

State of Vermont Fuel Assistance Program

Electronic Files – Conversion Instructions

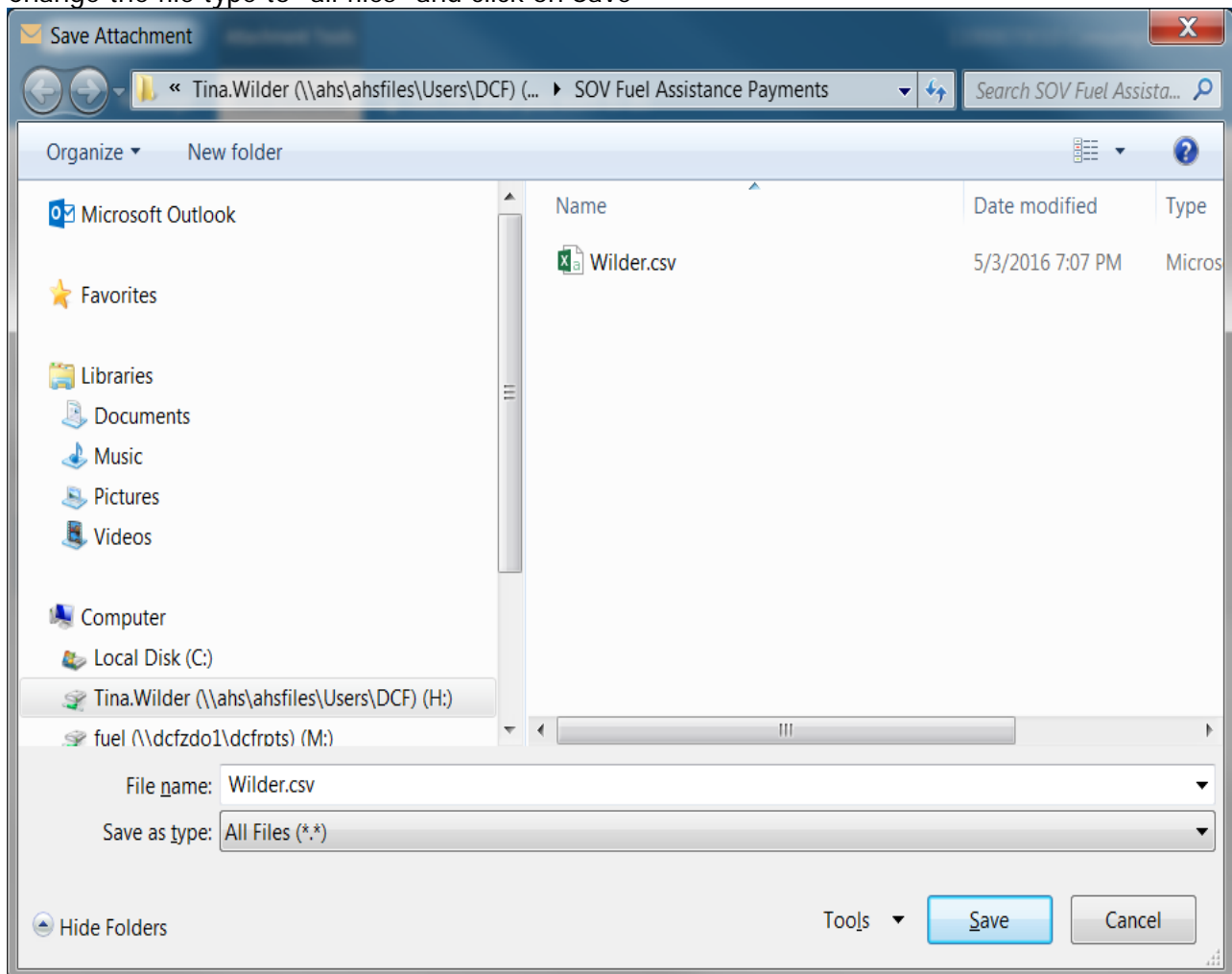
You will only receive a file if we have issued electronic funds transfer to your bank account. It is Critical that you SAVE the file where it can be easily accessed. Email from the Fuel Program are generated directly from a mainframe database. They will always show the sender as ASAS66@MVS1FTP.STATE.VT.US.

DO NOT REPLY to the email as there is no person on the receiving end.

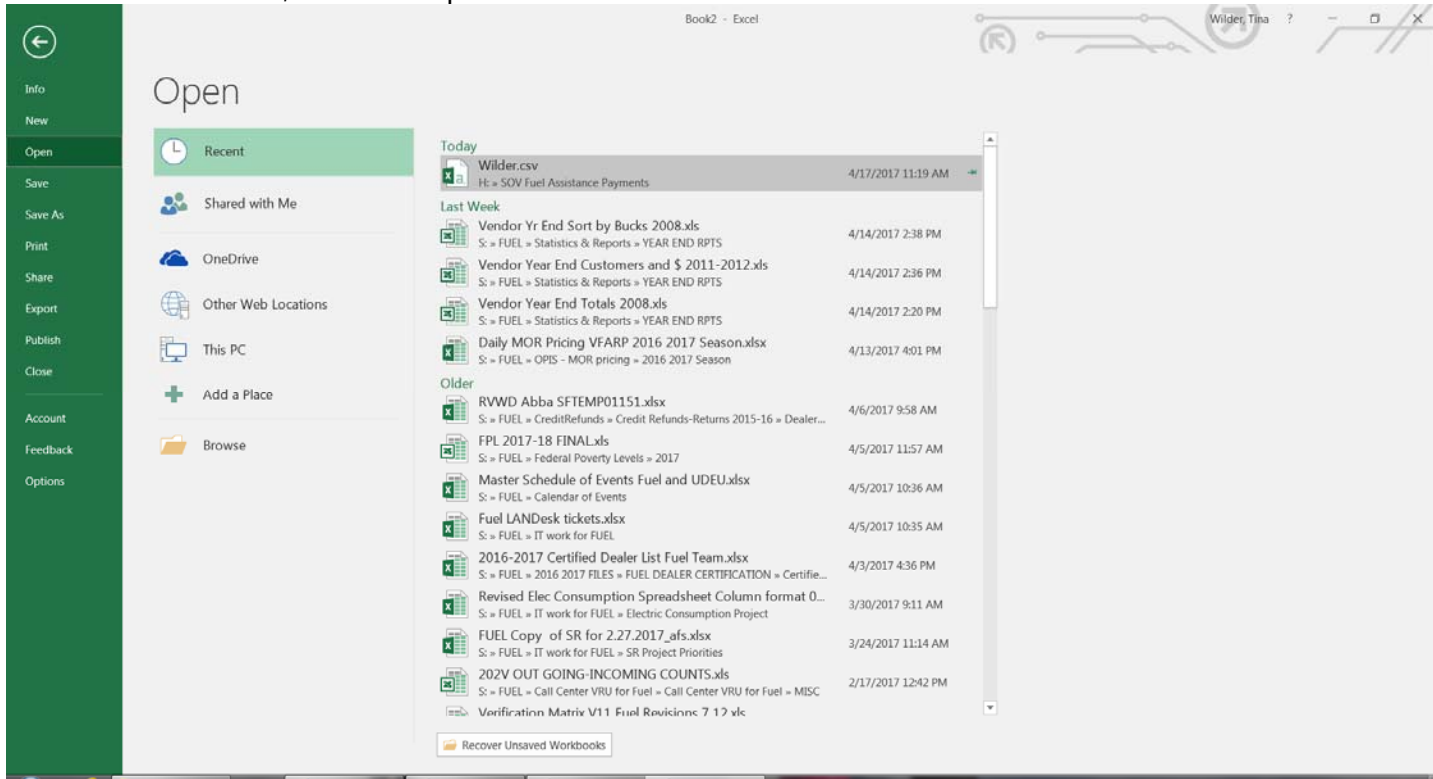
When you receive the email, it will have a "TXT" file attached. The TXT file contains your company information, the total \$ amount of the deposit, individual customer \$ amounts as well as housing/heating information directly from our database.

Conversion of the TXT file to Excel Format:

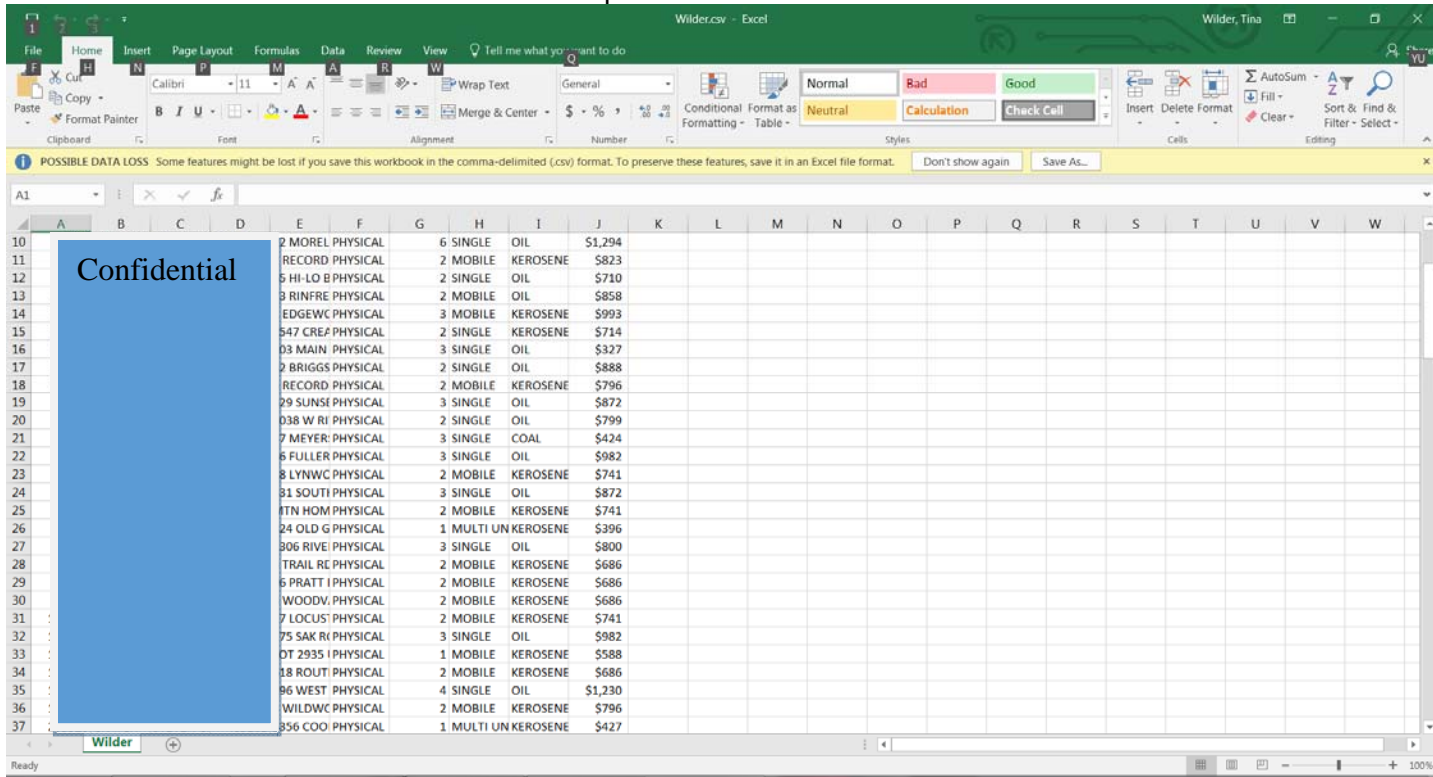
1. Place cursor on the TXT file, right click and chose Save As.
2. Choose a location to save the file so you can easily find it.
3. Rename the file to so you can easily identify it. We suggest company name. Ex: Wilder.txt
4. Change the file name by deleting "txt" and typing "csv" Example: Wilder.csv
5. Change the file type to "all files" and click on Save



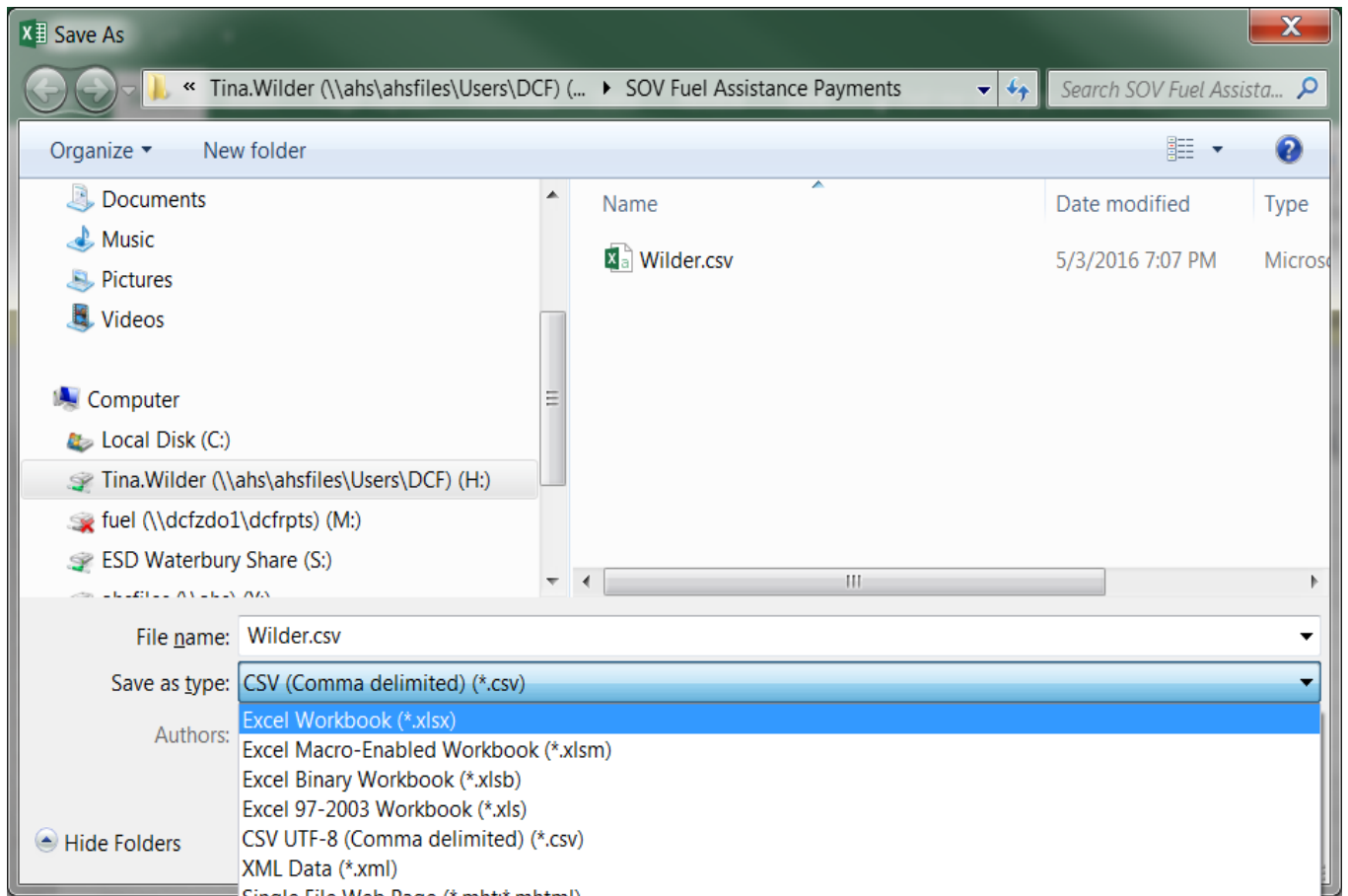
6. Go to your Start Menu or Desk Top, open a blank workbook in Excel
7. Go to File, chose Open and you will see all recent files you have had open in Excel.
8. If you do not see the file, go to Browse and locate the file where you have saved it (Ex: Desk Top) Make sure the selection is "ALL FILES" from the drop down menu which allows types of files to be displayed.
9. Click to select the file, then click open



VOILA! Your CSV file has been converted to spreadsheet format.

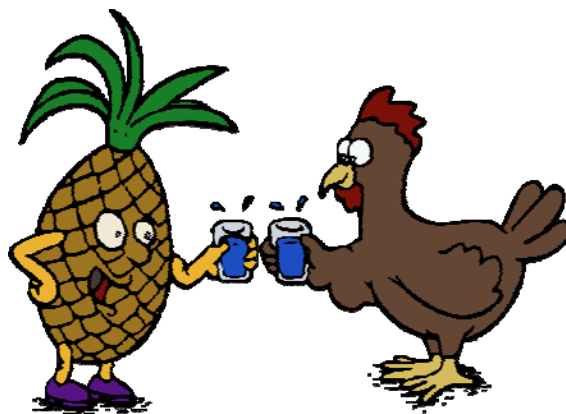


10. Now you're going to SAVE the file in Excel format, click on Save As
11. Under **Save as type** there's a dropdown list of file types.
12. Click to select Excel Workbook (*.xlsx)



13. The file name extension will automatically change from .csv to .xlsx
14. Click Save!

Congratulations! You have successfully converted the TXT file to a CSV file and saved it as an Excel spreadsheet! TAH DAH!



Wilder.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

Clipboard Font Alignment Number Styles Cells Editing

Normal Bad Good Neutral Calculation Check Cell

AutoSum Fill Sort & Find & Filter Select

Wilder

LOG ID	FUEL APPL	ACCT NAV	ACCT #	ADDRESS	ADDR TYP	# BEDROO	HOUSING	FUEL TYPE	TOTAL BEI	TOTAL PR	\$ RFND	TC	TOTAL PROD	CONSUMPTION	12 MO DATA	Y/N	CRISIS DEL	\$ TRANS I	\$ TRANS O	COMMENTS
2283	VIC		334	100 BELM	PHYSICAL	3	SINGLE	OIL	\$1,091											
4908	RC			22 MOREL	PHYSICAL	6	SINGLE	OIL	\$1,294											
6879	TU			36-2 RECORD	PHYSICAL	2	MOBILE	KEROSENE	\$823											
7167	BY			65 HI-LO B	PHYSICAL	2	SINGLE	OIL	\$710											
24245	RII			73 RINFRE	PHYSICAL	2	MOBILE	OIL	\$858											
24615	HA			RR1 1 EDGEWC	PHYSICAL	3	MOBILE	KEROSENE	\$993											
25154	LA'			302 2547 CREA	PHYSICAL	2	SINGLE	KEROSENE	\$714											
25563	JU.			103 MAIN	PHYSICAL	3	SINGLE	OIL	\$327											
25569	ON			71 42 BRIGGS	PHYSICAL	2	SINGLE	OIL	\$888											
25833	BE			E 4 RECORD	PHYSICAL	2	MOBILE	KEROSENE	\$796											
26034	LA'			LAV 329 SUNSE	PHYSICAL	3	SINGLE	OIL	\$872											
26246	CH			1038 W RI	PHYSICAL	2	SINGLE	OIL	\$799											
26538	BR			47 MEYER	PHYSICAL	3	SINGLE	COAL	\$424											
27435	W			56 FULLER	PHYSICAL	3	SINGLE	OIL	\$982											
28876	BA			18 LYNWC	PHYSICAL	2	MOBILE	KEROSENE	\$741											
31536	CC			85 431 SOUTI	PHYSICAL	3	SINGLE	OIL	\$872											
38324	DC			MTN HOM	PHYSICAL	2	MOBILE	KEROSENE	\$741											
45106	ME			324 OLD G	PHYSICAL	1	MULTI UN	KEROSENE	\$396											
52187	BE			1306 RIVE	PHYSICAL	3	SINGLE	OIL	\$800											
80245	EC			32 4 TRAIL RC	PHYSICAL	2	MOBILE	KEROSENE	\$686											
90681	RA			96 PRATT I	PHYSICAL	2	MOBILE	KEROSENE	\$686											

PLEASE DO NOT DELETE EXISTING COLUMNS
PLEASE DO NOT ADD ANY OTHER COLUMNS
PLEASE DO NOT MOVE OR ADJUST THE LOCATION OF COLUMNS
PLEASE USE ONLY NUMERIC VALUES IN THE COLUMNS
PLEASE LET US KNOW IF YOU NEED HELP:
AHS.DCFESDFUELMGMT@vermont.gov