How do you report yours?

CTSO 11

Already have a Government Gateway account ✔

Already enrolled to CTS Online ✔

Uploading a file of Movements / Deaths

www.gateway.gov.uk

www.bcms.gov.uk

British Cattle Movement Service

The British Cattle Movement Service (BCMS) is part of the Rural Payments Agency (RPA)

Uploading a file of Movements/Deaths for the first time

This guide explains how you can create a file of movements and deaths that can then be uploaded to CTS Online using Microsoft Excel (other spreadsheet programs may differ.)
It explains what details you need to include in the file and how it should be created. It also explains more about the type of movements that can be entered into it.

Section 2 explains how you can continue to use the same file to report movements/deaths, in the future.

Section 1 - Creating a new file

1. Open a new Excel spreadsheet.
Note: Rows go from left to right (for example 1,2,3 etc) and columns go from top to bottom (A,B,C etc).

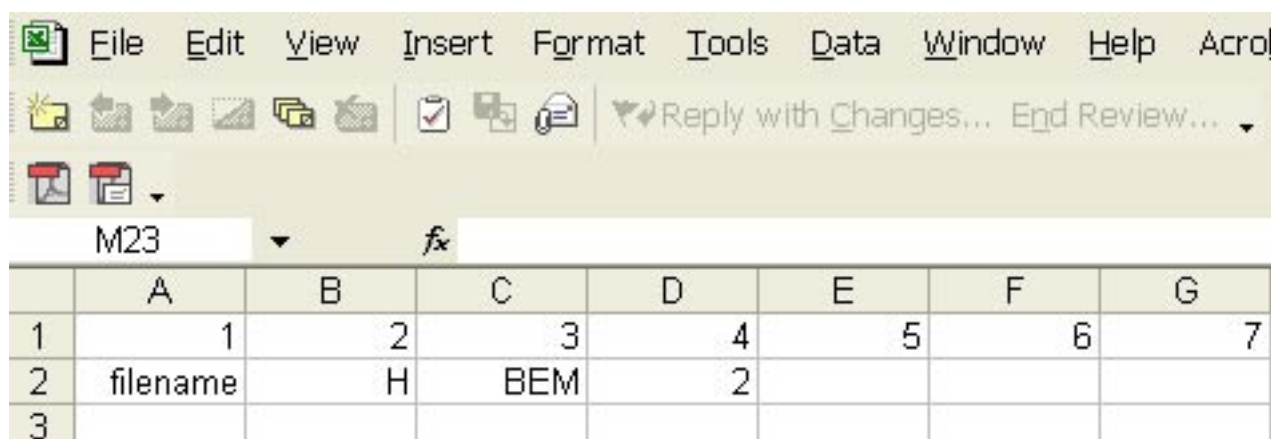2. Number the cells across the top row from 1-27.
For example, number cell A1 as 1, cell B1 as 2, etc.
To do this:
• Select the first cell in the range that you want to fill, this will be A1.
• Type the first number which will be 1.
• Type the next number in the next cell. So in cell B1 type the number 2. C1 = 3, etc up to 27.

3. Fill in the second row with the following information. (see Appendix at the back of this handout, for an explanation of the terms.)
• Filename (whatever you wish to name the file). See Appendix for naming rules.
• H
• BEM
• Number of movements to be sent to BCMS in this file.

| | File | Edit | View | Insert | Format | Tools | Data | Window | Help | Acrol |

	A	B	C	D	E	F	G
1	1	2	3	4	5	6	7
2	filename	H	BEM	2			
3							

1

4. The subsequent rows need to show the movement details.
These should contain the following information in the first seven columns.

- Column 1 = filename (same as cell A2)
- 2 = D
- 3 = the number of movement lines within the file
- 4 = ET
- 5 = eartag number
- 6 = movement type
- 7 = date

The following movement types can be recorded:

2 – ON movement

3 – OFF movement

7 – DEATH

72 – ON and OFF movement, that happened on the same day

73 – OFF and ON movement, that happened on the same day

77 – ON movement and DEATH, that happened on the same day

} Types 72, 73 and 77 create two movements at the same time.

	A	B	C	D	E	F	G
1	1	2	3	4	5	6	7
2	filename	H	BEM	2			
3	filename	D	1	ET	UK123456789123	2	01/09/2008
4	filename	D	2	ET	UK123456789124	3	01/09/2008

Note: The maximum number of applications that can be entered on each file is 500.

Naming and saving the file

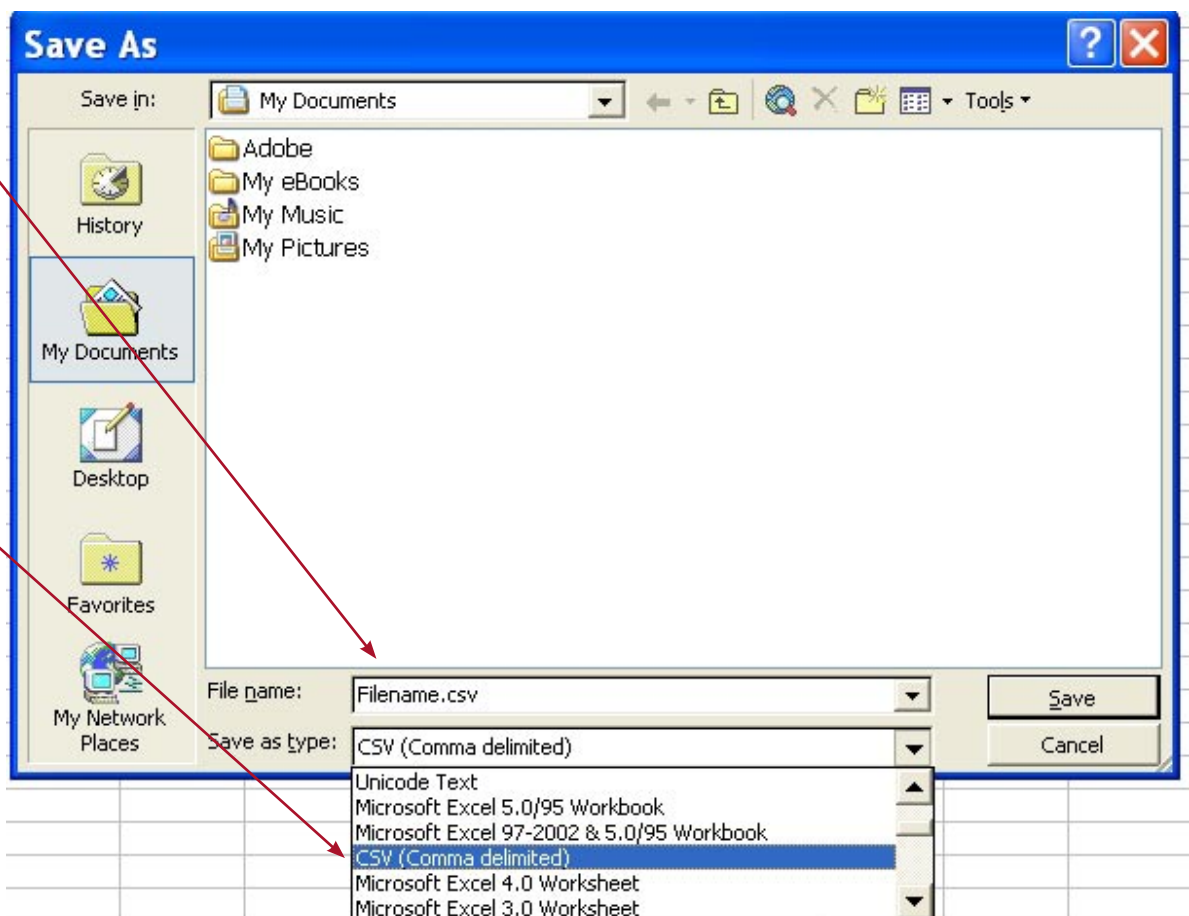Once you have entered all your movements, you need to save the document.

- Go to File – Save as. The following should appear.

1. Enter file name.
This should be the same as the text in column A.

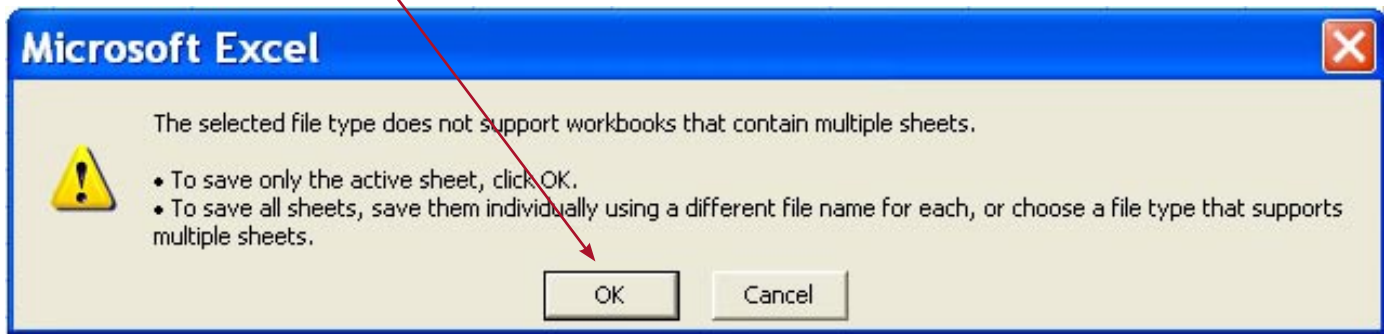2 From drop down list select CSV (Comma delimited (*.csv))
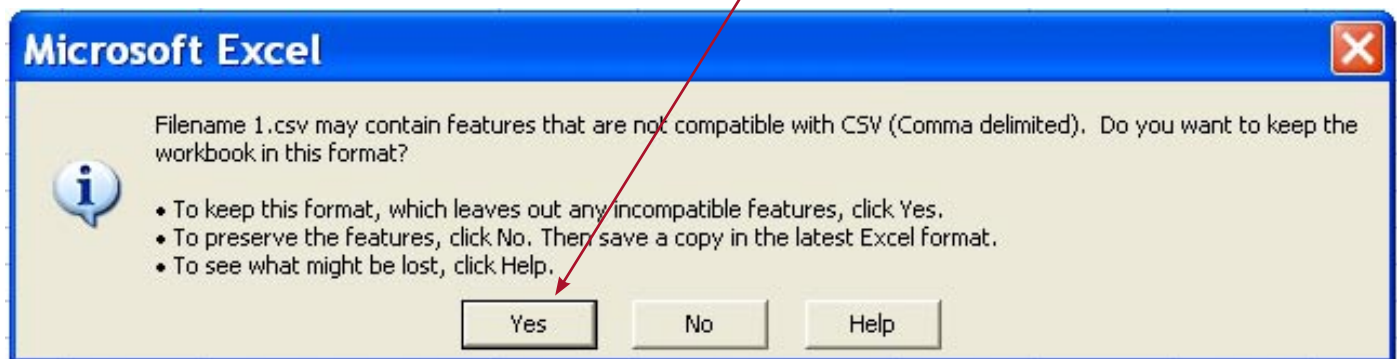
3. Click - Save

Note: Save your file somewhere you will remember, for example in 'My Documents'. You can access this by using the drop down arrow or by double clicking on 'My Documents'.

Once you have clicked 'Save', a dialogue box may appear.
- If it does, click - OK.

Microsoft Excel ✕

The selected file type does not support workbooks that contain multiple sheets.

- To save only the active sheet, click OK.
- To save all sheets, save them individually using a different file name for each, or choose a file type that supports multiple sheets.

[OK]   [Cancel]

- When the following dialogue box appears, click - yes.

Microsoft Excel ✕

Filename 1.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format?

- To keep this format, which leaves out any incompatible features, click Yes.
- To preserve the features, click No. Then save a copy in the latest Excel format.
- To see what might be lost, click Help.

[Yes]   [No]   [Help]

You can now close the Excel file.

When you try and close the file it might ask if you would like to save the changes, select 'No'.

Amending file for uploading to CTS Online

1. Open Notepad program.
Note: You can find the notepad by going to Start, Programs, then Accessories.

• Go to File and click - Open.
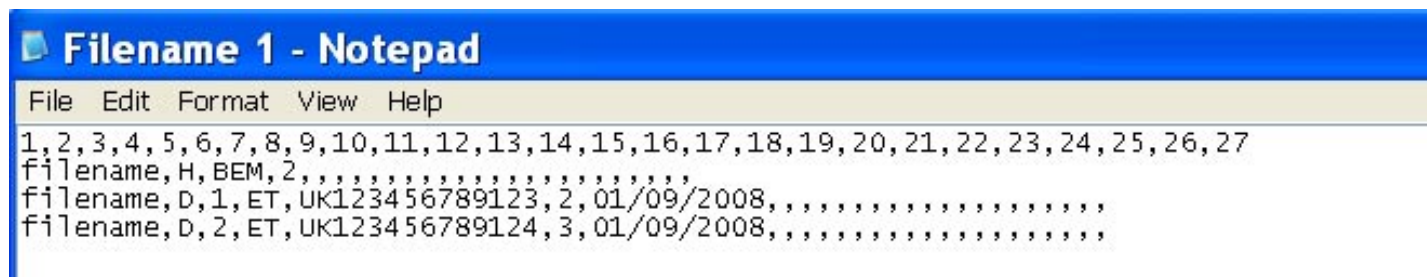• From the 'Look in' field use the drop-down arrow to select the folder where your file is saved.

• Use the drop-down arrow next to Files of type to select 'All files'.
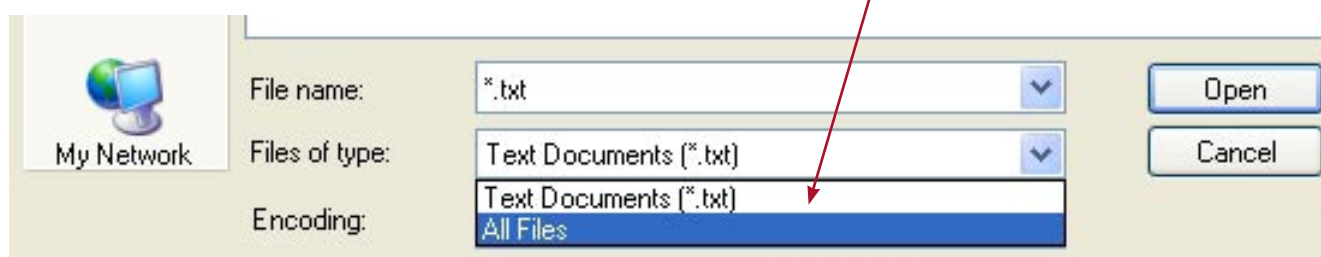
2. You should now be able to see the CSV file you saved.
• Select the file and then click on Open.

The information that you entered onto the Excel spreadsheet will now appear in the Notepad.

3. Highlight and delete the first row numbered 1-27
• Delete the empty row.
• Delete 13 commas from the top row, leaving the information and ten commas. So the row should contain: filename, H, BEM, 2,,,,,,,,,,
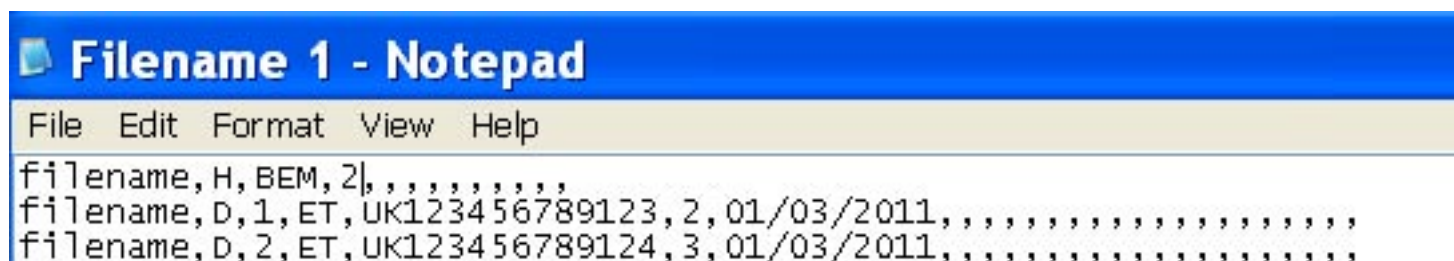
• Go to File - Save.
• The file can now be closed.

Uploading the File

1. Open CTS Online and log in with your details.

• On the left hand side menu, go to 'Uploads and Downloads'.

• Select 'Movements/ Deaths'.

2. Select [Browse...]
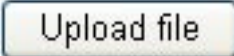• Then locate the CSV file that you have saved.

If you can't see the file select:
• 'All Files'.
• Click on the file.
• Select - Open.

The file name you saved should appear on CTS Online.
• Click [Upload file]

3. A list of your cattle movements will be displayed in section two of the screen.
You can check the list of movements and correct any errors.
• Click - Send.
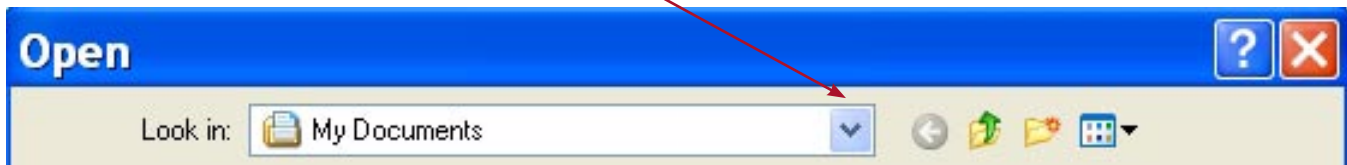The receipt page will show the list of reported movements.

Section 2 - Uploading files after initial setup

Once you have created the file you can use it as a template. Use the following steps to upload files on to CTS Online.
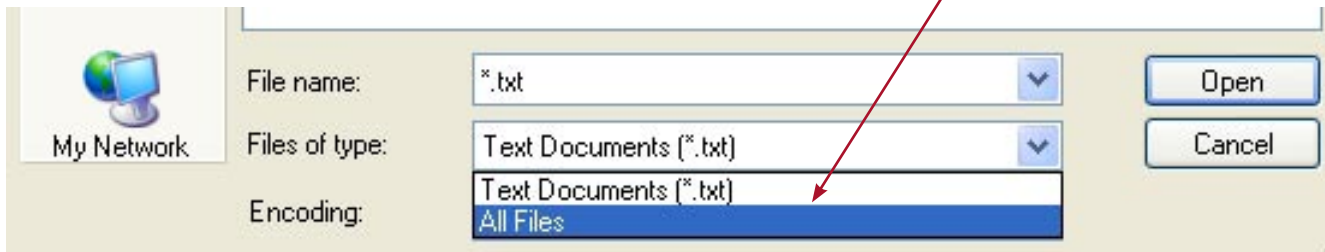
Opening the previous file
1. Open Excel
- Go to File – Open
- From the Look in field use the dropdown arrow and select the folder where your file is saved.

In this example, it is saved in 'My Documents'.
- From the 'Files of type' - use the dropdown arrow and select 'All Files'.

You should now be able to see the CSV file you saved.
- Select the file and then click - Open. The file will then open in Excel.

	A	B	C	D	E	F	G
1	filename	H	BEM	2			
2	filename	D		1 ET	UK123456789123	2	01/09/2008
3	filename	D		2 ET	UK123456789124	3	01/09/2008

2. To expand the cell so it shows all the details:
- Double click the mouse on the right hand side of the column.

Amending the File

The file data can now be updated with new movements.

	A	B	C	D		E	F	G
1	filename	H	BEM	6				
2	filename	D		1	ET	UK123456789123	2	01/03/2011
3	filename	D		2	ET	UK123456789124	3	01/03/2011
4	filename	D		3	ET	UK123456789125	7	01/03/2011
5	filename	D		4	ET	UK123456789126	72	01/03/2011
6	filename	D		5	ET	UK123456789127	73	01/03/2011
7	filename	D		6	ET	UK123456789128	77	01/03/2011

1. Amend the file name in column A .

2. Amend the number of movements in column D cell 1 to match the number of movements in this file.

3. Enter movement details to be sent, in Columns E,F & G.

2	01/03/2011
3	01/03/2011
7	01/03/2011
72	01/03/2011
73	01/03/2011
77	01/03/2011

4. Format the date as dd/mm/yy:
- Highlight date (column G).
- Right click the mouse.
- Select – Format Cells.

Context menu:
- Cut
- Copy
- Paste
- Paste Special...
- Insert...
- Delete...
- Clear Contents
- Insert Comment
- Format Cells...
- Pick From List...
- Hyperlink...

Format Cells

Number | Alignment | Font | Border | Patterns | Protection

Category:
- General
- Number
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample
01/03/11

Type:
- *14/03/2001
- *14 March 2001
- 14/03/2001
- 14/03/01
- 14/3/01
- 14.3.01
- 2001-03-14

Locale (location):
English (United Kingdom)

Date formats display date and time serial numbers as date values. Except for items that have an asterisk (*), applied formats do not switch date orders with the operating system.

OK   Cancel

5. When the 'Format Cells' dialogue box appears:
- Select – Date
- Select – date format dd/mm/yy
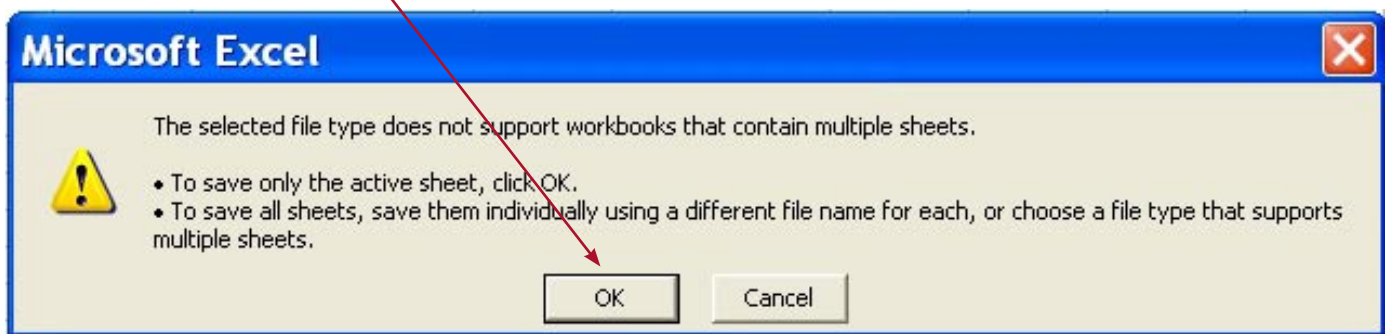- Click - Ok

Naming and saving the file

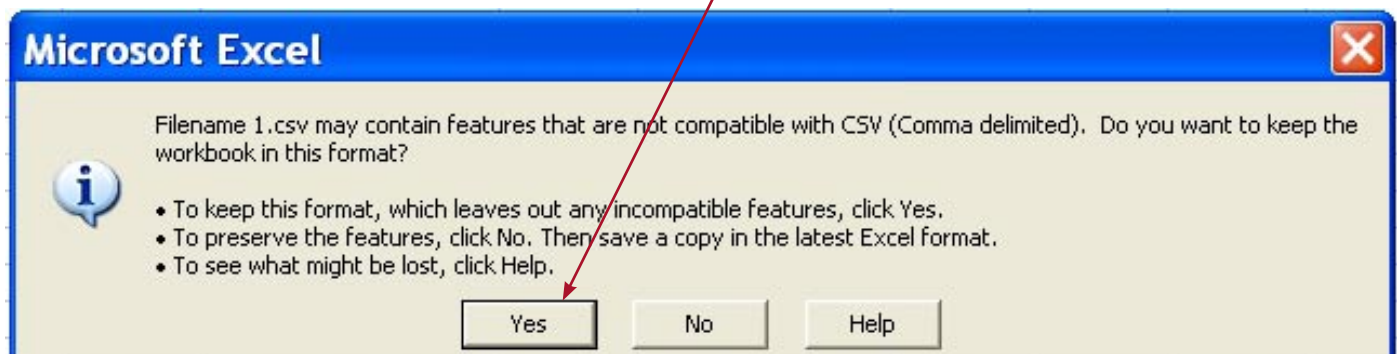1. Go to File – Save As. The following should appear:
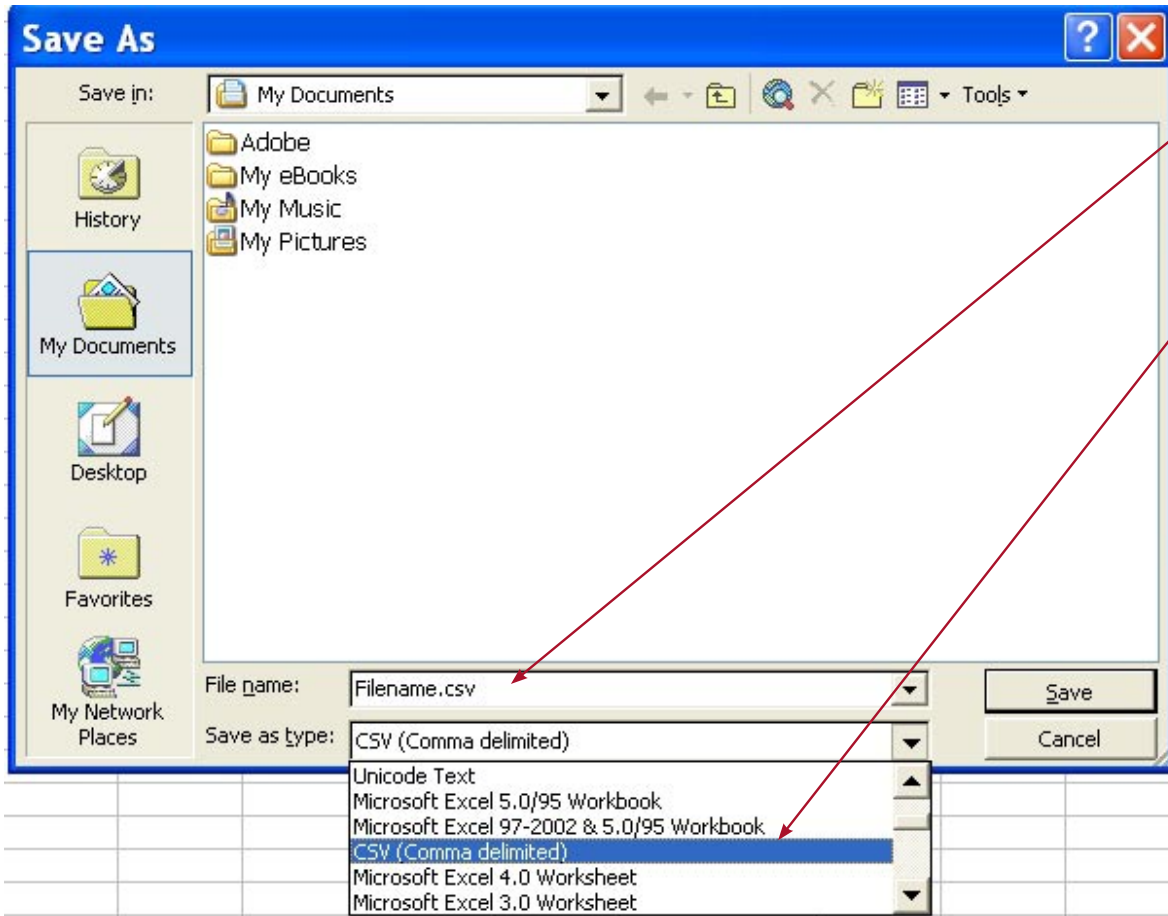
• Enter file name to match the file name in Column A.
• From the drop down list select CSV (Comma delimited (*.csv))
• Click - Save

2. Once you have clicked Save a dialogue box may appear:
• If it does, click - OK.

3. The following dialogue box will appear, click - Yes.

4. You can now close the Excel file.

When you try and close the file it might ask if you would like to save the changes, select No.

The file is now saved and ready to be uploaded onto CTS Online.

Uploading the file

1. Open CTS Online and log in with your details.

- On the left hand side menu, go to 'Uploads and Downloads'.

- Select 'Movements/ Deaths'.

2. Select [Browse...]
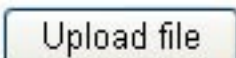
• Then locate the CSV file that you have saved.

If you can't see the file, select:
• 'All Files'.
• Click on the file.
• Select - Open.

The file name you saved should appear on CTS Online.

3. Click [Upload file]

A list of your cattle movements will be displayed in section two of the screen. Where you can check the list of movements and correct any errors.
• Click - Send.
The receipt page will show the list of reported movements.

Appendix

Explanation of terms for upload file.

Filename	whatever you have chosen to call the file
H	identifies the row as the header row
BEM	identifies the file as an upload file of movements
2	identifies the file as having two rows of data
D	identifies the row as a data row
ET	identifies the next entry as an ear tag
CSV	abbreviation of 'Comma Separated Value' (a type of text file)

Filename rules

Please note: that the file name can contain numbers, letters, underscore, dashes and spaces.

It can not contain special characters such as '!"£$^*,'