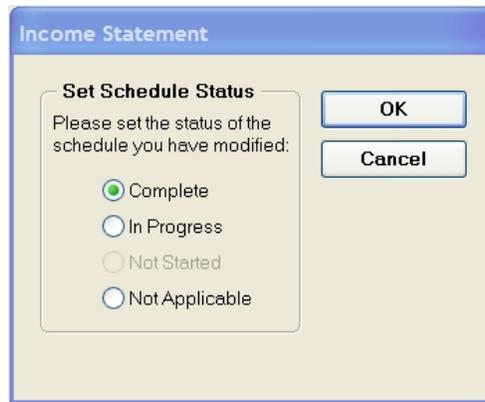


# WEGSARS Export Instructions

1) All schedules must be completed and marked (schedule status) as either Complete or Not Applicable.



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) 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. The following screen will display:

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) Run Footnote Length Report and follow instructions on report.
- 4) Export Data to create and zip the files needed by the PSC.
- 5) Upload the zipped files.

More complete instructions, including the URL for the upload, can be viewed by clicking the <View Export Instructions> button.

View Export Instructions

Run Edit Checks

Footnote Length Report

Export Data

Upload Files to PSC

Exit

- Run the Footnote Length Report. This report identifies schedules with footnotes. Due to the nature of generating a PDF of the Annual Report, footnotes near the bottom of a page often get mangled. Please review the footnoted schedules in Print Preview mode and add additional line breaks near the page break to minimize the impact of this problem. Instructions are included on the Footnote Length Report.
- 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. The following screen will be displayed:



- Note the Export File location and press <OK>. If you are connected to the Internet, this will connect to the following website:



- 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 WEGSARS, should be found in the C:\PSC\WEGSARS\EXPORT directory, and will be named something like WEGS\_xxxx\_nnnnn.zip (where xxxx = report year and nnnnn = your PSC utility number).