

## **PDS:** **Simple - Aquarius**

### **Generating the Schedule 8 (S8) Electronic Lodgement File**

#### **To generate the S8 file:**

1. Insert a blank floppy disk into the computer.
2. From the Main menu of the Simple Aquarius PDS system, select **Reports**, (or press <Alt-r>).
3. Select **Special Reports**.
4. Select Option 9, **Schedule 8 Reports**.
5. Enter the Date range for the report and press Enter.
6. The report is generated and displayed on the screen.
7. Select the **Export** button.
8. Select the format for Queensland.
9. You are prompted to save the file.
10. To save the report to disk, ensure a blank floppy disk is in the drive and press Enter.
11. The file is copied to the floppy disk.
12. When the copy is completed a message window advises that the file has been created.

You can send the floppy disk to the DDU or access the S8 Online web site upload the S8 File from the floppy to the DDU.