# Create a .dat Flat File With Excel Loader

**Description**

This job aid describes how to create a .dat file in the Excel Loader flat file creation tool. It was designed with a macro that creates a flat file in the required fixed-length format. The *eSettlements Flat File Loader* template is available in the MSupplier Portal at [***http://procurement.umich.edu/supplier-resources/supplier-portal/electronic-settlements***](http://procurement.umich.edu/supplier-resources/supplier-portal/electronic-settlements) *>* ***MSupplier: Enablement Documents***.

**Important**

To create the .dat file, you must have a **C:\TEMP** folder on your computer and Microsoft Office 2007 or later.

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| **Excel Loader File****1** | **Note:** Open the Excel Loader file. It gives you security warning that Macros have been disabled. Make sure they are enabled.1. Click **Enable Content**
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| **Excel Loader File****2** | Populate the worksheet with the invoice or credit memo data you would like to submit to the University of Michigan. Save the file.1. Click the **Click here to create the file** macro button.

**Note:*** The macro validates the data for format errors and required fields. All errors must be fixed before the \*.dat file can be created.
* If the supplier ID number is included, ensure that all lines are populated with the same supplier ID.
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| **3** | 1. In the File Name window, type a 3-digit file identifier.

 Click **OK**.  |

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| **4** | 1. In the All Done pop-up window, click **OK**. The fixed length formatted file is created in your **C:\TEMP** folder. You may then rename the file to include your supplier name and date.

**Note:** You cannot upload a file with the same file name as a previously uploaded file. It is recommended that you rename your .dat file as follows: **SUPPLIERNAME\_DATE\_SEQNO.dat**. **Example:** hasbro\_20100324\_001.dat**(File names cannot be longer than 50 characters)** |