## Downloading PMB525 File from AS400

PMB525 creates a file containing the data for the statewide Homeowner Exemption database. This file needs to be downloaded from the AS400 and sent to the Tax Commission as described in the "Instructions to send HO file to STC.docx" document.

The steps are slightly different depending on your version of the terminal emulation software. This document uses screenshots from Client Solutions, which is the most current version. If your screens don't exactly match those in this document, you can still transfer the file. Contact TSB if you need assistance with any part of this process.

If you've saved the transfer as a .DTFX file:

1. Locate your saved .DTFX file, open it, verify that the file name in the lower half of the screen is correct, and then click the Start Transfer button. Skip to Step 12.

If you haven't saved the transfer as a .DTFX file, complete steps 2 through 10, and then proceed with Step 12.

2. Locate the buttons or menu items for file transfers and choose Data Transfer From IBM. This may be called Receive File From Host, or a similar item, depending on the software version on your PC.



## 3. In the Data Transfer window, enter UADFILE/HOTABLE in the IBM File Name field:

📵 Data Transfer	-		Х
File View Actions Help			
🐸 🗏 19 🛧 🛃			3
IBM i System: 10.30.131.13	~		
File name: UADFILE/HOTABLE	~	Browse	
Data Options			
File			_
Output device: File	$\sim$	Details	
Name:	~	Browse	
Format Options			
Start Transfer         Stop Transfer         Properties			
<b>@</b>			

4. In the lower half of the screen, click the Browse button, and navigate to the location where you want to put the downloaded file. Choose a location that you can easily find later (it does not have to match screenshot):

Browse Client	Files		×
Look in:	DownloadFile	~	🖻 💣 🎟 •
Recent Items	kpridgen (\\Taxhomef AS400 Testing WO21887_PMB DownloadFile	idrshv\users) (P:)	
Desktop	🛫 TsbDbs (\\taxtsbshar 🛫 Software (\\taxtsbsha 🛫 ProVal (\\taxtsbshare	e) (Q:) are) (S:) ) (V:) V	
Documents			
This PC			
<b>I</b>	File name:		Open
Network	Files of type: All Files		~ Cancel

5. After selecting the location, enter County\_HOTABLE.CSV in the field name (replace the word County with your county name), and then click the Open button:

Browse Client	Files					×
Look in:	Download	File		~	🖻 📸 🎫	
Recent Items						
Desktop						
Documents						
This PC						
<b></b>	File name:	County_HOTable.cs	sv			Open
Network	Files of type:	All Files			~	Cancel

6. You should be back at the main file transfer window. Click the Details button:

📵 Data Transfer	-		×
File View Actions Help			
🚰 🗐 Fi 🏦 📩			•
👲 10.30.131.11_B.dtfx 🗙			
	IBM i		
	System: 10.30.131.11 ~		
	File name: UADFILE/HOTABLE	Browse	
	Data Options		
	File		_
1101	Output device: File 🗸	Details	
110	Name: \AS400\Testing\WO21887_PMB525\DownloadFile\County_HOTable.csv \	Browse	
	Format Options		
	Start Transfer Stop Transfer Properties		

7. If it isn't already selected, choose Comma Separated Values (.csv) for the File Type, and then click the Advanced button. If this doesn't appear in the File Type list, contact TSB for guidance (older versions of the software don't have a .csv option).

File Details	×
Output dient file	
File type:	
Comma Separated Values (.csv)	
File action:	
Overwrite existing file	~
Translate system data to:	
UTF-8 ~	
Advanced	
Client file description	
Save client file description	
File name:	
	Browse
OK Cancel	3

8. On the Advanced window (title bar says File Details), choose the Column Names option in the Column Titles section, and then click OK:

File Details		×
Truncate spa	aces from the end of character field	ls
Column titles		
None		
Column nar	nes	
O Column hea	adings	
Numeric paddin Pad numeri Pad wit	<b>ig</b> c <b>fields</b> h leading spaces h leading zeros	
-Format options		
Line endings: [	Default	$\sim$
ОК	Cancel	3

9. You should be back at the first File Details screen. Click OK, which should take you back to the main transfer window, which should look like this:

			_
📵 Data Transfer	-		×
File View Actions Help			
📴 🗐 Bi 🗶 📩			?
♣ 10.30.131.11_B.dtfx ¥			
IBM i System: 10 30 131 11			
File name: UADFILE/HOTABLE	~	Browse	
Data Options			
Fie			
0011 1101 Output device: File	~	Details	1
	· ·	Decano	
Name: \AS400\Testing\WO21887_PMB525\DownloadFile\County_HO	Table.csv $\checkmark$	Browse	
Format Options			
Start Transfer         Stop Transfer         Properties			
<b>@</b>			

10. Click the Start Transfer button. When the file has transferred successfully, you will get a confirmation message that also lists the number of rows transferred.

0 Data Transfer	_		$\times$
File View Actions Help			
🖉 🗐 珀 🕭 🛃			?
IBM i         System:       10.30.131.13         File name:       Inquiry Message         Data Or       Transfer request is complete.         Transfer statistics:       00:00:04         Rows transferred:       435         Output det       OK         Name:       rysonoryresungyrvoczoor_rmoscerile(HOTable.csv         Format Options       Start Transfer         Start Transfer       Stop Transfer       Properties	<ul> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	Browse Details Browse	
🖓 Rows transferred: 435			

- 11. Optional After clicking OK to close the confirmation message, you can save the Data Transfer settings for future use. We suggest saving this transfer in the same location as the .csv file you've just created. In the main transfer window, click on File, then click on Save As. Browse to the folder you want to use, make sure the file name is something that makes sense to you, and click Save.
- 12. Go to the folder or location that you selected, and find the file. The icon will look similar to an Excel file, and it will be named County\_HOTable.csv. Use the document called "Instructions to send HO file to STC.docx" from Janet James to upload the file to the web page that we use to automatically update the Homeowner Database. Contact TSB if if you have questions or if you need a current copy of the "Instructions to send HO file to STC.docx" document.

🔒 « AS400 > Testing >	WO21887_PMB525 > DownloadFile	✓ ♂	DownloadFile	
334andWO21335-PMBC ^	Name	Date modified	Туре	Size
355	County_HOTable.csv	4/26/2023 3:58 PM	Microsoft Excel C	1,632 KB
446-AbstractChecklist_i				
504 DDD040				