

UCSB Business Services

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BARC Electronic Interface File Submission

Interface File Submission

● Customer Selection
● On-line Mass Transactions
● Interface File Submission
● Blocks Processes
● Operational Menu
● Background Processes
● Table Maintenance

Batch ID:

UserID:
 Department:
 Batch Source:
 Batch Date:

Batch Status:
 Status Date:
 Business Date:

	Count	Total
Submitted	0	0.00
Edited	0	0.00
Rejected	0	0.00
Accepted	0	0.00
Updated	0	0.00

This procedure should be used when you have a file of transactions that were created outside of the BARC system, such as from a departmental billing system or an Excel spreadsheet. See also the document, [Specifications for Interface Files](#).

Above is the user interface screen for **Batch Id** assignment, **File Upload** and **File Submission**.

1. Logon to the BARC system using your **Com-plete** user id and password.
2. Click on the radio button **Interface File Submission** at the top of the page.
3. Click on **Assign New**.
4. Note the **Batch Id** number.
5. Create the interface file using the **Batch Id** assigned.
6. Save the file to a specified location on your system.

Interface File Submission

Customer Selection On-line Miss Transactions **Interface File Submission** Blocks Processes Operational Menu Background Processes Table Maintenance

Batch ID:

UserID: Department: Batch Source: Batch Date:

Batch Status: Status Date: Business Date:

	Count	Total
Submitted	352	177648.00
Edited	0	0.00
Rejected	0	0.00
Accepted	0	0.00
Updated	0	0.00

Application Info

Batch ID 345 Modified Successfully

Ok

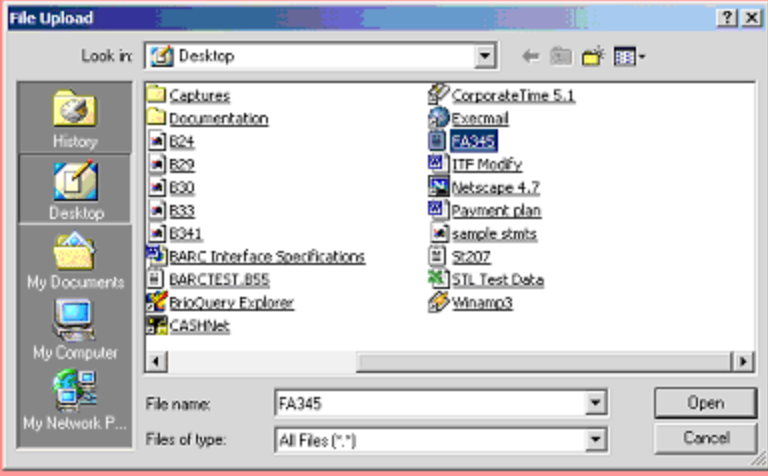
Unsigned Java Applet Window

1. Once the interface file is created using the assigned Batch Id, logon to the system.
 2. Click on Interface File Submission.
 3. Enter the Batch ID in the top left box and click on Get (or press Enter).
 4. The batch number will appear and the Submitted Count and Total boxes will be enabled for input.
 5. Enter the total transaction count and total dollar amount for the interface file
 6. Click on Modify.
 7. A message box will appear (see lower right corner) stating that the batch has been successfully modified.
 8. The file is now ready for upload to the BARC system.
-

Batch File Upload

Batch File:

Note: after clicking on the browse button, please select "All Files" from the drop down menu next to "Files of type". This will let you view all files on your computer and select the one you want to upload.



1. The **File Upload** button will be enabled once you have entered the **Submitted Count and Total**.
2. Click on **File Upload** - the screen above will appear.
3. Click on **Browse**.
4. Select "**All Files**" from the "**Files of Type**".
5. Select the file to be uploaded.
6. Click on **Upload File**.
7. A message will be displayed saying that the file was successfully uploaded and that you can close the browser window.
8. You will be returned to the **Interface File Submission** user interface page.
9. The **Submit Batch** button will be enabled to allow the uploaded file to be submitted to the BARC system for update.

Important Note: A review of the **Submitted Count and Total** prior to pressing **Submit Batch** is important to verify the accuracy of the data. Any file that does not match the **Submitted Count and Total** will be rejected in its entirety. If an error is detected, the uploaded file can be resent and the **Submitted Count and Total** can be modified prior to resending the file. Once a file is submitted it can no longer be retracted and/or corrected.

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