**One File => WP\_Macro\_TwoFiles\_Template.xlsm**

**Description:**

This spreadsheet is created to process **two** Client input file (.XLS or .CSV). One contains demographics and other deposit data.

Macros will copy data from the input file, format, and create three Comma-delimited files in Alegeus Specified Format (.MBI).

**Note: Each Client are expected to supply both Input files in consistent format**

Macro File => WP\_Macro\_TwoFiles\_Template.xlsm

Current Location => S:\Work (Public)\LDF\WageParity-2022\\_MACROS\

**WORKSHEETS:**

**MAIN** (highlighted Green)

This is the main worksheet and where the process starts.

**Instructions**

This will contain basic instructions on how to use the Spreadsheet

**Lookup** (highlighted Tab in Blue)

This contains data used to default values in the Feed Templates

**Expected Data**

This contains the Column headers and corresponding data that is expected for each Client

Warning: Sometimes the column headers are same but data can be different. For example: In the input file, the Client deducts the fee from Deposit Amount and other times not. This can yield different deposit amounts.

**Demo\_Input\_File**

This Template contains data copied over from the Demographics Input File.

Button ‘Get Data’ copies data in original format from the Client Demographic files into this template.

**Deposits\_Input\_File**

This Template contains data copied over from the Deposits Input File.

Button ‘Get Data’ copies data in original format from the Client Deposit files into this template.

**Demo\_Template**

This Template pulls and formats the demographics data from the Client file

Button ‘Create Demo File’ creates the MBI file (Record ID “IH”)

**Enroll\_Template**

This Template pulls and formats the Enrollment data from the Client file

Button ‘Create Enroll File’ creates the MBI file (Record ID “IC”)

**Deposits\_Template**

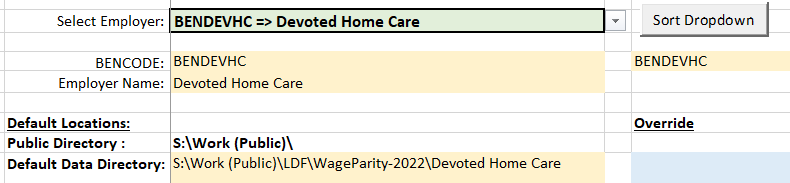
This Template pulls and formats the Deposits data from the Client file

Button ‘Create Deposits File’ creates the MBI file (Record ID “IH”)

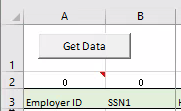
**INSTRUCTIONS TO PROCESS A NORMAL FILE**

**Steps:**

1. On worksheet ‘MAIN’ (highlighted Green tab), select ‘Employee ID’ => ‘**BENDEVHC => Devoted Home Care’**

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1. On worksheet ‘Demo\_Input\_File’ , click on ‘Get Data’ Button. This will clear the template and Open File Manager



Select the Demographics Input File.

For example => S:\Work (Public)\LDF\WageParity-2022\Devoted Home Care\**Devoted - March - Transit Demo Plus Status Template (2).xlsx**

Note: Worksheet ‘Deposits\_Input\_File’ will also be cleared.

When the data has been copied, a message will appear

Graphical user interface, text, application, chat or text message

Description automatically generated

1. On worksheet ‘Deposits\_Input\_File’ , click on ‘Get Data’ Button. This will clear the template and Open File Manager

Chart, box and whisker chart

Description automatically generated

Select the Deposits Input File.

For example => S:\Work (Public)\LDF\WageParity-2022\Devoted Home Care\**Devoted - March - Transit Deposit File Template (2).xlsx**

When the data has been copied, a message will appear

**Graphical user interface, text, application

Description automatically generated**

1. Review that the **data** matches the column headers. All headers may not match as indicated by the ‘Count of Headers not matching’ indicator but the data should match the ‘Green’ headers.

Diagram, table

Description automatically generated

Any unmatched headers will show a “1” in row 2 and highlighted in Red (See ‘Employer ID’ above)

1. On worksheet ‘Demo\_Template’, after reviewing the data looks correct, to create the MBI file for IB, click on ‘Create Demo File’ button.

Graphical user interface, application

Description automatically generated

On all templates, if a file is already created, a message prompting to replace will appear. Click on ‘Yes’ to replace else ‘No’

1. On worksheet ‘Enroll\_Template’, after reviewing the data looks correct, to create the MBI file for IC, click on ‘Create Enroll File’ button.

Graphical user interface, application

Description automatically generated

1. On worksheet ‘Deposits\_Template’, after reviewing the data looks correct, to create the MBI file for IH, click on ‘Create Deposits File’ button.

Graphical user interface, application

Description automatically generated

1. Review the three MBI files that were created and check if correct.

