

How to import a CSV file into Microsoft Excel

You may notice that the reports you download, when opened into MS Excel, show strange-looking card numbers. This is because MS Excel truncates numbers over 15 digits. In order to get around this, you need to trick Excel into thinking that the card number is text instead. This is done by *importing* the report you downloaded into Excel and changing the card numbers to text during the import.

Import Directions:

Save the report to your desktop or another place on your computer that is easy to navigate to. If you received the report in your email, right-click the attachment and click "Save As" and navigate to a convenient place on your computer and save the report. At this point, if you want to change the name of the report, make sure you **keep it as a .csv file**, and NOT an .xls file.

1. Open Microsoft Excel into a new Blank Worksheet.
2. On the top toolbar in Excel, Click on **Data > Import External Data > Import Data**. A window opens asking where your file is. Browse to where you saved the report on your computer. Click Open.
3. A **Text Import Wizard** dialog opens. Select the first option "**Delimited**" and click Next.
4. Under Delimiters, put a checkmark in front of "**Comma**". Click Next.
5. Click on the column that contains your card numbers. The column will then be highlighted in black. In the upper right corner under **Column Data Format**, select **Text**. Click Finish.
6. The last window asks where you want to put the data – just click OK here.

The file opens in Excel and you'll see that your card numbers are now intact.

Now you can save the file as an Excel spreadsheet. Click File > Save As. The Save dialog opens – browse to where you want to save it; you can give it a new name, and it will save as an .xls file.