Addendum: Initial Set Up

This workbook and the queries it executes is designed to look in a series of folders for the data it needs to extract. The folder hierarchy is as follows:

- Main Source Folder
    - Long File Name Folder
    - Short File Name Folder
    - Special Processing Folder
        - Long File Name Folder
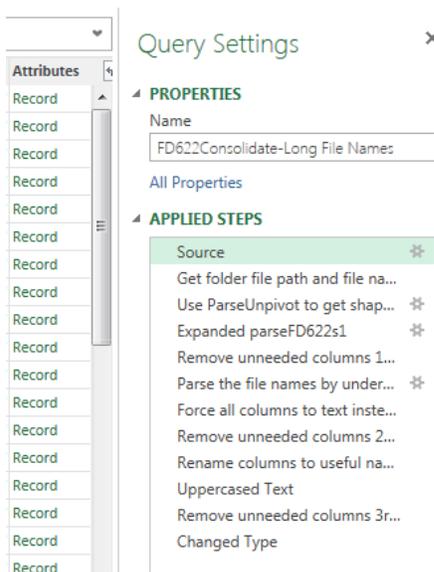   - Short File Name Folder

Typically, this structure is created on a shared drive.

The long file names are from files before early 2015. The short files follow. The program embeds critical data in the file names when downloaded and the queries parse this information into the dataset.

Note that the queries are designed to parse inpatient and outpatient FD622 summary.csv files as downloaded from the CHAMPS system. Do not modify the file names. If the program changes its formats, query adjustments will be required. Further, the queries are designed to expect a folder of non-duplicated files that are cross checked. If an error in parsing is discovered, a manual process is provided. The subject files must be moved to the appropriate Special Processing folder to avoid duplication.

Each time the Refresh is run, it steps through all the non-special long and short file named files and adds any Manual Addition items found on that Excel tab. This way the data will always match the CSV sources. The paradigm is to download files from CHAMPS on a routine basis and copy them to the folder, Refresh and check the results for verify and report.

Once the files are loaded to their locations, the next step is to point the queries to their locations. To do this, select the PowerQuery ribbon and display the queries. Both the FD622Consolidatee-Long File Names and Short File Names need to be set. Right click and chose Edit to open the query steps.

Clicking on the gear icon on the right of the SOURCE step opens the file browse dialog and allows you to navigate to your file locations. Save. If you click on the last step, you should see the parsed data without errors. If not, recheck the location and that the files are IP or OP summary types.

Once each of the two folders are set, the refresh should run without issue. **Finally, on initial setup, there should be no items in the Manual Additions list.**