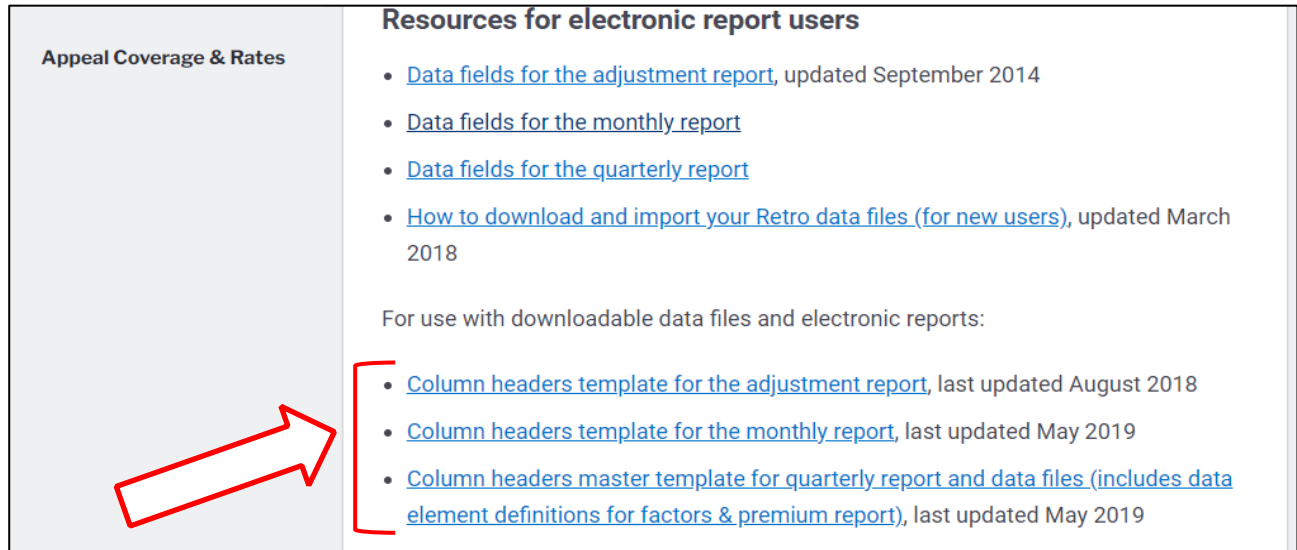


Download These Files First

Note: You may *skip* this step if you **do not** plan to **import** your data into a spreadsheet such as Microsoft Excel.

You will need the “column header templates” from the L&I website to utilize your electronic Retro report(s) effectively. The “templates” are available on our [Retro Resources \(wa.gov\)](#) web page.



The screenshot shows a webpage with a sidebar on the left titled "Appeal Coverage & Rates" and a main content area titled "Resources for electronic report users". The main content area contains a list of links for data fields and a section for column headers templates. A red arrow points to the first link in the column headers section: "Column headers template for the adjustment report".

Resources for electronic report users

- [Data fields for the adjustment report](#), updated September 2014
- [Data fields for the monthly report](#)
- [Data fields for the quarterly report](#)
- [How to download and import your Retro data files \(for new users\)](#), updated March 2018

For use with downloadable data files and electronic reports:

- [Column headers template for the adjustment report](#), last updated August 2018
- [Column headers template for the monthly report](#), last updated May 2019
- [Column headers master template for quarterly report and data files \(includes data element definitions for factors & premium report\)](#), last updated May 2019

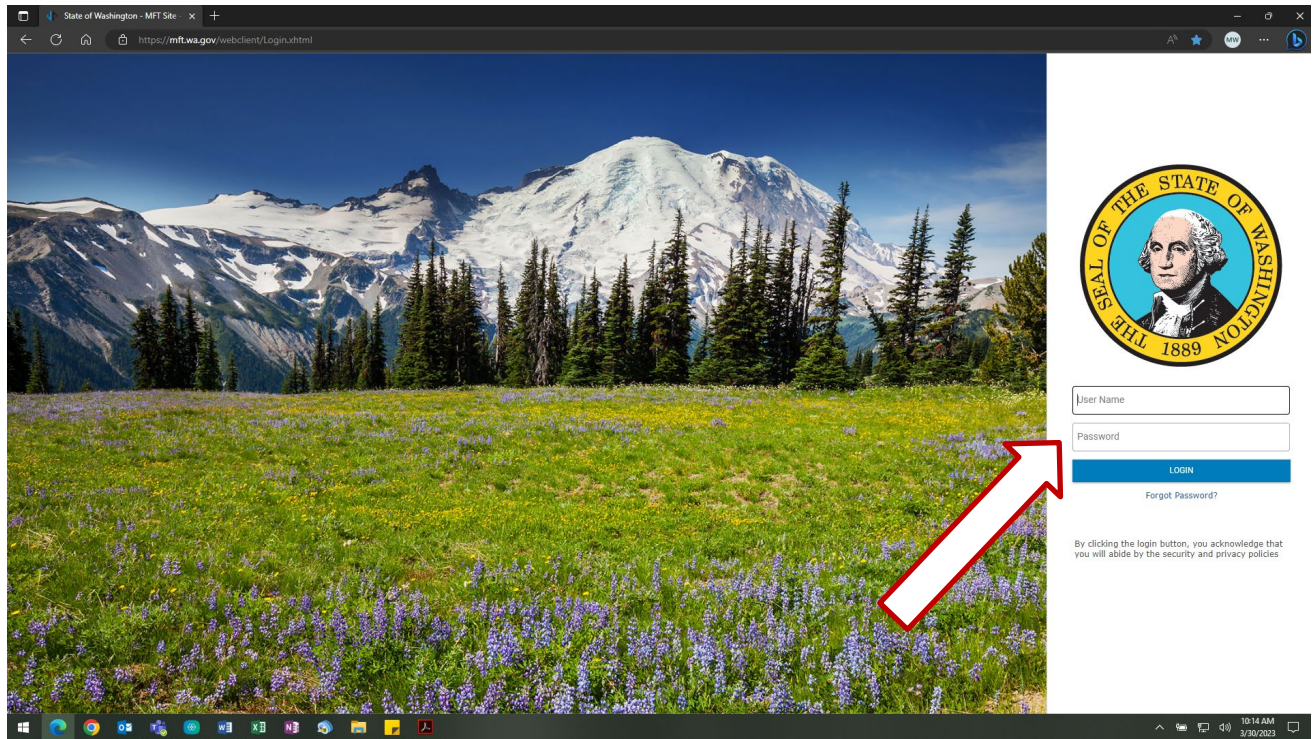
There are three (3) files to choose from, depending on the report you are working with:

1. Column headers template and data element definitions for the **adjustment** report.
2. Column headers template for the **monthly** report.
3. Column headers master template for **quarterly report** and data files (includes data element definitions for factors & premium report).

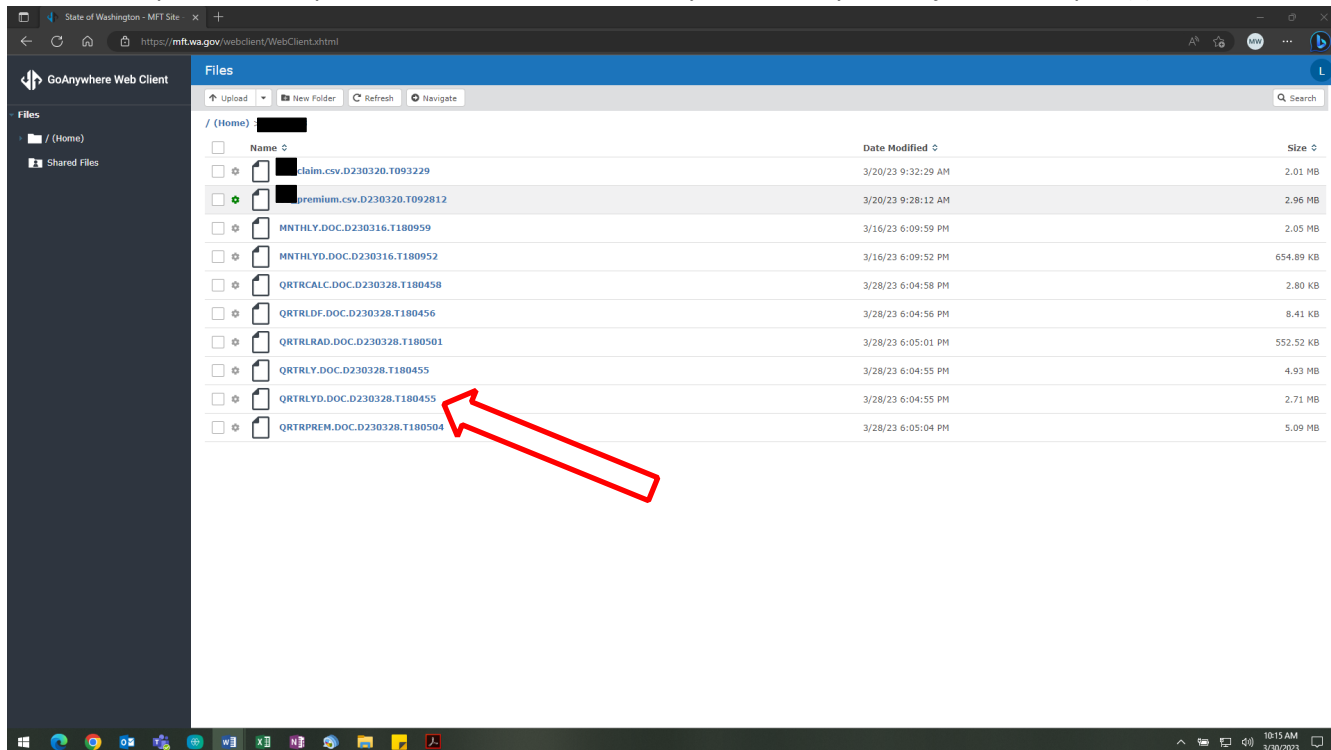
For ease of use, we suggest you save the column header template file(s) to your computer’s **Desktop** (or other location of your choice) using the file name(s) given.

Log into the MFT Secure Server

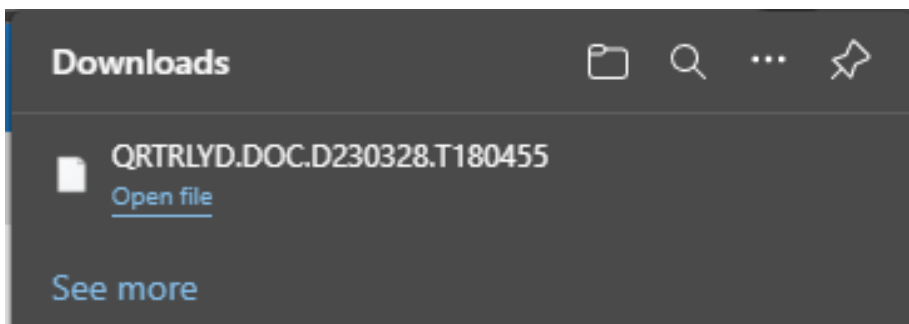
Next, log into the MFT (*managed file transfer*) Server at <https://mft.wa.gov/> and enter your **username** and **password**.



In order to import your report data into Excel, you will need to select the appropriate **data file** (such as QRTRLYD.DOC). Any report without a 'D' in the name (like QRTRLY.DOC) is intended for printing/viewing only, and **not** for manipulation via spreadsheet. This holds true for your monthly and adjustment report(s), as well.

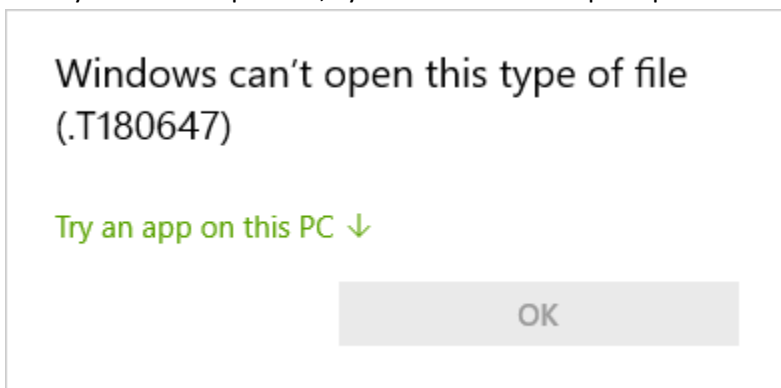


Choose your file by **clicking on the report name**. This will prompt your browser to begin downloading your data file.



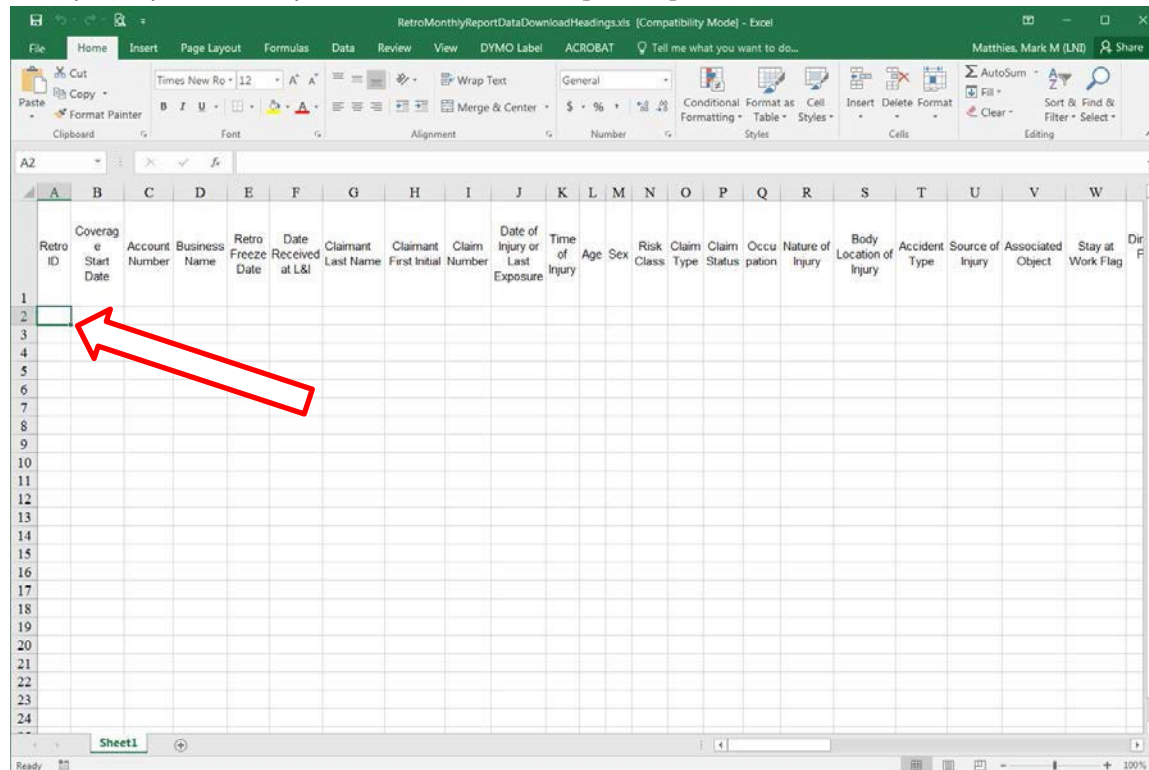
Upon completion of your download. Your browser will allow you to select "Open file." Please open the file.

After you select "Open file," you will receive this prompt.



Open the relevant column header template

Open the (previously downloaded) *column header template* file for the report you want to work with. For example, if you are importing **quarterly** report data (labeled as **QRTRLYD.DOC.D230328.T180455** in the *above example*), open the file you downloaded called **quartrepcolumnanddatahead.xls**:



Make sure that cell A2 is selected; then, use the Edit Menu and choose **"Paste"** (or type CTRL+V). The data from your web browser should now appear in your Excel program.

Next, click on **Data** in the Excel 'ribbon' and:

- select **Text to Columns**,
- then **Delimited**,
- then click **(Next)**,
- **Unselect Tab** and
- choose **Semicolon**,
- then click **(Finish)**.

Congratulations! You have now imported your data into Excel for further study and review.

Thinking Ahead

Make sure you **"Save As..."** with a unique (and memorable) file name. This should preserve the *column headers template* in its original state for future use.

Repeat these steps for each data file type that you wish to export to Excel. With practice comes speed.

Please send an email to Retro@Lni.wa.gov (or call **360-902-4851**) with any questions, comments, or concerns.