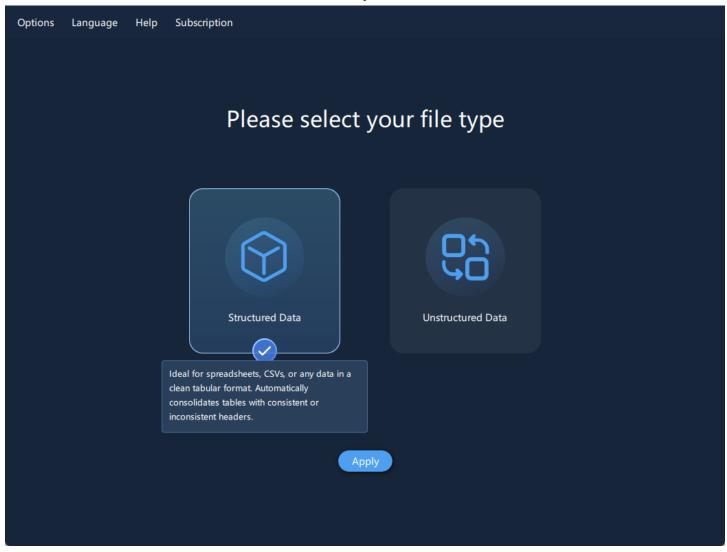
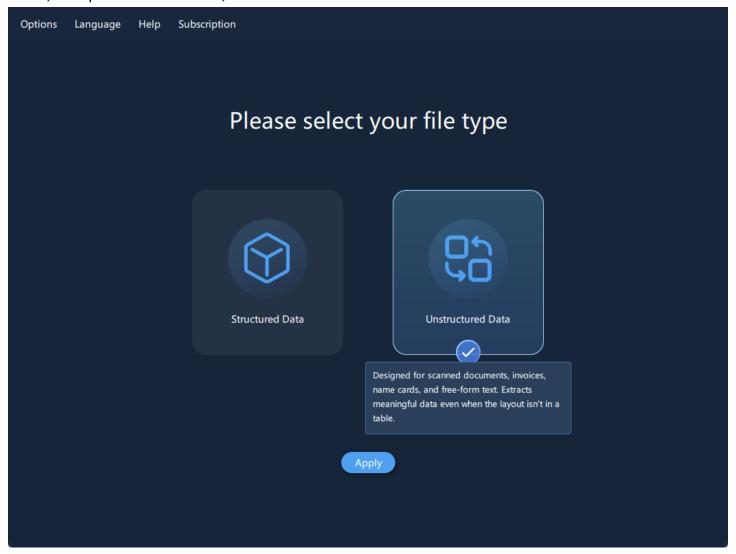
# **OneTable User Guide**

Start by selecting your file type.

Structured data includes Excel and CSV files, or any data in clean tabular format.



**Unstructured data** refers to **scanned documents such as PDFs or photos**, including invoices, business cards, receipts and statements, or even free-form text.



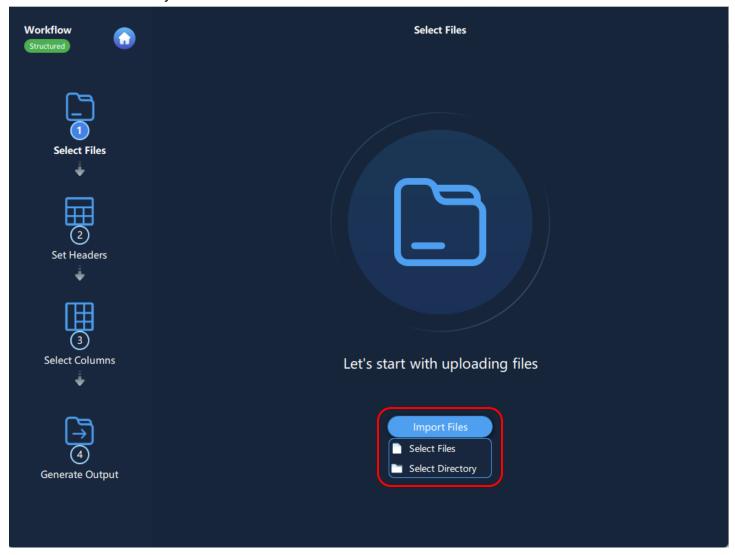
### **Structured Data**

### Step 1 - Import files and select data

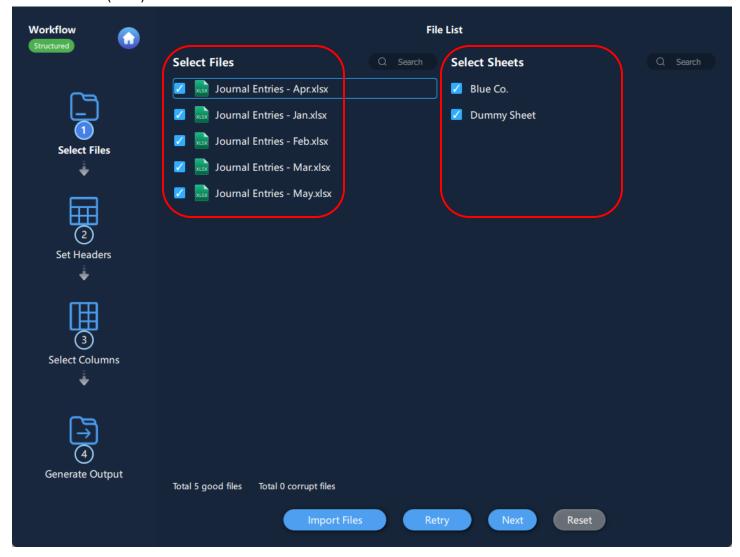
Click the "Import Files" button. From the dropdown menu, choose:

- "Select Files" to import selected Excel /CSV files, or
- "Select Directory" to import all Excel /CSV files within a folder.

If you need to consolidate multiple files, it is recommended to put all the files into one folder and directly select "Select Directory".



Imported files and their worksheets will be displayed under the "Select Files" and "Select Sheets" areas. You can select the files and sheets to be consolidated. You can use Ctrl+A (Windows) or Command+A (Mac) to select all.

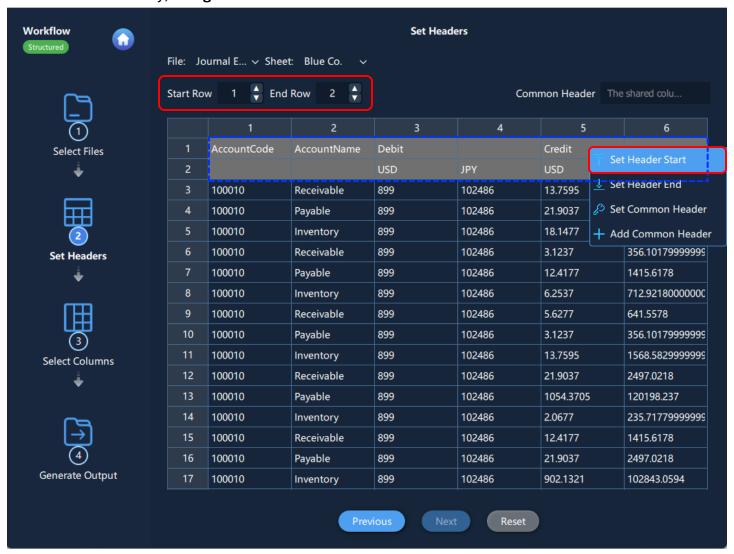


### Step 2 - Set header structure

After selecting files and sheets, set the **Start Row** and **End Row** for the header.

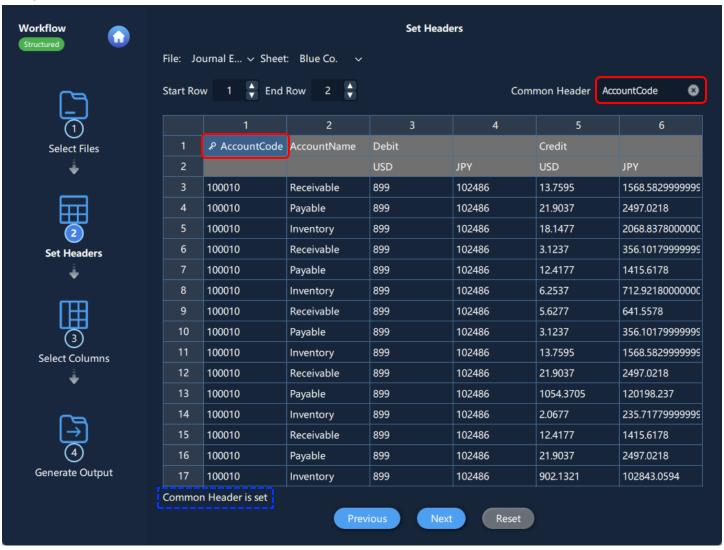
- If the header spans multiple rows (multi-level headers), set the start and end rows accordingly (e.g., 1 to 2).
- If it is a single-level header, set both to the same row number.

You have three ways to set the start and end rows: 1. **Click** the up and down arrows to adjust; 2. **Enter** row numbers manually; 3. **Right-click** the row and select "**Set Header Start**" or "**Set Header End**".



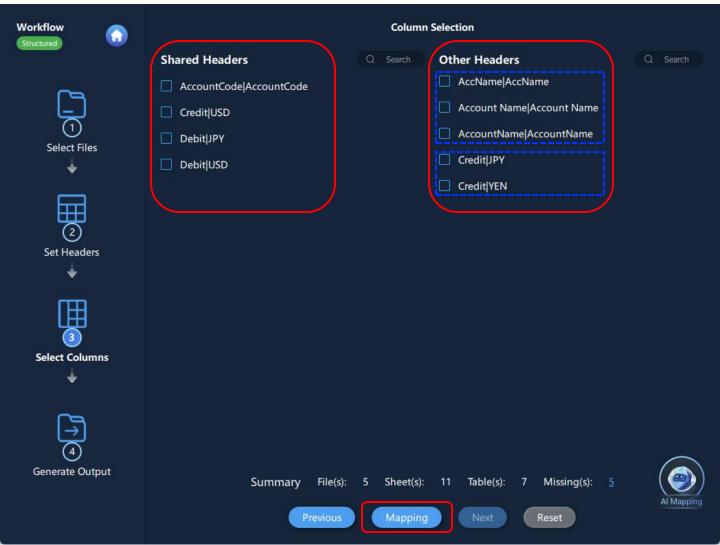
### Next, set the Common Header.

Common header is the key identifier that appears in all tables. It acts as a bridge across datasets. You also have three ways to set the common header: 1. **Click** it; 2. **Type** it in the input box; 3. **Right-click** it and select "**Set Common Header**". When the label "Common Header is set" appears, the setup is complete.



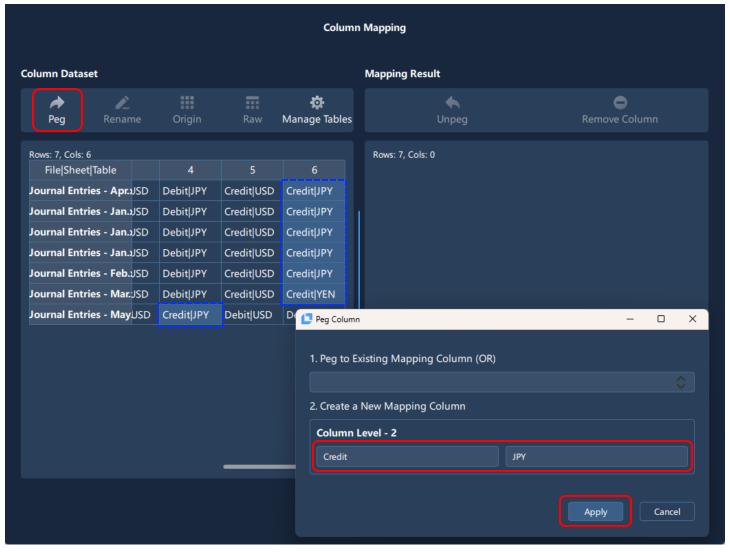
### Step 3 - Unify and select columns

The multi-level headers will be flattened into a single-level format. Headers common to all tables appear under the "Shared Headers" area. Those that are not common appear under the "Other Headers" area. Some non-common headers may represent the same meaning but with inconsistent names (e.g., AccName, Account Name, and AccountName; Credit|JPY and Credit|YEN). Click "Mapping" button to unify them.

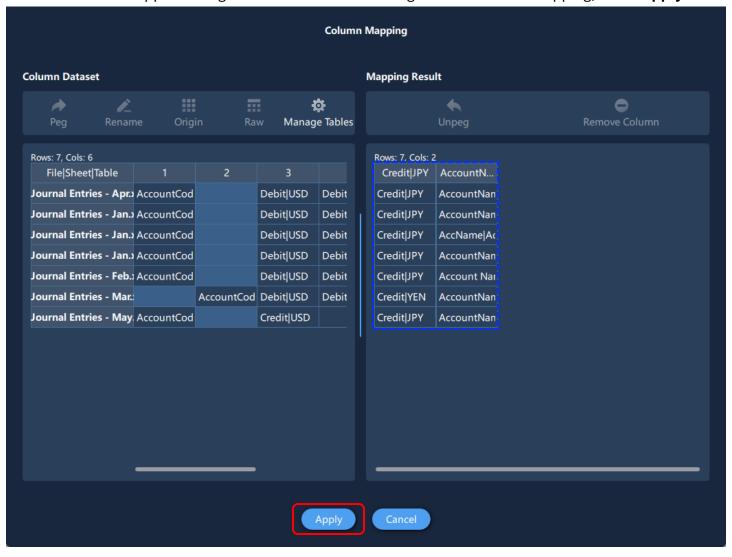


### In the pop-up window:

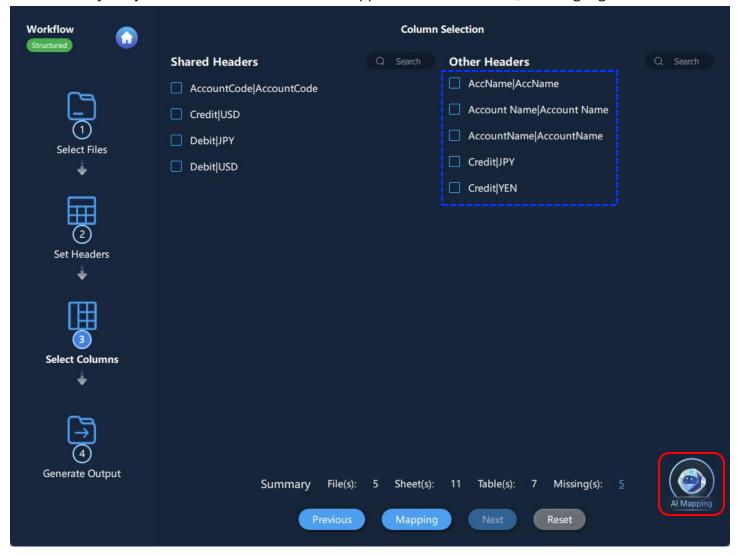
- Select all headers to unify with the same desired name (multi-select with Ctrl /Command; select all duplicates with Ctrl+D /Command+D).
- Click "Peg" to assign a unified name (e.g., unify Credit|JPY and Credit|YEN into Credit|JPY).
- Confirm with "Apply".
- Repeat this for other inconsistently named headers as needed.



Unified names will appear on right-hand side. After finishing all the columns' mapping, click "Apply".



Alternatively, you can use our Al-powered auto-mapping feature by clicking "Al Mapping". Al will automatically unify inconsistent headers. It also supports additional tasks, like language translation.



## Al Mapping

## **Al Mapping Result**

	Original Columns	ChatGPT Generated
0	AccName AccName	account_name acco.
1	Account Name Acco	account_name acco.
2	AccountName Acco	account_name acco.
3	Credit JPY	credit jpy
4	Credit YEN	credit jpy

## Chat with AI

Cancel

ChatGPT: Hello! I'm your Al mapping assistant. How can I help you today?
ChatGPT: Data rendered above

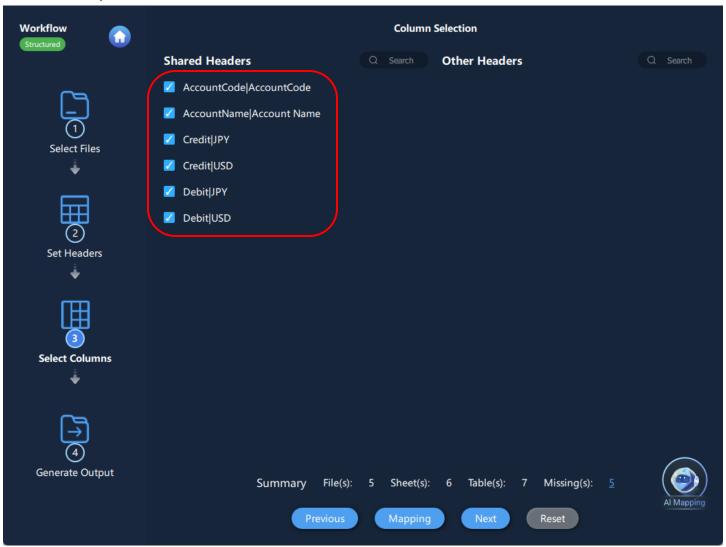
Change the result to Chinese.



Send

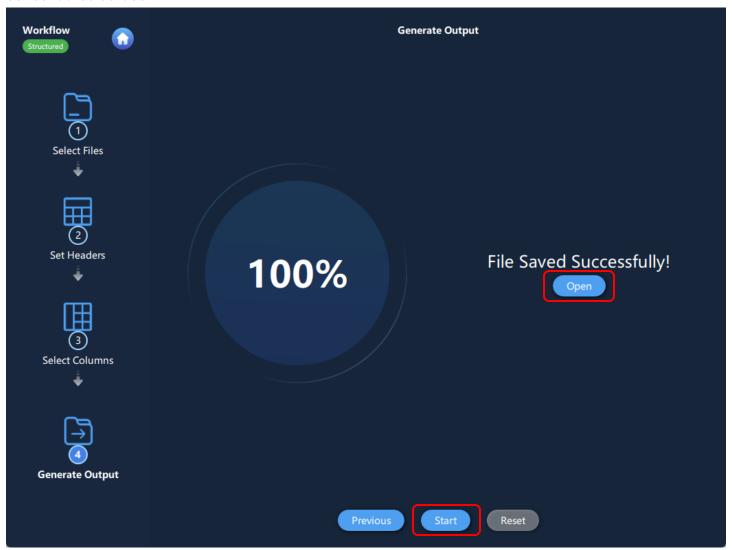
As shown in the picture below, inconsistently named headers are unified and move into the "Shared Headers" area, which improves consistency for later data processing.

**Select** the columns you want to consolidate, then you are ready to move on (select all with Ctrl+A /Command+A).



## Step 4 - Generate output

Click "Start" to consolidate. Save and name the consolidated file, then click "Open" to view the consolidated dataset.



The consolidated table will automatically include four extra columns indicating:

- 1. Source file
- 2. Source sheet
- 3. Row number in the sheet
- 4. Table number in the sheet

These help trace back to the original source data. You can keep or delete them as needed.

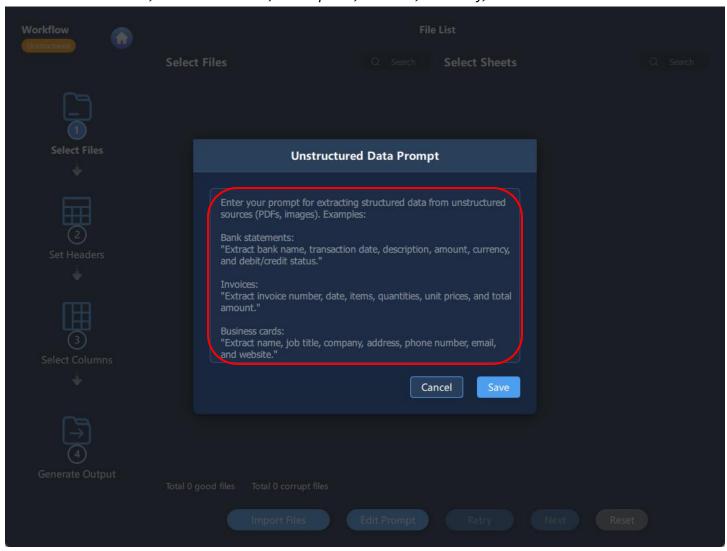
A	А	В	С	D	E	F	G	Н	1	J	
1	File	Sheet	Row	Table	AccountCode   AccountCode	AccountName   Account Name	Debit USD	Debit JPY	Credit USD	Credit JPY	
2	Journal Entries - Apr.xlsx	Blue Co.	3		100010	Receivable				1568.5829999999999	
3	Journal Entries - Apr.xlsx	Blue Co.	4	1	100010	Payable			21.9037	2497.0218	
4	Journal Entries - Apr.xlsx	Blue Co.	5	1	100010				18.1477	2068.8378000000002	
5	Journal Entries - Apr.xlsx	Blue Co.	6		100010	Receivable			3.1237	356.10179999999997	
6	Journal Entries - Apr.xlsx	Blue Co.	7	1	100010	Payable			12.4177	1415.6178	
7	Journal Entries - Apr.xlsx	Blue Co.	8		100010	Inventory			6.2537	712.9218000000001	
8	Journal Entries - Apr.xlsx	Blue Co.	9	1	100010	Receivable			5.6277	641.5578	
9	Journal Entries - Apr.xlsx	Blue Co.	10	1	100010	Payable			3.1237	356.10179999999997	
10	Journal Entries - Apr.xlsx	Blue Co.	11		100010	Inventory			13.7595	1568.5829999999999	
11	Journal Entries - Apr.xlsx	Blue Co.	12	1	100010				21.9037	2497.0218	
12	Journal Entries - Apr.xlsx	Blue Co.	13		100010	Payable			1054.3705	120198.237	
13	Journal Entries - Apr.xlsx	Blue Co.	14	1	100010	Inventory			2.0677	235.71779999999998	
14	Journal Entries - Apr.xlsx	Blue Co.	15	1	100010	Receivable			12.4177	1415.6178	
15	Journal Entries - Apr.xlsx	Blue Co.	16	_	100010	Payable			21.9037	2497.0218	
16	Journal Entries - Apr.xlsx	Blue Co.	17		100010	Inventory		102486	902.1321	102843.0594	
17	Journal Entries - Apr.xlsx	Blue Co.	18	1	100010	Receivable			6.2537	712.9218000000001	
18	Journal Entries - Apr.xlsx	Blue Co.	19	_	100010	Payable			3.1237	356.10179999999997	
19	Journal Entries - Apr.xlsx	Blue Co.	20	1	100010	Inventory			1.4335	163.419	
20	Journal Entries - Apr.xlsx	Blue Co.	21	1	100010	Receivable			18.1477	2068.8378000000002	
21	Journal Entries - Apr.xlsx	Blue Co.	22	_	100010	Payable			3.1237	356.10179999999999	
22	Journal Entries - Apr.xlsx	Blue Co.	23	1	100010	Inventory			2.0677	235.71779999999998	
23	Journal Entries - Apr.xlsx	Blue Co.	24		100010	Receivable			13.7595	1568.5829999999999	
24	Journal Entries - Apr.xlsx	Blue Co.	25		100010	Payable			21.9037	2497.0218	
25	Journal Entries - Apr.xlsx	Blue Co.	26	1	100010	Inventory			21.9037	2497.0218	
26	Journal Entries - Apr.xlsx	Blue Co.	27		100010	Receivable			21.91	2497.74000000000002	
27	Journal Entries - Apr.xlsx	Blue Co.	28	1	100010	Payable			3.1237	356.10179999999997	
28	Journal Entries - Apr.xlsx	Blue Co.	29	1	100010	Inventory			1.4335	163.419	
29	Journal Entries - Jan.xlsx	Red Co.	3	1	100010	Receivable			13.7595	1568.5829999999999	
30	Journal Entries - Jan.xlsx	Red Co.	4	1	100010	Payable			21.9037	2497.0218	
31	Journal Entries - Jan.xlsx	Red Co.	5		100010	Inventory			18.1477	2068.8378000000002	
32	Journal Entries - Jan.xlsx	Red Co.	6	1	100010	Receivable			3.1237	356.10179999999997	
33	Journal Entries - Jan.xlsx	Red Co.	7	1	100010	Payable			12.4177	1415.6178	
34	Journal Entries - Jan.xlsx	Red Co.	8		100010	Inventory			6.2537	712.9218000000001	
35	Journal Entries - Jan.xlsx	Red Co.	9	1	100010				5.6277	641.5578	
36	Journal Entries - Jan.xlsx	Red Co.	10	1	100010				3.1237	356.10179999999997	
37	Journal Entries - Jan.xlsx	Red Co.	11	1	100010	Inventory	899	102486	13.7595	1568.5829999999999	
	< > Sheet1	+									

### **Unstructured Data**

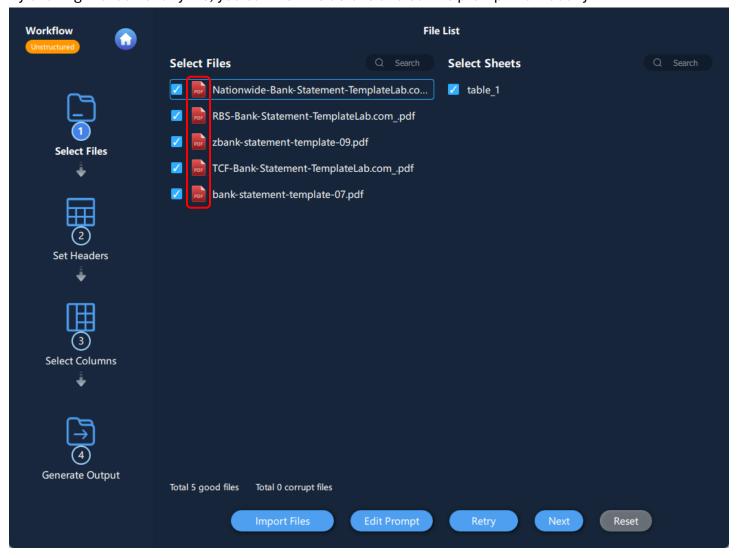
### Step 1 - Import files and input a prompt

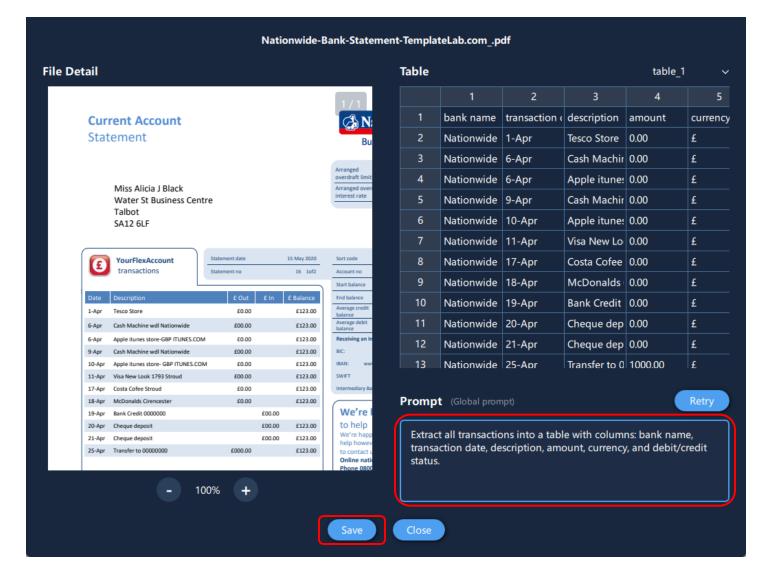
**Import the files** you want to consolidate and **input a clear prompt**, which is an instruction for the AI to process your data.

Take bank statements as an example. The prompt can be: "Extract all transactions into a table with columns: bank name, transaction date, description, amount, currency, and debit/credit status."

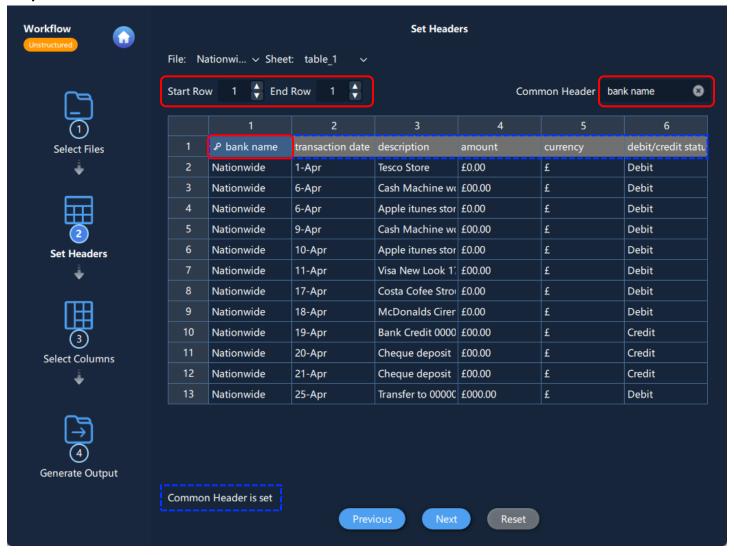


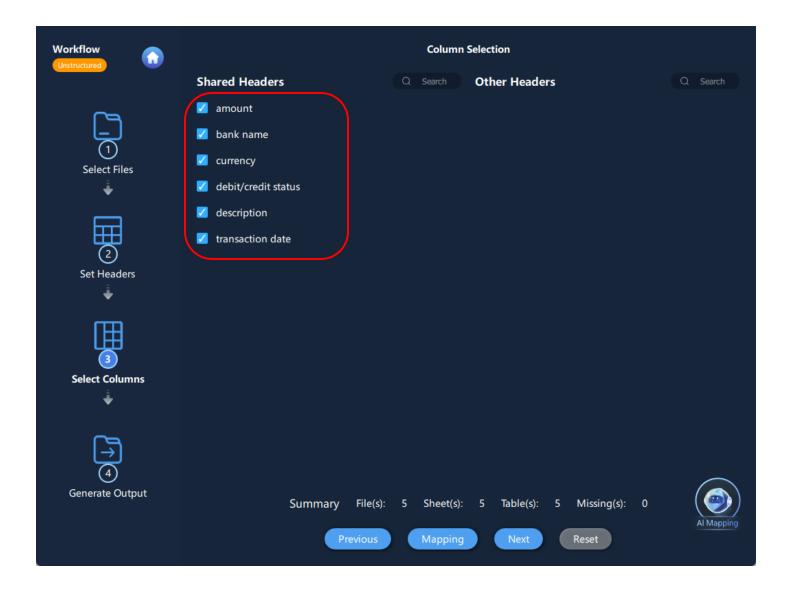
By clicking the icon of any file, you can view its details and edit its prompt individually.

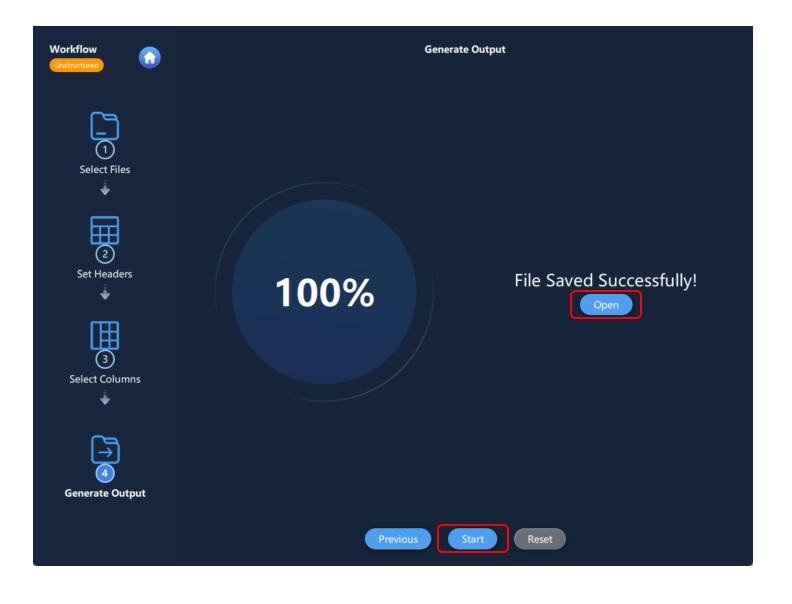




Steps 2 to 4 are the same with structured data.







A	В	С	D	E	F	G	Н		J
File	Sheet	Row	Table	bank name	transaction date				debit/credit statu
Nationwide-Bank-Statement-TemplateLab.compdf	table_1	2		Nationwide	1-Apr	Tesco Store	£0.00	£	Debit
Nationwide-Bank-Statement-TemplateLab.compdf	table_1	3		Nationwide	6-Apr	Cash Machine wdl Nationwide	£00.00	£	Debit
Nationwide-Bank-Statement-TemplateLab.compdf	table_1	4		Nationwide	6-Apr	Apple itunes store-GBP ITUNES.COM	£0.00	£	Debit
Nationwide-Bank-Statement-TemplateLab.compdf	table_1	5		Nationwide	9-Apr	Cash Machine wdl Nationwide	£00.00	£	Debit
Nationwide-Bank-Statement-TemplateLab.compdf	table_1	6	1	Nationwide	10-Apr	Apple itunes store- GBP ITUNES.COM	£0.00	£	Debit
Nationwide-Bank-Statement-TemplateLab.compdf	table_1	7	1	Nationwide	11-Apr	Visa New Look 1793 Stroud	£00.00	£	Debit
Nationwide-Bank-Statement-TemplateLab.compdf	table_1	8	1	Nationwide	17-Apr	Costa Cofee Stroud	£0.00	£	Debit
Nationwide-Bank-Statement-TemplateLab.compdf	table_1	9	1	Nationwide	18-Apr	McDonalds Cirencester	£0.00	£	Debit
Nationwide-Bank-Statement-TemplateLab.compdf	table_1	10	1	Nationwide	19-Apr	Bank Credit 0000000	£00.00	£	Credit
Nationwide-Bank-Statement-TemplateLab.compdf	table_1	11	1	Nationwide	20-Apr	Cheque deposit	£00.00	£	Credit
Nationwide-Bank-Statement-TemplateLab.compdf	table_1	12	1	Nationwide	21-Apr	Cheque deposit	£00.00	£	Credit
Nationwide-Bank-Statement-TemplateLab.compdf	table_1	13	1	Nationwide	25-Apr	Transfer to 00000000	£000.00	£	Debit
RBS-Bank-Statement-TemplateLab.compdf	table_1	2	1	RBS	22 Oct 2014	AUTOMATED PAY IN 650274051211-CHB	190.40	£	credit
RBS-Bank-Statement-TemplateLab.compdf	table_1	3	1	RBS	22 Oct 2014	DIGITAL BANKING CALL REF. NO. 3442, FROM A/C	140.00	£	debit
RBS-Bank-Statement-TemplateLab.compdf	table_1	4	1	RBS	24 Oct 2014	Faster Payment Amazon	132.30	£	debit
RBS-Bank-Statement-TemplateLab.compdf	table_1	5	1	RBS	24 Oct 2014	BACS Tebay Trading Co.	515.22	£	debit
RBS-Bank-Statement-TemplateLab.compdf	table_1	6	1	RBS	25 Oct 2014	Faster Payment Morrisons Petrol	80.00	£	debit
RBS-Bank-Statement-TemplateLab.com .pdf	table 1	7	1	RBS	25 Oct 2014	BACS Business Loan	20000.00	£	credit
RBS-Bank-Statement-TemplateLab.com .pdf	table 1	8	1	RBS	26 Oct 2014	BACS James White Media	2461.55	£	debit
RBS-Bank-Statement-TemplateLab.compdf	table_1	9	1	RBS	27 Oct 2014	Faster Payment ATM High Street	100.00	£	debit
RBS-Bank-Statement-TemplateLab.compdf	table_1	10	1	RBS	01 Nov 2014	BACS Acorn Advertising Studies	150.00	£	debit
RBS-Bank-Statement-TemplateLab.com .pdf	table 1	11	1	RBS	01 Nov 2014	BACS Marriott Hotel	177.00	£	debit
RBS-Bank-Statement-TemplateLab.com .pdf	table 1	12	1	RBS	01 Nov 2014	Faster Payment Abellio Scotrail Ltd	122.22	£	debit
RBS-Bank-Statement-TemplateLab.com .pdf	table 1	13	1	RBS	01 Nov 2014		1200.00	£	debit
RBS-Bank-Statement-TemplateLab.com .pdf	table 1	14	1	RBS	01 Dec 2014	Int. Bank Interest Paid	9.33	£	credit
RBS-Bank-Statement-TemplateLab.com .pdf	table 1	15	1	RBS	01 Dec 2014	DD OVO Energy	2470.00	£	debit
RBS-Bank-Statement-TemplateLab.com .pdf	table 1	16		RBS	21 Dec 2014	BACS Various Payment	10526.40		credit
RBS-Bank-Statement-TemplateLab.com .pdf	table 1	17	1	RBS	21 Dec 2014	BACS HMRC	1000.00	£	debit
RBS-Bank-Statement-TemplateLab.com .pdf	table 1	18	1	RBS	21 Dec 2014	DD DVLA	280.00	£	debit
TCF-Bank-Statement-TemplateLab.com .pdf	table 1	2		TCF NATIONAL BANK	0731	PAYPAL *MERCARI ME 402-935-7733 CA US	22.00	_	debit
TCF-Bank-Statement-TemplateLab.com .pdf	table 1	3		TCF NATIONAL BANK	0731	POS T-MOBILE #2313 07106953 BROOKLYN PARMI			debit
TCF-Bank-Statement-TemplateLab.com .pdf	table 1	4		TCF NATIONAL BANK	0801	AUTOMATED WITHDRAWAL PAYPAL ECHECK	3.89		debit
TCF-Bank-Statement-TemplateLab.com .pdf	table 1	5		TCF NATIONAL BANK	0801	POS CUB FOODS #30224 07313201 BROOKLYN PAR			debit
TCF-Bank-Statement-TemplateLab.com .pdf	table_1	6		TCF NATIONAL BANK	0802	POS PACSUN #0145 01450002	20.00		debit
TCF-Bank-Statement-TemplateLab.com .pdf	table 1	7		TCF NATIONAL BANK	0803	AMAZON MKTPLACE PM AMZN.COM/BIL WA US			debit
TCF-Bank-Statement-TemplateLab.com .pdf	table 1	8		TCF NATIONAL BANK	0804	POS 0473 FOREVER 21 06340326 MAPLE GROVE M			debit
Sheet1 +	table 1	8		ICF NATIONAL BANK	0004	POS 0475 FOREVER 21 00340326 MAPLE GROVE M	9.30		debit