

## FTP Transfer for Onfarm Customers

Customers can transfer data to AgriSolutions directly from AgManager. The customer must have their Internet connection active, and stay connected through the complete transfer. Depending on the connection speed and the size of the file, this can take up to 1-2 hours. If the customer has an active firewall, they need to allow connection to this site.

First the user must make a backup to their hard drive. Name the file with their last name and the date. I.e. C:\WISH0304.ZIP

**\*Note – The filename can be 8 characters or less.**

Select the “User Tools”, “Transfer File to ASI”

Open Month	Closed Month	Status	Fi
Apr 2008	Mar 2008	Posted /Not Reconciled	(Open) 20

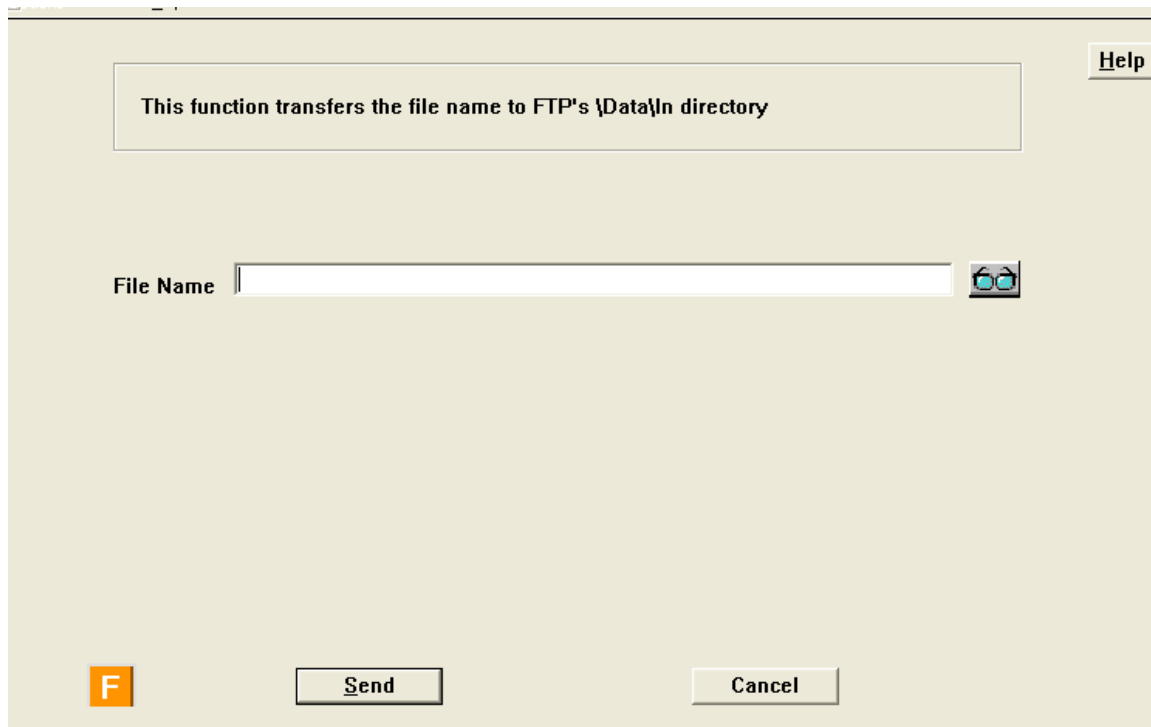
Select Module	Select Function
General Ledger	<b>User Tools</b>
Reports/Export	Backup All Files
Payroll	Backup Specific Entity
Accounts Receivable	Audit Data Files
Accounts Payable	Transfer File to ASI
Financial Forecast	Show AGRISOLUTIONS.COM
JD Office Interface	Show Setup/Log Info
<b>User Tools</b>	
Development Tools	
Support Tools	
Application Support	

The system will ask for an access code. The code is the month + day. I.e. March 26 would be the number **29**.

**After pressing Enter, the system will request the access code. At this point the option for “Send” should be selected.**



The next screen will request the path and name of the file to be transferred. The eyeglasses will take the user to their hard drive. You can click on the eyeglasses to “browse” for the file, double-click to select; or type the file name in the box. I.e. C:\WISH0304.ZIP Then select “Send”. When the transfer is complete the user will receive the message “Transfer Complete”, select Ok, and then “cancel” to return to the menu.



## Receiving Data from AgriSolutions.

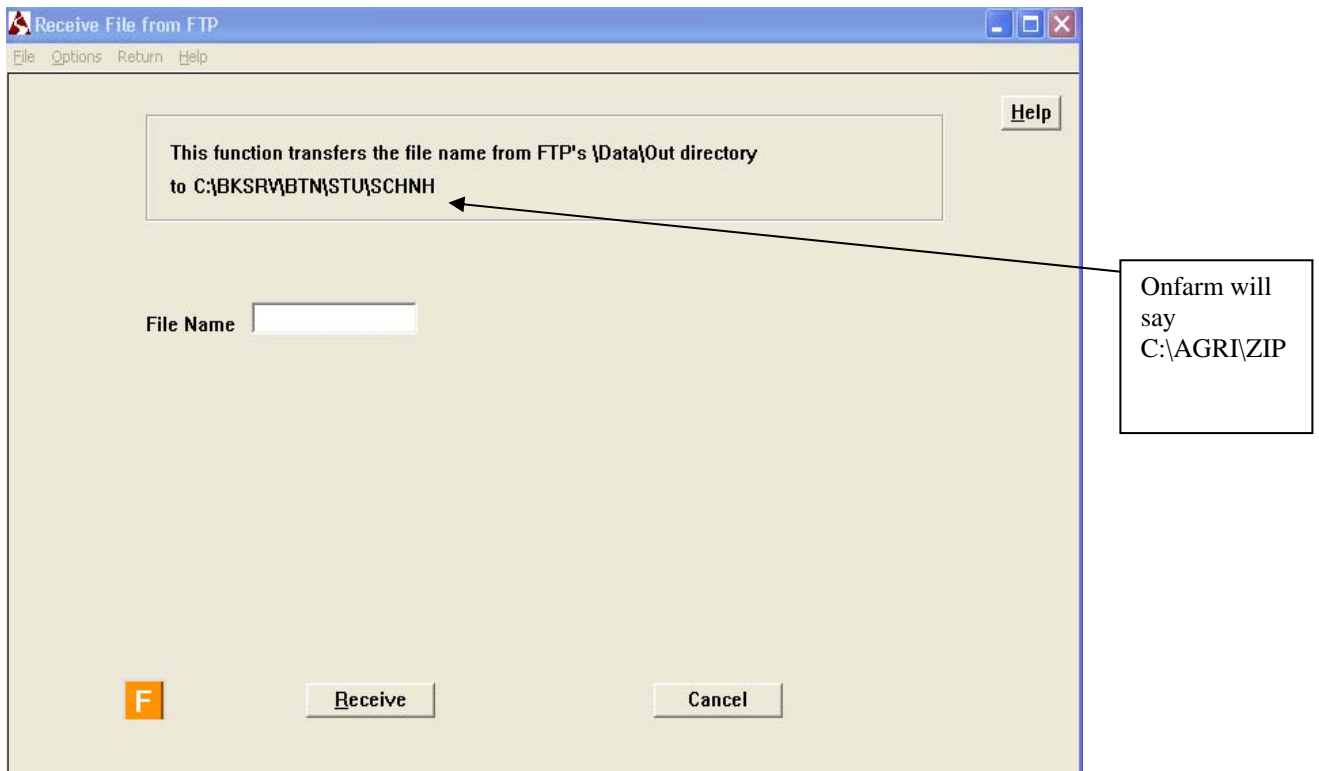
The customer will connect to their Internet, and select “User Tools”, “Transfer File to ASI”,

Enter password and select Receive File.

**\*\*Note you will need to restore data after this step.**



AgriSolutions should provide the exact name of the file; so that it can be typed in the following field.



The system will download the file to the **C:\AGRI\ZIP** folder.  
After the transfer is complete (message will appear on screen)  
You can then select **“User Tools”, “Restore Files”**; the system will default to  
C:\AGRI\ZIP as the restore source. It may be necessary to use the Down Arrow to find  
the file that was transferred.

Help

Directory path of backup files  
C:\AGRI\ZIP

Backup files found

Restore File Info

Restore File Name C:\AGRI\ZIP\PN58AHPQ.ZIP

Restore Directory C:\AGRI\DATA

Client Name Comment Date Time

Todd & Debra Stanley CLIENT BKUP PRIOR TO RESTORE 05/08/2008 10:53a

Restore File Options

Full Restore  Entity Restore  Restore Tax Forms History

Client Code PN

Entity Code

Restore Cancel