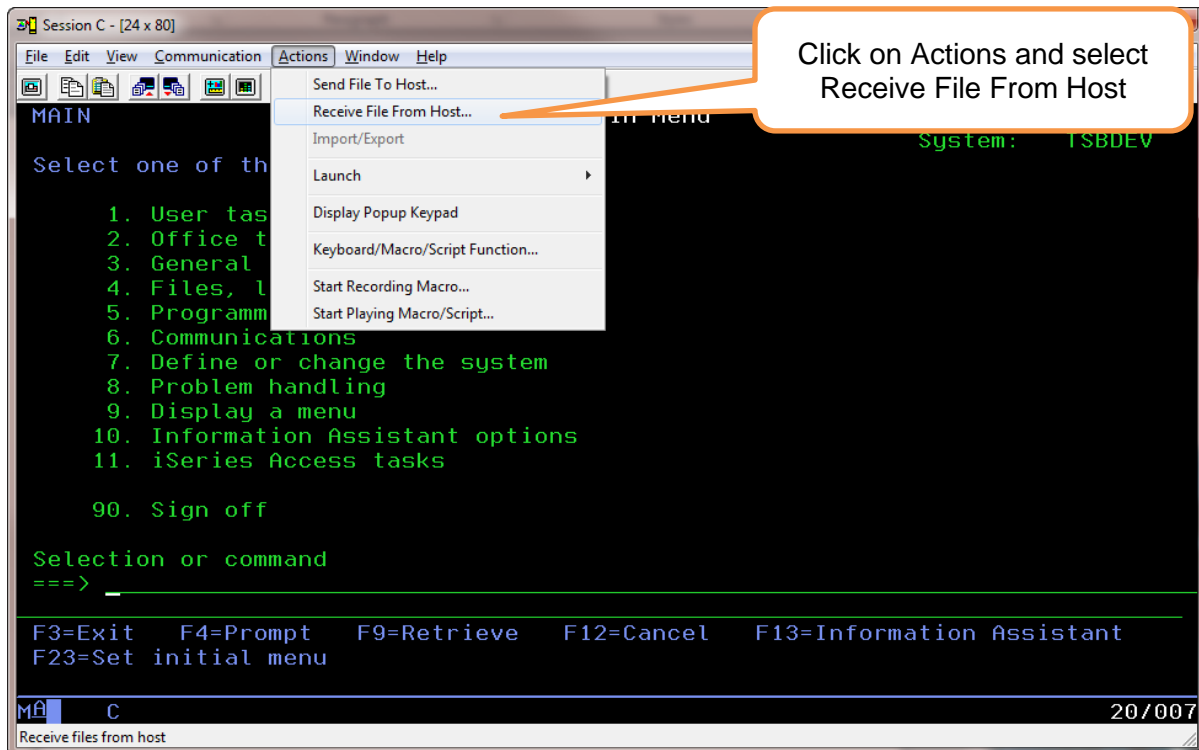


Download Abstract/A2 Files

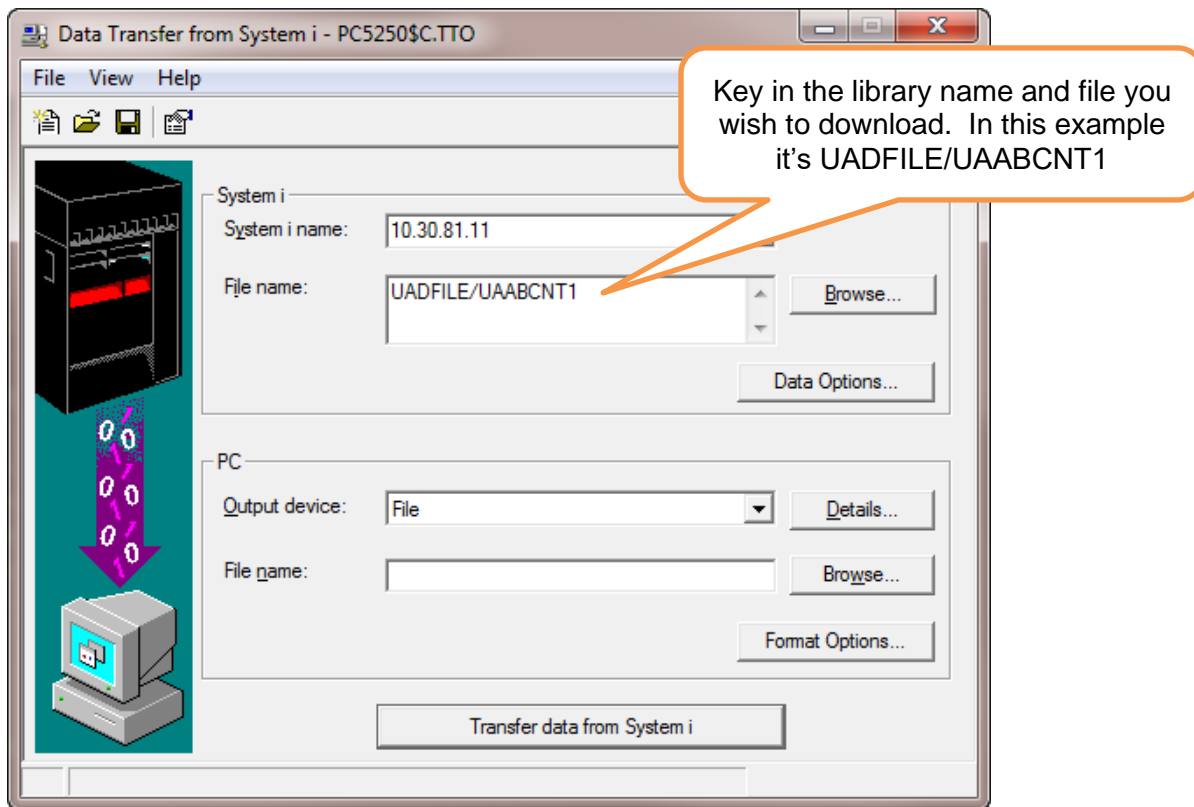
UAABCNT1, UAABCNT2, UAABSCHL, UAABCITY, UAABOTHR,
TMPA2B00, TMPA2NC, & TMPA2BUR

You MUST run the PMB005 and PMB006 (Abstract Checklist) before continuing with these instructions.

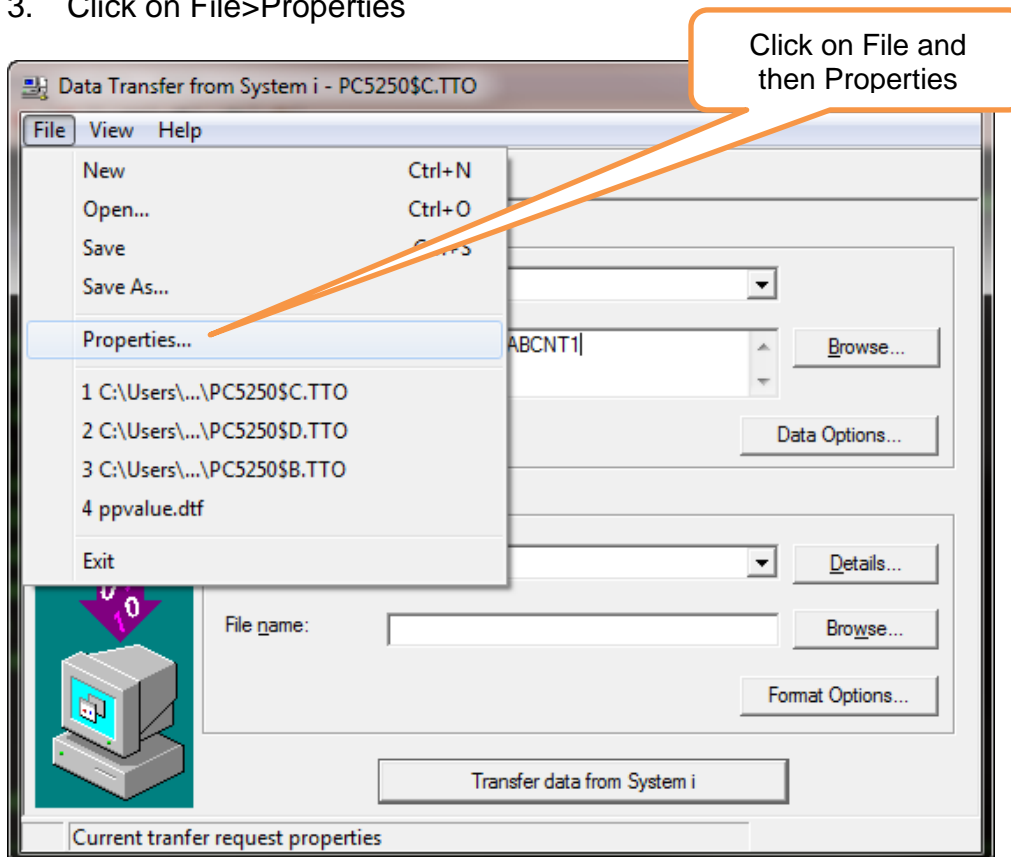
1. Using an AS400 session, click on Actions>Receive File From Host



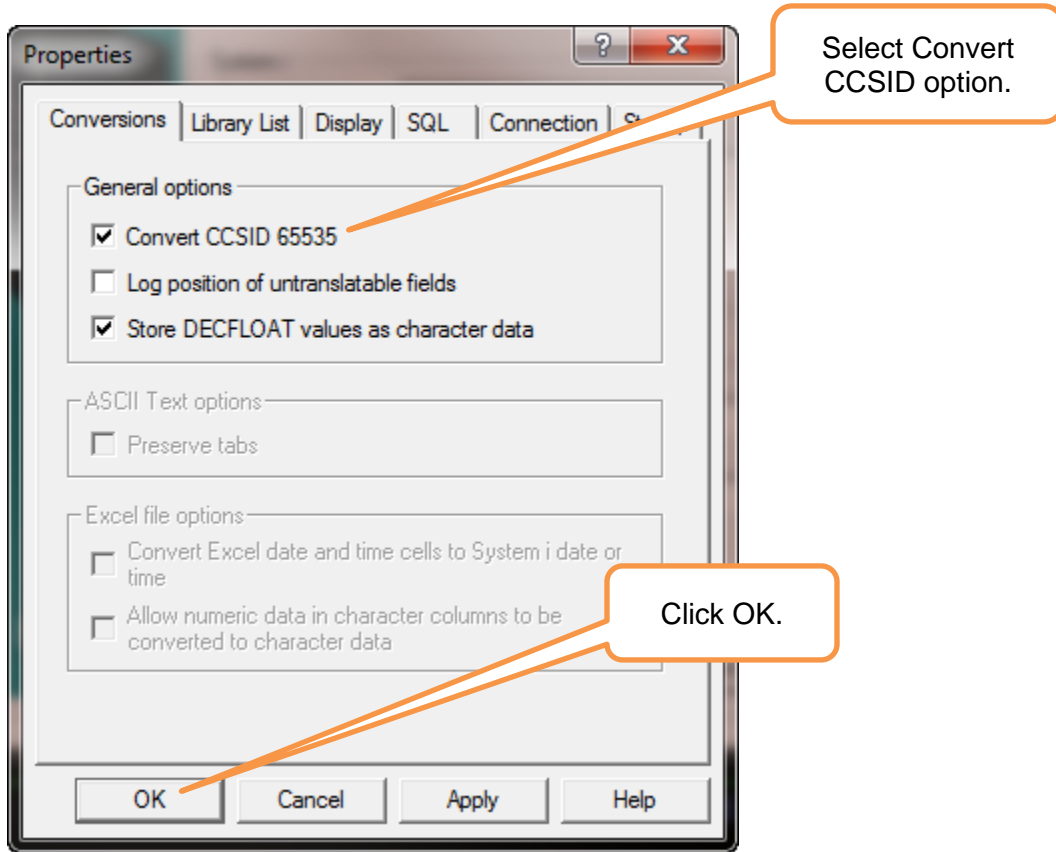
2. The System i name should default to your AS400 system name. In the "File Name:" box type the library and file which you want to download.



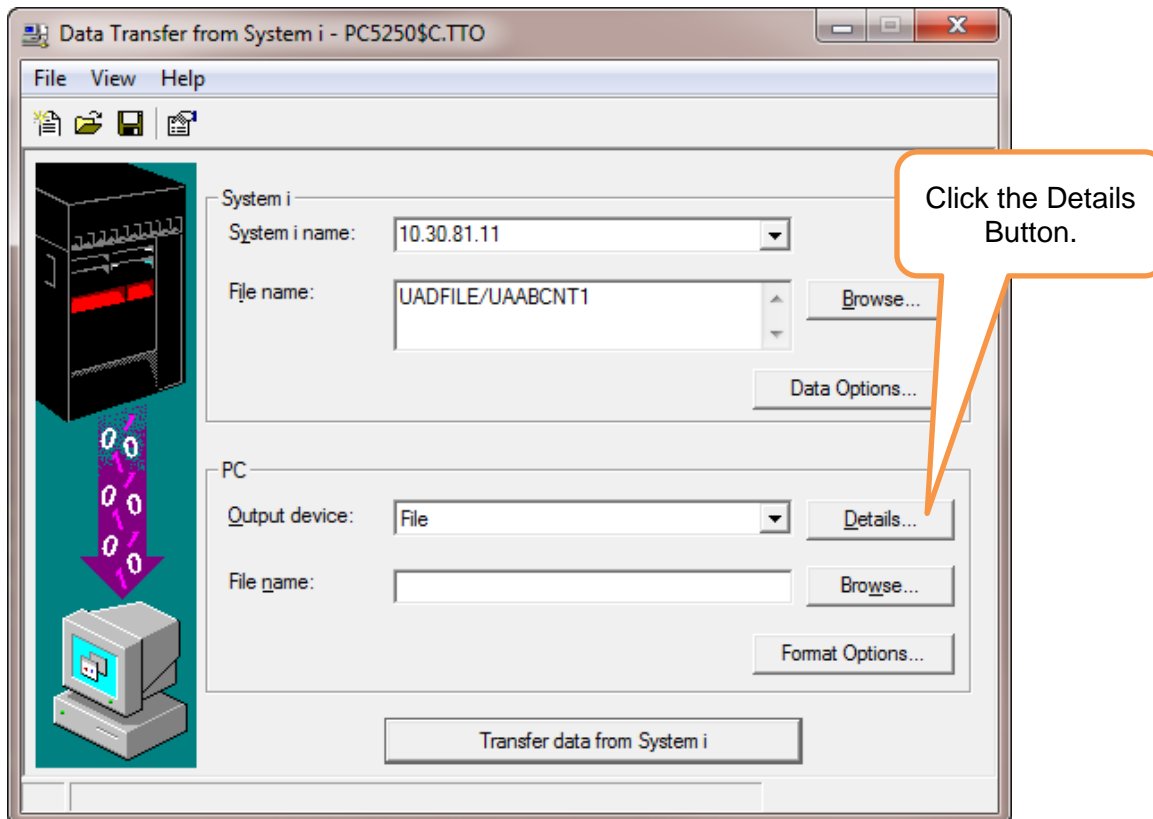
3. Click on File>Properties



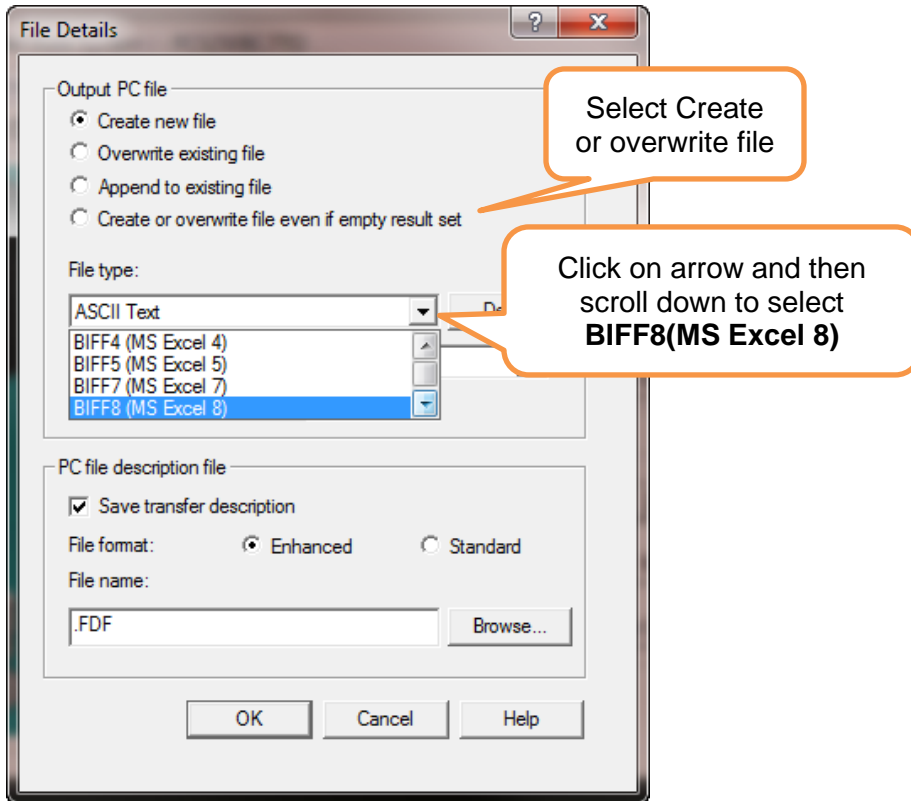
4. Make sure Convert CCSID 65535 is selected and then click OK.



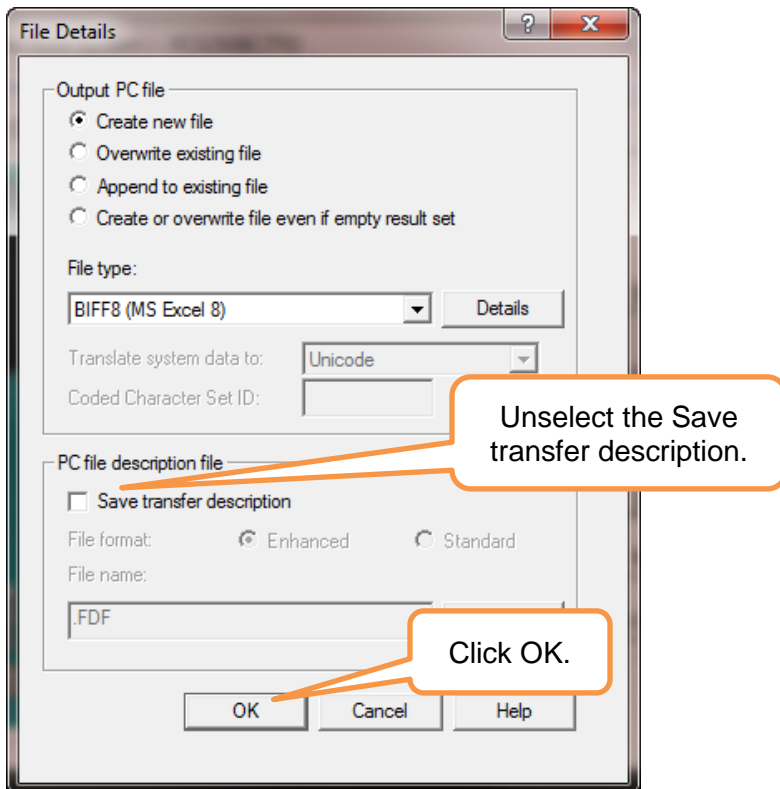
5. Click the Details button.



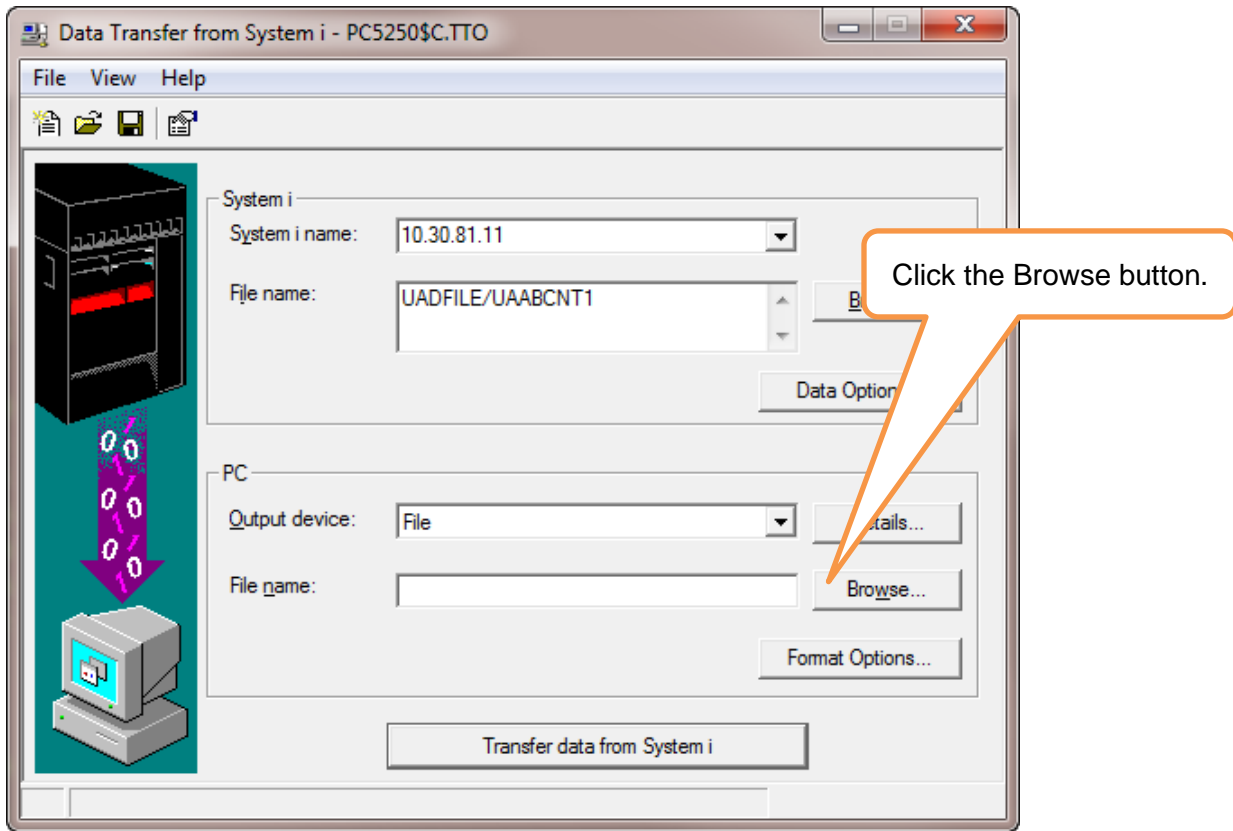
6. Select "Create or overwrite file" (creates an empty file if no data is found). Then click on the arrow to drop down a list of File Types and select BIFF8(MS Excel 8)



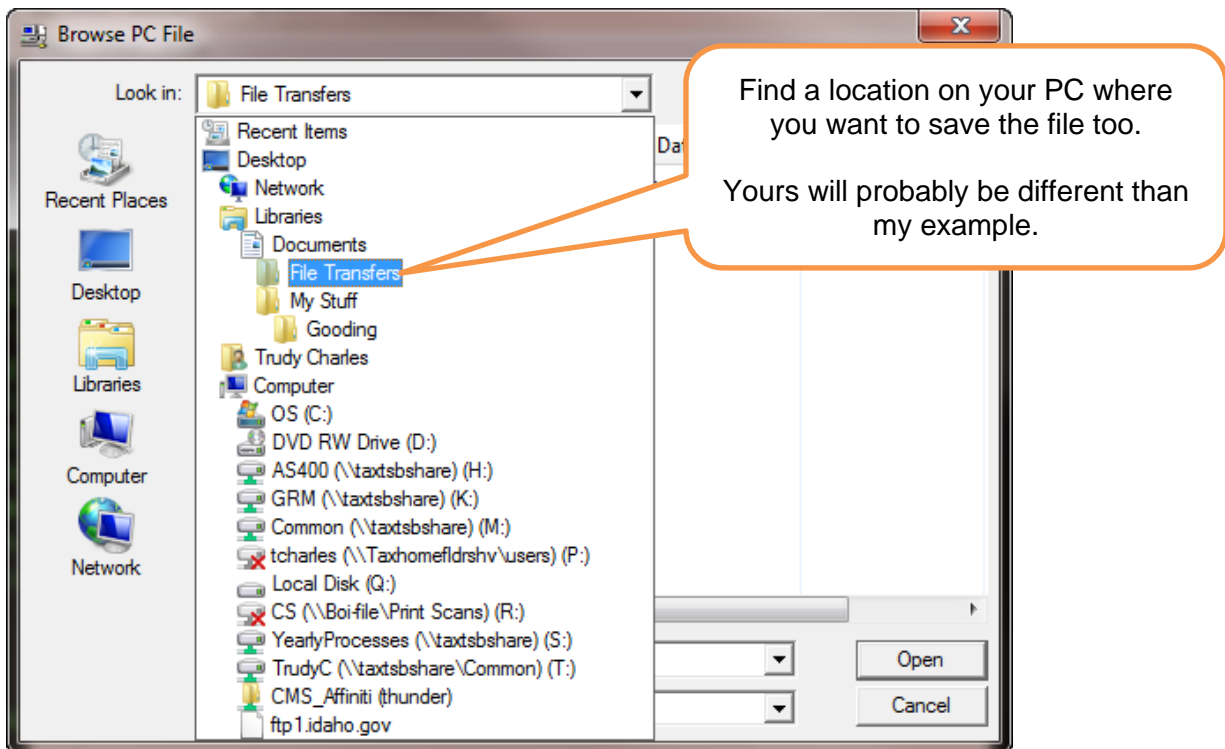
7. **UN**select the Save transfer description and click OK.



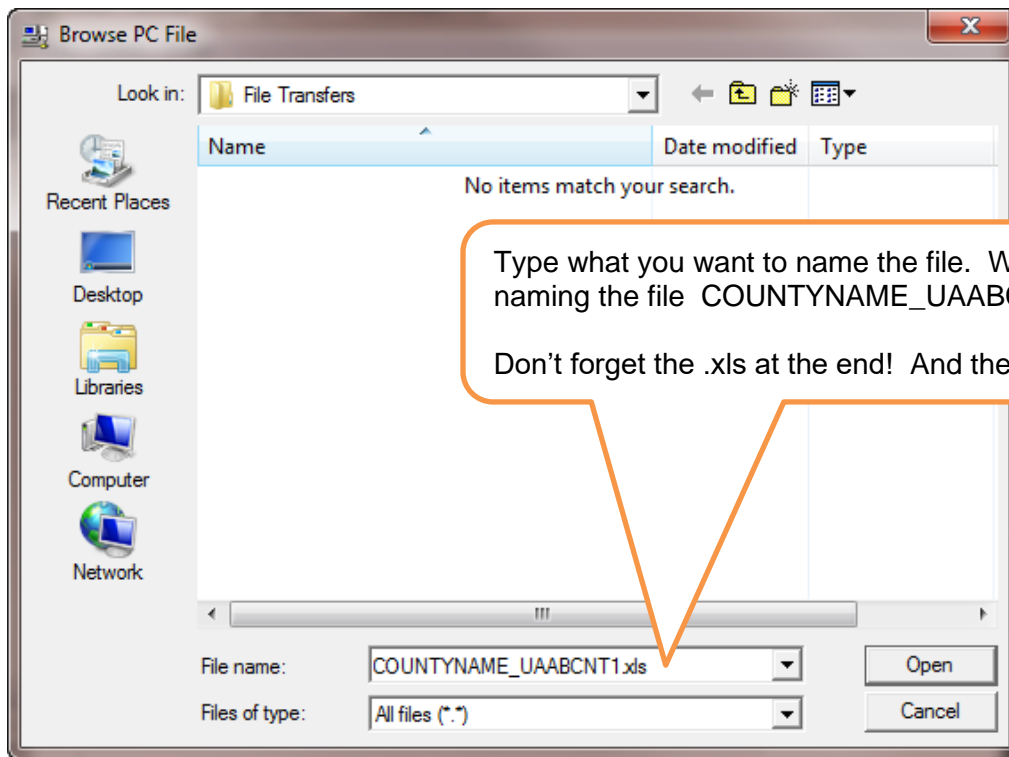
8. Click on the bottom Browse button.



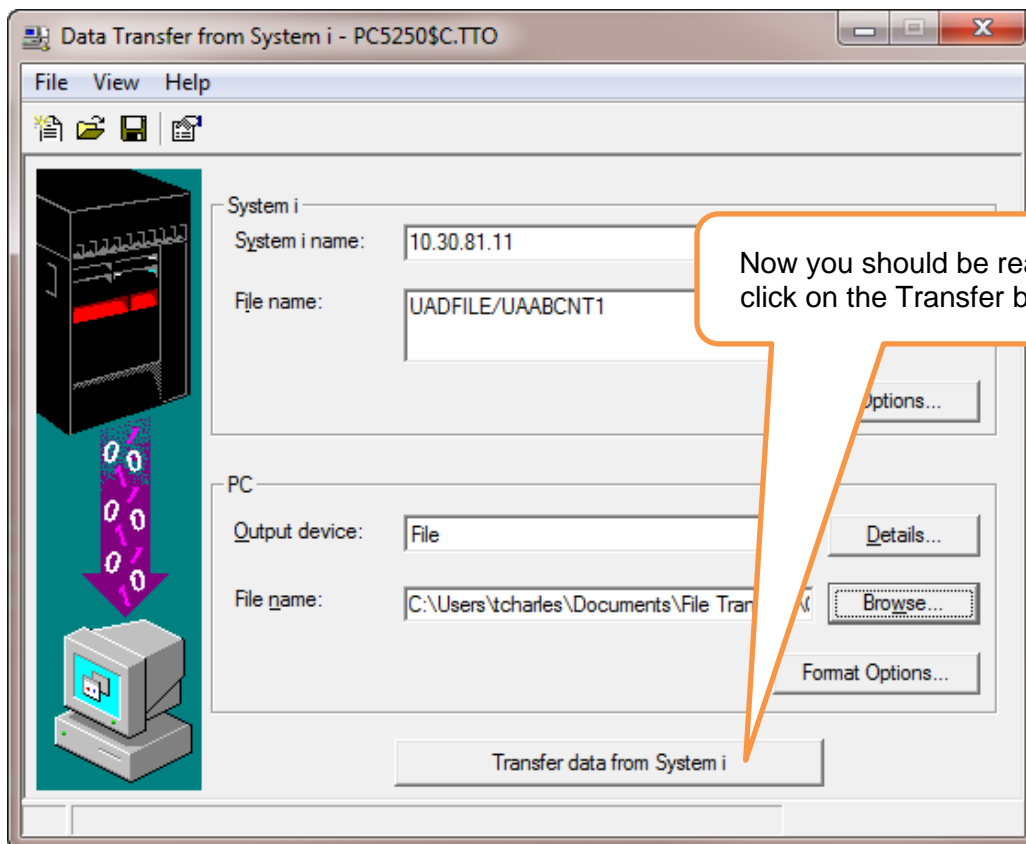
9. Either click on the arrow to the right of the "Look in" box or select a location from the left navigation bar and select a folder to save the file too.



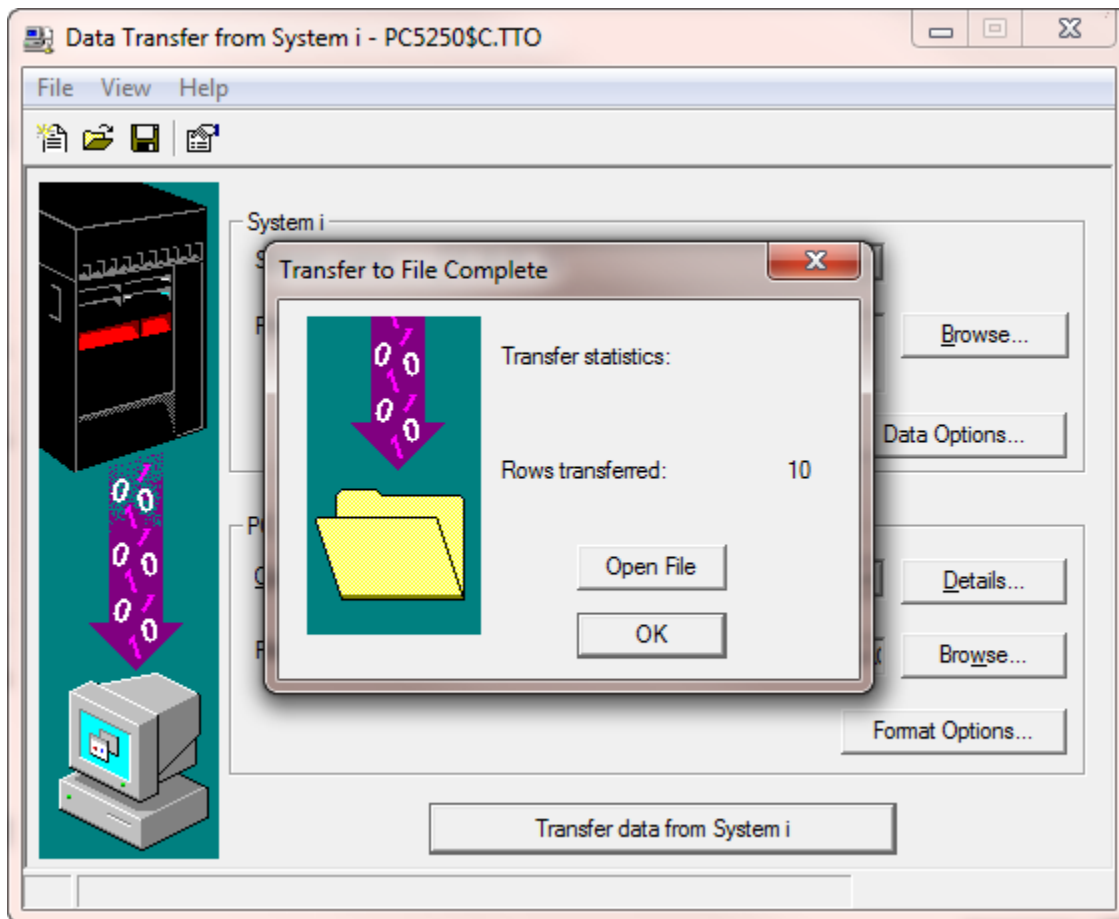
10. In the File Name box key in what you want to name the file. We suggest your County name along with the name of the file you are downloading.



11. Click on the Transfer Data From System i to transfer the file.



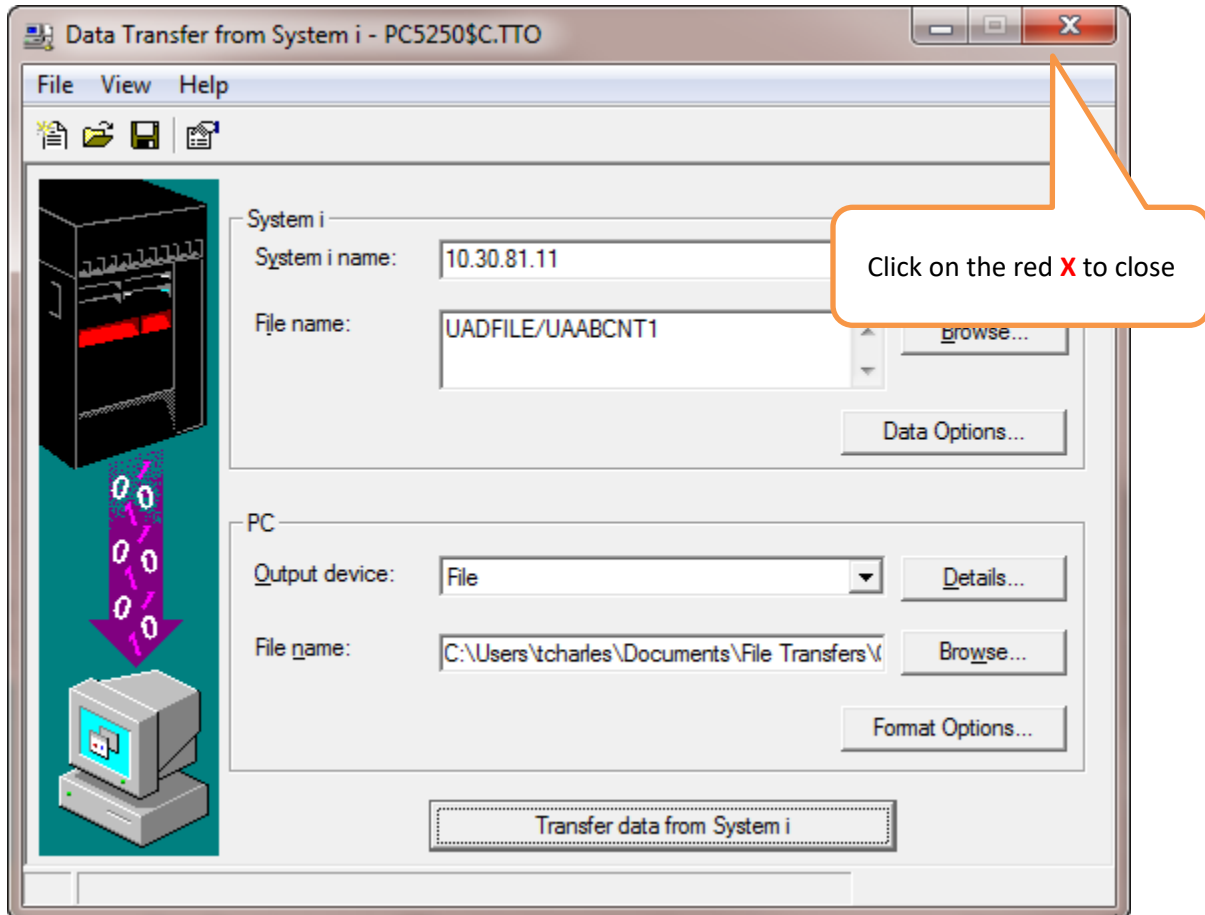
12. You should get a message saying the number of rows transferred.



13. Now you need to do the same process for the remaining **6** files:

- a. UAABCNT2
- b. UAABSCHL
- c. UAABCITY
- d. UAABOTHR
- e. TMPA2B00
- f. TMPA2NC
- g. TMPA2BUR

14. After the last file is downloaded you can click on the red **X** and close the window. You do NOT need to save the transfer request.



15. Once all the files have been downloaded, you will need to attach them to an email and send them to Ben Seloske (ben.seloske@tax.idaho.gov) at the State Tax Commission.