



# DATA PREP FOR CASH WORKSHEET

This is a sample build that allows you to explore some of the features specific to a Data Prep process when used for Cash reconciliation. The scenario we have here is where the transactions and balances are captured in two separate files, with the balance file having the opening and closing balances in separate lines.

## FILES

Ledger side comes in separate CSV files:

- *Ledgers (Transactions).csv*
- *Ledgers (Balances).csv* - One CSV with all balances for the same set of accounts, opening and closing balances in separate lines

## CONFIGURATION

Data Prep process to consolidate the transactions and balance data from the ledger side:

### STEP 1: NEW PROCESS

Select **Create Process**. Under **Type** select **Data Prep Process**.

### STEP 2: DATA INPUTS

First load *Ledgers (Transactions).csv*

Next load *Ledgers (Balances).csv* twice.

Rename these inputs to *Ledgers (Opening Balances).csv* and *Ledgers (Closing Balances).csv*

### STEP 3: MAP & TRANSFORM

Map all of the fields from the Transactions file.



#### STEP 4: MAP BALANCES – OPENING BALANCES

Using the input Ledgers (Opening Balances) map the following fields:

- **AMT** to **Opening Balance Value**
- **COBDATE** to **Opening Balance Date**
- **Account** to **Account**
- **Currency** to **Currency**

#### STEP 5: MAP BALANCES – CLOSING BALANCES

Using the input Ledgers (Closing Balances) map the following fields:

- **AMT** to **Closing Balance Value**
- **COBDATE** to **Closing Balance Date**
- **Account** to **Account**
- **Currency** to **Currency**

#### STEP 6: FILTER BALANCES

Create two filter rules using NRL. Remember to switch both on after creation.

- **Side** is equal to **Opening**
- **Side** is equal to **Closing**

#### STEP 7: SUBMIT DATA

- Exit **Settings** to navigate to the data submission screen. Select Submit Data and upload the Transactions and Balance files (again, the balance file will need uploaded twice).
- In Results and Results balances you should see transaction and balance data parsed as expected.
- Click Create snapshot, this will now capture the data in a format that can be consumed by your Cash reconciliation. In the cash process, simply submit the snapshot as the input for the ledger.



#### **ABOUT DUCO**

Duco, a leading data automation company, is helping businesses to unleash their potential by removing the friction around data. Duco's cloud-based, machine learning powered, no-code platform brings together data quality, reconciliation, data preparation and management, giving firms the tools they need to increase business agility, reduce risk, stay compliant with regulation and dramatically improve efficiency. Over 10,000 users across 30+ countries process billions of data records every week using the platform. Duco is headquartered in London, with offices in New York, Edinburgh, Wroclaw and Singapore.

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