KANSAS DEPARTMENT OF REVENUE
EDI INSURANCE TRANSLATOR
INSTALLATION GUIDE

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When vehicle owners want to renew their vehicle registration, they must provide proof of insurance. To alleviate the paper dependency of insurance verification, the Kansas Department of Revenue has requested insurance companies to send insurance information on their customers to KDOR by utilizing an Electronic Data Interchange Transaction Set 811 (TS-811) or a proprietary format. This enables vehicle insurance to be verified electronically at the time of renewal using either the Web-Tags or Teletags system.

This insurance translator is provided to insurance companies to translate their Kansas monthly 'book of business' into the TS-811 EDI format and send it to the Kansas Department of Revenue. Please refer to the Kansas Department of Revenue, Kansas Insurance Reporting Guide for further instructions on transaction set 811 specifications and FTP instructions.

The translator may be installed from a zip file or a CD and is available in Visual Basic and COBOL.

INSTALLATION INSTRUCTIONS

SET-UP INSTRUCTIONS

The translator requires Windows 95, Windows 98, or Windows NT 4.0 or later. It is recommended that all currently running applications be closed before beginning the installation process. Setup cannot install system files or update shared files if they are in use. Administrator privileges on the PC are required to install this software.

To install the translator from a zip file, the file must be unzipped. You will need a software application that does this. To download a free evaluation version or purchase a copy of the WinZip 8.1 archive utility, go to www.winzip.com. Read the dialog boxes and complete the set up options as desired.

EXIT INSTRUCTIONS

If you wish to stop the installation at any time, press the '**Exit Setup**', '**Cancel**' or '**Abort**' button and follow the prompts at each dialog box. The setup process is stopped and all applications are removed from the computer. Installation may be done in full at another time.

INSTALLING FROM A ZIP FILE

Please follow these instructions to install the EDI insurance translator software using a zip file. Dialog boxes appear throughout the installation process with prompts to help in the installation. The zip file is sent through an email.

1. Open the email to find the zip file named **KDOR_Insurance_Install.zip.**
2. Double click on the zip file and click on '**Detach**' in the '**Attachment**' dialog box.
3. Select the destination drive on your PC for the zip file. Save the zip file to this drive by clicking on the '**Detach**' button in the '**Save Attachment**' dialog box.
4. Find and double click on the saved zip file on your PC.
5. Unzip the file. If you have the WinZip evaluation version, choose the '**Use Evaluation Version**' on the WinZip dialog box or click on the '**I Agree**' box. This may vary depending on the version of WinZip that you have. Otherwise, use the decompression software that you own.
6. Double click on the '**setup.exe**' icon.
7. Accept the defaults in the '**Install**' dialog box and click on '**OK**'.
    If errors occur similar to the one described below, click on the '**Ignore**' button and processing should continue to a successful completion.

    'C:\WINNT\system32\STDOLE2.TLB' followed by 'The destination file is write protected.'

8. The '**KDOR INSURANCE EDI 811 TRANSLATOR SETUP**' Welcome screen appears. Click on '**OK**' to continue.
9. On the next screen, notice the large square icon with the computer pictured on it. As the cursor is moved over this box, '**Click here to begin setup**' appears. The software will be installed on the default directory location specified in the '**Directory**' box. The Default directory path is **C:\Program Files\KDOR_811_Translator**. If another directory is desired, click on the '**Change Directory**' button and choose the desired path. The selected path will then appear in the directory box. Click on the computer icon to begin the installation of the software.
10. The next screen chooses the program name that will run the translator. The default name is '**KDOR Insurance EDI 811 Translator**' and is the name that will appear in the Workstation Program list on the computer. Click on '**Continue**' to accept the default name or change the name as desired.

11. Several dialog boxes appear throughout the installation process. Wait while the installation continues.

    Another error dialog box may be displayed advising of a version conflict. It states that a file being copied is older than the file currently on the system. It is recommended that the existing file be kept. Answer '**Yes**' to the question, '**Do you want to keep this file?**' and the latest version is retained.

12. Click '**OK**' at the dialog box stating that the setup was completed successfully.
13. After a successful installation of the translator, close out of WinZip. The install file is no longer needed and may be deleted.

INSTALLING FROM A CD

Please follow these instructions to install the EDI insurance translator software using the enclosed CD.
1. Open the CD-ROM drive on the computer and insert the CD in the drive. Close the drive.
2. Click on the '**Start**' icon in the lower left-hand corner of the desktop screen.
3. Click on '**Run**'.
4. Enter **D:\setup.exe** in the box following the **Open:** prompt. The CD ROM drive may not be the D-drive on all computers. If not, enter the drive of your CD-ROM in place of the '**D**'.
5. Select '**OK**' or press the <enter> key.
6. Follow steps 7 through 13 from above.

RUN INSTRUCTIONS

The Kansas Department of Revenue (KDOR) EDI Insurance translator converts proprietary insurance files into an EDI 811 transaction set to send to the State of Kansas. The translator may be executed either interactively or in a batch mode. The translator processes the proprietary file by taking valid records and building the EDI 811 transaction set. Records that contain errors such as missing data or invalid dates are written to a log file and are not included in the EDI file. The error log contains all records in error, their record number, a description of the error, and a copy of the record image. The log file is named EDI811.log. It is located in the same folder in which the translator program resides. If the default directory was chosen, this path is C:\Program Files\KDOR_811_Translator\edi811.log.

INTERACTIVE EXECUTION

To interactively execute the EDI Insurance Translator software, click on the '**Start**' icon in the lower left-hand corner of the desktop screen. Choose '**Programs**' and then '**KDOR Insurance EDI Translator**'. The EDI 811 Translator screen appears.

TRANSLATE

IMPORTANT: Before the translation process is begun, the insurance data must be in the proprietary format specified by the KDOR Kansas Insurance Reporting Guide.

To translate the data, complete the EDI 811 Translator screen in the following manner. Error messages are displayed if required fields are not completed and the cursor is positioned on the field in error.

SENDERS INFORMATION

The NAIC code and company name are required and must be completed to successfully translate a file. Optionally, you may enter a Duns number.

- Click on '**NAIC**' and enter your NAIC code and company name in the text boxes. The number and name automatically fills in on the first line of the '**File NAIC/Names**' group.
- If you have a Duns number, click on '**DUNS**' and enter your Duns number in the corresponding text box that appears.

FILE NAIC/NAMES

In the File NAIC/Names group, enter the NAIC codes and company name for the file you are translating. If the file contains records with multiple NAIC codes, each code and name must be entered so the translation program knows how to identify the records. There is room for 6 numbers and names. If you have more than 6 files, you will be prompted to enter the corresponding name during the translation process.

FILE TO TRANSLATE

Enter the path name of the proprietary file that is being translated in the '**File to Translate**' box. Click on the '**Select**' button to open the file selection window and find the file on your computer. Double click on the file to select it and it appears in the '**File to Translate**' space.

FOLDER FOR OUTPUT FILE

Enter the folder into which the translated file is to be placed. This is the file that will be transmitted to the Kansas Department of Revenue. Click on 'Select' and the default file name of EDI811.txt appears. Decide where you want this file to reside on your computer and click 'Save'. Optionally, you may key a file name and path of your choice directly in the space provided (example: **C:\Ksins0403**).

PRODUCTION/TEST

Click on '**Production**' or '**Test**'. The KDOR EDI coordinator will inform the insurance company which status to use. Typically when an insurance company starts sending in data, '**Test**' mode is selected. Once a file has been successfully transmitted, the insurance company is considered to be in '**Production**'. After an insurance company is in production mode, click on '**Production**' to send all subsequent files.

SAVE SETTINGS

Click on '**Yes**' or '**No**' in the '**Save Settings**' box after the question '**Save Translation Settings on Exit**'. If '**Yes**' is selected, the data entered on the screen is saved. The next time the application is launched, the settings, as they were entered, appear on the screen. If '**No**' is selected, the data entered on the screen is not saved and must be re-entered the next time the application is launched.

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After all of the above is completed, click on the '**Translate**' button to begin the translation process. Answer '**Yes**' to '**Continue with translation?**' in the 'Translation' dialog box. During the translation process a status window appears that shows the status of the process. After the translation process is complete a message box is displayed stating how many records were translated. If errors were found, a count is displayed, along with a message stating the errors can be found in the error log file, EDI811.log. Click on '**OK**'.

During the translation process, if any NAIC code is encountered that has not been identified, the user is prompted to enter the Company name for that NAIC code. The '**NAIC Error**' box appears advising of an '**Unknown NAIC Encountered**'. Enter the name corresponding to the NAIC number that appears in the box and click '**OK**'.

At this point the translation process is complete and the generated EDI file may be transmitted to the Kansas Department of Revenue. Please refer to the KDOR Kansas Insurance Reporting Guide for instructions on sending files to KDOR.

After the translation process, an entry is placed in the history log. After the EDI file is processed by KDOR, an acknowledgment file is created and sent. Clicking on the 'History' button can download it. Click on the '**Import 997**' button and select the acknowledgment file. The import function looks through the history log and posts the results of the acknowledgement file to the appropriate translated file.

HISTORY

Choosing the '**History**' button displays the last five translations and their acknowledgement status. After an EDI file has been processed and an acknowledgment file is created, download the acknowledgment file to your system. Click on the '**Import 997**' button and select the acknowledgment file. It will then log the status for the translated file. This step is optional, and is for reference purposes only. The '**Help**' and '**Print**' button are available from this screen. Click on the '**Exit**' button to exit this screen.

VALIDATE

IMPORTANT: Before the validation process is begun, the insurance data must be in the proprietary format specified by the KDOR Kansas Insurance Reporting Guide.

You may wish to validate the data before you begin the translation process. This is an optional process. To do this, fill in the file to be validated in the 'File to Translate' box. No other fields on the screen are needed. However, an input file is required and an error message is received if it is not entered.
To validate a file, do the following:

- Enter the path name of the proprietary file you wish to validate in the '**File to Translate**' box. Click on the '**Select**' button to open the file selection window and find the file on your computer. Double click on the file to select it and it appears in the '**File to Translate**' space.
- Click on the '**Validate**' button to begin the validation process.
- Click on '**Yes**' in the 'Validate' dialog box in answer to the question '**Continue with validation?**' During the validation process, a status window appears showing the status of the process. After the validation process is complete, a message box is displayed that shows the number of records that were processed. If errors were found, a count is displayed along with a message stating that the errors can be found in the error log file – EDI811.log.
- At this point the validation process is complete. If no errors were found, proceed to the translation process. If errors were found, they may be viewed in the error log. Again, if the default directory was chosen, this path is C:\Program Files\KDOR_811_Translator\edi811.log. The records in error may be corrected in your system and the validation process may be run again until no errors are found. If the file is translated with error records, the error records are ignored.

PRINT

Clicking on the '**Print**' button from the EDI Translator screen prints the EDI 811 Translator screen. The 'Print' button is also found on the 'Help' and 'History' screens and prints those screens.

HELP

Clicking on the '**Help**' button provides textual information about the KDOR Insurance EDI Translator. To print a copy of the help text, click on the '**Print**' button. Click on the '**Exit**' button to exit the help screen.

EXIT

Click on the '**Exit**' button to close and exit from the EDI Insurance Translator. Answer '**Yes**' to the '**Are you sure?**' prompt. Exiting by clicking on the '**X**' box in the top right-hand corner of the screen exits without the prompt.

BATCH EXECUTION

To execute the EDI Insurance translator in batch, add the following line to your batch script. If the program is called in batch and the parameters are sent, the interactive user interface is not used and the program processes the flat file and converts it to EDI. Use this structure to call the translator:

Kdor_811_translator {input file | output file | production indicator | NAIC list (separated by commas) }

An example follows:

Kdor_811_translator c:\insurance_data\tst_insurance.txt c:\insurance2\ediout.txt T 12345,54321

The program returns a code of zero (0) if no errors are encountered. If errors are found, the return code is greater than zero (0). The return codes are listed below.

    0 – Normal Execution, No Errors
    4 – Command Line Parameters Missing
    5 – Input File Not Found
    6 – Production Indicator Invalid (T = Test, P = Production)
    7 – Unidentified NAIC Encountered
    8 – Output File Creation Error, Invalid Folder

An example batch file that calls the translator and displays the return code may be found in the example.bat file included in the zip file sent by KDOR.

ERROR INSTRUCTIONS

If the setup does not complete successfully or if any other problems are encountered that can not be resolved, please contact:

EDI COORDINATOR

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EDIT TRANSLATOR ADMINISTRATOR

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UNINSTALL INSTRUCTIONS

To remove the software from the computer, be sure to exit out of the program and follow these instructions. During the removal of the application, an '**Incorrect logfile format**' error may be encountered. Click '**OK**' to continue the uninstall process.

- Click on the '**Start**' icon in the lower left-hand corner of the desktop screen.
- Click on '**Settings**'.
- Click on '**Control Panel**'.
- Double click on '**Add/Remove Programs**'.
- Choose '**KDOR Insurance EDI Translator**' from the list and click on the '**Add/Remove**' button.
- Answer '**Yes**' to the question in the '**Application Removal**' box.
- Choose '**Remove All**' from the '**Shared Component**' box.
- Continue following the prompts until the removal process is complete.