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 <u>OR PTC DCI</u> 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: <u>http://www.dhs.state.or.us/spd/tools/cm/PTC/index.htm</u>.

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**.

<u>Getting Started</u> <u>Turn off "Always paste in CSV (Excel) format" in mainframe</u> <u>Layout of the Voucher Data Adapter spreadsheet</u> <u>Duplicate the "blank" sheet and rename it</u>

Simplified Instructions - Batched Data

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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
- 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

Allow sound	Туре
Swap , and . on the keypad	normal O crosshair
Mouse wheel as previous/next field	Size
Always paste in CSV (Excel) format	
Use ; as clipboard separator (CSV format)	Double left click
Shift + arrow = select area for clipboard	◯ ignore
✓ Type ahead	Cursor blinks twice every second
Allow only numeric data in numeric fields	
In VT mode, return key sends CRLF (default is	s LF)
Enable hotspots	

Layout of the Voucher Data Adapter spreadsheet

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2	Developed by Dan	Milimuka		D					If copy	& pasting from PT	C, paste into cel	O6 below. You	will need to erase	dates and times	or mileage or Rejected/Cancelled punches.	
3		Α							You will	also need to mod	lify overnight pur	iches to end an	d/or begin at midn	ight use blank n	ows for this.	
4				1	Keep track of your completed vouchers below				When r	eady, select range	e from P6 to last	line item of R, t	hen ctrl+c to copy.	You will paste into	r cell A6.	
5	Date of Service	e Start Time	End Time		voucher #	status	narration		ld	Service Date	Start Time	End Time	Amount	Status		
6		1														
7		1														
8															D (optional)	
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- 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 HPAY > 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

- 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.
- Left-click and hold down the range you wish to use, selecting <u>3</u> 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.

- When the correct data is highlighted, press ctrl+c to copy.
- 4. Navigate to the Voucher Data Adapter, and **click once** on cell **A6**.
- 5. Press ctrl+v to paste.

F	G	H	l I	J	K
Date of Service	Start Time	End Time	Amount	Unit	Service Name
11/21/202	12:35 PM	4:28 PM	3.88	Hourly	Hourly ADL/IADL-1
11/22/202	12:45 PM	4:17 PM	3.53	Hourly	Hourly ADL/IADL-1
11/23/202	L 8:33 AM	3:52 PM	7.32	Hourly	Hourly ADL/IADL-1
11/24/202	1:16 PM	6:29 PM	5.22	Hourly	Hourly ADL/IADL-1
11/26/202	11:57 AM	4:19 PM	4.37	Hourly	Hourly ADL/IADL-1
11/27/202	10:55 AM	4:58 PM	6.05	Hourly	Hourly ADL/IADL-1
11/28/202	12:42 PM	3:32 PM	2.82	Hourly	Hourly ADL/IADL-1
11/29/202	11:39 AM	5:32 PM	5.88	Hourly	Hourly ADL/IADL-1
11/30/202	1 9:37 AM	1:08 PM	3.52	Hourly	Hourly ADL/IADL-1
12/1/202	L 7:55 AM	1:07 PM	5.2	Hourly	Hourly ADL/IADL-1
12/2/202	12:02 PM	8:32 PM	8.5	Hourly	Hourly ADL/IADL-1
12/3/202	6:57 AM	1:39 PM	6.7	Hourly	Hourly ADL/IADL-1
12/4/202	L 8:12 AM	2:47 PM	6.58	Hourly	Hourly ADL/IADL-1
11/21/202	L		25	Miles	Mileage-3

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A6	• <i>f</i> x			
	A	В	С	
1	Voucher Data	Adapter		
2	Developed by Dan Milin	nuka		
3				
4				
5	Date of Service	Start Time	End Time	
6				
6 7				
6 7 8				
6 7 8 9				
6 7 8 9 10				
6 7 8 9 10 11				

- After the time entries for this voucher are entered, you'll notice a long string of numbers in the orange cell to the right, K2. Click once on cell K2.
- 7. Press ctrl+c to copy.

Note: If there are many time entries that require more than one STIM screen of data, they will appear in the orange boxes below K2, cells **K3**, **J3**, and **L3**. You will repeat steps 8-10 for each screen of STIM using these respective cells.

	A	В	С	D 🖣	► K
1	Voucher Data	a Adapter		Copy the cell below, then paste into Mocha!	
2	Developed by Dan Mili	imuka		21123500428022124500417023083310352024	
3					
4					Keep track of your completed vouchers below
5	Date of Service	Start Time	End Time		voucher #
6	21-Nov-21	12:35 PM	4:28 PM		
7	22-Nov-21	12:45 PM	4:17 PM		
8	23-Nov-21	8:33 AM	3:52 PM		
9	24-Nov-21	1:16 PM	6:29 PM		
10	26-Nov-21	11:57 AM	4:19 PM		
11	27-Nov-21	10:55 AM	4:58 PM		
12	28-Nov-21	12:43 PM	3:32 PM		
13	29-Nov-21	11:39 AM	5:32 PM		
14	30-Nov-21	9:37 AM	1:08 PM		
15	1-Dec-21	7:55 AM	1:07 PM		
16	2-Dec-21	12:02 PM	8:32 PM		
17	3-Dec-21	6:57 AM	1:39 PM		
18	4-Dec-21	8:12 AM	2:47 PM		
19					

- 8. Open the mainframe, and navigate to the voucher's HPAY > STIM screen.
- 9. Click on the first blank node, where the first digit of the date is typically entered.
- 10. Press **ctrl+v** to **paste**. **Note**: If only a small portion of the data appears, follow steps in the <u>Getting Started</u> to correct this.

STIM	νοι	iche	er: 12	3456	578	ECN:	00000	000	0000) SVC	Per	iod: 1	.1/21	L/2021	12/04	/2021
	Red	cipi	ent N	ame:	B	,	C				Reg	cipier	nt: S	5	Pag	e 001
STA:	30 Pro	ovic	ler Na	me:	G	,	J				Pro	ovider	" #: 7	7	wk	r YS
Autho	rized	: A	ADL:	70.	00	IADL	.:	0.0	0 24	4HR SL	JPP:	0.	00	MILEAG	GE:	25
Miles	Drive	en:	0000	VC	oid I	PMT:	N ADJ	Тi	me:	Ν					BR:	1418
	Time	AM	Time	AM	Wor	<				Time	AM	Time	AM	Work		
Day	In	PM	Out	PM	Hrs	5		Í	Day	In	PM	Out	PM	Hrs		
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F3=Ex	it <mark>F</mark>	5 <mark>=Re</mark>	efresh	F7	=Pre	ev F	8 <mark>=Nex</mark>	t		F	10=	PAY	F1	11=HINC	F 12	=STIQ

- 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 <u>this page</u> to automatically calculate which time to enter in mainframe and PTC.

DONE!

STIM	Vo	uche	er: 12	23456	578 IC	N: 000	00000	00000	Svc	Per	iod:	11/2:	1/2021	12/04/2021
	Re	cip	ient M	lame:	В	, C				Ree	cipie	nt: S	5	Page 001
STA:	30 Pr	ovia	der Na	ame:	G	, J				Pro	ovide	r#: 7	7	Wkr YS
Autho	orized	: /	ADL:	☑ 70.	00 I.	ADL:	0.0	0 24	HR S	UPP:	0	.00	MILEAG	GE: 25
Miles	5 Driv	en:	0000	VC	oid PM	T: N AI	ој ті	me:	Ν					BR: 1418
	Time	AM	Time	AM	Work				Time	AM	Time	AM	Work	
Day	In	ΡM	Out	PM	Hrs			Day	In	PM	Out	PM	Hrs	
21	1235	Ρ	0428	Ρ	3.53			22	1245	Р	0417	Ρ	3.32	
23	0833	Α	0352	Ρ	7.19			24	0116	Р	0629	Ρ	5.13	
26	1157	Α	0419	Ρ	4.22			27	1055	Α	0458	Ρ	6.03	
28	1243	Ρ	0332	Ρ	2.49			29	1139	Α	0532	Ρ	5.53	
30	0937	Α	0108	Ρ	3.31			01	0755	Α	0107	Ρ	5.12	
02	1202	Ρ	0832	Ρ	8.30			03	0657	Α	0139	Р	6.42	
04	0812	Α	0247	Ρ	6.35					Α		Α		
		Α		Α						Α		Α		
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Adjusting For Pending Entries and More

It is recommended you become comfortable with the <u>Simplified Instructions</u> 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 <u>here</u>, 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 <u>Simplified Instructions</u> 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 <u>PTC.Support@dhsoha.state.or.us</u>