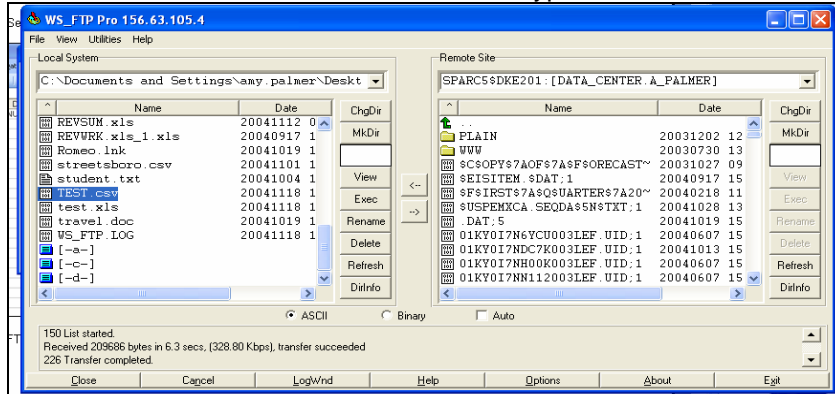


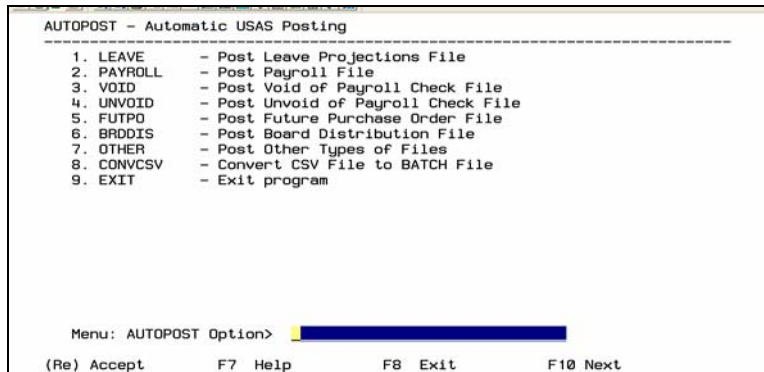
Using AUTOPOST to Load CSV Files

The following steps should be performed by someone in the Treasurer's office.

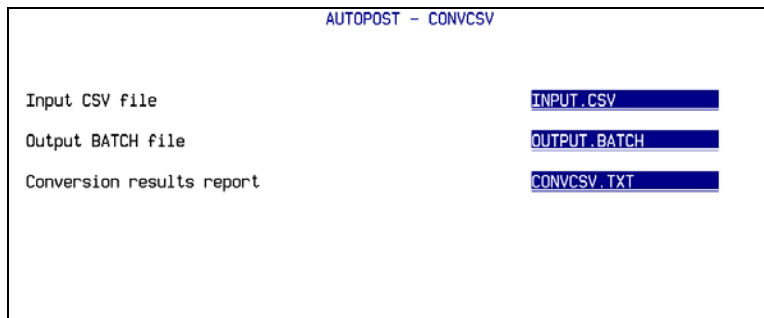
1. Save the Excel file as a CSV (File and Save As). Keep a copy of the original template.
2. FTP the CSV file using your FTP Client or the File -> Transfer option in Reflections. The file must be transferred as an ASCII file type:



3. Log in to your NEOnet account.
4. At the MENU>, type in AUTOPOST and press enter.
5. Select **CONVCSV** from the menu:



6. Enter in the file name (you may press F7 in the **Input CSV file** field for a listing of files). The default information in the Output BATCH file and Conversion results report fields do not need to be changed.



7. Hit enter twice to convert the file. The following screen will appear:

```

Completed
Program execution completed
Continue Scroll Up Scroll Down Save Log
Input CSV
Program Execution

TEST.CSV was successfully converted to OUTPUT.BATCH.

Converted BATCH file is OUTPUT.BATCH.

Conversion report file is CONVCSV.TXT.

```

8. From the AUTOPOST menu, select **OTHER**:

```

AUTOPOST - Automatic USAS Posting
-----
1. LEAVE      - Post Leave Projections File
2. PAYROLL   - Post Payroll File
3. VOID      - Post Void of Payroll Check File
4. UNVOID    - Post Unvoid of Payroll Check File
5. FUTPO     - Post Future Purchase Order File
6. BRDDIS    - Post Board Distribution File
7. OTHER     - Post Other Types of Files
8. CONVCSV   - Convert CSV File to BATCH File
9. EXIT      - Exit program

Menu: AUTOPOST Option>
(Re) Accept      F7 Help      F8 Exit      F10 Next

```

9. Fill in the Batch File Name (you may press F7 for a listing of files).

```

AUTOPOST - Other
Report File Specifications:
Summary report file      AUTOPOST_OTHER.TXT
Error report file       AUTOERR_OTHER.TXT
Print options page      Y

Processing Options:
Files to process         OUTPUT.BATCH

Actual posting or validate only  V
Require exclusive file access   Y

Posting Options:
Posting date 11/10/2005
Beginning numbers: PO 9990012 Check Rcpt/Red/Ref 100027 Req
Allow negative account balances: Budget Y Appropriation Y
Leave new account descriptions blank? Y

```

10. Fill in the Actual posting or validate only field accordingly (V for validate and A for actual).
11. If you select V, you will have to re-run Other for A (actual) once you have verified the information.
12. **It is recommended to Validate** first to ensure that there are no errors.
13. If you filled in the date on the spreadsheet, it will override the date entered on the **Posting Date** field (for receipts and reduction of expenditures only). The **Posting Date** must be a date within the current processing month. It will default to the current date.

14. Make sure the Rcpt/Red/Ref field is blank if the transaction (receipt, requisition or reduction of expenditure) numbers are manually entered in on the spreadsheet. If the system is automatically assigning the transaction (receipt, requisition or reduction of expenditure) numbers, fill in the **Rcpt/Red/Ref** with the beginning transaction number.
15. Press enter to execute the program. If it encounters errors, you will receive an error report. Please verify the information. If it processed correctly, verify the AUTOPOST_OTHER.TXT.
16. If there are errors, an AUTOERR_OTHER.TXT report will generate. View the report. Do not make the corrections in the CSV file. Make you corrections in the original Excel file and save the file (it will be as an Excel file). Once the corrections are made, save the file as a .CSV (File and Save As) and FTP it again. Repeat steps 4-15.
17. Run a RECLEDE using transaction numbers that were assigned to verify that everything posted correctly (or the report of your choice).