Loading BUDWRK/REVWRK Using NYPLOAD/IABLOAD

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

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BUDWRK - Expense	9 Work Sheet Budget
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Budget Work Sheet	1 of 4
(Re) Execute F9 Cancel F6 First Screen F10 Reset F7 Help F11 Save/Recall F8 Exit S7 Prev Screen	S8 Next Screen
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- 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**.

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- 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**:

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8. Select a File Type of **CSV**:

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9. FTP the CSV file using your FTP product. The file must be transferred as an ASCII file type:

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- 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