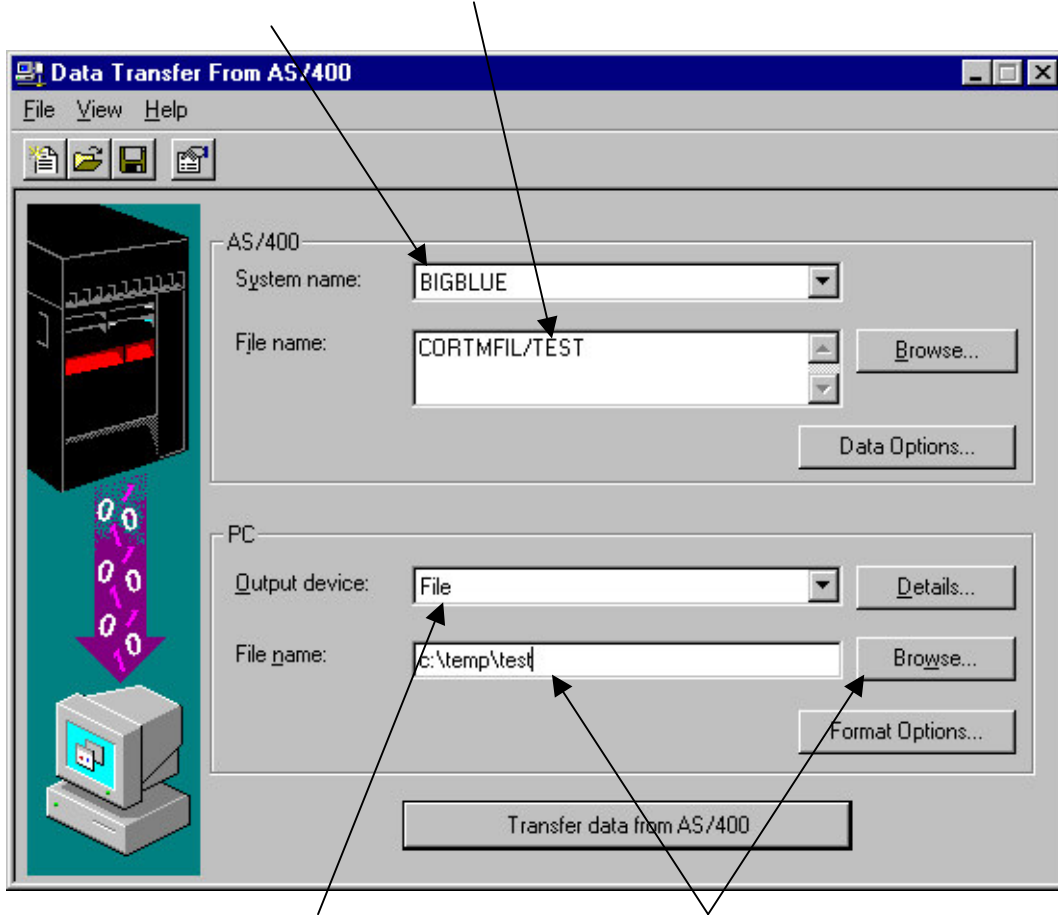


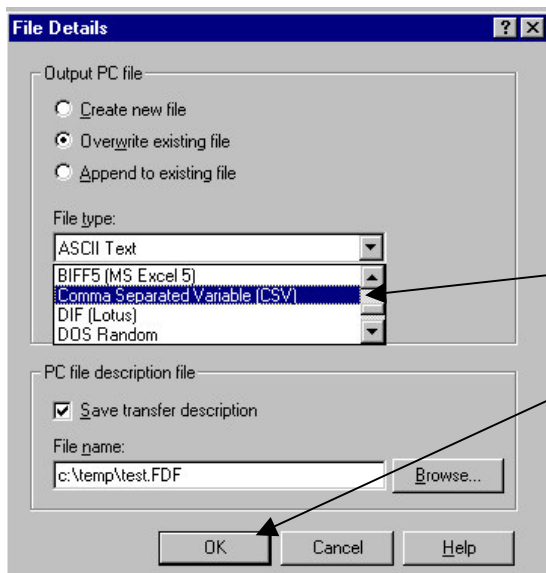
Transfer Data from the AS400 – CSV Format

Enter the System name and File name in the first 2 lines under **AAS/400** (see example below).



Under PC Enter the Output device as **File** and browse or type a File name for the file to be downloaded. Note the location of the file.

Click **Details...** to the right of the Output device window.



Click to select one of the following

Create a new file

Overwrite existing file

Append to existing file

Under file type, select **Comma Separated Variable (CSV)**

Click **OK**

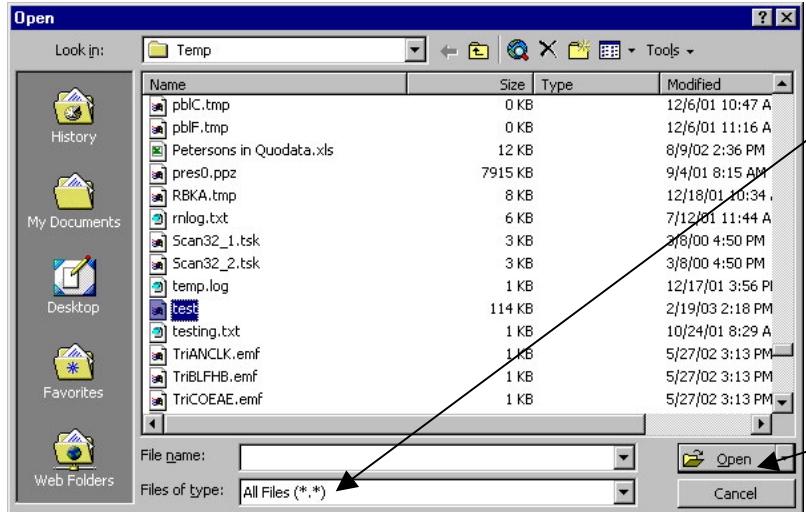
The File Details window will close and the Data Transfer from the AS400 window will appear.

Transfer Data from the AS400 – CSV Format

Click the  button on the bottom of the window.

Once the data is transferred, open Excel

Locate the directory in which the file was saved.



In the **Files of Type** window

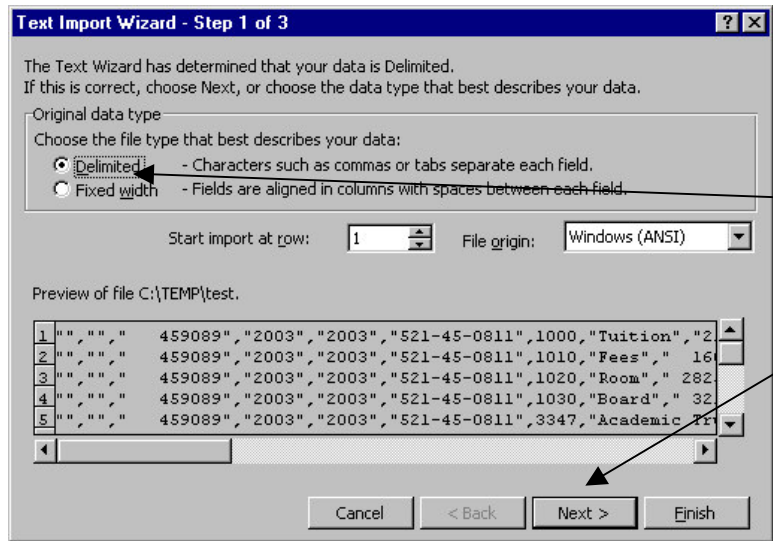
Select **All Files**.

Select the file that was downloaded.

Note: The file name does not have an extension. This is not a problem.

Click **Open**

The new **Text Import Wizard – Step 1 of 3** window will open (see below).



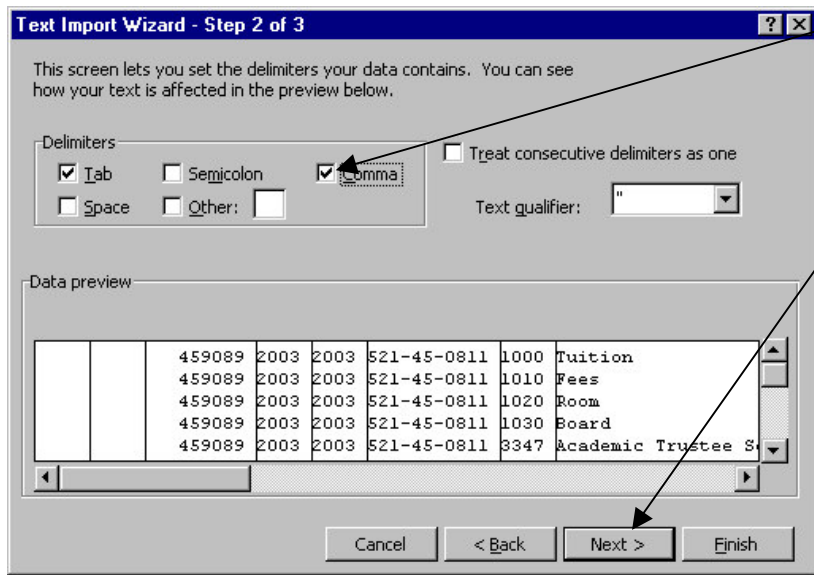
Note: The comma delimited file will sense where fields end

Make sure that the **Delimited** radio button is dark.

Click **Next**.

Transfer Data from the AS400 – CSV Format

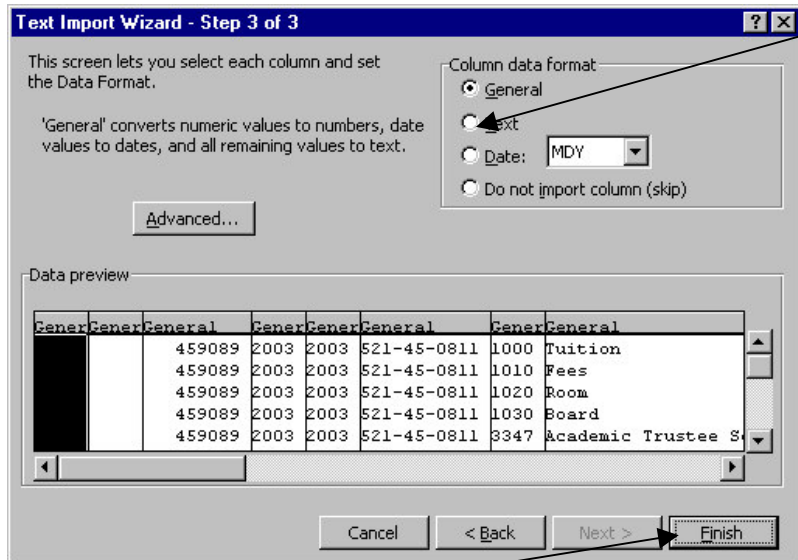
The **Text Import Wizard -Step 2 of 3** window will open.



Make sure the box in front of Comma has a check in it (the field separator lines will appear in the middle window – as shown on the left).

Click **Next**.

The **Text Import Wizard -Step 3 of 3** window will open



Fields will not have names – Make sure that if numbers have leading 0s (0 fields, codes, Zip codes, etc) that the data format for that column is set at Text.

Note: Fields that are to be numeric for calculating by adding, multiplying, etc. should remain at General.

View each field – and if in doubt set the field as text.

After this step, click the **Finish** button.

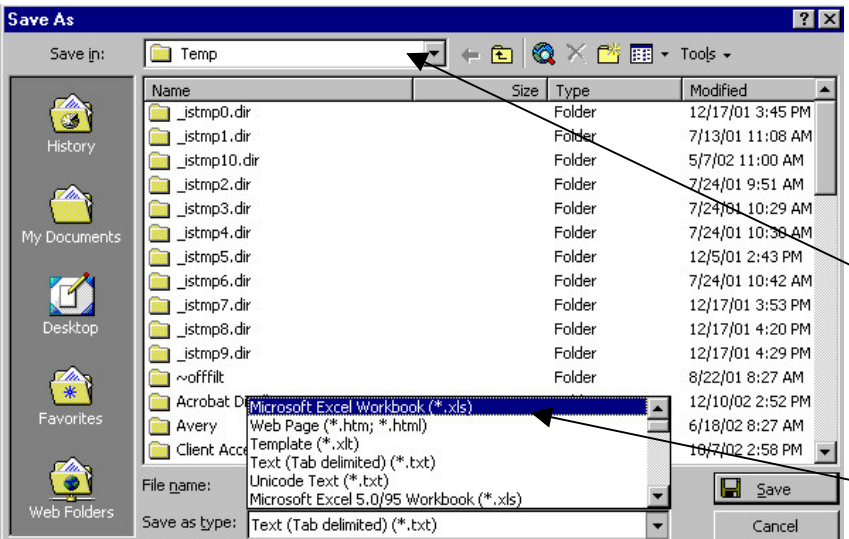
Excel will open with the data in the proper corresponding field.

	A	B	C	D	E	F	G	H	I	J	K
1			459089	2003	2003	521-45-081	1000	Tuition	21630		21630
2			459089	2003	2003	521-45-081	1010	Fees	160		160
3			459089	2003	2003	521-45-081	1020	Room	2825		2825
4			459089	2003	2003	521-45-081	1030	Board	3210		3210

Insert a row, and give each field a header row.

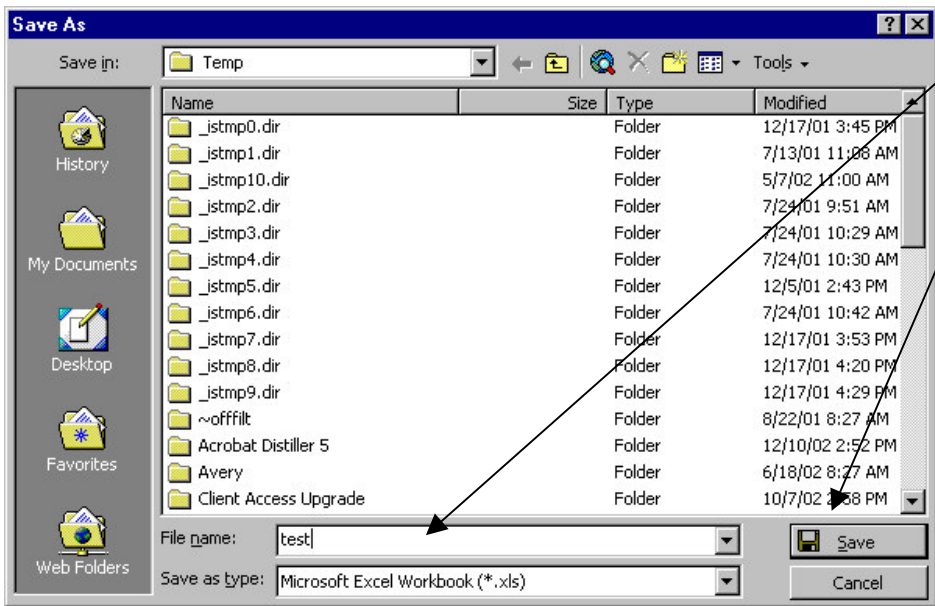
Transfer Data from the AS400 – CSV Format

Save the Excel document as an Excel document. Choose **File / Save As**



Place the file in the proper folder.

Under Save as Type, choose **Microsoft Excel Workbook (*.xls)**



If the file name is to be changed, do that now.

Click **Save**.

Now the file will be recognized as an **Excel** file and may be used for reporting, mail merge, etc.