# Mastercard Invoice Renaming

This workflow used to rename .pdf files, this requires input .pdf files and crib sheet (MC LK Renaming File.xlsx)  
  
It requires to copy all .pdf files on below location.

\\clbnas01\PriorityPass\5. MasterCard\MC Billing & Invoicing\MC Membership & LV Billing from 2017\LoungeKey\Lounge Visits\invoices

**Crib sheet location**

[\\clbnas01\PriorityPass\5. MasterCard\MC Billing & Invoicing\MC Membership & LV Billing from 2017\LoungeKey\Lounge Visits\invoices\MC LK Renaming File.xlsx](file:///\\clbnas01\PriorityPass\5.%20MasterCard\MC%20Billing%20&%20Invoicing\MC%20Membership%20&%20LV%20Billing%20from%202017\LoungeKey\Lounge%20Visits\invoices\MC%20LK%20Renaming%20File.xlsx)

A screenshot of a computer

Description automatically generated with low confidence

Open workflow from below location

[Gallery](http://10.204.210.202:1433/gallery/#!app/Ops---Mastercard-Invoice-Renaming/646493b91a6adc5d0093900c)

A screenshot of a computer

Description automatically generated with medium confidence

Click on run and this will automatically rename the .pdf files based on crib sheet (column T)

A screenshot of a computer

Description automatically generated with low confidence

**Prerequisite**

This requires all .pdf invoice numbers should be present in crib sheet. It matches invoice number from column B and assign name to file from column T.