## **Import Text File into Excel Instructions**

While instructions are given for Excel 2007, this can be applied to Excel 2003 and 2010.

- 1. Open a blank excel spreadsheet. Click the Office Button.
- 2. Click on OPEN (or use the icon button)
- 3. Navigate to where you saved the .txt file and open it.
- 4. Once you click "From Text", a dialog box opens up asking the user to select a file.



- 5. After the file is selected, click "Import" button located on the right-hand corner of the dialog box.
- 6. A TEXT IMPORT WIZARD box will open prompting you to select how you want the data to appear when viewed using Excel.

Text Import Wizard - Step 1 of 3	? ×
The Text Wizard has determined that your data is Fixed Width.	
If this is correct, choose Next, or choose the data type that best describes your data.	
_Original data type	
Choose the file type that best describes your data:	
<ul> <li>Delimited</li> <li>- Characters such as commas or tabs separate each field.</li> </ul>	
Fixed width - Fields are aligned in columns with spaces between each field.	
Start import at row: 1 🚔 File origin: 437 : OEM United States	-
Preview of file C:\Documents and\2011 State Assessed Distributable Utility AV UNIONCOUNTY.txt.	
1 FILENAME: UTILITYAVCounty Number: 81County Description: UNION COUNTY	
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3 102081004 Hoosier Energy REC, Inc. Deni:	;e
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	<u> </u>
Cancel < Back Next > F	inish

7. In the "Original data type" frame, select "Fixed Width." Do not forget to set "Start import at row" at 2. The first record is the header record for information purposes. Then hit "Next."

ext Import W	'izard - Step 2 c	if 3				? ×
This screen lets <sup>.</sup> Lines with arrow	you set field width s signify a column	ns (column brea break.	ks).			
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			Cancel	< <u>B</u> ack	<u>N</u> ext >	

8. Set break points to the data according to the format specifications in 50IAC26 document. Please refer to the width of the data fields to insert break points. To expedite the user's task, the explanation is provided below.

# UTILITYAV File

Data fields in the UTILITYAV file (with their defined widths from 50 IAC 26 document):

- 1. Property Identifier: A unique identifier for the record (25)
- 2. Taxpayer Name (40)
- 3. Contact Name (40)
- 4. Address (75)
- 5. City (30)
- 6. State (2)
- 7. Zip Code (xxxxx-xxxx) (10)
- 8. DLGF Taxing District Code (xxxxx) (5)
- 9. Uncontested DLGF Distributable (12)
- 10. Contested DLGF Distributable (12)

Now start setting the break lines in the wizard.

The first break line is set at 25 as "Property Identifier" field width is 25. Move to the next field "Taxpayer Name", double-click at scale 65 (as "Property Identifier" width is 25 and "Taxpayer Name" begins at 26.) Since the width for "Taxpayer Name" is 40, count up to 40 positions which ends at 65. The break line will be inserted at position 65. The next break line should be at position 105 as 65 + 40 (width of the "Contact Name" is 40.) This way calculate and proceed to insert break lines. Some of them have to be

deleted if they don't meet the width requirements (double-click on the break line to delete.) The break lines in the document should be only at these positions.

- 1. Property Identifier 25
- 2. Taxpayer name 65
- 3. Contact name 105
- 4. Address 180
- 5. City 210
- 6. State 212
- 7. Zip Code 222
- 8. DLGF Taxing District 227
- 9. Uncontested DLGF Distributable 239
- 10. Contested DLGF Distributable 251

Some screenshots are added below as a reference.

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Page **3** of **6** 

Text Import Wizard - Step 2 of 3	? X
This screen lets you set field widths (column breaks). Lines with arrows signify a column break.	
To CREATE a break line, click at the desired position. To DELETE a break line, double click on the line. To MOVE a break line, click and drag it.	
rData preview	
200 210 220 230 240 250 260	
tility Export State Assessed Distributable Utility AV IN47402-090881002000000005600000000000 IN47402-090881004000000368000000000000 IN47402-0908810060000005917000000000000 0H43216-00008100100000079100000000000000	
Cancel < Back Eini	sh

Hit "Next" and proceed to step 3 of the wizard. Keep the column data format "Text" for all the data columns. Then click "Finish," a dialog box is seen with the starting cell to paste the data from the file. Please make sure it is "\$A\$1" and hit "OK."

Import Data	<u>? ×</u>
Where do you want to put the data?	,
=\$A\$1	<u>.</u>
C <u>N</u> ew worksheet	
Properties OK	Cancel

The data will be copied in the worksheet as shown in the next page. Scroll down to the last record. A trailer record is added by default showing the number of records in the file. This might cause an issue when importing the data into a database server or performing another export. Please delete the line from the file before integration. The user can add column names just for reference purposes.

Please note setting up the break lines at the correct positions is the crucial step in the process. There should not be more than specified number of lines in the document during the import. Otherwise, the data extract will go haywire.

### Final output in excel from UTILITYAV text file:

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	1040	1006 Indiana	a Michigan Po	wer Compa	ny Jennife	r K. Nicol	1 Rive	rside Plaza				Columbus	OH	43216-0000	81006	120490	0
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	1080	31008 Duke E	nergy Indiana	a, Inc.	Erin W	nitehead	400 S	outh Tryon St., S	T22M			Charlotte	NC	28285-0000	81008	167940	0
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	1250	31002 Ohio V	alley Gas Cor	p.	Rebecc	a J. Laudenbach	er P.O.E	lox 469				Winchester	IN	47394-0469	81002	31810	0
	1250	1003 Ohio V	alley Gas Cor	p.	Rebecc	a J. Laudenbach	Pr P.O. F	lox 469				Winchester	IN	47394-0469	81003	174110	0
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	4420	1001 White	water Valley F	REMC	Boyd H	uff	POB	ox 349				Liberty	IN	47353-0000	81001	271120	0
	4420	1002 White	water Valley F	REMC	Boyd H	uff	POB	ox 349				Liberty	IN	47353-0000	81002	148600	0
	4420	81003 Whitev	water Valley F	REMC	Boyd H	uff	POB	ox 349				Liberty	IN	47353-0000	81003	657680	0
	4420	1004 White	water Valley F	REMC	Boyd H	uff	POB	ox 349				Liberty	IN	47353-0000	81004	219740	0
	4420	1005 White	water Valley F	REMC	Boyd H	uff	POB	ox 349				Liberty	IN	47353-0000	81005	56120	0
	4420	1007 White	water Valley I	REMC	Boyd H	uff	POB	ox 349				Liberty	IN	47353-0000	81007	182590	0
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### Screenshot with trailer record, this line needs to be deleted before performing data integration.

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49 645581003 Level 3 Communi-	cations, LLC Susan Fer	nandez Prope	erty Tax Dept. 1025 Eldorad	lo Blvd.	Broomfield	со	80021-0000	81003	12530	0
50 645581004 Level 3 Communi	cations, LLC Susan Fer	nandez Prope	erty Tax Dept. 1025 Eldorad	lo Blvd.	Broomfield	co	80021-0000	81004	13430	0
51 648081003 MCI Communicati	ions Services, Inc. Abel Ross	eett ATTN	: Property Tax Dept. P O Bo	ox 152206	Irving	тх	75015-2206	81003	53230	0
52 664081002 Nextel West Corp	. Traci Johr	ison 6500 :	Sprint Parkway, KSOPHL051	12-5A502	Overland Park	KS	66251-5333	81002	6760	0
53 664081005 Nextel West Corp	. Traci Johr	ison 6500 :	Sprint Parkway, KSOPHL051	12-5A502	Overland Park	KS	66251-5333	81005	9830	0
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55 699581003 UbiquiTel Operat	ing Company Traci Johr	nson C/O S	print 6500 Sprint Parkway,	KSOPHL0512-5A502	Overland Park	KS	66282-2913	81003	108860	0
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### **RAILAV File**

The data import for RAILAV file can also be done in the similar way using the widths in 50 IAC 26 standards specification **except** for the **"Zip code" width to be taken as 10 instead of 11. This will make the following fields to be shifted a position left**.

Data fields in the RAILAV file:

1. Property Identifier (25)

- 2. Tax Payer name (40)
- 3. Contact name (40)
- 4. Address (75)
- 5. City (30)
- 6. State (2)
- 7. Zip Code (10)
- 8. Line Description (50)
- 9. DLGF Taxing District (5)
- 10. Track Value (12)
- 11. Personal Property AV (12)
- 12. Improvements (12)
- 13. Contested DLGF Distributable (12)

The break lines in the document should be only at these positions.

- 1. Property Identifier 25
- 2. Tax Payer name 65
- 3. Contact name 105
- 4. Address 180
- 5. City 210
- 6. State 212
- 7. Zip Code 222
- 8. Line Description 272
- 9. DLGF Taxing District 277
- 10. Track Value 289
- 11. Personal Property AV 301
- 12. Improvements 313
- 11. Contested DLGF Distributable 325