Renhill STRS Merge

1- Create a Renhill directory YY
2- Open the file that the district sends to you and save it as a csv file (if not already in csv format.)
3- Open the file with notepad to make sure that it looks correct.
4- Name the file- save as STRS9655_TSA.CSV (ex)
5- Transfer the file to your Renhill directory (make sure that you transfer in ASCII mode)
6- Copy the STRSAD.YY06 file from the district data directory to the Renhill file that you have created.
7- Copy all of the idx, rel, seq and ini files from the district to your Renhill directory.
8- You should now have the Renhill file, The STRSAD.YY06 file and the district's directory files in your Renhill sub directory.
9- Run pay:strsmrg

   STRSAD File—STRSADYY06

   Renhill File Name STRSAD973.EPA.CSV (The name that you created when you saved the file)

   New Merged File Name—STRSAD-MERGED

   Output File—STRSMERGE.TXT

10- Verify that the STRSMERGE.TXT file looks accurate by doing a DIFF STRSADYY06 STRSAD.MERGED
11- Copy the file to the district user's directory and tell them the name of the report STRSMERGE.TXT and ask them to verify that it is accurate. Tell them that once they have done this they need to let us know so we can continue with the next steps to create their file.
12- In your directory rename the STRSMERGE.TXT FILE TO STRSMERGE.DOC
13- Once you receive verification from the district go to your Renhill directory copy STRSAD.MERGED STRSAD.YY06.
14- Double check report again to make sure that it looks accurate.
15- Copy the (new) STRSAD.YY06 report from your directory to the district's directory.
16- Inform the district user that they can now run ANNSTRSSND.