# INSTRUCTIONS FOR TRANSFERRING TAX PAYMENT FILE
# FROM YOUR E-MAIL TO THE AS/400
(TXB051)

STEP #1

Save the e-mailed file to your PC. It doesn't matter "where" on your PC you save it.   Just as long as you remember where the file is located. The examples that I use for PC locations are just that…."examples".   My PC is set up differently, so don't just key in what I have in my examples.   You must know and understand how your PC is set up so that you use the correct locations for YOUR PC. One suggestion that I would make is to set up a folder somewhere on your own PC or PC Network that will be used for all file transfers.
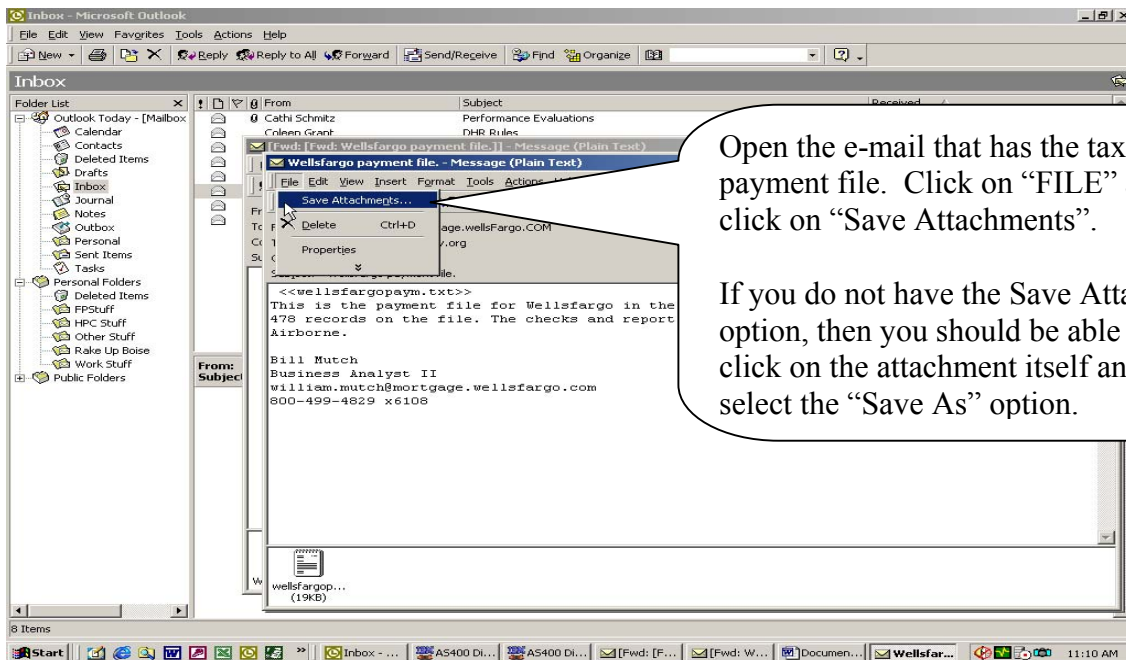
Open the e-mail that has the tax payment file. Click on "FILE" and then click on "Save Attachments".

If you do not have the Save Attachment option, then you should be able to right click on the attachment itself and then select the "Save As" option.
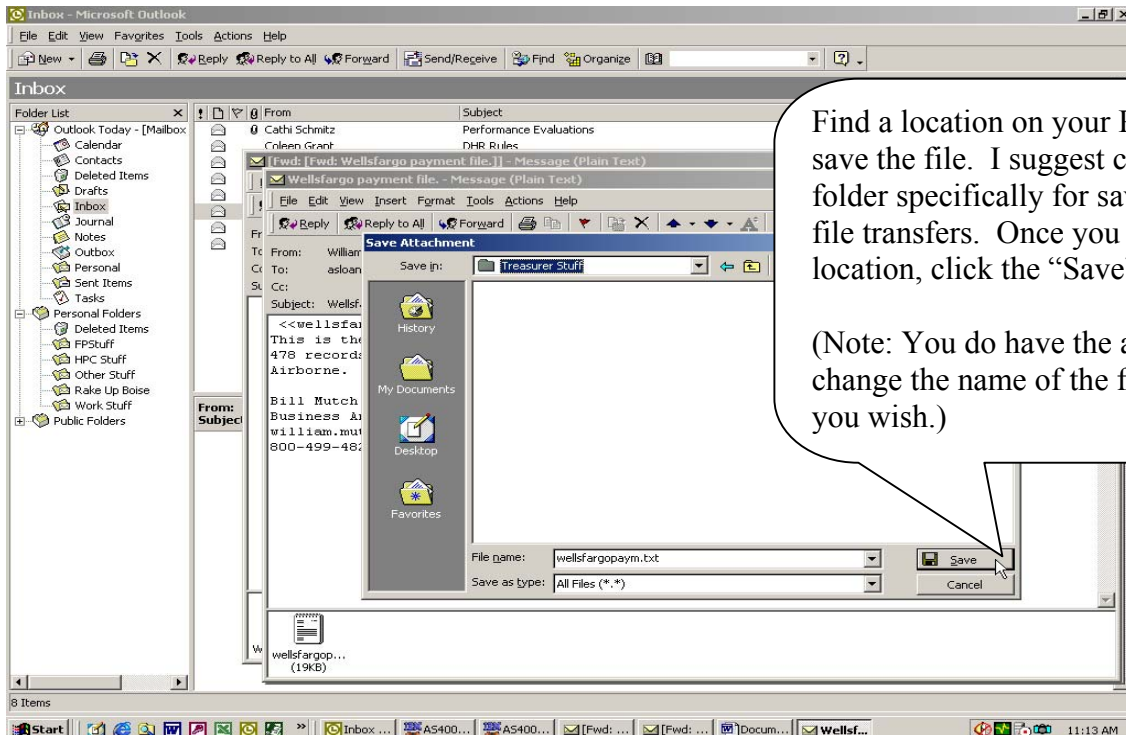
Find a location on your PC to save the file. I suggest creating a folder specifically for saving all file transfers. Once you have the location, click the "Save" button

(Note: You do have the ability to change the name of the file if you wish.)

INSTRUCTIONS FOR TRANSFERRING TAX PAYMENT FILE
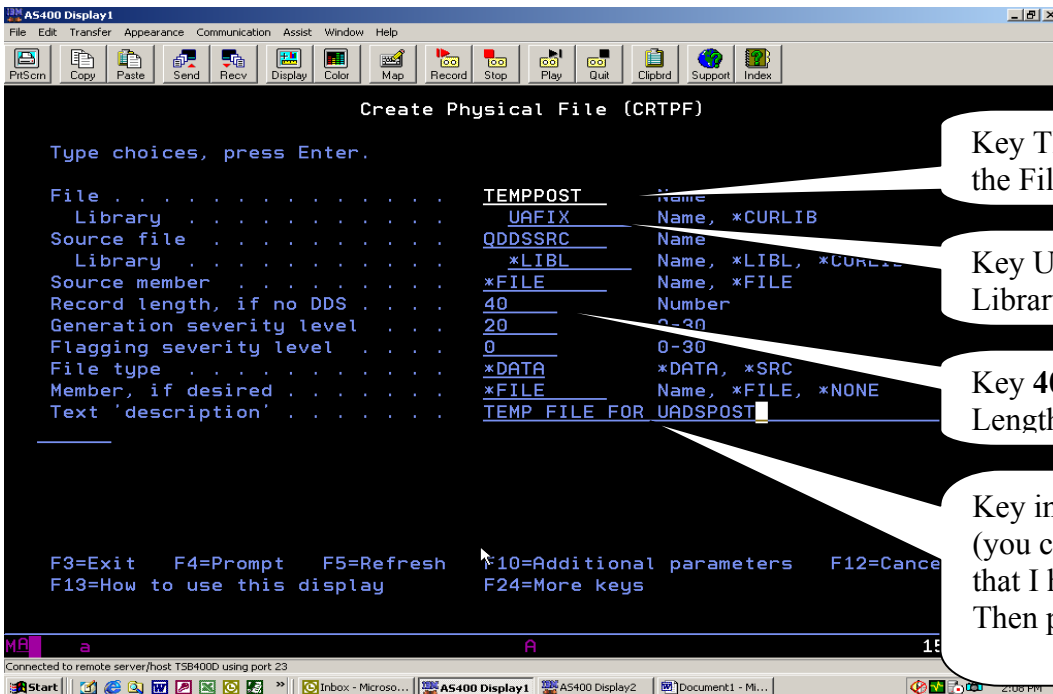# FROM YOUR E-MAIL TO THE AS/400
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Step #2

In order to transfer the file to the AS/400, you will need to create a temporary file on the AS/400.   Then download this temporary file so that you have a File Description File (FDF) on your PC.   This FDF is needed in the transfer process and the only way to create it is to first download the temp file to your PC.

NOTE: If you have already done this step in a prior transfer, you will not need to do it again. The only time you will need to run this step is if the Temp file is no longer on the AS/400 and the FDF file has been deleted from your PC.
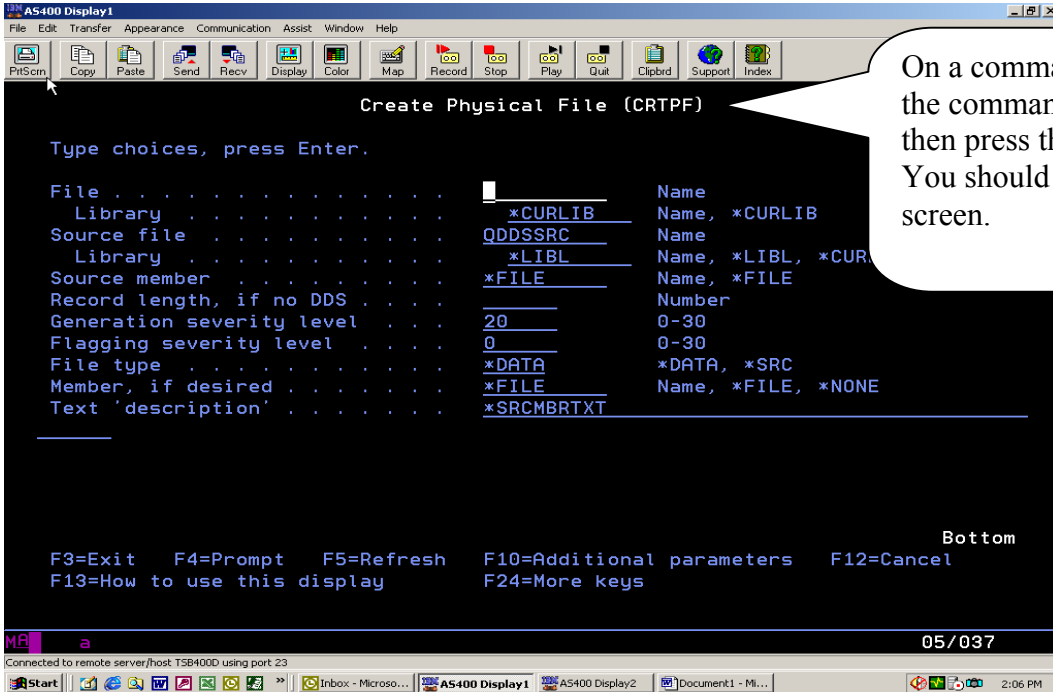
On a command line type the command **CRTPF** then press the **F4** key. You should see this screen.

Key TEMPPOST in the File name.
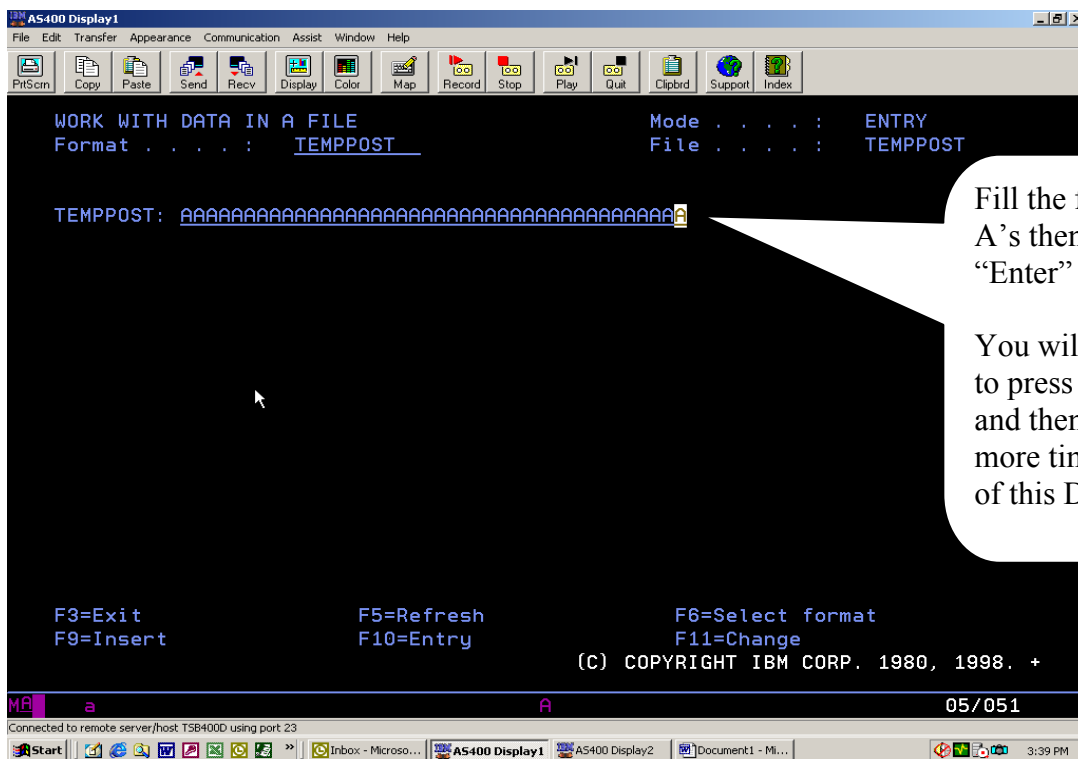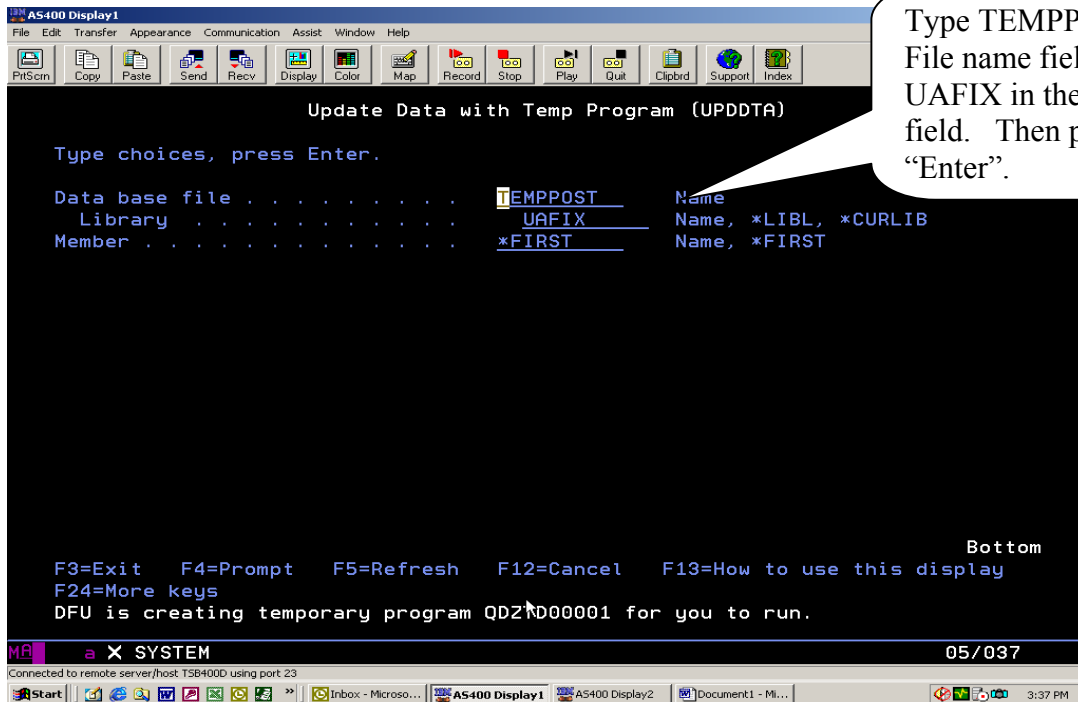
Key UAFIX in the Library name.

Key **40** in the Record Length

Key in a description (you can use the one that I have used). Then press "Enter".

INSTRUCTIONS FOR TRANSFERRING TAX PAYMENT FILE
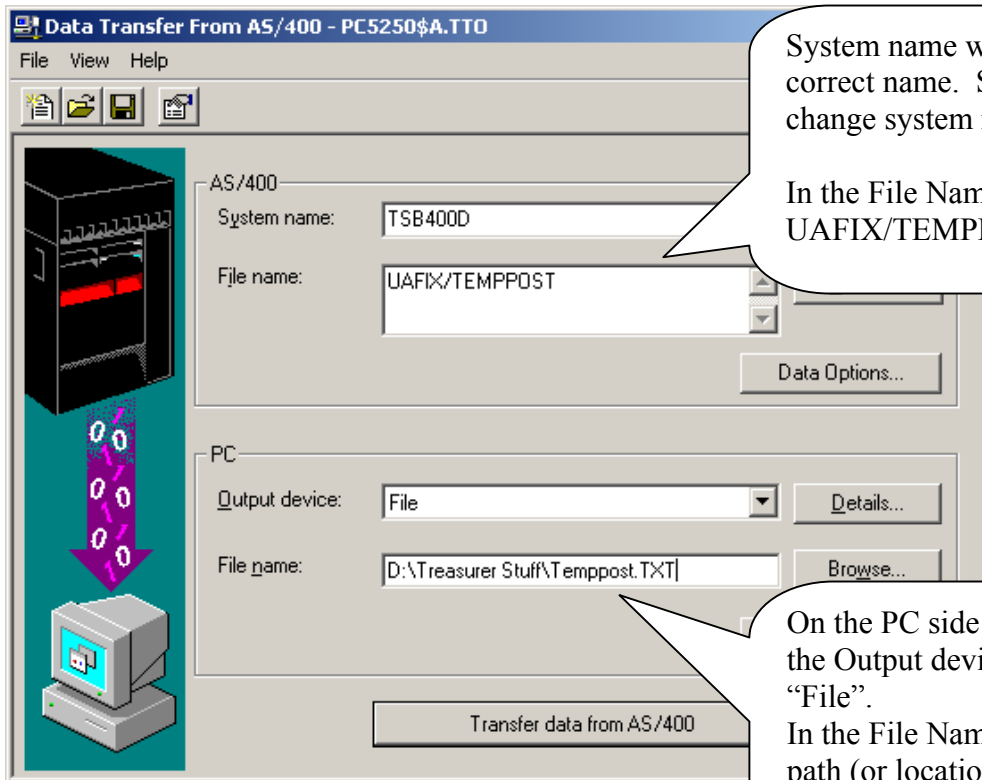# FROM YOUR E-MAIL TO THE AS/400
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Once the temporary file is created, you will need to put a dummy record in it. That is because the file has to have at least one record for it to correctly download and create the File Description File.

On a command line type **UPDDTA** then press the **F4** key.

Type TEMPPOST in the File name field.   Type UAFIX in the Library field.   Then press "Enter".

Fill the field with all A's then press the "Enter" key.

You will then need to press F3 to Exit and then "Enter" one more time to get out of this DFU.

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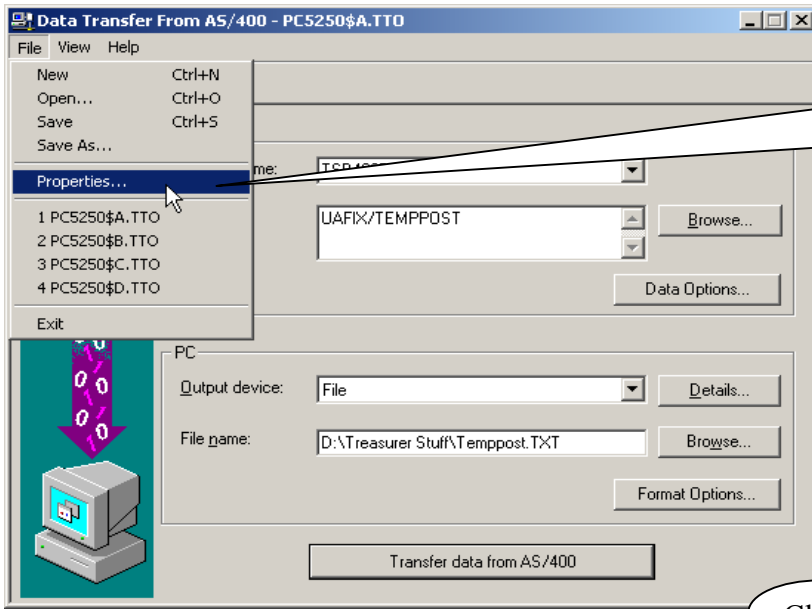Now that the temp file is created and has a dummy record in it, you can download it so the File Description File can be created.
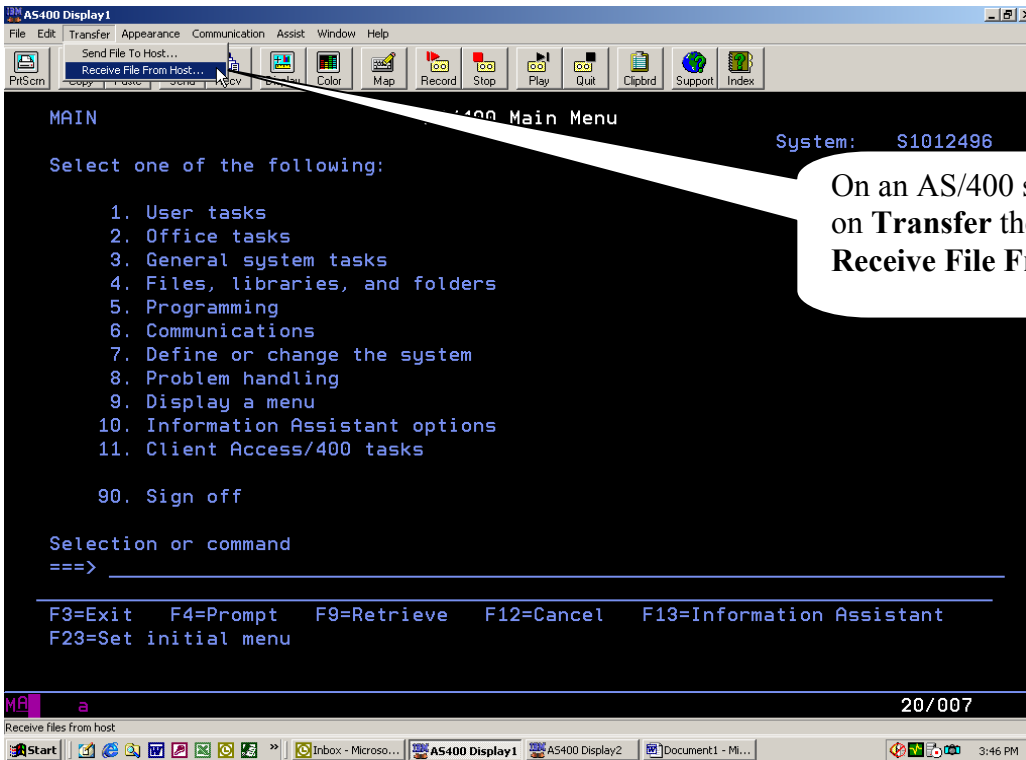
On an AS/400 session, click on **Transfer** then click on **Receive File From Host**

System name will default to the correct name. So do NOT change system name.

In the File Name field, key: UAFIX/TEMPPOST

On the PC side of this transfer, the Output device should be "File".
In the File Name field key the path (or location) on your PC where you want to save this file. I suggest using the "Browse" button.

INSTRUCTIONS FOR TRANSFERRING TAX PAYMENT FILE
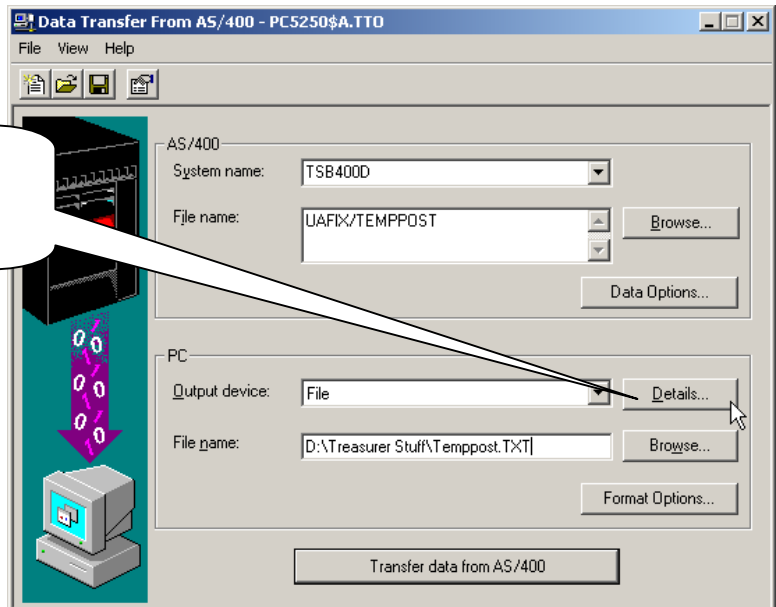# FROM YOUR E-MAIL TO THE AS/400
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Click on **FILE** then click on **Properties**.
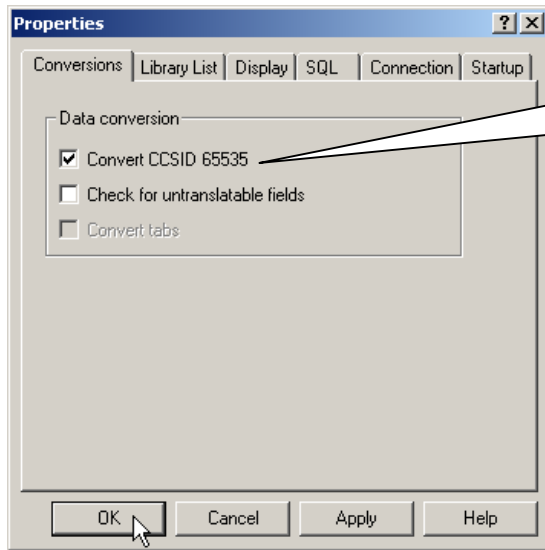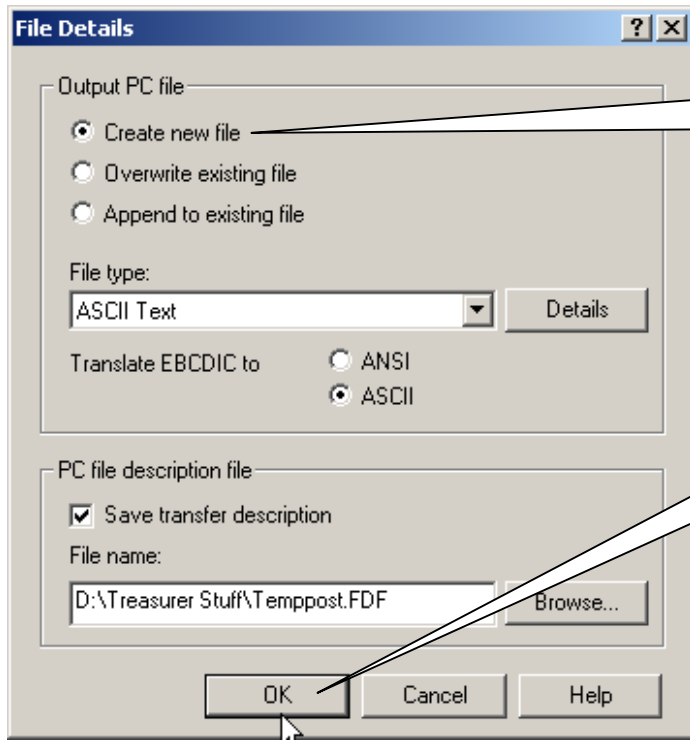
Click and select "Convert CCSID 65535"

Then click the OK button.
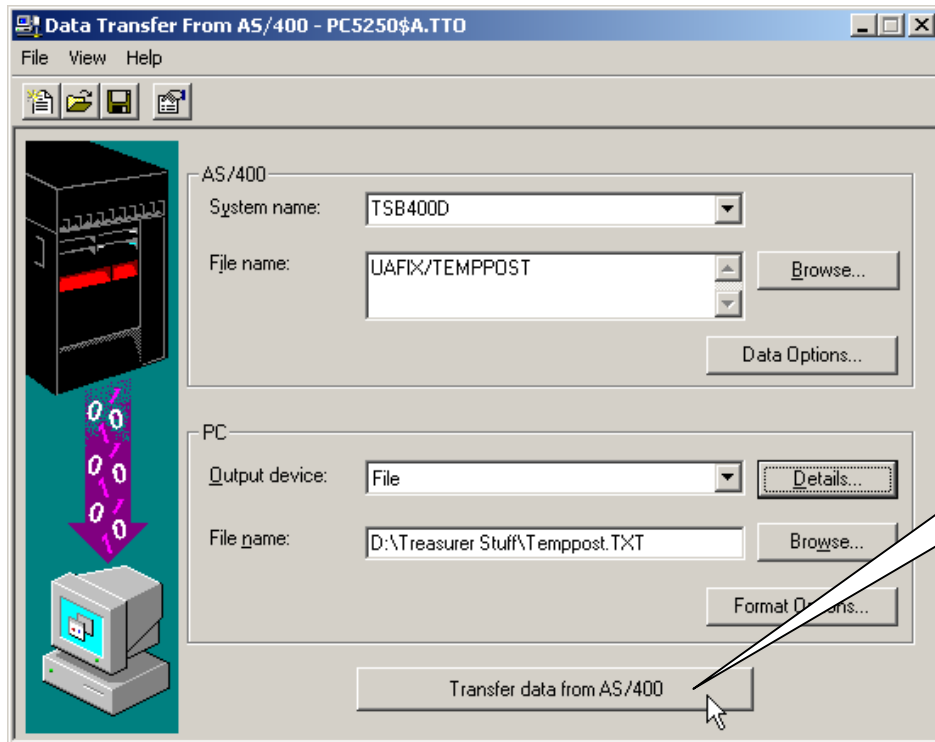
Now click the **DETAILS** button

INSTRUCTIONS FOR TRANSFERRING TAX PAYMENT FILE
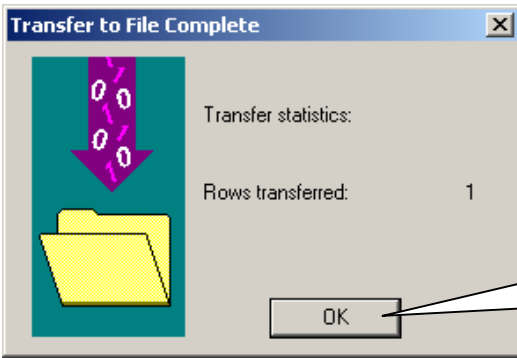# FROM YOUR E-MAIL TO THE AS/400
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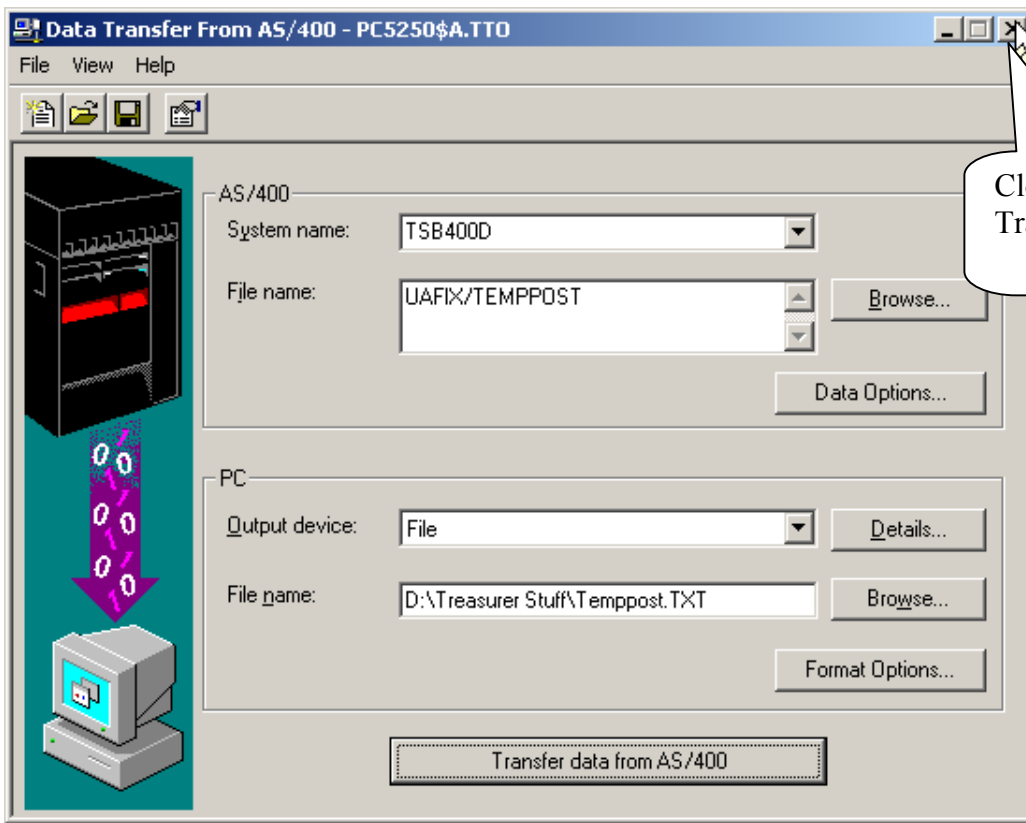Select "Create new file" option.

Then click the OK button.

Now click the "Transfer data from AS/400" button.

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Transfer to File Complete

Transfer statistics:

Rows transferred: 1

OK

> When the transfer is complete, you should get a window that looks like this.
>
> Click the OK button.

Data Transfer From AS/400 – PC5250$A.TTO

File   View   Help

AS/400

System name: TSB400D

File name: UAFIX/TEMPPOST   Browse...

Data Options...

PC

Output device: File   Details...

File name: D:\Treasurer Stuff\Temppost.TXT   Browse...

Format Options...

Transfer data from AS/400

> Close the Data Transfer Window.

AS/400 Data Transfer

Do you want to save this transfer request

Yes   No   Cancel
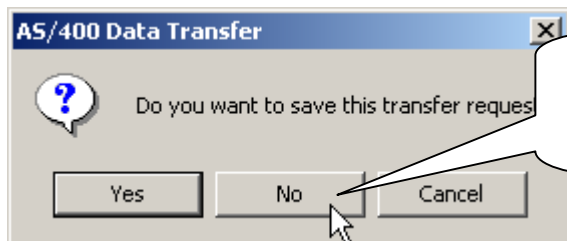
> You do not need to save this transfer request, so click the "NO" button.

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STEP #3

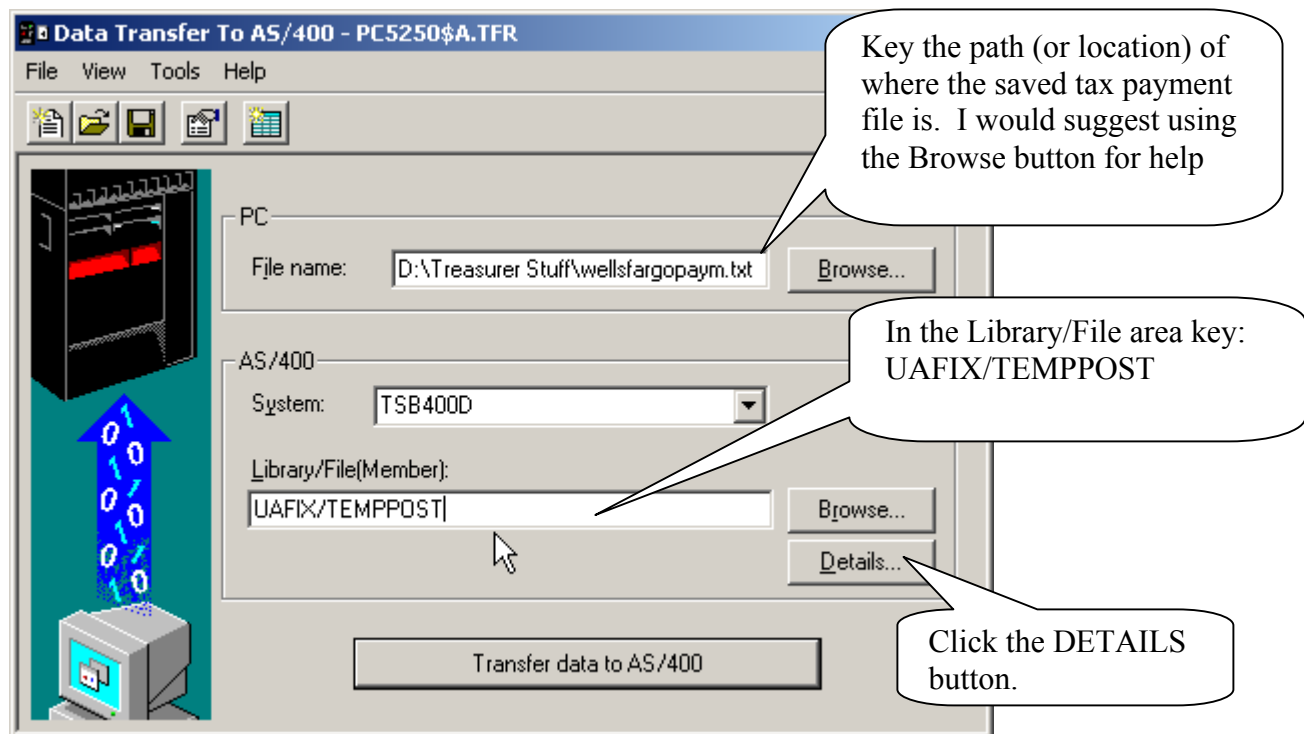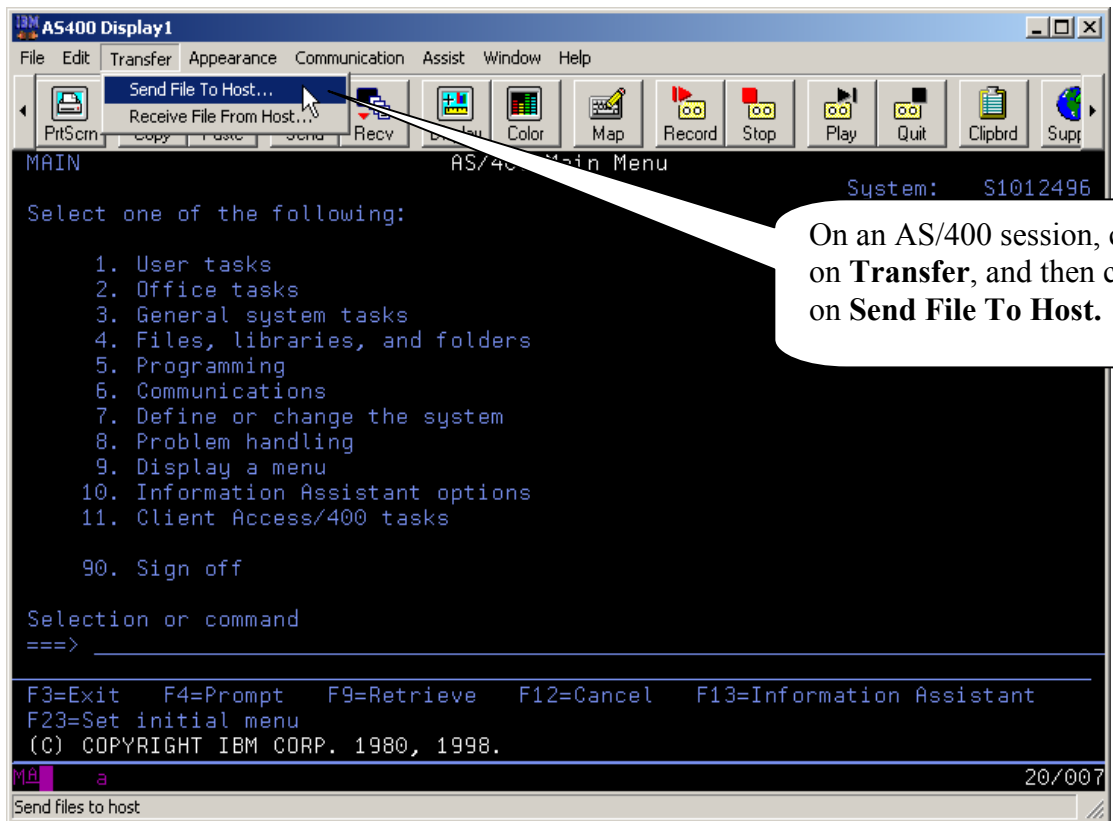Now you are ready to transfer the tax payment file from your PC to the temporary file on the AS/400.

> On an AS/400 session, click on **Transfer**, and then click on **Send File To Host.**

> Key the path (or location) of where the saved tax payment file is. I would suggest using the Browse button for help

> In the Library/File area key: UAFIX/TEMPPOST

> Click the DETAILS button.

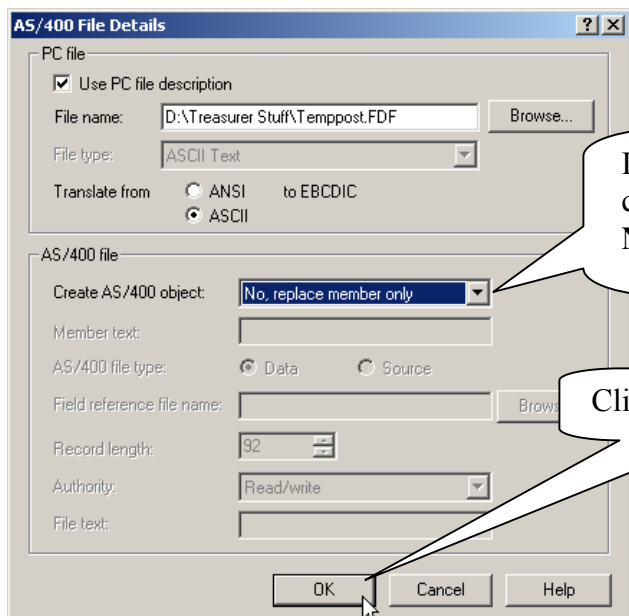# INSTRUCTIONS FOR TRANSFERRING TAX PAYMENT FILE
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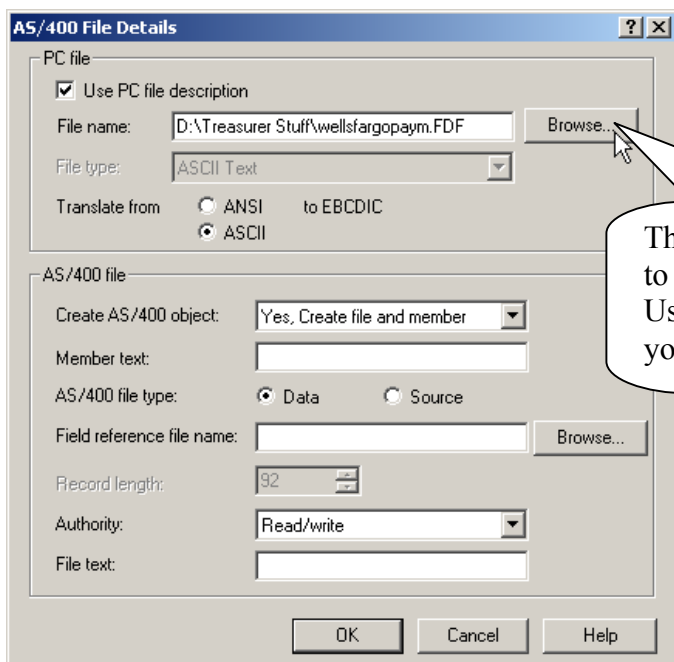
The FDF will need to be changed to the one you created in Step #2. Use the Browse button to help you find it.
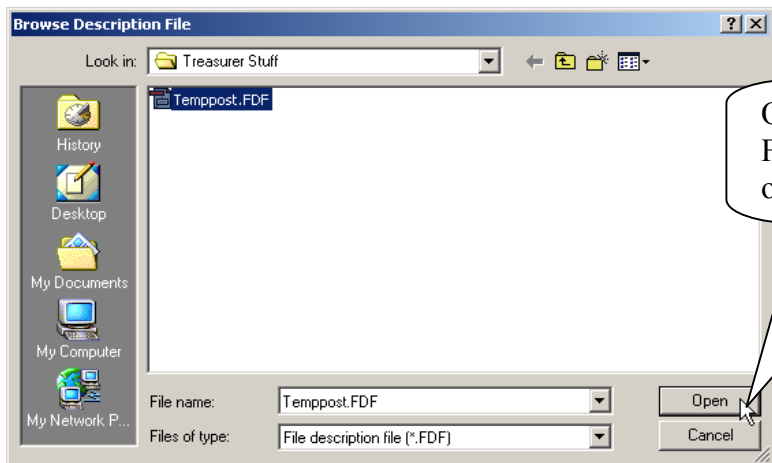
Once you find the correct FDF, click on it then click on the OPEN button.
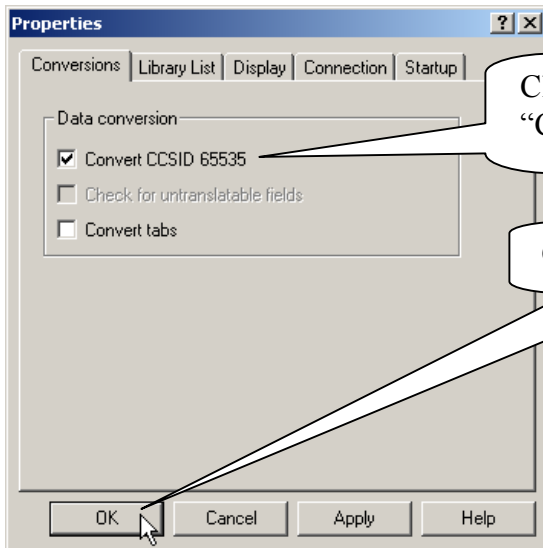

In the Create AS/400 object area, click on the down arrow and select **No, replace member only**.

Click the OK button.

INSTRUCTIONS FOR TRANSFERRING TAX PAYMENT FILE
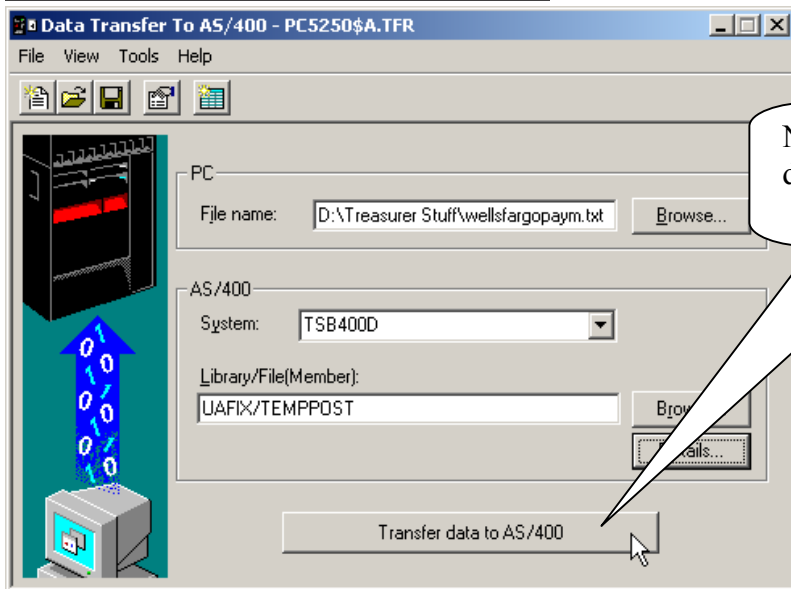# FROM YOUR E-MAIL TO THE AS/400
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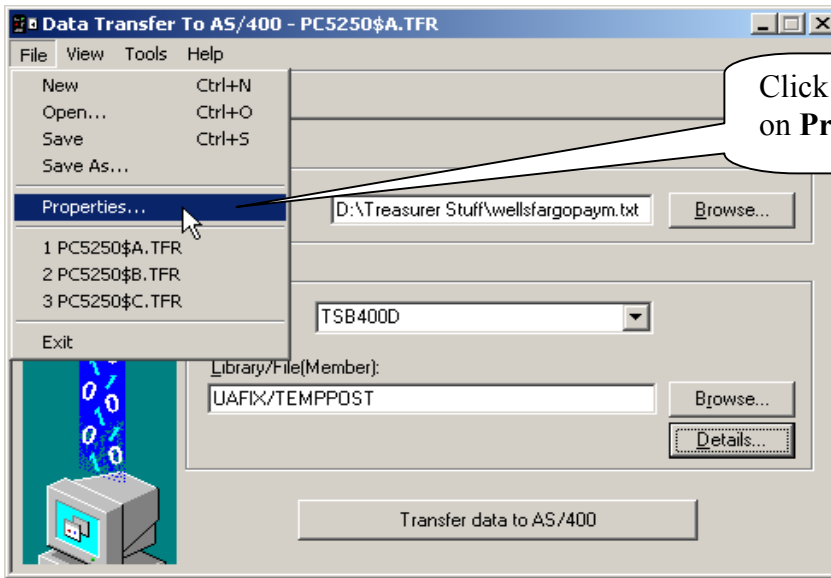
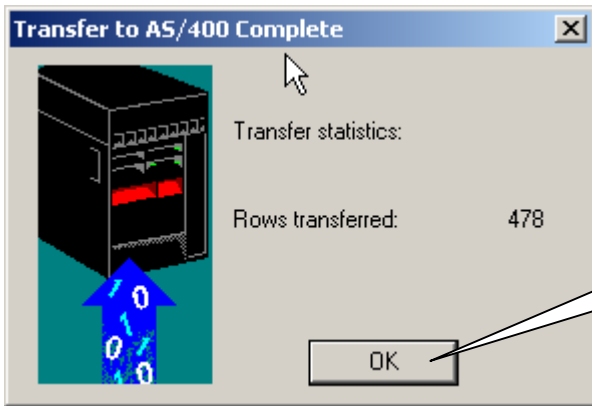Click on **File** and then click on **Properties**.

Click on and select "Convert CCSID 65535"

Click the OK button

Now click the Transfer data to AS/400 button.

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Transfer to AS/400 Complete

Transfer statistics:
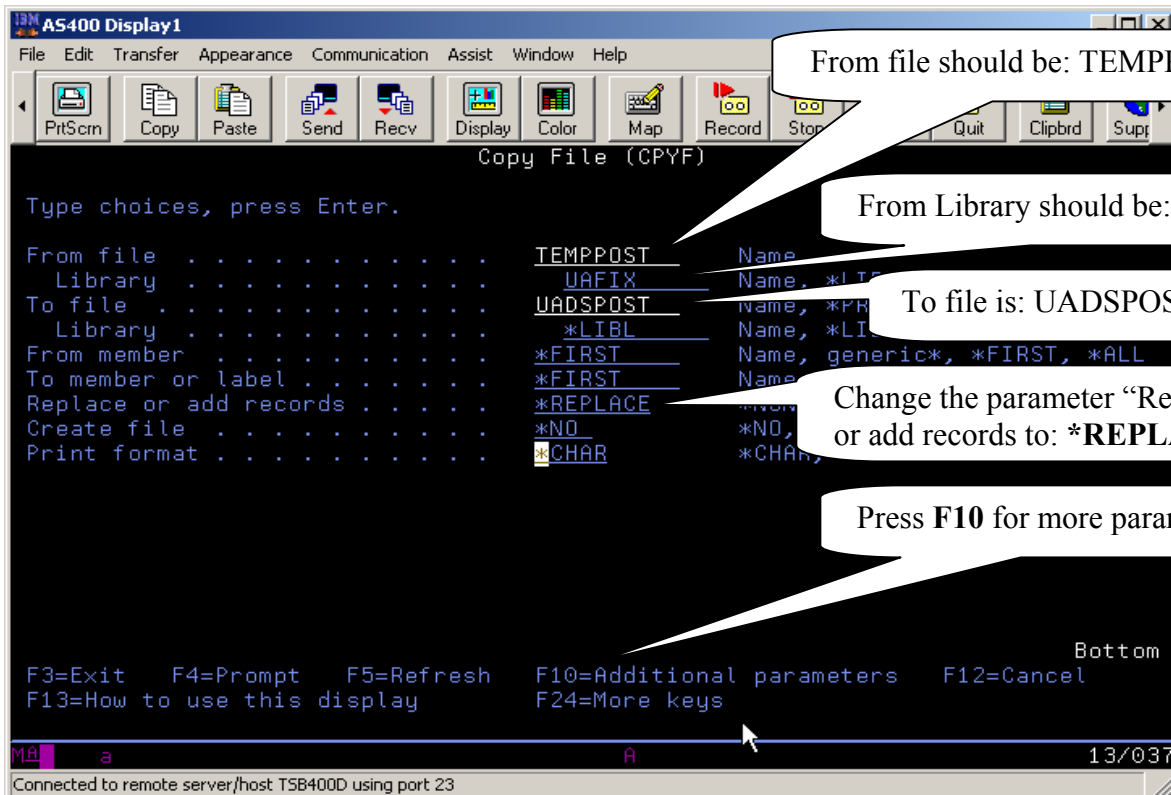
Rows transferred: 478

OK

> If the transfer completes successfully, you will see this window.
>
> Click the OK button.

Now you can close the Data Transfer Window.

Answer NO to the question "Do you wish to save this transfer request?"

STEP #4

The records have now been transferred from the PC to your temporary AS/400 file. Now you need to do a "copy file" to move the records from the temp file to file UADSPOST (which TXB051 uses). On a command line type: **CPYF** then press the **F4** key.

```
AS400 Display1
File  Edit  Transfer  Appearance  Communication  Assist  Window  Help

PrtScrn  Copy  Paste  Send  Recv  Display  Color  Map  Record  Stop  Quit  Clipbrd  Supp

                        Copy File (CPYF)

Type choices, press Enter.

From file  . . . . . . . . . . .    TEMPPOST     Name
  Library  . . . . . . . . . .        UAFIX      Name, *LI
To file  . . . . . . . . . . .      UADSPOST     Name, *PR
  Library  . . . . . . . . . .        *LIBL      Name, *LI
From member  . . . . . . . . .      *FIRST       Name, generic*, *FIRST, *ALL
To member or label . . . . . .      *FIRST       Name
Replace or add records . . . . .    *REPLACE
Create file  . . . . . . . . .      *NO          *NO,
Print format . . . . . . . . .      *CHAR        *CHAR,

                                                               Bottom
F3=Exit     F4=Prompt    F5=Refresh    F10=Additional parameters    F12=Cancel
F13=How to use this display         F24=More keys

MA   a                              A                              13/037
Connected to remote server/host TSB400D using port 23
```

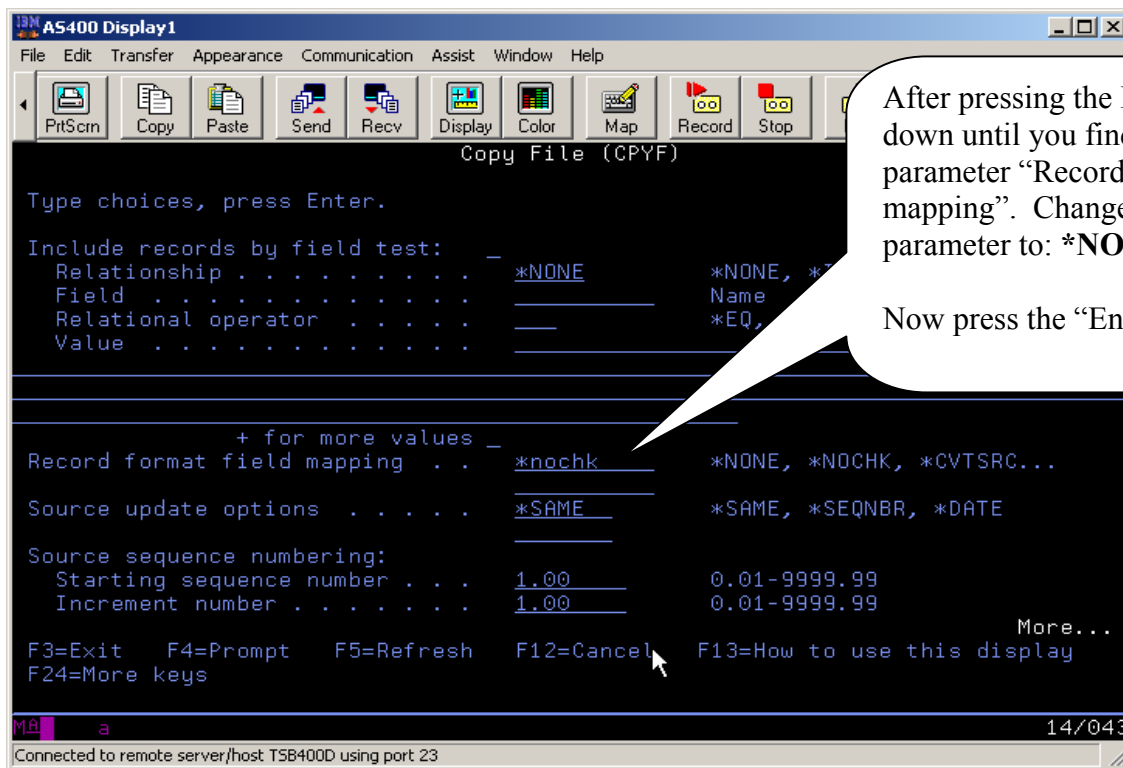> From file should be: TEMPPOST

> From Library should be: UAFIX

> To file is: UADSPOST

> Change the parameter "Replace or add records to: ***REPLACE**

> Press **F10** for more parameters

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When the "Copy File" is done, you will get a message at the bottom of your AS/400 session that states how many records were copied from member TEMPPOST.

You are now ready to run program TXB051. When you get the prompt to restore the Tax Service Tape, be sure to answer NO.

If you have any questions or problems running this data transfer, please don't hesitate to call the staff at the Technical Support Bureau of the State Tax Commission.