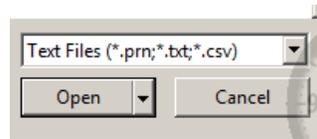


## OPENING AN EXPORTED \*.TSV FILE

This \*.tsv file can be opened in Excel. Here are the preferred steps:

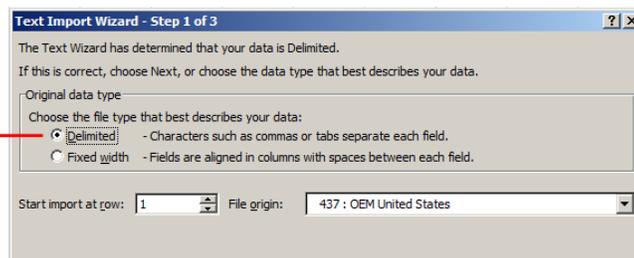
1. Open Excel to a new, blank worksheet.
2. Click the Data tab.
3. Choose "From Text".
4. A file selection window will open.
5. Change the type of file choice to "All files (\*.\*)".



6. Like this:



7. Browse to the file location and select the batch file to open. Double click the file name, or click the "Open" button.
8. The "Text Import Wizard" will open. Select the "Delimited" file type and click Next.



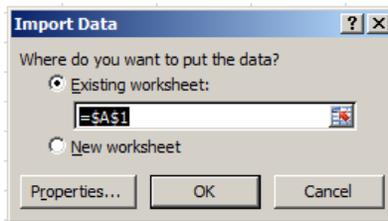
9. On Step 2 of the Wizard, make sure the only delimiter marked is "Tab".



10. On Step 3 of the Wizard, there may not be any changes necessary. Scroll down a little and look at your data. If you see a column that may need to be formatted, click on that column to highlight it, and choose the format. It could be a column with the transaction amounts that needs to be formatted with 2 decimal places, but you can also format this after you get it into Excel.

11. Click the Finish button.

12. The “Import Data” window will open. (If you have gotten to this point and realize that the Excel file on the screen already has data in it and you will mess it up by dropping this data in your spreadsheet, change the selection from “Existing Worksheet” to “New Worksheet”.) This window allows you to select the upper left cell in which you want to import the data. The normal choice is to leave set to \$A\$1, which is the upper left top cell, but if you want to leave some of the top rows open or a blank column to the left of your data, just click in the cell where you want the data inserted and click OK.



13. Take a look at the data in the spreadsheet and make sure it looks correct to you. It may need formatting, such as formatting the amounts column to have 2 decimal places. Go ahead and do that.

14. Save the file in a secure location where you will be able to access it later when needed.