**Process Notes:**

Two export files are generated from LP, one for Westerville employees and one for Woburn. The files are modified as follows:

1. Westerville:
   1. Delete the PhaseID-WN column (column AT)
   2. Delete the Product Line column (column AN)
2. Woburn
   1. Delete the PhaseID column (column AS)
   2. Rename the PhaseID-WN column to PhaseID (new column AS)
   3. Delete the Product Line column (column AN)
3. The *LiquidPlanner Timesheet – Epicor Format & Alert Accounting* application is run on both files, it performs the following functions:
4. Modify the LiquidPlannerExport spreadsheet as follows:
5. Delete all columns except for:

date

activity

hours

timesheet\_entry\_note

person\_reference

Company

LaborTypePseudo

OkToChangeResourceGrpID

OpComplete

PhaseID

ProjectID

TimeStatus

1. Duplicate the date, hours, and person\_reference (twice) columns
2. Rename the following columns:

date -> PayrollDate

date -> ClockInDate

activity -> PhaseOprSeq

hours -> LaborHrs

hours -> BurdenHrs

timesheet\_entry\_note -> LaborNote

person\_reference -> EmployeeNum (prefix only)

person\_reference -> ResourceID (prefix only)

person\_reference -> IndirectCode (suffix only)

1. Reorder the columns as follows:

Company

EmployeeNum

LaborTypePseudo

IndirectCode

LaborHrs

BurdenHrs

LaborNote

PayrollDate

ProjectID

PhaseID

ClockInDate

PhaseOprSeq

TimeStatus

OpComplete

ResourceID

OkToChangeResourceGrpID

1. Move the modified spreadsheet to the *Accounting* folder.
2. Notify Accounting via email that the modified spreadsheet is ready.
3. Move the original spreadsheet to the *Archive* folder.