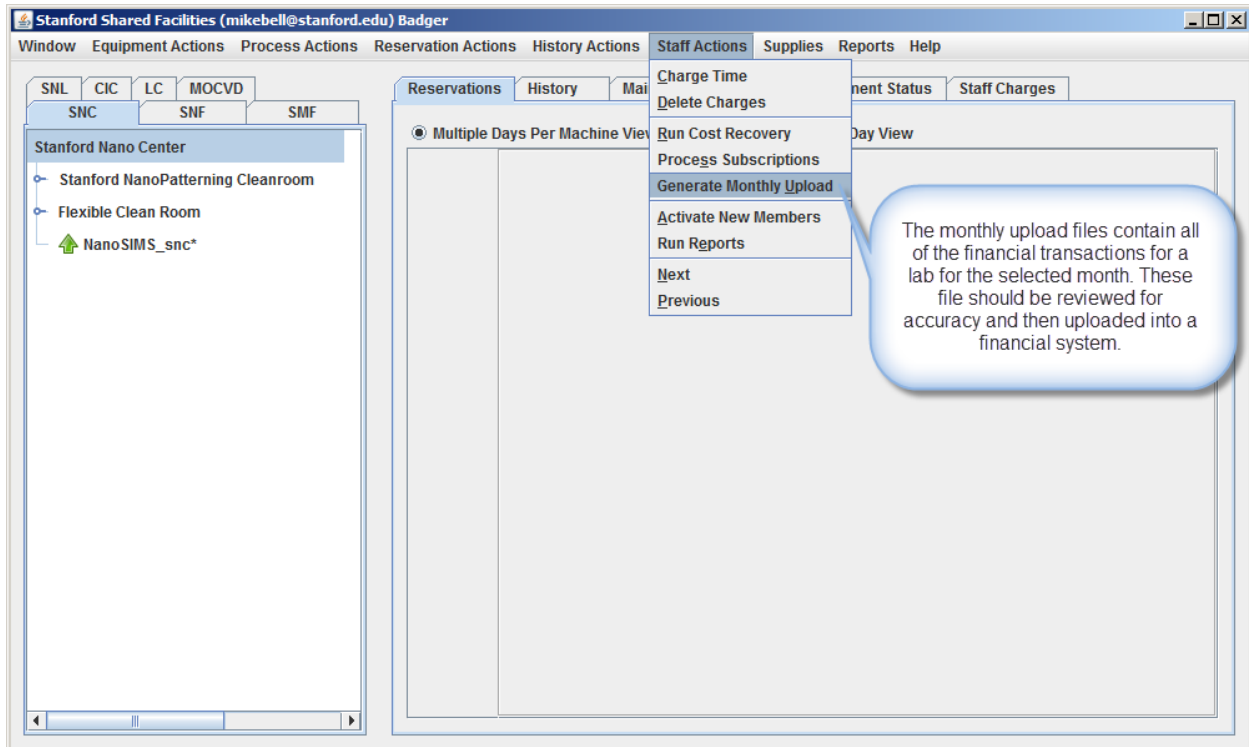
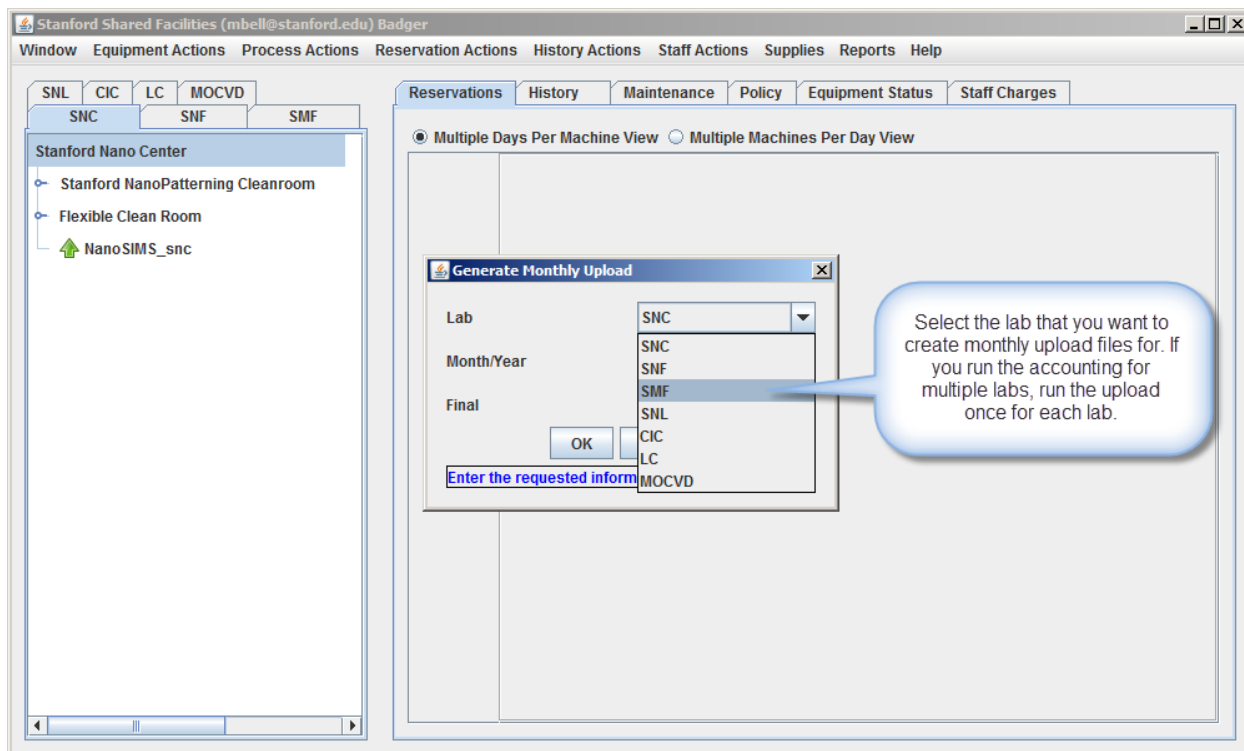


Badger Docs – Monthly Upload

Monthly upload files are how the Badger system exports pertinent financial information to an accounting system. Monthly upload files can only be created by staff with an “Admin” role for their lab. These files are typically formatted to meet the needs of your specific accounting software application. While the Badger system works hard to ensure the accuracy of all data it provides, it is essential that any information be carefully reviewed.



Badger Docs – Monthly Upload



Badger Docs – Monthly Upload

Each time you run the Monthly Upload process one or more files will be generated for your lab and emailed to you. For operational purposes each file is in a separate email. Most labs will only run the upload once, but you can run the upload as many times as you want. Each time you run the upload you will get a new set of files emailed. If you plan to run the upload just once, check "Final" and hit OK to run. This will create a set of emails with the files for your lab. A copy of the files sent will also be retained on the server for future reference.

Generate Monthly Upload

Lab: SNC

Month/Year: 12/2012

Final:

OK Cancel

Enter the requested information above

New to the process is the "Final" check box. Some labs may run the upload several times before deciding to create the upload file they will actually use for that month. Leave the box unchecked until you are ready to create your "final" upload files. All runs are essentially the same except that when the Final box is checked a copy of the upload files is kept on the server.

The Badger system will email the monthly upload files to you shortly after the run completes.

4 Date: Today

✉	📧	📧	noreply-stanford@badgerlms.com	EDNE776-DSD-ACAPR_01-Dec-2012.pdf
✉	📧	📧	noreply-stanford@badgerlms.com	EDNE776-DSD-ACAPR_01-Dec-2012.pdf
✉	📧	📧	noreply-stanford@badgerlms.com	EDNE776-DSD-ACAPR_01-Dec-2012.pdf
✉	📧	📧	noreply-stanford@badgerlms.com	EDNE775-DSD-ACAPR_01-Dec-2012.pdf
✉	📧	📧	noreply-stanford@badgerlms.com	EDNE775-DSD-ACAPR_01-Dec-2012.pdf

Badger Docs – Monthly Upload

Financial system upload files are typically custom formatted for your financial system. In this example for an Oracle based system, transactions are produced each month and summarized by Account / Project / Member and Charge type.

HEAD	01-Nov-2011	Nov-2011	Allocation	SNC Monthly Allocation Journal 23802.00	
EXPL	Lab Monthly Allocation Journal.				
EXPL	Detailed records of lab usage are stored in the Badger database.				
DETL	5527552 5	TRDTH	58320	01-NOV-2011	Marita Raj LTA = AC2_IPS_SMT 00_Activity@t11badger.stanford.edu 500.00 01
DETL	5528772 5	WRDLP	58320	01-NOV-2011	Bob De Wain STH = AC2_IPS_SMT 00_Activity@t11badger.stanford.edu 500.00 01
DETL	5528814 500	WRDLP	58320	01-NOV-2011	Michelle Ruby Sachs-Gutierrez = AC2_IPS_SMT 00_Activity@t11badger.stanford.edu 500.00 01
DETL	5528815 5	WRDLP	58320	01-NOV-2011	Barb Rungtinnak Wittapanon = Auger_SMT 00_Activity@t11badger.stanford.edu 500.00 01
DETL	5528872 4	WRDLP	58320	01-NOV-2011	Chenens Ye Sheng Xue = Auger_SMT 00_Activity@t11badger.stanford.edu 500.00 01
DETL	5529124 500	TRDTH	58320	01-NOV-2011	DM Paula Girardo Gallo = Auger_SMT 00_Activity@t11badger.stanford.edu 500.00 01
DETL	5529180 500	WRDLP	58320	01-NOV-2011	Salim Wassil Mustafa = Auger_SMT 00_Activity@t11badger.stanford.edu 500.00 01
DETL	5529172 4	WRDLP	58320	01-NOV-2011	Chenens RONGHUI ZHANG L1 = Auger_SMT 00_Activity@t11badger.stanford.edu 500.00 01
DETL	5529215 500	WRDLP	58320	01-NOV-2011	DM Vitojy Narasimhan = Auger_SMT 00_Activity@t11badger.stanford.edu 500.00 01
DETL	5529222 5	TRDTH	58320	01-NOV-2011	DM Angie Loh = Auger_SMT 00_Activity@t11badger.stanford.edu 500.00 01

Account Codes for the financial system.

Object type codes.

Custom information pertaining to the member, charge type, PI and so on.