

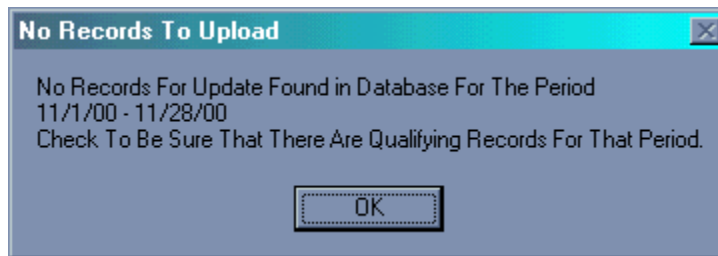
EFTS File Uploads in QuickDOC

Criteria for inclusion in an EFTS Upload File

As with Invoices, there are certain **criteria that determine whether an item is included in an EFTS Upload file.**

1. **Borrower** must be an **EFTS Library** (its **EFTS Payment Supported checkbox**, on the Charges Tab of the Library record, should be checked).
2. **Your Library** must be an **EFTS Library** (your **EFTS Payment Supported checkbox** should be checked).
3. The item must have a **Charge** (or Credit) other than 0.00
4. **EFTS** must be **Yes** on the item record.
5. **Status** must read **Filled**.
6. The item must have been **Acted Upon during the time period in question.**

If any one of these criteria is not met, the item won't be included in the upload. If there are no items in the time period specified that meet all three criteria, you'll see the following Message Box:



Steps for Creating the EFTS Upload File

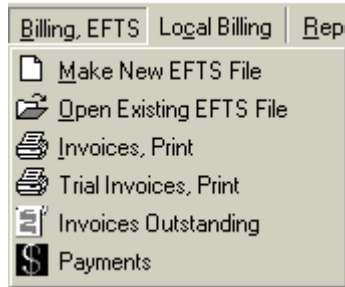
Before creating the file, you can **use the Library Billing Grid to determine which items will be included in the EFTS upload.** Set the Dates for the Upload and click the **Show EFTS Upload Items Ribbon Button.** The default search criteria will appear in the box to the right.

Items to be Included in EFTS Upload File for Dates: 01-Aug-00 to 31-Aug-00												
ReqNo	Borrower	Year	Title	Chrg	Type	EFTS	Acted	Paid On	Status	Deliv	Source	Invoi
333863	MAUVBD	1995	Br J of psychia	\$3.00	Journal	Yes	8/17/00		Filled	Mail	DOCLINE	
475094	MAUVBD	2000	J biological ch	\$3.00	Journal	Yes	8/31/00		Filled	Mail	DOCLINE	

These are the items that will be included in the upload file as the values currently stand. If you're concerned that there should have been more items in the upload file, change the value to search to **Not Equal To** and go through the list, editing items that you want included in the upload file to meet the **Criteria for inclusion in an EFTS Upload File**, above.

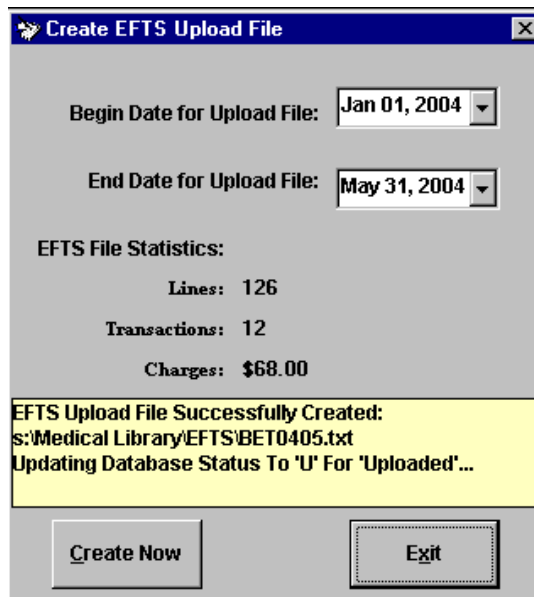
There's an expanded version of this section in QuickDOC Help and in the QD Manual.

Once you've checked the file and made any changes necessary in preparation for the upload, use the Menu Bar choice under **Billing, EFTS** to **Make New EFTS File**, which loads the **Create EFTS Upload Form**.



Create EFTS Upload File Form

The **Create EFTS Upload File Form creates the EFTS upload file** for the period specified. Statistics for the upload file are displayed when it's finished.



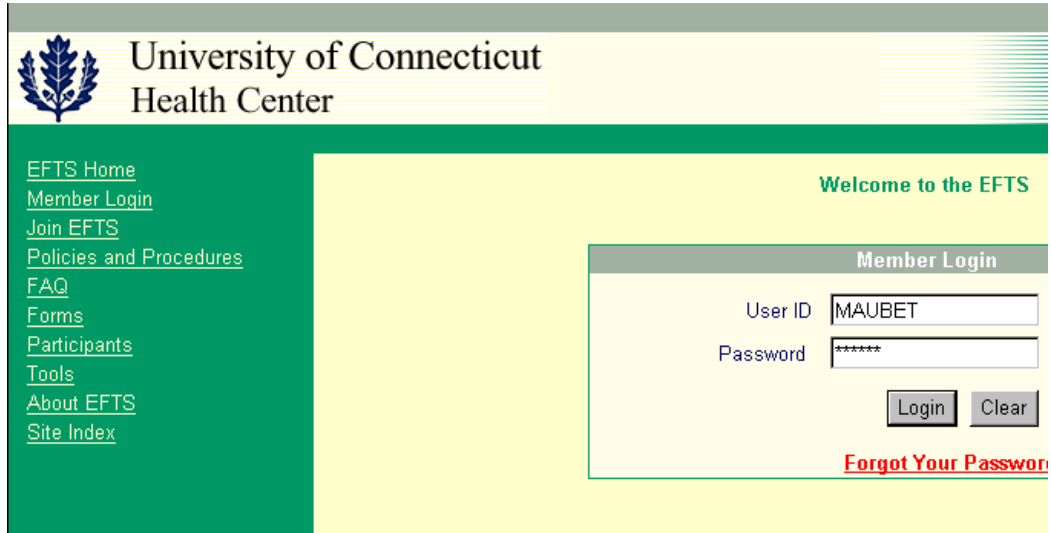
As you can see, in the last sentence of the yellow status box above, the creation of the EFTS Upload File by QuickDOC will also change the Status of all the items in the file from Filled to Uploaded (even though the actual uploading has not yet taken place).

Upload EFTS File

In January of 2004, EFTS put in place a new method of uploading files (originally described in a posting on the **EFTS Listserv**). It's a good idea to have at least one staff member subscribe to EFTS-L, which is used for the dissemination of information and other announcements of interest to EFTS participants. Details are at the website <http://efts.uhc.edu>:

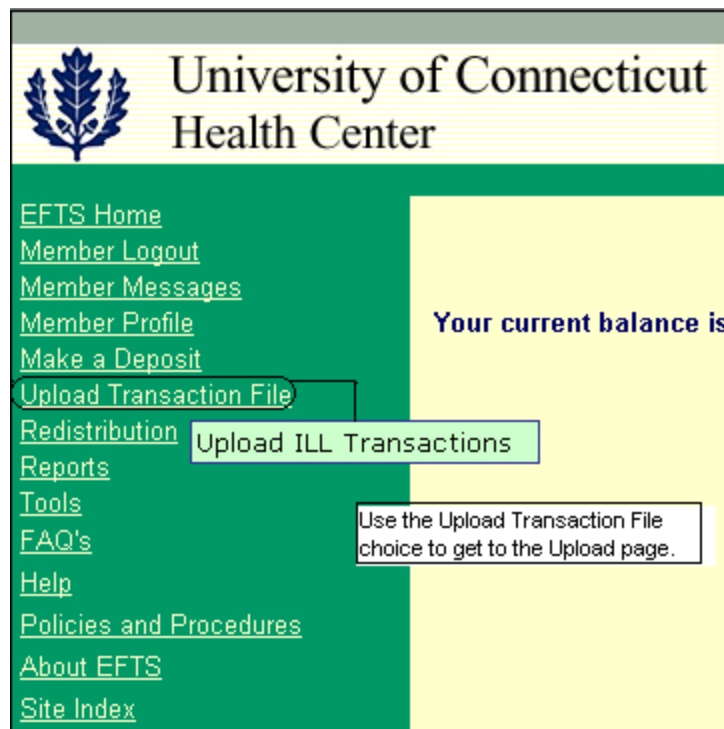
Steps for uploading data to your **EFTS Online account** are as follows:

1. Login to your account on the EFTS Member Login page
This can be reached by clicking the Member Login choice on the EFTS Welcome Screen (<https://efts.uchc.edu/efts/common/index.html>).



Enter your DOCLINE LIBID in the **EFTS User ID** field, and use the **EFTS Password** assigned by EFTS.

2. Go to the Upload File page by clicking the **Upload Transaction File** choice.



3. Click the **Browse** button to locate the file to upload.

MAUBET - EFTS Transaction File Uploading

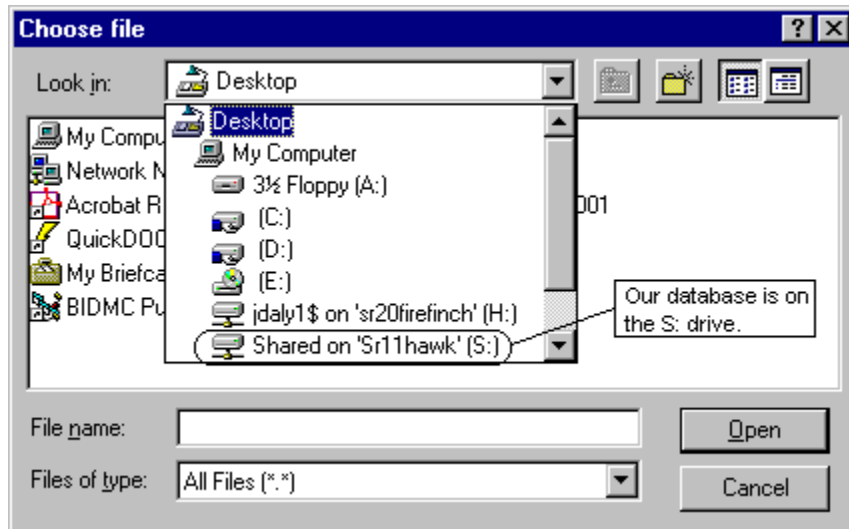
The current month is JUNE -2004

Click the 'Browse' button to locate the file on your computer.

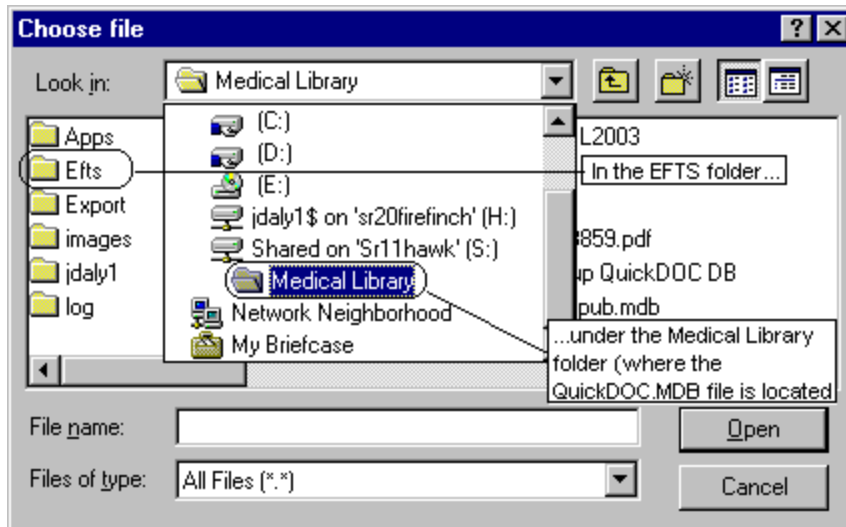
When done, Click 'Upload'

Click the Browse button, above, to display a list of your local folders.

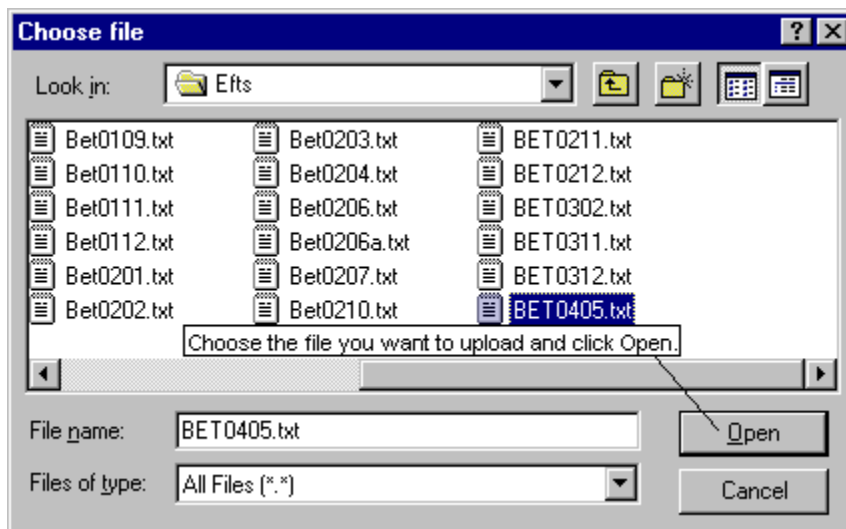
4. Locate the file on your PC [in QuickDOC it's always in the **EFTS folder** just beneath your **QuickDOC.MDB database** location]. First go to the drive where the database is located.



Double-click the Drive icon (S:, in the example, above) to open that drive, and then select the folder where the QuickDOC.MDB database is located (our QuickDOC.MDB database is located in the Medical Library folder on the shared S: drive). Double-clicking that folder icon will expose the files and folders beneath (which will include the EFTS folder).



Then double-click the EFTS folder just beneath the QuickDOC.MDB database folder to open it, and click once on the filename you want to upload to place that name in the “File name:” box at the bottom of the form. Click the Open button to move it to the EFTS Upload box.



This will put the full path and filename into the upload box on EFTS.

MAUBET - EFTS Transaction File Uploading

The current month is JUNE -2004

Click the 'Browse' button to locate the file on your computer.

S:\Medical Library\EFTS\BET0405.txt

The full path and filename is filled in above. If it's correct, click the Upload button to send the file.

When done, Click 'Upload'

5. Click on the **Upload** button to upload the file
6. Your file will be uploaded and processed, and the results displayed:

Status

MAUBET - BET0405.txt file has been successfully uploaded and accepted by the EFTS on June 02, 2004. These transactions will appear on the June - 2004 statement.

No of transactions uploaded = 12

Total Amount = \$68.00

Processing happens in real time and should take only a few moments. You will then see a message on a screen similar to the screen displayed above confirming successful processing.

If your file contains any transactions that cannot be successfully processed, then you will see a message that tells you what line number the problem is on and what the problem is. For example, it may tell you line 30-**Duplicate Request Number Detected** or line 420-**Insufficient Funds by the Borrower**. (These are all Errors that before 2004 were reported in the Error section of your printed statements.) At this point the system has not accepted any transactions from this particular upload file. Uploaded files are accepted only in their entirety. The following is an example of the **Upload Errors** screen:

MAUBET - EFTS Transaction File Uploading

The current month is JUNE -2003

Click the 'Browse' button to locate the file on your computer.

When done, Click 'Upload'

Upload errors appear below. Print the list for editing in QuickDOC.

Line No	Error Description	Request No	BORR
6	Transaction previously paid	12550056	MAUVBD
16	Transaction previously paid	12591312	MAUVBD

The errors shown above don't require any action on your part (I intentionally uploaded a small file that had been uploaded before, to generate the "previously paid" errors), but a **Duplicate Request Number Detected** or an **Insufficient Funds by the Borrower** error, along with other similar errors, will need to be fixed before the upload can proceed. In QuickDOC, the method for editing errors out of an upload file is described in the next section. It does NOT require editing the EFTS Upload File. Once the upload file is corrected, repeat the upload process.

Correcting Errors in an EFTS Upload File

In QuickDOC, editing the file manually is **not** the most efficient method. In fact, editing the EFTS Upload file directly both sidesteps the additional changes that must be made to other tables in the QuickDOC.MDB database and is usually more labor-intensive than the preferred method in any case. The preferred method is as follows:

1. Use the **list of errors and line numbers** provided by EFTS (the Print Button shown above will print out a copy of the list) to identify the Request Numbers (and the Borrowers) that need to be fixed (the actual fix will depend on what the error was);
2. Open the **Library Billing Grid** and set the Start Date and End Date to the same values as that of the EFTS Upload file. Click Search to display the list of requests for that time period (this will also include non-EFTS items, but they can be ignored here). Locate **any one** of the items in that Upload File (the name of the upload file will show in the Invoice column at the far right of the Grid; in our example it is **BET0405.txt**, always preceded by **EFTS-**); since we're going to delete the upload file in its entirety, it doesn't matter which request number you choose. Click into the Invoice column of that item (which will say **EFTS-BET0405.txt** in our example case, reflecting the end of its upload dates YYMM in the numbers).

Billing Items

Search By Borr, Date & ReqNo | Search By Library (LIBID) | Show EFTS Upload Items | Create Invoice By Library | Search By Status of Request | Search By Invoice No. | Search | By Dates | Print Recs | To Prmts

Search for Rec No. Containing [] 16 Record(s) retrieved
 Use ? As WildCard For Any Single Letter or Number

First Field is Request Number. May Be Up To 14 Characters Long. Must Be Unique in Database. | Billing Grid by Default captures only items with Charges Attached (unless 0.00 checkbox is checked). Press <F2> (or Double-Click) To Edit. Also Show 0.00 Items

All Billing Items - By Borrower

Y	Title	Chrg	Type	EFTS	Acted	Paid On	Status	Delivery	Rush	Source	Invoice
21	Epilepsy beha	\$3.00	Journal	Yes	4/8/2004		Uploaded	Fax	No	DOCLINE	EFTS-BET0405.txt
1!	Stroke; a J cer	\$3.00	Journal	Yes	12/16/2003		Uploaded	E-Mail	No	DOCLINE	EFTS-BET0312.txt
1!	Int J group psy	\$3.00	Journal	Yes	12/19/2003		Uploaded	Fax	No	DOCLINE	EFTS-BET0312.txt
21	Rehabilitation	\$3.00	Journal	Yes			Uploaded	Fax	No	DOCLINE	EFTS-BET0405.txt
21	Annu rev nursi	\$3.00	Journal	Yes			Uploaded	Fax	No	DOCLINE	EFTS-BET0405.txt

If the upload file with the errors was EFTS-BET0405.txt, click into any cell under Invoice with that value.

- After clicking into the Invoice cell a **To Prmts** button will appear above. Click that to get to the Payments Form.

Payments From Borrowing Libraries (and EFTS)

Clicking once into the Invoice Number combo box will change the Delete Payment button, at the bottom-right, to a Delete Invoice button.

Invoice Number: EFTS-BET0405.txt | Payment by Request No., Deposit or Credit Acct

Previous Payments: \$0.00 | Inv Total: \$68.00 | Payment Type is EFTS

Amount This Payment: 68.00 | Payment Method: Check

Paid By (Library, EFTS): EFTSUP | Payment Date: Jun 03, 2004

Payment Notes: []

Enter Amount Paid. Must be greater than 0. Numbers Only! (Use the 'Credit' Payment Method if no actual payment was received.)

Add Payment | Back | Clear Form | Delete Payment

- Click once on the combo box where the **EFTS Upload File Name** appears, which will enable a Delete Invoice command button at the lower right of the form.

5. Click the **Delete Invoice** button and confirm the deletion. This will delete the file and set all the items in the file back to Status = Filled.

At this point we're back to the situation we were in before the file was created. The EFTS Upload file has been deleted, and all the items that were in it have been set back to Filled.

In order to remove the items noted in the error report from being included in the new EFTS Upload file we will be creating, we need to change each of the items on the error report from EFTS = Yes to **EFTS = No**. This can be done by changing each request individually, but a much more efficient method is to perform a batch change using the **BORR column** on the right of the EFTS Error Report. Because libraries with Insufficient Funds will likely have ALL their requests rejected during the upload month in question, we can use that to our advantage by performing a **Global Change to the EFTS column** for each Library noted in the BORR column of the EFTS report. Here are the steps:

Since the Library Grid is still set to the Start Date and End Date of the EFTS Upload period, we can display all the EFTS upload items for each Library with errors during this month's upload file by clicking the Search By Library (LIBID) Ribbon Button , entering the LIBID in the Search box (MAUVBD in the example below), and pressing Enter. The display will appear as follows:

Billing Items Search By Library ribbon button is below.

Search By Borr, Date & ReqNo Search By Library (LIBID) Show EFTS Upload Items Create Invoice By Library Search By Status of Request Search By Invoice No.

Search By Dates Print Recs To Prnts

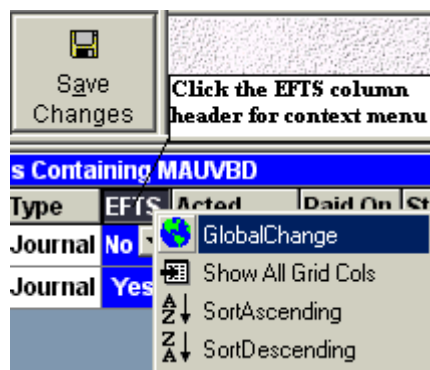
Search Libraries Containing MAUVBD 2 Record(s) retrieved

First Field is Request Number. May Be Up To 14 Characters Long. Must Be Unique in Database. All the MAUVBD activity for the month appears below. Save Changes The EFTS column Search Dates Set To : 01-Jul-04 to 31-Jul Searching Borrowing Libraries - Containi Entered. Also Show 0

Billing Items With Libs Containing MAUVBD

ReqNo	Borrower	Year	Title	Chrg	Type	EFTS	Acted	Paid On	Status	Delivery
14401546	MAUVBD	1995	J rheumatolog	\$3.00	Journal	Yes	7/2/2004		Filled	E-Mail
14401634	MAUVBD	1998	J general inter	\$3.00	Journal	Yes	7/2/2004		Filled	E-Mail

Change the top row's **EFTS value to No**, then click on the header over the **EFTS column** and choose **Global Change**. This will change all the others to No as well. Repeat for each BORR on the EFTS Error Report.



Re-create the EFTS Upload File, in the normal fashion, and upload again.

If the error description is **Insufficient Funds by the Borrower** and you want to **resend those EFTS upload items again next month**, change them back to **EFTS = Yes** again, using the reverse of the method described above, once you've created the upload file. This will make them ineligible for any Invoice run you may perform during the next month. Then, next month, remember to **use this past month's start date** so that the items will once again be included in the upload file. If they still have Insufficient Funds after the month has passed, you can use the method above to give them another month's leeway, or just leave them at EFTS = No and generate an Invoice for them.

Every EFTS user has an ID and password that's used to access the system. You might need to get in touch with EFTS if you can't find paperwork for these values locally.

EFTS Email Address is: efts@uchc.edu
EFTS Web Site is at: <https://efts.uchc.edu/efts/common/index.html>