

Mapping refers to matching fields from your system to fields in SuperChoice's system. Mapping ensures the data in your contribution file is interpreted and processed accurately into the correct fields when it is uploaded into the Portal. For instance, if employee gender has the field name of 'sex' in your payroll system, it will be mapped to 'gender'.

During the file upload process, you can review the mapping configuration of your file using the Mapping Tool. You can also make adjustments to the mappings when required, although this is only necessary if the format of your file changes.

It is highly recommended you consult with your Administrator before making any mapping changes.

Review a file's mapping

At the first process step of uploading a contribution file, you have the option of selecting the **Review File Mapping** check box at the bottom of the screen.

Sele	ct Pay Cycle:	Review File Mapping:	Employer Matching Exceptions:	Member Matching Exception	validation issues:	Review: Summary and Submit:
We need to	o know how to set the	contribution Start and End Date	5:			
۲	Default Schedule	- weekly -				
	Previous Pay Cycl	e Current Pay Cycle				
	Current Pay Cycle se	elected. Start date is 13 Oct 2016	, End date is 19 Oct 2016 , number is 16 , fre	equency is weekly.		
	Use specific dates	Period Start		Period End		
	Use dates in File					
Select	Flie to upload					
						Review File Mapping

b

a

After you click Next, the Review File Mapping screen displays.

Select Pay Cycle:	Review File Mapping:	Employer Matc	hing Exceptions:	Member Matching Exception	Validation Issu	Review:	Summary and Subn	mit:
Legend:	apped but no destination	System auto mapped	Column or row i	gnored Directly n	napped 🚺 Filtered column	n 🔽 Mapped o	olumn Unmap	ped column
File Type Name 800955 - WALLS BROS F&U CONT I	Delimiter PID O Comma	~ 0	Column Headers	Column Header	Skip Row Criteria	uals("")) or (currentRow <= 1)		0
Member Number 🕜 🖕	Payroll No. 🕝	🖸 Given Name 🕜 🖌	🗾 🛛 Family Name 🕜	Date of Birth C	Employment End Dt 🕝	🖸 Gender 🍘	Address Line 1 🕜	
Member ID	Payroll ID	Given Name	Last Name	Date Of Birth	Employment End Date	Gender	Address Line 1	Address
32072		Clift	Montgomery	03/12/1957		м	PO Box 63	Mt Gamt
01103		Lon	Chaney	09/11/1960		м	10 Ehret Street	Mt Gamt
50679		Tyrone	Power	21/10/1953		м	Lot 24 William Road	WORROL
40022		Roscoe	Arbuckle	15/02/1966		м	PO Box 499	PORT M/ MACDON
62101		Buster	Keaton	15/04/1956		м	PO Box 9952	MOUNT
								,
O Previous								O Next

11. The Mapping Tool



Review File Mapping screen

This screen shows the details of any mappings that apply to your upload file. The information includes:

- A legend that indicates colour codes for field controls
- **b** Mapping overview and general controls
- C Mapping fields and their colour coded status
- Data preview column headers (where defined)
- e Data preview row values

Select Pay Cycle:	Review File Mapping:	Employer Match	hing Exceptions:	Member Matching Exceptions:	Validation Issues:	Reviews	Summary and Submit	LI .
Legend : 📕 Ma	apped but no destination	System auto mapped	Column or row ignore	ed Directly mappe	ed Filtered column	Mapped col	lumn 🗌 Unmappe	d column
File Type Name 12345 - CINEMA PROD	Delimiter O Comma	¥ 0	Column Headers	Column Header Line 1	Skip Row Criteria	$(^{**}))$ or (currentRow <= 1)		6
Member Number 🕜	Payroll No. 🕜	🖸 Given Name 🕜 🛛	Pamily Name 🕜 🔒	Date of Birth 🕜 🗾	Employment End Dt 🕜	🖸 Gender 🕜 🖌	Address Line 1 🕜	
Member Number 🕜 🕽 Member 1D	Payroll No. 🕜	Given Name	Family Name 🕝	Date of Birth 🕝	Employment End Dt 🕝	Gender 🕜 🕽	Address Line 1	2 Addres
Member Number 🧭 , Member ID 320726	Payroll No. 🕜 🕽 Payroll ID	Given Name 🕝 🕽 Given Name Montgomery	Last Name O	Date of Birth Date of Birth Em	Employment End Dt 🕑	Gender 🕜 🛛	Address Line 1 🕜 🔪 Address Line 1 PO Box 63	Addres Mt Gan

The legend colour codes and symbols indicate the status of the mapped fields.

Legend Label	Colour	Description
Mapped but no destination		Field is referenced in the mapping definition but a target field has not been defined in the Portal.
System auto mapped		Field matches a known value and has been mapped automatically without the need for direct (manual) mapping.
Column or row ignored		Data in this column or row will not be loaded into the Portal according to the current mapping.
Directly mapped		The field source and the target field in the Portal have been manually mapped.
Filtered column		The column has been filtered to prevent values displaying in the Portal.
Mapped column	\checkmark	A field has been mapped (either automatically or directly), and values will display in the Portal when the file is loaded.
		A field has not been mapped, therefore the column's values will not display in the Portal when the file is loaded.
Unmapped column		Fields in the Unmapped column/s should be reviewed and possibly edited or mapped.



Mapping overview

The mapping overview section defines the file's overall settings, which are described in the table below.

Select Pay Cycle:	Review File Mapping:	Employer Match	hing Exceptions:	Member Matching Excepti	Validation Issu	Review:	Summary and Subr	miti
Legend :	Mapped but no destination	System auto mapped	Column or row ign	Directly m	sapped T Filtered column	n 🔽 Mapped co	olumn 🗌 Unmap	pped column
File Type Name 12345 - CINEMA PROD	Delimiter		Column Headers	Column Header	Skip Row Criteria	uals(**)) or (currentRow <= 1)		0
	Comme	•	Contrar Pressers	Prine #				
Member Number (Payroll No. 🕝	Civen Name	Family Name	Date of Birth	Employment End Dt 🕝	Gender 🕝	Address Line 1 🕜	Address

Field	Description
File Type Name	This is the unique name of the current file mapping. It is used when the mapping is shared with other employers.
	Indicates the delimiter that is used to separate data in the loaded file.
	For fixed format files, select <i>None</i> .
	Delimiters supported in the Portal are:
Delimiter	Comma
	Pipe
	• Tilde
	 Tab
	 Fixed width (none)
Column Headers	This check box should be checked if the mapped file contains column heading labels.
Column Header	Determines what line the column header is on. The first line is 1.
Skip Row Criteria	Specifies what rows (if any) to ignore. An example of this would be totalled or calculated rows.

11. The Mapping Tool



Make mapping changes

When mapping your data, you can either map to a **Destination** field or to a **Variable**.

If you have any issues with your mappings, want support when making changes, or need any further information, please contact your Administrator and ask for assistance.

1	Click the blue edit icon to the right of the field you	u want to change.	
	The Luit mapping populp displays.	Member ID Pa	1
		3207263	
		EDIT MAPPING ×	l
2	Map to a Destination field	Map Column To	l
	If you want to map to a variable, skip to step 4.	Destination	l
	Ensure under Map Column To , the Destination option is selected. Click the Destination drop down to select a target field for this mapping.	Variable	
	All of the Portal's available target fields are listed in the drop down.	OK Cancel	
		select destinations × member. Member.MemberClientIdentifier (Member No.)	
3	Select the required target field by either scrolling through the list or - by typing the field name.	Member.TelephoneMinimalNumberMobile (Mobile) Member.BirthDate (Date of Birth) Member.EmploymentEndDate (Employment End Date) Member.OtherGivenName (Other Name) Member.AddressDetailLine3Text (Address Line 3) Member.AddressDetailLine1Text (Address Line 1) Member.LocalityNameText (Suburb)	
	If you want to apply filter criteria, skip to step 6 .	Member.TFN (TFN) Member.PostcodeText (Postcode) Member.EmploymentEndReasonText (Employment End Reason) Member Statue (Statue)	
		4 4 1 2 9 8	



A variable is used if the data is not directly mapped to a field in the Portal, but will be used as a variable in later calculations. Values mapped to a variable will not display on screen unless the variable is later mapped to an existing non-variable data element.



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Apply Filter Criteria

Filter Criteria enable you to include or omit data that does not conform to the defined destination or variable rules. For example, you might want to make sure the member number is only mapped if it is different from the payroll number (as shown in the example below).

There are two ways in which you can use filter criteria:

- Visual enables a simple mode of filtering.
- Advanced enables you to control values using JUEL expressions (Java Unified Expression Language). The Advanced option is not covered in this quick reference guide as it requires strong technical knowledge.



To enable Filter Criteria, click to select the check box.

Additional fields and the Add Condition button display.

Ensure the Visual option is selected.

In the **Column Name** drop down, select the source field that has data you want to include or omit.



In Value, type the value that the source field is being compared to.

If you want to filter by an additional filter, click the **Add Condition** button. Repeat steps **8** to **10** and use the expressions of **And** or **Or** in support of the first condition.

If you are finished, click the **OK** button.

The mapping change(s) will be applied to the selected field. This may take a few moments to update depending on the amount of data that has to be remapped.

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