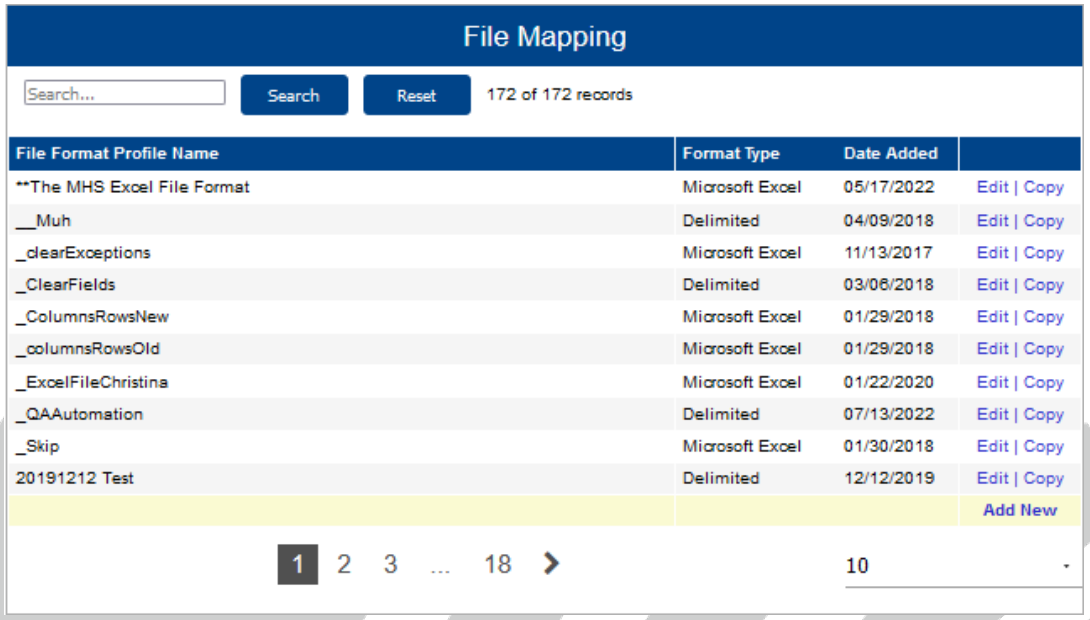
Step-by-Step Guide: ETMS File Mapping

File Mapping

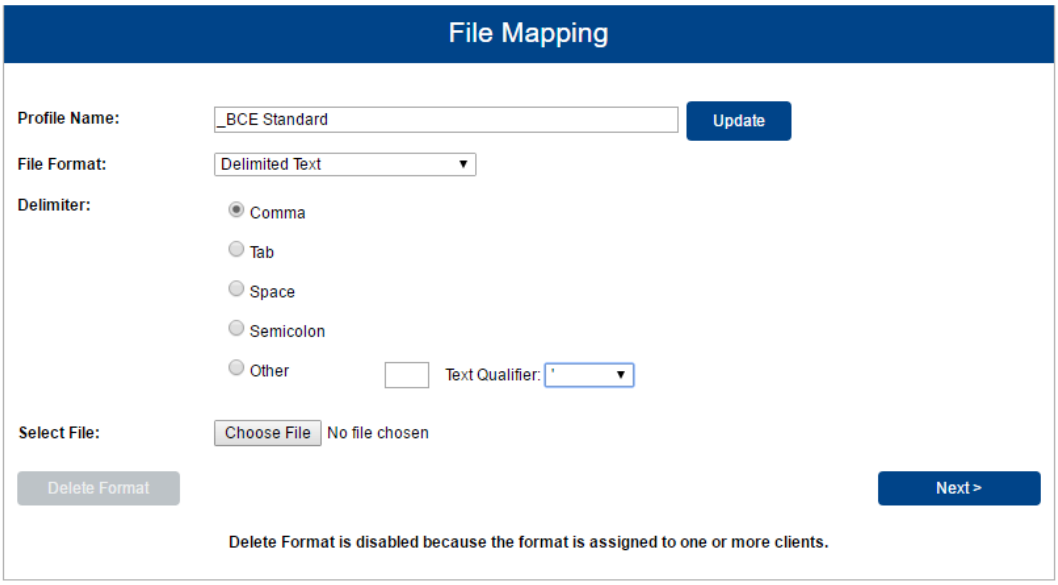
The File Mapping function allows the FI user to define the file formats for issued check files. This is done by selecting a file, then mapping the data elements within the file. You can perform the following actions on this page:

- Select **Add New** to create a new file mapping format from scratch.
- Select **Copy** to create a new file mapping from an existing mapping. You can choose to make an exact copy or create a copy with changes..
- Select **Edit** to modify an existing mapping.



- **File Format Profile Name**—the name of the file format.
- **Format Type**—the type of file defined by the format. Types include: Fixed Length, Microsoft Excel, or Delimited.
- **Date Added**—the date the format was created.

Define the file structure



The **Delete Format** button is only enabled on edit if the format is not assigned to a client. The following file formats are available:

- Delimited Text
- Fixed Length File
- Excel

Select **Update** to rename the format.

- **Profile Name**—the name of the data mapping profile being defined. This is the name that is assigned to the client on the Centrix Exact/TMS Client Setup page.
- **File Format**—specifies whether the issued check file is delimited, fixed length, or a Microsoft Excel file.
- **Delimiter**—the type of delimiter used in the delimited file when **File Format** is set to **Delimited**.
- **Text Qualifier (optional)**—specifies the special character that is used to encase each data element.

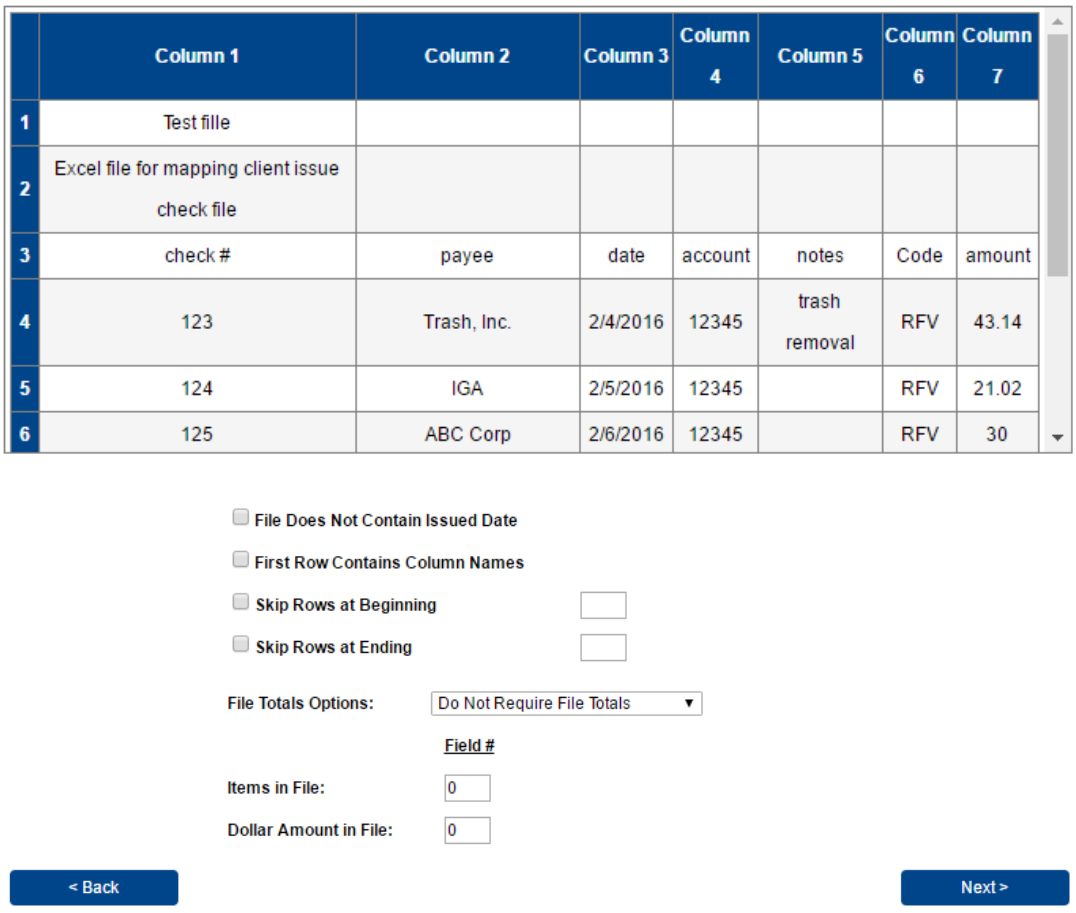
  All files do not use text qualifiers and this is an optional field.
- **Select File**—choose the file to map.

Select **Next** to continue setting up the file mapping.

- For **Delimited Text** and **Microsoft Excel** formats, see Delimited and Excel Formats.
- For **Fixed Length File** format, see Fixed Length Formats.

Delimited and Excel Formats

The top portion of the page shows the first few lines of your file to help with configuration.



	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
1	Test fille						
2	Excel file for mapping client issue check file						
3	check #	payee	date	account	notes	Code	amount
4	123	Trash, Inc.	2/4/2016	12345	trash removal	RFV	43.14
5	124	IGA	2/5/2016	12345		RFV	21.02
6	125	ABC Corp	2/6/2016	12345		RFV	30

- **File Does Not Contain Issued Date**—enable this option if the issued check file does not contain an issued date within the file. When enabled, the user is required to enter an issued date when the file is uploaded.
- **First Row Contains Column Names**—enable this option if the first row of the file is used for column names. When checked, the first row data is displayed above.
- **Skip Rows at Beginning**—specifies the number of rows at the beginning of the file that will be ignored. This feature is applicable for files that contain header information.
- **Skip Rows at Ending**—specifies the number of rows at the end of the file that will be ignored. This feature is applicable for files that contain trailer information.
- **File Totals Options**—there are three file totals options in the system:
  - **Require File Totals**—the client will be asked for the number of items and file totals when they upload the issued check.
  - **Obtain Totals from File**—the number of items and total amount are listed in the file.
  - **Do Not Require File Totals**—file totals are not required.
- **Items in File**—the field that the number of items in the file may be located.

> **Note:** This is only required if the **Obtain Totals from File** option is selected.

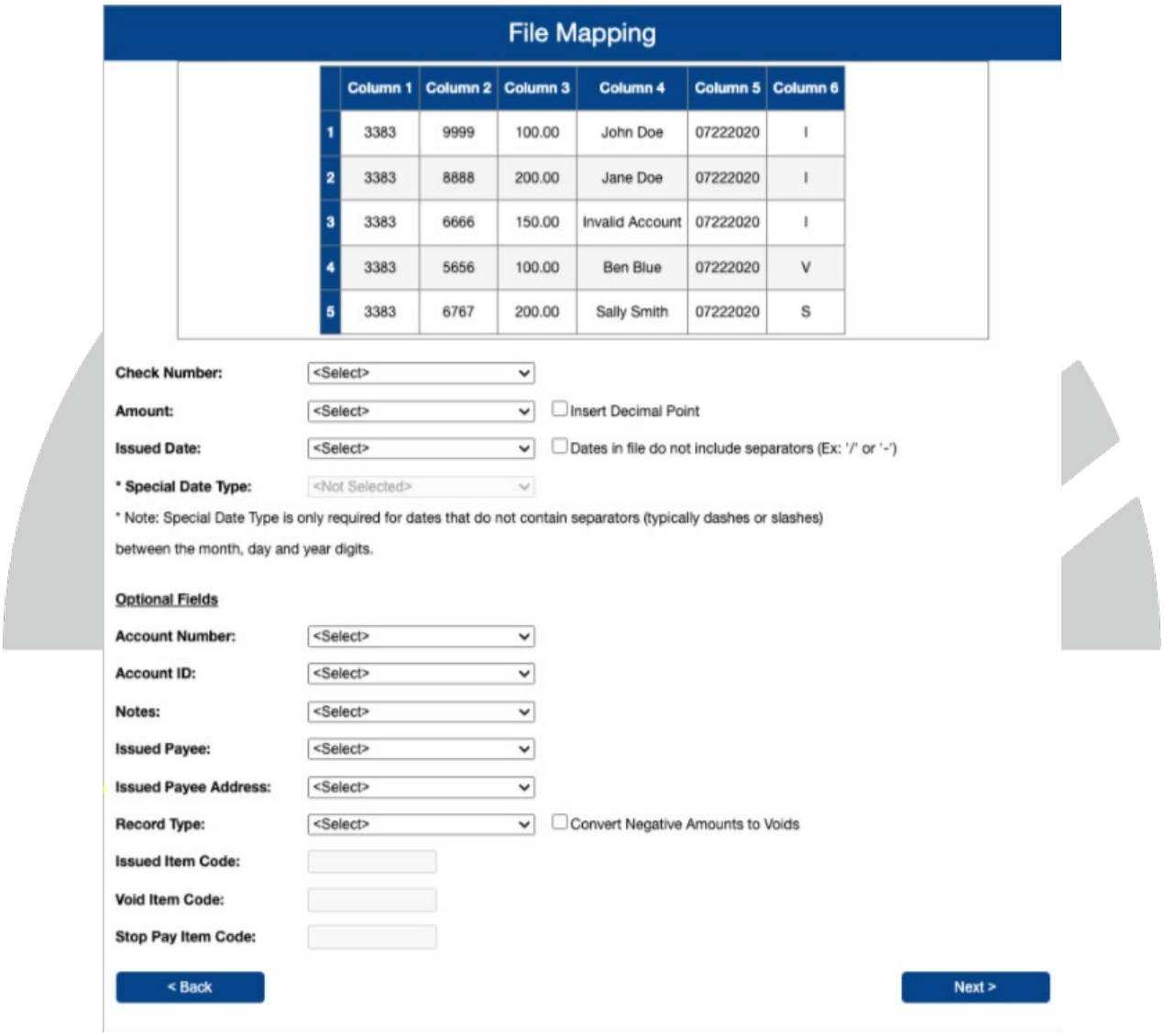
- **Dollar Amount in File**—the field that the file totals may be located.

> **Note:** This is only required if the **Obtain Totals from File** option is selected.

Select **Next** to configure additional mapping options.

	Type	CheckNumber	IssuedDate	Amount	Payee
1	I	10001	5/28/2013	333.78	Pizza Hut
2	I	10002	5/28/2013	54.76	Gas Plus
3	I	10003	5/28/2013	345.33	Hertz
4	I	10004	5/28/2013	1008.7	John Q. Employee
5	V	10005	5/28/2013	-320.56	Tanning Zone
6			5	2063.13	

If **First Row Contains Column Names** is enabled, the data in the first row will be displayed as shown in the example above.



- **Check Number**—select the source field for the check number in the file.
- **Amount**—the field in the file that contains the issued check amount.

- **Insert Decimal Point**—enable this option only for a check amount (in the issued check file) that does not contain a decimal (for example, $124.50 is in the file as 12450)
- **Issued Date**—the field is in the file that contains the issued date.
- **Special Date Type**—only required for dates that do not contain separators between the month, day, and year digits. (For example, 08202010 would need the MMDDYYYY special date type.) If the issued date does not contain separators, check the **Date in the file do not include separators** box and select the appropriate date format from the **Special Date Type** dropdown.
- **Account Number**—the field in the file that contains the account number.

  > **Note:** Mapping the account number will allow customers to upload one issued check file containing checks for multiple accounts.

- **Client/Account ID**—the field in the file that contains the Client/Account ID.

  > **Note:** Mapping this field will allow customers to upload one issued check file containing checks for multiple accounts.

- **Notes**—the field in the file that contains the notes for the issued item.
- **Issued Payee**—the field in the issued check file that contains the payee information.

  > **Note:** This field is required if the account is verifying payee information and is enabled on the **System Setup** > **System Defaults** page (only available if the Payee Match module has been licensed).

- **Issued Payee Address**—the field in the issued check file that contains the payee's address information.

  > **Note:** This field is enabled on the **System Setup** > **System Defaults** page (only available if the Payee Match module has been licensed).

- **Record Type**—the field in the issued check file that contains the record type.

  > **Note:** The three types that may be mapped in the file are: Issued, Void, and Stop Pay Item Codes. If anything else, Centrix Exact/TMS treats these as issued items.

- **Convert Negative Amounts to Voids**—enable this option to convert negative dollar amounts to voided items.
- **Issued Item Code**—enter the relevant code for any issued items.
- **Void Item Code**—enter the relevant code for any voided items.
- **Stop Pay Item Code**—enter the relevant code for any stopped pay items.

Select **Next** to show the summary page and verify the settings.

Profile Name:	Advanced Inc Test
File Type:	Microsoft Excel
Header:	No File Headers
Check Number:	Column 1
Amount:	Column 7
Add Decimal:	No
Issued Date:	Column 3
Account Number:	Not Defined
Account ID	Not Defined
Notes:	Not Defined
Payee:	Column 2
Record Type:	Not Defined
Negative Amounts to Voids:	No
Issued Item Code:	Not Defined
Void Item Code:	Not Defined
Stop Pay Item Code:	Not Defined
Skip Rows at Beginning:	3
Skip Rows at Ending:	0
File Total Option:	Do Not Require File Totals

< Back Save

Select **Save** to save the file mapping profile.

Fixed Length Formats

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34
1	0	3	1	2	2	0	1	0	*	0	0	0	0	0	2	0	1	*	0	0	0	0	0	4	4	4	7	6	*	1	2	3	4	5
2	0	3	1	2	2	0	1	0	*	0	0	0	0	0	2	0	2	*	0	0	0	0	2	5	6	9	8	5	*	1	2	3	4	5
3	0	3	1	2	2	0	1	0	*	0	0	0	0	0	2	0	3	*	0	0	0	0	0	8	5	2	3	6	*	1	2	3	4	5
4	0	3	1	2	2	0	1	0	*	0	0	0	0	0	2	0	4	*	0	0	0	0	0	7	4	5	6	9	*	1	2	3	4	5
5	0	3	1	2	2	0	1	0	*	0	0	0	0	0	2	0	5	*	0	0	0	4	5	8	7	9	5	1	*	1	2	3	4	5
6	0	3	1	2	2	0	1	0	*	0	0	0	0	0	2	0	6	*	0	0	0	0	0	1	1	1	4	5	*	1	2	3	4	5
7	0	3	1	2	2	0	1	0	*	0	0	0	0	0	2	0	7	*	0	0	0	0	0	3	5	4	8	7	*	1	2	3	4	5
8	0	3	1	2	2	0	1	0	*	0	0	0	0	0	2	0	8	*	0	0	0	0	6	5	2	4	8	9	*	1	2	3	4	5
9	0	3	1	2	2	0	1	0	*	0	0	0	0	0	2	0	9	*	0	0	0	0	5	6	5	6	8	9	*	1	2	3	4	5

The data in the file is displayed on the top of the page. For fixed length files, the position is displayed as the header.

☐ File Does Not Contain Issued Date

☐ First Row Contains Column Names

☐ Skip Rows at Beginning

☐ Skip Rows at Ending

File Totals Options:	Require File Totals	
	Start	**End**
Items in File:		
Dollar Amount in File:		

< Back Next >

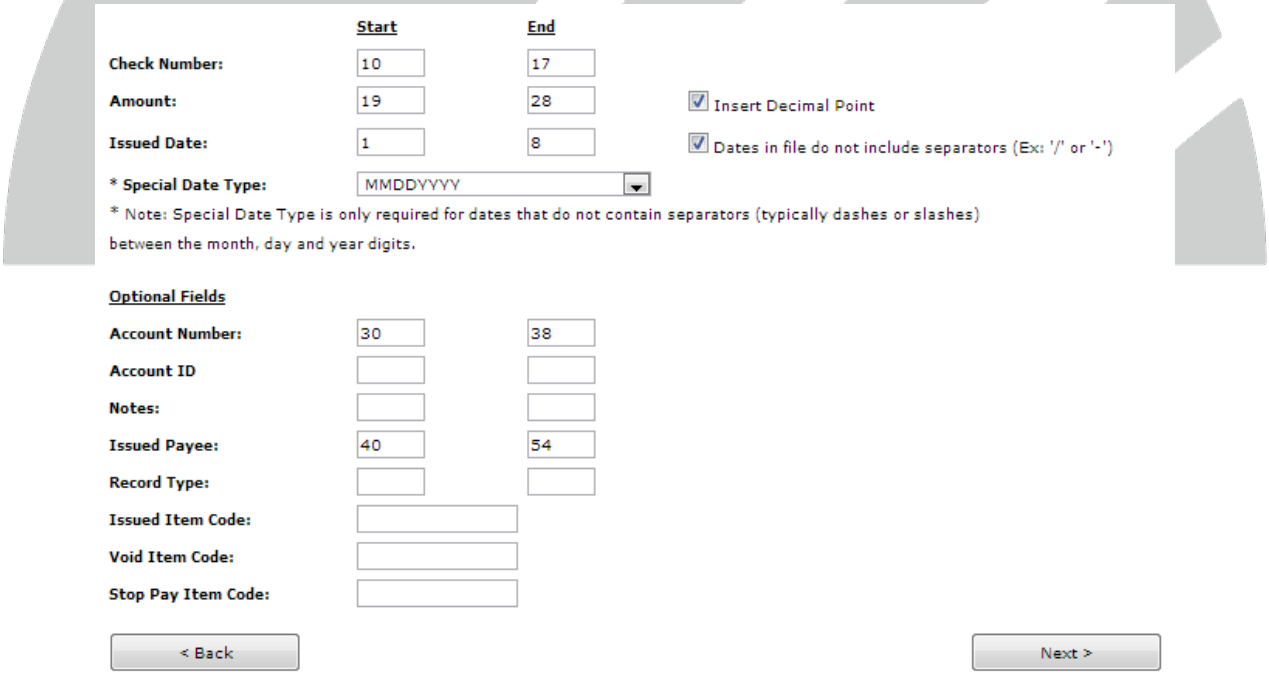
- **File Does Not Contain Issued Date**—enable this option if the issued check file does not contain an issued date within the file. When checked, the user will be required to enter an issued date when the file is uploaded.
- **First Row Contains Column Names**—enable this option if the first row of the file is used for column names. When checked, the first row data is displayed directly above.
- **Skip Rows at Beginning**—defines the number of rows at the beginning of the file that will be ignored. This feature is applicable for files that contain header information.
- **Skip Rows at Ending**—defines the number of rows at the end of the file that will be ignored. This feature is applicable for files that contain trailer information.
- **File Totals Options**—there are three file totals options in the system:
  - **Require File Totals**—the client will be asked for the number of items and file totals when they upload the issued check.
  - **Obtain Totals from File**—the number of items and total amount are listed in the file.
  - **Do Not Require File Totals**—file totals are not required.
- **Items in File**—the starting and ending position of the number of items in the file.

> **Note:** This is only required if the **Obtain Totals from File** option is selected.

- **Dollar Amount in File**—the starting and ending position of the file totals in the file.

> **Note:** This is only required if the **Obtain Totals from File** option is selected.

Select **Next** to continue setting up the file mapping.



- **Check Number**—the starting and ending position in the issued check file that contains the check number.
- **Amount**—the starting and ending position in the file that contains the issued check amount.

- **Insert Decimal Point**—enable this option only for a check amount (in the issued check file) that does not contain a decimal (for example, $124.50 is in the file as 12450).
- **Issued Date**—the starting and ending position in the file that contains the issued date.
- **Special Date Type**—the special date type is only required for dates that do not contain separators between the month, day and year digits. (For example, 08202010 would need the MMDDYYYY special date type.)
- **Account Number**—the starting and ending position in the file that contains the account number.

> **Note:** Mapping the account number will allow customers to upload one issued check file containing checks for multiple accounts.

- **Client/Account ID**—the starting and ending position in the file that contains the Client/Account ID.

> **Note:** Mapping the Client/Account ID will allow customers to upload one issued check file containing checks for multiple accounts.

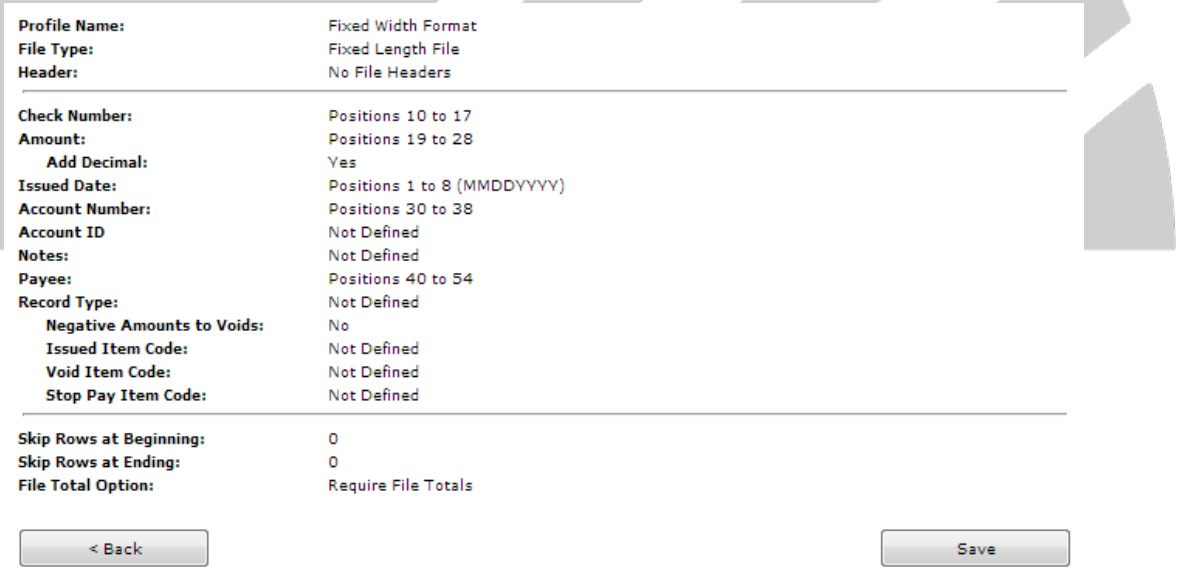
- **Notes**—the starting and ending position in the file that contains the notes for the issued item.
- **Payee**—the starting and ending position in the issued check file that contains the payee information.

> **Note:** Payee is required if the account is verifying issued payee (only available if the Payee Match module has been licensed).

- **Record Type**—the starting and ending position in the issued check file that contains the record type.

> **Note:** The three code types that may be mapped in the file are: Issued, Void and Stop Pay Item Codes.

Select **Next** to show the summary page and verify the settings.



Select **Save** to save the file mapping profile.