

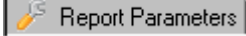


Saving an ASCII file to Excel

1. Click on the Reports button on the left hand side of the screen. Click on Run Report. Click on open Company if you are unable to see your listing of reports


2. Select the file that you would like to run by clicking in the white check box next to the report name.

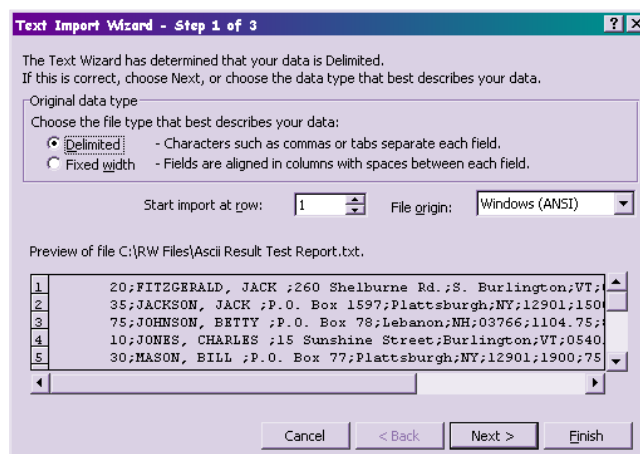
  Report Name
<input checked="" type="checkbox"/> A Check Line State Report (B168)
<input type="checkbox"/> Check Reconciliation (S214)
<input type="checkbox"/> Cover Letter (S193)
<input type="checkbox"/> Delivery Instructions (S187)
<input type="checkbox"/> Delivery Label (S184)
<input type="checkbox"/> Direct Deposit (S211)
<input type="checkbox"/> Earning And Deduction Code Report (S181)
<input type="checkbox"/> Employee Profiles (S263)
<input type="checkbox"/> Input Worksheet (S351)
<input type="checkbox"/> Input Worksheet Fax Cover (S360)
<input type="checkbox"/> Labor Distribution (S1077)
<input type="checkbox"/> New Hire History Report (S337)
<input type="checkbox"/> New Hire Report (S292)
<input type="checkbox"/> Payroll Register (S109)
<input type="checkbox"/> Payroll Tax Report (S247)
<input type="checkbox"/> Taxable Wage Report For Payroll Summary (S236)
<input type="checkbox"/> W2 Edit (S162)

3. Click on the  tab. Select the check date(s) that you would like to run the file for.

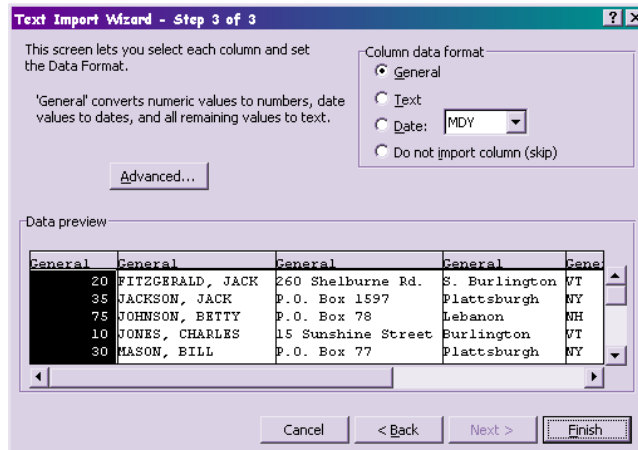
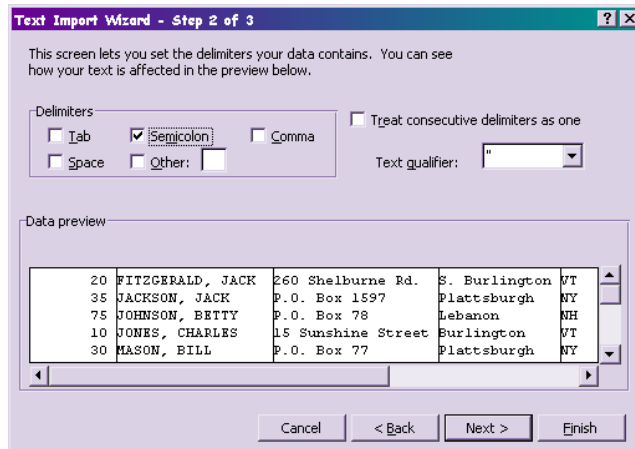
4. Select the Print option on the upper right hand side of the screen. Running the report through the queue should also be checked. This means that the report will be run on PayData's resources so that you may continue working while the report is running. If the Print option is selected and there is no default ASCII path specified, then the file will finish with a warning indicating that it could not save to a specific location. If the Preview option is selected, the file should finish successfully.
5. Click Run Report. A popup box will appear indicating that your task has been added to the queue. Click ok.
6. Your report will be finished when your Task Queue becomes bold and the number of items identified as 'New Finished' changes.

View **Task Queue: 2 New Finished; 6 Total; 6 Finished**

7. To save the file, click on the  key. The save file as window will appear on your screen. Select where you would like to save the files and make sure that the Save as Type is "Text File(.txt)".
8. After the file has been saved out of Evolution. Open Excel and click on the open file icon. Using the drop down box in the 'Look in:' field, locate the saved ASCII file. At the bottom of this screen, there will be a 'Files of type:' field. Excel will default to All Microsoft Office Excel Files. Change this to read "Text Files", or 'All Files'. You should now see the saved ASCII file. Highlight the file and click Open.
9. This should bring up the Text Import Wizard in Excel. As most of the ASCII files created out of Evolution will be a comma or semi-colon delimited file, click on the Delimited radial, then click Next.
10. Looking at the file displayed in the Data preview box, you can see if the file is a comma, or semicolon delimited file. A comma delimited file will have the various data fields separated by a ' , ' while a semicolon delimited file will use a ' ; ' to distinguish the fields. Click on the appropriate radial and select Next.



11. Excel will now apply column breaks for the various data elements. The formatting of the columns will default to General. If you need to change the format type, just click on the appropriate column and change the format type. ex: if you have a date field in the file, you may need to click on the Date option and tell the system to use the MDY (month, day year) format.



12. Click on Finish and your ASCII file will now be ready to save as an Excel workbook.

13. Click on the File and Save As option. Change the 'Save as type' at the bottom of the pop up box to a Microsoft Office Excel Workbook. Your ASCII file has now been converted to an Excel file.