

# Instructions to Import USAS Cash Activity

1. Recreate the gaap import file from the USAS fiscal year close for fy10.
  - a. Sign in to the fiscal year archive for FY10 through reflections using the username and password to get to FY10. The username and password will be DDDD\_B where DDDD is the abbreviation for your district ie, aust or boar etc. So for Austintown I would use aust\_b as both the username and password.  
(You can create a helpdesk ticket or email me if you have a problem at this point.)
  - b. At the \$ prompt type MENU
  - c. From the menu prompt USAEXP
  - d. From that menu select the option GAAP\_EXP (GAAP/GASB34 Data Export). This program extracts USAS Account information into a tab-delimited file. You will want to enter your email address so the file is sent to you. You may enter up to 3 email addresses separated by commas.

This file is intended to be used in the following upload procedure.

2. Go to web gaap at <https://gasb34sys.auditor.state.oh.us/gaap/login.asp>
3. Sign in and go to the setup menu
4. From the Setup menu, select **Upload Cash Data**.

**Upload Cash Data**

Select the file which contains the cash activity to be Uploaded into GAAP/GASB.

You can enter the file name directly and click **Upload**, or click on the **Browse** button to search for the file which contains the cash activity, and then **Upload**. The **No File for Upload** button will return you to the Setup menu.

The system will display a file upload status screen that will notify you that the file has been uploaded. It will also display any errors that may have occurred during the process.

- NOTE - If you receive any errors, you'll need to make corrections and rerun the USAEXP/GAAPEXP program and upload the newly generated file. This file may be uploaded as many times as necessary as it will overwrite the previous upload and cause no problems.

## Exported Cash File Upload Status

Uploaded Exported Cash File	Size	Original Size
C:\Documents and Settings\becher\Desktop\Web-GAAP\GAAPEXP.TXT	62854 bytes	62854 bytes

Continuing, loading exported Cash data to temporary table files ...

Processing Funds ...

Processed: 95

Added: 0

Processing Cash Transactions ...

Processed: 805

Added: 805

Rejected due to Invalid Fund: 0

**File has been uploaded!**

5. Go to the report menu and run a trial balance. This will take a few minutes so please be patient.
6. You can now go into the legacy reports and run any report you want.