



FTP Instructions for Mac Users

What we need from you

If you have previously converted to FA² and are sending data for PR training or AR conversion, we need two things:

- a backup of your Fund Accounting data
- PLUS a backup of your FA² data.

Your *Fund Accounting* data is normally located in your DataTeam Fund Accounting or WOS Fund Accounting folder in a folder called Data. If you share the data, it may be located on a server instead.

If you are unsure of the location of your *Fund Accounting*² data, refer to the Backup Procedures section of your FA² manual where you will find detailed instructions on how to find your data.

What you need to do

Make a .sit file of your data

You must compress the data you send to DataTeam Systems using a utility named DropStuff. A trial version of DropStuff can generally be found on your Macintosh. If you cannot locate your copy, you may download a trial version at:

<http://www.stuffit.com/stuffit/lite/>

After you have stuffed your data, please rename the file using the name of your school. We have many files coming in at the same time, and this name will help us distinguish which data belongs to which school. If you are attending a Payroll-only training you will need to rename both your FA² and FA classic data separately – for example: LawrenceFA2.sit and LawrenceData.sit

Upload your data to DataTeam Systems

You will need to use an FTP program in order to upload your data. A popular FTP program is Fetch. You may download a trial version of Fetch at: <http://fetchsoftworks.com/>

Here is some information you may need to use Fetch to connect to our server:

- **Host:** <ftp://ftp.datateam.com/>
- **User ID:** anonymous
- **Password:** (leave blank)
- **Directory:** incoming

If you are having problems uploading your file(s), please make sure your data is stuffed. If it is stuffed and you're having problems, please contact our tech, Caleb Schickedanz, toll free at 877-843-8150.

Email Becky Grom

Once your data is on the FTP site, please email Becky Grom at bgrom@datateam.com