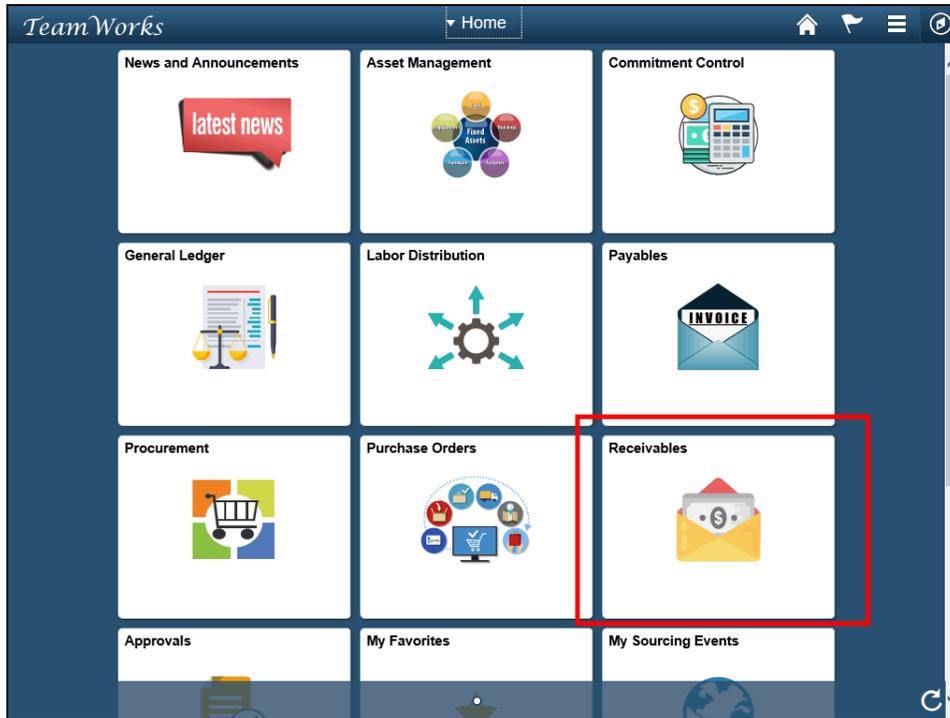
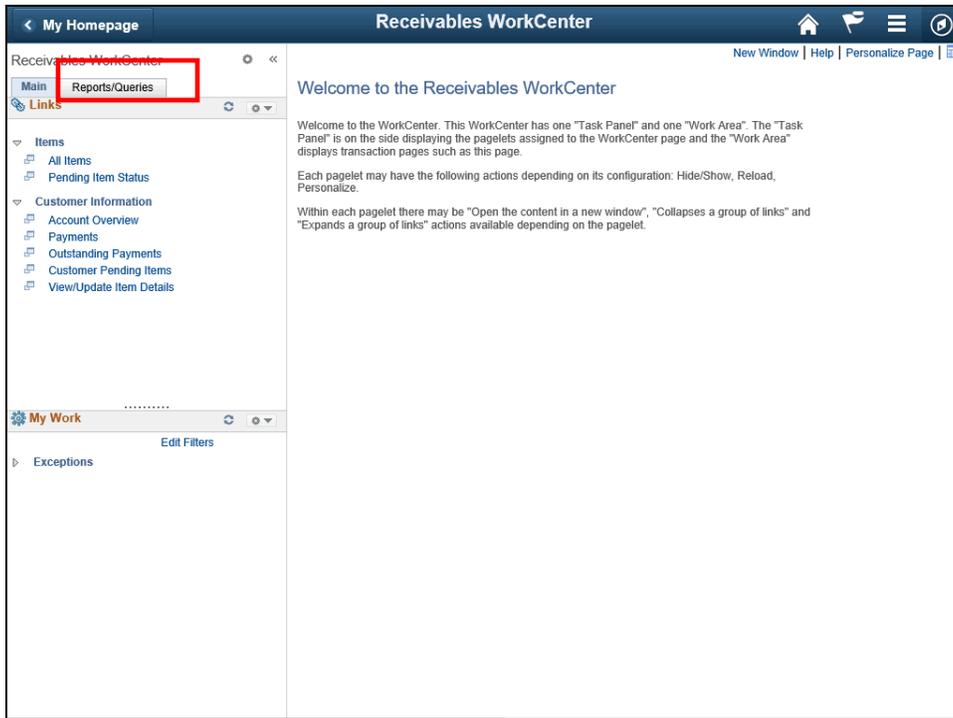


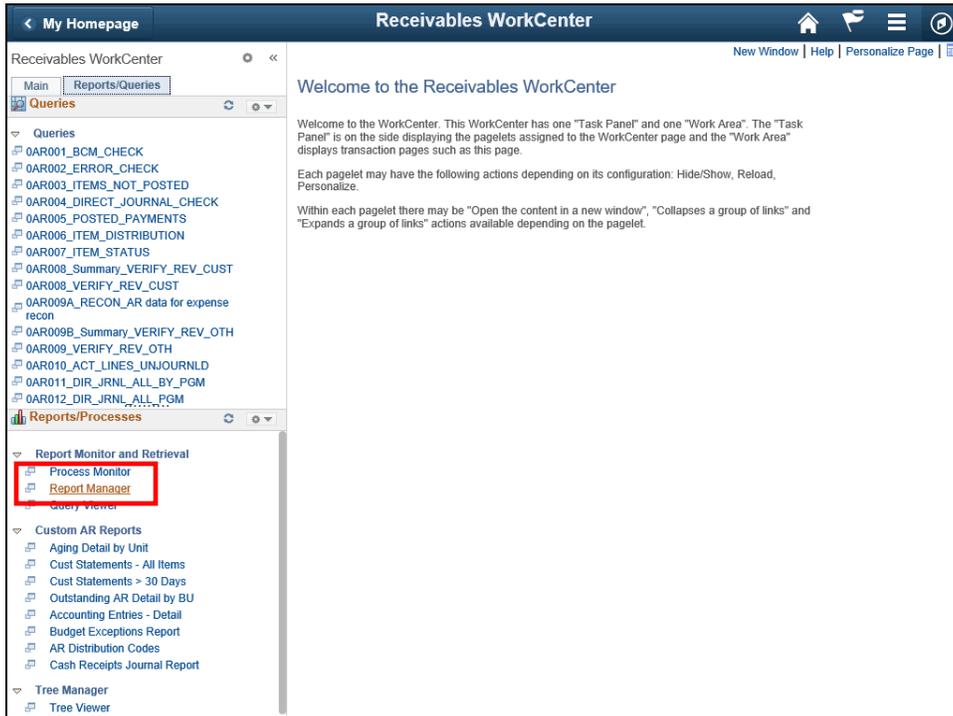
How to convert CSV file to an Excel



Step	Action
1.	Click the Receivables tile.



Step	Action
2.	Click the Reports/Queries tab. 



Step	Action
3.	Click the Report Manager link. Report Manager

< **List**

List
Explorer
Administration
Archives

View Reports For

Folder Instance to Refresh

Name Created On [B] Last 7 Days

Reports		Personalize	Find	View All	First	1-4 of 4	Last
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance		
1 APS4036X	40200 - AP0436 - CASH DISBURSEMENT BY FUNDING SOURCE DE	40200_FN	10/03/19 2:39PM	15932370	47176113		
2 APS4036X	48400 - AP0436 - CASH DISBURSEMENT BY FUNDING SOURCE DE	48400_FN	10/03/19 2:39PM	15932368	47176111		
3 GLS4050XD	40700 - GL04ED - BALANCE SHEET BY FUND DETAIL	40700_FN	10/03/19 2:39PM	15932369	47176112		
4 GLS4071X	40700 - GL0471 - PO SUMMARY ENCUMBRANCE REPORT	40700_FN	10/03/19 2:39PM	15932367	47176110		

Save

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

Step	Action
4.	Now, let's look at the report (APS4036X for BU: 48400).

<
List

List
Explorer
Administration
Archives

View Reports For

Folder Instance to Refresh

Name Created On [B] Last 7 Days

Reports		Personalize	Find	View All	First	1-4 of 4	Last
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance		
1 APS4036X	40200 - AP0436 - CASH DISBURSEMENT BY FUNDING SOURCE DE	40200_FN	10/03/19 2:39PM	15932370	47176113		
2 APS4036X	48400 - AP0436 - CASH DISBURSEMENT BY FUNDING SOURCE DE	48400_FN	10/03/19 2:39PM	15932368	47176111		
3 GLS4050XD	40700 - GL04ED - BALANCE SHEET BY FUND DETAIL	40700_FN	10/03/19 2:39PM	15932369	47176112		
4 GLS4071X	40700 - GL0471 - PO SUMMARY ENCUMBRANCE REPORT	40700_FN	10/03/19 2:39PM	15932367	47176110		

Save

List | Explorer | Administration | Archives

Step	Action
5.	Click on the Report ID APS4036X hyperlink.

2 APS4036X	48400 - AP0436 - CASH DISBURSEMENT BY FUNDING SOURCE DE	48400_FN	10/03/19 2:39PM	15932368	47176111
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Report

Report ID	15932368	Process Instance	47176111	Message Log
Name	APS4036X	Process Type	SQR Report	

Run Status

Cash Disbursement by Fund Src

Distribution Details

Distribution Node	RepRPS	Expiration Date	11/02/2019
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File List

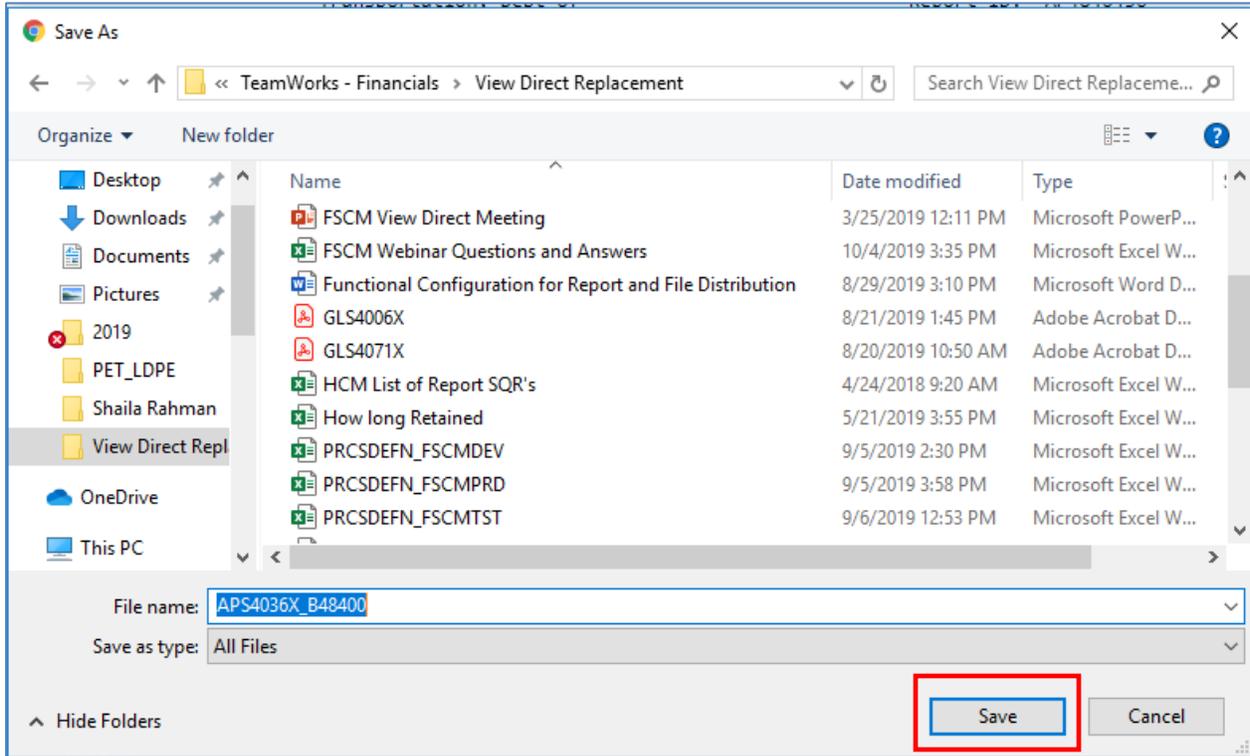
Name	File Size (bytes)	Datetime Created
APS4036X_D1003_T101234_P47176094_B48400_x.TXT	106,055	10/03/2019 2:39:38.664060PM EDT

Distribute To

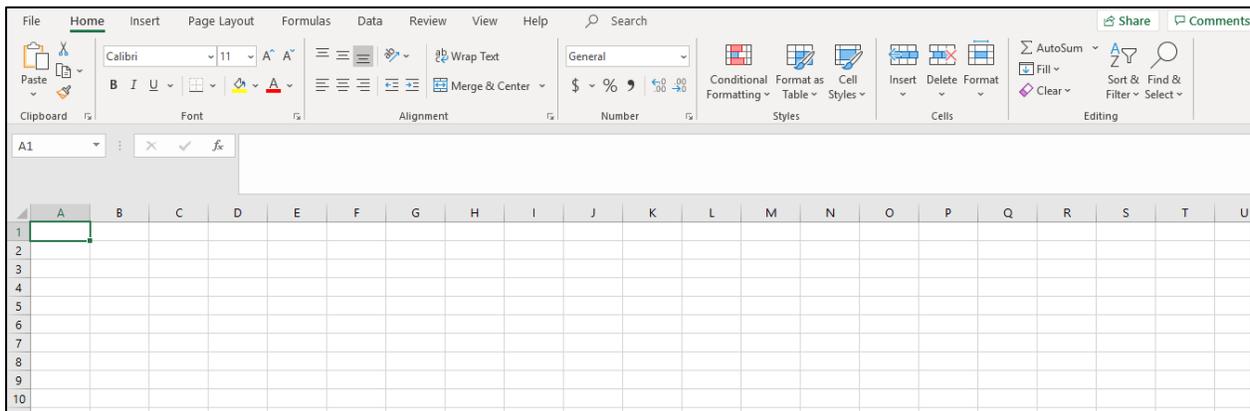
Distribution ID Type	*Distribution ID
Role	FSCM Central Support II
Role	GA_RPT_MGR_48400_FN

Step	Action				
6.	Click on the Report Name hyperlink. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">File List</div> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name</th> <th style="width: 50%;">File Size (bytes)</th> </tr> </thead> <tbody> <tr> <td style="border: 2px solid red;">APS4036X_D1003_T101234_P47176094_B48400_x.TXT</td> <td style="border: 2px solid red;">106,055</td> </tr> </tbody> </table> </div>	Name	File Size (bytes)	APS4036X_D1003_T101234_P47176094_B48400_x.TXT	106,055
Name	File Size (bytes)				
APS4036X_D1003_T101234_P47176094_B48400_x.TXT	106,055				

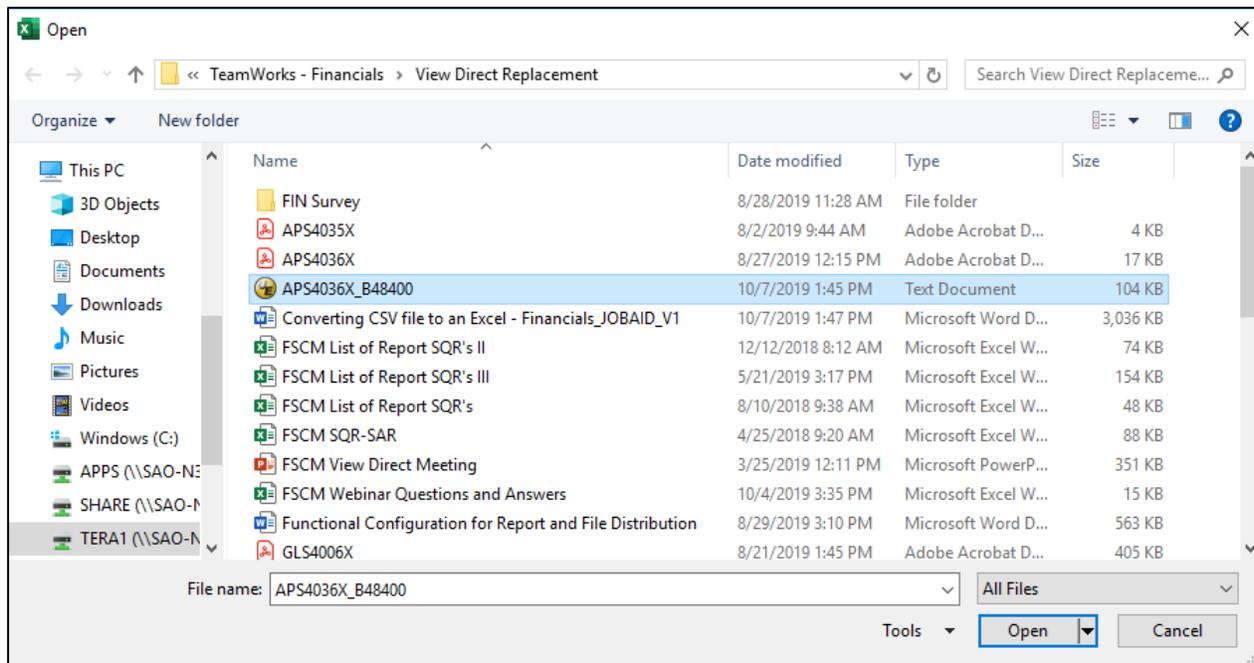
Step	Action
8.	Select the location where the file should be saved, change the “Save as type” to “All Files”. Click “Save”.

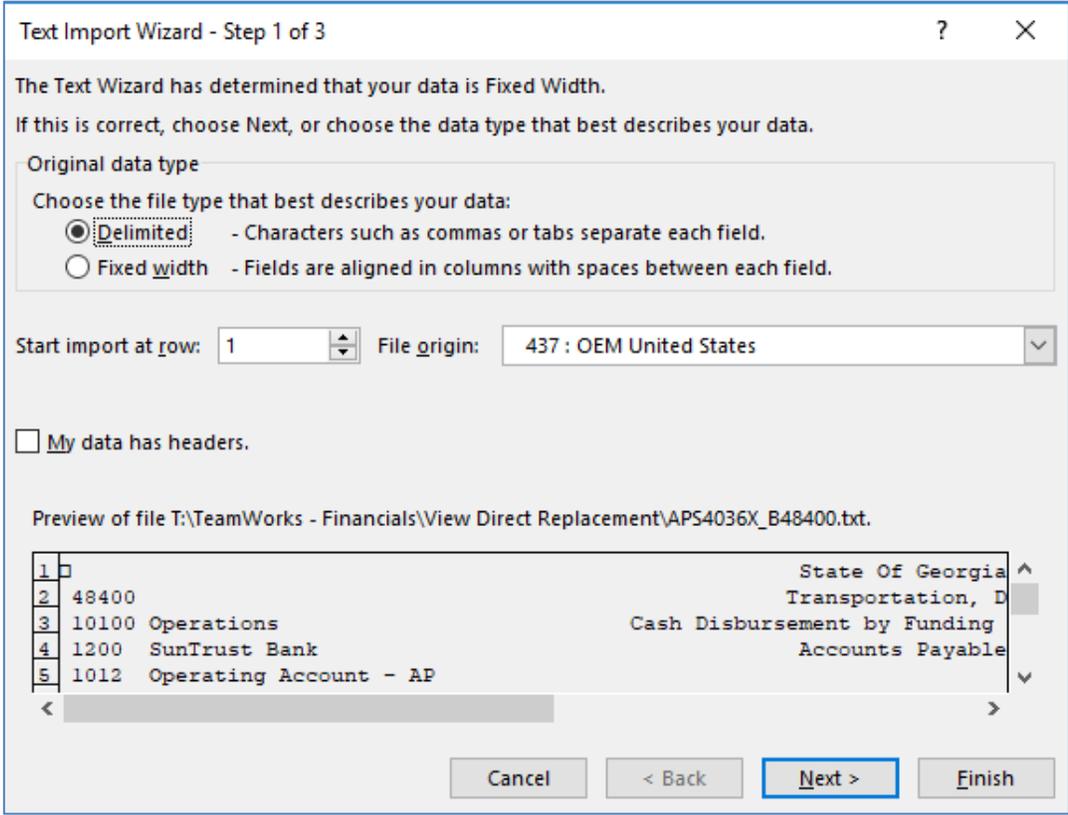


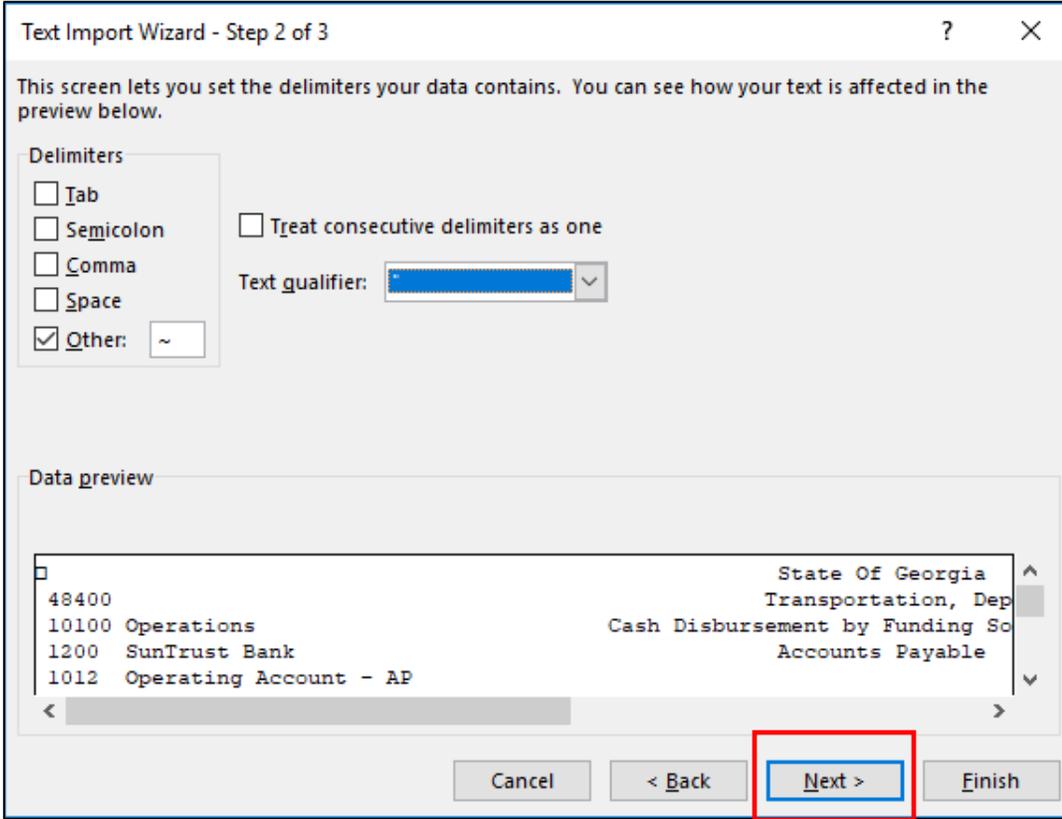
Step	Action
9.	Open Microsoft Excel .

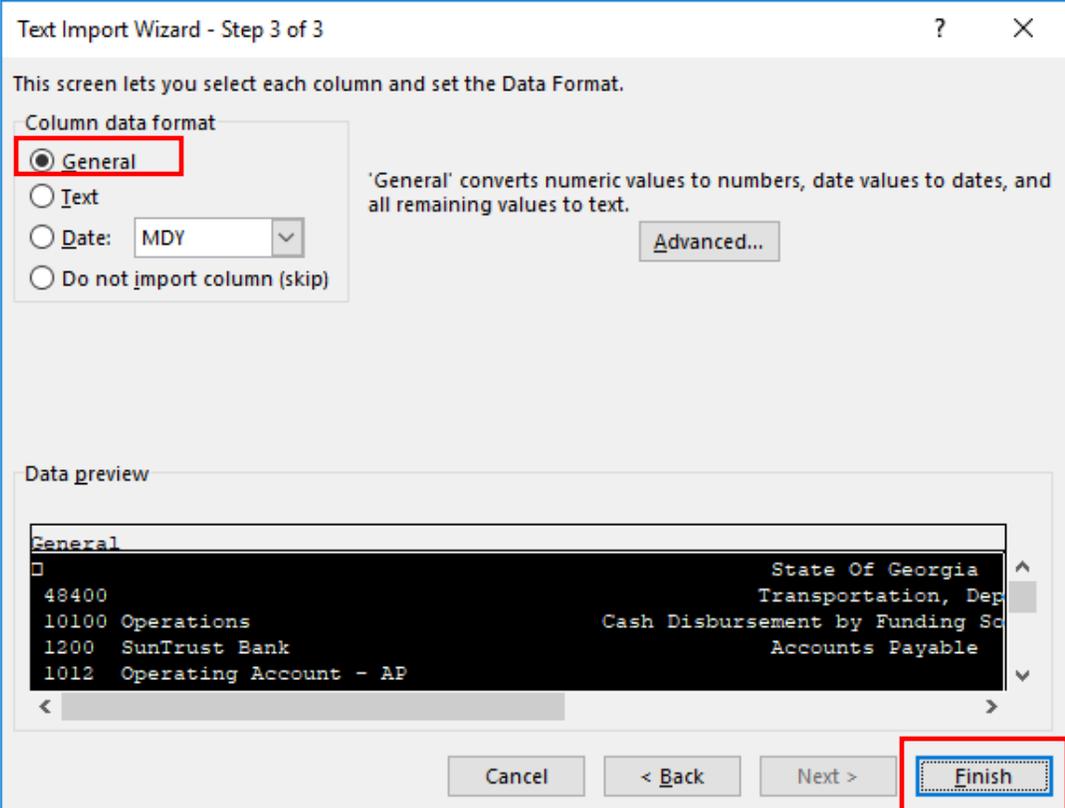


Step	Action
10.	Open the report in Microsoft Excel



Step	Action															
11.	<p>Select 'Delimited' option and click Next.</p>  <p>The Text Wizard has determined that your data is Fixed Width. If this is correct, choose Next, or choose the data type that best describes your data.</p> <p>Original data type</p> <p>Choose the file type that best describes your data:</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Delimited - Characters such as commas or tabs separate each field. <input type="radio"/> Fixed width - Fields are aligned in columns with spaces between each field. <p>Start import at row: 1 File origin: 437 : OEM United States</p> <p><input type="checkbox"/> My data has headers.</p> <p>Preview of file T:\TeamWorks - Financials\View Direct Replacement\APS4036X_B48400.txt.</p> <table border="1" data-bbox="386 894 1390 1062"> <tr> <td>1</td> <td></td> <td>State Of Georgia</td> </tr> <tr> <td>2</td> <td>48400</td> <td>Transportation, D</td> </tr> <tr> <td>3</td> <td>10100 Operations</td> <td>Cash Disbursement by Funding</td> </tr> <tr> <td>4</td> <td>1200 SunTrust Bank</td> <td>Accounts Payable</td> </tr> <tr> <td>5</td> <td>1012 Operating Account - AP</td> <td></td> </tr> </table> <p>Buttons: Cancel, < Back, Next >, Finish</p>	1		State Of Georgia	2	48400	Transportation, D	3	10100 Operations	Cash Disbursement by Funding	4	1200 SunTrust Bank	Accounts Payable	5	1012 Operating Account - AP	
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5	1012 Operating Account - AP															

Step	Action
12.	<p>Select 'Other' and place the character 'Tilde' in the box. Click Next</p>  <p>The screenshot shows a 'Text Import Wizard' window at Step 2 of 3. The title bar reads 'Text Import Wizard - Step 2 of 3'. Below the title bar, there is a help icon (?) and a close icon (X). The main text says: 'This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.'</p> <p>Under the heading 'Delimiters', there are several options: <ul style="list-style-type: none"> <input type="checkbox"/> Tab <input type="checkbox"/> Semicolon <input type="checkbox"/> Comma <input type="checkbox"/> Space <input checked="" type="checkbox"/> Other: ~ To the right of these options is a checkbox labeled 'Treat consecutive delimiters as one' which is unchecked. Below that is a 'Text qualifier' dropdown menu which is currently empty. </p> <p>Below the delimiters section is a 'Data preview' section. It contains a text area with the following content: <pre> 48400 State Of Georgia 10100 Operations Transportation, Dep 1200 SunTrust Bank Cash Disbursement by Funding So 1012 Operating Account - AP Accounts Payable </pre> At the bottom of the dialog box are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'. The 'Next >' button is highlighted with a red rectangular box. </p>

Step	Action
13.	<p>Select 'General' then Click 'Finish'</p>  <p>The screenshot shows the 'Text Import Wizard - Step 3 of 3' dialog box. The 'Column data format' section has four options: 'General' (selected and highlighted with a red box), 'Text', 'Date: MDY' (with a dropdown arrow), and 'Do not import column (skip)'. A text box explains: "'General' converts numeric values to numbers, date values to dates, and all remaining values to text." There is an 'Advanced...' button. Below is a 'Data preview' section with a scrollable list of data:</p> <pre> General 48400 State Of Georgia 10100 Operations Transportation, Dep 1200 SunTrust Bank Cash Disbursement by Funding Sc 1012 Operating Account - AP Accounts Payable </pre> <p>At the bottom, there are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish' (highlighted with a red box).</p>

Step	Action																																																																																																																																																																																																																																																																																																									
14.	<p> 1 State Of Georgia 48400 Transportation, Dept of Report ID: AP4840436 10100 Operations Cash Disbursement by Funding Source Report Print Date: 10/03/2019 1200 SunTrust Bank Accounts Payable Page: 1 1012 Operating Account - AP PS ID: APS4036X ACH Automated Clearing House </p> <table border="1"> <thead> <tr> <th>Fund Code</th> <th>Fund Code</th> <th>Bank</th> <th>Bank Name</th> <th>Bank</th> <th>Acct</th> <th>Method</th> <th>Funding</th> <th>Funding S</th> <th>Budget</th> <th>Project</th> <th>Amount</th> <th>Payment</th> <th>Voucher #</th> <th>Sub Program</th> </tr> <tr> <th></th> <th></th> <th></th> <th>Acct</th> <th>Descriptio</th> <th>Source</th> <th>Descriptio</th> <th>Period</th> <th>Status</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> 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Year	2019		PENH0005	489.26	Paid	1268048	4181401	10100	Operation	1200	SunTrust	1012	Operating	ACH	02TFA	Prior Year	2019		PESTP000	30,737.10	Paid	1267994	4181401	10100	Operation	1200	SunTrust	1012	Operating	ACH		10712 STP ISTE	2019		8598	12,095.06	Paid	1267452	4181401	10100	Operation	1200	SunTrust	1012	Operating	ACH		10713 STP ISTE	2019		M004721	3,382.97	Paid	1266996	4181501
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