

**2012 Financial Year-End Discussion Items  
Handout 1**

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2012 Financial Year-End Discussion Items

Regional Data Services, Inc.

\* Report Finder \*

Report Finder is a tool developed to assist in locating one or more reports that either have been run in the past or might have data needed on a report. To use this, there is an access field at the bottom left corner of each Master Menu. You will see Report Finder \_ (X). To access Report Finder, simply place an 'X' to the right of the words 'Report Finder' and press ENTER. The following screen will be displayed.

---

\* \* Report Finder \* \*  
Financial

This process allows for searching for a report based upon a keyword or subject specified. Upon search completion, a list of report(s) and where they are located will be displayed.

Keyword/Subject: \_\_\_\_\_

(Blank = All Reports)

Search Field: B (F=Function Name,  
D=Report Description,  
B=Both)

Excel File Options Only: N (Y=Yes, N=No)

Electronic File Options Only: N (Y=Yes, N=No)

When printing, what should print?: B (F=Function Name Only,  
B=Both Function Name & Descriptions)

---

ENTER=Validate, F9=Print Report Finder, F24=Help, F16=Exit

---

To search for a report there are some selection options available.

**Keyword/Subject:**

This field allows for indicating a keyword or subject to be searched for. From 1-30 characters can be specified. The system will scan the reports defined and display any reports that have the exact characters in their report definition or function name. Leaving this blank will display all available reports.

For example: To search for reports that have a telephone # on it, indicate 'phone' in the keyword (without the quotes) and press ENTER.

**Excel File Options Only:** N (Y=Yes, N=No)

This field allows for indicating whether only report processes that also create an Excel file of the data should be displayed. Valid entries are:

Y = Yes

N = No

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**Regional Data Services, Inc.**

**\* Report Finder \***

**Electronic File Options Only:**

This field allows for indicating whether only report processes that also create an electronic file for submission to a State agency, Federal agency, bank, insurance company, etc. should be displayed. Valid entries are:

Y = Yes

N = No

Once the options have been specified, press ENTER. The system will validate the entries made. Any errors will be highlighted in red and a message will be displayed at the bottom of the screen. If no errors exist, the report finder results will be displayed.

F9 is available to print a list of the reports, based upon the keyword or subject and Excel/Electronic file options.

---

\* Report Finder Results \*  
Financial

<u>Fnc</u>	<u>System</u>	<u>Function Name</u>	<u>Fkey Path</u>
1	Financial	Print Chart of Accounts *	F1-3
2	Financial	Print Encumbered vs Xfer NY	F1-4
3	Financial	Print Expenditure Detail	F1-5
4	Financial	Print Grant Information	F1-6
5	Financial	Print Appropriation Transfers	F1-9
6	Financial	Print Responsibility Cds	F1-23
7	Financial	Print P.O. Forms	F2-5
8	Financial	Print Carry-Fwd P.O.'s	F2-6
9	Financial	Print Cancelled P.O.'s	F2-7
10	Financial	Print P.O. List	F2-8
11	Financial	Print Open P.O.'s by Age	F2-9
12	Financial	Print Outstanding Receiving	F2-17
13	Financial	Print Fixed Asset Tag Items	F2-18
14	Financial	Print Received Items	F2-20
15	Financial	Print Vendor Descriptions	F2-23-2

---

ENTER=More Reports, F24=Help, F16=Exit

---

This screen displays the results of the report finder search. Refer to the following field descriptions below.

**Fnc:**

This column displays the function key that can be pressed or clicked to display the details for the report specified to its right.

**System:**

This column indicates the system in which the report is located.

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### Regional Data Services, Inc.

#### \* Report Finder \*

**Function Name:**

This column indicates the function name on the menu where the report is located.

**Fkey Path:**

This column indicates the functions keys, within the system, that would be used to run the specified report.

To view a description of the report, simply press the function key located to the left of the system. A secondary screen will be displayed with the report

description

description.

---

\* Report Finder Results \*

<u>System</u>	<u>Function Name</u>	<u>Fkey Path</u>
Financial	Print Chart of Accounts *	F1-3

Generates a report identified as Chart of Budget Accounts. This lists the accounting method, account #, account title, account's begin date, account's end date, account's final date, status, the original appropriation, the adjusted budget, the account's balance. The dollar amounts are based upon selection options when running the report.

Excel Option: Y

Electronic File: N

ENTER=Prior, F24=Help, F16=Exit

---

This screen shows the specific report selected. Again you will see the system where the report is located, the function name used to run the report and the function keys needed to execute the report.

The center area of the screen describes the report indicating the fields of information that appears on the report.

At the bottom of the screen there are two indicators. The first one indicates if the reporting option generates an Excel file of the data on the report. A 'Y' to the right indicates 'Yes'. An 'N' to the right indicates 'No'. The second one indicates if the reporting option generates an electronic file. When an electronic file is generated, it is based upon a predefined record layout. For example, W2's require an electronic file be created for submission to the Federal government. A 'Y' to the right indicates 'Yes'. An 'N' to the right indicate 'No'.

## 2012 Financial Year-End Discussion Items

### Regional Data Services, Inc.

#### \* Transaction Locating \*

During the course of a month or year-end balancing process, there may be times when the financial reports or monthly reconciliation do not match your bank statements. Below are some suggestions for locating the difference.

1) Make sure that check reconciliation is completed for the month being balanced. If any reconciliation discrepancies occur, make sure they get recorded in the system or record them as reconciling items.

2) Use F9-4-9 Print Selected Audit Records to attempt to locate the balancing difference. When using this option, consider the following:

a) Always use a transaction date range of the first day of the accounting year through the month/year-end date being balanced. Also, indicate an 'O' in the 'Record Type' field. This will only include transactions that have not been balanced and closed in a prior month.

b) Indicate in the 'Amount(s)' field the amount of the difference as a positive amount and a negative amount. Also, if the amount divides even by 2, indicate that amount as a positive amount and a negative amount.

c) If the balancing difference is for a certain fund only, indicate that fund in the 'Acc.#/Piece' field.

d) In the 'Bank ID(s)' field, indicate the bank code with the discrepancy.

After making the entries, press ENTER twice to run the report. If a 'no match' occurs, continue on to suggestion 3. If the system did find transactions with the amounts specified, review those transactions to determine if they are correct or if they do not appear on the bank statement.

3) Use F1-1 Budget Inquiry, F5-1 Revenue Inquiry or F11-1 G/L Inquiry then F12 for Detail Transactions. When using this option, consider the following:

a) Using F23=Skip/Limit, when balancing, always indicate an '0' in the 'Type of transactions' field. This will only include transactions that have not been balanced and closed in a prior month.

After making the entries, press ENTER and the transaction detail screen will be displayed. If no transactions are displayed that are determined to affect the balancing process, continue on to suggestion 4.

4) After completing suggestions 1-3 and nothing has been identified, you will need to return to the reconciliation process with the bank statement. If the system did find transactions with the amounts specified, review those transactions to determine if they are correct or if they do not appear on the bank statement.

## 2012 Financial Year-End Discussion Items

### Regional Data Services, Inc.

#### \* Automatic e-Forms Notifications \*

The system has been set up to now allow for automatically notifying users that they have forms to be approved. This notification is done on the menus in the systems.

In addition, the user that processes the fully approved forms can also be automatically notified. To use the automatic notification process, a user must be set up in security to receive notification. To do this, go to the System Security Menu, then F8 for Security DBMS. The following screen will be displayed.

---

#### System Security Database Management

Optionally, indicate parameters to restrict the display to only those employees matching the criteria specified:

User ID: \_\_\_\_\_ Class: \_\_ Job: \_\_\_\_ Status: A  
Emp.#: \_\_\_\_\_ Hours by Date: \_  
Work Loc: \_\_\_\_\_ Pay Loc: \_\_\_\_ O.K. an Over-Expense: \_  
Fund: \_\_\_\_ GUI User: \_  
Appr Users Only: Y (Y/N) Admins Only?: N (Y/N)

----- Options -----

F01. Hours by Date (Misc) \_\_\_\_\_ F02. OK an Over Expense (Misc) \_\_\_\_\_

F03. Menu View (System Access) \_\_\_\_\_ F04. Act/Ttl/PD Time Field (Misc) \_\_\_\_\_

F05. Trip Notify/Approve Level\_\_\_\_ F06. PO Req Notify/Approve Level\_\_\_\_  
 F07. Stk Req Notify/Approve Level\_\_\_\_ F08. JE Req Notify/Approve Level\_\_\_\_  
 F09. View S.S.#\_\_\_\_\_

F24=Help, F16=Exit

Depending on the notification to be set up, F05 - F08 allow for maintaining approval levels/notification. As an example, to set up purchase order requisition approval notifications, press F06. To display only those users that are currently indicated as an approver, a 'Y' should be in the 'Appr Users Only' field. The following screen will display.

System Security Database Management  
 PO Req Notify/Approval

Emp.#	S	User Name	Cl	Menu	Notify App Level	User ID
13	A	ANDY KAPITAN	9	-	A	AK
1362	A	DEBBIE JOHNSON	5	-	A	DLS
	A	GEORGE WASHINGTON		-	A	GAW
	A	JOHN HARRINGTON		-	1	JHH
	A	VASAITIS, JENNA		1	1	JLH
	A	JONES, LYNDA		A	A	LJJ
	A	JONES, LYNDA		-	A	LJJDOC
	A	REGIONAL DATA		-	1	RDS

ENTER=Update & Next, F5=Next Page, F24=Help, F16=Exit

2012 Financial Year-End Discussion Items

Regional Data Services, Inc.

\* Automatic e-Forms Notifications \*

This screen allows for maintaining both the approval level and the menu notification settings.

Once a user has been set up for automatic notifications, the notifications will automatically appear on an menu the user accesses. A sample of a menu notification is below.

Payroll Master Menu

RDS SCHOOL CORPORATION

Monday 10/17/11

- |                                     |                                    |
|-------------------------------------|------------------------------------|
| F01. Setup Menu_____                | F12. Disp/Upd Payroll Monitor_____ |
| F02. Display/Update Menu_____       | F13. Early Retirement Menu_____    |
| F03. Check/Direct Deposit Menu_____ | F14. Special Functions Menu_____   |
|                                     | F17. Financial Access Menu_____    |
| F05. Mnth/Qtr/Annual Reports Menu__ |                                    |
|                                     | F19. Display Employed Statistics__ |
| F07. Forms Distribution Menu_____   |                                    |
| F08. Reports & Labels Menu_____     | F21. User Report Dev Menu_____     |
| F09. Desc/Deds/Company Menu_____    |                                    |
| F10. Transportation Menu_____       | F23. Lock/Unlock Payroll_____      |
| F11. Check Reconciliation Menu_____ | F24. Lock/Unlock Earngs Forecast__ |
| F15. Display Print Files_____       | F16. Exit_____                     |

ENTER=View any of your 17 new e-forms on file,

As you can see, there is a blinking line that indicates 'ENTER=View any of your 17 new e-forms on file'. This is indicating that e-forms have been sent to you for approval. Or, if you are the person that is to receive approved forms, then this is indicating that you have received fully approved e-forms. Pressing ENTER will display the following screen.

2012 Financial Year-End Discussion Items

Regional Data Services, Inc.

\* Automatic e-Forms Notifications \*

e-Form Correspondence

<u>Enc</u>	<u>Entry Date</u>	<u>e-Form Type</u>	<u>Document #</u>	<u>Received From</u>	<u>Location Name/ Employee Name</u>	<u>Del</u>
F01.	09/27/11	Name/Addr Chng.	21	Patti Brasher	Johnson, Lorie M	_
F02.	09/19/11	Pers Req Apprvl	12	Patti Brasher	Franklin, Deborah L	
F03.	09/12/11	Trip Approval	9526	Patti Brasher	High School	
F04.	09/07/11	Name/Addr Chng.	17	Lynda Jones	Arthurs, Catherine A.	_
F05.	09/07/11	Name/Addr Chng.	15	Patti Brasher	Jones, Jerri-A	_
F06.	09/07/11	Name/Addr Chng.	11	Lynda Jones	Adams, Pamela	_
F07.	09/07/11	Name/Addr Chng.	10	Patti Brasher	Brooks, Norma	_
F08.	07/06/11	Pers Req Apprvl	11	Patti Brasher	Adams, Pamela	
F09.	07/01/11	Pers Req Apprvl	10	Lynda Jones	Smith, Sylvia	
F10.	06/30/11	Leav Req Apprvl	20	Patti Brasher	Brasher, Patricia	

(For \*, +, or # in last position of last name, refer to F24 Help)

ENTER=Delete, F21=Next, F24=Help, F16=Exit

This screen indicates the forms that are ready for approval or review. There are several different forms that could appear for approval. Refer to the following for details on managing this screen.

\* \* I M P O R T A N T \* \*

For Personnel Requests Only

If the last position of the name listed has either an '\*', '+' or '#', this means:

- '\*' = indicates an interview has been scheduled.
- '+' = posting timeline has been specified and is not yet expired.
- '#' = posting timeline has expired.

Currently, there are several different e-forms that could be processed in the system. The 'e-Form Type' column will reflect what type of forms you have to be reviewed or processed. Valid entries found under the 'e-Form Type' column are defined as follows:

defined as follows.

**Status Change:**

A status change e-form has been filed on the system for you to review.

**Pers Req Apprvl or ECA P/R Apprvl:**

A personnel request e-form has been filed on the system for you to approve.

**Pers Req Return or ECA P/R Return:**

A personnel request e-form has been returned to you. It should be reviewed and corrected or canceled, as necessary.

**Leav Req Apprvl:**

A leave request e-form has been filed on the system for you to approve.

**Leav Req Return:**

A leave request e-form has been returned to you. It should be reviewed and corrected or canceled, as necessary.

**Change Document:**

A change document e-form has been filed on the system for you to review.

**2012 Financial Year-End Discussion Items**

**Regional Data Services, Inc.**

**\* Automatic e-Forms Notifications \***

**Name/Addr Chng.:**

A name/address/phone/marital change request e-form has been filed on the system for you to review.

**Misc/Emer Chng.:**

A miscellaneous/emergency change request e-form has been filed on the system for you to review.

**New Trip Rqst.:**

A new trip request e-form has been filed on the system for you to review.

**Trip Approval:**

A trip request e-form has been filed on the system for you to approve.

**New PO Rqst.:**

A new PO requisition e-form has been filed on the system for you to review.

**PO Rqst Apprvl:**

A PO requisition e-form has been filed on the system for you to approve.

**Rqst Ok for PO:**

A PO requisition e-form has been filed on the system for you to turn an approved purchase requisition into a purchase order.

**New Stock Rqst.:**

A new stock requisition e-form has been filed on the system for you to review.

**Stk Rqst Apprvl:**

A stock requisition e-form has been filed on the system for you to approve.

**New Contract:**

A new contract has been added for an employee for you to review.

**Contract Change:**

An employee's contract has been changed and is ready for you to review.

**New Claim:**

A new claim e-form has been filed on the system for you to review.

**Claim Approval:**

A claim e-form has been filed on the system for you to approve.

**\* \* V E R Y I M P O R T A N T \* \***



The system will manage the e-form correspondence automatically for you. Once you have reviewed or processed an e-form correspondence, the system will maintain them as 'old e-forms' for seven (7) days. After seven (7) days, that e-form notification will be deleted. However, the document associated to it will continue to remain on the system.

There is some e-form correspondence which you will have the option to delete the correspondence for that off of the system. Doing this does NOT delete the actual e-form on file, only the notification of the e-form. To delete a notification, simply place a 'Y' under the 'Del' column for one(s) you wish to delete. If there is no line for you to enter a 'Y', then you cannot remove the notification until you have approved or reviewed the e-form.

To review a particular e-form, simply press the function key located to the left of the document to be reviewed.

F16 may be pressed at any time to exit the notification screen.

## 2012 Financial Year-End Discussion Items

### Regional Data Services, Inc.

#### \* iSeries Control Menu \*

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#### iSeries Control Menu

COMMUNITY SCHOOL CORP.

Wednesday 09/12/12

iSeries User Profile Menu .....	F1	Display iSeries Settings .....	F12
Print System User Guides .....	F2	Display iSeries O/S Version ...	F13
		Display Tape Devices .....	F14
Object Conversion .....	F4	Vary Lines Off/On .....	F17
		Work with Scheduled Jobs .....	F18
		Work with User Jobs .....	F19
		Work with Prestart Jobs .....	F20
Grant Object Authority .....	F8	Work with Printers .....	F21
Check System Job Log .....	F9	Display Workstation Msgs .....	F22
Display Backup Status .....	F10	Display Operator Msgs .....	F23
Display Storage Utilization ...	F11	Send Message to Users .....	F24
Display Print Files .....	F15	Exit .....	F16

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#### iSeries User Profile Menu

RDSDEV REGIONAL DATA SERVICES 014-031

Wednesday 09/12/12

Create a New User Profile .....	F1
Change a User Profile .....	F2
Disable a User Profile .....	F3
Enable a User Profile .....	F4
Delete a User Profile .....	F5
Print User Profiles .....	F6
Change a User's Password .....	F7

Create Profiles from Excel .... F10  
Create RDS Sec. from Excel .... F11

Display Print Files ..... F15 Exit ..... F16

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These options are administrative tools provided to assist in managing the iSeries processes.

## 2012 Financial Year-End Discussion Items

### Regional Data Services, Inc.

#### \* Miscellaneous Items \*

Following items have been added to the Financial system in the 4th quarter of 2012.

- a) The ability now exists to control bank code usage between finance and payroll. Using the option to Maintain Bank File, F8-9-1, there is a new field called 'Restrict to' which can be set to an 'F' indicating the bank can only be used for financial transactions or a 'P' indicating the bank can only be used to payroll transactions.
- b) Year-End Instructions have now been added as F24 from the Financial Master Menu.
- c) The ability now exists for setting up user-defined dates, questions and codes for use in Vendor Maintenance. Up to 10 dates can be defined, up to 10 questions can be defined and up to 10 codes can be defined. A report can be generated in F2-23-3. These fields can be maintained in mass through DBMS User-Defined Menu (F2-23-4).
- d) The ability now exists for setting up user-defined dates, questions and codes for use in Source Maintenance. Up to 10 dates can be defined, up to 10 questions can be defined and up to 10 codes can be defined. A report can be generated in F6-23. These fields can be maintained in mass through DBMS User-Defined Menu (F6-19).

Reminder:

When using the RDS iSeries application software, please do not 'X' out of the system. Instead, use F16 to back out of the software and then signoff.

## 2012 Financial Year-End Discussion Items

### Regional Data Services, Inc.

#### \* Indiana Gateway \*

The Gateway process is a set of programs that can be used to generate files for upload to the Gateway website. The files that can be generated are for the State Form 1, State Form 2 and the annual report.

#### Create Forms 1 & 2 Upload:

---

The creation of the files for the Form 1 and the Form 2 can be done using F18-1 from the Financial Master Menu.

\* \* V E R Y I M P O R T A N T \* \*

Before using this process, consider the following:

Be sure that you have all of the appropriate cross-walks set up for any fund, expenditure account or receipt account, as needed. This can be done in one of two ways; either use F10-1 to Maintain the Account Master Description file or use F22 for the Account Master DBMS on the Gateway Menu. To maintain cross-walks for funds, you must maintain type 02 pieces. Minimally, you will at least need to indicate if a fund follows state standards or not.

This process will generate all 5 of the 5 files needed for the annual report upload to the DLGF Gateway. These files include:

- 1) GATEB001 in FARDATA: Temporary file holding contact data. This file must be transferred to your PC and then merged with each of the files to be uploaded before doing the upload submission.
- 2) GATEB002 in FARDATA: Fund File
- 3) GATEB003 in FARDATA: Department File
- 4) GATEB004 in FARDATA: Fund/Department File  
\* For schools the department represents account categories \*
- 5) GATEB005 in FARDATA: Form 1
- 6) GATEB006 in FARDATA: Form 2

VERY IMPORTANT THAT YOU BALANCE THE AMOUNTS IN THE FILES GENERATED  
TO THE YEAR-END BEING REPORTED!!

This process can be run for any accounting year. Prior to submitting the budget upload to the State Gateway, you should have balanced the information being reported.

Input to the creation of these files can either be done by using the live budget and revenue files or by using forecast files. You can use a budget forecast file for the Form 1 and you can use a revenue forecast file for the Form 2. When using a budget forecast file, the system will use the new budget field as the published budget and will use the board approved budget as the adopted budget.

Once the files have been generated, you can view them and/or print them using F18-2 from the Financial Master Menu. This option also provides important information regarding the upload requirements.

**\* Indiana Gateway \***

Below is a list of files generated. Five of the six files listed require that they be uploaded to the Gateway. The contact file (GATEB001) should NOT be uploaded individually. Each of the other files has the contact information as the first record in the file.

<b>*--- iSeries Gateway File Names ---*</b>	<b>*----- PC Gateway File Names -----*</b>
GATEB001 = Contact File	GATEB001 = Merge with other files
GATEB002 = Fund File	GATEB002 = FUNDS
GATEB003 = Department File	GATEB003 = DEPTS
GATEB004 = Fund/Department File	GATEB004 = FUNDDEPT
GATEB005 = Form 1 File	GATEB005 = FORM1
GATEB006 = Form 2 File	GATEB006 = FORM2

These files must be transferred to your PC with the indicated names.  
Once on your PC, you can upload them to the Gateway.

The names of the files in the right column indicate the required names per the State. The files must be downloaded to a PC and called the exact name indicated (all caps and no extension or all caps plus .txt).

**How to transfer to your PC, Merge and Upload files.**

Once you have run F18-1, you will want to view and balance your results by printing the reports in F18-2 F9=Print All.

When you are ready to transfer to your PC, click on your start menu, choose All Programs, then IBM iSeries Access for Windows, then Data Transfer From iSeries Server.

**iSeries**

System Name: is going to be either your IP Address of your system or the name of your iSeries system.

File Name: fardata/gateb001

**PC**

Output Device: File

File Name: Use the Browse button to find a location in which you would like to save the file created. Wherever you decide to save the file, you will need to type the name.txt and click Open. For example, if you click Browse and find your desktop, then at the bottom in the File Name you will type contacts.txt and click open.

**Click Details**

Make sure 'Overwrite existing file' is selected  
The File Type is ASCII Text

**2012 Financial Year-End Discussion Items**

**Regional Data Services, Inc.**

**\* Indiana Gateway \***

**\* \* \* V E R Y I M P O R T A N T \* \* \***

To the right of the file type, click Details then

1) Make sure to UNCHECK Truncate spaces from end of records

- 1) Make sure to UNCHECK Truncate spaces from end of records
- 2) Make sure to UNCHECK Pad numeric fields with leading zeros
- 3) DO CHECK Include end of file indicator

Click OK

Translate server data to "ASCII"

Uncheck "Save Transfer Description" at the bottom

Click OK

Click Transfer data from iSeries

You will need to do this process 6 times. Each time changing the filename from the iSeries and the file name being created. For example, the second time you run this you will pull FARDATA/GATEB002 and change the name of the file you are creating to be forms.txt

Copy in header row.

Once all 6 files are transferred, you will need to right click on the contacts.txt file and say open with Notepad. Select everything from the first position to the end of file indicator and choose to Copy.

Then, open each file individually. Right click on funds.txt and say open with Notepad. Put your cursor to the right of the word FUNDS on the first row, and paste in the header record. There may be some extra spaces that need to be erased, so make sure that there are ONLY 10 characters from FUNDS to the year 2013 in the file. Only 5 spaces should be between the two words. Delete any extra spaces. Save the changes to the funds.txt file and you should be ready to upload that file.

Next, right click on depts.txt and choose open with Notepad. Paste in the same header record. Make sure to delete any extra spaces between DEPTS and 2013. It should be exactly DEPTS 2013... with 5 spaces.

Once all 5 files have the header record copied in and saved, you are ready to upload to the gateway.

### Create Annual Report Upload:

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The creation of the files for the annual report can be done using F18-23 from the Financial Master Menu.

## 2012 Financial Year-End Discussion Items

**Regional Data Services, Inc.**

**\* Indiana Gateway \***

**\* \* V E R Y I M P O R T A N T \* \***

**Before using this process, consider the following:**

Be sure that you have all of the appropriate cross-walks setup for any fund, expenditure account or receipt account, as needed. This can be done in one of two ways; either use F10-1 to Maintain the Account Master Description file or use F22 for the Account Master DBMS on the Gateway Menu. To maintain cross-walks for funds, you must maintain type 02 pieces. Minimally, you will at least need to indicate if a fund follows state standards or not.

This process will generate 4 of the 5 files needed for the annual report upload to the SBOA Gateway. These files include:

- 1) GATE0002 in FARDATA: Beginning Cash & Investments
- 2) GATE0003 in FARDATA: Disbursements
- 3) GATE0004 in FARDATA: Receipts
- 4) GATE0005 in FARDATA: Departments (Not for Schools)

The Contact file can be maintained in the View/Modify Annual Upload option using View/print Annual Upload, F18-24.

This process can be run for any month/year end period for review and pre-balancing. However, before submitting the annual upload to the State Gateway, you should have balanced and closed the accounting year being reported.

VERY IMPORTANT THAT YOU BALANCE THE AMOUNTS IN THE FILES GENERATED  
TO THE YEAR-END BEING REPORTED!!

Input to the creation of these files is from the month-end closing files for the month/year being reported. The beginning cash and investments are obtained from the year-end BANKM file from the previous accounting year. The disbursements are obtained from the month-end EXPENSEM file. And, the receipts are obtained from the month-end REVENUEM file.

Once the files have been generated, you can view them and/or print them using F18-24 from the Financial Master Menu. This option also provides important information regarding the upload requirements.

Below is a list of files generated. All four files listed require that they be uploaded to the Gateway.

## 2012 Financial Year-End Discussion Items

### Regional Data Services, Inc.

#### \* Indiana Gateway \*

*--- iSeries Gateway File Names ---*	*----- PC Gateway File Names -----*
GATE0001 = Contact File	GATE0001 = contact.txt
GATE0002 = Beginning Balances File	GATE0002 = begbal.txt
GATE0003 = Disbursement File	GATE0003 = disburse.txt
GATE0004 = Receipt File	GATE0004 = receipts.txt

These files must be transferred to your PC with the indicated names.  
Once on your PC, you can upload them to the Gateway.

The names of the files in the right column indicate the required names per the State. The files must be downloaded to a PC and called the exact name indicated (including the .txt extension).

