

Voucher Data Adapter Instructions

Description: Follow these steps to save a significant amount of time entering HCW time entry data into DHR/mainframe (also called Mocha). You can use the Voucher Data Adapter spreadsheet to prepare [OR PTC DCI](#) data for copying and pasting into the mainframe in only a few steps.

This spreadsheet as well as the supplemental OR PTC DCI Hours Converter spreadsheet can be found on this web page: <http://www.dhs.state.or.us/spd/tools/cm/PTC/index.htm>.

IMPORTANT: In order for this process to work, you may need to change a setting in mainframe: Tools > Options > Terminal tab > turn “Always paste in CSV (Excel) format” **OFF**.

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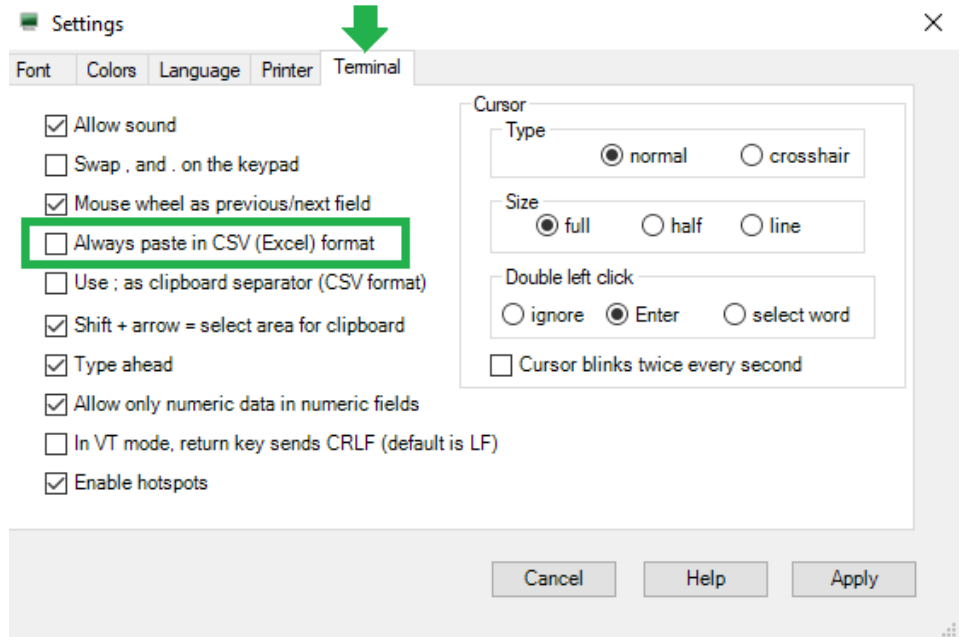
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Getting Started

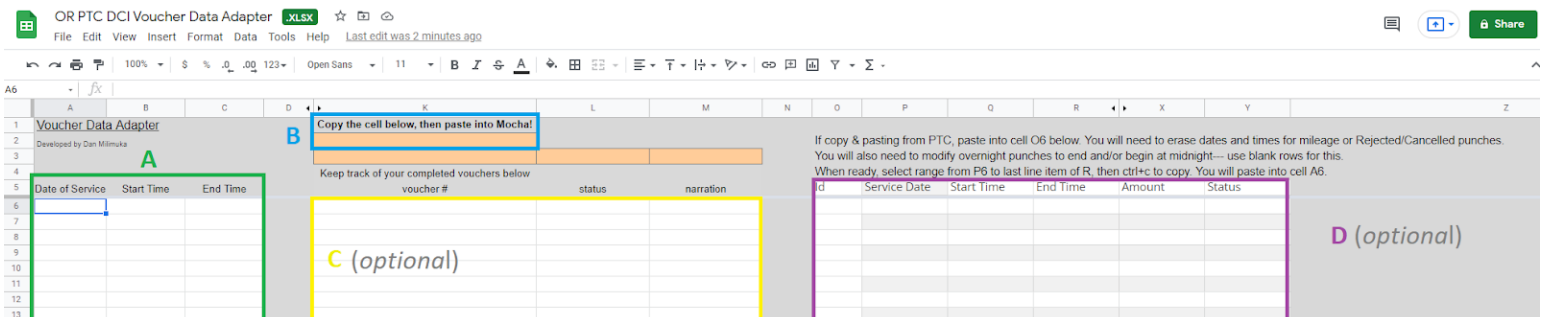
Turn off “Always paste in CSV (Excel) format” in mainframe

1. Open mainframe.
2. Click the **Tools** pull-down menu and select **Options**.
3. Select the **Terminal** tab
4. Make sure the option for “Always paste in CSV (Excel) format” is turned **OFF**.
5. Click **Apply**.



Note: Your version of the mainframe may not have this feature available if running a version earlier than 2.5

Layout of the Voucher Data Adapter spreadsheet



- A** - Primary place to paste data from the OR PTC DCI payroll batch, with columns for Date of Service, Start Time, and End Time.
- B** - Result of formulas that transform the data to make it compatible with the mainframe. The 3 orange boxes below the area highlighted in blue are used instead if the amount of data takes up more than one screen on the HPA > STIM screen in the mainframe.
- C (optional)** - Record your progress here, if you wish to keep track of the vouchers you've paid.
- D (optional)** - This section is used as an optional workspace for proofreading data. For example, copy and pasting data from the OR PTC DCI web portal allows you to modify it as needed here.

Duplicate the “blank” sheet and rename it

1. Open the Voucher Data Adapter, and look near the bottom of the screen. Right-click on the sheet titled “**blank**”, then...
If using MS Excel, select **Move or Copy**. On the following pop-up window, check the box for **Create a copy**.
If using Google Sheets, select **Duplicate**.
2. Right-click the copied sheet and rename it if desired. Renaming it to your own name will be helpful if multiple people are using the spreadsheet at the same time in Google Drive.

Note: These steps are recommended for the purpose of always having a backup original in case something goes wrong later. Certain actions like copy & pasting too many columns of data can break the formulas, and you’ll need to either repeat these steps to make a new blank sheet, or download the Voucher Data Adapter from the SPD Tools OR PTC DCI information web page: <http://www.dhs.state.or.us/spd/tools/cm/PTC/index.htm>.

Simplified Instructions - Batched Data

1. **Navigate to your batched data.** In most cases this will be an Excel file.

F	G	H	I	J	K
Date of Service	Start Time	End Time	Amount	Unit	Service Name
11/21/2021	12:35 PM	4:28 PM	3.88	Hourly	Hourly ADL/IADL-1
11/22/2021	12:45 PM	4:17 PM	3.53	Hourly	Hourly ADL/IADL-1
11/23/2021	8:33 AM	3:52 PM	7.32	Hourly	Hourly ADL/IADL-1
11/24/2021	1:16 PM	6:29 PM	5.22	Hourly	Hourly ADL/IADL-1
11/26/2021	11:57 AM	4:19 PM	4.37	Hourly	Hourly ADL/IADL-1
11/27/2021	10:55 AM	4:58 PM	6.05	Hourly	Hourly ADL/IADL-1
11/28/2021	12:42 PM	3:32 PM	2.82	Hourly	Hourly ADL/IADL-1
11/29/2021	11:39 AM	5:32 PM	5.88	Hourly	Hourly ADL/IADL-1
11/30/2021	9:37 AM	1:08 PM	3.52	Hourly	Hourly ADL/IADL-1
12/1/2021	7:55 AM	1:07 PM	5.2	Hourly	Hourly ADL/IADL-1
12/2/2021	12:02 PM	8:32 PM	8.5	Hourly	Hourly ADL/IADL-1
12/3/2021	6:57 AM	1:39 PM	6.7	Hourly	Hourly ADL/IADL-1
12/4/2021	8:12 AM	2:47 PM	6.58	Hourly	Hourly ADL/IADL-1
11/21/2021			25	Miles	Mileage-3

2. **Left-click and hold** down the range you wish to use, selecting 3 columns: **Date of Service**, **Start Time**, and **End Time**. Do not include the date(s) from mileage.

Note: You can include blank rows without issue.

3. When the correct data is highlighted, press **ctrl+c** to **copy**.

4. Navigate to the Voucher Data Adapter, and **click once** on cell **A6**.

	A	B	C
1	Voucher Data Adapter		
2	Developed by Dan Milimuka		
3			
4			
5	Date of Service	Start Time	End Time
6			
7			
8			
9			
10			
11			
12			

5. Press **ctrl+v** to **paste**.

11. Enter the mileage claimed, if any. This needs to be entered manually.

12. Press **enter** to confirm the data, **F9** to save, then **F10** to pay if the hours do not exceed the HCW's authorized hours limit.

Note: Batched data typically does not exceed the HCW's authorized hours. If it does, use the OR PTC DCI Hours Converter spreadsheet found on [this page](#) to automatically calculate which time to enter in mainframe and PTC.

DONE!

```
STIM Voucher: 12345678 ICN: 000000000000 Svc Period: 11/21/2021 12/04/2021
Recipient Name: B [ ] , C [ ] Recipient: S [ ] Page 001
STA: 30 Provider Name: G [ ] , J [ ] Provider#: 7 [ ] wkr YS
Authorized: ADL:  70.00 IADL: 0.00 24HR SUPP: 0.00 MILEAGE: 25
Miles Driven: 0000 Void PMT: N ADJ Time: N BR: 1418
```

Day	Time In	AM	Time Out	PM	Work Hrs	Day	Time In	AM	Time Out	PM	Work Hrs
21	1235	P	0428	P	3.53	22	1245	P	0417	P	3.32
23	0833	A	0352	P	7.19	24	0116	P	0629	P	5.13
26	1157	A	0419	P	4.22	27	1055	A	0458	P	6.03
28	1243	P	0332	P	2.49	29	1139	A	0532	P	5.53
30	0937	A	0108	P	3.31	01	0755	A	0107	P	5.12
02	1202	P	0832	P	8.30	03	0657	A	0139	P	6.42
04	0812	A	0247	P	6.35			A		A	
		A		A				A		A	
		A		A				A		A	
		A		A				A		A	
		A		A				A		A	
		A		A				A		A	
		A		A				A		A	
		A		A				A		A	
		A		A				A		A	
		A		A				A		A	

Msg G3 Press F9 to save / ENTER to edit
ADL=069.34(069.57) IADL=000.00(000.00) 24HR=000.00(000.00) MILE=0000
F3=Exit F5=Refresh F7=Prev F8=Next F9=Save F10=PAY F11=HINQ F12=STIQ

Adjusting For Pending Entries and More

It is recommended you become comfortable with the [Simplified Instructions](#) first before moving on to this section.

1. Open the Voucher Data Adapter, scrolling over to the far right-hand side of the sheet, starting in column O. This section was alluded to earlier in this guide [here](#), in the area labeled “D”.
2. Make sure this table is clear of any previous data.
3. **Click once** on cell **O6**, just below the “Id” column header, then press **ctrl+v** to **paste** after copying the desired data from a source such as the OR PTC DCI web portal Employee Details page.

If copy & pasting from PTC, paste into cell O6 below. You will need to erase dates and times for mileage or Rejected/Cancelled punches. You will also need to modify overnight punches to end and/or begin at midnight--- use blank rows for this. When ready, select range from P6 to last line item of R, then ctrl+c to copy. You will paste into cell A6.

Id	Service Date	Start Time	End Time	Amount	Status
	22-Nov-21	5:18 PM	9:02 PM	0:03:44	Processed
	23-Nov-21	5:13 PM	8:53 PM	0:03:40	Processed
	25-Nov-21	9:30 AM	8:30 PM	0:11:00	Processed
	3-Dec-21	5:45 PM	7:47 PM	0:02:02	Pending

4. Above this table is a description of what to do next. In this case, all that is needed is to select the 3 columns of data, from the first time entry’s service date to the last time entry’s end time, then press **ctrl+c** to **copy**.

Note: The section to the right of this table (column Z) will give you warnings if there are time entries that need to be excluded.

5. Select cell **A6** on the far left margin of the sheet, then press **ctrl+v** to **paste**. Then follow the same steps described in the [Simplified Instructions](#) section, steps 6 through 11.
6. In this case, the pending entry was not processed because it goes over the HCW’s authorized hours limit. As shown below, the OR PTC DCI Hours Converter shows what time to correct this to in the mainframe.

Note: Due to differences in how mainframe and PTC round values when calculating the time, this tool will sometimes show a number that is one minute off.

ADL	20	← enter HCW's total authorized hours
claimed	20.43	← enter HCW's claimed hours for this pay period
original end time of last punch	7:47 PM	← enter HCW's shift end time which needs adjustment
over hours	-0.43	
converted to minutes	-25.8	
calculated end time	7:21 PM	← result: enter this shift end time into OR PTC DCI

If you would like to receive additional instructions, you can request more information by contacting PTC.Support@dhsosha.state.or.us