ERM Create a Pipe Delimited Text File Using Windows 10 QRG - Employer

Use this Quick Reference Guide (QRG) to create a pipe delimited text file (txt) from a comma separated values (csv) file to upload information into the Employer Reporting and Management (ERM) application.

These instructions are for working with an Excel workbook/spreadsheet.
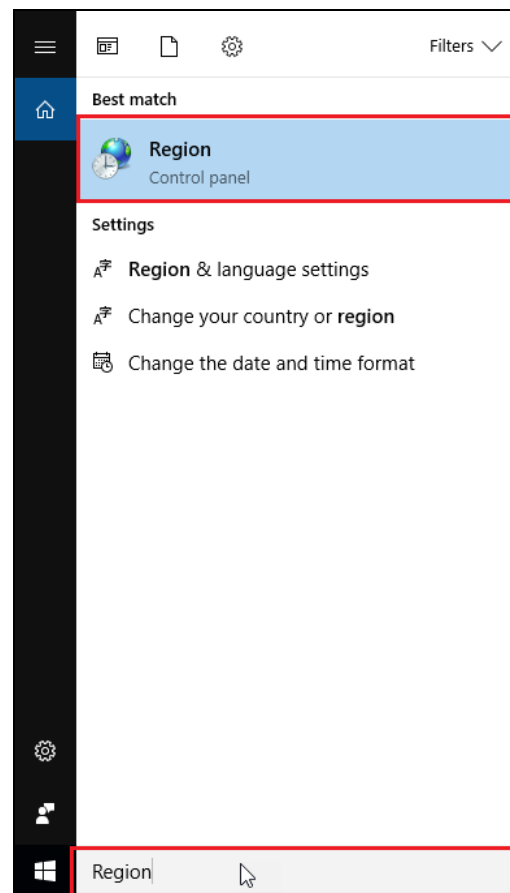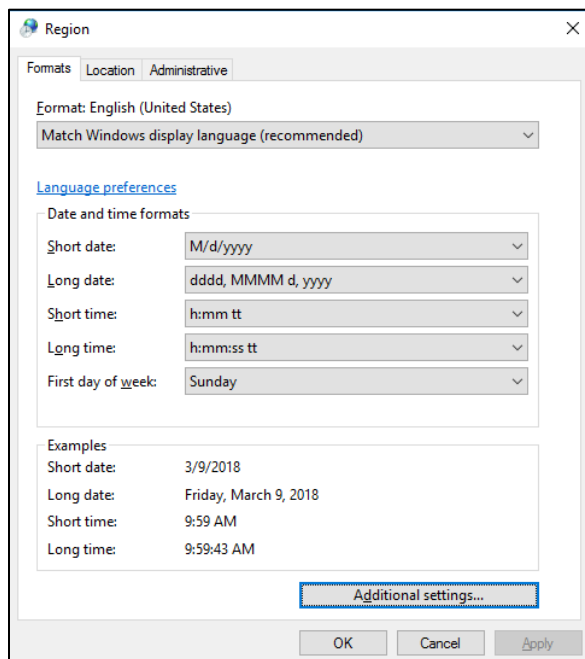
Pipe Delimited Text File Topics Covered

- **Setup Microsoft Control Panel**
- **Export from Excel**
- **Save as Text File from Notepad**

NOTE: Microsoft will no longer support Windows 10 after October 2025; however, the files you create for ERM upload, because their final format is a pipe delimited (|) file created either from Excel or Notepad, can continue to be used for ERM uploads.

Setup Microsoft Control Panel

1. Click in the **Search Windows** field and type **Region** *Figure 1: Search Windows, Region* and press **Enter** (Figure 1**)**. The *Region* window displays (Figure 2). The **Formats** tab is the default.

2. Click the **Additional settings** button. The *Customize Format* window displays (Figure 3). The **Numbers** tab is the default.

Figure 1: Search Windows, Region

Figure 2: Region window, Formats tab

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Figure 3: Customize Format

3. On the *Customize Format* window, on the **Numbers** tab (Figure 3), go to the **List separator** field and click the ▼. Select the pipe delimiter (|) from the options.

4. Click **Apply** then click **OK**.

5. On the **Numbers** tab (Figure 5), go to the **List separator** field and click the ▼. Select the pipe delimiter (|) from the options.

6. Click **Apply** then click **OK**.

> **NOTE:** For other files that need to be comma delimited, return to the **List separator** field and change it back to show a comma (,).

Export from Excel

1. Launch Excel. For the purposes of this exercise Figure 4 is the Excel file.

2. In the Excel file, go to the last populated cell in Row 1 and move to the cell that follows and use the Spacebar. This will insert a required pipe delimiter to separate records once the file is exported.

3. Save the file as a delimited file by clicking File > Export > Change file type > CSV (Comma delimited). See Figure 5.

4. Click the **Save As** button (Figure 5) and the *Save As* window displays (Figure 6).

Figure 4: Excel File

	A	B	C	D	E	F	G	H	I	J	...	Z	AA	AB
1	10312008	5												
2		80	9000000	PERF	000000000		Smith	1300.00		39.00	81.90		10012008	10312008	R
3		80	9000000	PERF	111111111		Warren	1300.00		39.00	81.90		10012008	10312008	R
4		80	9000000	PERF	222222222		Spark	1300.00		39.00	81.90		10012008	10312008	R
5		80	9000000	PERF	333333333		Taylor	1300.00		39.00	81.90		10012008	10312008	R
6		80	9000000	PERF	444444444		Baker	1300.00		39.00	81.90		10012008	10312008	R

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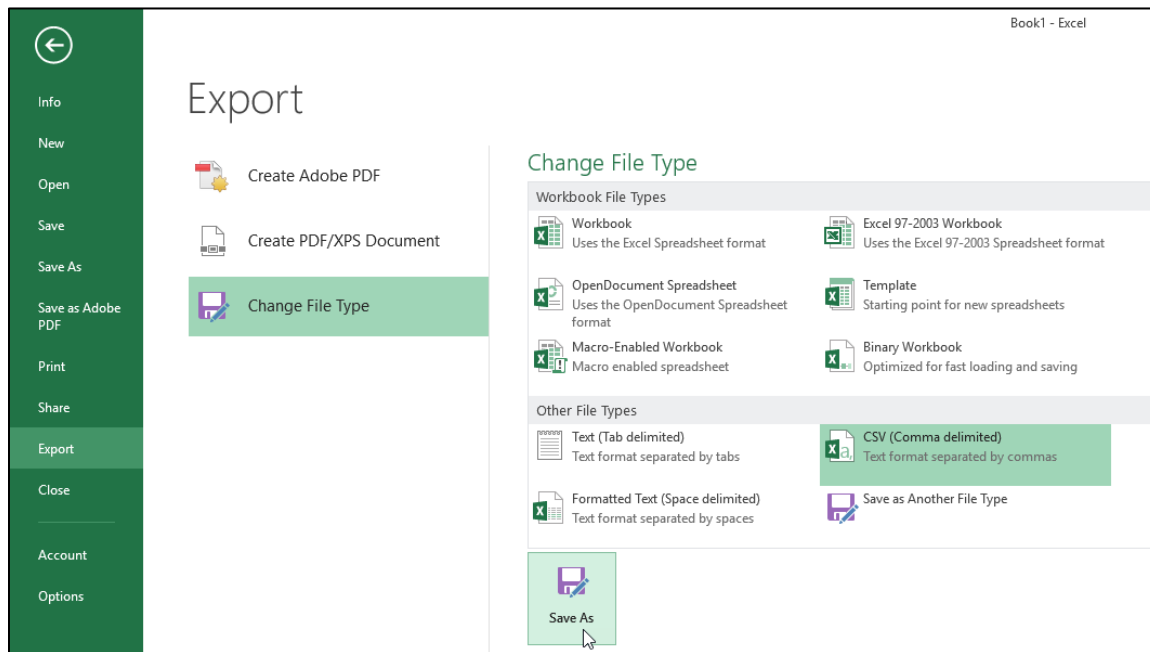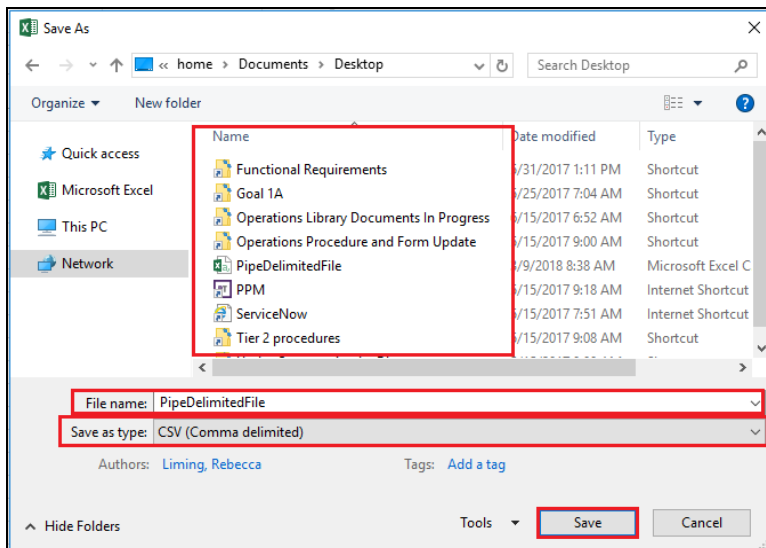Version: 2.0

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Figure 5: Export to CSV

Figure 6: Save As

5. On the *Save As* window, select the directory where the file is to be saved.

6. Enter the **File name**.

7. Select **CSV (Comma delimited) (*csv)** from the *Save as type* drop down list if it has not already defaulted to that.

8. Click **Save**.

Save as Text (*.txt) File from Notepad

This can be done two ways.

1. Launch Notepad and choose File > Open and select the csv file that was saved.

2. Highlight the csv file that was saved and right click. Select Open with > Notepad.

The results are the same, the csv file opens in Notepad (Figure 10).

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Notice the pipe delimiters (|) between the fields and at the end of each record. There are also pipe delimiters beyond the data. In order to remedy this, do the following:

1. Highlight the populated lines in Notepad, stopping with the last delimiter at the end of the last populated field.

2. Use File > Copy or **Ctrl + C** to copy the selected data onto the clipboard.

3. Close Notepad choosing **Do not save**.

4. Open Notepad again.

5. In Notepad click **Ctrl + V** to paste the data into the file.

6. Click File > Save as. The *Save As* window displays.

7. Make sure the correct directory is selected.

8. Make sure the **File name** is correct.

9. Make sure that **Save as type** is **Text Documents (*.txt)**.

10. Click **Save**.

*Figure 10: *.csv File in Notepad*

Figure 11: Save As, Text Documents (.txt)*
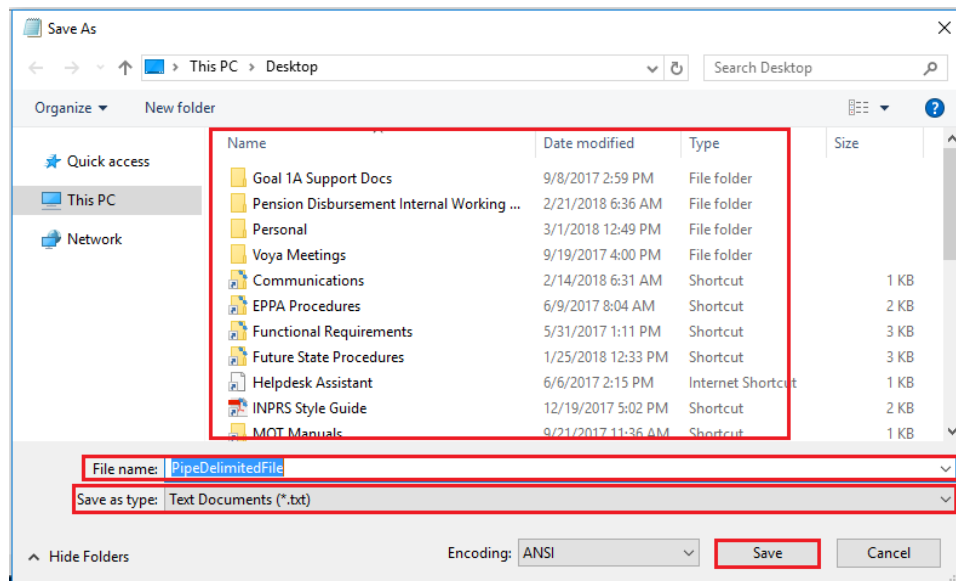
Provided all the data fields are present in the export, this file is now in the format required to use in the ERM upload.

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