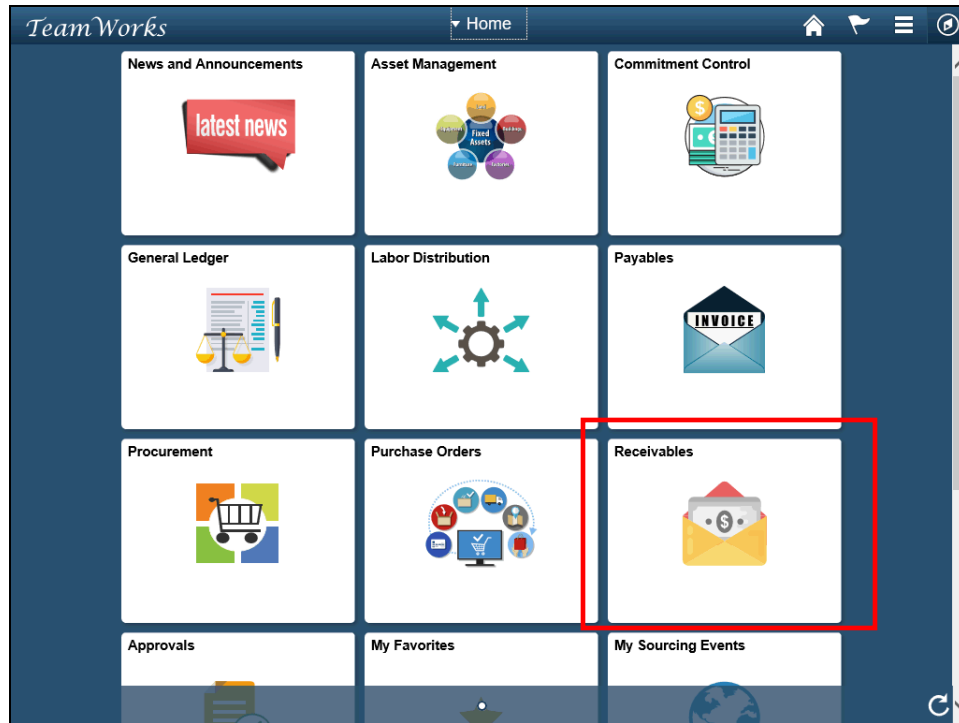
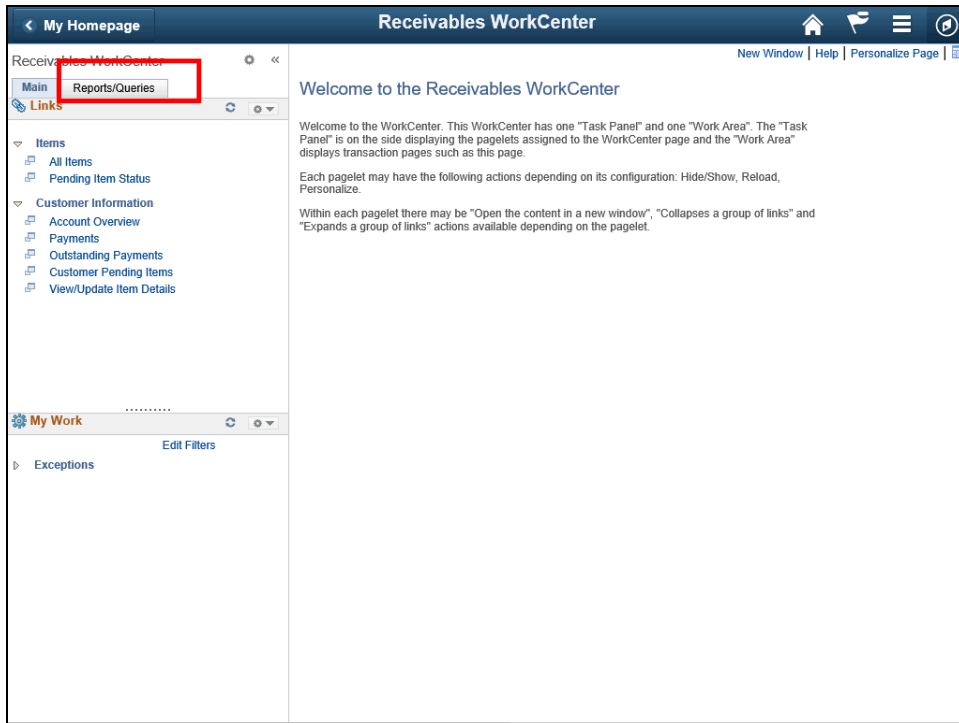



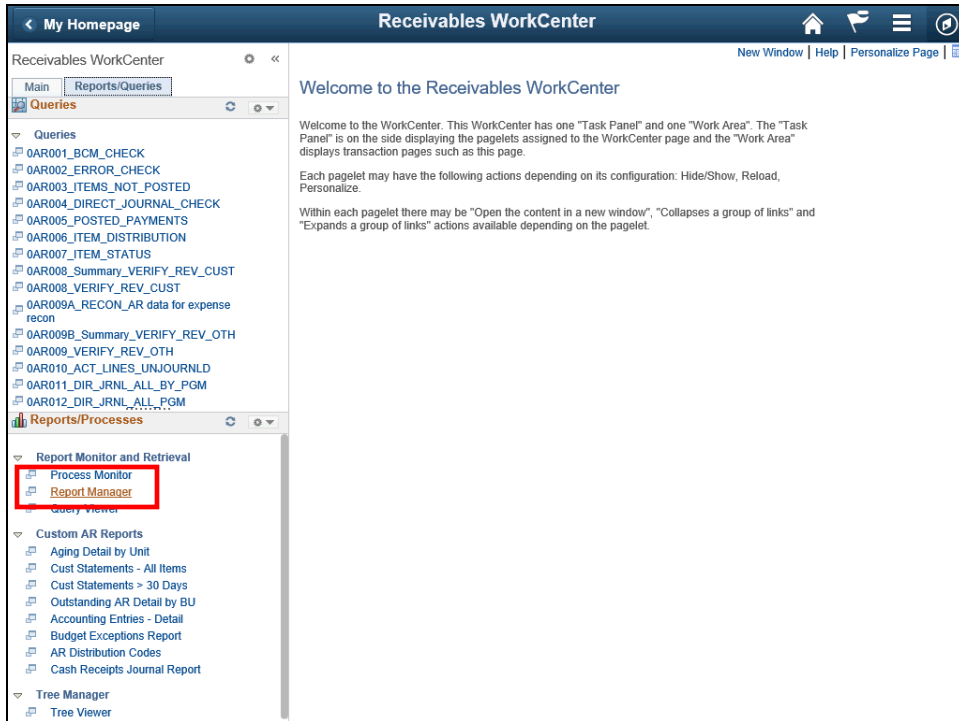
How to convert CSV file to an Excel



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		

[D] 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				

Job Aid

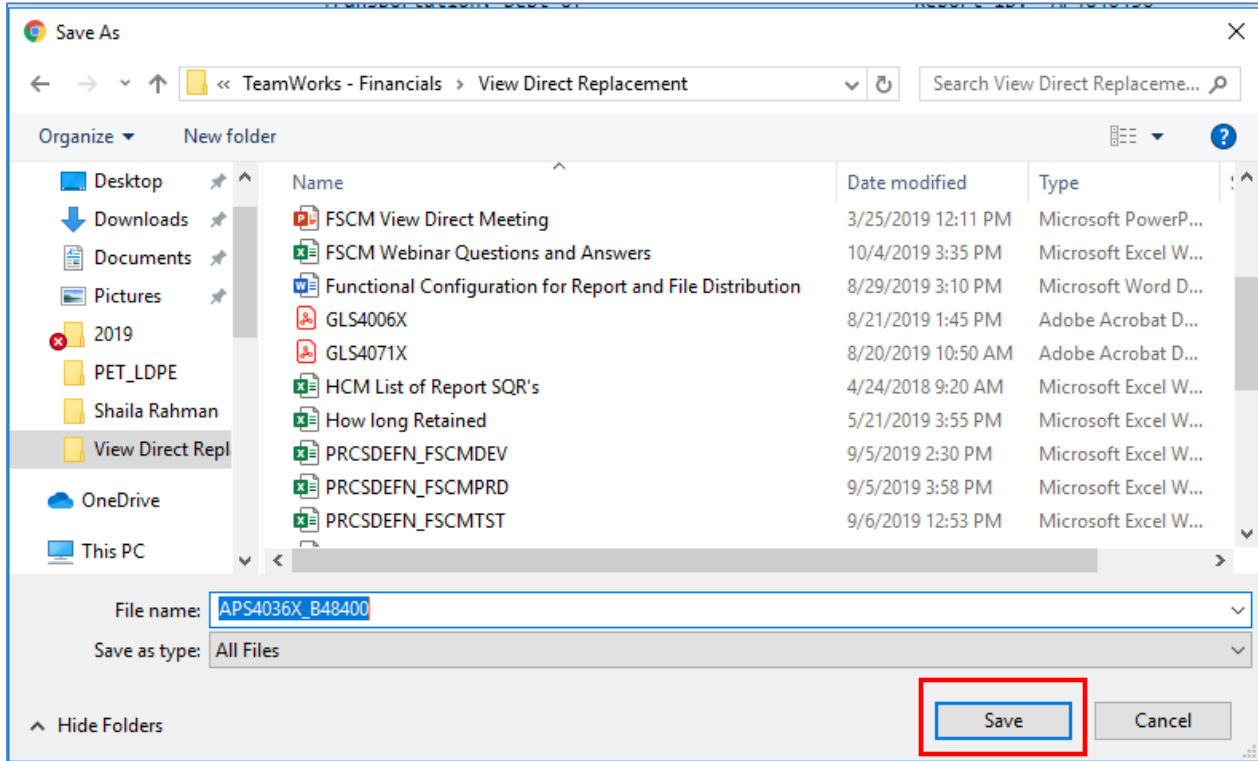


48400		State of Georgia Transportation, Dept of				Report ID: AP4840436								
10100 Operations		Cash Disbursement by Funding Source Report				Print Date: 10/03/2019								
1200 SunTrust Bank		Accounts Payable				Page: 1								
1012 Operating Account - AP						PS ID: APS4035X								
ACH Automated Clearing House														
Fund Code	Fund Code	Bank Code	Bank Name	Bank Acct Code	Bank Acct Description	Method	Funding Source	Funding Source Description	Budget Period	Project	Amount	Payment Status	Voucher ID	Sub Program
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-0168A	-GA-2016-002-02		-2019	-T005996	1,699.36	PAID	-01267826	-4181204
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-01379A	-GA-2017-016-00		-2019	-T005994	1,420.78	PAID	-01267863	-4181204
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-018EA	-GA-2018-005-01		-2019	-T005992	1,764.47	PAID	-01267836	-4181204
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-02089	-MOTOR FUEL PRIOR YEAR		-2019	-A000820	1,265.00	PAID	-01264138	-4181001
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-02713	-PV STP HATCHING ISTEA CD 33D		-2019	-H004721	845.74	PAID	-01266996	-4181501
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-02919	-PV I240 SURF TRANS PROG ST		-2019	-0007836	3,380.22	PAID	-01267956	-4181401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-027FA	-Prior Year TFA funding		-2019	-0002981	57,512.38	PAID	-01267951	-4181401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-027FA	-Prior Year TFA funding		-2019	-0008357	91,180.14	PAID	-01267995	-4181401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-027FA	-Prior Year TFA funding		-2019	-0013335	11,166.99	PAID	-01268052	-4181401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-027FA	-Prior Year TFA funding		-2019	-620490	372.03	PAID	-01268040	-4181401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-027FA	-Prior Year TFA funding		-2019	-721790	19,250.00	PAID	-01266980	-4181401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-027FA	-Prior Year TFA funding		-2019	-PE05002700095	18,994.36	PAID	-01267515	-4181401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-027FA	-Prior Year TFA funding		-2019	-PE0504500033	90,923.31	PAID	-01266348	-4181401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-027FA	-Prior Year TFA funding		-2019	-PENH005701010	489.26	PAID	-01268048	-4181401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-027FA	-Prior Year TFA funding		-2019	-PESTP000700844	30,737.10	PAID	-01267994	-4181401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-10712	-STP ISTEA CODE 33C		-2019	-0008598	12,095.06	PAID	-01267452	-4181401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-10713	-STP ISTEA CODE 33D		-2019	-H004721	3,380.27	PAID	-01266996	-4181501
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-10796	-STP STEA03		-2019	-0013298	1,549.68	PAID	-01267528	-4181401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-10796	-STP STEA03		-2019	-0013335	13,027.94	PAID	-01268052	-4181401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-10798	-STP 03		-2019	-0013605	11,020.54	PAID	-01267470	-4181401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-10804	-M05		-2019	-PENH5000000805	3,818.60	PAID	-01266396	-4181401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-10855	-L01 INTERSTATE MAINT		-2019	-H005866	41,066.39	PAID	-01266975	-4181501
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-10861	-L24 SURFACE TRANS FLEX		-2019	-0012822	49,036.83	PAID	-01268038	-4181401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-10861	-L24 SURFACE TRANS FLEX		-2019	-0013603	1,849.34	PAID	-01267537	-4181401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-10868	-L38 APPL DEVL HWY 5V5		-2019	-122900	23,650.00	PAID	-01268061	-4181401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-10870	-L53 HIGHWAY SAFETY IIP PROG		-2019	-0013061	4,613.38	PAID	-01267527	-4181401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-10870	-L53 HIGHWAY SAFETY IIP PROG		-2019	-0013061	3,318.57	PAID	-01267531	-4181401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-10870	-L53 HIGHWAY SAFETY IIP PROG		-2019	-PESTP000300948	9,530.60	PAID	-01267464	-4181401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-10870	-L53 HIGHWAY SAFETY IIP PROG		-2019	-0009157	25,334.86	PAID	-01268016	-4181401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-10877	-EQUITY BONUS LIMITATION		-2019	-PENH5000000297	1,251.85	PAID	-01267998	-4180401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-10880	-L20 RECONSTRUCTION/REHABILITAT		-2019	-0013752	1,153.62	PAID	-01267530	-4181401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-10880	-L20 RECONSTRUCTION/REHABILITAT		-2019	-0013752	1,826.61	PAID	-01268047	-4181401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-10880	-L20 RECONSTRUCTION/REHABILITAT		-2019	-0013992	944.18	PAID	-01267498	-4181401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-10880	-L20 RECONSTRUCTION/REHABILITAT		-2019	-H005615	644,993.47	PAID	-01267900	-4181501
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-10880	-L20 RECONSTRUCTION/REHABILITAT		-2019	-PESTP000207020	41,008.58	PAID	-01267999	-4181401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-10880	-L20 RECONSTRUCTION/REHABILITAT		-2019	-PESTP371100009	1,709.24	PAID	-01266677	-4181401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-10917	-H001 Nat'l H'way Perf. Program		-2019	-0009157	25,334.86	PAID	-01267513	-4181401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-10917	-H001 Nat'l H'way Perf. Program		-2019	-H005663	63,510.92	PAID	-01266998	-4181501
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-10919	-H240 Surface Trans Prog (STP)		-2019	-0008699	15,520.91	PAID	-01268005	-4180802
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-10919	-H240 Surface Trans Prog (STP)		-2019	-0007836	13,520.00	PAID	-01267956	-4181401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-10919	-H240 Surface Trans Prog (STP)		-2019	-0013821	1,855.34	PAID	-01267500	-4181401
10100	Operations	-1200	SunTrust Bank	-1012	Operating Account - A-ACH	-10919	-H240 Surface Trans Prog (STP)		-2019	-H004721	388.01	PAID	-01266997	-4181501

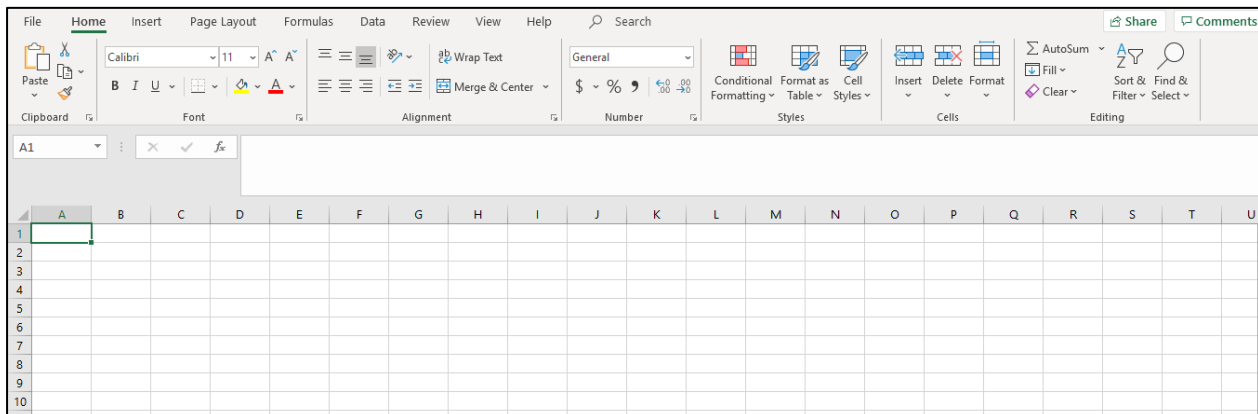
Step	Action
7.	Right click on the file and select the “Save Target As” option to save the report.

The screenshot displays a software interface for generating reports. On the left side, there is a navigation menu with options like 'Open', 'Open in new tab', 'Print report', 'Copy report', 'Email with Windows Live', 'Add to Favorites...', and 'Send to Desktop'. The main area shows the report header and the same data table as seen in the previous image. The report title is 'State of Georgia Transportation, Dept of Cash Disbursement by Funding Source Report Accounts Payable'. The report ID is 'AP4840436' and the print date is '10/03/2019'. The page number is '1' and the PS ID is 'APS4035X'.

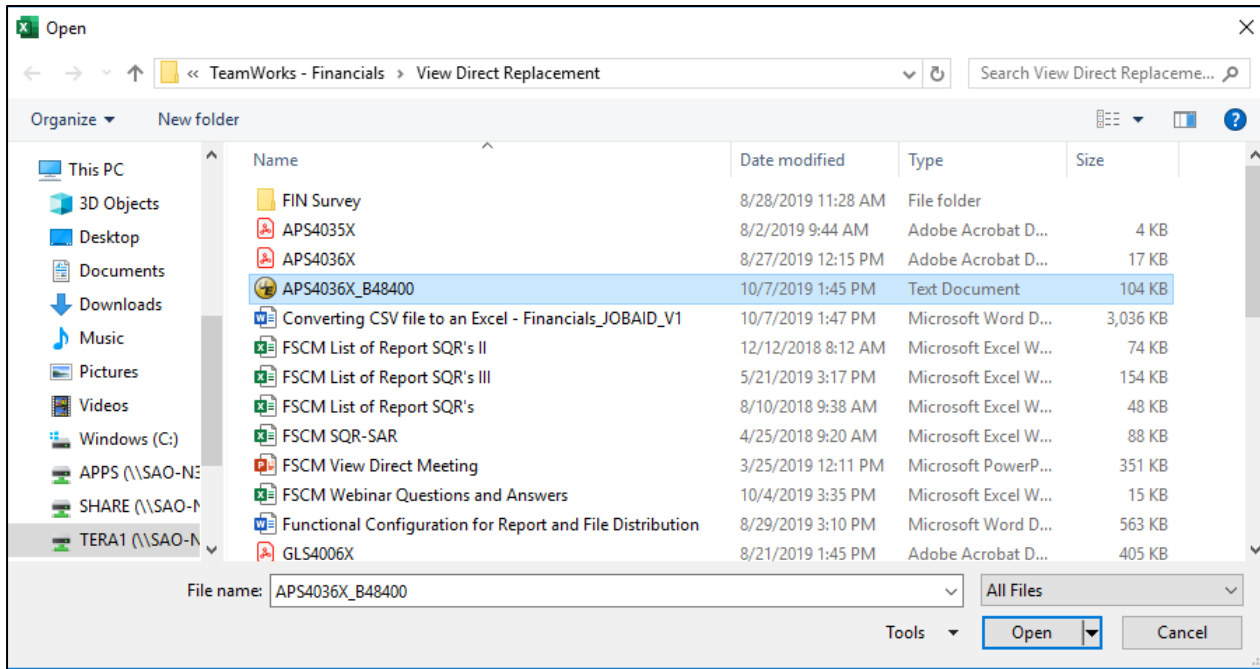
Step	Action
8.	Select the location where the file should be saved, change the “Save as type” to “All Files”. Click “Save”.

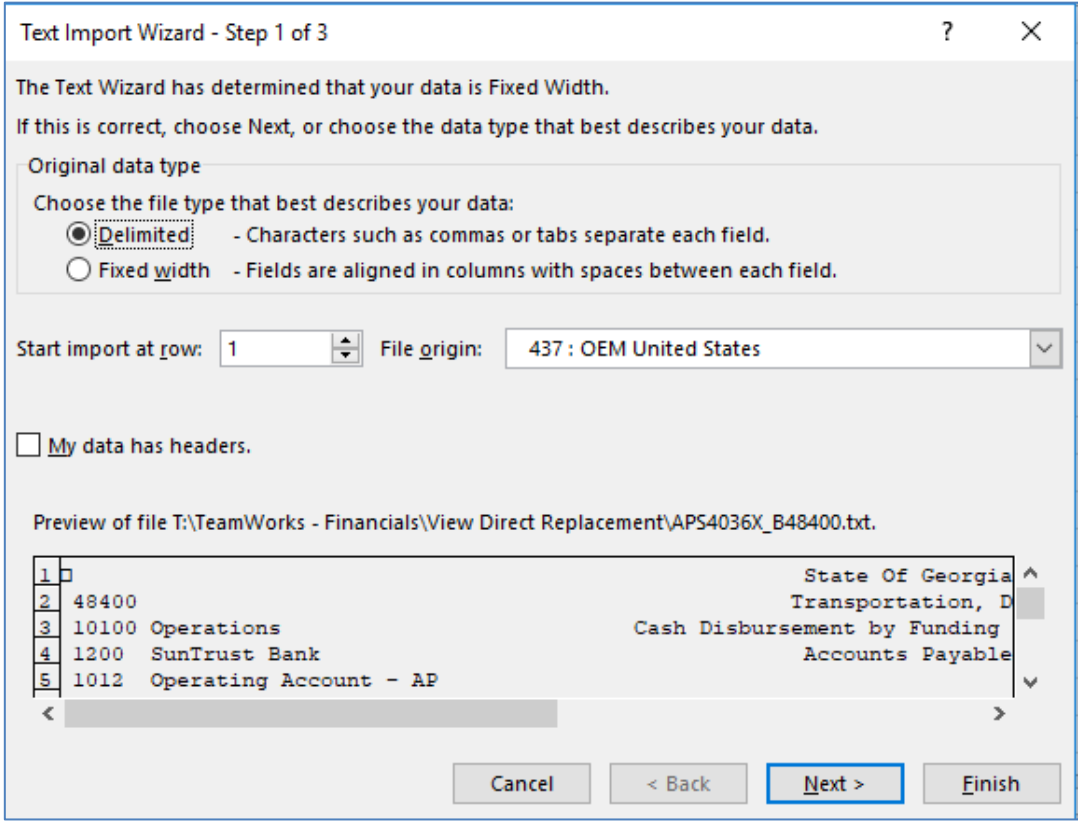


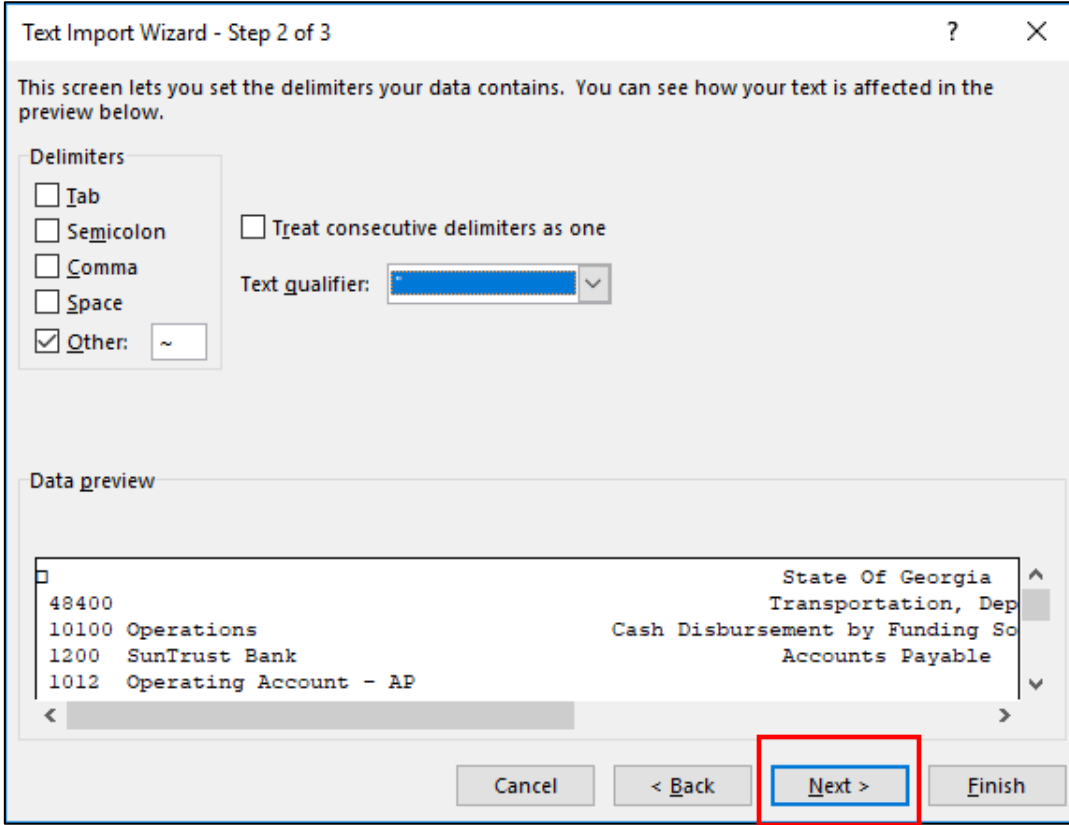
Step	Action
9.	Open Microsoft Excel .

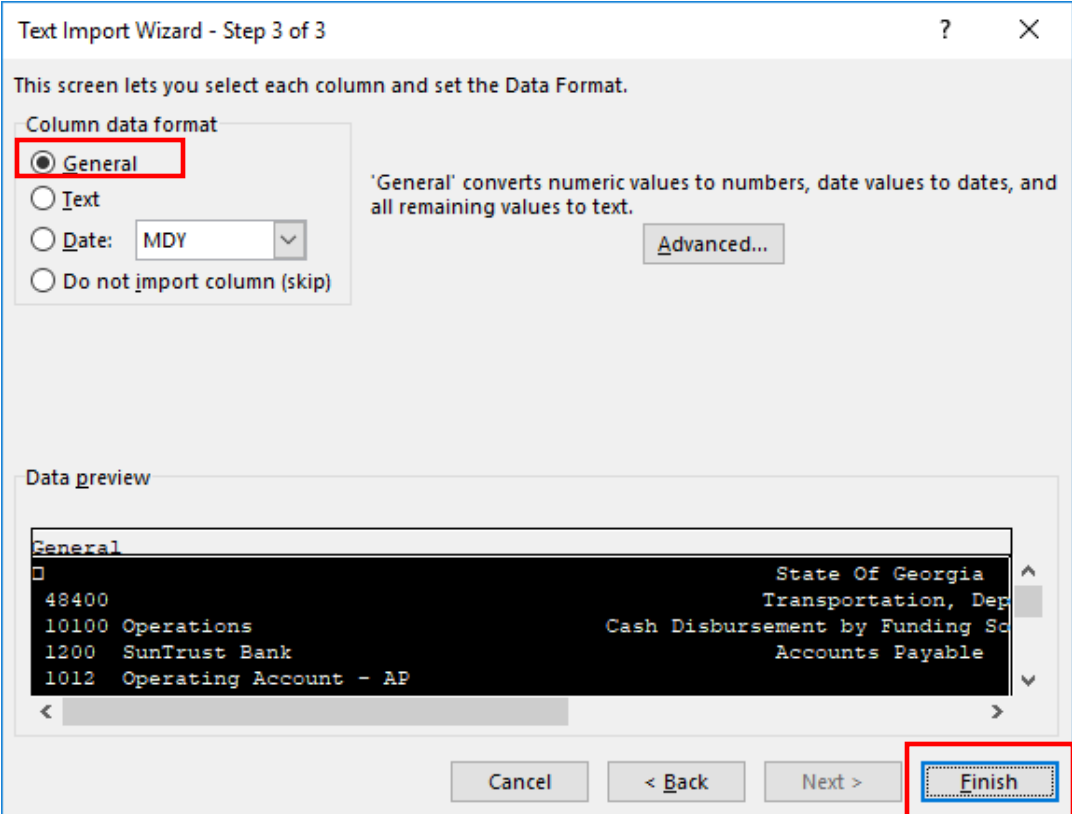


Step	Action
10.	Open the report in Microsoft Excel



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> <p><input checked="" type="radio"/> Delimited - Characters such as commas or tabs separate each field.</p> <p><input type="radio"/> Fixed width - Fields are aligned in columns with spaces between each field.</p> <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"> <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	
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															

Step	Action
12.	<p>Select 'Other' and place the character 'Tilde' in the box. Click Next</p>  <p>The screenshot shows a dialog box titled "Text Import Wizard - Step 2 of 3". It contains instructions: "This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below." Under the "Delimiters" section, the "Other:" checkbox is checked, and a tilde "~" is entered in the text box next to it. The "Text qualifier:" dropdown is empty. The "Data preview" section shows a text preview with columns of data: "48400", "10100 Operations", "1200 SunTrust Bank", "1012 Operating Account - AP" on the left, and "State Of Georgia", "Transportation, Dep", "Cash Disbursement by Funding So", "Accounts Payable" on the right. At the bottom, the "Next >" button is highlighted with a red rectangle.</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)'. To the right of these options is a text box stating: "'General' converts numeric values to numbers, date values to dates, and all remaining values to text." Below this is an 'Advanced...' button. The 'Data preview' section shows a list of data with columns for account numbers and descriptions. The 'Finish' button at the bottom right is 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 I</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> <tr><td>10100</td><td>Operation</td><td>1200</td><td>SunTrust</td><td>1012</td><td>Operating</td><td>ACH</td><td>016BA</td><td>GA-2016-C</td><td>2019</td><td>T005996</td><td>1,699.36</td><td>Paid</td><td>1267826</td><td>4182104</td></tr> <tr><td>10100</td><td>Operation</td><td>1200</td><td>SunTrust</td><td>1012</td><td>Operating</td><td>ACH</td><td>017PA</td><td>GA-2017-C</td><td>2019</td><td>T005994</td><td>1,420.78</td><td>Paid</td><td>1267863</td><td>4182104</td></tr> <tr><td>10100</td><td>Operation</td><td>1200</td><td>SunTrust</td><td>1012</td><td>Operating</td><td>ACH</td><td>018EA</td><td>GA-2018-C</td><td>2019</td><td>T005992</td><td>1,764.47</td><td>Paid</td><td>1267836</td><td>4182104</td></tr> <tr><td>10100</td><td>Operation</td><td>1200</td><td>SunTrust</td><td>1012</td><td>Operating</td><td>ACH</td><td></td><td>2009 MOTOR FL</td><td>2019</td><td>A000820</td><td>1,265.00</td><td>Paid</td><td>1264138</td><td>4180101</td></tr> <tr><td>10100</td><td>Operation</td><td>1200</td><td>SunTrust</td><td>1012</td><td>Operating</td><td>ACH</td><td></td><td>2713 PY STP MA</td><td>2019</td><td>M004721</td><td>845.74</td><td>Paid</td><td>1266996</td><td>4181501</td></tr> <tr><td>10100</td><td>Operation</td><td>1200</td><td>SunTrust</td><td>1012</td><td>Operating</td><td>ACH</td><td></td><td>2919 PY M240 S</td><td>2019</td><td></td><td>7836</td><td>3,380.22</td><td>Paid</td><td>1267956</td><td>4181401</td></tr> <tr><td>10100</td><td>Operation</td><td>1200</td><td>SunTrust</td><td>1012</td><td>Operating</td><td>ACH</td><td>02TFA</td><td>Prior Year</td><td>2019</td><td></td><td>2981</td><td>57,512.38</td><td>Paid</td><td>1267951</td><td>4181401</td></tr> <tr><td>10100</td><td>Operation</td><td>1200</td><td>SunTrust</td><td>1012</td><td>Operating</td><td>ACH</td><td>02TFA</td><td>Prior Year</td><td>2019</td><td></td><td>8357</td><td>91,180.14</td><td>Paid</td><td>1267995</td><td>4181401</td></tr> <tr><td>10100</td><td>Operation</td><td>1200</td><td>SunTrust</td><td>1012</td><td>Operating</td><td>ACH</td><td>02TFA</td><td>Prior Year</td><td>2019</td><td></td><td>13335</td><td>11,166.99</td><td>Paid</td><td>1268052</td><td>4181401</td></tr> <tr><td>10100</td><td>Operation</td><td>1200</td><td>SunTrust</td><td>1012</td><td>Operating</td><td>ACH</td><td>02TFA</td><td>Prior Year</td><td>2019</td><td></td><td>620490</td><td>372.03</td><td>Paid</td><td>1268049</td><td>4181401</td></tr> <tr><td>10100</td><td>Operation</td><td>1200</td><td>SunTrust</td><td>1012</td><td>Operating</td><td>ACH</td><td>02TFA</td><td>Prior Year</td><td>2019</td><td></td><td>721790</td><td>19,250.00</td><td>Paid</td><td>1266980</td><td>4181401</td></tr> <tr><td>10100</td><td>Operation</td><td>1200</td><td>SunTrust</td><td>1012</td><td>Operating</td><td>ACH</td><td>02TFA</td><td>Prior Year</td><td>2019</td><td></td><td>PEEDS002</td><td>18,954.36</td><td>Paid</td><td>1267515</td><td>4181401</td></tr> 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MA	2019	M004721	845.74	Paid	1266996	4181501	10100	Operation	1200	SunTrust	1012	Operating	ACH		2919 PY M240 S	2019		7836	3,380.22	Paid	1267956	4181401	10100	Operation	1200	SunTrust	1012	Operating	ACH	02TFA	Prior Year	2019		2981	57,512.38	Paid	1267951	4181401	10100	Operation	1200	SunTrust	1012	Operating	ACH	02TFA	Prior Year	2019		8357	91,180.14	Paid	1267995	4181401	10100	Operation	1200	SunTrust	1012	Operating	ACH	02TFA	Prior Year	2019		13335	11,166.99	Paid	1268052	4181401	10100	Operation	1200	SunTrust	1012	Operating	ACH	02TFA	Prior Year	2019		620490	372.03	Paid	1268049	4181401	10100	Operation	1200	SunTrust	1012	Operating	ACH	02TFA	Prior Year	2019		721790	19,250.00	Paid	1266980	4181401	10100	Operation	1200	SunTrust	1012	Operating	ACH	02TFA	Prior Year	2019		PEEDS002	18,954.36	Paid	1267515	4181401	10100	Operation	1200	SunTrust	1012	Operating	ACH	02TFA	Prior Year	2019		PEEDS054	90,921.31	Paid	1266348	4181401	10100	Operation	1200	SunTrust	1012	Operating	ACH	02TFA	Prior 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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