Form Completion Instructions

Upload End-of-Year Data

General Information

The 'Upload' feature within the eTran system allows LEAs to prepare and upload preliminary or end-of-year transportation data. Uploading data will override any pre-existing data that had been rolled over from a prior year *or* previously entered by the LEA.

Accessing the Upload screen

Select 'Upload' on the menu at the top of the screen to access information regarding upload requirements and sample files and/or to perform an upload.

For a sample end-of-year file, click 'EOY Sample File.' For the end-of-year file format, click 'EOY File Format.'

Prepare the file as indicated in the format and sample. Name the file and record the drive and path name.
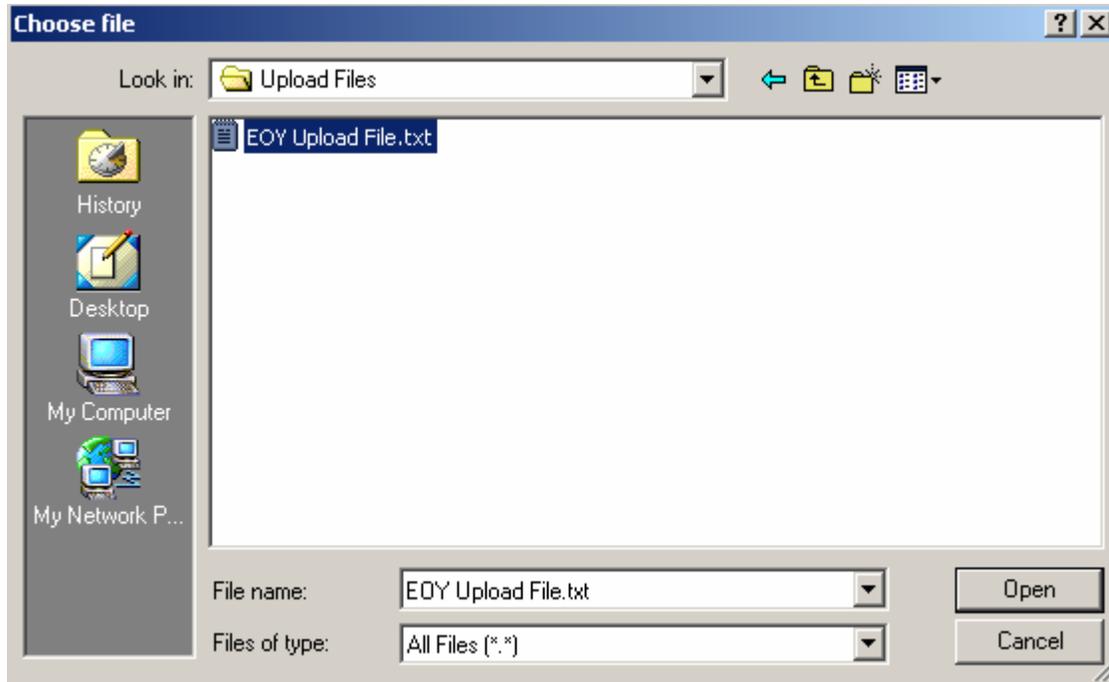
In 'Upload File Type,' choose 'EOY Data File.'

Click the 'Browse' button and on the pop-up window, navigate to the file to be uploaded, click on the file name and choose 'Open.'

The 'Upload' screen with the path and file name entered in the 'File' box will reappear. Click 'Upload File.'
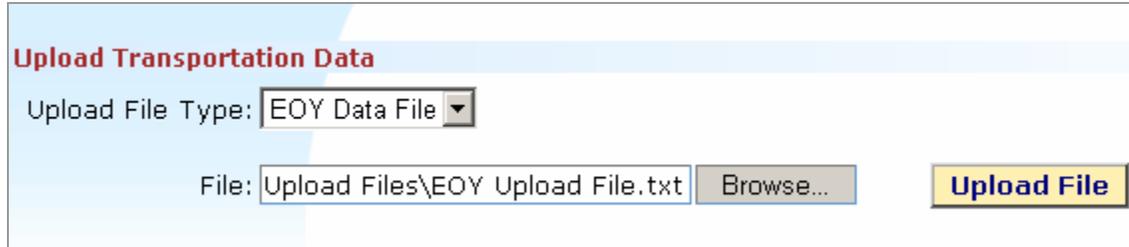
This warning will appear.

Click 'OK.'

Upload date and time will appear in the 'Uploaded DateTime' column. 'Status' column will indicate 'Received.'   An e-mail will be generated regarding the status.

File Status

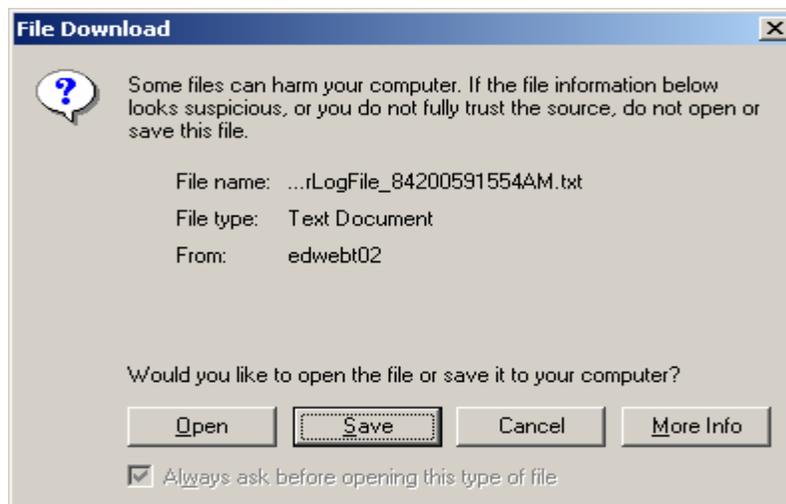|	Uploaded DateTime	File Name	File Type	Status	Processed DateTime	Errors	Warnings
	6/29/2006 10:34:13 AM	Very Long File Name File_0	EOY Data	Processed- Failed	6/29/2006 2:36:11 PM	Errors	Warnings
	7/4/2006 5:31:11 PM	File_1	Prelim Data	Uploaded- Successful			
	7/3/2006 10:39:15 AM	File_2	Prelim Data	Uploaded- Successful			
	7/2/2006 8:31:15 AM	File_3	Prelim Data	Uploaded- Successful			

To continue without waiting for the e-mail, click 'Upload' on the top menu to refresh the screen. Depending on how busy the PDE server is, a response may appear in the 'Status' column or it may take several screen refreshes for the status to be updated. As the cutoff dates for payments approach, the response may get very slow.

The screen shot above shows a history of the several uploads used to test the eTran system. Note the two right hand columns. **Errors** will keep one or more records from processing and must be fixed in the input file. An error in the header record for a contract will keep the entire contract from loading. **Warnings** indicate possible errors and must be resolved via the 'Vehicle Details' screen on a case-by-case basis. When the system finally posts a processed status, check for 'Errors' and/or 'Warnings' in those columns.

A loading attempt may be made as many times as needed. The system will keep a history of errors which have been resolved in the input file.

NOTE: Any changes made online will be lost if another upload is made!

When there are errors or warnings, click on the link in the 'Errors' or 'Warnings' column to open the 'Error' or 'Warning' log file. Click 'Open' on the 'File Download' pop-up window to view the contents of the file.

File Download

Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.

File name: ...rLogFile_84200591554AM.txt

File type: Text Document

From: edwebt02

Would you like to open the file or save it to your computer?

[Open] [Save] [Cancel] [More Info]

☑ Always ask before opening this type of file

Errors must be corrected in the input file or the rejected record(s) may be manually added online.

The 'Warning' file will contain instructions such as 'Please verify and justify online' which means that the data exceeds normal service requirements and may need to be adjusted in the input file or online. If the data is correct, justify it in text boxes at the bottom of the 'Vehicle Details' screens in the eTran system.

```
WarningLogFile_84200591554AM[1].txt - Notepad                                    _ |B| X|
File  Edit  Format  Help
(Line Num 3): Number of Days is high. Please verify and justify online if correct.
Record: '001','1BAAHCSA2SF062739','1994','72','0','00','N',' ','221','016053','047.4','031.9','58.1','','','',''
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(Line Num 6): Daily Miles With exceeds 100. Please verify.
Record: '004','1BAAHCSAXSF062732','1994','72','0','00','N',' ','181','008439','101','014.7','54.3','','','',''
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(Line Num 7): Approved Daily Miles times Number of Days is high. Please verify and justify online if correct.
Record: '006','1BAAHCSA5SF062735','1994','72','0','00','N',' ','181','013018','401','016.6','58.0','','','',''
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(Line Num 8): Daily Miles Without exceeds 100. Please verify.
Record: '007','4UZ6CFAA6YCG30805','1999','66','0','00','N',' ','180','009540','031.9','100.1','28.1','','','',''
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(Line Num 10): Daily Miles With exceeds 100. Please verify.
(Line Num 10): Daily Miles Without exceeds 100. Please verify.
(Line Num 10): Approved Daily Miles times Number of Days is high. Please verify and justify online if correct.
Record: '009','1BAAHCSA8WF075204','1997','72','0','00','N',' ','181','012908','300.1','300.1','42.6','','','',''
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(Line Num 11): Daily Miles Without is blank. Please verify.
Record: '010','4UZ6CFAA0YCG30816','1999','66','0','00','N',' ','181','017920','','','','','','',''
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(Line Num 16): Daily Miles With exceeds 100. Please verify.
(Line Num 16): Daily Miles Without exceeds 100. Please verify.
(Line Num 16): Approved Daily Miles times Number of Days is high. Please verify and justify online if correct.
Record: '015','1BAAHCSA9SF062737','1994','72','0','00','N',' ','181','014501','125','125','51.6','','','',''
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```

Continue to make revisions and justifications until all data is correct.