

# 2017 – 2018

## State Auditor's Data Download Instructions

### Step 1: Preparing for the download process after FG160R and PG830R have run

You will need to create a new directory (folder) on the PC that will be used to process information for the State Auditor. To do so:

1. Right-click Start
2. Open Windows Explorer
3. Click local drive (C:)
4. Click File>New>Folder
5. Type a folder name, for example SAO1718, and press Enter
  - **Note:** The folder name can be up to 8 characters long.
6. Close Windows Explorer

### Step 2-A: Download FMS data created when FG160R is run:

1. Log on to the HP-UX using either MS92 or Reflections.
2. Select the FMS Menu
3. Select process SAODATA
4. When prompted for the file name, enter the HP-UX file name. Only use the HP-UX file names listed below, which were created by the Job Group FG160R (State Auditor's Extract).
  - **Note:** "nnn" represents your college code.
  - **Note:** the file extension must be typed in lower case e.g. **.dbf**

HP-UX File Name	PC File Name	Description	FMS Menu Program
FM09nnnA.dbf	C:\SAO1718\FM09nnnA.dbf	Program/Organization trial Balance with Titles	SAODATA
MM01nnnA.dbf	C:\SAO1718\MM01nnnA.dbf	Vendor List in Name Order	SAODATA
ZX04nnnA.dbf	C:\SAO1718\ZX04nnnA.dbf	Application Security Menu Listing by User-ID, Process-ID	SAODATA

5. When prompted, download the file to the folder you created on your local drive (C:) in Step 1. The SAODATA process will select the file name from the .RUN group and download it to your PC using a binary file transfer.
  - **Note:** Dbase file types must be downloaded as binary files. The process will automatically select the binary method.

A screen similar to the following appears:

ZX9099.VER003 DOWNLOAD - STATE AUDITORS

6. When prompted, enter the HP-UX file name and the PC file name with extension as listed in the table above. You will do each file separately.
  - **Note:** the file extension must be typed in lower case e.g. **.dbf**

You will see prompts similar to the ones below:

```

Press enter after HP file name:> FM09nnnA.dbf

Is the HP file name OK? FM09nnnA.dbf

Is the name correct? (Yes/No)> Y

The download file name is = ../../RUN/FM09nnnA.dbf

Enter the fully qualified PC file name.
Must have drive letter plus path and file name with/without extension.

Press enter after file name:> C:\SAO1718\FM09nnnA.dbf

Is the PC file name OK? C:\SAO1718\FM09nnnA.dbf

Is the name correct? (Yes/No/Exit> Y

END OF PROGRAM

SUCCESSFULL DOWNLOAD

Do you wish to process another file? (Y/N)> Y

```

7. Repeat the file transfer process until the last file has been downloaded then, in response to “Do you wish to process another file?” type N (No).
8. Exit out of the FMS menu.

### Step 2-B: Download PPMS data created when PG830R is run:

1. Log on to the HP-UX using either MS92 or Reflections.
2. Select the FMS Menu
3. Select the process SAODATA for PS22nnnD and PS22nnnS. Select the process SAOTEXT for PS85000A,B,C and PS86nnnA,B
4. When prompted for the file name, enter the HP\_UX file name. Only use the HP-UX file names listed below, which were created by the Job Group PG830R (State Auditor’s Extract).
  - **Note:** “nnn” represents your college code.
  - **Note:** the file extension must be typed in lower case e.g. **.dbf**

HP-UX Filename	PC Filename	Description	FMS Menu Program
PS22nnnD.dbf	C:\SAO1718\PS22nnnD.dbf	Detail of Wages by Employee–by type	SAODATA
PS22nnnS.dbf	C:\SAO1718\PS22nnnS.dbf	Summary of Wages by Employee–by type	SAODATA
PS85nnnA	C:\SAO1718\PS85nnnA.txt	Duplicate Bank Accounts	SAOTEXT
PS85nnnB	C:\SAO1718\PS85nnnB.txt	Duplicate Addresses	SAOTEXT
PS85nnnC	C:\SAO1718\PS85nnnC.txt	Employee Recorded as Vendor	SAOTEXT
PS86nnnA	C:\SAO1718\PS86nnnA.txt	Vendor Tax ID matches Employee ID	SAOTEXT
PS86nnnB	C:\SAO1718\PS86nnnB.txt	Employee Name Similar to Vendor Name	SAOTEXT

5. Follow the same process as you did when downloading the FMS files in Step 6 above.
  - **Note:** the file extension must be typed in lower case e.g. **.dbf**
6. Repeat the file transfer process until the last file has been downloaded then, in response to “Do you wish to process another file?” type N (No).

### **Step 2-C: In Excel, open each file created to ensure the file contains valid data.**

- **Note:** the files need to be opened in Excel, (not Access). They should open into a spreadsheet and all you are looking to confirm is that there is data in the file and it is not blank.

### **Step 3: Compress the files**

Use compression software (such as Winzip) to compress the files into a ZIP file format. Combining all files into one ZIP file will speed the upload process.

- Name your ZIP file using the following format (no blank spaces or special characters):
  - DistrictCode\_SchoolYear\_AnyNameYouWantHere.zip
  - For example, Seattle Community Colleges 2017-18 data would be:
    - 060\_1718\_SCCD.zip, or
    - 060\_1718\_SeattleCommunity
- The Secure Transfer site has enhanced security and automatically encrypts the data as it is being uploaded.

### **Step 4: Upload the files**

We are using the Washington State Auditor's Secure File Transfer site. If you have previously registered on the SAO SFT site, follow the instructions for Previously Registered Account. If you have not previously used the SAO SFT site, follow the instructions for Registering Your Account.

#### Previously Registered Account

When you are ready to transmit your files, log in to the site: <https://wasao.accellion.net>. Enter your E-mail address and password. If you forgot your password, you can click on the Forgot password link. The steps below walk you through the process of sending your files.

#### Sending Files

1. Log in to the site: <https://wasao.accellion.net>
2. Enter [lindholt@sao.wa.gov](mailto:lindholt@sao.wa.gov) in the TO: box and fill in a Subject.
3. Click [Browse] and select the file(s) to transfer. You may add comments, if desired.
4. Click [Send].

#### Registering Your Account

1. E-mail [lindholt@sao.wa.gov](mailto:lindholt@sao.wa.gov) and request an invitation to the secure file transfer site.
2. Upon receiving your e-mail inviting you to register for the SAO Secure File Transfer, click the link to accept the invitation which takes you to the Register New User page.
3. Choose a password. (The password needs to be at least 8 characters long and contain at least 1 number, 1 uppercase alphabet.)
4. Click [Register]. On the next screen click [OK].
5. If you are ready to send your files now, proceed to step 2 in the section above. If not, logout and follow the steps in the section above when you are ready to send the files.

If you have any questions about the file transfer process or need assistance transmitting your files, please don't hesitate to contact Tara Lindholm at [lindholt@sao.wa.gov](mailto:lindholt@sao.wa.gov), 360-725-5425.