**Topics discussed:**

As per the discussion in the meeting yesterday, we agreed on following:

1. Main Data Sheet upload request process
2. Financial Services shall be required to raise a ticket to ACS FMS VERP Production Support, in order to have new main data sheet loaded.
3. Financial Services shall continue to provide data in the agreed template (xls).
4. Production support shall convert the XLS file to an ASCII, using the Macro being developed by Marina & Alec.
5. During conversion, if the macro identifies an error,
   1. it shall display it to the Production support staff using the macro.
   2. Production Support Staff shall be required to return the main data sheet and the ticket to the person who raised it, stating the error(s) identified by the Macro.
   3. Production Support Staff shall be required to send an email to the user(requestor), Financial Services – Relationship Manager, Miklos & Senthil notifying the error received.
6. If the conversion is successful, production support shall upload the file to database utilizing the scripts being developed by Senthil & Riaz.
7. Upon successful upload, production support shall notify the user(requestor), Financial Services – Relationship Manager, Miklos & Senthil that the request has been completed successfully and request verification.
8. Functionalities expected from the Macro:
9. Convert xls to ASCII file, pipe delimited.
10. File naming convention – MainDataSheetYYYYMMDDHHMMSS.asc
11. Remove formulas if any of the cells have those and just retain the values.
12. Remove the $ symbols.
13. Round $ amounts to two digits after decimal.
14. Remove empty columns (BJ, BP, CA, CI, CK)
15. Remove any filters applied on the original workbook.
16. Remove first two rows (one with column numbers and second with merged field headings). The third row with column headers (row 3) shall be retained.
17. Display Error message, if any of the mandatory fields is missing. The error message should identify the missing data. Macro should check whole file for data issues, before presenting the error message and list all the rows with data issues along with the issue.
18. Ensure that the following key fields are populated and have the specified length:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Field Name** | **Mandatory** | **Length** | **Notes** |
| **1** | Vendor Id | Yes | 10 characters | Macro should preserve the leading zeros.  Must be 10 characters. |
| **2.** | Program # | Yes | 7 characters | Macro should preserve the leading zeros.  Must be 7 characters. |
| **3.** | ACCISS Id | Yes | 5 characters | Macro should preserve the leading zeros.  Must be 5 characters. |
| **4.** | City Lease | Optional | 3 characters | Possible values: Yes or No or Empty  - If the original spreadsheet says Y, macro should translate it to Yes  - If the original spreadsheet says N, macro should translate it to No.  - If original spreadsheet says YES or No; macro should copy as such.   * If conversion can be done by macro, that’s preferred. Else Riaz to take care in backend Oracle. |
| **5.** | Contract # | Yes | 11 characters | Macro should preserve the leading zeros.  Must be 11 characters. |

**Open issues:**

|  |  |  |
| --- | --- | --- |
|  | **Action Item** | **Owner** |
| **1.** | Confirmation with Production Support, whether they’re okay with the approach identified above. | Senthil |
| **2.** | Location for storage of the ASCII file. (NFS Mount) | Senthil |
| **3.** | Check with Santosh, if there’s a template for documenting details for production support, e.g. Macro name, Macro password, Shell script details, Storage location | Senthil |
| **4.** | Where would the Macro be stored? | Senthil |
| **5.** | Where would the macro store the ASCII file being generated? (NFS Mount location) | Senthil |
| **6.** | Shell Script name / Login details / user name / pwd – Any other technical details that need to be shared with production support to ensure that they’re able to upload the file successfully. | Senthil |
| **7.** | Email Notification – recipients | Senthil |
| **8.** | Would the Macro be password protected? Who would maintain its password? |  |
| **9.** | Confirmation on ASCII file naming convention. | Riaz |