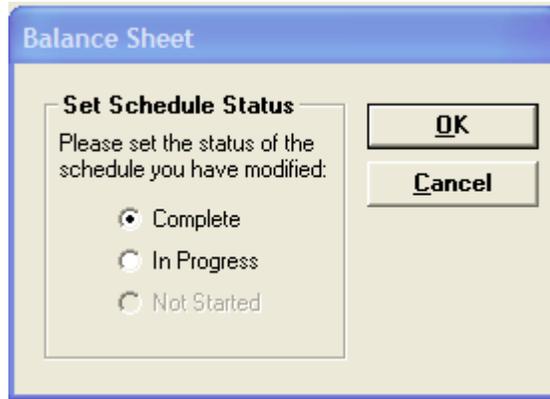


# IOUARS Export Instructions

1) All schedules must be completed and marked (schedule status) as complete.



Option 1) From the View menu, select Options... Make sure that "Prompt for Schedule Status on Schedule Close" is checked. Then, for each schedule that is marked as Not Started or In Progress, you may go into the schedule, click on Save, and the Set Schedule Status popup window will display on exit.

Option 2) From the Schedule Listing screen, right click (and hold down the button) on a schedule name and select Set Schedule Status from the popup menu.

2) You must run Edit Checks and get a clean result.

Option 1) From the Main – Report Selection screen, click on the Admin menu and select Run Edit Checks.



Option 2) From the Main – Report Selection screen, click on the File menu and select Export Report to PSC. Click on the <Run Edit Checks> button.

3) Generate a PDF copy of your IOUARS report.

From the Schedule Listing screen, click on the File menu, select Print, then select Print Entire Report. On the Print Entire Report screen, select “Print Annual Report with data included” and check off all sections of the report. Click on the <Printer Setup> button, select your PDF printer and click <OK>. Then click <OK> to generate a PDF copy of the report.

4) Generate PDF copies of your report Appendix supplements. These include Notes to Financial Statements, Service Territory Maps, and any other documentation you are requested to provide. See Appendix Page X-01 for the list of supplemental pages.

5) Append the Appendix supplements to the IOUARS report so that the whole package is in one PDF file.

6) The following steps are done from the Export Annual Report Data for PSC screen. From the Main – Report Selection screen, click on the File menu and select Export Report.

Export Annual Report Data for PSC

Records Read:  Records Written:  Errors:

**Exporting your completed report to the Wisconsin Public Service Commission is a multi-step process:**

- 1) Complete all schedules and mark them as complete.
- 2) Run Edit Checks and get a clean result.
- 3) Print your complete report to PDF and specify the location.
- 4) Export Data to create and zip the files needed by the PSC.
- 5) Upload the zipped files.

More complete instructions can be viewed by clicking the <View Export Instructions> button.

View Export Instructions

Run Edit Checks

Specify PDF File

Export Data

Upload Files to PSC

Exit

- Specify the location of the PDF file for export purposes. Click on the <Specify PDF File> button. This saves a copy of the Annual Report PDF in your Export directory.
- Export the Annual Report data. Click on the <Export Data> button. This saves a copy of the data in your Export directory, but also asks for a save location – this is for you to keep

a copy of what has been exported, and should be kept safe until the report has been received and accepted by the PSC.

- File the Annual Report with the PSC. Click on the <Upload Files to PSC> button. If you are connected to the Internet, this will connect to the following website:

The screenshot shows the 'Public Service Commission of Wisconsin' logo on the left and the title 'Public Service Commission of Wisconsin' at the top. Below the title is the heading 'Upload Annual Report'. The form contains the following elements:

- A red asterisk warning: '\* \* All fields are required.'
- A 'Filer Info ->' section with three input fields: 'Name:', 'Email:', and 'Phone:'. The phone field has a placeholder 'xxx xxx-xxxx or (xxx) xxx-xxxx'.
- An 'Annual Report Info ->' section with three input fields: 'Report Year:' (with '2007' entered), 'Type:' (with radio buttons for 'IOU' and 'WEGS'), and 'Utility:' (a dropdown menu with '--- Choose a utility ---').
- A 'Browse...' button next to the 'Utility:' field.
- An 'Upload' button at the bottom center.

- If this does not work, open your internet browser and go to the following URL:  
[http://psc.wi.gov/apps35/AR\\_upload/upload.aspx](http://psc.wi.gov/apps35/AR_upload/upload.aspx)
- Follow the instructions on the screen to upload your report. The file that you will be uploading is generated by the IOUARS, should be found in the C:\PSC\IOUARS\EXPORT directory, and will be named something like IOU\_xxxx\_nnnnn.zip (where xxxx = report year and nnnnn = PSC utility number).