# Abbreviated Instructions to the SLT Interface (STDG022)

| Step | Action | Expected results |
|------|--------|------------------|
| 1 | Go to the STDG022 screen | The 'SLT Interface Screen' will appear. |
| 2 | Ensure the [Option] button is on the 'Load and Process File' option. This is the default option. | The 'Load and Process File' option will appear in the block. |
| 3 | Click on the GL End Date block and type in the current GL End Date using the DD/MMM/YYYY format. | The GL End Date will display in the block. |
| 4 | Double click on the Browse button and use the Windows function to locate and highlight the filename. | The drive/directory/filename will appear in the File Name block. |
| 5 | Click on the File Type button, highlight the line 'Comma Delimited File', and press the Enter Key.  | The system will place the 'Comma Delimited File' value in the File Type block. |
| 6 | Click on Submit button  | The system will process the interface file. Do not make any key entry while the system is processing the file. |
| 7 | Run the STDGERR report to verify that no business rules have been broken. | If the batch has errors correct them on the STDG005 screen. <br><br> Run the STDGERR report again to verify that no business rules have been broken. <br><br> If the batch is clean of business rule errors go to Step 7. |
| 8 | Go to STDG005 screen, access the batch and Click on Submit button.  | If the batch is clean of errors you will get a message 'Batch submitted' and go to Step 10. <br><br> If errors go to Step 7. |
| 9 | If errors Click on View Error button. When all errors are corrected, this button will be 'grayed' out.  | The SLT error screen will appear showing errors found in the batch. Click on the [Done] button and return to the STDG005 screen and correct the errors. Submit the batch again until it is error free. |
| 10 | Go to the STDG005 screen and print the certificate. As long as there are errors this button will be 'grayed' out. | The Certificate will print on the default printer showing the batch number and both the From and To ACCS values. Email FMB with the batch info. |
| 11 | Submit completed SLT Package to slt.notification@noaa.gov | See SLT Submission Package Guidance Section at: http://www.corporateservices.noaa.gov/financ e/slt.html |
| 12 | Click [Back] to begin a new batch. | Go to Step 1. |