BAS

MyEnroll360

CLIENT DATA CONVERSION SERVICE · DISCOVERY TO PRODUCTION

Every field vetted before the first file runs.

Conversions rarely fail on the big picture. They fail on a date format, a code value, or a field one character too short. Discovery is where BAS and the client settle each detail, field by field, before production.

Why discovery comes first

Field names can mislead

Two systems can both carry a "hire date" and mean different things by it. Only the people who own the data can confirm what each field holds.

Target systems are unforgiving

A value that is too long, the wrong type, or an unknown code is rejected, or worse, accepted and wrong. Requirements must be known exactly.

Production is the costly place to learn

A gap found in discovery is a question. Found in production, it is a correction, a rerun, and a call to everyone downstream.

What gets vetted for every field-to-field requirement

QUESTION	WHAT BAS CONFIRMS WITH THE CLIENT	EXAMPLE ANSWER
Meaning	What the source field holds and which target field it feeds	`Deduction Amount → Amount`
Type and size	Data type, length, and decimal places on both sides	`text, 12 → number, 9.2`
Format	Date and number formats, padding, alignment, delimiters	`$1,250.00 → 1250.00`
Code values	Every code the source can send and its target equivalent	`MED → MED_PRETAX`
Required or optional	Whether a blank is allowed, and the default if it is	`required; no default`
Rule or calculation	Any derivation, split, combination, or condition applied	`none; pass through`
Validation	What makes a value invalid, and whether it is a Failure or Warning	`negative = Failure`
Sign-off	Who on the client side confirms the requirement is right	`payroll manager`

What gets settled for the whole feed

- **Intake path:** self-service upload, automated SFTP pickup, or BAS-processed import.
- **Schedule:** how often files arrive and when the output is due.
- **File-level controls:** record counts, control totals, and what counts as a duplicate file.
- **Duplicates and reloads:** an idempotent field value on each record, or else whether a reload versions or overwrites.
- **Partial files:** whether good records continue when others fail, or the batch holds.
- **Access and delivery:** which user groups and roles can see the data, and how the output is delivered. Never by email.

What BAS asks the client to bring

- **Sample files** in the real layout, including the awkward cases.
- **The target specification** from the receiving system or vendor.
- **Code tables** for both sides, current and complete.
- **A decision-maker** who can answer field questions and sign off.
- **A test window** in the receiving system to confirm the output is accepted.

From discovery to production

STEP 1
Discover
Walk through sample files and target specs with the data owners.

STEP 2
Specify
Write down every field-to-field requirement. Client signs off.

STEP 3
Build
BAS builds the template and map for this specific file.

STEP 4
Test
Run real sample files. Review every Failure and Warning together.

STEP 5
Approve
Receiving system accepts the output. Client approves go-live.

STEP 6
Produce
Files run on schedule. Layout changes are re-vetted and tested first.