# Formatting the "Error Details" report

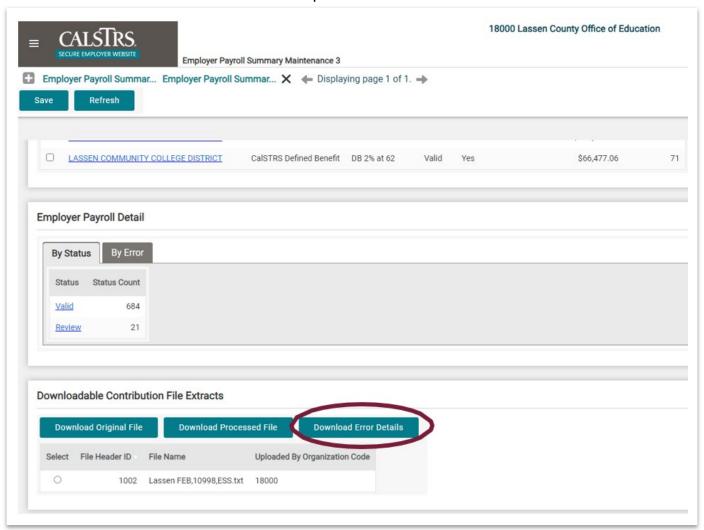
This job aid provides instructions on how to format the "Error Details" report which allows users to view the data in a user-friendly format.

Revised: 05/21/2024

# Downloading the report

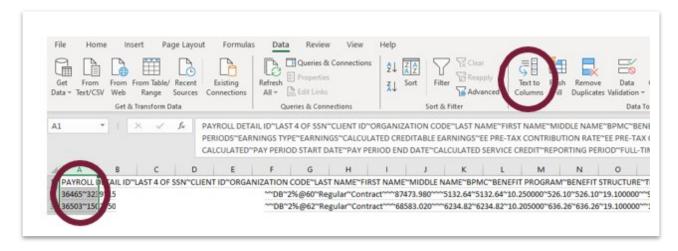
#### Step 1:

Navigate to the **Payroll Summary** screen and click the **Download Error Details** button in the **Downloadable Contribution File Extracts** panel.



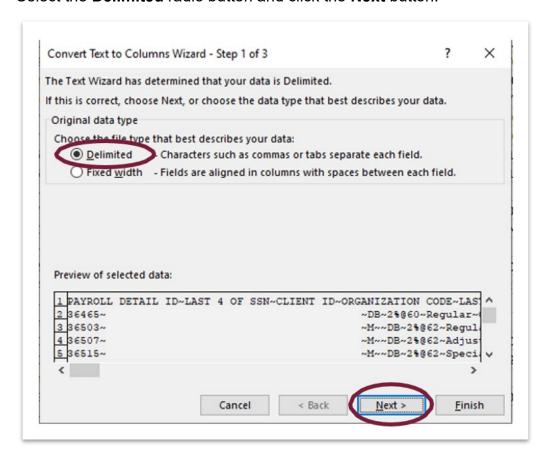
### Step 2:

Open the downloaded excel document and highlight the first column and click the **Text to Columns** button.



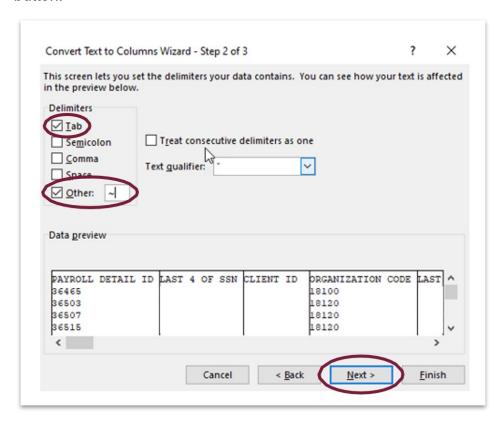
#### Step 3:

Select the **Delimited** radio button and click the **Next** button.



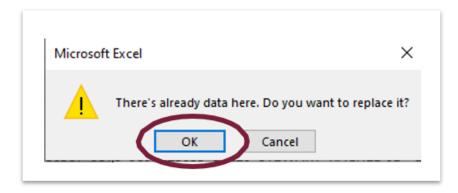
### Step 4:

Check the **Tab** and **Other** box and populate a tilde (~) in the field next to **Other**. Click the **Next** button.



## Step 5:

Click **Ok** to replace existing data.



Result: The 'Error Details' will appear in the correct format.

