

Step 8: Application Data Transfer Cycle

Background

Application Data Transfers are done to import *Payment Assistance Applications* to CSD's CORE database. Each application submitted is validated and is assigned a status by CORE.

Applications marked as "*Complete*" will be processed for payment and do not require any further action. Applications marked as "*Working-Deficient* or *Rejected*" do not meet all the validations in CORE, and will need to be corrected in ServTraq before re-transfer(possibly).

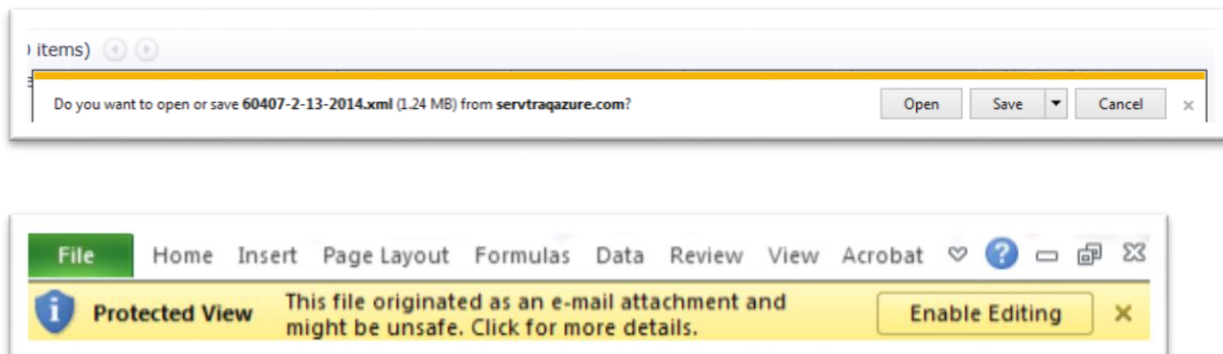
8.1. Generate the Transfer File

- A. Open the *Application Data Transfer* screen in ServTraq. Click **Select All** unless *Conditional Considerations*¹ guide this step otherwise.
- B. After selecting the applications to transfer, click **Generate Transfer File**. A message appears informing you the *Transfer File* is being generated. **Do not close/exit the screen, or your transfer file will be lost.**

Application Data Transfer						
<input checked="" type="checkbox"/> Select All	<input type="checkbox"/> Select None	<input type="button" value="Generate Transfer File"/>	<input type="button" value="Regenerate Previous Transfer"/>	<input type="button" value="Refresh List"/>	<input type="button" value="Export List"/>	
	Account Number	Age 3 to 5	Age 6 to 18	Agency Code	Agency Control Code	Ag
<input type="checkbox"/>	07164097045	0	0	60407	278631	
<input type="checkbox"/>	05670651982	0	0	60407	278796	
<input type="checkbox"/>	81353905979	0	0	60407	278808	
<input type="checkbox"/>	51832354073	0	0	60407	278809	
<input type="checkbox"/>	40701656643	0	0	60407	278810	
<input type="checkbox"/>	03900568936	0	0	60407	278811	
<input type="checkbox"/>	76624110110	0	0	60407	278812	
<input type="checkbox"/>	68177200018	0	0	60407	278813	
<input type="checkbox"/>	11160507775	0	0	60407	278814	
<input type="checkbox"/>	44645101948	0	0	60407	278815	
<input type="checkbox"/>	02377016734	0	0	60407	278820	

¹ Conditional Considerations are changes in work environment scenarios that cause operations to shift. Any column can be filtered to only display applications that meet the criteria selected. For example, use the *Program Code* column filter to only view applications for a specific program.

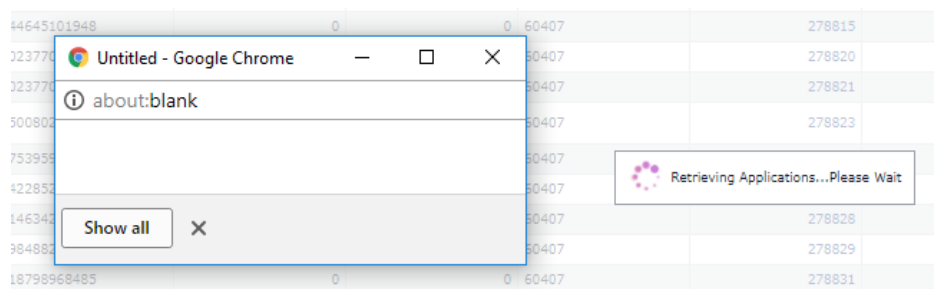
C. Once the file downloads, **Open** the file and click **Enable Editing** on the Excel spreadsheet.



Warning:

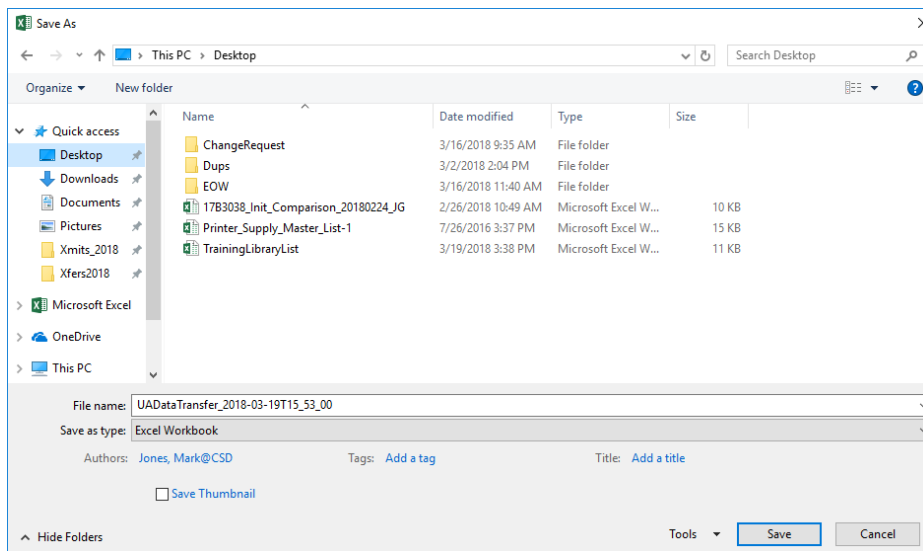
Make sure your default browser is set to “Allow all pop-ups from ServTraq”.

When generating a transfer from Chrome, a second window will open with the download file. Once the file is saved to your network, you must close that second window to close the loading icon.



8.2. Save the Transfer file in the Network

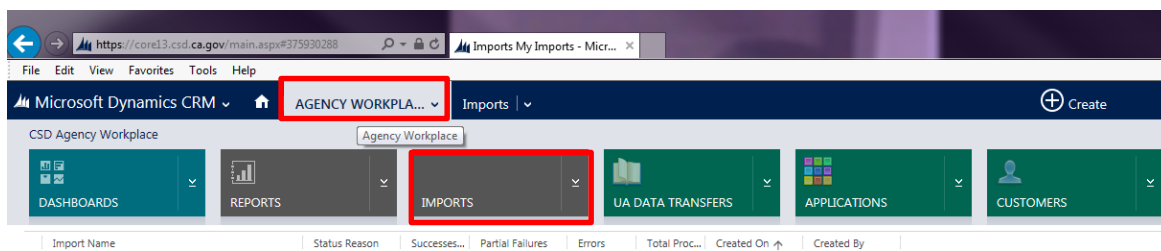
A. Save the Transfer file (**File→Save As**) in the designated folder. The file name is automatically generated with the *Agency Code+Date Exported (i.e. 60407-01-23-2014)*. Save the file type as “Excel Workbook”.



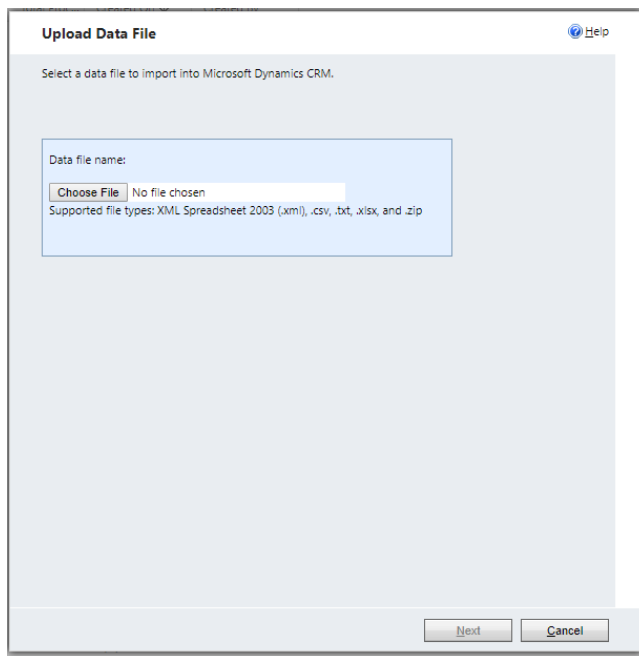
8.3. Log into CORE and Import the File

- A. Log into CORE (<https://core13.csd.ca.gov>) and enter your username, password, and click **Sign In**.

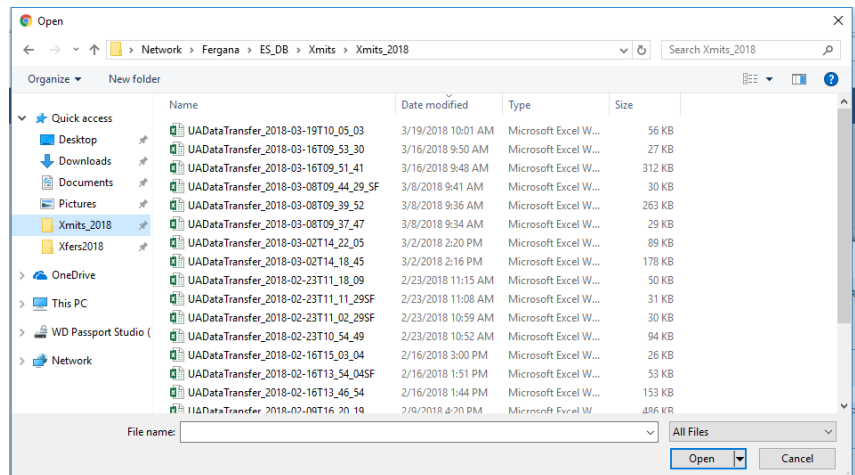
On the Navigation Pane click: **Agency Workplace>Imports>Import D**



- B. Click **Choose File** to browse for the transfer file generated in step 2.



C. Locate your transfer file and click **Open**.



D. From the *Upload Data File* window, click **Next**. Click **Submit** to import the file and click **Finish**.

Upload Data File

Select a data file to import into Microsoft Dynamics CRM.

To upload a new file, remove the file that is already enclosed.

Data file name:

[Choose File](#) No file chosen

Supported file types: XML Spreadsheet 2003 (.xml), .csv, .txt, .xlsx, and .zip

Enclosed File: UADDataTransfer_2018-03-19T10_05_03.xlsx [Remove](#)

[Next](#) [Cancel](#)

Review Settings and Import Data

This action will update existing records, and, if required, create new records.

Review the default settings, make the necessary changes, and submit the data for import.

[Duplicate detection is not enabled.](#)

Select Owner for Imported Records

[Julie Garcia](#)

This user will own the imported records if the records do not contain owner information or if the records cannot be assigned to the specified owners.

[Back](#) [Submit](#) [Cancel](#)

8.4. Monitor the Import

- A. From the *Imports* screen, monitor the file until the *Status Reason* column reads **“Complete”**. Click the *Refresh* icon on the far right to update the file status. Once the file reaches a **“Complete”** status. The total number of *Successes* should equal the *Total Processed* number. Compare the number of *Successes* to the number of transferred records.

Import Name	Status Reason	Successes	Errors	Partial Failures	Total Proc...	Created On
60407-1-23-2014.xml	Completed	346	0	0	346	1/23/2014 1:40..
60407-9-24-2013 (2).xml	Completed	1	0	0	1	1/13/2014 9:47..
60407-12-31-2013 (3).xml	Completed	1	0	0	1	12/31/2013 2:0..
60407-12-31-2013 (2).xml	Completed	2	0	0	2	12/31/2013 1:0..

- B. Run the Deficiency-Rejection Report in CORE to identify any records needing correction.

Microsoft Dynamics CRM | AGENCY WORKPLA... | Reports

EXPORT TO EXCEL ADVANCED FIND

CSD/Agency Reports

✓	Name ↑	Description	Report Type	Modified On
▶	Contract Allocation Expenditure Rep...	Displays UA and WPO Allocations/Expenditures by Provid...	Reporting Services Report	2/2/2018 6:05 AM
▶	Customer Application Details	Ver. 11.22.16 provides Customer Application Details for se...	Reporting Services Report	2/2/2018 6:05 AM
➔	Deficiency - Rejection Report v2	Ver. 11.22.16 provides Rejected or Deficient Records V1 - ...	Reporting Services Report	2/2/2018 6:05 AM
▶	Returned Payments (Variance) Report	Ver. 12.06.16 provides information on returned payments ...	Reporting Services Report	2/2/2018 6:05 AM