

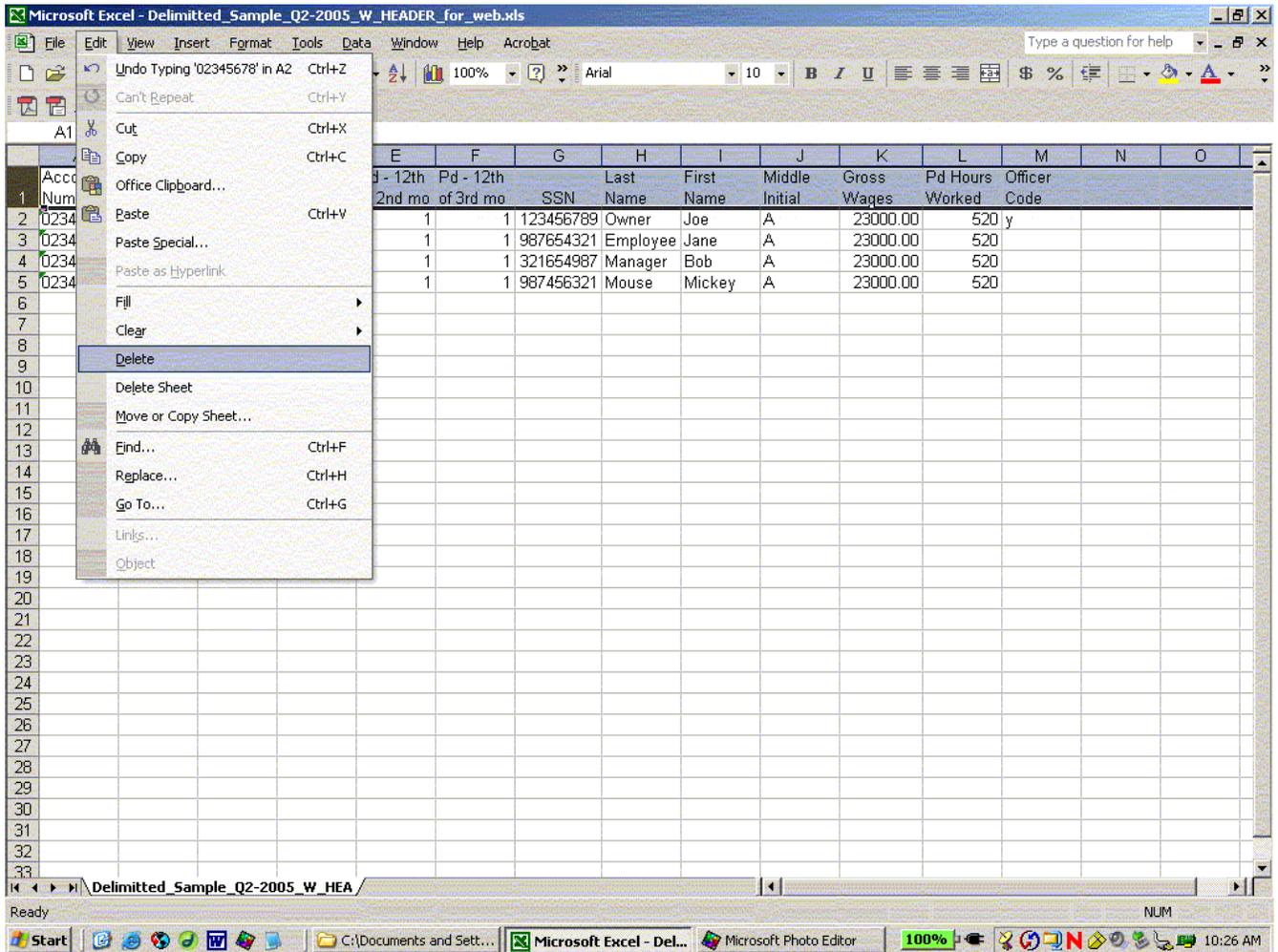
# Instructions for converting wage detail information populated in an Excel file template (.xls) to a .csv file for file attachment:

1. Open your Excel file (i.e. the one you downloaded from this website, and have now populated with your own wage detail information).
2. You MUST delete the header row in order for the CSV file you produce to be processed by the system. To accomplish this, you must:
  - a. Hi-light the first cell in the first row (the header row, containing all of the column descriptions)

The screenshot shows a Microsoft Excel window titled "Delimited\_Sample\_Q2-2005\_W\_HEADER\_for\_web.xls". The spreadsheet has a header row (row 1) and data rows (rows 2-5). The header row is highlighted, and the first cell (A1) is selected. The data rows contain information about employees, including account numbers, SSNs, names, and wages.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Account Number	Unitt Number	Year/Qtr (YYYYQ)	Pd - 12th of 1st mo	Pd - 12th of 2nd mo	Pd - 12th of 3rd mo	SSN	Last Name	First Name	Middle Initial	Gross Wages	Pd Hours Worked	Officer Code		
2	02345678	0000	20052	1	1	1	123456789	Owner	Joe	A	23000.00	520	y		
3	02345678	0000	20052	1	1	1	987654321	Employee	Jane	A	23000.00	520			
4	02345678	0000	20052	1	1	1	321654987	Manager	Bob	A	23000.00	520			
5	02345678	0000	20052	1	1	1	987456321	Mouse	Mickey	A	23000.00	520			

- b. Select **'Edit'** from the menu bar. A drop-down menu will appear.
- c. Select **'Delete'** from the drop-down menu.



- a. A dialogue box will appear – click the radio button next to ‘Entire row’ and then click the ‘OK’ button.

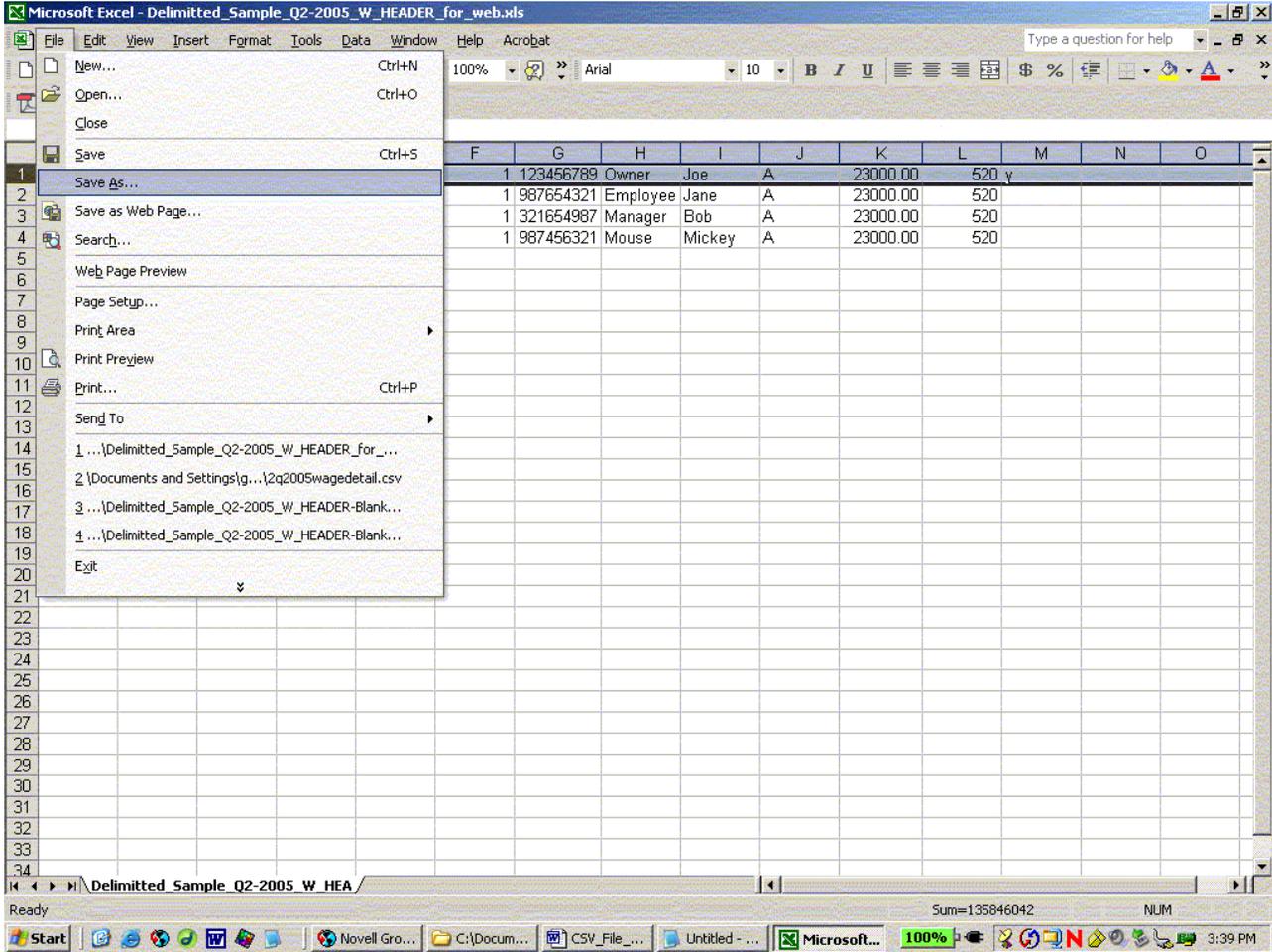
The screenshot shows a Microsoft Excel spreadsheet with a 'Delete' dialog box open. The dialog box has four radio button options: 'Shift cells left', 'Shift cells up', 'Entire row', and 'Entire column'. The 'Entire row' option is selected. The spreadsheet data is as follows:

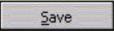
Account Number	Unit Number	Year/Quarter (YYYYQ)	Pd - 12th of 1st mo	Pd - 12th of 2nd mo	Pd - 12th of 3rd mo	SSN	Last Name	First Name	Middle Initial	Gross Wages	Pd Hours Worked	Officer Code
02345678	0000	20052	1	1	1	123456789	Owner	Joe	A	23000.00	520	y
02345678	0000	20052	1	1	1	987654321	Employee	Jane	A	23000.00	520	
02345678	0000	20052	1	1	1	321654987	Manager	Bob	A	23000.00	520	
02345678	0000	20052	1	1	1	987456321	Mouse	Mickey	A	23000.00	520	

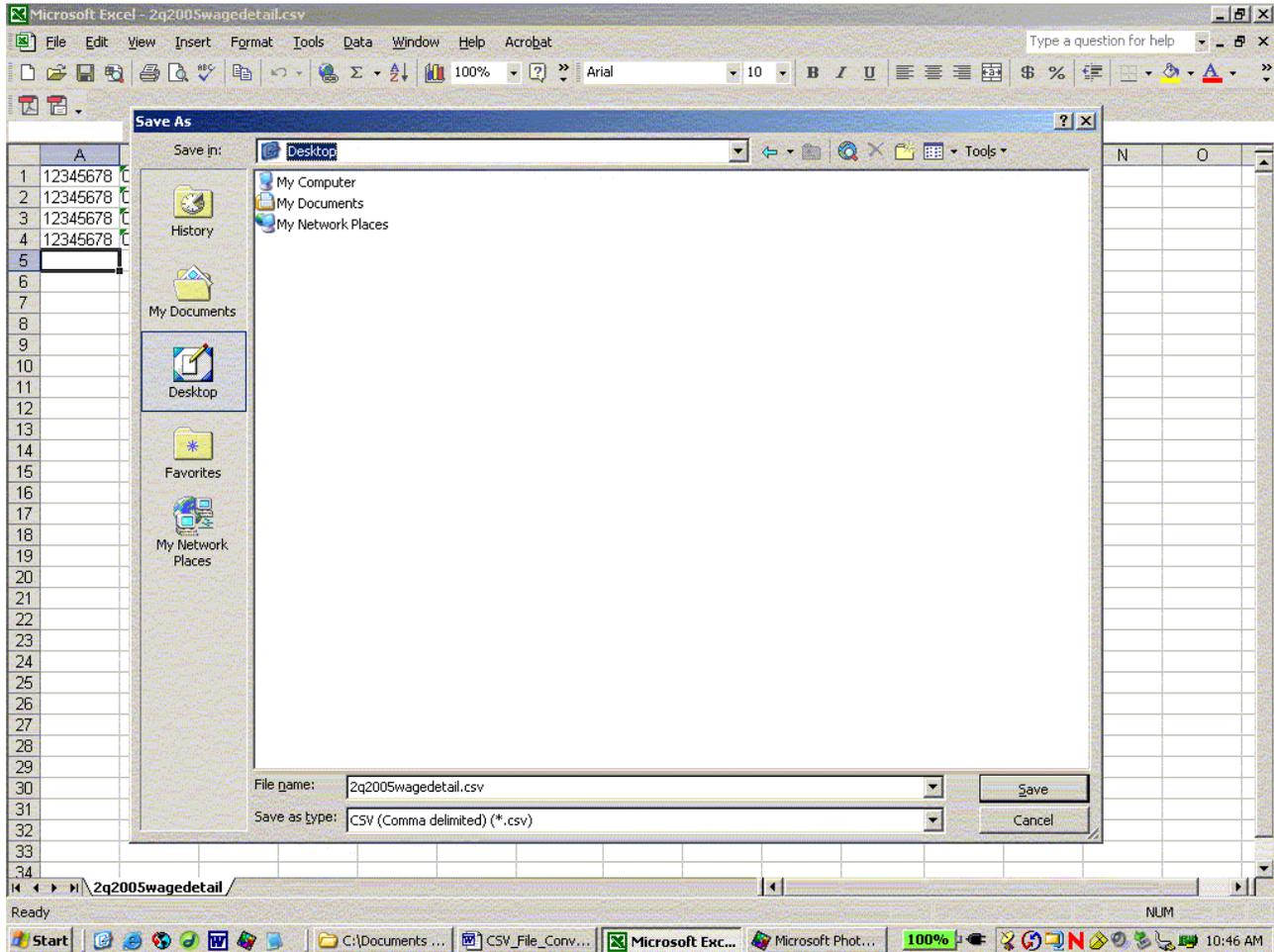


3. Then name and save your CSV file to your Desktop

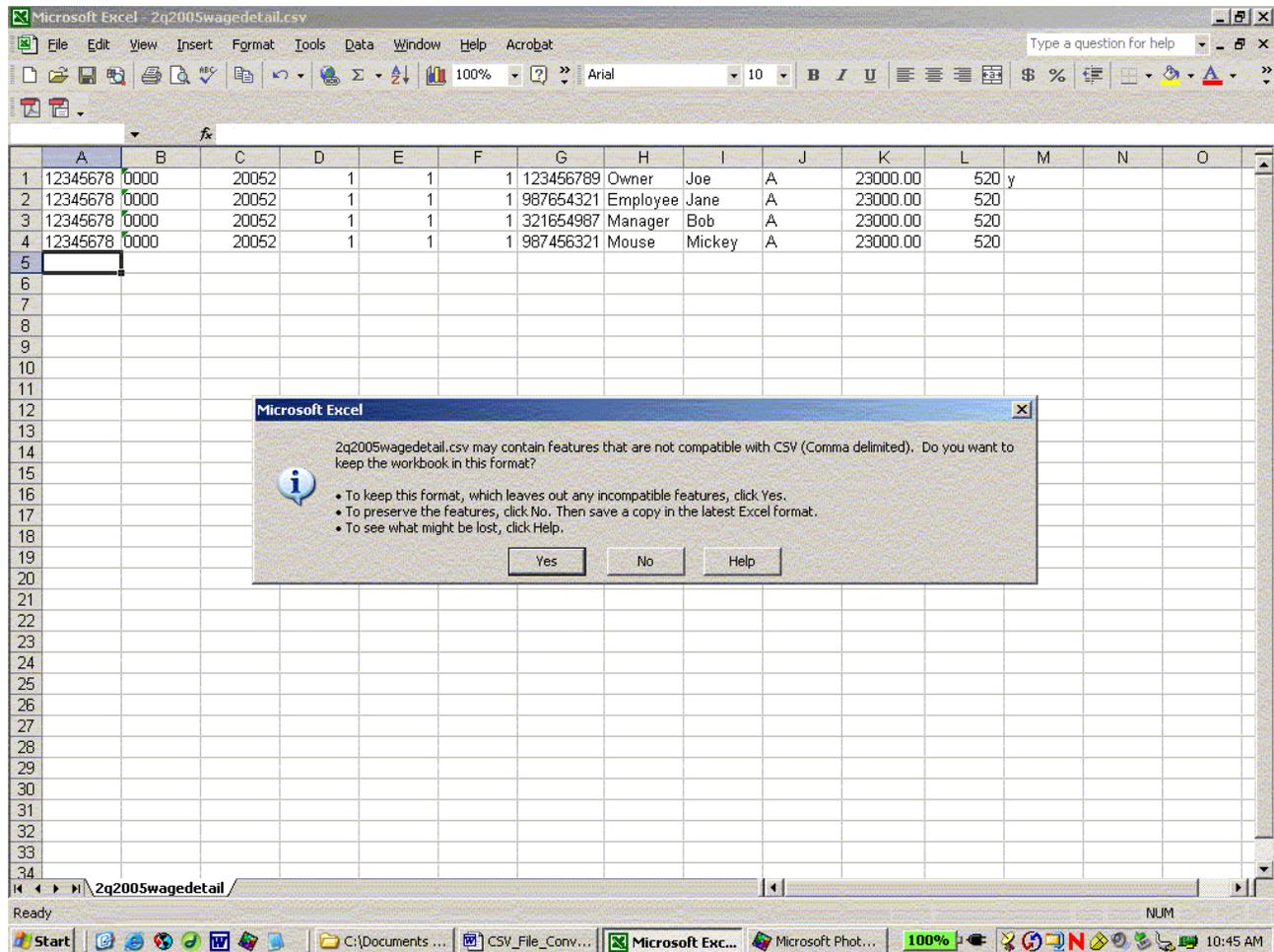
- a. Select **'File'** from the menu bar.
- b. When the drop-down menu appears, select **'Save As'**'.



- c. In the “Save As” dialogue box:
- i. Select **‘Desktop’** (an icon on the left side of the dialogue box)
  - ii. Give your file a name in the **‘File name:’** area
  - iii. In the **‘Save as type:’** area, use the “down arrow” to select:  
**“CSV (Comma Delimited) (\*.csv)”**
  - iv. Click on the “Save” button 



- d. A dialogue box will appear, asking you the following question: “YourFileName.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format?” You should click the “Yes” button to accept the file in CSV format.



Now, go to your desktop and find the \*.csv file you just saved. Right-click on the file, choose ‘Open with’ and select ‘Notepad’ from the list (or choose ‘Notepad’ from Programs | Accessories). **Do NOT open this file in EXCEL.**

In ‘Notepad’ you can see the file just as it will be sent to e-file. Does everything look right?

- It should be comma delimited (i.e. there should be a comma separating each data field item).
- The account number should be an eight-digit number and the reporting unit a four-digit number.
- There should be **no** hyphens in the SSN.
- Does this file end with the very last character? There should be NO extra lines, spaces, tabs....NOTHING!! Also, NO TOTALS!! Remove EVERYTHING after the last character (the last character is most likely the officer code - either “Y” for yes or blank for no).

**Once this file is correct, save it, close it and use file-attach online to submit it.**

If it is not correct, delete this \*.csv file from your desktop, make corrections to your spreadsheet file, and save it again as outlined above.