

Before you begin.....

Attached are the instructions for the USAS system to automatically assign the receipt numbers (the receipt numbers will not be entered in on the spreadsheet).

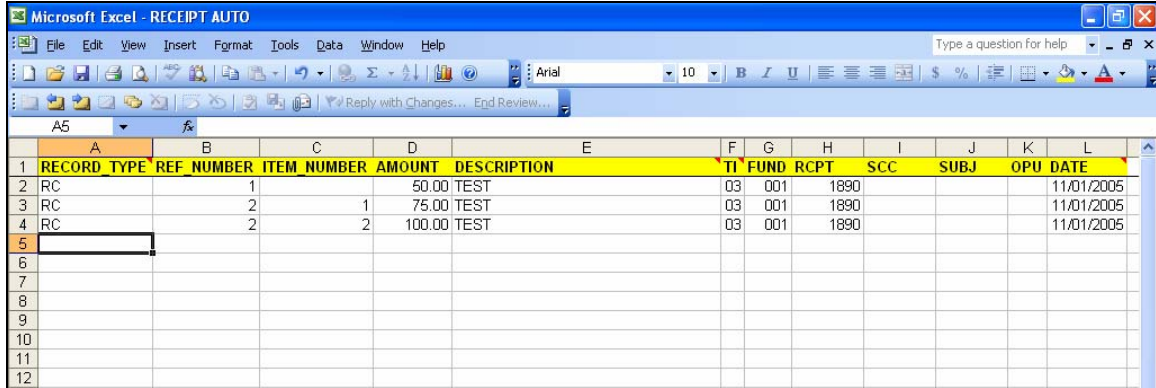
The instructions on the following two pages may be given to your staff. You may customize steps 2 and 3 for your district (how to name the file, where to save the file and who to email the file to).

If a date is not entered on the spreadsheet, the date entered in the **Posting Date** field in AUTOPOST will be the assigned date.

If a date is entered on the spreadsheet, it will override the date entered in the **Posting Date** field in AUTOPOST.

Using Excel to Load Receipts (System Assigns Receipt Numbers)

If the USAS system is automatically assigning receipt numbers, the fields in the Excel template must be filled in as follows:



	A	B	C	D	E	F	G	H	I	J	K	L
1	RECORD_TYPE	REF_NUMBER	ITEM_NUMBER	AMOUNT	DESCRIPTION	TI	FUND	RCPT	SCC	SUBJ	OPU	DATE
2	RC	1		50.00	TEST	03	001	1890				11/01/2005
3	RC	2	1	75.00	TEST	03	001	1890				11/01/2005
4	RC	2	2	100.00	TEST	03	001	1890				11/01/2005
5												
6												
7												
8												
9												
10												
11												
12												

RECORD_TYPE: Enter RC. Must be uppercase.

REF_NUMBER: Enter a 1 for the first receipt, a 2 for the second receipt, etc. If there are multiple item numbers for one receipt, the **REF_NUMBER** remains the same (see example above).

ITEM_NUMBER: If entering more than one item for a receipt, this must be filled in accordingly. This may be left blank if there is only one item per receipt number.

AMOUNT: Enter in the item amount of the receipt item.

DESCRIPTION: Enter in the receipt description.

TI: Must be 03 for a receipt. Make sure the leading zero appears.

FUND: Enter in the corresponding fund code. Make sure the leading zeroes appear.

RCPT: Enter in the corresponding receipt code. It must be 4 characters in length.

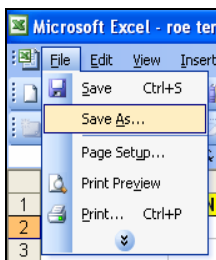
SCC: Fill in if applicable. If data is entered, it must be 4 characters in length.

SUBJECT: Fill in if applicable. If data is entered, it must be 6 characters in length.

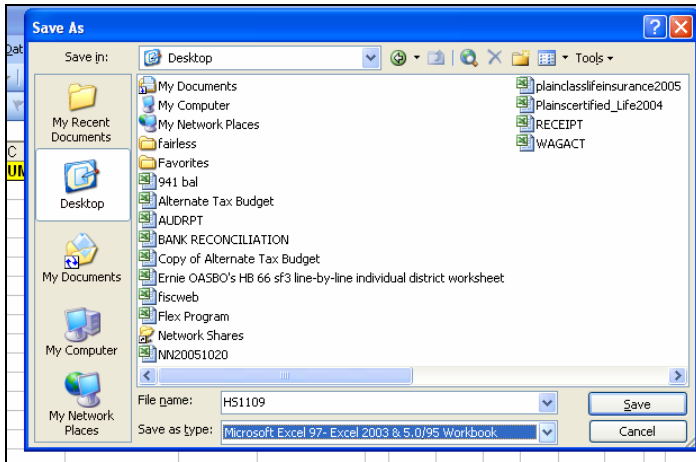
OPU: Fill in if applicable. If data is entered, it must be 3 characters in length.

DATE: Fill in if applicable. Must be entered as MM/DD/YYYY (slashes must be entered).

1. Once you have entered all of the data in to the spreadsheet, you must do a **File, Save As:**



2. Name the file accordingly (HS11052005) and save as an Excel file (note where you are saving it to – Desktop, server, etc).



3. Send the file to the Treasurer's office.