STATE TEACHERS
RETIREMENT SYSTEM
OF OHIO

275 East Broad Street
Columbus, OH 43215-3771
888-535-4050
www.strsoh.org/employer

Creating an Annual Report in Microsoft Excel

Please use the following instructions to create an annual report in Microsoft Excel. The file must follow the layout below and be saved in formatted text (.prn) format before submitting it to STRS Ohio. The columns should be created in the same order shown below and should not include column headings (e.g., Column A should be used for Employer Number, Column B for Taxed Member Contributions, etc.). All columns, including blank columns, must be formatted even if they are not used. **See the reverse side for complete instructions on formatting and saving the file.**

Column*	Column Content	Column Width	Format	Valid Values	Arial Font Size
A	**Employer Number**	4	Alphanumeric	STRS Ohio employer number	10 pt.
B	**Taxed Member Contributions (Regular)** Does not include tax-deferred or "picked-up" contributions.	8	99999999	Numeric, no commas, 2 assumed decimals	8 pt.
C	**Report Fiscal Year** First year of fiscal year. Report 2023–2024 as 2023.	4	CCYY	Numeric	8 pt.
D	**Service Credit** Do not leave blank — enter 100, 067, etc. For reemployed retirees, enter 000.	3	999	Numeric, 2 assumed decimals	8 pt.
E	**Member Type Code** The letter R for reemployed retirees, otherwise blank.	1	Alphanumeric	Space=active member, R=reemployed retiree	10 pt.
F	**Social Security Number**	9	999999999	Numeric	8 pt.
G	**Name of Employee** Last first middle. No punctuation except dash [–].	30	Alphanumeric		10 pt.
H	**Tax-deferred Member Contributions (Pickup)**	8	99999999	Numeric, no commas, 2 assumed decimals	8 pt.
I	**Delivery Address Line 1** All capital letters. No punctuation except comma [,], dash [–], period [.] or pound sign [#].	28	Alphanumeric		10 pt.
J	**Blank**	12	Alphanumeric		10 pt.
K	**Delivery Address Line 2** All capital letters. No punctuation except comma [,], dash [–], period [.] or pound sign [#].	28	Alphanumeric		10 pt.
L	**Blank**	12	Alphanumeric		10 pt.
M	**Delivery Address Line 3** All capital letters. No punctuation except comma [,], dash [–], period [.] or pound sign [#].	28	Alphanumeric		10 pt.
N	**Blank**	12	Alphanumeric		10 pt.
O	**City** All capital letters. No punctuation except dash [–].	13	Alphanumeric		10 pt.
P	**Blank**	7	Alphanumeric		10 pt.
Q	**State Code** United States Postal Service (USPS) abbreviation for state — All capital letters.	2	Alphanumeric	USPS assigned state codes, **=Foreign address	10 pt.
R	**ZIP Code** Basic 5 digits.	5	99999	Numeric	8 pt.
S	**Extended ZIP Code**	4	9999	Numeric	8 pt.
T	**Delivery Point ZIP Code**	2	99	Numeric	8 pt.
U	**Accrued Contribution Amount**	8	99999999	Numeric, no commas, 2 assumed decimals	8 pt.

*Do not include column headings.

(continued)

Formatting Your File

Important: All numeric fields must contain **leading zeros and no decimal places** (e.g., if a contribution amount is $110.15, enter 00011015). Also, for all columns, the font is **Arial** and the horizontal text alignment is **general**.

1. **To format the column width:**
   - Highlight the column to format
   - Right click on the column and select **Column Width**
   - Enter the width
   - Select **OK**
2. **To format the column to automatically include leading zeros:**
   - Highlight the column to format
   - Right click on the column and select **Format Cells**
   - Select **Number** tab
   - Select **Custom**
   - Enter zeros in the **Type** field so the number of zeros is equal to the column width (e.g., enter 9 zeros in the column that will contain the member's Social Security number)
   - Select **OK**
3. **To format the font and size:**
   - Highlight the column to format
   - Right click on the column and select **Format Cells**
   - Select **Font** tab
   - Set the font to **Arial**
   - If the field is alphanumeric, set the font size to **10** (Employer Number is alphanumeric)
   - If the field is numeric, set the font size to **8**
   - Select **OK**
4. **To format the horizontal text alignment:**
   - Highlight all of the columns in the spreadsheet
   - Right click on the columns and select **Format Cells**
   - Select the **Alignment** tab
   - Set the horizontal text alignment to **General**
   - Select **OK**

Saving Your File

1. While working on your report, save the file as an Excel workbook (.xlsx) so changes can be made if needed.
2. Before sending the file to STRS Ohio, save it as a **Formatted Text (Space delimited) (*.prn)** file so it can be read by STRS Ohio. When you upload your file, the secure file upload application will convert it to a .txt file.
3. After you have saved the file, review it in Microsoft Notepad to verify the data is accurate before submitting the file to STRS Ohio via secure file upload at www.strsoh.org/employer.