



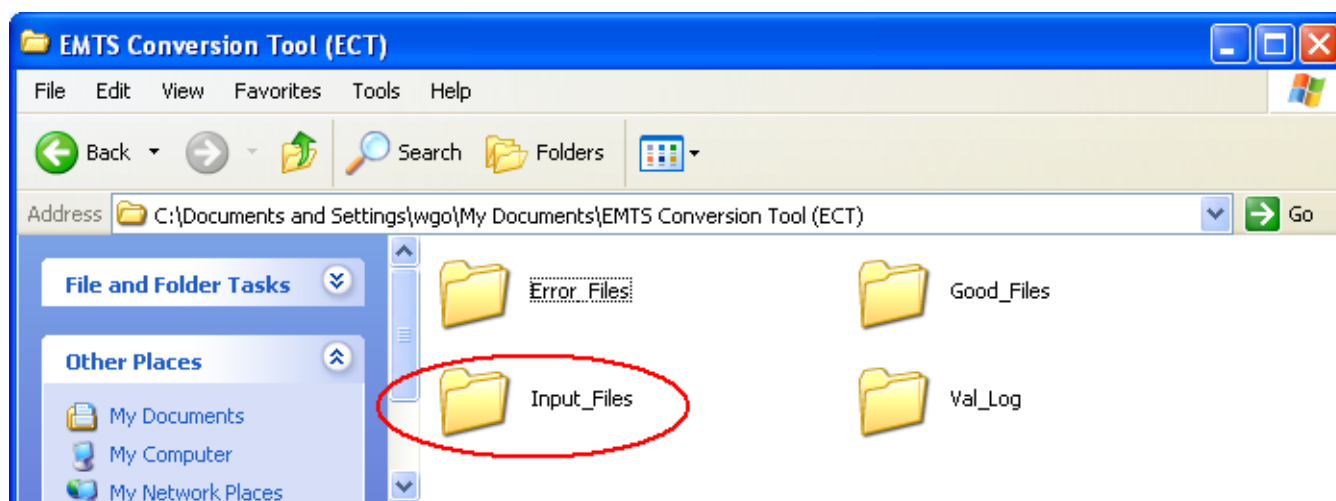
## Running the Advanced Conversion Tool

Prior to starting the ECT, the user should place the input files in the following folder:

C:\Documents and Settings\

Figure 1 depicts this folder for a user "wgo." The "Input\_Files" folder has been circled. Note that the extension for all Excel files saved in this folder should be .xls rather than .xlsx (the default for Excel 2007).

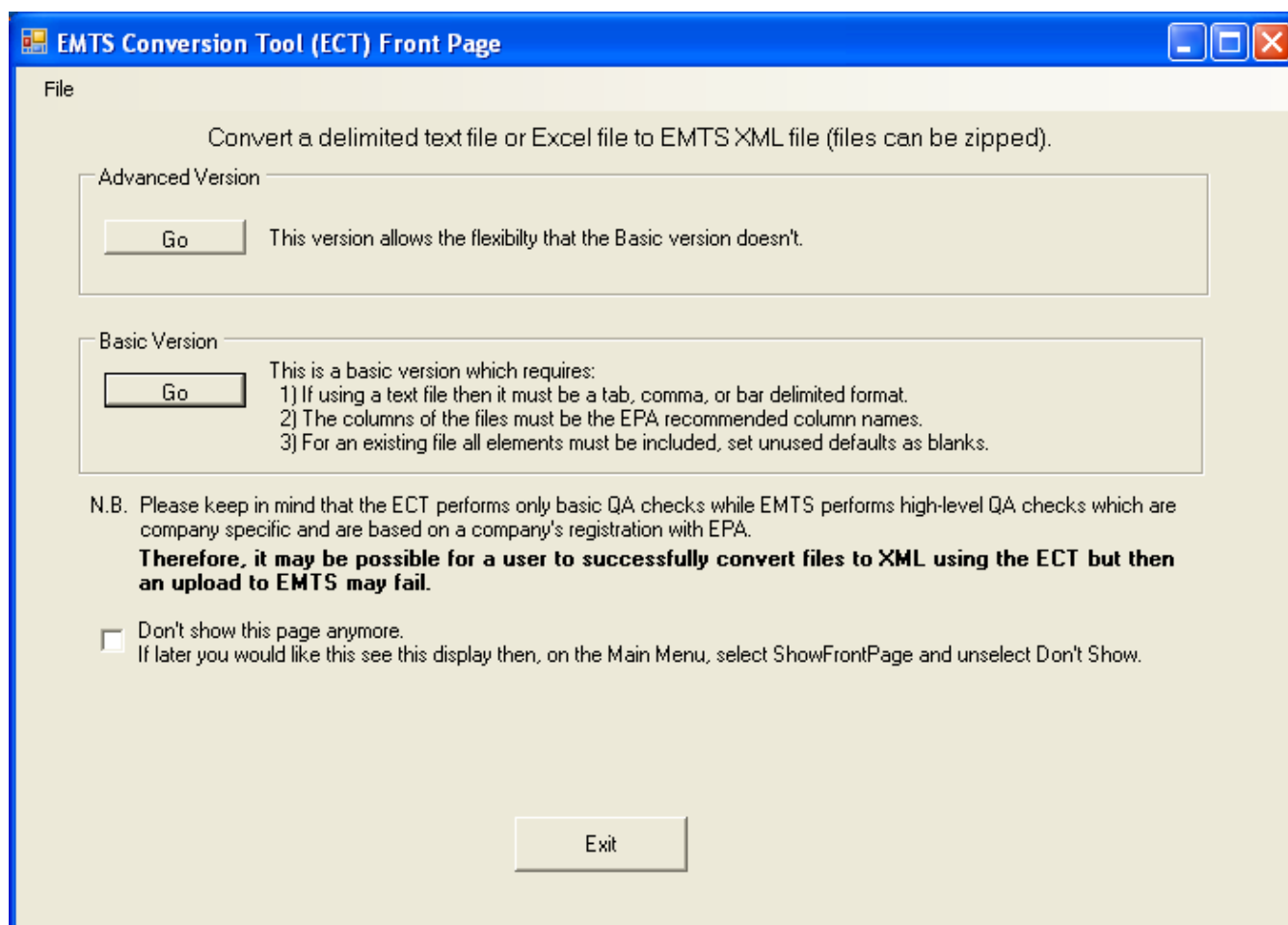
**Figure 1: EMTS Conversion Tool Input File Directory**



## Running the ECT

The ECT can be opened from the Start Menu. Upon starting the ECT, the start-up screen is displayed (see Figure 2).

**Figure 2: Start-up Screen**

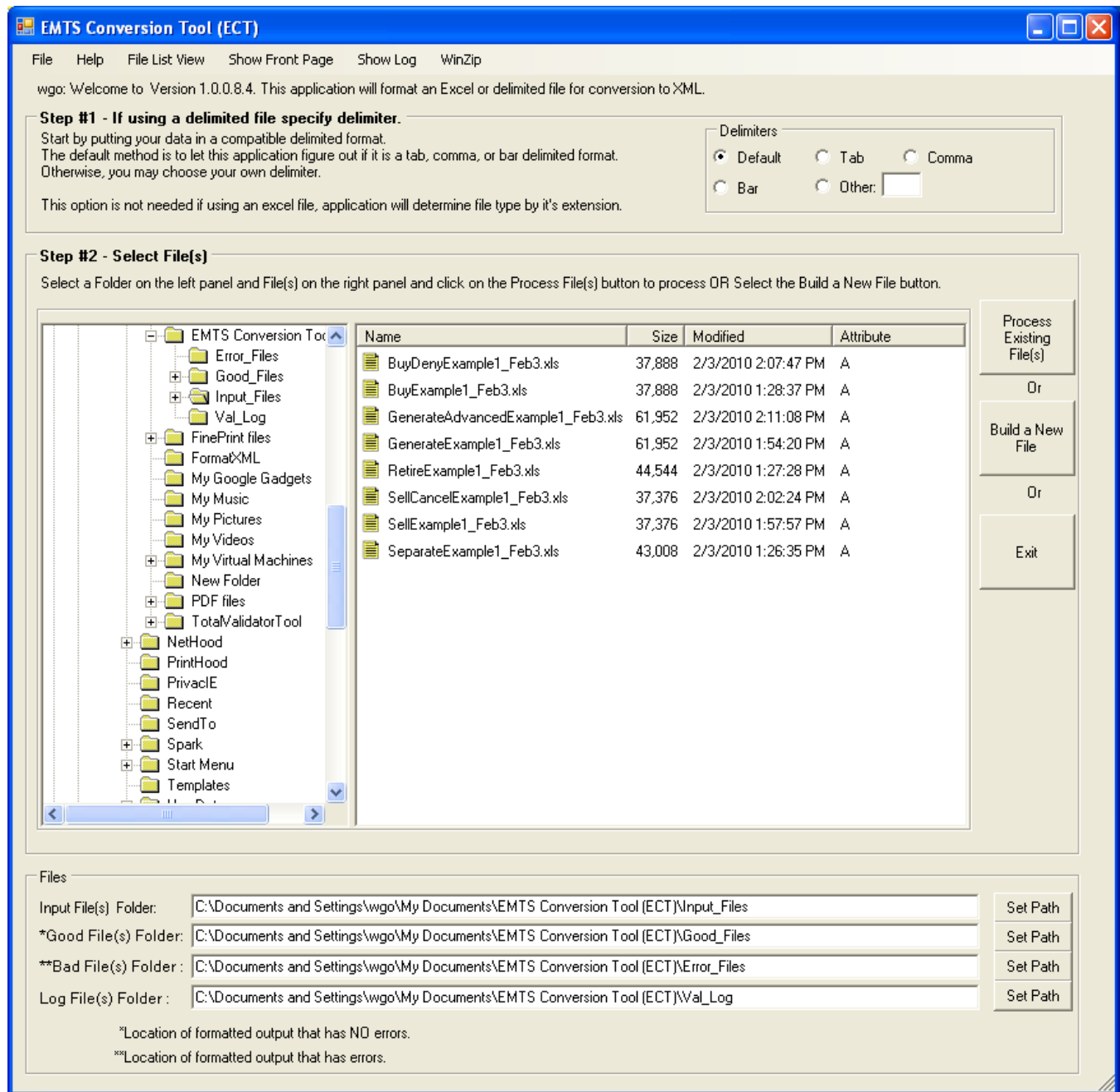


On the start-up screen, the user has the option to click the checkbox beside "Don't show this page anymore." This will cause the ECT to open on the File Selection screen instead of the start-up screen. Click the "Go" button under Advanced Version.

### Selecting Files

After clicking the "Go" button, the File Selection Screen appears (see Figure 3).

Figure 3: File Selection Screen



The user should select the desired file(s) and click the "Process Existing File(s)" button, or click the "Build a New File" button without selecting any files. To select multiple input files, the user should press "Ctrl" on the keyboard and click on all of the files to be processed. The input files must be either Excel files or text files. If a text file is used as input, the delimiter should be specified (see "Step #1" in Figure 3 above). If the file name contains the transaction type, the ECT will assume that the named transaction type is the type to process and will go immediately to the File Processing Screen (Figure 4) when "Process Existing File(s)" is

clicked. If the transaction type is not contained in the file name, the user will be asked to specify the transaction type (see Figure 9).

## Processing Files

The File Processing Screen is depicted in Figure 4. First, the user should complete Step #3, "Enter Company Info." The required company information includes:

- User Login (case sensitive and must be the same as the EMTS login);
- Organization ID (EPA assigned, four-digit ID); and
- Submittal Creation Date.

In Step #4, a data grid displays the column headers and data from the input file.

### Figure 4: File Processing Screen

**GenerateTransaction - Processing file: Generate43247.xls**

Process Rows Columns Help Show Log WinZip

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**Step #3 - Enter Company Info**

\* User Login:  \* Submittal Creation Date:  Submission Comment:

\* Organization ID:

**Header Information**

\* Application User ID:  ☒ Apply User Login  
Transmission ID: T8D

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**Step #4 - Select column to upload**

Add New Empty Row Copy Row(s) to New Row(s) Delete Row(s) Set Columns to Recommended Defaults Import/Export Company Column Names Show Legends

Select the appropriate columns from the drop-downs below. Refer to the legend on the middle right as to whether fields are required or not. Rows can be sorted by clicking on the column header. Changes made will be reflected in the new output file and NOT on the input file.

#	Fuel Code	Process Code	Production Date	Fuel Category Code	Batch Volume	Denaturant Volume	Equivalence Value	RIN Quantity	Import Facility Identifier	Generate Organization Identifier
1	6	170	12/1/2009	10	650000	10	1.0	650000		43247

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**Required Fields**

- \* FuelCode
- \* BatchVolume
- \* FuelCategoryCode
- \* ProductionDate
- \* ProcessCode
- \* RINQuantity
- \* GenerateFacilityIdentifier
- \* BatchNumberText

**Optional Fields**

- DenaturantVolume
- EquivalenceValue
- GenerateOrganizationIdentifier
- TransactionDetailCommentText
- ImportFacilityIdentifier

All Remaining Fields

**CoProduct Fields - Up to 3 sets**

- CoProductCode1
- CoProductDetailCommentText1
- CoProductCode2
- CoProductDetailCommentText2
- CoProductCode3
- CoProductDetailCommentText3

**Feedstock Fields - Minimum = 1 set, Maximum = 3 sets**

- FeedstockCode1
- RenewableBiomassIndicator1
- FeedstockVolume1
- FeedstockMeasureCode1
- FeedstockDetailCommentText1
- FeedstockCode2
- RenewableBiomassIndicator2
- FeedstockVolume2
- FeedstockMeasureCode2
- FeedstockDetailCommentText2
- FeedstockCode3
- RenewableBiomassIndicator3
- FeedstockVolume3
- FeedstockMeasureCode3
- FeedstockDetailCommentText3

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**Step #5 - Process And Write to XML File**

Output File Options Exit/Stop Processing Status

Process File

Progress: Finished Loading Input Data.1 data records read.

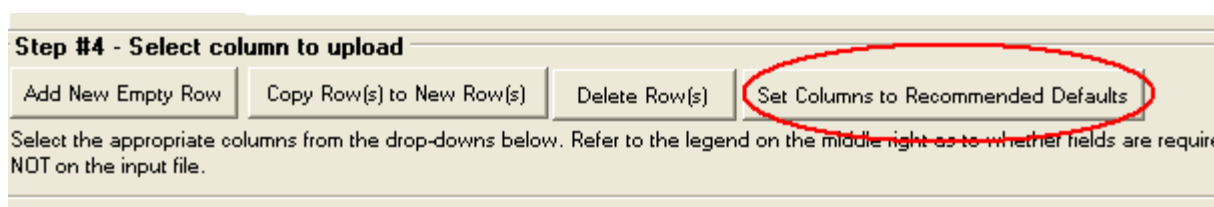
The File Processing screen indicates whether a field is required, conditional, or optional using color-coded labels (defined in the legend). Additionally, a list of allowed values is included to the left of the legend. Due to space limitations while processing generate transactions, you must click the "Show Legends" button to display the List of Values and Legend.

## Mapping User-specified Column Headers

Below the data rows, there is an area where the fields that will be written to the output XML as labels need to be mapped to the appropriate column headers. The tool has the ability to set these drop-downs to the "recommended defaults." These defaults are the column headers used in the basic templates provided by EPA. If the user is using these templates, setting the columns to the recommended defaults would be the easiest way to map the data.

First, click the "Set Columns to Recommended Defaults" button (see Figure 5).

**Figure 5: Selecting Recommended Default Headers**



The column headers will be populated with the recommended default headers (see Figure 6).

**Figure 6: Drop-downs that Must Match the Columns**

Required Fields		Optional and Conditionally Optional Fields	
* TransactionPartnerOrganizationIdentifier	Transaction Partner Organization Iden ▼	BatchVolume	Batch Volume ▼
* AssignmentCode	Assignment Code ▼	PTDNumber	PTD Number ▼
* FuelCode	Fuel Code ▼	PricePerGallon	Price Per Gallon ▼
* RINQuantity	RIN Quantity ▼	PricePerRIN	Price Per RIN ▼
* TransactionPartnerOrganizationName	Transaction Partner Organization Nam ▼	TransactionDetailComment	Transaction Detail Comment ▼
* TransactionDate	Transaction Date ▼	GenerateOrganizationIdentifier	Generate Organization Identifier ▼
* RINYear	RIN Year ▼	GenerateFacilityIdentifier	Generate Facility Identifier ▼
		BatchNumber	Batch Number ▼
		SupportingDocumentText	Supporting Document Text ▼
		SupportingDocumentNumber	Supporting Document Number ▼

Figure 7: Matching Default Columns to Labels

BuyTransaction - Processing file: BuyExample.xls

Process Rows Columns Help Show Log WinZip

**Step #3 - Enter Company Info**

\* User Login:  \* Submittal Creation Date:  Submission Comment:

\* Organization ID:

**Step #4 - Select column to upload**

Add New Empty Row Copy Row(s) to New Row(s) Delete Row(s) Set Column

Select the appropriate columns from the drop-downs below. Refer to the legend on the NOT on the input file.

#	Transaction Partner Organization Identifier	Transaction Partner Organization Name

Required Fields:

\* TransactionPartnerOrganizationIdentifier \* AssignmentCode

Transaction Partner Organization Ident

Assignment Code

If the recommended column headers are not used in the input file, the user will need to select the appropriate column headers in the drop-down menus. In Figure 8, a column header of "Trade ID" was used in the input file for the Transaction Partner ID. This value must be selected in the drop-down menu next to the "TransactionPartnerOrganizationIdentifier" field.

Figure 8: Matching User-Defined Column Headers to Labels

**BuyTransaction - Processing file: BuyExample.xls**

Process Rows Columns Help Show Log WinZip

**Step #3 - Enter Company Info**

\* User Login:  \* Submittal Creation Date:  Submission Comment:

\* Organization ID:

**Step #4 - Select column to upload**

Add New Empty Row Copy Row(s) to New Row(s) Delete Row(s) Set Column

Select the appropriate columns from the drop-downs below. Refer to the legend on the menu bar. Do NOT edit the input file.

#	Trade ID	Transaction Partner Organization Name	RIN Quantity	Batch Volume
1	9999	EPA Fuels	2000	

**Required Fields**

- \* TransactionPartnerOrganizationIdentifier
- \* AssignmentCode
- \* FuelCode
- \* RINQuantity
- \* TransactionPartnerOrganizationName
- \* RINYear
- \* BuyReasonCode

**Transaction Partner Organization Name**

- Supporting Document Number Text 1
- Supporting Document Number Text 2
- Supporting Document Text 1
- Supporting Document Text 2
- Trade ID
- Transaction Date
- Transaction Detail Comment Text
- Transaction Partner Organization Name
- Buy Reason Code

Note that information that is manually written into the data grid does not modify the input file. To save this information to an Excel spreadsheet, the user must select the Excel file type by selecting the "Output File Options" button under "Process and Write to XML File" near the bottom of the screen.

For required fields, a column name must always be chosen from the corresponding drop-down list. For conditional fields and optional fields, selecting a non-null column name from the corresponding drop-down list indicates that the field should be included in the output XML. Otherwise, the field will not be included in the output XML, even if data for this field is visible in the grid.

## Importing/Exporting User Defined Column Names

The user can optionally select to export the user-defined column names for later use. This can be done either before or after the "Process File" button has been clicked. To export the column names, click the "Import/Export Company Column Names" button (see Figure 9).

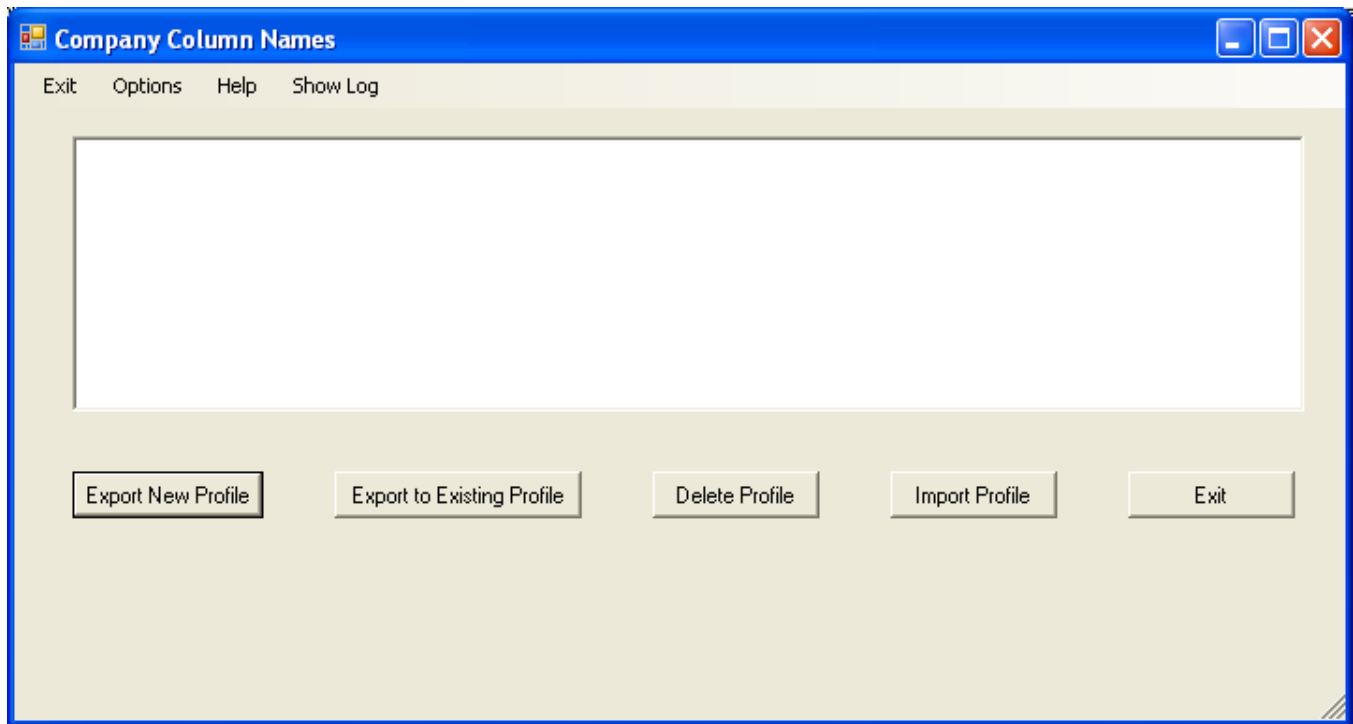
**Figure 9: Import/Export Company Column Names Button**

The screenshot shows the 'BuyTransaction - Processing file: BuyExample.xls' window. The interface includes a menu bar (Process, Rows, Columns, Help, Show Log, WinZip) and a status bar. The main area is divided into two steps: 'Step #3 - Enter Company Info' and 'Step #4 - Select column to upload'. In Step #3, there are input fields for 'User Login' (epa), 'Submittal Creation Date' (2010-02-01), and 'Submission Comment'. In Step #4, there are buttons for 'Add New Empty Row', 'Copy Row(s) to New Row(s)', 'Delete Row(s)', 'Set Columns to Recommended Defaults', and 'Import/Export Company Column Names'. The 'Import/Export Company Column Names' button is circled in red. Below the buttons, there is a table with columns: #, Trade ID, Transaction Partner Organization Name, RIN Quantity, Batch Volume, Fuel Code, Assignment Code, RIN Year, Buy Reason Code, and RIN Price Amount. The table contains one row with data: 1, 9999, EPA Fuels, 2000, and empty cells for the remaining columns.

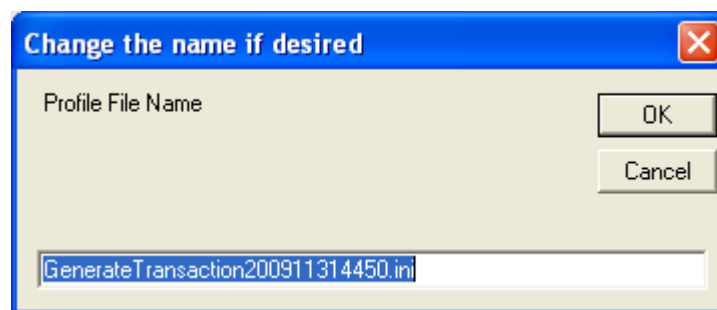
#	Trade ID	Transaction Partner Organization Name	RIN Quantity	Batch Volume	Fuel Code	Assignment Code	RIN Year	Buy Reason Code	RIN Price Amount
1	9999	EPA Fuels	2000						

The Company Column Names dialog box will be displayed (see Figure 10).

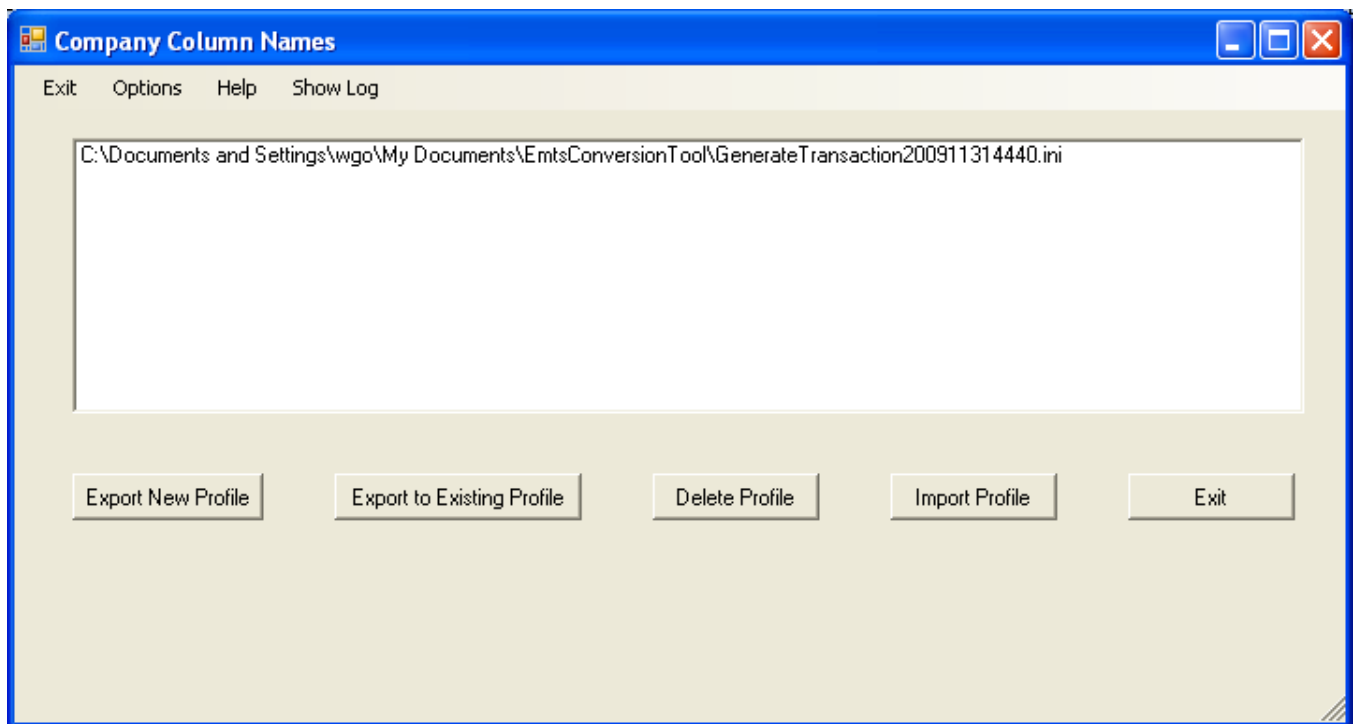


**Figure 10: Column Name Import/Export Screen**

After clicking the "Export New Profile" button, the user will be prompted to specify a name and location for the profile (see Figure 11).

**Figure 11: Saving Profile with User-Defined Column Names**

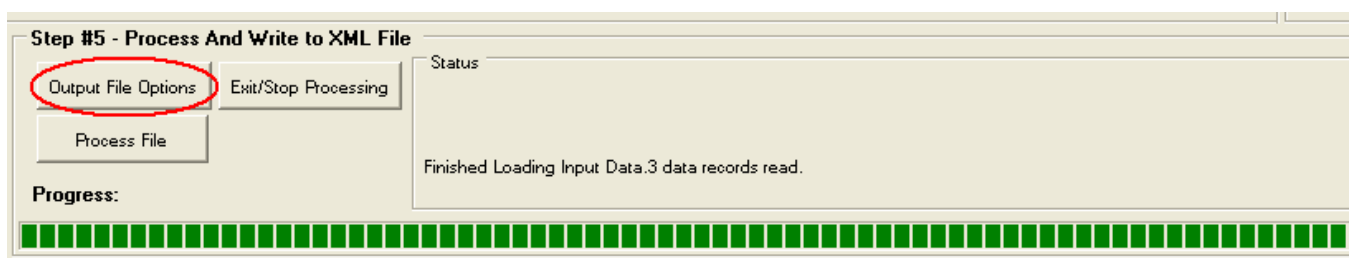
Once this profile has been created, it can subsequently be imported by clicking the "Import/Export Company Column Names" button. The saved profile will be displayed on the Company Column Names screen (see Figure 12).

**Figure 12: Company Column Names Screen with Saved Profile**

The user can then select the profile and click "Import Profile." This will load the saved column names into the drop-downs used for mapping. Alternatively, the user can click on "Export to Existing Profile" to overwrite the previously saved profile with new user-defined column headers.

### Output File Options

Once the column headers are selected and the user information is complete, the user can adjust the ECT default settings. The ECT uses the following default settings when processing files: the output file is an uncompressed XML file, and the output file name is formatted as "TtOrgId\_YYYY-MM-DD-HH-MM-SS" where "Tt" is the transaction type (i.e., Generate) and "OrgId" is the four-digit ID entered in the "Organization ID" field. To change these default settings, the user should click the "Output File Options" button (see Figure 13).

**Figure 13: "Output File Options" button**

On the Formatted Output File Options screen (see Figure 14), the user can specify the output file type, compression, and file name. To specify the file name, the user should check the checkbox to override the default name and then enter a new file name. The ECT automatically appends the transaction type of the file being processed to the beginning of the new file name. In the example in Figure 14, if a Generate file were being processed and the user wanted to name the file "01-26-2010," the output file name would be "Generate01-26-2010.xml." Once a user updates the Formatted Output File Options screen, the updates become the default setting for subsequent file conversions and remain so until the user goes back to the Formatted Output File Options screen and changes the settings.

**Figure 14: Formatted Output File Options Screen**

**Formatted Output File Options**

File type XML is the ONLY option required for submission/transmission

File Type(s)

- ☒ XML - This is the ONLY option required for submission/transmission
- ☐ Excel - For your use only, not to be transmitted (if transmitted, it will be ignored.)
- ☐ Text - For your use only, not to be transmitted (if transmitted, it will be ignored.)

File Compression (using WinZip32)

- ☒ Do Not Compress any Files
- ☐ Compress only the XML File for Node Submission/Transmission
- ☐ Compress All Output File Types Selected Above (XML, Excel, Text) - It is NOT necessary to include Excel or Text in the compression.

Override Output File Name

- ☒ Override the default name of TtOrgId\_YYYY-MM-DD-HH-MM-SS where Tt is the Transaction Type. The new file name will be prepended with the Transaction Type.

Overridden File Name:

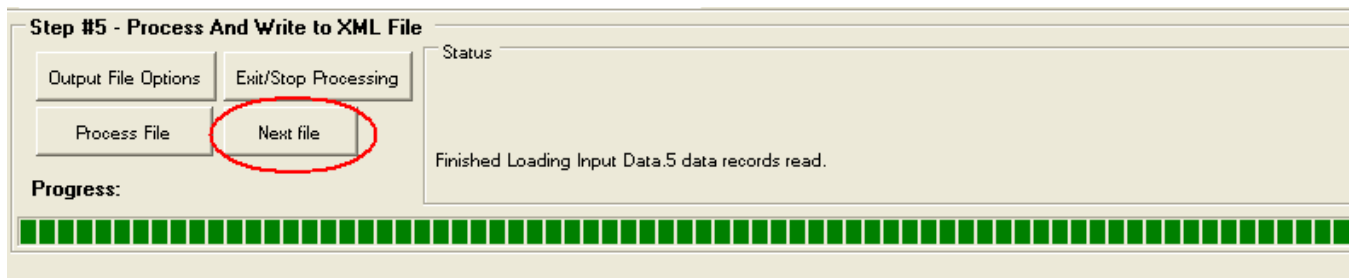
Do NOT include the Folder (Path) name. The "Good Files" folder is assumed.

Other File Option(s)

- ☐ Use Recommended Names for Column Headers. Text or Excel file only)
- ☐ Display Processed File

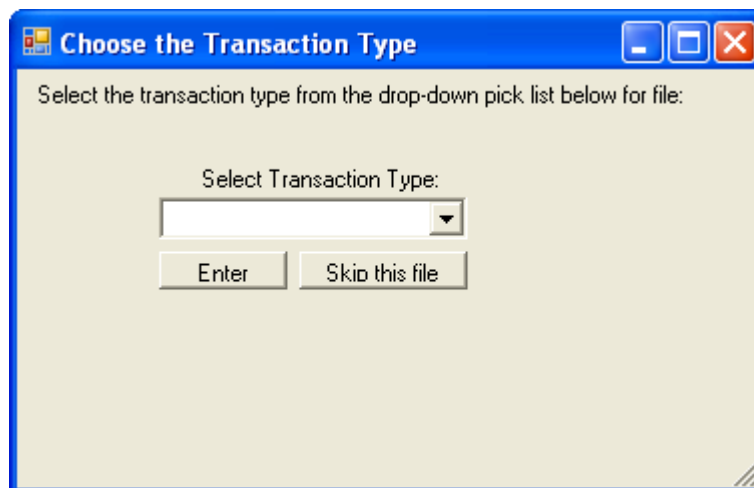
OK

After specifying the output file options, the user should click the "Process File" button. Note that if multiple files have been selected for processing, only one file is processed at a time. In this case, a "Next file" button will be visible next to the "Process File" button (see Figure 15). The user should first click the "Process File" button, verify that the file processes successfully (see the Results of File Processing section in this Quick Guide), and then press the "Next file" button.

**Figure 15: "Next file" Button**

### Creating New Files

If the "Build a New File" button is clicked on the File Selection Screen (see Figure 3), a screen will appear asking the user to specify the transaction type (see Figure 16).

**Figure 16: Selecting the Transaction Type**

Once the user selects the transaction type and clicks "Enter," the File Processing Screen appears (Figure 17).

Figure 17: File Processing Screen

**GenerateTransaction - Processing file:**

Process Rows Columns Help Show Log WinZip

**Step #3 - Enter Company Info**

\* User Login:  \* Submittal Creation Date:  Submission Comment:

\* Organization ID:

**Header Information**

\* Application User ID:  ☒ Apply User Login Va  
Transmission ID: TBD

**Step #4 - Select column to upload**

Add New Empty Row Copy Row(s) to New Row(s) Delete Row(s) Show Legends

Select the appropriate columns from the drop-downs below. Refer to the legend on the middle right as to whether fields are required or not. Rows can be sorted by clicking on the column header. Changes made will be reflected in the new output file and NOT on the input file.

#	Production Date	Batch Volume	Denaturant Volume	Equivalence Value	RIN Quantity	Import Facility Identifier	Transaction Detail Comment Text	Generate Organization Identifier	Generate Facility Identifier	Batch Number
1										

**Required Fields**

- \* FuelCode
- \* BatchVolume
- \* FuelCategoryCode
- \* ProductionDate
- \* ProcessCode
- \* RINQuantity
- \* GenerateFacilityIdentifier
- \* BatchNumberText

**Optional Fields**

- DenaturantVolume
- EquivalenceValue
- GenerateOrganizationIdentifier
- TransactionDetailCommentText
- ImportFacilityIdentifier

**CoProduct Fields - Up to 3 sets**

- CoProductCode1
- CoProductDetailCommentText1
- CoProductCode2
- CoProductDetailCommentText2
- CoProductCode3
- CoProductDetailCommentText3

**Feedstock Fields - Minimum = 1 set, Maximum = 3 sets**

- \* FeedstockCode1
- \* RenewableBiomassIndicator1
- \* FeedstockVolume1
- \* FeedstockMeasureCode1
- \* FeedstockDetailCommentText1
- \* FeedstockCode2
- \* RenewableBiomassIndicator2
- \* FeedstockVolume2
- \* FeedstockMeasureCode2
- \* FeedstockDetailCommentText2
- \* FeedstockCode3
- \* RenewableBiomassIndicator3
- \* FeedstockVolume3
- \* FeedstockMeasureCode3
- \* FeedstockDetailCommentText3

**Step #5 - Process And Write to XML File**

Output File Options Exit/Stop Processing Status

Process File

Columns set to Recommended Defaults

**Progress:**

Progress bar showing 100% completion.

Note that in this version of the File Processing Screen, there are no drop-down menus with column headers, since the default column headers will always be used when the user elects to build a new file.

The user should first fill in the "Enter Company Info" portion of File Processing Screen. The company information required includes:

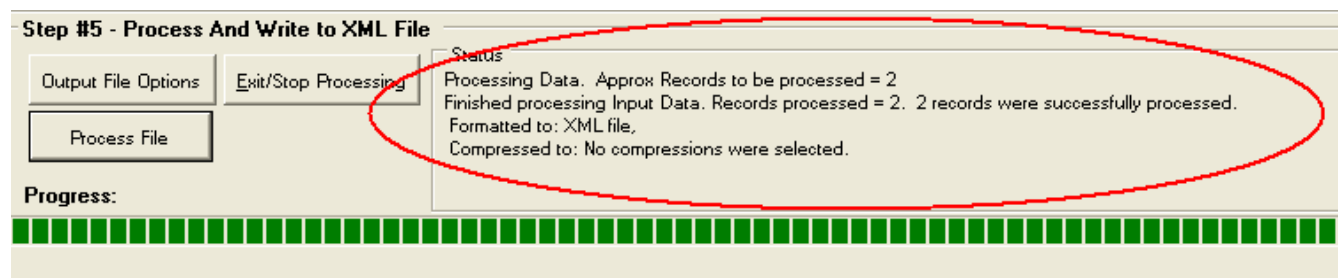
- User Login (case sensitive and must be the same as the EMTS login);
- Organization ID (EPA assigned, four-digit ID); and
- Submittal Creation Date.

Under the "Enter Company Info" section, a data grid is displayed. The user should enter the transaction data in the grid and click the "Process File" button.

## Results of Processing

If processing is successful, the screen will display a message that reads "records were successfully processed. Formatted to: XML file" (see Figure 18).

**Figure 18: A Successfully Processed File**



Upon successful processing, the output XML file is written to the following directory:

C:\Documents and Settings\\My Documents\EMTS Conversion Tool (ECT)\Good\_Files

If processing is not successful, the screen will display a message that includes, "Missing or incorrect value for required element(s) in record(s): <...>, refer to columns marked." In addition, the appropriate cell(s) in the data grid will change color to indicate where the error has occurred (see Figure 19).

Figure 19: Indication of Error in File

#	*Fuel Code	*Process Code	*Production Date	*Fuel Category Code	*Batch Volume	Denaturant Volume	Equivalence Value	*RIN Amount
1	4	200	2009-12-02	40			1.0	1900

**Required Fields**

- \* FuelCode
- \* BatchVolume
- \* FuelCategoryCode
- \* ProductionDate
- \* ProcessCode
- \* RINQuantity
- \* GenerateFacilityIdentifier
- \* BatchNumberText

**Optional Fields**

- DenaturantVolume
- EquivalenceValue
- GenerateOrganizationIdentifier
- TransactionDetailCommentText
- ImportFacilityIdentifier

**All Remaining Fields**

**CoProduct Fields - Up to 3 sets**

CoProductCode1	CoProduct Code 1
CoProductVolume1	CoProduct Volume 1
CoProductMeasureCode1	CoProduct Measure Code 1
CoProductDetailCommentText1	CoProduct Detail Comment Text 1
CoProductCode2	CoProduct Code 2
CoProductVolume2	CoProduct Volume 2
CoProductMeasureCode2	CoProduct Measure Code 2
CoProductDetailCommentText2	CoProduct Detail Comment Text 2
CoProductCode3	CoProduct Code 3
CoProductVolume3	CoProduct Volume 3
CoProductMeasureCode3	CoProduct Measure Code 3
CoProductDetailCommentText3	CoProduct Detail Comment Text 3

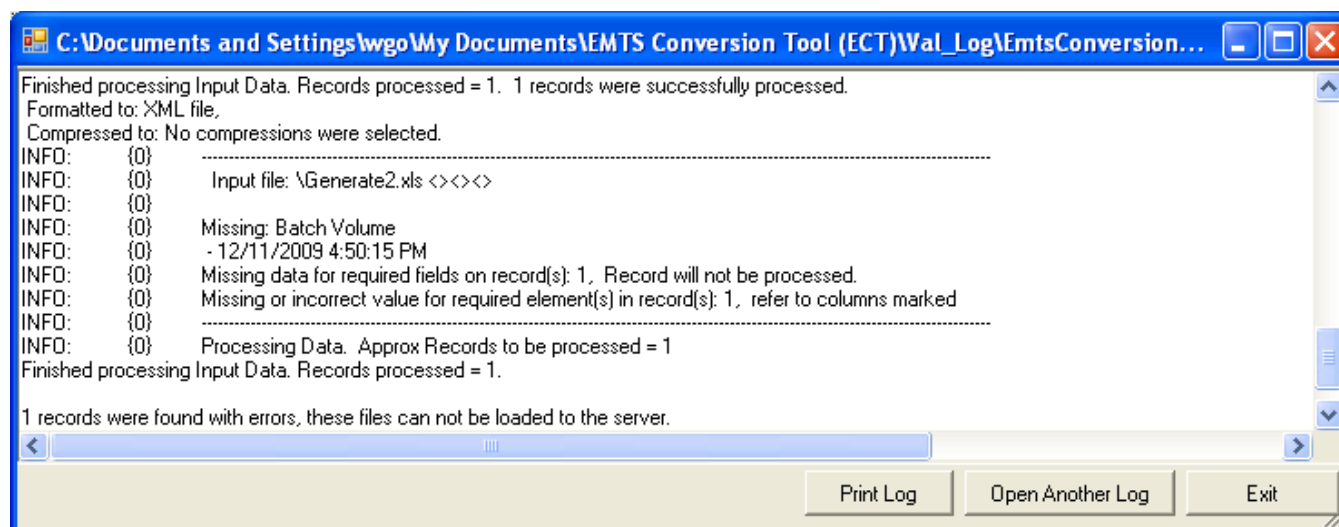
**Step #5 - Process And Write to XML File**

Output File Options
Exit/Stop Processing

Process File

**Status**  
Missing or incorrect value for required element(s) in record(s): 1, refer to columns marked  
Processing Data. Approx Records to be processed = 1  
Finished processing Input Data. Records processed = 1.  
1 records were found with errors, these files can not be loaded to the server.

The ECT maintains a log file, which can be used to view additional descriptions of the errors if processing is unsuccessful. Clicking the "Show Log" button at the top of the file processing screen displays the log file in the log viewer (see Figure 20).

**Figure 20: Errors Reported in Log File**

This viewer includes buttons which allow the user to print the log and to select another log file for viewing. Clicking "Exit" closes the log viewer.

If a selected input file is not successfully processed, the ECT will still attempt to create an output XML file. This file will be located in the following directory:

C:\Documents and Settings\<user>\My Documents\EMTS Conversion Tool (ECT)\Error\_Files

Only the data rows with no errors will be written to the output file. Data rows that contain errors will not be converted to XML.

### Processing Multiple Files

If the user chooses to process multiple existing files and wishes to process the next file in the batch, the user should click "Next file." as indicated in Figure 21. Before processing the next file, the user will have to re-enter the Organization ID and the Submittal Creation Date. Also, if the input files do not use the same column headers as the default Excel templates created by EPA, the user may have to re-specify the column headers in the dropdown menus. Note that the "Next file" button will be present for all files except the last one in the batch.



Figure 21: Processing Next File

