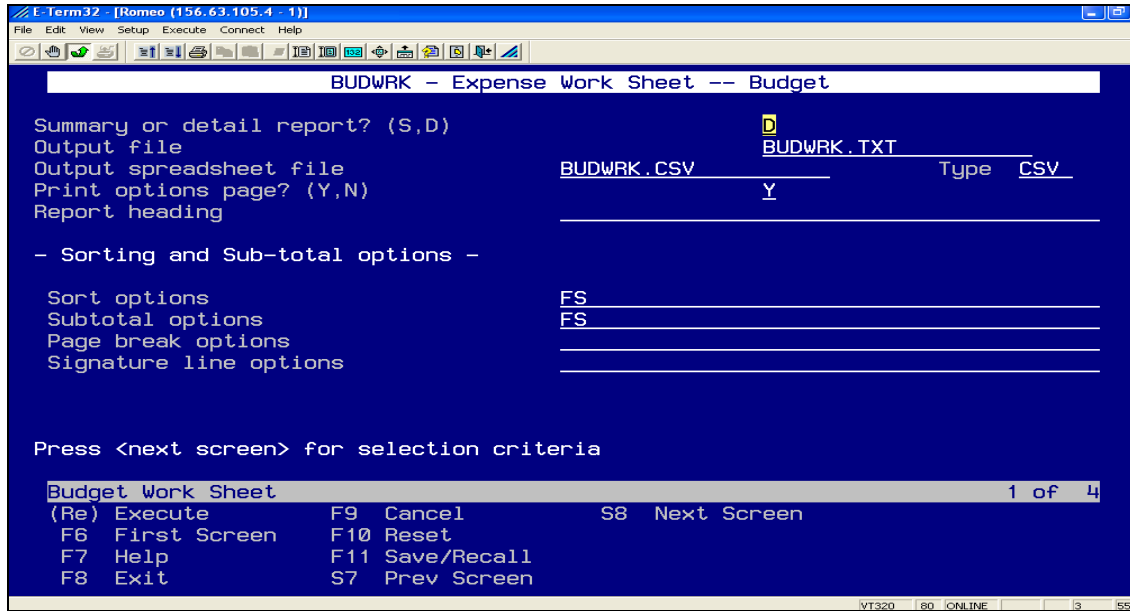# Loading BUDWRK/REVWRK Using NYPLOAD/IABLOAD

1. Run the budwrk or revwrk program for the funds you want to include:


2. Make sure it's the **Detail Report** and the **Output spreadsheet file** is filled in. We recommend an extension of **CSV**. You can go to screen two of the budwrk (or revwrk) to include/exclude certain accounts.

3. FTP the budwrk.csv to your computer desktop (or whichever location you prefer) as **ASCII**.
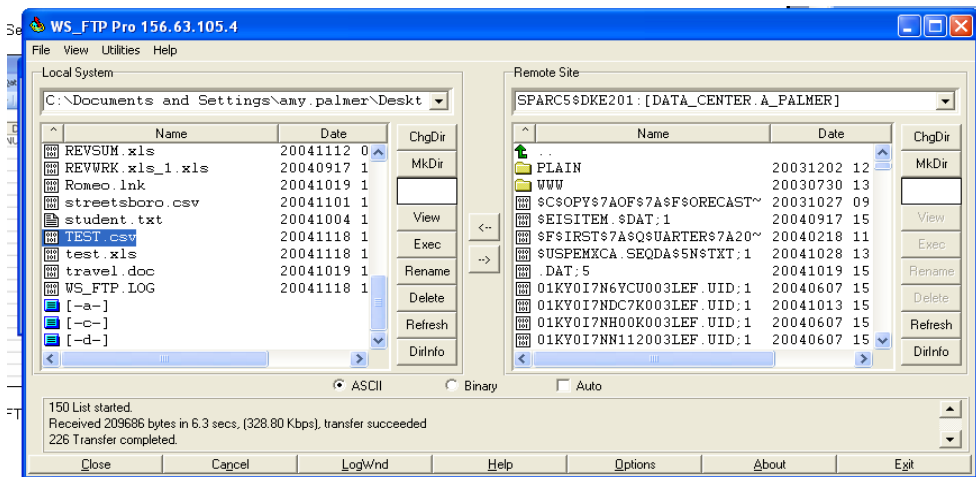
4. If you are entering your **NEXT YEAR PROPOSED** appropriations or revenues, enter the amounts in the **PROPOSED** field on the spreadsheet.

5. If you are entering in **PERMANENT APPROPRIATIONS**, create a column with a **INITIAL_BUDGET OR INITIAL_ESTIMATE FOR PERMANENT REVENUES.**

6. Enter your appropriations or revenues on the appropriate spreadsheet.

7. Once you have entered all of the data in to the spreadsheet, you must do a **File, Save As**:
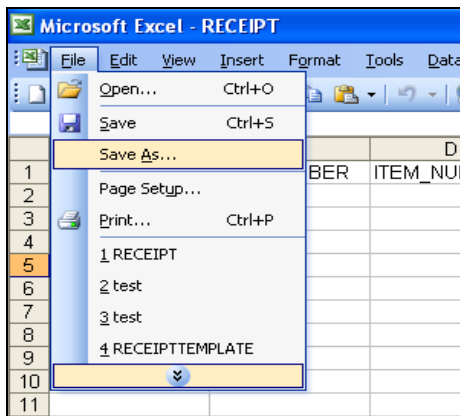
8. Select a File Type of **CSV:**
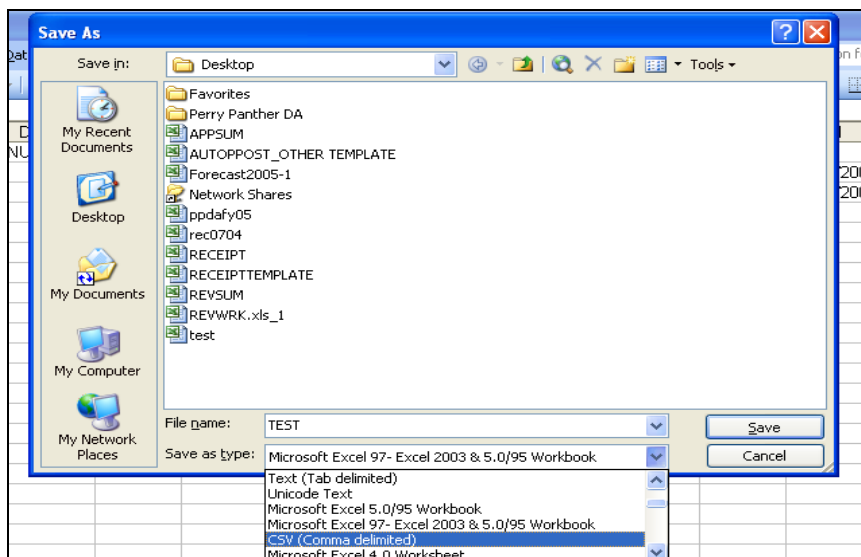
9. FTP the CSV file using your FTP product. The file must be transferred as an ASCII file type:
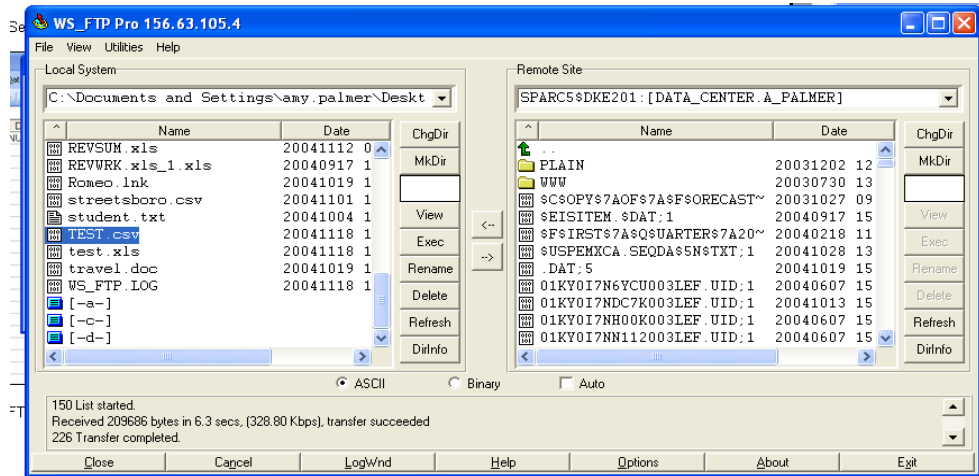
10. You are FTP-ing from your desktop back to SPARCC.

11. Log in to your SPARCC account.

12. At the menu> type in USAS.

13. Type in APPROP.

14. Select the appropriate program (IABLOAD or NYPLOAD).

15. Refer to the following link for more information on IABLOAD/NYPLOAD:

https://wiki.ssdt-ohio.org/display/usas/APPROP+-+Appropriation+Maintenance