



# *Data Maintenance Advisory*

2011-8

Issue Date: November 2011

**Topic:** Finalizing Pay Pool Results in CAS2Net

**Discussion:** Data Maintainers will have the ability to finalize results in CAS2Net beginning 5 Dec 2011. When you are certain that all scores and pay adjustments in the CCAS Spreadsheet are correct and final, you must confirm that your data is final in CAS2Net by selected the appropriate options when you upload your data. This will inform SRA that you are finished.

**Action:** No later than close of business on Wednesday, 28 December 2011, complete a roundtrip by exporting a file from your most current (final) spreadsheet and uploading it to CAS2Net. Use the Validate button on the Data tab within the CCAS spreadsheet to check for any internal problems prior to export. If your upload to CAS2Net is error-free, then you will have two options to indicate this upload is your final.

- 1) Check the box next to "Confirm if Final Upload" after a successful upload and click Return.
- 2) If you do not check the box and Return, the other option is to the click on the "Certify Final Upload" button on the main screen of the Offline Interface. (The current comment "Final certification is disabled" will be replaced with the finalization button.)

**Note:** If you need to make changes, click the de-certify button on the Offline Interface main screen and you will be able to repeat the certify process with a new export file. Complete the final upload process by 28 December.