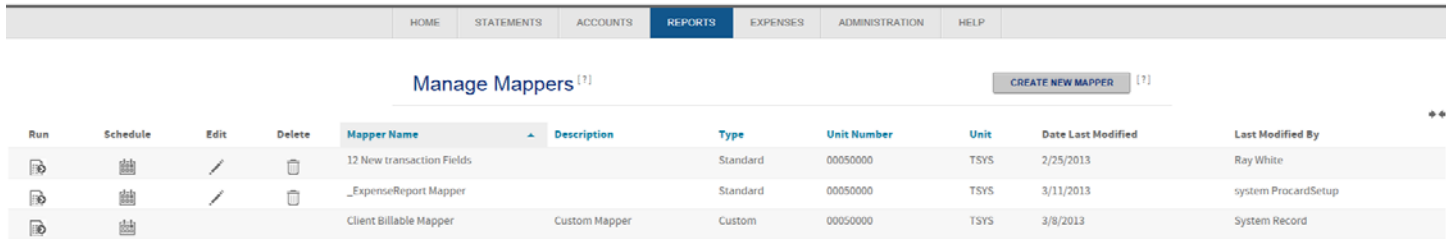


## Data Mapping

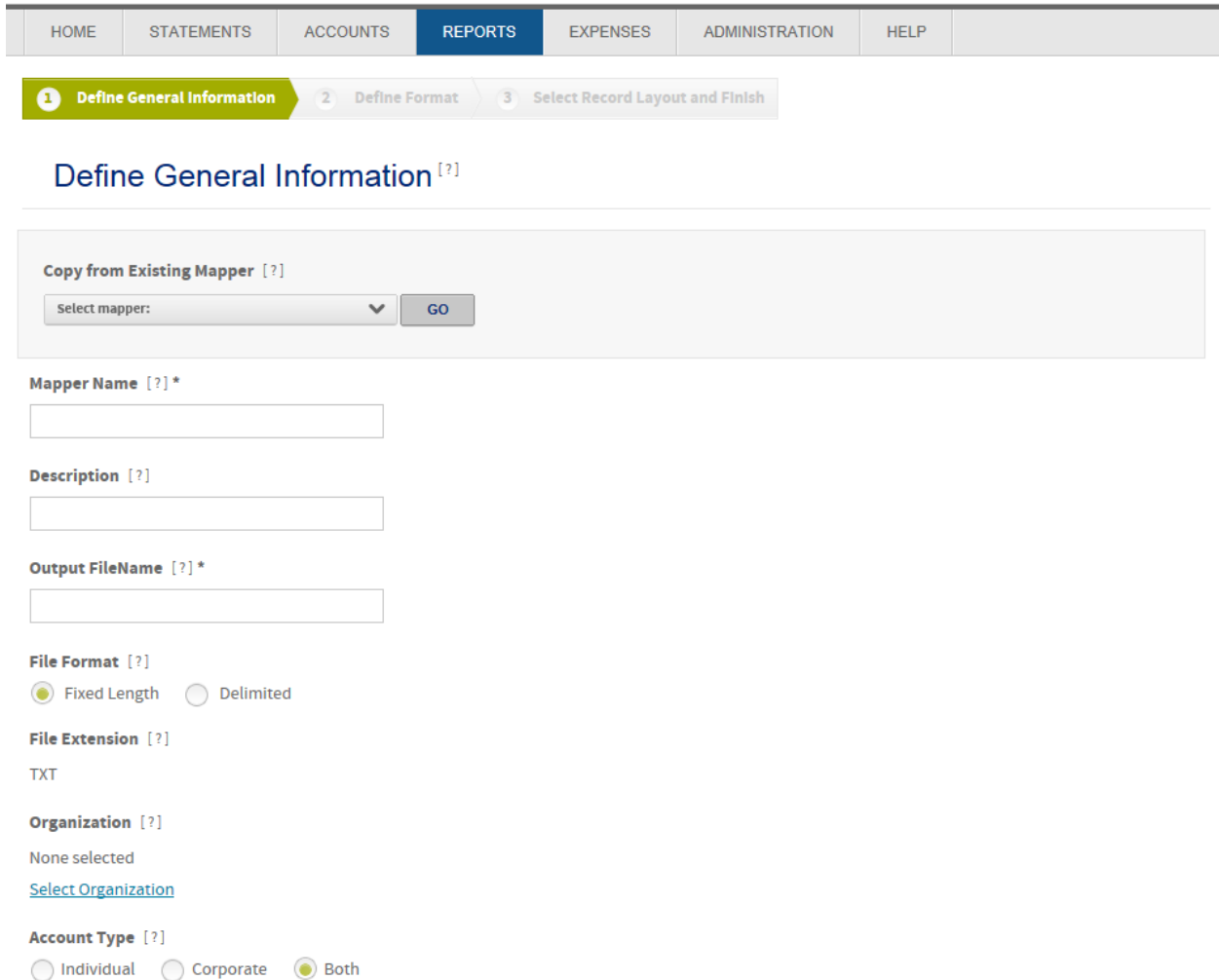
The data mapping tool will work much like it does today. Users will select Reports > Data Mapping to access their list of mappers, if applicable. Users will click on “Create New Mapper” to set up a new file format. Much like Standard Reports, new icons display in the list of existing mappers to Run, Schedule, Edit (if applicable) or Delete (if applicable) an existing mapper. Custom Mappers cannot be edited or deleted which follows current functionality.



The screenshot shows the 'Manage Mappers' interface. At the top, there is a navigation bar with tabs for HOME, STATEMENTS, ACCOUNTS, REPORTS (selected), EXPENSES, ADMINISTRATION, and HELP. Below the navigation bar, the title 'Manage Mappers' is displayed with a help icon. A 'CREATE NEW MAPPER' button is visible in the top right corner. The main content is a table with columns: Run, Schedule, Edit, Delete, Mapper Name, Description, Type, Unit Number, Unit, Date Last Modified, and Last Modified By. Three mappers are listed:

Run	Schedule	Edit	Delete	Mapper Name	Description	Type	Unit Number	Unit	Date Last Modified	Last Modified By
				12 New transaction Fields		Standard	00050000	TSYS	2/25/2013	Ray White
				_ExpenseReport Mapper		Standard	00050000	TSYS	3/11/2013	system ProcCardSetup
				Client Billable Mapper	Custom Mapper	Custom	00050000	TSYS	3/8/2013	System Record

Users will define the General Information first including the mapper name, output file name, etc.



The screenshot shows the 'Define General Information' form. At the top, there is a navigation bar with tabs for HOME, STATEMENTS, ACCOUNTS, REPORTS (selected), EXPENSES, ADMINISTRATION, and HELP. Below the navigation bar, there is a progress indicator with three steps: 1. Define General Information (selected), 2. Define Format, and 3. Select Record Layout and Finish. The title 'Define General Information' is displayed with a help icon. The form contains the following fields and options:

- Copy from Existing Mapper** [?]: A dropdown menu labeled 'Select mapper:' and a 'GO' button.
- Mapper Name** [?] \*: A text input field.
- Description** [?]: A text input field.
- Output FileName** [?] \*: A text input field.
- File Format** [?]: Radio buttons for 'Fixed Length' (selected) and 'Delimited'.
- File Extension** [?]: A text input field containing 'TXT'.
- Organization** [?]: A text input field containing 'None selected' and a link 'Select Organization'.
- Account Type** [?]: Radio buttons for 'Individual', 'Corporate', and 'Both' (selected).

Click on the Select Organization link to select the unit the mapper will be run against. A popup will display for the user to search for and select the organization:

Select Organization ✕

Unit Name ▼ tsys

**SEARCH**

Select Unit

Select	Unit Name ▲	Unit Number
<input checked="" type="radio"/>	TSYS	00050000

Hierarchy for TSYS (00050000)  
 CARD SERVICES (1038)  
 └ TSYS (00050000)

**OK** [Cancel](#)

Users can then continue to select the record level, transaction types and, if using Expense Reports, expense report status options.

**Account Type** [?]

Individual  Corporate  Both

**Record Level** [?]

Transaction ▼

**Include Transaction Types** [?]

- Regular card transactions
- Payments
- Fees
- Adjustments
- Out-of-pocket transactions
- Personal transactions
- Cash advances

**Include Transaction Splits** [?]

Yes  No

**Include only transactions assigned to expense reports**

Yes  No

**Expense Report Status** [?]

Select ▼

**NEXT** [Cancel](#)

Click Next to continue to the second step to define numeric and date format options.

## Define Mapper Format<sup>[?]</sup>

### Numeric Format

#### Decimal<sup>[?]</sup>

Fixed  Implied

#### Number of Decimal Places<sup>[?]</sup>

2  4

#### Justification<sup>[?]</sup>

Left  Right

#### Padding<sup>[?]</sup>

Zeros  Spaces

#### Debit Sign<sup>[?]</sup>

None

#### Credit Sign<sup>[?]</sup>

Minus

#### Sign Position<sup>[?]</sup>

Before  After

### Text Format

#### Justification<sup>[?]</sup>

Left  Right

#### Padding<sup>[?]</sup>

Zeros  Spaces

### Date Format

#### Format<sup>[?]</sup>

MMDDYYYY

**NEXT**

[Cancel](#)

Click on Next to select and define each record layout including Header, Detail and Footer records. Each of these options will now display on separate tabs with the option to include the record layout or not. As shown below, the first option on the tab will allow the user to click on Yes to include the record layout. Once the record layout is enabled, users can begin adding in columns for the record.

HOME STATEMENTS ACCOUNTS **REPORTS** EXPENSES ADMINISTRATION HELP

✓ Define General Information ✓ Define Format **3 Select Record Layout and Finish**

## Select Mapper Record Layout <sup>[?]</sup>

Header Record **Detail Record** Footer Record

Include Header Record  
 YES <sup>[?]</sup>

### Define Columns for Header Record

<sup>[?]</sup>

Order	Insert	Edit	Remove	Field Name	Field Type	Field Value	Field Length	Position
1	<input type="button" value="⊕"/>	<input type="button" value="✎"/>	<input type="button" value="⊖"/>	Company Name	Constant	ABC Company	15	1 - 15

[Cancel](#)

When users click on Add Field, a popup will display to define the column being added. Below is an example from the Detail Record:

**Add Mapper Field** ✕

**Field Name** <sup>[?]</sup>

**Field Length:** <sup>[?]</sup>

**Field Type** <sup>[?]</sup>

**Field Value** <sup>[?]</sup>

[Cancel](#)

Users will click on each tab to define each record layout and the columns to be displayed. Once complete, users will click on Finish at the bottom of the screen to complete the process and save the new mapper. Below is a sample of a detail record and footer record:

## Select Mapper Record Layout <sup>[?]</sup>

Header Record **Detail Record** Footer Record

Include Detail Record

**YES**

### Define Columns for Detail Record

ADD FIELD <sup>[?]</sup>

Order	Insert	Edit	Remove	Field Name	Field Type	Field Value	Field Length	Position
1	+		-	Name on Account	Card field	Name on account	25	1 - 25

**FINISH**

[Cancel](#)

## Select Mapper Record Layout <sup>[?]</sup>

Header Record **Detail Record** **Footer Record**

Include Footer Record

**YES**

### Define Columns for Footer Record

ADD FIELD <sup>[?]</sup>

Order	Insert	Edit	Remove	Field Name	Field Type	Field Value	Field Length	Position
1	+		-	Total	Total Count		10	1 - 10

**FINISH**

[Cancel](#)

## Run Mapper

From the Manage Mappers screen, click on the Run icon to create the mapper output on demand:

HOME STATEMENTS ACCOUNTS **REPORTS** EXPENSES ADMINISTRATION HELP

Manage Mappers <sup>[?]</sup> [CREATE NEW MAPPER](#) <sup>[?]</sup>

Run	Schedule	Edit	Delete	Mapper Name	Description	Type	Unit Number	Unit	Date Last Modified	Last Modified By
				12 New transaction Fields		Standard	00050000	TSYS	2/25/2013	Ray White
				_ExpenseReport Mapper		Standard	00050000	TSYS	3/11/2013	system ProcCardSetup
				Client Billable Mapper	Custom Mapper	Custom	00050000	TSYS	3/8/2013	System Record

The process will remain the same as it is today with users defining the mapper criteria and the date range:

The screenshot shows a web application interface with a navigation bar at the top containing the following tabs: HOME, STATEMENTS, ACCOUNTS, REPORTS (highlighted in blue), EXPENSES, ADMINISTRATION, and HELP. Below the navigation bar is a main heading: "Run Mapper 12 New transaction Fields".

The interface is divided into two main sections, each with a collapse arrow on the right:

- Step 1: Complete required mapper criteria [?]**
  - Flag transaction as mapped: [?]**  
 Yes  No
  - Include mapped transactions: [?]**  
 Yes  No
  - Lock description field: [?]**  
 Yes  No
- Date**
  - Date type: [?] \***  
Date Posted
  - Date range:\***  
Statement Cycle (Last)
  - From:** 8/25/2015
  - To:** 9/24/2015

Users will then select the accounts and/or units to be included:

## Run Mapper 12 New transaction Fields

Step 1: Complete required mapper criteria [?]

Date

Accounts and Units \*

Search for:  
 Unit  Account [?]

Display date within file name in output log  
 Display org name within file name in output log  
 Display org number within file name in output log

Unit Name

SEARCH

Select Units

	Unit Name	Unit Number	Hierarchy
<input type="checkbox"/>	INFONOX	00024994	
<input type="checkbox"/>	MERLIN SOLUTIONS	00021806	
<input type="checkbox"/>	TERMNET MERCHANT SERVICES	00026678	
<input type="checkbox"/>	TOTAL SYSTEMS SERVICES INC	00000005	
<input type="checkbox"/>	TSYS	00050000	

Finally, users can set their file destination options and then click on Run to generate the file.

Selected Accounts/Units

REMOVE ALL

Remove	Account/Unit	Include Subunits
	TSYS (00050000)	<input checked="" type="checkbox"/>

File Destination Options

Output log [?]  
 Personal  
 Corporate

Mailbox [?]  
 External corp  
 External bank

RUN [Cancel](#)