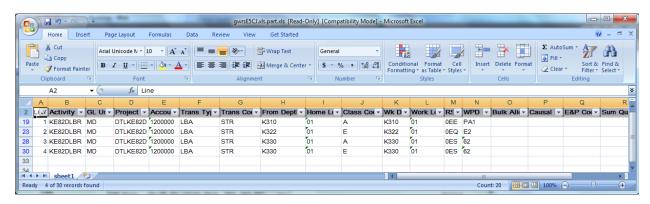## MCTR BATCH UPLOAD PROCEDURE

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.

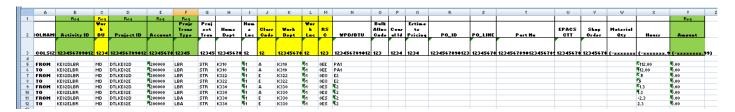**Populating the Upload Template:**

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

- Copy 1st line from Activity ID through Sum Quantity (if transferring labor with trans code STR or OTS) or Amount (if not transferring labor)
    - 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
    - Reminder: "From" side should have the negative value
    - 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
    - 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)
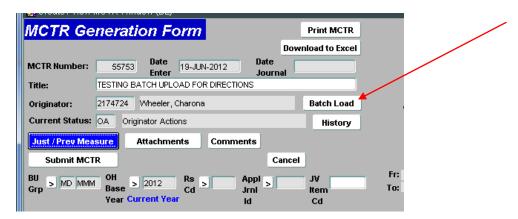

After all information has been entered on the upload template, save as an excel file, then save again as a comma delimited file (.csv).

- 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

- 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:

Open

Look In: Documents

- Suspense
- 23722 email.msg
- 23825 email.msg
- Accountant Approval MCTR Guidelines.xlsx
- Batch Upload MCTR.csv
- BDS Cost Xfr Query instructions.xlsx
- Charona's Tra
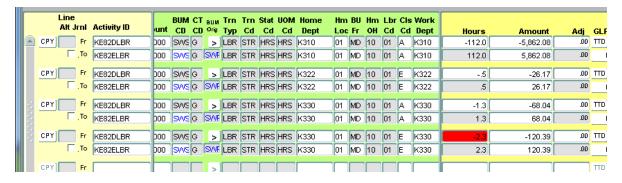- Charona's Tra
- Cost Transfer
- Labor Cost Tr
- MCTR Batch U
- MCTR originat

File Name: Batch Upload MCTR.csv

Files of Type: All Files

Open   Cancel

- 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	unt	BUM CD	CT CD	BUM Orig	Trn Typ	Trn Cd	Stat Cd	UOM Cd	Home Dept	Hm Loc	BU Fr	Hm OH	Lbr Cd	Cls Cd	Work Dept	Hours	Amount	Adj	GLF
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	SWF	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	SWF	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	SWF	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	SWF	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):
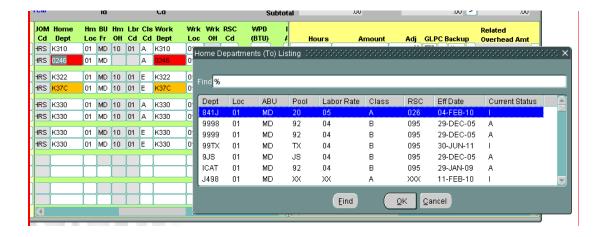
- The issue with the above example was that this ABU is set to calculate labor rates automatically; however, the upload has an amount populated. After clicking in the red Hours field and tabbing, the MCTR system updated the amount and the red highlight was removed.
- Correct any of the red highlighted 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:

- 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:

Note:

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

The maximum lines is 999.