

Overview

Download and use of the Account Route Data file requires 3 steps:

1. Download the compressed file.
This process is somewhat automated. Read the Download Instructions for more information.
2. Decompress the file to a delimited text (CSV) format. Decompression software is not provided.
3. Import and format the CSV file into an application such as Microsoft Excel® or Microsoft Access®.
Because the CSV file is a common import format, it can be input into almost any analysis application you may have. The CSV file has been formatted so when opened with Microsoft Excel® the data will be automatically imported.

Download Instructions

1. Select your department from the list.
2. Enter your LDAP user ID and password in the **Password Entry Dialog** box. The format of this box will vary slightly depending on your browser. Examples of Mozilla and Internet Explorer are shown below. To maintain security of the password, asterisks (****) are displayed as the password is keyed. (It is strongly recommended that you do not save your password if given the option.) **Click OK.**

Mozilla:



Internet Explorer:



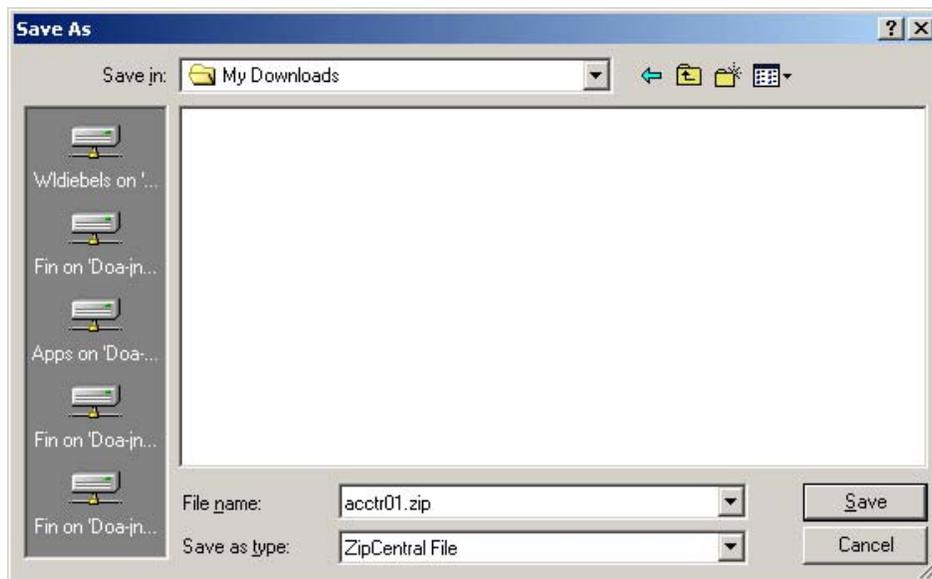
3. Left-click the appropriate Account Route Data file from the directory list displayed.

The six most recent "generations" of your department's files are available for download.

acctr01.zip = the most recent Account Route Data file
acctr02.zip = the second most recent Account Route Data file
acctr03.zip = the third most recent Account Route Data file
acctr04.zip = the fourth most recent Account Route Data file
acctr05.zip = the fifth most recent Account Route Data file
acctr06.zip = the oldest available Account Route Data file

Note: Account Route files are generated from payroll production runs including semimonthly, biweekly, quarter-end, year-end, and monthly cancel-reversal runs.

A window similar to the one below will appear:



4. In the "**Save in:**" selection list box, specify the drive and directory in which you would like the file to be saved. In the example above, the directory (or folder) in which the file is being saved is named "My Downloads". Do not modify the "**Save as type:**" box.
5. Click the **Save** button to save the compressed Account Route Data file to your specified drive and directory.