

## eCMS User Guide

# H/R Benefit/Deduction Enrollment Import

### Modification Description

This modification provides the ability to import Benefit and Deductions enrollment records into eCMS. This is an alternative way of inputting benefits and deductions into the Human Resources application eCMS database tables.

The import process will upload data from a spreadsheet into an import table. An edit report of the imported data can be run to verify the data. Individual records can be viewed and issues can be resolved using the maintenance option. Once any issues have been corrected, running the Update option will load the records into the eCMS processing table where a user can access the employee's enrollment record on the **Benefit/Deduction** tab of the *H/R > Maintenance > Personnel Data* menu option.

### Modification Licensing Requirements

Normal eCMS licensing applies; no additional licenses are required.

### Modification System Requirements

Requires eCMS v.4.1 Service Pack 2 Fix Pack 7 or later.

*CSP Reference: #1806143 – ISP 180052*



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**H/R Benefit/Deduction Enrollment Import**

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## Modification Implementation

### Overview.

Importing H/R Benefits and Deductions Enrollment records requires the following steps:

1. Create an Import Template. This defines the data columns you will be importing from a spreadsheet.
  - a. This normally only needs to be done once.
2. Create a spreadsheet where the data can be entered,
  - a. A template spreadsheet can be downloaded from the import template definition, which will create a spreadsheet with all the template fields in the correct order. The downloaded spreadsheet can be reused for importing.
  - b. Create a new spreadsheet. The spreadsheet column values must match the template definition.
  - c. Column headings row, which is optional, will be ignored during the import process.
3. Import the data from the spreadsheet into the import staging file, HRTBDI.
4. Edit the imported data and resolve any issues.
5. Transfer the imported data into the eCMS database file, HRTBDN, to activate the enrollment in eCMS.
6. Use the H/R benefit and deduction enrollments in eCMS the same as if they had been entered from an eCMS entry screen.

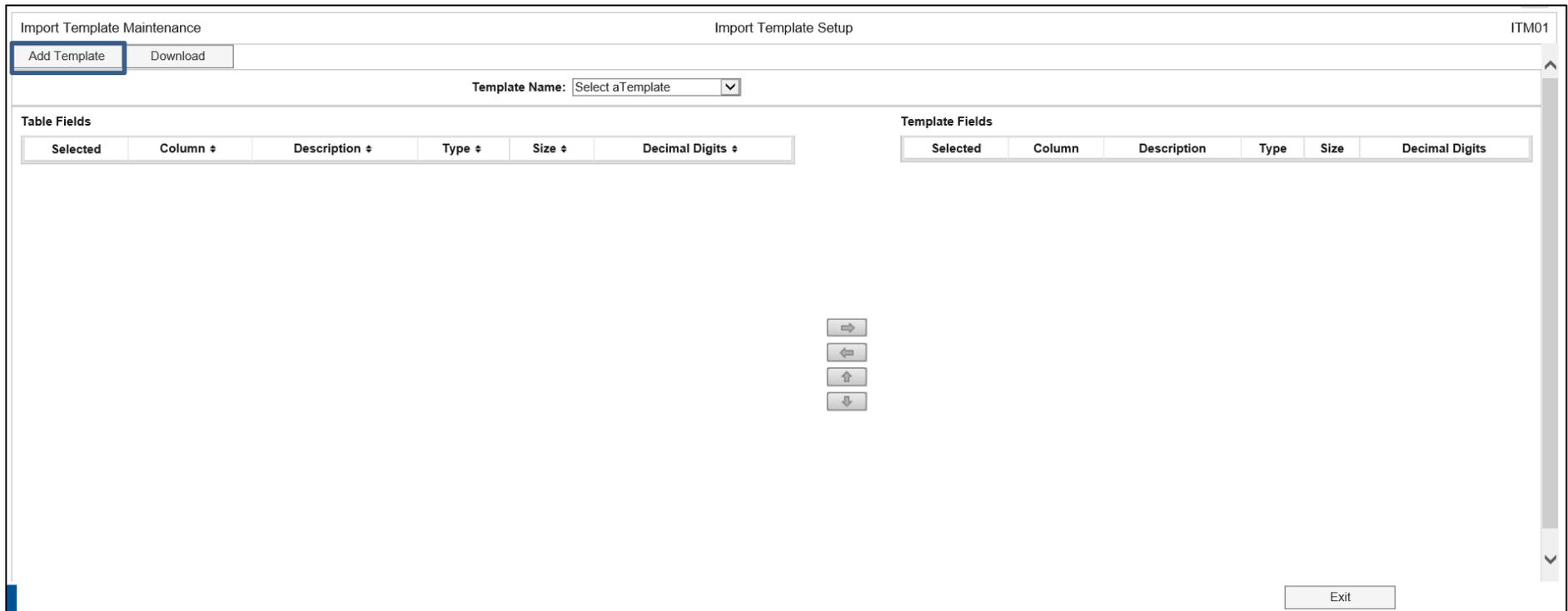
## Create an Import Template

*Menu Path: Admin > Application Installation > Template Setup*

The *Import Template Setup* screen allows you to select the fields you want for your template or to create the download spreadsheet to be used to import the data. You must add a template before you can use it for field selection or download.

You can create a single Order Processing Import template with all the columns you need to import any order type you will use. Or, you can create multiple templates, one for each order type or group of order types you will use, which includes only columns specific to those types.

To add new templates or to *Edit* or *Delete* existing templates, click the **Add Template** button to display the *Template Name Entry* screen.



Import Template Maintenance Import Template Setup ITM01

Template Name:

Table Fields						Template Fields					
Selected	Column	Description	Type	Size	Decimal Digits	Selected	Column	Description	Type	Size	Decimal Digits

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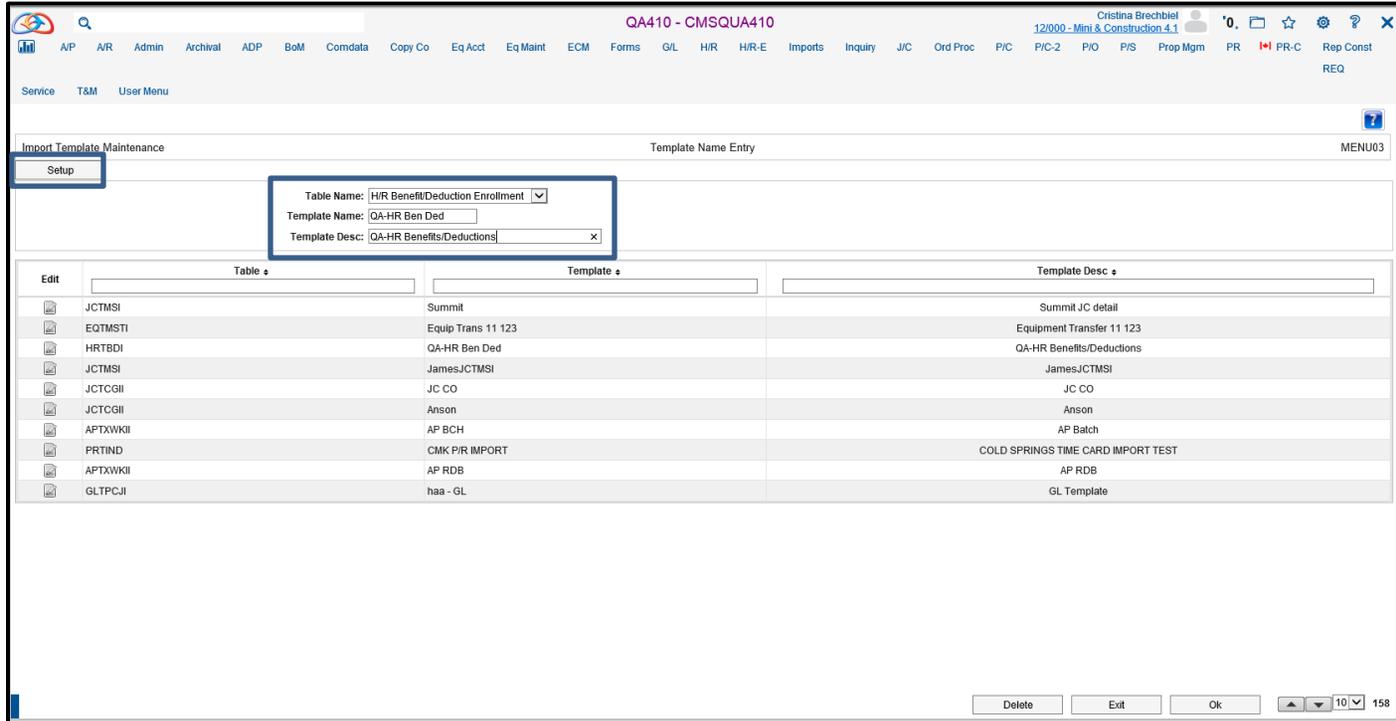
## H/R Benefit/Deduction Enrollment Import

### Template Name Entry

To create a new template, select the *Table Name* from the dropdown and fill in the *Template Name* and *Template Desc*. To modify these values or to delete an existing template, click on the *Edit* icon for the desired template, then make the changes. Click **Ok** to add or modify the template. The *Template Name* and *Template Desc* will be blanked after a successful add or change.

If removing a template, click **Delete** to delete the selected template. **Note:** *All template fields must be previously removed in order to delete.*

Click the **Setup** button to return to the *Import Template Setup* screen.



**Table Name:** Select the import table name from the dropdown to add or change. Select *H/R Benefit/Deduction Enrollment* for this template type.

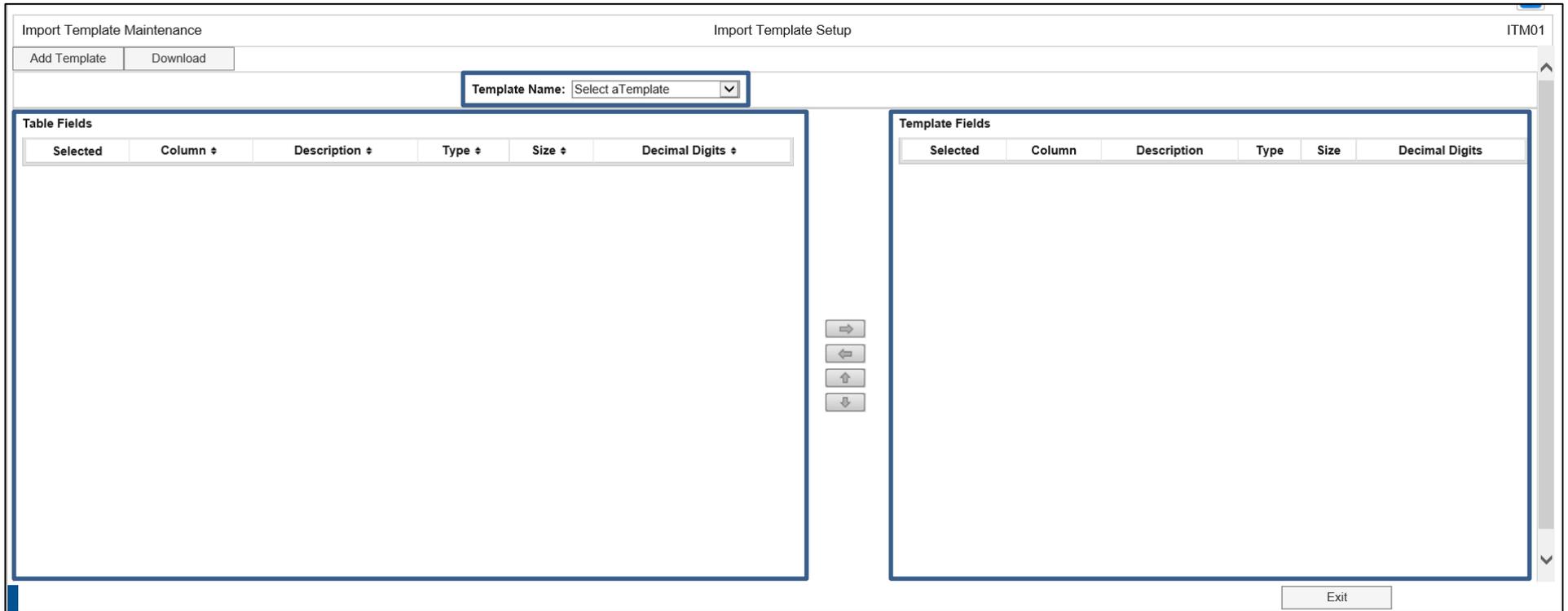
**Template Name:** Enter or change the name for the template. Make it descriptive so you can find it easily.

**Template Desc:** Enter or change the description for the template. Provide additional descriptive information about the template.

### Import Field Selection

An import template requires a definition of what fields are to be included for the import.

Select the desired template from the *Template Name* dropdown.



The Table Fields and Template Fields lists will be populated after the Template Name is selected.

- The *Table Fields* list will contain all the unselected fields available for the *File Name* that was entered for the import template.
- The *Template Fields* list will contain all the fields that have been selected to be in your template.
- Any column name shown **RED** on the *Table Fields* list is required to be selected for the import template. The import process will fail if that field is omitted.

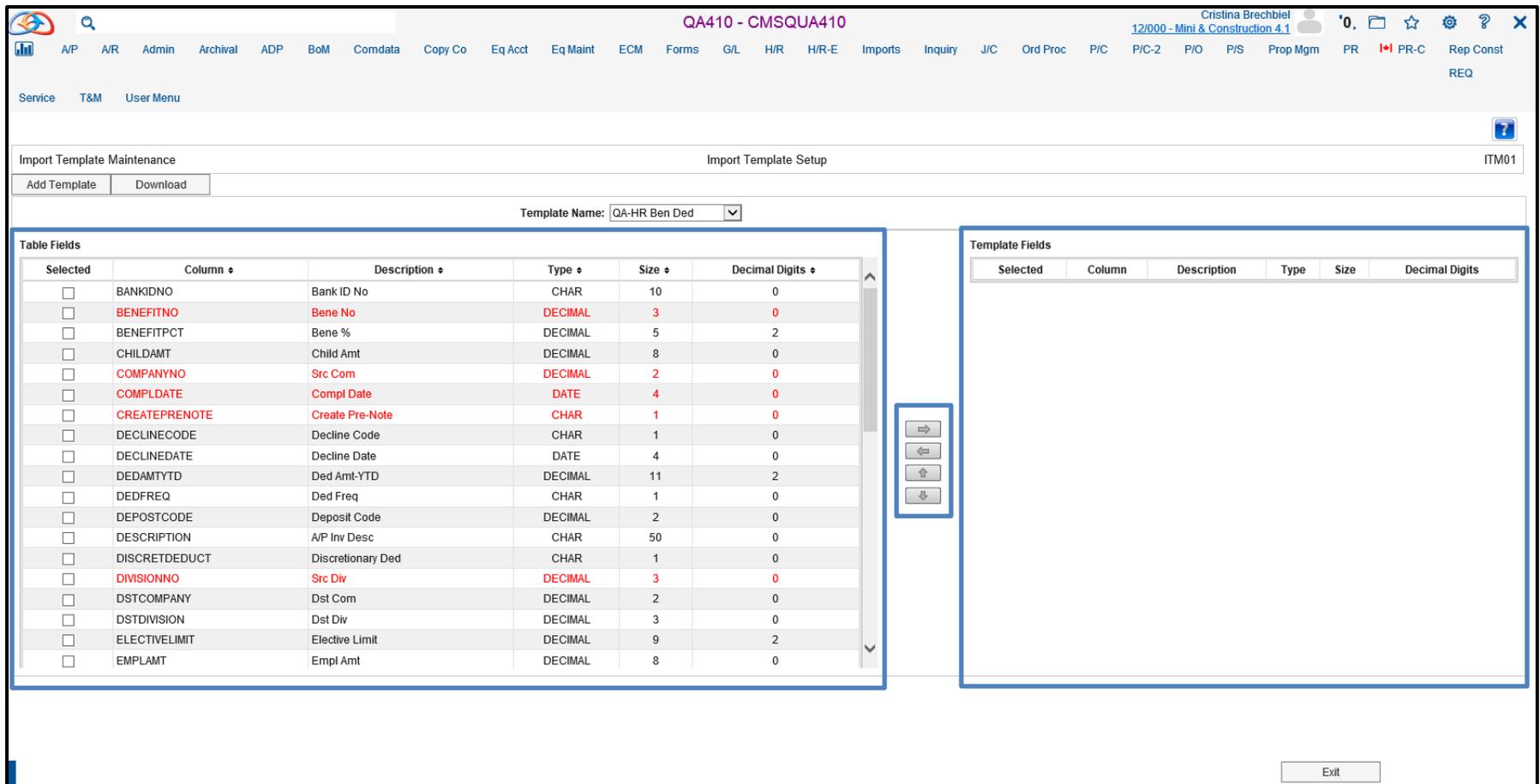
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## H/R Benefit/Deduction Enrollment Import

To add fields to your import template, check one or more of the *Selected* checkboxes for Table Fields columns, then click on the right-pointing arrow button. The selected column(s) from the *Table Fields* list will be moved to the *Template Fields* list.

To remove fields from your import template, check one or more of the *Selected* checkboxes for Template Fields then click on the left-pointing arrow button. The selected Template Fields will be moved back to the *Table Fields* list.

To change the sequence the Template Fields, check one or more of the *Selected* checkboxes for *Template Fields* then click on the up-pointing or down-pointing arrow buttons. The selected field(s) will be moved up or down on the *Template Fields* list.



Template Name:

Selected	Column	Description	Type	Size	Decimal Digits
<input type="checkbox"/>	BANKIDNO	Bank ID No	CHAR	10	0
<input type="checkbox"/>	BENEFITNO	Bene No	DECIMAL	3	0
<input type="checkbox"/>	BENEFITPCT	Bene %	DECIMAL	5	2
<input type="checkbox"/>	CHILDAMT	Child Amt	DECIMAL	8	0
<input type="checkbox"/>	COMPANYNO	Src Com	DECIMAL	2	0
<input type="checkbox"/>	COMPLDATE	Compl Date	DATE	4	0
<input type="checkbox"/>	CREATEPRENOTE	Create Pre-Note	CHAR	1	0
<input type="checkbox"/>	DECLINECODE	Decline Code	CHAR	1	0
<input type="checkbox"/>	DECLINEDATE	Decline Date	DATE	4	0
<input type="checkbox"/>	DEDAMTYTD	Ded Amt-YTD	DECIMAL	11	2
<input type="checkbox"/>	DEFREQ	Ded Freq	CHAR	1	0
<input type="checkbox"/>	DEPOSTCODE	Deposit Code	DECIMAL	2	0
<input type="checkbox"/>	DESCRIPTION	A/P Inv Desc	CHAR	50	0
<input type="checkbox"/>	DISCRETEDEDUCT	Discretionary Ded	CHAR	1	0
<input type="checkbox"/>	DIVISIONNO	Src Div	DECIMAL	3	0
<input type="checkbox"/>	DSTCOMPANY	Dst Com	DECIMAL	2	0
<input type="checkbox"/>	DSTDIVISION	Dst Div	DECIMAL	3	0
<input type="checkbox"/>	ELECTIVELIMIT	Elective Limit	DECIMAL	9	2
<input type="checkbox"/>	EMPLAMT	Empl Amt	DECIMAL	8	0

Selected	Column	Description	Type	Size	Decimal Digits

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### *Required Template Fields*

The Table Fields shown below are required and must be selected for a successful template import. The required fields are shown in **RED** in the Table Fields list. They can be in any order in the Template Fields list. Additional fields will need to be added to provide the import data you need for each Benefit or Deduction.

Table Fields					
Selected	Column ↕	Description ↕	Type ↕	Size ↕	Decimal Digits ↕
<input type="checkbox"/>	<b>BENEFITNO</b>	Bene No	<b>DECIMAL</b>	<b>3</b>	<b>0</b>
<input type="checkbox"/>	<b>COMPANYNO</b>	Src Com	<b>DECIMAL</b>	<b>2</b>	<b>0</b>
<input type="checkbox"/>	<b>COMPLDATE</b>	Compl Date	<b>DATE</b>	<b>4</b>	<b>0</b>
<input type="checkbox"/>	<b>CREATEPRENOTE</b>	Create Pre-Note	<b>CHAR</b>	<b>1</b>	<b>0</b>
<input type="checkbox"/>	<b>DIVISIONNO</b>	Src Div	<b>DECIMAL</b>	<b>3</b>	<b>0</b>
<input type="checkbox"/>	<b>EMPLOYEEENO</b>	Empl No	<b>INTEGER</b>	<b>9</b>	<b>0</b>
<input type="checkbox"/>	<b>STARTDATE</b>	Start Date	<b>DATE</b>	<b>4</b>	<b>0</b>

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## H/R Benefit/Deduction Enrollment Import

### Download Template as a Spreadsheet

When you are satisfied with your *Template Fields* selection list you are ready to start using the template. To create an excel spreadsheet for the template, click the **Download** button.

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Import Template Maintenance

Import Template Setup

Add Template **Download**

Template Name: QA-HR Ben Ded

Table Fields					
Selected	Column	Description	Type	Size	Decimal Digits
<input type="checkbox"/>	BANKIDNO	Bank ID No	CHAR	10	0
<input type="checkbox"/>	CHILDAMT	Child Amt	DECIMAL	8	0
<input type="checkbox"/>	DECLINECODE	Decline Code	CHAR	1	0
<input type="checkbox"/>	DECLINEDATE	Decline Date	DATE	4	0
<input type="checkbox"/>	DEDAMTYTD	Ded Amt-YTD	DECIMAL	11	2
<input type="checkbox"/>	DEPOSTCODE	Deposit Code	DECIMAL	2	0
<input type="checkbox"/>	DISCRETEDUCT	Discretionary Ded	CHAR	1	0
<input type="checkbox"/>	ELECTIVELIMIT	Elective Limit	DECIMAL	9	2
<input type="checkbox"/>	EMPLAMT	Empl Amt	DECIMAL	8	0
<input type="checkbox"/>	EMPLBANKACCT	Empl Bank Acct No	CHAR	17	0
<input type="checkbox"/>	EMPLRTODATEAMT	Emplr To Date Amt	DECIMAL	11	2
<input type="checkbox"/>	EMPLRYTDAMT	Emplr YTD Amt	DECIMAL	11	2
<input type="checkbox"/>	ERRORCODE	Error Code	CHAR	1	0
<input type="checkbox"/>	INSPLANNO	Spouse Ins Plan	DECIMAL	2	0
<input type="checkbox"/>	NOTELINE1	Note Line 1	CHAR	50	0
<input type="checkbox"/>	NOTELINE2	Note Line 2	CHAR	50	0
<input type="checkbox"/>	NOTELINE3	Note Line 3	CHAR	50	0
<input type="checkbox"/>	PROCSEQCD	Proc Seq Code	SMALLINT	2	0
<input type="checkbox"/>	REUPDATE		DATE	4	0

Template Fields					
Selected	Column	Description	Type	Size	Decimal Digits
<input type="checkbox"/>	STATUSCODE	Record Status	CHAR	1	0
<input type="checkbox"/>	COMPANYNO	Src Com	DECIMAL	2	0
<input type="checkbox"/>	DIVISIONNO	Src Div	DECIMAL	3	0
<input type="checkbox"/>	EMPLOYEEENO	Empl No	INTEGER	9	0
<input type="checkbox"/>	BENEFITNO	Bene No	DECIMAL	3	0
<input type="checkbox"/>	DEFREQ	Ded Freq	CHAR	1	0
<input type="checkbox"/>	DESCRIPTION	A/P Inv Desc	CHAR	50	0
<input type="checkbox"/>	FIXEDAMT	Fixed Amt	DECIMAL	10	2
<input type="checkbox"/>	DSTCOMPANY	Dst Com	DECIMAL	2	0
<input type="checkbox"/>	DSTDIVISION	Dst Div	DECIMAL	3	0
<input type="checkbox"/>	PRCCOMPANY	P/R Com	DECIMAL	2	0
<input type="checkbox"/>	PRCDIVISION	P/R Div	DECIMAL	3	0
<input checked="" type="checkbox"/>	REGRATE	Reg Rate	DECIMAL	8	3
<input type="checkbox"/>	OTHRATE	Oth Rate	DECIMAL	8	3
<input type="checkbox"/>	OVTRATE	Ovt Rate	DECIMAL	8	3
<input type="checkbox"/>	BENEFITPCT	Bene %	DECIMAL	5	2
<input type="checkbox"/>	PCTCDE	Pct Code 1-Gr 2-Net	CHAR	1	0
<input type="checkbox"/>	STARTDATE	Start Date	DATE	4	0
<input type="checkbox"/>	COMPLDATE	Compl Date	DATE	4	0

Exit

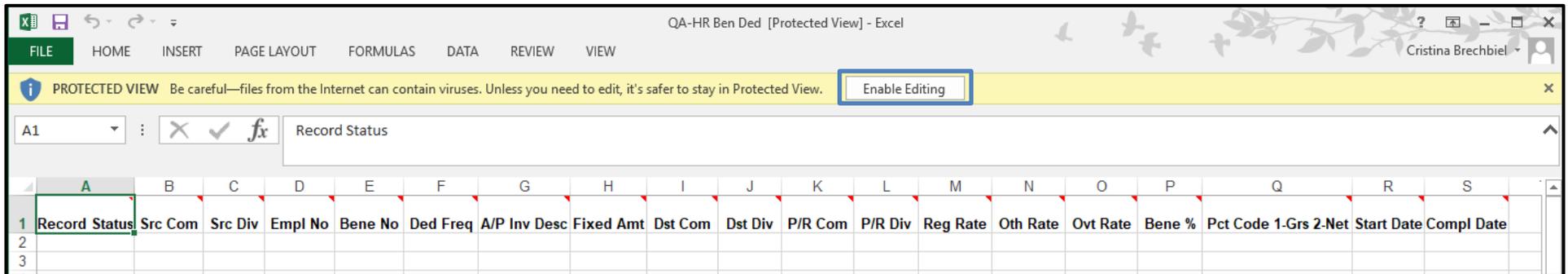
A spreadsheet file will be downloaded that matches the format of the template.

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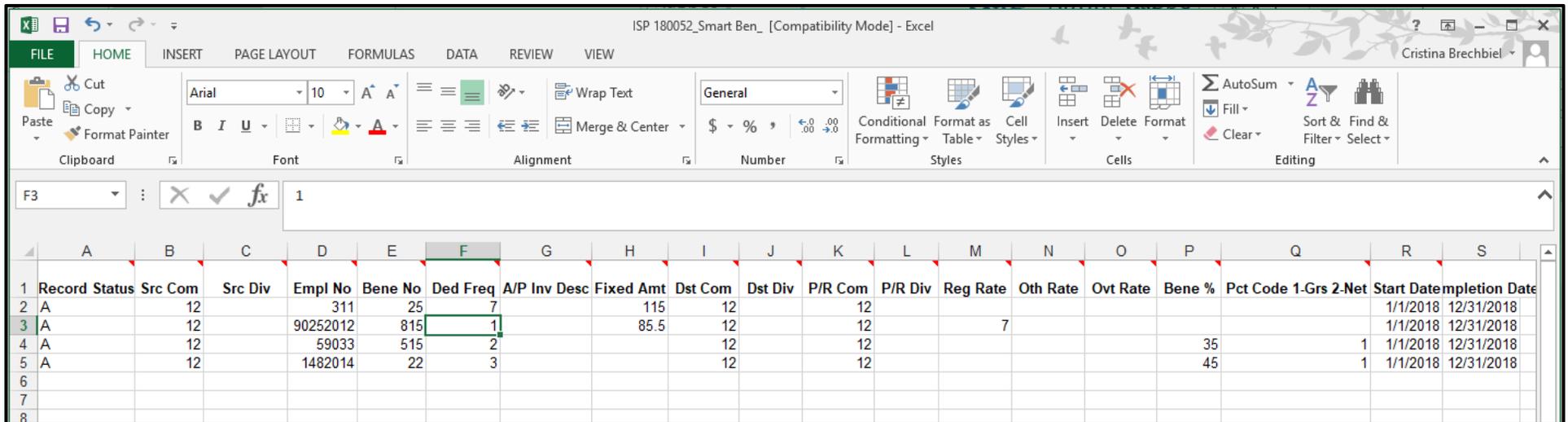
## H/R Benefit/Deduction Enrollment Import

### Enter Data into the Spreadsheet

When the downloaded spreadsheet file is opened, the import spreadsheet may display in protected view:



Click on the “Enable Editing” button at top of spreadsheet (if protected) and begin entering the information.



Enter the data into the spreadsheet. The example above shows entries for four employees in Company/Division 12/0.

After entering the data, save the spreadsheet into a folder on a local or mapped network drive.

## Import the Spreadsheet Data

After the data has been entered into the spreadsheet and the spreadsheet file has been saved, you are ready to import the data into the eCMS database.

Some things to remember about using the Template Spreadsheet:

- A template spreadsheet is downloaded and saved into a PC or server folder for importing.
  - In order to import the data, the folder must be on a PC drive or a network mapped drive.
- Using eCMS Import Template download to create a new spreadsheet is not required for each import.
  - The eCMS template download is needed only if the Import Template definition is changed.
  - The prior spreadsheet can be reused by replacing the data in the spreadsheet with data for the next import.
  - The Import Template download is a convenience. A downloaded spreadsheet template is not required at all, with or without column headings. However, the number of columns and type of data in the spreadsheet you use must match the Import Template definition.

Some things to remember about importing the spreadsheet:

- After entering the data, the spreadsheet must be saved before importing the data.
- Imported data is first stored in the eCMS import file, HRTBDI.
- Corrections to imported data are made using eCMS Import menu options.
  - Imports > PR & HR Interface > H/R Benefit/Deduction Enrollment Import Edit
  - Imports > PR & HR Interface > H/R Benefit/Deduction Enrollment Import Maintenance
  - Imports > PR & HR Interface > H/R Benefit/Deduction Enrollment Import Update
- The eCMS applications will not have access to the imported data until the Import Update process is completed.

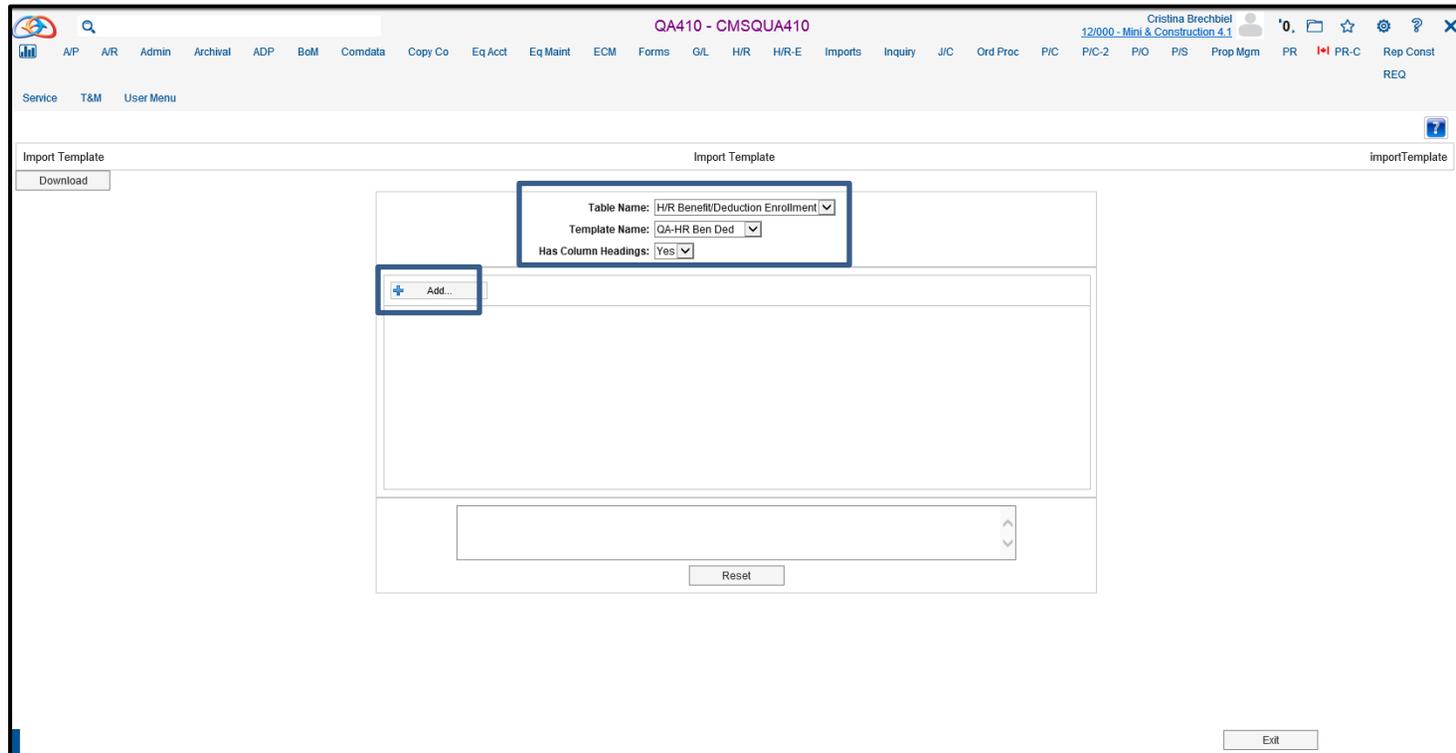
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# H/R Benefit/Deduction Enrollment Import

### Select the Spreadsheet File to Import

*Menu Path: Imports > P/R & H/R Interface > H/R Benefit/Deduction Enrollment Import- Template*

The Import Template screen allows selection of the template to be imported and the spreadsheet file to import.



- **Table Name:** Click the dropdown to select the Order Processing Import table.
- **Template Name:** Click the dropdown to select the desired template from the list of Order Processing Import templates created.
- **Has Column Headings:** Column headings in the Import Template spreadsheet are optional. If the spreadsheet you will import has headings, select **Yes**, which will cause the first row to be ignored. If there is no heading row, only data, select **No**.

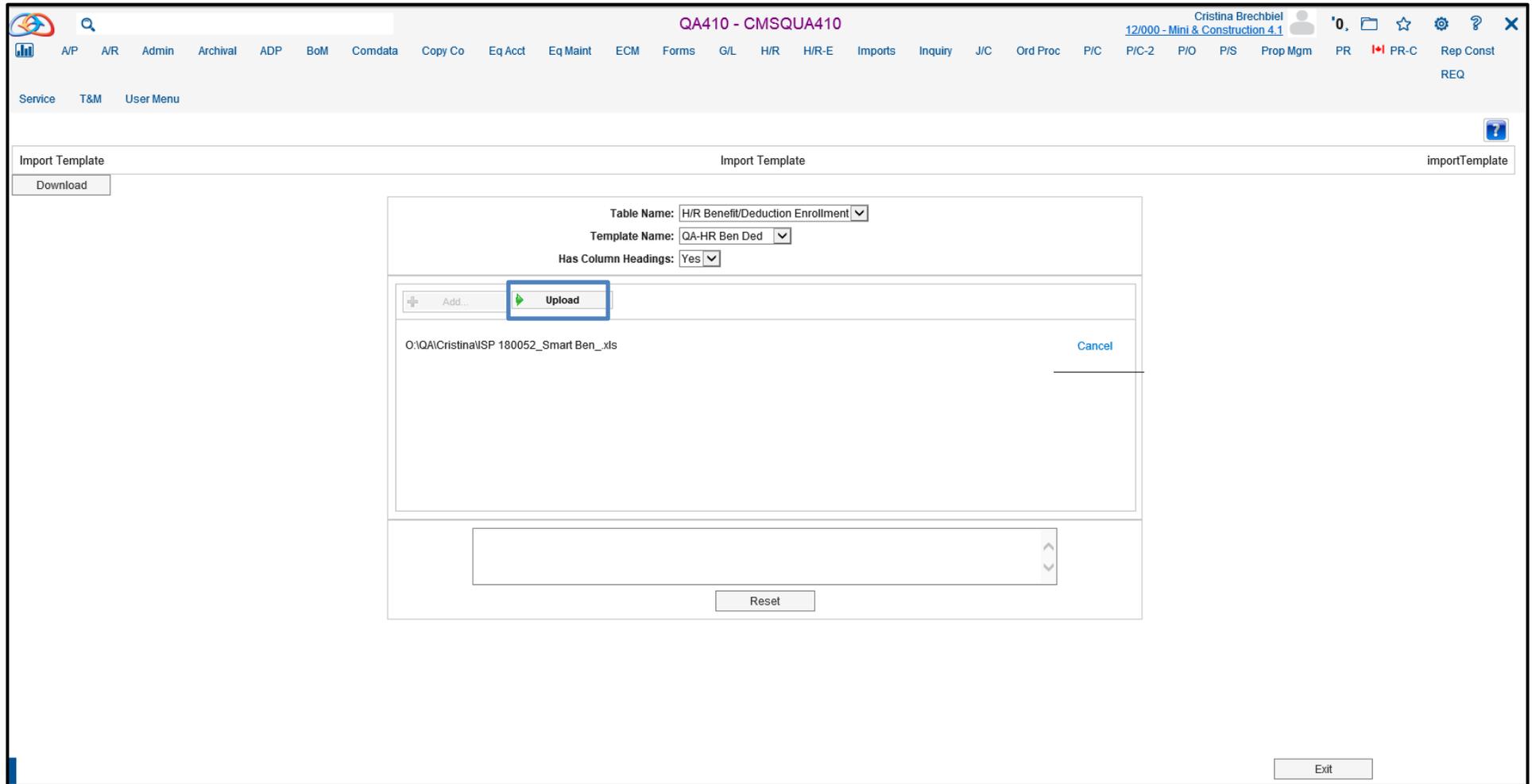
After selecting the Template Name and options, click the **Add** button and select the spreadsheet to be imported.

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## H/R Benefit/Deduction Enrollment Import

### Upload the Spreadsheet Data

After selecting the spreadsheet to import, click the Upload button to import the data into the staging table, HRTBDI.



The screenshot displays the 'Import Template' dialog box within the eCMS application. The dialog box is titled 'Import Template' and contains the following elements:

- Table Name:** H/R Benefit/Deduction Enrollment
- Template Name:** QA-HR Ben Ded
- Has Column Headings:** Yes
- Buttons:** Add..., Upload (highlighted with a blue box), Cancel, and Reset.
- File Path:** O:\QA\Cristina\ISP 180052\_Smart Ben\_.xls

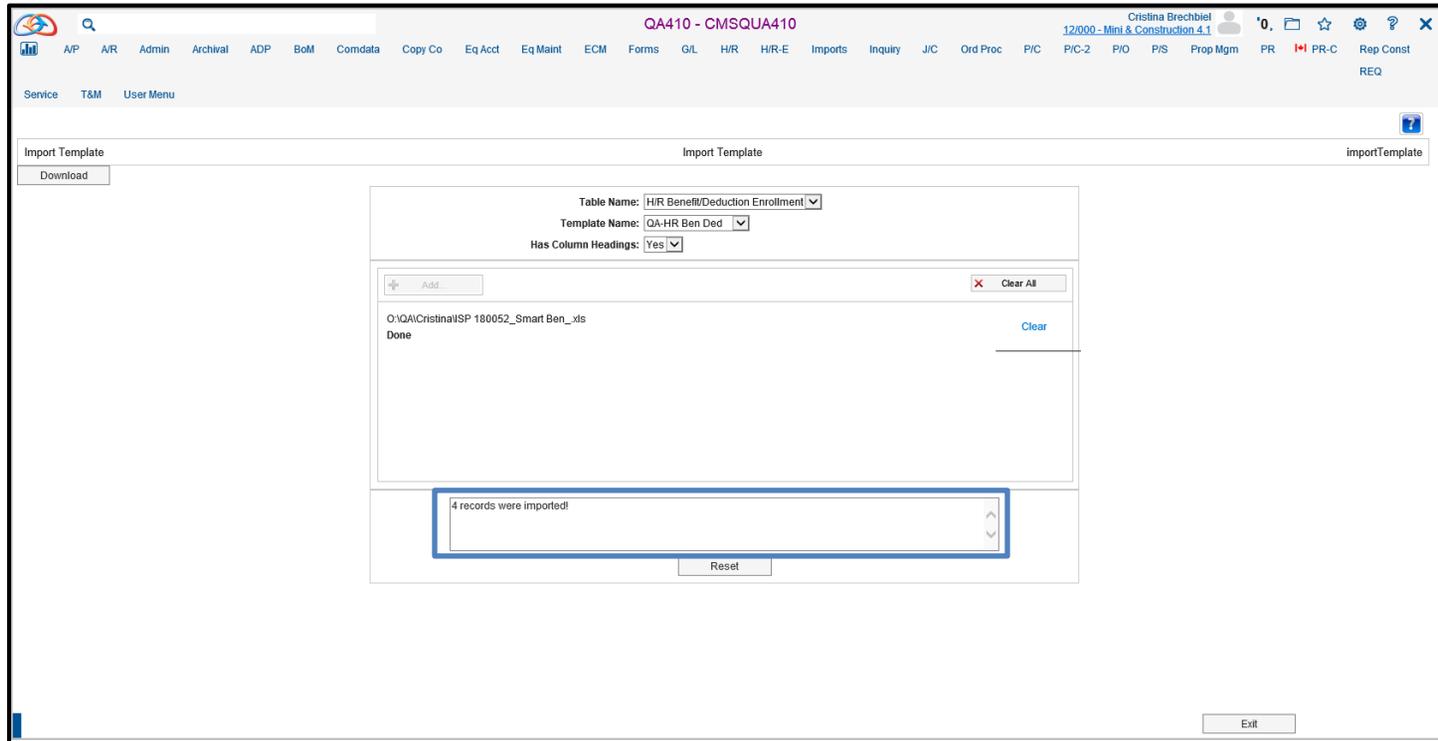
The background of the application shows a navigation menu with various options such as AP, A/R, Admin, Archival, ADP, BoM, Comdata, Copy Co, Eq Acct, Eq Maint, ECM, Forms, G/L, H/R, H/R-E, Imports, Inquiry, J/C, Ord Proc, P/C, P/C-2, P/O, P/S, Prop Mgm, PR, PR-C, Rep Const, and REQ. The user's name, Cristina Brechbiel, and the current session information, 12/000 - Mini & Construction 4.1, are visible in the top right corner.

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# H/R Benefit/Deduction Enrollment Import

### Import Completion Messages

When the import is successful, a message indicating the number of records imported will be displayed in the message box. If unsuccessful, an error message will indicate the problem. Clicking the **Reset** button will allow selection of another import spreadsheet file to **Add**.



In this example, the message *"4 records were imported!"* indicates a successful download. Some examples of error messages are:

#### **Incorrect Template or Spreadsheet**

- Please select a table and a template from the list before uploading a file.
- Please select a valid file type.
- # of Columns in Spreadsheet does not match the # of columns in the template!

#### **Incorrect Spreadsheet Data**

- Error at A1; Value is larger than template field size. Allowed 2 and actual 7.
- Failed to import records. Msg: [SQL0104] Token , was not valid. ...
- 0 records were imported!

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# H/R Benefit/Deduction Enrollment Import

## H/R Benefit/Deduction Enrollment

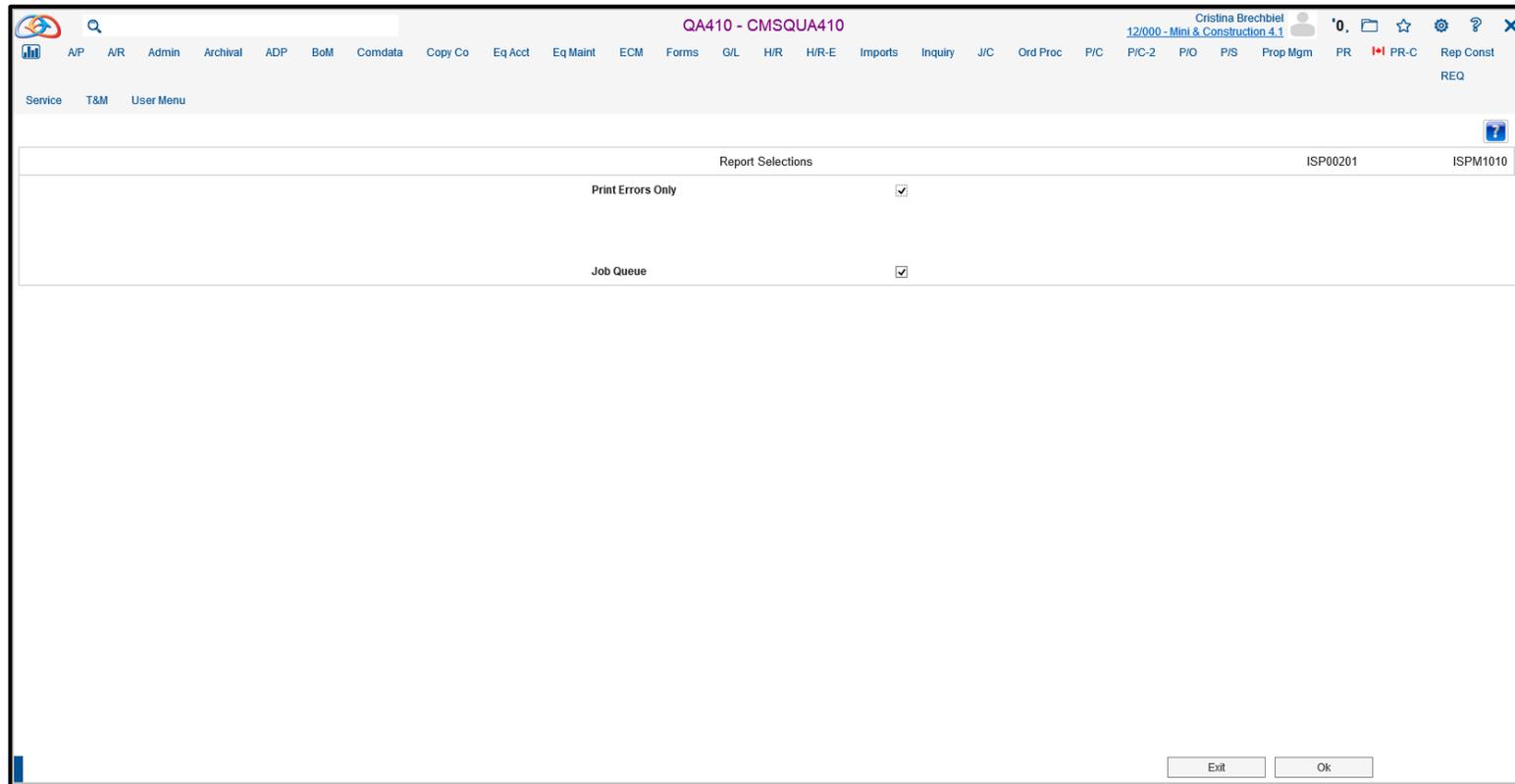
After the data has been successfully imported, it needs to be verified and inserted into the eCMS database to complete the Enrollment process.

### Import Edit

*Menu Path: Imports > P/R & H/R Interface > H/R Benefit/Deduction Enrollment Import Edit*

Even though one or more orders are successfully imported, there can still be errors in the data that was imported. Use this option to generate an edit report, which will identify problems with the data, if any.

Uncheck the *Print Errors Only* option to see all imported records. If checked, only records with errors will show on the edit report.



Report Selections		ISP00201	ISPM1010
Print Errors Only	<input checked="" type="checkbox"/>		
Job Queue	<input checked="" type="checkbox"/>		



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## H/R Benefit/Deduction Enrollment Import

### *Employee Benefit Enrollment Interface Listing*

Here is an example of H/R Benefit/Deduction Enrollment data that was imported with errors on records 1 and 2.

```
DATE 11/07/2018      HRP304                                TIME 03:09 PM      PAGE 1
                                EMPLOYEE BENEFIT ENROLLMENT INTERFACE LISTING
                                ALL RECORDS

      E      BNF
RRN R CO DIV NBR   EENO      NAME

  1 * 12 000 025 000000311 UNKNOWN
  2 * 12 000 815 090252012 Alex Kinkade
  3   12 000 515 000059033 Morgan Martinez
  4   12 000 022 001482014 Michelle Houston

*** TOTAL INTERFACE RECORDS      4

*** TOTAL RECORDS IN ERROR      2

*** TOTAL RECORDS PRINTED      4                                *** END OF REPORT ***
```

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## H/R Benefit/Deduction Enrollment Import

### Import Maintenance

*Menu Path: Imports > P/R & H/R Interface > H/R Benefit/Deduction Enrollment Import Maintenance*

A list of the records in the import staging file will be displayed. To see the detail for a record, choose “*Select*” from the **Sel** dropdown. To remove a record from the import staging file, choose “*Delete*” from the dropdown. Click **OK**, or press Enter to perform the action for each record with a **Sel** entry. Use the paging buttons at the lower left of the screen if you have more than one page of data.

[AP](#) [AR](#) [Admin](#) [Archival](#) [ADP](#) [BoM](#) [Comdata](#) [Copy Co](#) [Eq Acct](#) [Eq Maint](#) [ECM](#) [Forms](#) [GL](#) [H/R](#) [H/R-E](#) [Imports](#) [Inquiry](#) [J/C](#) [Ord Proc](#) [P/C](#) [P/C-2](#) [P/O](#) [P/S](#) [Prop Mgm](#) [PR](#) [PR-C](#) [Rep Const](#)

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Integration Suite
Employee Benefit Enrollment Maintenance
ISP316C0

Sel	RRN	Co	Div	Ben No	Emp Nbr	Name
▼	1	12	0	25	311	UNKNOWN
▼	2	12	0	815	90252012	Alex Kinkade
▼	3	12	0	515	59033	Morgan Martinez
▼	4	12	0	22	1482014	Michelle Houst...

Exit Ok

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## H/R Benefit/Deduction Enrollment Import

### Employee Benefit Enrollment Maintenance Screen

The Employee Benefit Enrollment Maintenance screen will be displayed for a “selected” record. If there are any errors this screen will show them and allow the user to fix them.

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A/P A/R Admin Archival ADP BoM Comdata Copy Co Eq Acct Eq Maint ECM Forms G/L H/R H/R-E Imports Inquiry J/C Ord Proc P/C P/C-2 P/O P/S Prop Mgm PR PR-C Rep Const
REQ

---

Service T&M User Menu
ISP316R1

Info Messages

Invalid Combination of Values Entered

Invalid Combination of Values Entered

Invalid Combination of Values Entered

Employee No		Name	
90252012		Alex Kinkade	
-----Effective-----			
Freq	Start	Completion	Declined
1-1st week of month	01/01/2018	12/31/2018	Y/N Date
		-----Employee/Employer Amount(2)-----	
		Y-T-D	To Date
		0.00	0.00
		0.00	0.00
		Remaining	
		0.00	
-----Hourly Rate (3)-----			
Fixed Amt(2)	-or-	Rate(2)	Code
85.50	-or-	0.00	Code
		-----Hourly Rate (3)-----	
Reg	Ovt		
7.000	0.000		
		Type Grs	
		OthCde(0-4)	
		0-All Hourly Gross	

Previous Delete Exit Ok

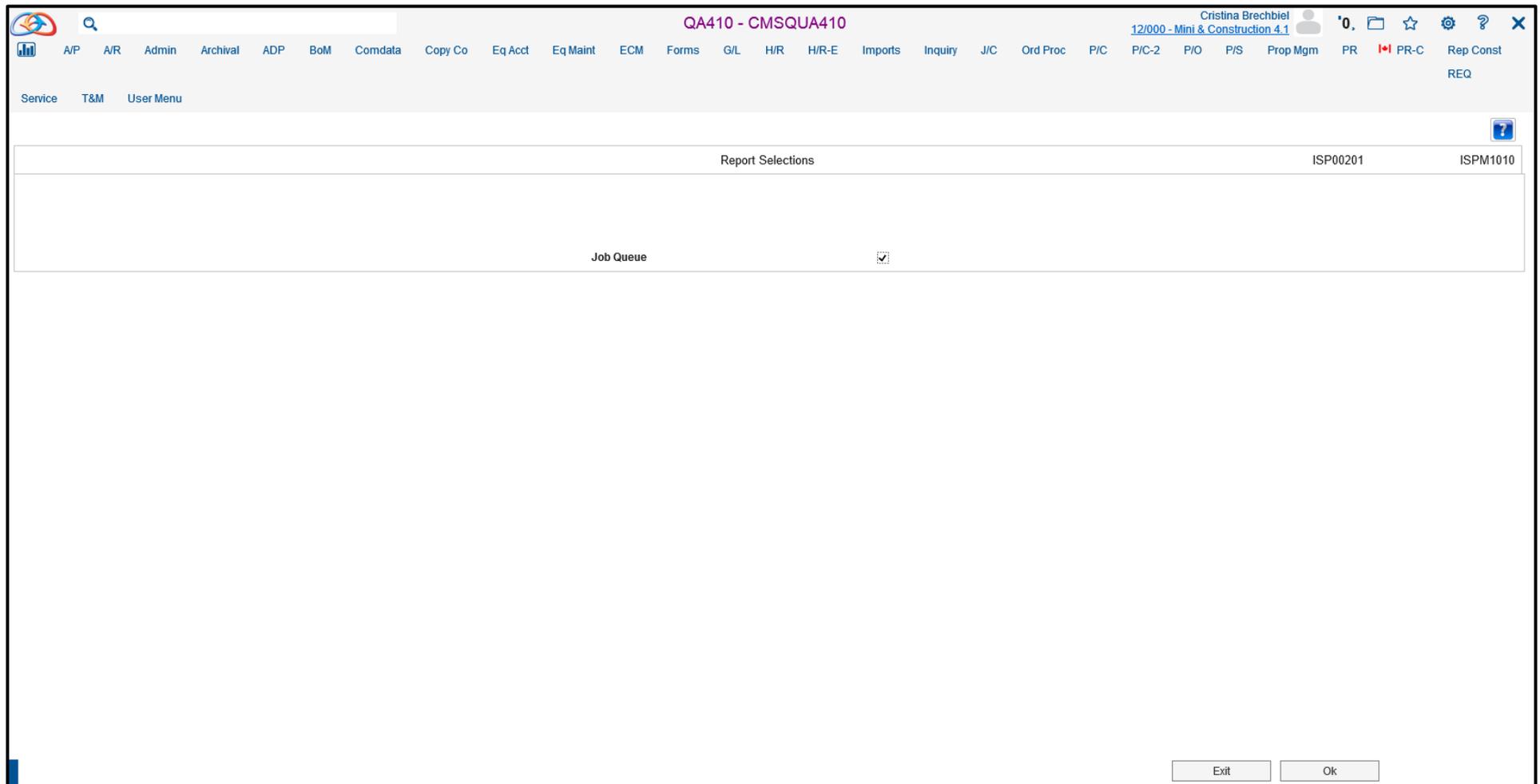
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## H/R Benefit/Deduction Enrollment Import

### Import Update

*Menu Path: Imports > P/R & H/R Interface > H/R Benefit/Deduction Enrollment Import Update*

Run this option to update the eCMS database and activate the benefit and deduction enrollments. The imported records will be inserted into the HRTBDN file.



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## H/R Benefit/Deduction Enrollment Import

### Benefit Deduction Enrollment

Menu Path: H/R > Maintenance > Personnel Data

The imported records are now available for maintenance using the regular Personnel Data menu option. Enter or select the employee to maintain and select the Benefits/Deductions tab to maintain the Benefit/Deduction Enrollment for the employee the same as if the data had been entered using this option.

<span>AP</span> <span>A/R</span> <span>Admin</span> <span>Archival</span> <span>ADP</span> <span>BoM</span> <span>Comdata</span> <span>Copy Co</span> <span>Eq Acct</span> <span>Eq Maint</span> <span>ECM</span> <span>Forms</span> <span>G/L</span> <span>H/R</span> <span>H/R-E</span> <span>Imports</span> <span>Inquiry</span> <span>J/C</span> <span>Ord Proc</span> <span>P/C</span> <span>P/C-2</span> <span>P/O</span> <span>P/S</span> <span>Prop Mgm</span> <span>PR</span> <span>PR-C</span> <span>Rep Const</span>																																																																				
<span>Service</span> <span>T&amp;M</span> <span>User Menu</span>																																																																				
																																																																				
Human Resources					Benefit/Deduction Enrollment					Mode: Update			HRP12801		HRPM06 - 8																																																					
Social Security Number: 120-00-2012					Employee Name: Alex Kinkade					Unique ID Number: 0																																																										
General	General 2	Attendance	Behavioral Prof	Benefit/Deduct	Benefits Select	Comment	Comp Time	Company Propert	Contact	Dependents	Education	Emp Deductions	Employment	Events																																																						
Grievance	History	Ind Specialty	Insurance	Language Skills	Medical	Memberships	Military Servic	Occupation Hist	References	Resume	Salary Review	Skill History	Skill Inventory	State/Local																																																						
Termination His	Termination Lis	Training	UDC	Vac/Sick/Comp																																																																
Benefit Number: <input type="text" value="815"/> < H-815 deduction																																																																				
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