

Associated Connect[®]

Reference Guide: Positive Pay Check Issue File Format Converting Excel to CSV



Positive Pay Check Issue File Formats

Converting Excel to CSV

Steps to converting a Microsoft Excel file to a CSV File:

1. Open the check issue file in Microsoft Excel and choose **File**, then select **Save As**
2. In the **Save as type**, select **CSV (Comma Delimited) (*.csv)** from the drop down list and click the **Save** button
3. Locate the file and right click on the file and select **Open with**
4. Select **Notepad**. If Notepad is not on the list of recommended programs, click **Browse** and navigate to C:\Windows\System32\notepad.exe. Select **Notepad** and click **OK**
5. If the first line contains column headings (not check data), delete that line.
6. Select **File**, then select **Save**

