

QUICK REFERENCE FOR ATTENDANCE PROCESS

Preparing files for emailing to the vendors

- 1) Select Invoice Number or series of Invoice Numbers
- 2) Using Option 20 on the ATMENU and Query for that invoice number or numbers (use 'EQ' as the test for a single invoice and 'RANGE' for a series of numbers and for a series, input the beginning and ending number of the series with a space between the two numbers or use 'LIST' and enter selected invoices each with a space in between).
- 3) Now, from Excel, open the EA_Processing.xls file (located in the c:/dds_txt directory).
- 4) Select the Button that says, "Create Invoices for emailing to vendors"
 - a. EA_Processing now runs the batch process, so you may be asked to sign on, you will see the lines successfully transferred, then you will 'hit any key'.
 - b. Next you will see a dialog box asking if you want to use the 'Email List.xls' file – select 'Yes' if you have created the file with Vendor names;
 - c. When the process is done, you should get a message saying so, but either way, you will be in the 'EA_Processing.xls' file;
 - d. All files are saved to your c:/dds_txt directory – Use the new 'Password Protect' button to protect the files before sending;
 - e. Email the files to the vendors;
 - f. Move all files to the directory of your choosing and remove them from the c:/dds_txt directory to prevent confusion later (or delete them, because they can be created later).

Processing files received from the Vendors

- 1) When the vendor returns the file, save the file from the vendor into the directory of your choosing;
- 2) After you have placed as many vendor files as you feel is necessary in the appropriate directory and you are ready to process files, Open Excel.;
- 3) Open the EA_Processing.xls file;
- 4) Select the 'Create ATVND.csv' Button on the Macro Buttons sheet;
- 5) When the Dialog box appears (after selecting the button), select 1 file then hold down the CTRL key and, using your mouse, select the files you wish to process;
- 6) Select the 'Open' button;
- 7) You will see a message asking if you created an 'Email List.xls' file – this will be used when a Group Habilitation (DS1964 form) is processed;
- 8) For DS1964 forms, you will be asked if you want to save the file – select 'Yes' if the vendor tells you the file has had problems or if you want a guaranteed good copy;
- 9) This process also runs the batch process to load the file to the AS400, so you may be asked to enter you AS400 sign-on;

- 10) You should receive a message 'There are no more files to Open', select "OK", or you will simply be in the EA_Processing.xls file;
- 11) On the AS400, select Option 30 on the ATMENU;
- 12) Check report from the AS400. If the report is fine for ALL invoices, proceed to Option # 50 on the ATMENU. If there is a problem with the invoice or one of the invoices, you may select Option # 40 to reject the file;
- 13) If there is no reason to reject, generate your Option # 50 report;
- 14) Review the report as required;
- 15) Continue to process batches of files received from the vendors until the all the vendor files have been taken through the Option #50 on the ATMENU...always complete the batch (through option # 50) before starting another batch.
- 16) Use Option # 1 on the menu PSEB01 on the AS400 to select invoices for batch processing;
- 17) Edit and Accrue as appropriate. For lines requiring corrections, use the Enter/Update function – please check the edit report carefully...and proceed as normal.