, format, and collateral name. The grouping and mapping can be performed for data file types such as AR Detail, AR Summary, AP Detail, and AP Summary.

Pre-requisites to group multiple files to the created mapping group are as follows:

- Data File Type AR Detail, AR Summary, AP Detail, and AP Summary.
- Collateral collateral name(Receivables, Payables).
- File Format as xls, xlsm, xlsm, csv, pdf, txt, rpt, and html.

The mapping process includes the following steps:

- 1. File selection (Step1)
- 2. Data mapping (Step2)
- 3. Data assignment (Step3)
- 4. Data review (Step4)

Step1: File selection

Mapping of data is performed by uploading files. While mapping multiple files to the created group, auto search the name of the group and upload the file to map.

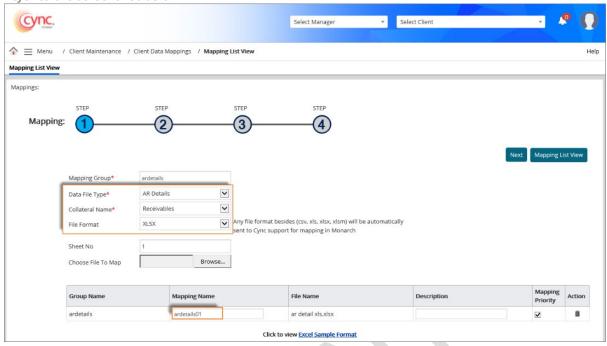
To create a new mapping click

Create New Mapping

- 1. In the **Mapping Group** field, enter the group name or auto search the created mapping group. You can create a group and map multiple files with the same data file type, collateral name, and file format.
- 2. The **Data File Type** field shows the data file type as per the previously mapped file. The option would be disabled.
- 3. The **Collateral Name** field, shows the type of collateral as per the previously mapped file. The option would be disabled.
- 4. The **File Format** field, shows the the file format collateral as per the previously mapped file. The option would be disabled.
- 5. In the **Sheet No** field, enter the sheet number. For .xls and .xlsx file formats, enter the number for the sheet being exported.
- 6. In the **Choose File to Map** field, attach the file you are mapping from your local drive, the system shows the details of the mapped file.
- 7. Upon choosing the existing mapping group, you need to enter a unique mapping name. You can add the description, mapping priority for the mapped file or delete the same.
- 8. Click Next . You are redirected to step 2 or the mapping process.



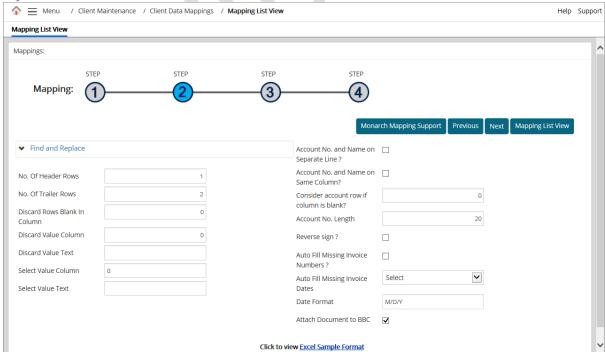
Refer to the screenshot below:



Step 2: Mapping

This step allows you to identify the data that you need to map. You need to map the data as per their occurrence in the rows and columns in the spreadsheet.

Refer to the screenshot below:

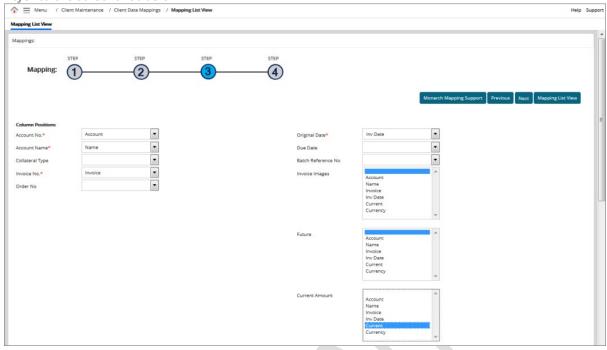


Step 3: Mapping Assignment

This step allows you to label and assign the data. The fields appear on this page based on the collateral type you select. This page shows the column headings that you need to map.



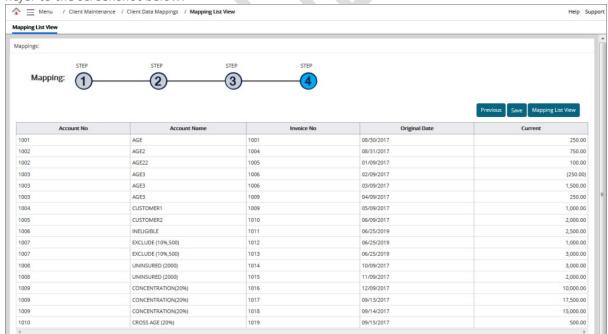
Refer to the screenshot below:



Step 4: Data Review

This step allows you to review data extracted by Cync. Click **Save** button to complete the mapping process.

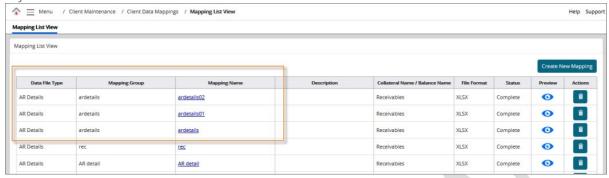
Refer to the screenshot below:





Once mapping process is complete, you can view the mapping group with multiple mapped files. For example, there are 3 mapped files under Mapping Group "ardetails".

Refer to the screenshot below:



Upon mapping the file, you can create mapped file records in the application that is required to process the BBC under **BBC Files Required** page and upload the file under **ABL File Uploads** page.