



## SFTP Process For Loading Data into Fund Manager and Project Effort

### Customer Response Page

This page is to be completed and returned to your Cayuse PM/PSC.

Customer Name	
Completed By	
Date Completed	

Required Information	Customer Response
<p><b>Please have your IT Resource team Provide us with your Public SSH Key</b></p> <p>Please provide it to your Cayuse PM or PSC and note the communication details in the Customer Response Column.</p>	<p><b>Public SSH Key Communication</b></p> <p>Sent To: Date Sent: Via Email or Basecamp:</p>
<p><b>Zip File is REQUIRED</b> <b>Encrypted Password Protection is OPTIONAL</b></p> <p>If Utilizing a zip Password, please provide your selected password to your Cayuse PM or PSC and note the communication details in the Customer Response Column.</p>	<p><b>Password Communication</b></p> <p>Sent To: Date Sent: Method:</p>
<p>What "group" email address(es) do you want to use for notification of <b>"Failed Load"</b>.</p>	<p>Email address:</p>
<p>What "group" email address do you want to use for notification of a <b>"Load Successful"</b>?</p> <p>What subject line do you want for Success Load emails? For example: Cayuse Datafeed Succeeded - PROD</p>	<p>Email address:</p> <p>Email Subject Line:</p>
<p><b>What time do you want our scheduler to pick up and load your data files? ( PT - Pacific Time)</b></p>	<p>PST Time:</p>
<p><b>Fund Manager &amp; Project Effort Transaction Data Files:</b></p> <p>Will you send all transactions (payroll, expense, , budgets and encumbrance) in ONE daily file (Option 1) or in multiple files (Option 2)?</p>	<p><b>Indicate if utilizing Option 1 or 2:</b></p>