

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, xlsx, 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:

Mapping List View

Mappings:

Mapping: STEP 1 STEP 2 STEP 3 STEP 4

Column Positions:

Account No.* Account

Account Name* Name

Collateral Type

Invoice No.* Invoice

Order No

Original Date* Inv Date

Due Date

Batch Reference No

Invoice Images

Future

Current Amount

Account Name Invoice Inv Date Current Currency

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:

Mapping List View

Mappings:

Mapping: STEP 1 STEP 2 STEP 3 STEP 4

Previous Save Mapping List View

Account No	Account Name	Invoice No	Original Date	Current
1001	AGE	1001	08/30/2017	250.00
1002	AGE2	1004	08/31/2017	750.00
1002	AGE22	1005	01/09/2017	100.00
1003	AGE3	1006	02/09/2017	(250.00)
1003	AGE3	1006	03/09/2017	1,500.00
1003	AGE3	1009	04/09/2017	250.00
1004	CUSTOMER1	1009	05/09/2017	1,000.00
1005	CUSTOMER2	1010	06/09/2017	2,000.00
1006	INELIGIBLE	1011	06/25/2019	2,500.00
1007	EXCLUDE (10%,500)	1012	06/25/2019	1,000.00
1007	EXCLUDE (10%,500)	1013	06/25/2019	3,000.00
1008	UNINSURED (2000)	1014	10/09/2017	3,000.00
1008	UNINSURED (2000)	1015	11/09/2017	2,000.00
1009	CONCENTRATION(20%)	1016	12/09/2017	10,000.00
1009	CONCENTRATION(20%)	1017	09/13/2017	17,500.00
1009	CONCENTRATION(20%)	1018	09/14/2017	15,000.00
1010	CROSS AGE (20%)	1019	09/15/2017	500.00



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:

Mapping List View

Create New Mapping

Data File Type	Mapping Group	Mapping Name	Description	Collateral Name / Balance Name	File Format	Status	Preview	Actions
AR Details	ardetails	ardetails02		Receivables	XLSX	Complete		
AR Details	ardetails	ardetails01		Receivables	XLSX	Complete		
AR Details	ardetails	ardetails		Receivables	XLSX	Complete		
AR Details	rec	rec		Receivables	XLSX	Complete		
AR Details	AR detail	AR detail		Receivables	XLSX	Complete		

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.