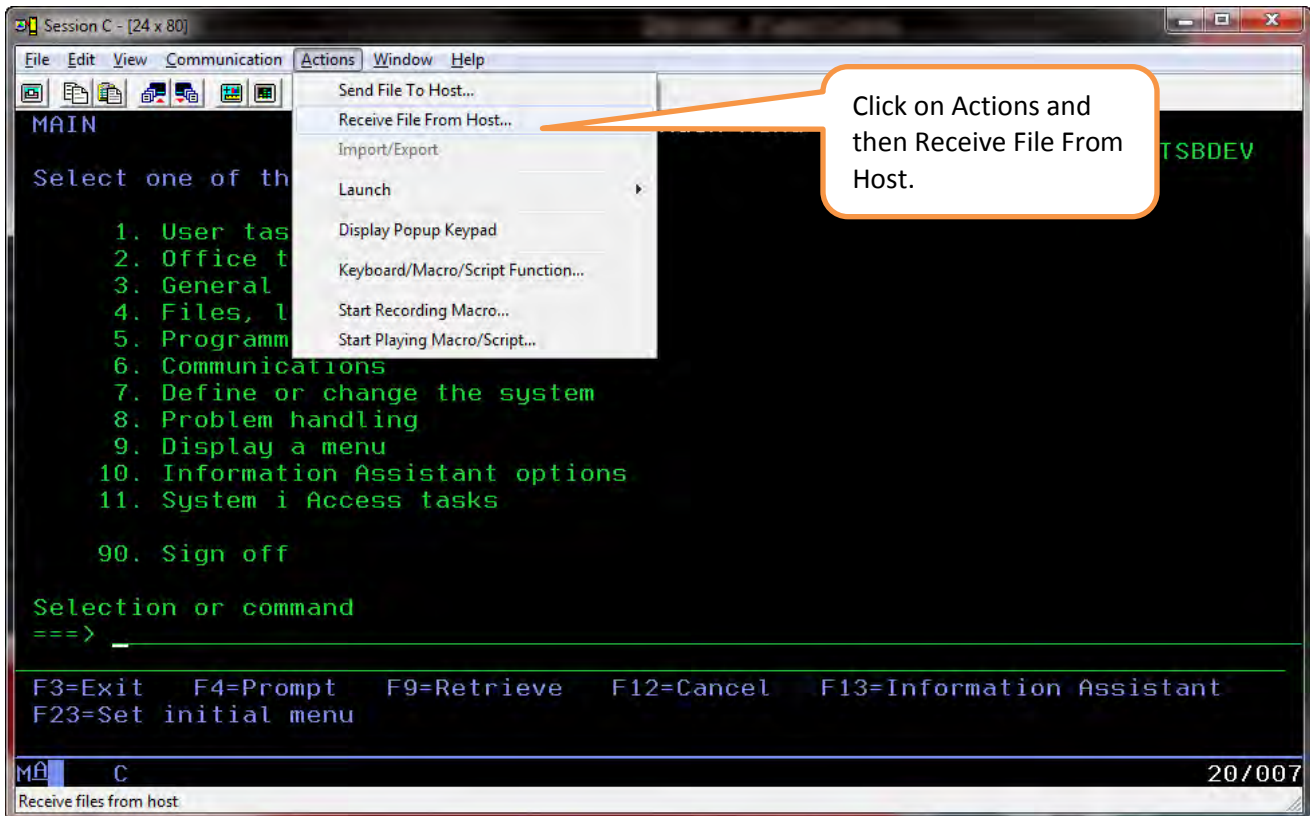


## PPQ020 DOWNLOAD INSTRUCTIONS

### Run PPQ020.

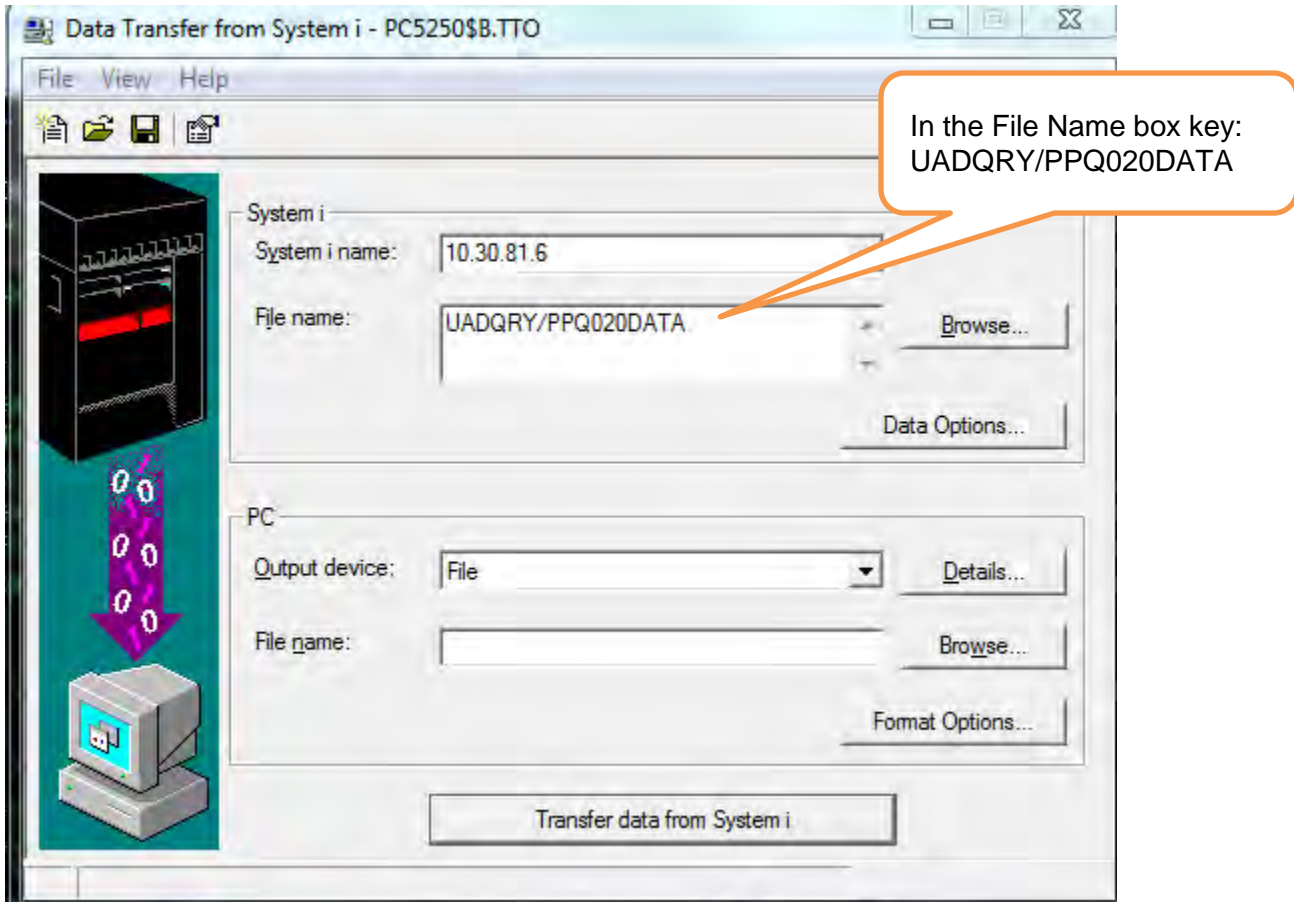
Once you have run PPQ020:

1. On an AS400 session click on Actions and then Receive File From Host.

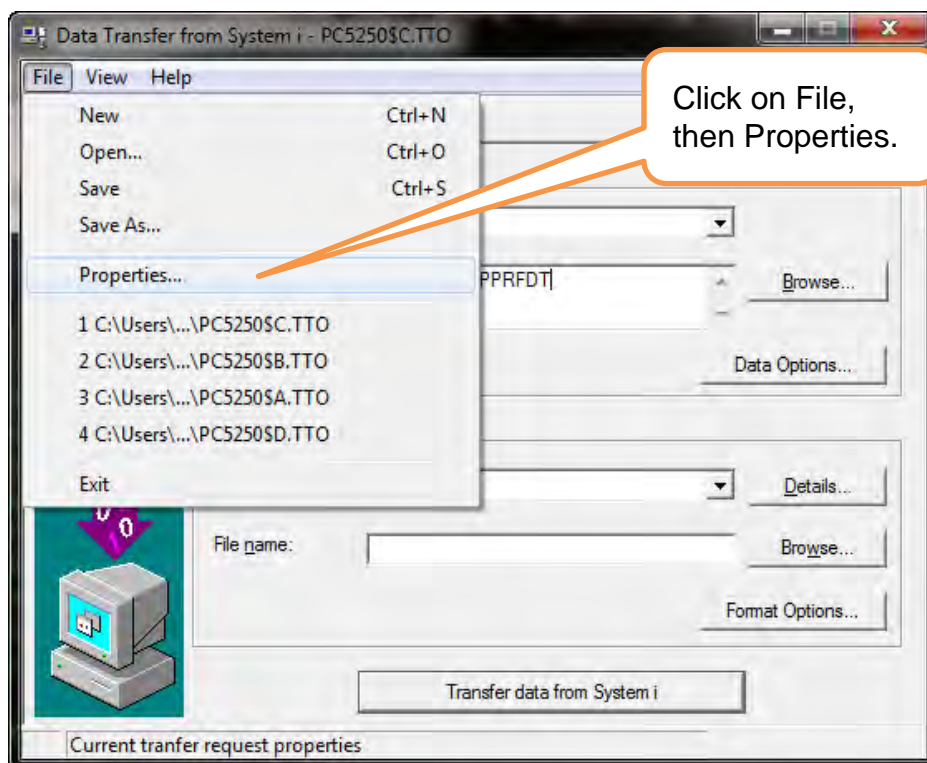


### PPQ020 DOWNLOAD INSTRUCTIONS

2. Enter the name of the file that you wish to download from the AS400.

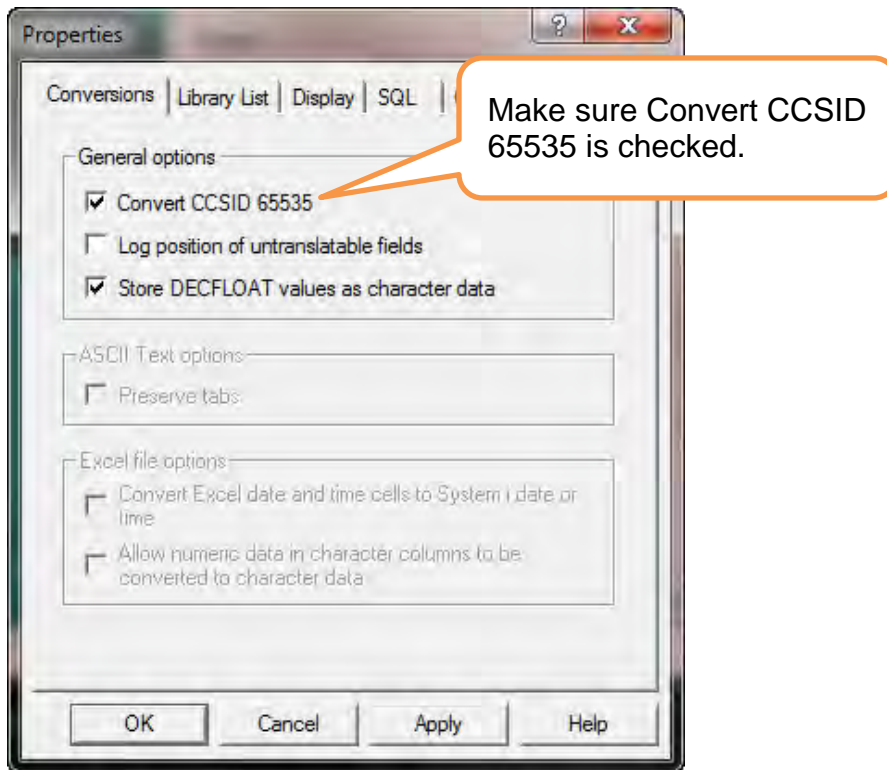


3. Click on File>Properties

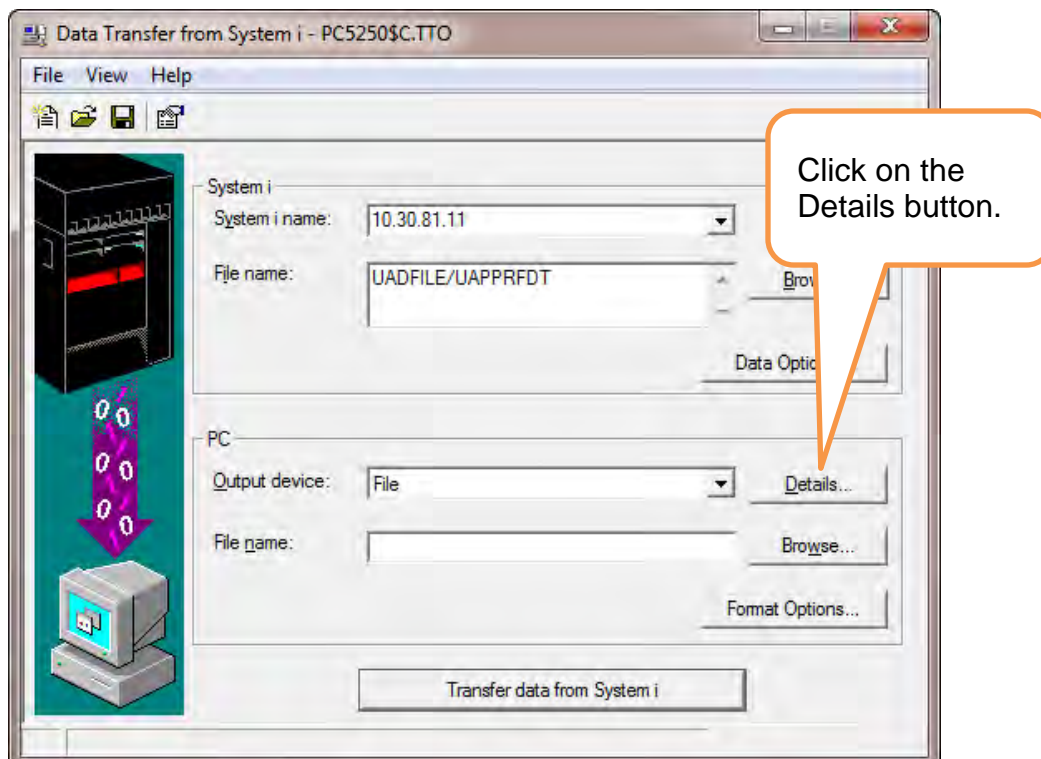


## PPQ020 DOWNLOAD INSTRUCTIONS

4. Make sure that the Convert CCSID 65535 is checked. Then click OK.

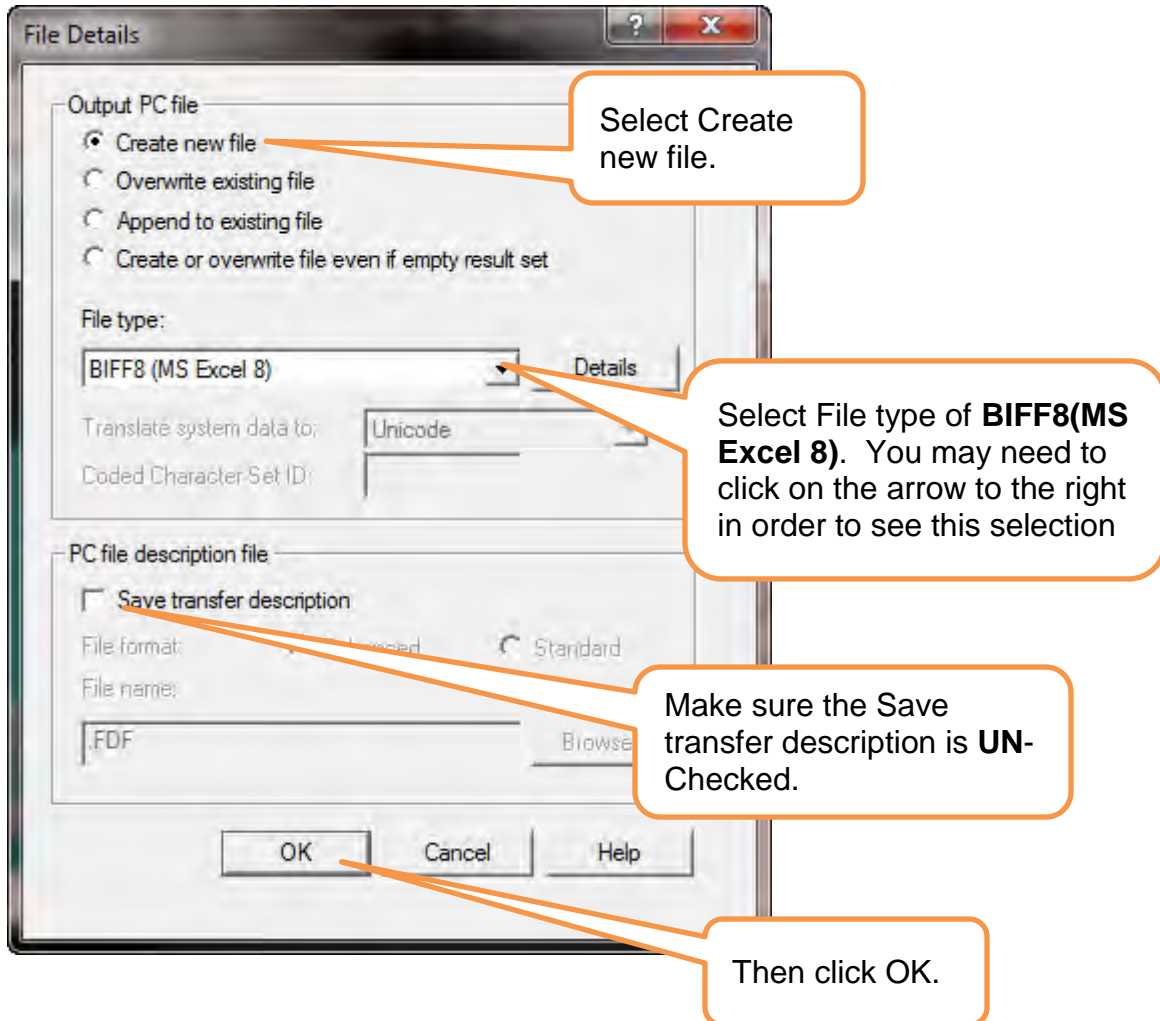


5. Click on the Details button.



## PPQ020 DOWNLOAD INSTRUCTIONS

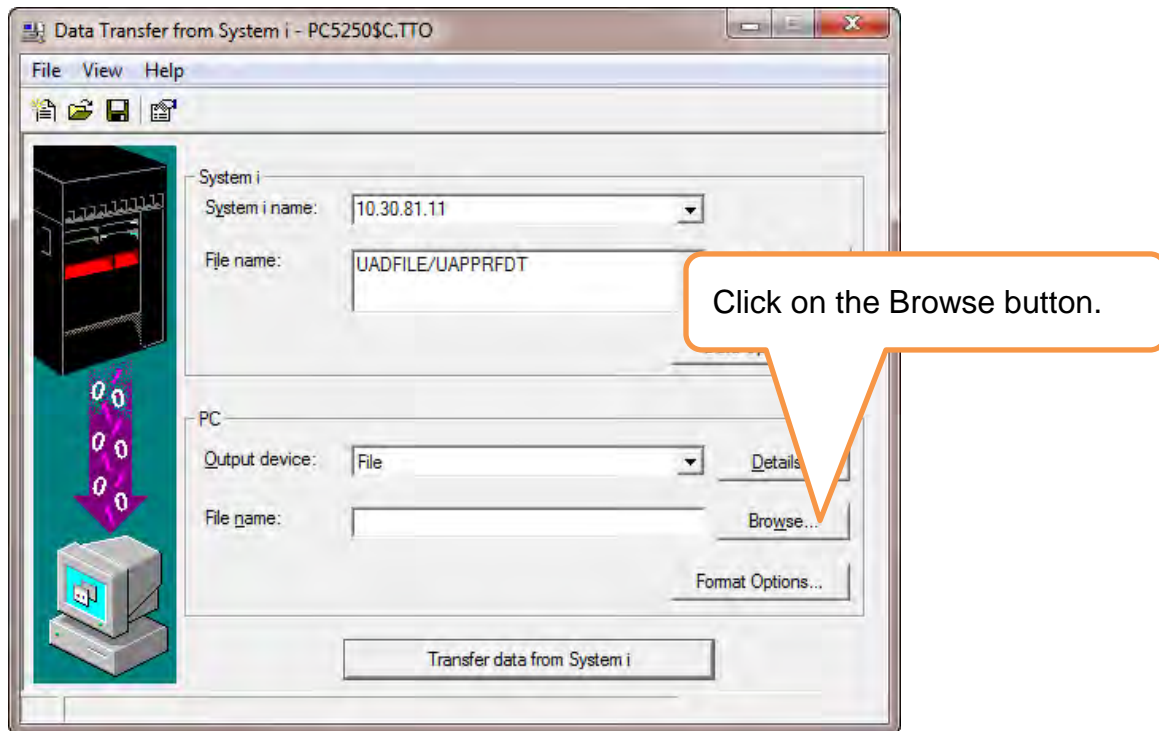
6. Select option to Create a new File. Select File type of BIFF8(MS Excel 8). And Uncheck the Save transfer description option.



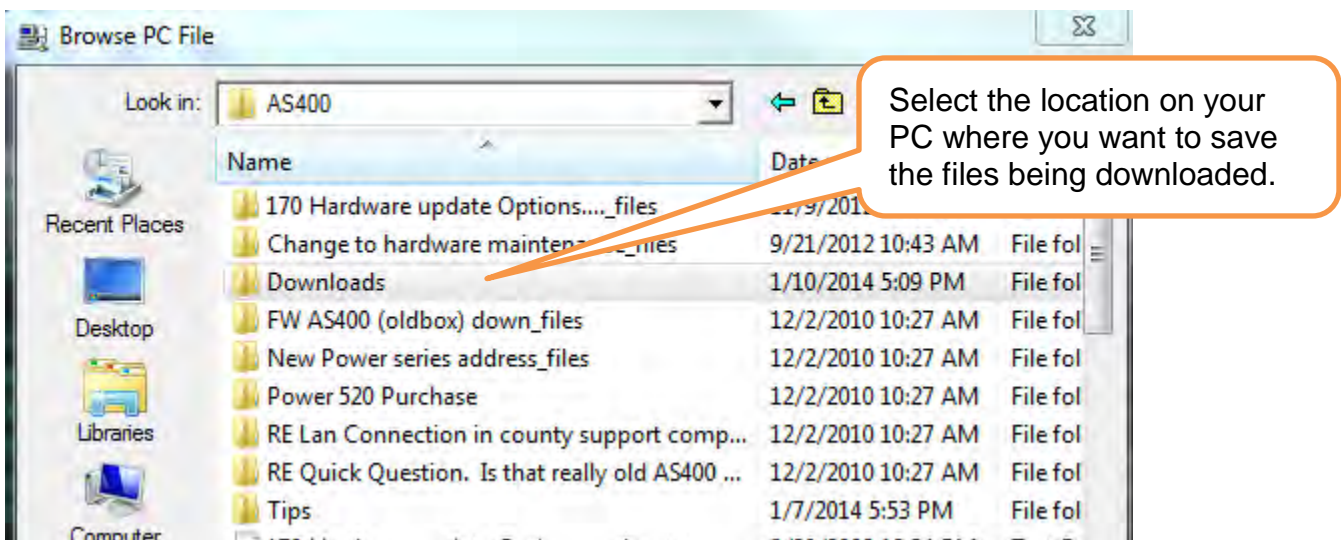


## PPQ020 DOWNLOAD INSTRUCTIONS

7. Click on the Browse button.

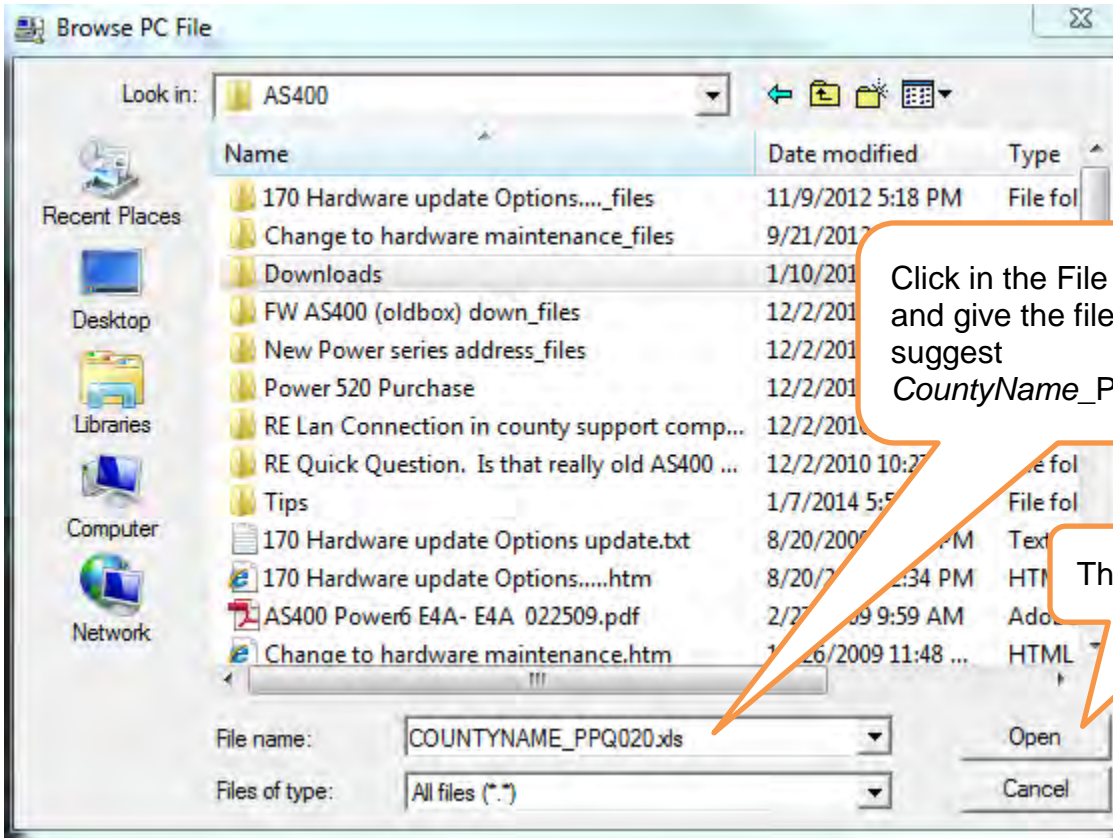


8. Click on the arrow and select the location on your PC where you which to save the files.



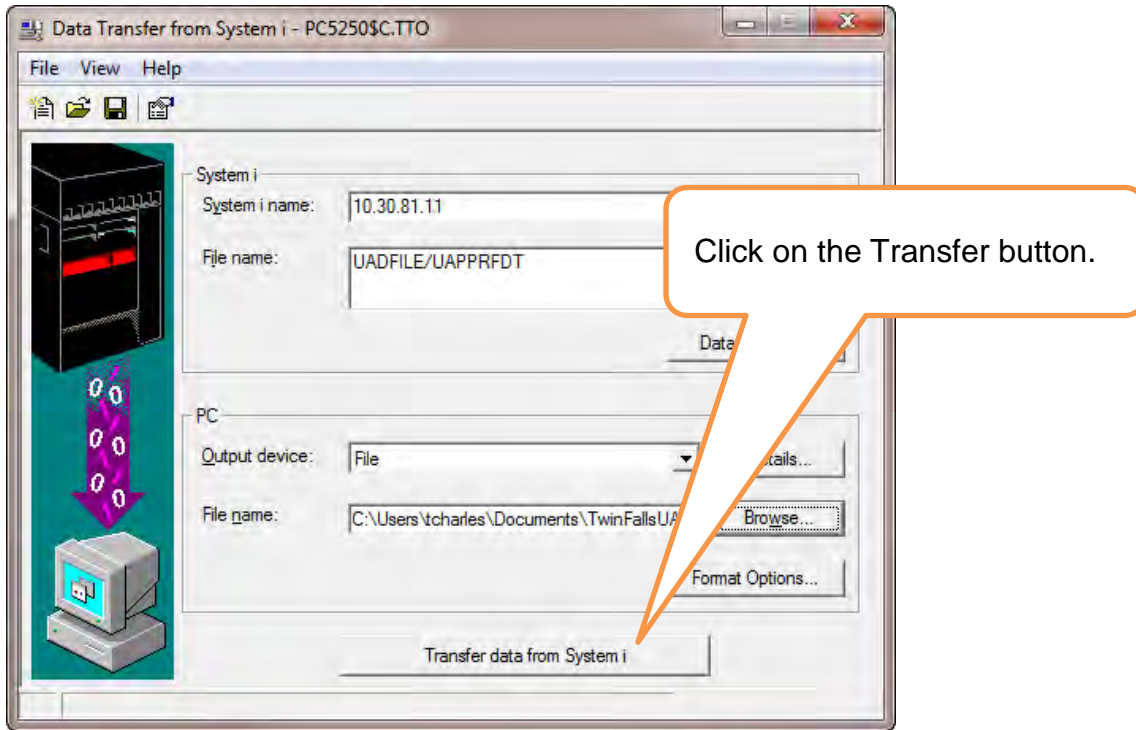
### PPQ020 DOWNLOAD INSTRUCTIONS

9. Once the location is selected, click in the File Name box and give the file being downloaded a name. We suggest a combination of your county name and the name of the file being downloaded. BE sure to put the .XLS extension on the end.

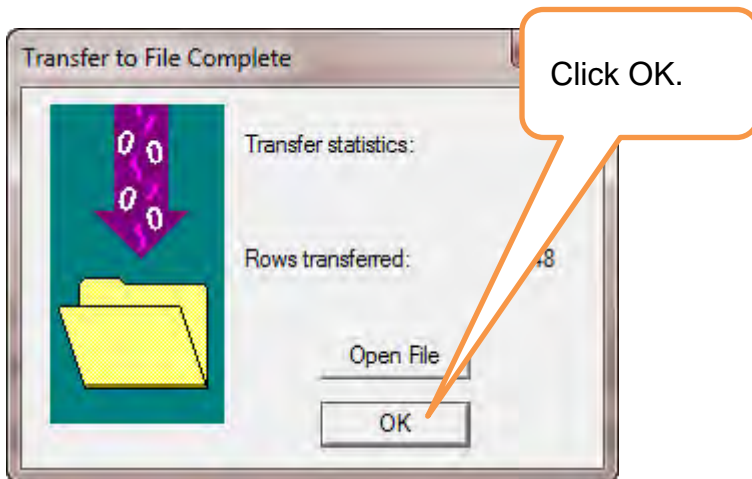


### PPQ020 DOWNLOAD INSTRUCTIONS

10. Click on the Transfer data from System i button.

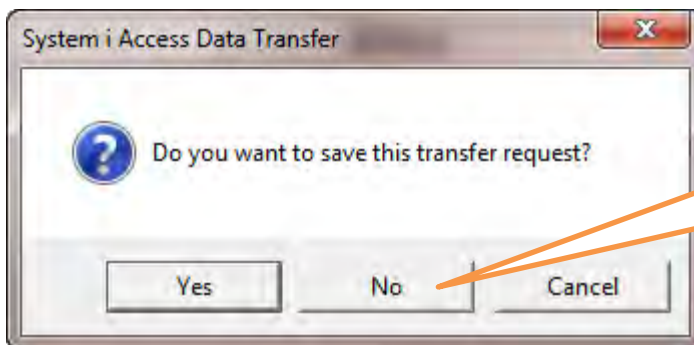
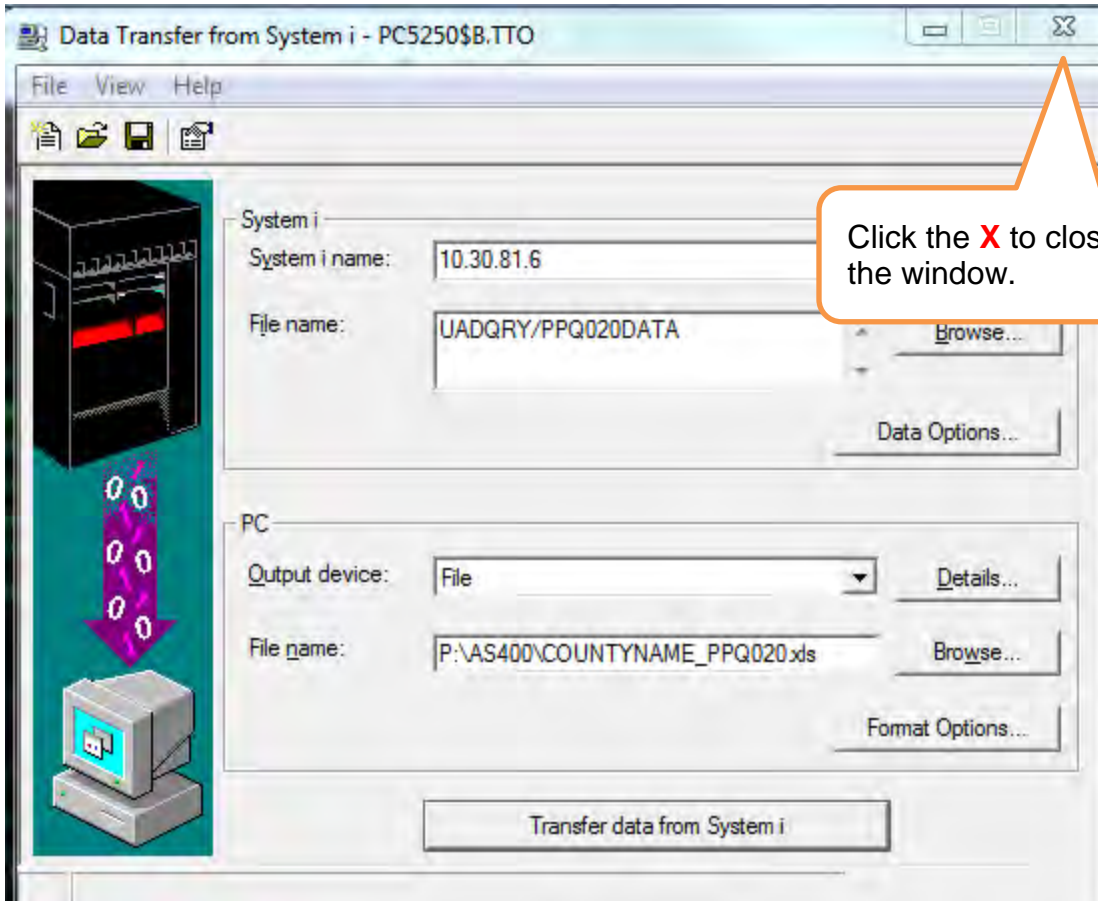


11. When successful you should get this message box saying how many Rows were transferred. Click OK.



## PPQ020 DOWNLOAD INSTRUCTIONS

12. Close the Data Transfer window.





## PPQ020 DOWNLOAD INSTRUCTIONS

13. The final step is to go into the folder on your PC where you saved the files too and email them to Gary Houde at [gary.houde@tax.idaho.gov](mailto:gary.houde@tax.idaho.gov) .

