

Set to Fixed length Text File for Excel 97

Desired Format for TNPAWS

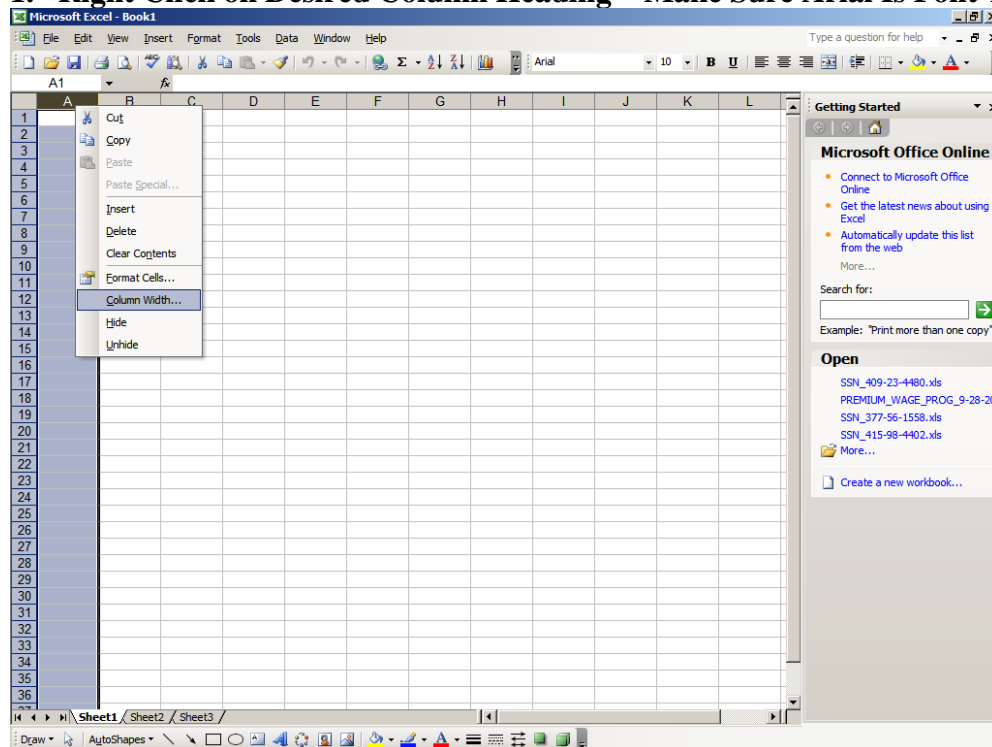
58 Character Text Format

- **PC Format**
- **Save as Plain Text File**
- **No Heading or Totals**
- **No Delimiters**

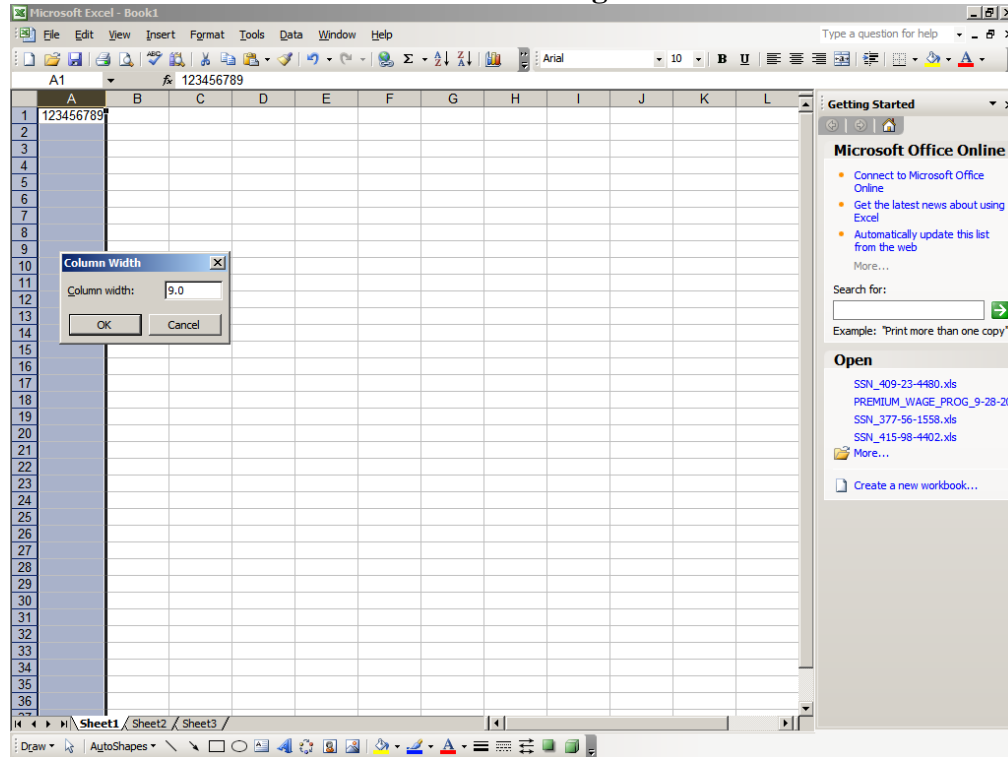
Field Description

1. Social Security Number 9 Text Characters
 - a. No Dashes/Hyphens (SS#012-34-5678 Example : 012345678)
2. Employee Name 27 Text Characters/Spaces
 - a. Last, First, Middle Initial (John A. Doe Example: Doe John A)
3. Total Wages 11 Text Characters
 - a. No Decimals or Commas No Zero Wages or Negative Wages (\$100.00 Example : 10000)
4. Quarter Year 3 Text Characters
 - a. 1 Digit for Qtr, 2 Digits for Year (1st Quarter of 2009 Example : 109)
5. Account Number 8 Text Characters
 - a. No Dash/Hyphen

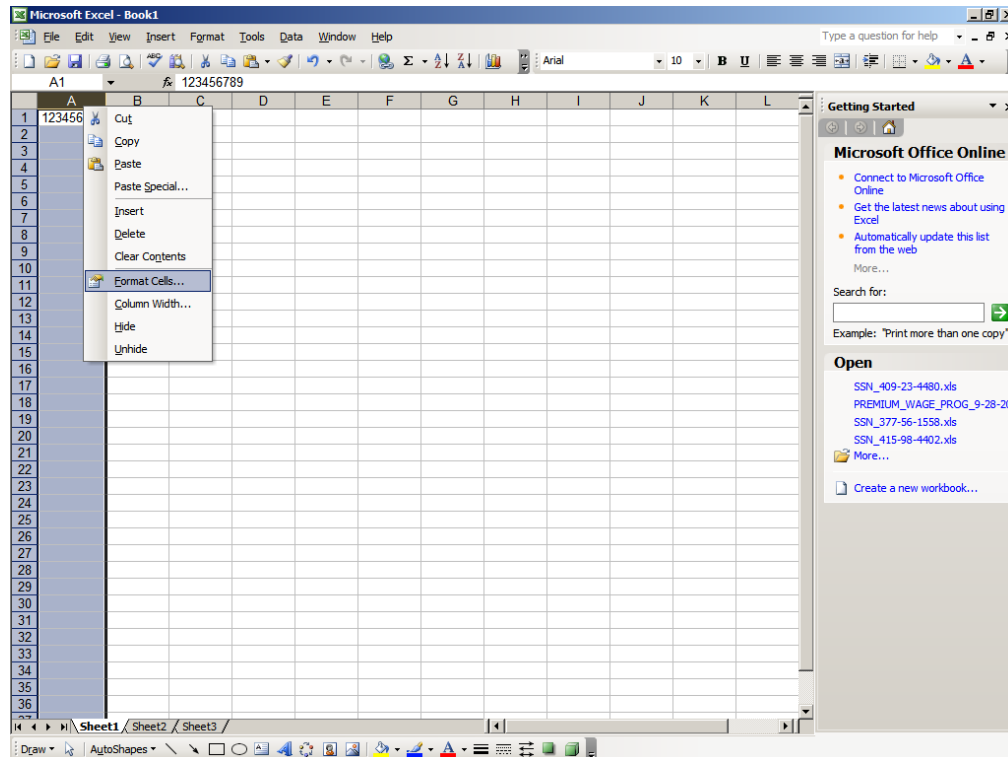
1. Right Click on Desired Column Heading – Make Sure Arial Is Font Type & Size 10



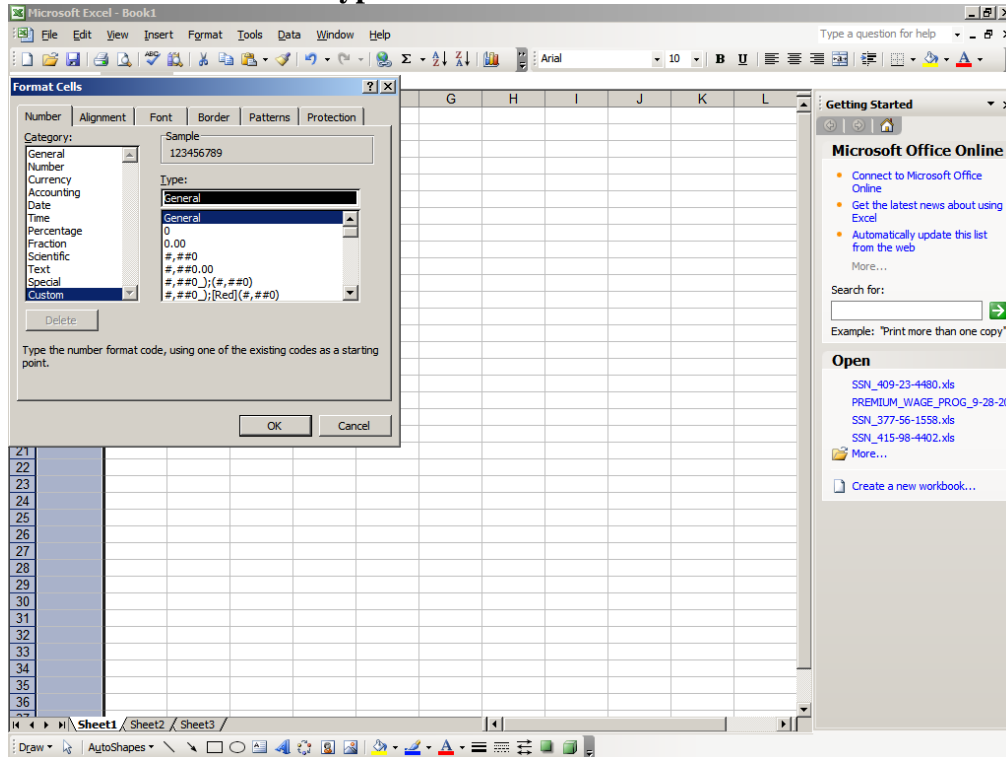
2. Set Column the Desired Character Length



3. Select Format Cell



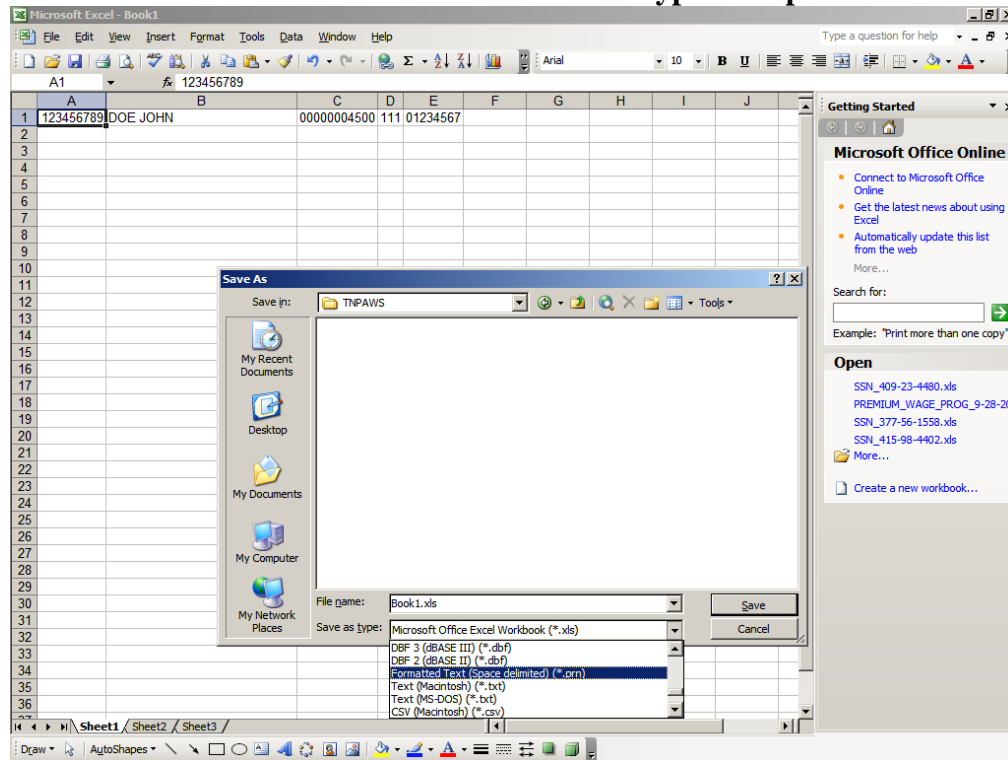
4. Select Custom and Type Box Place Character Format Desired



5. Repeat Steps (1) Through (4) Until File is in 58 Character Format

- a. Column A – Social Security Number
 - i. Column Width: 9.0
 - ii. Format Type: 000000000
- b. Column B – Name
 - i. Column Width: 27.0
 - ii. Format Type: AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
- c. Column C – Wages
 - i. Column Width: 11.0
 - ii. Format Type: 00000000000
- d. Column D – Quarter Year
 - i. Column Width: 3.0
 - ii. Format Type: 000
- e. Column E – Account Number
 - i. Column Width: 8.0
 - ii. Format Type: 00000000

6. After All the Columns Width and Format Type Set Up – Save As “.PRN” File



7. After creating the “.PRN” file, change the extension to “.TXT”.