

EPAF Upload File Management and Processing

Purpose	<p>Create EPAF transactions using the MS Excel EPAF UPLOAD TEMPLATES, FileZilla and the EPAF Upload [NZPELOD] to complete the following tasks:</p> <ol style="list-style-type: none"> 1. Accessing, Saving and Updating the MS Excel EPAF UPLOAD TEMPLATE 2. Entering Required Data 3. Saving the MS Excel Worksheet with a .csv File Format 4. Using FileZilla to copy the .csv file to the FTS production file server 5. Using NZPELOD to Create EPAFs from the .csv file. 				
1. Accessing, Saving and Updating the MS Excel EPAF UPLOAD TEMPLATES					
1.1	<p>Accessing and Saving an EPAF UPLOAD TEMPLATE</p> <p>OPEN the appropriate EPAF UPLOAD TEMPLATE located at:</p> <table border="1"> <tr> <td></td> <td>http://www.usnh.edu/banner/training/training.htm</td> </tr> </table> <p>SAVE the MS Excel file in a directory used by your department.</p> <table border="1"> <tr> <td>FILE Name</td> <td>The suggested file naming convention is: epaf_mm_dd_yy_xxxxxxx where xxxxxxxx could be your user name, BSC name, or anything meaningful to your department.</td> </tr> </table>		http://www.usnh.edu/banner/training/training.htm	FILE Name	The suggested file naming convention is: epaf_mm_dd_yy_xxxxxxx where xxxxxxxx could be your user name, BSC name, or anything meaningful to your department.
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1.2	<p>Updating the MS Excel EPAF UPLOAD file</p> <table border="1"> <tr> <td>Columns and Rows</td> <td> <ul style="list-style-type: none"> • The first row of the worksheet must only contain column names. • Column names are case sensitive. • Optional columns have column names highlighted in White. • Required columns have column names highlighted in Yellow. <i>If a required column is missing the file will not be processed.</i> • You can add your own columns to the worksheet. Each of your column names should be unique and have the word USER in it (e.g. USER Total). <i>Blank column names are not allowed.</i> • Column names defined in the EPAF UPLOAD TEMPLATE must not be changed. <i>If a predefined column name is changed NZPELOD will not know how to process it.</i> • Columns can be arranged in any order. • A new row is needed for each job record. • All rows, EXCEPT the first row containing column names, can be sorted in any order. • All data entered into date columns must be entered in the format: DD-MMM-YYYY [01-JAN-2011] </td> </tr> </table>	Columns and Rows	<ul style="list-style-type: none"> • The first row of the worksheet must only contain column names. • Column names are case sensitive. • Optional columns have column names highlighted in White. • Required columns have column names highlighted in Yellow. <i>If a required column is missing the file will not be processed.</i> • You can add your own columns to the worksheet. Each of your column names should be unique and have the word USER in it (e.g. USER Total). <i>Blank column names are not allowed.</i> • Column names defined in the EPAF UPLOAD TEMPLATE must not be changed. <i>If a predefined column name is changed NZPELOD will not know how to process it.</i> • Columns can be arranged in any order. • A new row is needed for each job record. • All rows, EXCEPT the first row containing column names, can be sorted in any order. • All data entered into date columns must be entered in the format: DD-MMM-YYYY [01-JAN-2011] 		
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		<ul style="list-style-type: none">• CRITICAL! If cutting and pasting from another spreadsheet make sure to Paste Special -> Values Only This preserves the correct format of critical columns.
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2. Entering Data		
2.1	OPEN	the appropriate EPAF UPLOAD pdf cheat sheet located at:
		http://www.usnh.edu/banner/training/training.htm
2.2	Entering Data	The EPAF UPLOAD pdf cheat sheet provides information on the data fields used to create the EPAF transaction.
2.3	Entering Required Data	Each type of EPAF will have columns which contain key data and are therefore required. <i>If any key data is missing or is invalid the job record(s) will not be processed.</i>

3. Saving the MS Excel Worksheet with a .csv File Format	
	Save the MS Excel file as a .csv file only after all jobs have been entered and the file is complete.
File Directory	Save the .csv in the same department directory as the MS Excel file.
File Naming Conventions	The .csv file name must adhere to the following naming conventions: <ul style="list-style-type: none"> • Begin with epaf_ • Be all lowercase. • Never contain blank spaces. • Never contain special characters such as *, %, or #, or -. • Can contain the following characters (a-z, 1-9, _, .)
Suggested File Name	epaf_mm_dd_yy_xxxxxxx.csv where xxxxxxxx could be your user name, BSC name, or anything meaningful to your department.
Save as .csv File	CLICK the Microsoft Office Button.
	CLICK Save As.
	Save in: SELECT the desired directory.
	File name: TYPE the file name.
	Save as type: SELECT CSV (Comma delimited) (*.csv) from the drop down list.
	CLICK Save.
	EXIT Excel and do not save changes to .csv file when prompted.
Managing the .csv file	
• NEVER open .csv file.	Once you save the .csv file NEVER open it in Excel. (Can be opened in Notepad if needed for troubleshooting.)
• Make corrections to original MS Excel file.	Always make corrections to your original MS Excel file and then re-save it as a .csv file.
• Replacing an existing .csv file	If you are replacing an existing .csv file, when you go to save the .csv file make sure to overwrite it by double clicking the existing .csv file name in the Save in: window. This will insure that you are using the same file name. You will receive the following warning: The file epaf_mm_dd_yy_xxxxxxx.csv already exists. Do you want to replace the existing file? CLICK Yes to replace the existing file which will save it with the same name.
• Creating a new .csv file	If you are saving a different .csv file, make sure to save it with a different name than the first file.

4. Using FileZilla to copy the .csv file to the FTS production file server.			
4.1	Access the FTS File Sharing Server		
	Downloading FileZilla	These instructions assume the application FileZilla [SSH SECURE File Transfer Client] has already been installed on your computer and the FTS connection has already been established. The FileZilla application and instructions for Using FileZilla with FTS are available at: http://www.usnhgateway.org/soft.html	
	Access FTS Server	START FileZilla.	
		SELECT File from the menu bar.	
		SELECT Site Manager.	
		CLICK FTS.	
		ENTER your User: and Account: info if it isn't already displayed.	
		ENTER your password.	
	Access your dropoff folder	CLICK Connect.	
		In the Remote Site: window pane [MIDDLE RIGHT] you will see /fts/ already entered. DOUBLE CLICK the folders listed in the Filename column until you reach the last folder as defined for your group:	
		GSC HR:	/fts/gsc/fis/user_dropoff/usnhfs
		KSC HR:	/fts/ksc/hrs/user_dropoff/hr
		PSU HR:	/fts/psc/hrs/user_dropoff/hr
		UNH AA:	/fts/fis/user_dropoff/aabsc
		UNH COLA:	/fts/fis/user_dropoff/colabsc
UNH COLSA:		/fts/fis/user_dropoff/colsabsc	
UNH Central Admin:		/fts/fis/user_dropoff/ctradmbsc	
UNH CEPS:		/fts/fis/user_dropoff/cepsbsc	
UNH HHS:		/fts/fis/user_dropoff/chhsbsc	
UNH HR:		/fts/hrs/user_dropoff/hr/	
UNH WSBE:		/fts/fis/user_dropoff/wsbebsc	
USNH HR:	/fts/usnh/user_dropoff/hr		

4.2	Copy the .csv file to the FTS dropoff folder
	<ul style="list-style-type: none">In the FileZilla Local Site: window pane [MIDDLE LEFT], DOUBLE CLICK on the folders listed in the Filename column until you reach the departmental directory containing the .csv file you want to copy to your FTS dropoff folder.
	<ul style="list-style-type: none">If you are replacing an existing file make sure you use the same name when copying the .csv file to FTS. If you use a different file name two separate files will exist in your dropoff folder and the NZPELOD process will process both files.
Exit FileZilla	

5. Using NZPELOD to Create EPAFs from the .csv file.									
5.1	Log into VPN.								
5.2	Log into Banner HR.								
5.3	<p>Have the Originator sited in the file review NTRROUT values for the Approval Category sited in the file. These values will be used to define the routing on the EPAFs created.</p> <p>Note: At least one entry must exist on NTRROUT for the Approval Category with an action of 'Approve'. Even if the approval category does not normally require an approval, this must be setup to use the approval category via the upload tool. The approver can be the same as the originator; the only requirement is that someone looks at it online prior to it being applied.</p>								
5.4	<p>Run NZPELOD.</p> <p>In the Go To... field on the Banner main menu type NZPELOD and PRESS Enter.</p> <p>USE Next Block to get to the Printer Control block. <i>Confirm the Printer: field is set to DATABASE.</i></p> <p>USE Next Block to get to the Parameter Values block.</p> <table border="1"> <tr> <td>Define Parameter 01 – Audit or Commit Indicator</td> <td> <p>'A' Audit When the process is run in this mode it will generate error reports but WILL NOT create EPAFs for user approval and completion.</p> <p>'C' Commit When the process is run in this mode it will generate error reports and WILL create EPAFs for user approval and completion.</p> <p>ALWAYS run the process in A – Audit mode first. Always run the process in Audit mode first to check for any errors, both in the errs.lis file and the epaf.lis files. (NOTE: Warnings in the epaf.lis file are OK.)</p> <p>Use the Values drop down list to select the mode. DOUBLE CLICK the mode to select it from the list.</p> </td> </tr> <tr> <td colspan="2">USE Next Record to navigate to the next parameter value.</td> </tr> <tr> <td>Define Parameter 02 – Campus/BSC name</td> <td>Parameter 02 is used to select the Campus/BSC name.</td> </tr> <tr> <td></td> <td>Always use the Values drop down list to select the Campus/BSC name. DOUBLE CLICK the Campus or BSC name to select it from the list.</td> </tr> </table>	Define Parameter 01 – Audit or Commit Indicator	<p>'A' Audit When the process is run in this mode it will generate error reports but WILL NOT create EPAFs for user approval and completion.</p> <p>'C' Commit When the process is run in this mode it will generate error reports and WILL create EPAFs for user approval and completion.</p> <p>ALWAYS run the process in A – Audit mode first. Always run the process in Audit mode first to check for any errors, both in the errs.lis file and the epaf.lis files. (NOTE: Warnings in the epaf.lis file are OK.)</p> <p>Use the Values drop down list to select the mode. DOUBLE CLICK the mode to select it from the list.</p>	USE Next Record to navigate to the next parameter value.		Define Parameter 02 – Campus/BSC name	Parameter 02 is used to select the Campus/BSC name.		Always use the Values drop down list to select the Campus/BSC name. DOUBLE CLICK the Campus or BSC name to select it from the list.
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	Submit/Run NZPELOD	USE Next Block to get to the Submission block.
		CLICK the save Icon to submit/run the NZPELOD process. <i>The process may take a few minutes to run.</i>
		WRITE DOWN the process number displayed in the BOTTOM LEFT corner of the Banner window. <i>You will use this number to select the appropriate output for review.</i>

	<p>Review Output Reports</p>	<p>SELECT Options menu. SELECT Review Output [GJIREVO]. File Name: CLICK the drop down arrow to view the output reports. You should see the following three Output File names associated with ##### being your process number:</p> <ul style="list-style-type: none"> • nzpelod_#####_errs.lis <i>This report lists all the errors that will stop a row from being converted into an EPAF.</i> • nzpelod_#####_epaf.lis <i>This report lists EPAFs created with Warnings and/or Errors.</i> • nzpelod_#####.log <i>This report is a log of the processing and provides files selected and record counts.</i>
	<p>View a Report</p>	<p>DOUBLE CLICK the report you want to view.</p>
	<p>Print a Report</p>	<p>To print the report:</p> <ol style="list-style-type: none"> a. SELECT Options menu. b. SELECT Show Document (Save and Print File) option. c. CLICK Yes on the message displayed. d. CLICK on File menu in the browser window. e. CLICK Print.
	<p>nzpelod_#####.log</p>	<p>The log file has several pieces of valuable information:</p> <p>BANUID Banner HR User name of user who ran NZPELOD. bsc The BSC for which the csv file was uploaded. Load file The file name and path of the file loaded. 14 lines loaded The number of lines loaded including header.</p>

	<p>nzpelod_#####_errs.lis</p>	<p>The report lists all the errors that will stop a row from becoming an EPAF.</p>
	<p>On the report you can find:</p> <ul style="list-style-type: none"> • The csv file name being processed. • The record/row number being processed in the csv file. • Error messages explaining why a record was not processed. 	
<p>Corrections:</p> <ul style="list-style-type: none"> • If NZPELOD was run in AUDIT mode the corrections should be made in the Excel document. • If NZPELOD was run in COMMIT mode the EPAF will need to be entered through the BANNER form NOAEPAF. 		
	<p>nzpelod_#####_epaf.lis</p>	<p>The report lists the EPAF transactions that where created and any EPAF trapping errors.</p>
	<p>The record will have a status of “P” (Pending) or “W” (Waiting if errors are identified).</p>	
	<p>On the report you can find:</p> <ul style="list-style-type: none"> • The csv file name being processed. • The record/row number being processed in the csv file. • Error or Warning messages that may need to be corrected. • Transaction # The Banner transaction number which can be used in NOAEPAF to make any corrections. 	
	<p>If NZPELOD was run in AUDIT mode.... corrections should be made in the Excel document and a new .csv file created.</p>	
	<p>If NZPELOD was run in COMMIT mode... corrections will need to be made through the BANNER form NOAEPAF.</p>	