

MCTR BATCH UPLOAD PROCEDURE

General Notes:

- Do not edit the format of the batch upload template or reorder/resize the columns. Paste data as values and ensure that any numbers are formatted as text (amounts, hours, locations, departments, etc...).
- The batch transfer upload is meant to increase the efficiency of line entry into the MCTR system and does not supersede any part of the existing MCTR process. Follow the approved process, supplementing these directions for the entry of the line item information.

Populating the Upload Template:

- Download results from query to excel
- Find the rows of data you intend to transfer:

gwrscj.xls-part.xls [Read-Only] [Compatibility Mode] - Microsoft Excel

HomeInsertPage LayoutFormulasDataReviewViewGet Started

Paste

CutCopy

Format Painter

Clipboard

Arial Unicode B

10

B

I

U

Font

Alignment

General

\$

%

%

0.00

0.00

Number

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

AutoSum

Fill

Clear

Sort & Find

Filter & Select

Editing

Editing

A2

Line

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Activity	GL	Project	Accou	Trans Ty	Trans Co	From Depl	Home Li	Class Co	Wk D	Work Li	RE	WPD	Bulk Ali	Causal	E&P Co	Sum Qu	
19	1	KE82DLBR	MD	DTLKE82D	1200000	LBA	STR	K310	01	A	K310	01	0EE	PA1				
23	2	KE82DLBR	MD	DTLKE82D	1200000	LBA	STR	K322	01	E	K322	01	0EQ	E2				
28	3	KE82DLBR	MD	DTLKE82D	1200000	LBA	STR	K330	01	A	K330	01	0ES	62				
30	4	KE82DLBR	MD	DTLKE82D	1200000	LBA	STR	K330	01	E	K330	01	0ES	62				
33																		
34																		

sheet1

4 of 30 records found

Count: 20

100%

- Copy 1st line from Activity ID through Sum Quantity (if transferring labor with trans code STR or OTS) or Amount (if not transferring labor)
 - o Hours will be required if you're moving Trans Code STR or OTH. Amount can be left blank.
- Paste into the template, use PASTE SPECIAL and paste VALUES only
- If using upload template on LBA/LBN rows, remember to replace LBA/LBN with LBR in the Trans Type field
- On Hours/Amount, if not moving entire value that returned on the query, override with the hours/amount you intend to transfer
 - o Reminder: "From" side should have the negative value
 - o Amount column is required to contain numeric value (includes decimal/negative sign) or zero if labor will be calculated automatically
- Copy "From" side to "To" side row
 - o Update the items that are changing (Activity/Project ID, etc...)
- Ensure that each "From" side has "FROM" in column A and each "to" side has "TO" in column A
- Paste the "from" information for each line you intend to enter (or if you've run a query and filtered down to only the lines you want to transfer, copy as values into the upload template and

insert rows for the “to” information, ensuring that “FROM” and “TO” are appropriately labeling each line of data)

[illegible]

After all information has been entered on the upload template, save as an excel file, then save again as a comma delimited file (.csv).

- NOTE: Changes cannot be made to the .csv file. If any changes are necessary, they will have to be made on the excel spreadsheet and then resaved as a .csv file for the upload to MCTR.

Input Header Information and Upload Template:

Enter the MCTR system and input header information in the normal manner.

- NOTE: The batch load function can only be used at initial MCTR creation, not after lines have already been entered.
- After saving the header information, the option to select the 'Batch Load' button will appear

MCTR Generation Form

Print MCTR

Download to Excel

MCTR Number: 55753 Date Enter: 19-JUN-2012 Date Journal:

Title: TESTING BATCH UPLOAD FOR DIRECTIONS

Originator: 2174724 Wheeler, Charona Batch Load

Current Status: OA Originator Actions History

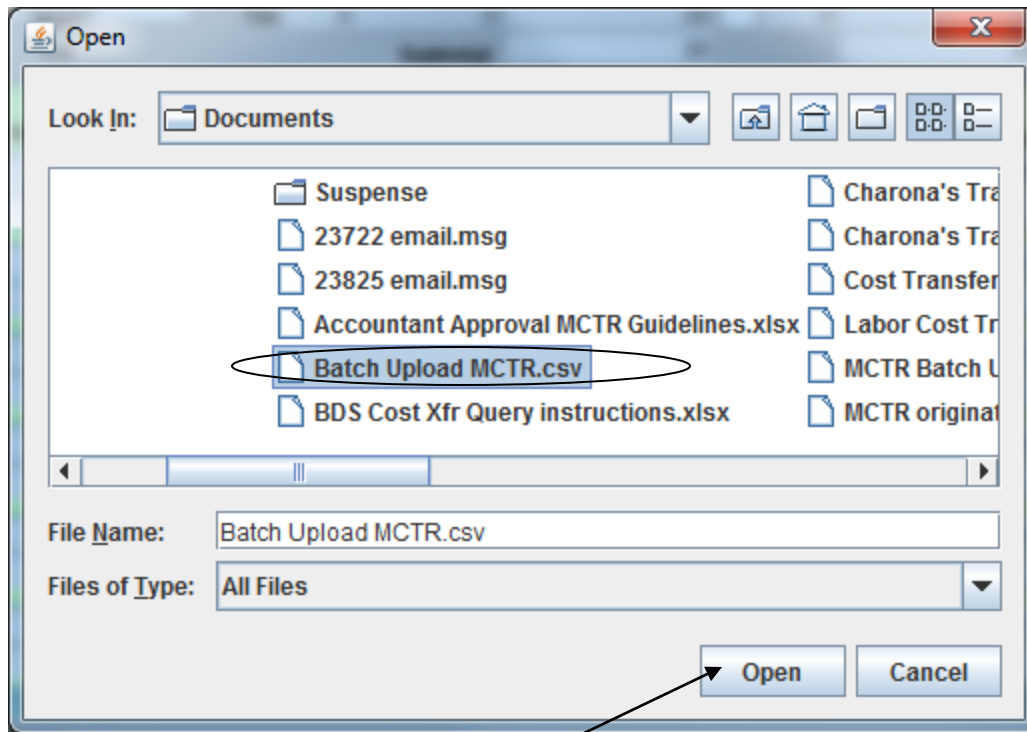
Just / Prev Measure Attachments Comments

Submit MCTR Cancel

BU Grp > MD MMM OH Base > 2012 Rs Cd > Appl Jnl Id > JV Item Cd

Fr: To:

- To use the batch load feature, select the 'Batch Load' button. This opens the option to select the .csv file you saved earlier for your batch template:



- Click on the .csv file for that MCTR and click Open.
- After clicking Open, the data will populate in the MCTR system (NOTE: there may be a short delay):

Line	Alt	Jrnl	Activity ID	BUM	CT	BUM	Trn	Trn	Stat	UOM	Home	Hm	BU	Hm	Lbr	Cls	Work	Hours	Amount	Adj	GLF	
				unt	CD	CD	Orig	Type	CD	CD	Dept	Loc	Fr	OH	CD	CD	Dept					
CPY		Fr	KE82DLBR	000	SWS	G	>	LBR	STR	HRS	HRS	K310	01	MD	10	01	A	K310	-112.0	-5,862.08	.00	TTD
		To	KE82ELBR	000	SWS	G	SWS	LBR	STR	HRS	HRS	K310	01	MD	10	01	A	K310	112.0	5,862.08	.00	
CPY		Fr	KE82DLBR	000	SWS	G	>	LBR	STR	HRS	HRS	K322	01	MD	10	01	E	K322	-5	-26.17	.00	TTD
		To	KE82ELBR	000	SWS	G	SWS	LBR	STR	HRS	HRS	K322	01	MD	10	01	E	K322	5	26.17	.00	
CPY		Fr	KE82DLBR	000	SWS	G	>	LBR	STR	HRS	HRS	K330	01	MD	10	01	A	K330	-1.3	-68.04	.00	TTD
		To	KE82ELBR	000	SWS	G	SWS	LBR	STR	HRS	HRS	K330	01	MD	10	01	A	K330	1.3	68.04	.00	
CPY		Fr	KE82DLBR	000	SWS	G	>	LBR	STR	HRS	HRS	K330	01	MD	10	01	E	K330	-2.3	-120.39	.00	TTD
		To	KE82ELBR	000	SWS	G	SWS	LBR	STR	HRS	HRS	K330	01	MD	10	01	E	K330	2.3	120.39	.00	
CPY		Fr					>														TTD	

- After uploading, it is recommended that you tab through the fields, verifying that everything was uploaded properly and contains the appropriate information to be transferred.
- NOTE: If fields are highlighted red, they require your verification as this mean that something is not verifying properly against EAS. In order to verify, click in the highlighted field and click <Tab>. This should provide you a list of valid entries or correct the issue (please see below):

Hours	Amount	Adj	GLPC Backup
-112.0	-5,862.08	.00	TTD <input type="checkbox"/> Year <input type="checkbox"/>
112.0	5,862.08	.00	Inquire
-5	-26.17	.00	TTD <input type="checkbox"/> Year <input type="checkbox"/>
5	26.17	.00	Inquire
-1.3	-68.04	.00	TTD <input type="checkbox"/> Year <input type="checkbox"/>
1.3	68.04	.00	Inquire
-2.3	-120.38	.00	TTD <input type="checkbox"/> Year <input type="checkbox"/>
2.3	120.38	.00	Inquire

- The issue with the above example was that this ABU is set to calculate labor rates automatically; however, the upload has an amount populated. After clicking in the red Hours field and tabbing, the MCTR system updated the amount and the red highlight was removed.
- Correct any of the red highlighted rows before saving the MCTR.
- After uploading and tabbing through any errors, save the MCTR to check the GLPC validation flags and proceed as you would normally with an MCTR.
- **NOTE:** Upon importing once, the Batch Upload button will no longer be an option for data import on that MCTR. For this reason, it is necessary that all information be included on the initial batch upload form. If you need to make corrections to the upload form, close the MCTR without saving and open it again from your originator actions queue to re-upload after making the necessary corrections to the excel template and saving as a .csv.
- **NOTE:** The MCTR will not save if it is not validated and the red highlighted fields corrected. An error will show at the bottom indicating what needs to be done in order to save the MCTR. The error message at the bottom will only reference one error at a time although there may be multiple errors with the MCTR. Verify that all fields are white (or orange to indicate they are inactive) before attempting to save.

Reminder: The batch upload process is meant to increase the efficiency of the data entry on the MCTR lines - the rest of the process should remain the same.

- This function will not change the MCTR data entry validations. Please see example below:

Line	Alt Jnl	Activity ID	JOM	Home	Hm	BU	Hm	Lbr	Cls	Work	Wrk	RSC	WPD	Hours	Amount	Adj	GLPC Backup	
CPY	Fr	KE82DLBR	HRS	K310	01	MD	10	01	A	K310	01	10	OEE	PA1	-112.0	-5,862.08	.00	TTD <input type="checkbox"/> Year <input type="checkbox"/>
	To	KE82ELBR	HRS	0246	01	MD	10	01	A	0246	01	10	OEE	PA1	112.0	5,862.08	.00	Inquire
CPY	Fr	KE82DLBR	HRS	K322	01	MD	10	01	E	K322	01	10	OEO	E2	-5	-26.17	.00	TTD <input type="checkbox"/> Year <input type="checkbox"/>
	To	KE82ELBR	HRS	K37C	01	MD	10	01	E	K37C	01	10	O11	>	5	26.17	.00	Inquire
CPY	Fr	KE82DLBR	HRS	K330	01	MD	10	01	A	K330	01	10	OES	62	-1.3	-68.04	.00	TTD <input type="checkbox"/> Year <input type="checkbox"/>
	To	KE82ELBR	HRS	K330	01	MD	10	01	A	K330	01	10	OES	>	1.3	68.04	.00	Inquire
CPY	Fr	KE82DLBR	HRS	K330	01	MD	10	01	E	K330	01	10	OES	62	-2.3	-120.38	.00	TTD <input type="checkbox"/> Year <input type="checkbox"/>
	To	KE82ELBR	HRS	K330	01	MD	10	01	E	K330	01	10	OES	>	2.3	120.38	.00	Inquire

GT dept on MD MCTR, still invalid

WPD still required for LBR

Still highlights orange if attribute is inactive

- The system will require you to click and tab from the red highlighted fields. Upon clicking on the home department and tabbing, the system shows a list of valid MD departments from which to choose:

The screenshot displays a software interface with a data table and a modal dialog box.

Data Table (Visible Rows):

JOM	Home	Hm	BU	Hm	Lbr	Cls	Work	Wrk	Wrk	RSC	WPD		Hours	Amount	Adj	GLPC Backup	Related
Cd	Dept	Loc	Fr	OH	Cd	Cd	Dept	Loc	OH	Cd	(BTU)						Overhead Amt
HRS	K310	01	MD	10	01	A	K310	01									
HRS	0246	01	MD			A	0246	01									
HRS	K322	01	MD	10	01	E	K322	01									
HRS	K37C	01	MD	10	01	E	K37C	01									
HRS	K330	01	MD	10	01	A	K330	01									
HRS	K330	01	MD	10	01	A	K330	01									
HRS	K330	01	MD	10	01	E	K330	01									
HRS	K330	01	MD	10	01	E	K330	01									

Home Departments (To) Listing Dialog Box:

Find %

Dept	Loc	ABU	Pool	Labor Rate	Class	RSC	Eff Date	Current Status
841J	01	MD	20	05	A	026	04-FEB-10	I
9998	01	MD	92	04	B	095	29-DEC-05	A
9999	01	MD	92	04	B	095	29-DEC-05	A
99TX	01	MD	TX	04	B	095	30-JUN-11	I
9JS	01	MD	JS	04	B	095	29-DEC-05	A
ICAT	01	MD	92	04	B	095	29-JAN-09	A
J498	01	MD	XX	XX	A	XXX	11-FEB-10	I

Buttons: Find, OK, Cancel

Note:

MCTR program limits the number of line items that can be loaded using batch load Excel template.

The maximum lines is 999.