



Instructions to Retrieve Cost Containment Full Disclosure Report

Retrieving Full Disclosure Cost Containment Report Data

Retrieving the data may be done manually for each store or as part of the routine data exchange that each store does for its nightly file transfers of Claim files, Authorized Product List, Hot Card List, Auto Reconciliation or Error files. Now stores are able to also retrieve the Full Disclosure Report files which have a ".ZIP" filename extension. *(Note: the letters ZIP will be UPPERCASE.)*

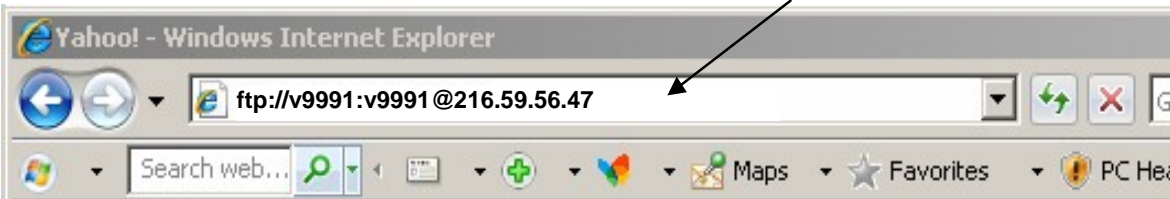
These ZIP files are located in your FTP account OUT folder. Your EBT claim activity is in the filename containing an "E".

Accessing FTP using Internet Explorer

1. Open Windows Explorer or Internet Explorer.
2. In the Address window, type the FTP address (e.g., "FTP://FTPserver").
 - Enter: ftp://user name:password@216.59.56.47



For example: The following illustration uses the account 9991 as an example



3. Since it's password protected, right-click the screen. From the drop-down menu, select "Login As."
4. Enter your login name and password. Depending on the version of WEB browser, you may be prompted to enter the username and password again. The WEB browser will connect to the FTP server, login, and list the user's files in the browser window.
5. Begin downloading or uploading files as needed. Note: Depending on the version of WEB browser, you may be able to highlight the file(s) you wish to copy and then use the drop down "edit" menu and select "copy". Then use Windows Explorer to open the destination for the files, and select "paste" from the "edit" menu, and the files are automatically transferred from the FTP server to the local drive. You can add the FTP server to your "Favorites" and save the password, so you can login in the future with just one click.

Using the Report Data Effective Process Month July 2012 (For new Excel format file)

First, after you have retrieved the files, you will need to “unzip” them. If you are using Windows XP, it has a built-in function to do this. Otherwise, you will need to use a product like WinZIP or PKUnzip or some other decompression program. Follow the instructions for the decompression program.

After you have extracted/unzipped/decompressed the report file inside the .ZIP file, you can open the report file with MS Excel. If you have MS Office Excel 2007 or later version installed on your computer, you can double click on the file and it will open it.

Accessing FTP in DOS

The following are instructions to manually retrieve the files using FTP in a DOS command window.

1. From the “Start” menu, choose “Run”.
2. In the “Open” field, type the word “cmd” and click “Ok” or press <ENTER>. *This will open a DOS command window. In that window, type the **bold** commands.*
3. Type **ftp 216.59.56.47** then Press “Enter”.
4. Enter the username and password when prompted and press “Enter”.
5. Type “**cd out**” and press “Enter” to change current folder to OUT folder.
6. Type “**ls**” and press “Enter” to list files
7. Type “**bin**” if the file you want to transfer is not a plain text file. Press “Enter”.
8. Type “**get filename**” and press “Enter”. Replace “filename.jpg” with the exact file name of the file you wish to receive. This “puts” the file onto the remote server.
9. Type “**bye**” to log off.

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Full Disclosure Report



The following is an illustration using the account 9991 as an example

<i><click on Start, select Run, and Open then type "cmd", then press enter</i>	
ftp 216.59.56.47	
User (216.59.56.47: (none)): v9991	<i>< user enters account</i>
331 Password required for v9991.	
Password: v9991	<i>< user enters password –you will not actually see what you're typing here</i>
230-Welcome to WIC. 230 User v9991 logged in.	
ftp> cd out 250 CWD command successful.	<i>< user enters cd command to change current folder to OUT folder</i>
ftp> ls 200 PORT command successful.	<i>< user enters ls command to list files</i>
150 Opening ASCII mode data connection for file list.	
9991E0705.ZIP 9991V0705.ZIP 226 Transfer complete.	<i>< the two cost containment files (your filenames will be similar)</i>
ftp: 38 bytes received in 0.00Seconds 8000.00Kbytes/sec.	
ftp> bin 200 Type set to I	<i>< user enters the command "bin" before the get file command</i>
ftp> get 9991E0705.ZIP 200 PORT command successful.	<i>< user enters the get <filename> to get file</i>
150 Opening BINARY mode data connection for 9991E0705.ZIP(4354 bytes). 226 Transfer complete. ftp: 4354 bytes received in 0.00Seconds 4354000.00Kbytes/sec.	
ftp> get 9991V0705.ZIP 200 PORT command successful.	<i>< user enters the get <file name> to get file</i>
150 Opening BINARY mode data connection for 9991V0705.ZIP(278116 Bytes). 226 Transfer complete. ftp: 278116 bytes received in 0.04Seconds 6952.90Kbytes/sec.	
ftp> bye 221 Good bye from Texas WIC.	<i>< user enters bye to log off</i>