

Directions for this upload process is specifically based on using the Add-In from Excel. RCs can also use other IBM Transfer Programs to upload schedules.

When inputting schedule information into an Excel spreadsheet, please use the Schedule Upload Template located under the POS Tab on the [AST website](#) as a reference. In the Excel template below, row 2 contains column header definitions, row 3 contains column headers, and rows 4-5 contain sample data.

Part 1: Create Schedule in Excel

	A	B	C	D	E	F	G
1	DATA ENTRY MUST BE IN CAPS						
2	(Schedule Number)	(Schedule Description)	(Active Record)	(Fiscal Year)	(Service Code)	(Unit Type)	(Unit Based? Y/N)
3	PSDNBR	PSDDES	PSDACR	PSDFYR	PSDSVC	PSDUNT	PSDUBS
4		191 775 SCD UPLOAD1	A	2015	775 Z		N
5		192 775 SCD AUG UPLOAD2	A	2015	775 Z		N

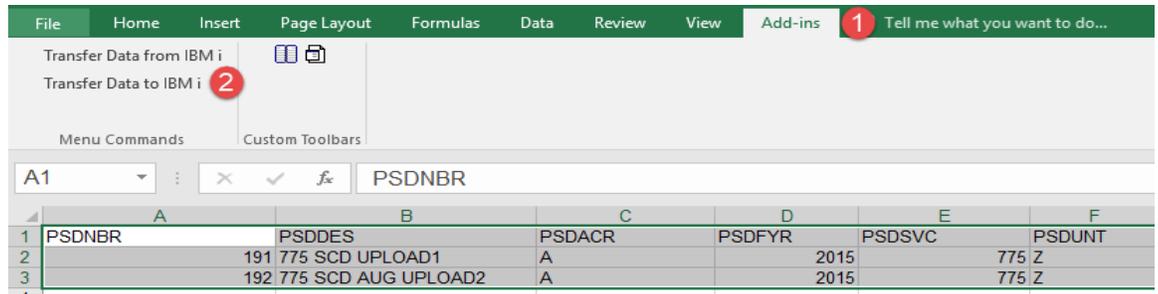
1. To ensure that column headers are named correctly, copy and paste row 2 (Column Definitions) and row 3 (Column headers) from the Schedule Upload Template into a new Excel sheet.
2. Input schedule information into the correct fields on your new Excel sheet.
3. All date fields must be in "YYYYMMDD" format.
 - Ex. Input 20160407 for April 8, 2016.
4. Once all schedule information is inputted, delete Column Definitions.
 - Column Definitions: (Schedule Number), (Schedule Description), (Active Record), etc.
5. **DO NOT** delete Column Headings. This information is necessary to ensure a successful upload.
 - Column Headings: PSDNBR, PSDDES, PSDACR, etc.

Part 2: Upload Schedules to iSeries/AS400

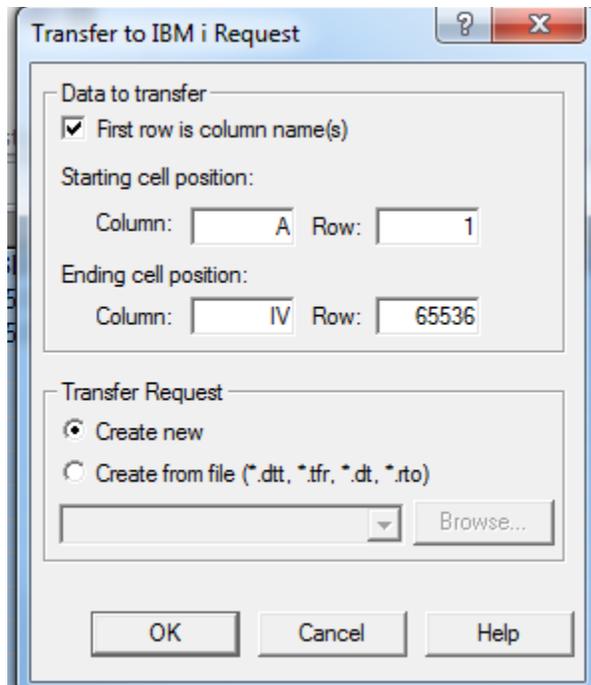
1. Select the data by clicking on cell A1. In order, press the following buttons: Shift + Ctrl + left arrow + down arrow. Only cells containing data should be highlighted.

	A	B	C	D	E	F	G
1	PSDNBR	PSDDES	PSDACR	PSDFYR	PSDSVC	PSDUNT	PSDUBS
2		191 775 SCD UPLOAD1	A	2015	775 Z	N	
3		192 775 SCD AUG UPLOAD2	A	2015	775 Z	N	
4							
5							
6							

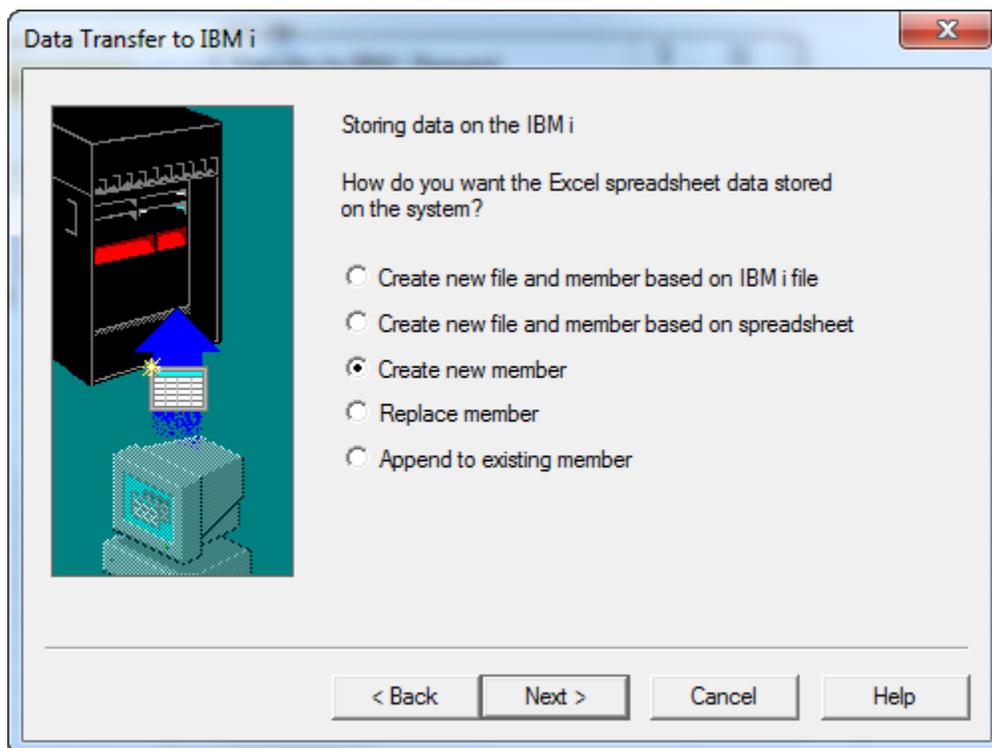
2. Click the Add-In button on the ribbon. Then click on the Transfer Data to IBM i button.



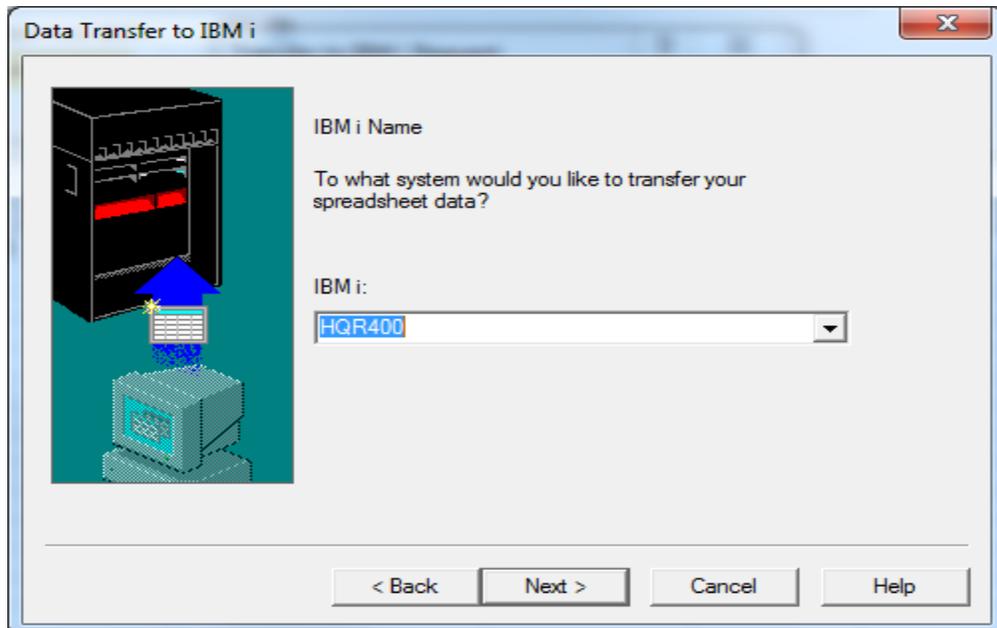
3. Under Data to Transfer, check “First Row is column name(s). Under Transfer Request, select “Create new.”



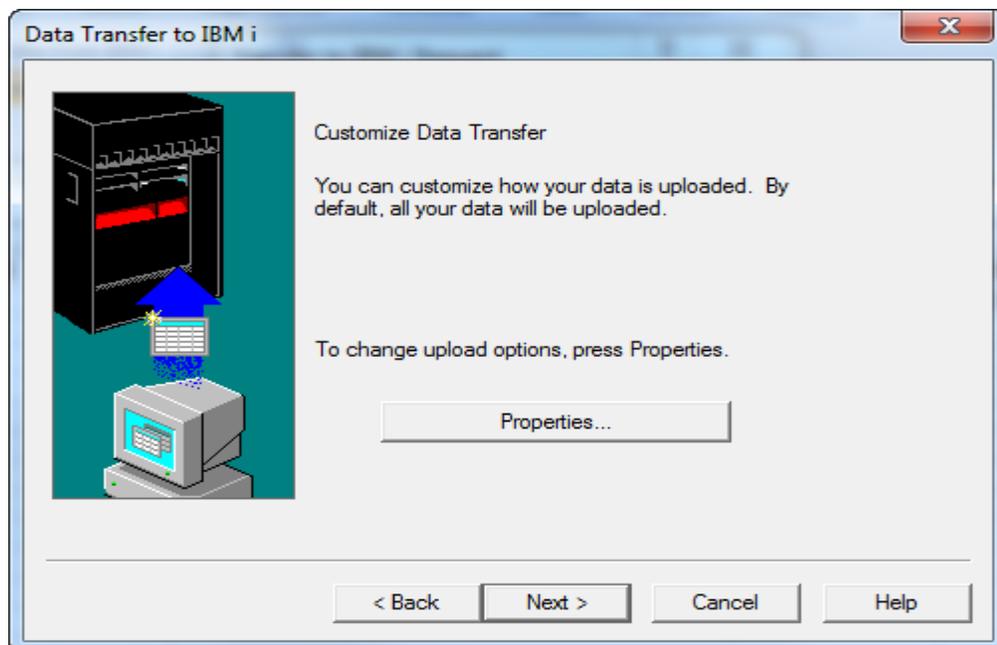
4. Click Okay
5. Click Next
6. Select "Create new member." Click Next.



7. Click the drop down button and select your iSeries/AS400 Address. Click Next.



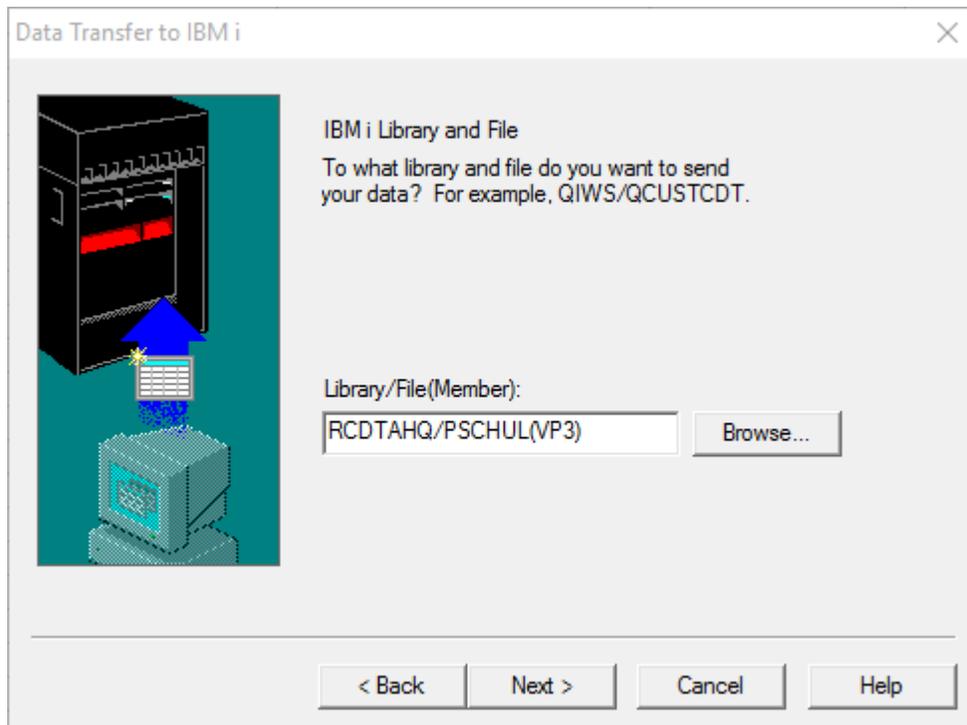
8. Click Next



9. Enter library/file(member) as follows: RCDTAHQ/PSCHUL(XX)
- **PSCHUL** is the file which holds uploaded schedules.
 - **XX** is your member name.
 - Make sure your member name is unique. You can use your initials, initial plus initials plus date, or initials plus number.
 - Ex. RCDTAHQ/PSCHUL(VP)
 - Ex. RCDTAHQ/PSCHUL(VP3)

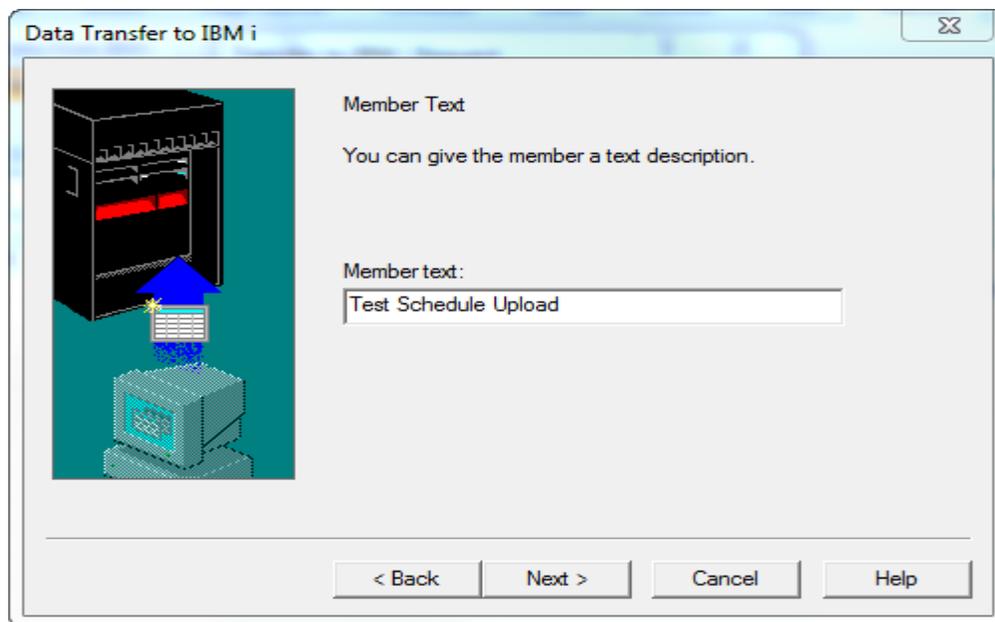
This will allow more than one person to upload schedules at the same time, as long as each user uploads to a unique member name.

Note: Remember your Member Name. You will need it in Step 16.

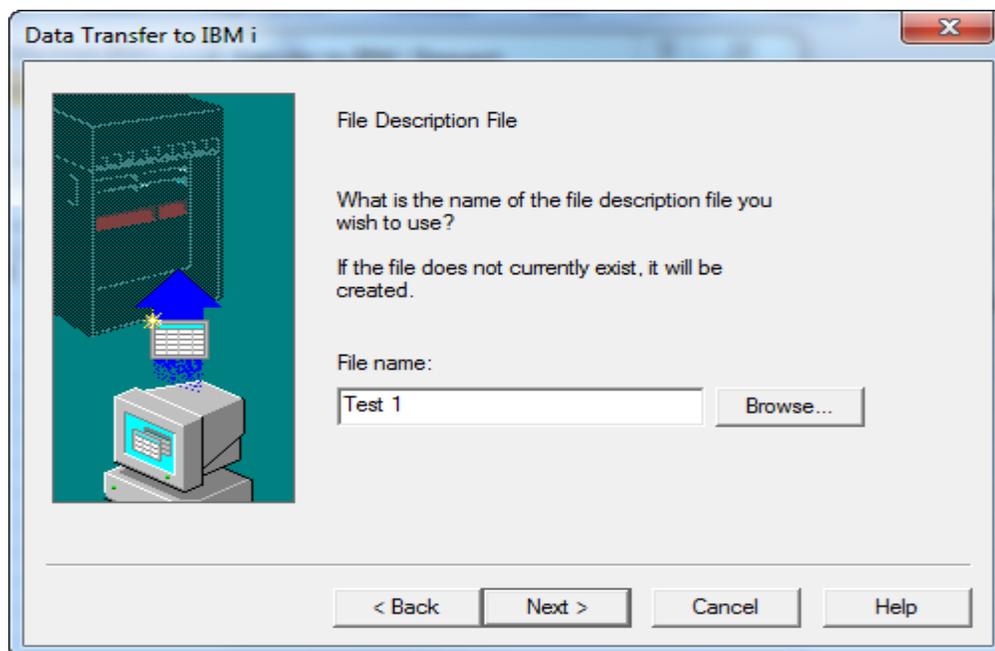


10. Click Next

11. Type description for Member Text. Click Next.

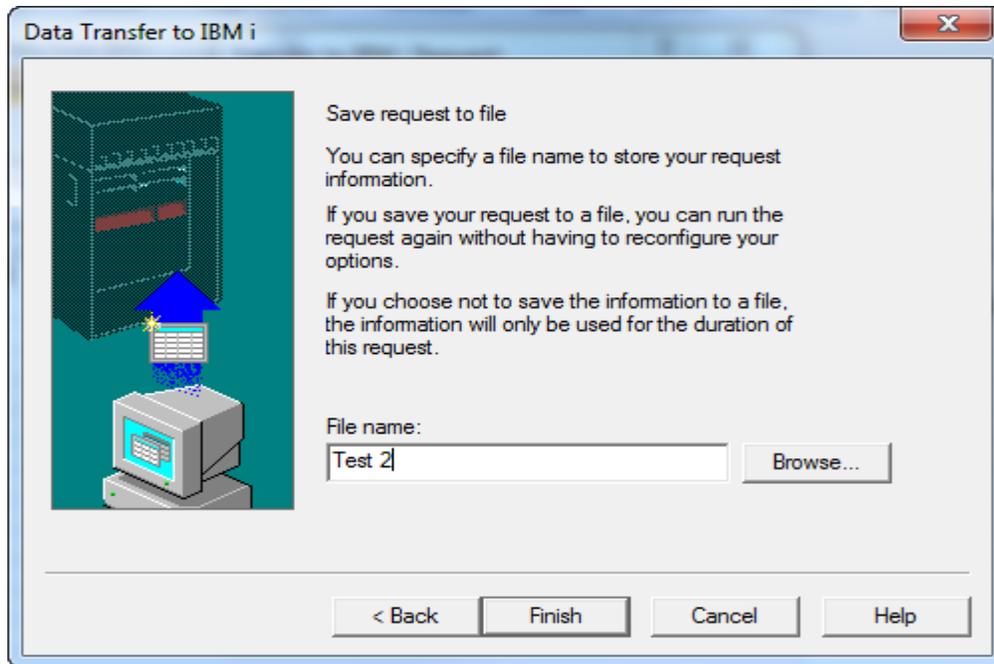


12. Provide file name. Click Next.

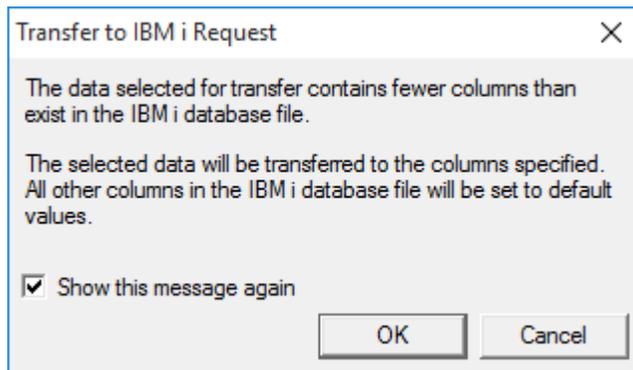


13. Provide file name to save the current request so that you can re-use it next time.

Note: Remember the file name for future use.

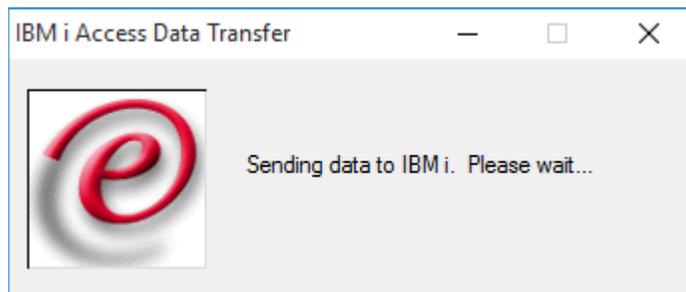


14. Click Finish.



15. Click Ok.

16. You will see the IBM i Access Data Transfer upload in progress.



17. Once upload is complete, sign on to iSeries/AS400 session.

18. Go to menu PSME26 and select Option 6 Upload Schedules.

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Menu: PSME26           Accounts Payable Services           User ID: VALGPHQ
6/13/16 15:42:06           Schedules Menu

      1. Schedule Maintenance
      2. Edit Schedules
      3. Post Schedules

      6. Upload Schedules

     10. Apply Schedules

                                           90. Sign off

Selection or Command
==> █

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19. Enter Member Name used on page 5, step 9.

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6/13/16 15:41:44           UPLOAD SCHEDULES           VALGPHQ
PS661                               HQR400

Member Name in PSCHUL file: VP3

F3=Exit  F6=Process  F9=Display Member List  F12=Cancel
2 records found for processing.

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20. Press Enter to confirm screen. Press F6 to process.

Once done, you should see two reports in your out queue.

PS652R1: Edit Schedules – contains all schedules (both failed/passed ones).

PS662R1: Uploaded Schedules Report – contains only schedules that passed edit and were uploaded successfully.

Note: After this process, the member name in PSCHUL will be automatically removed. If you need to make any corrections, go back to the spreadsheet, make changes, and re-upload.