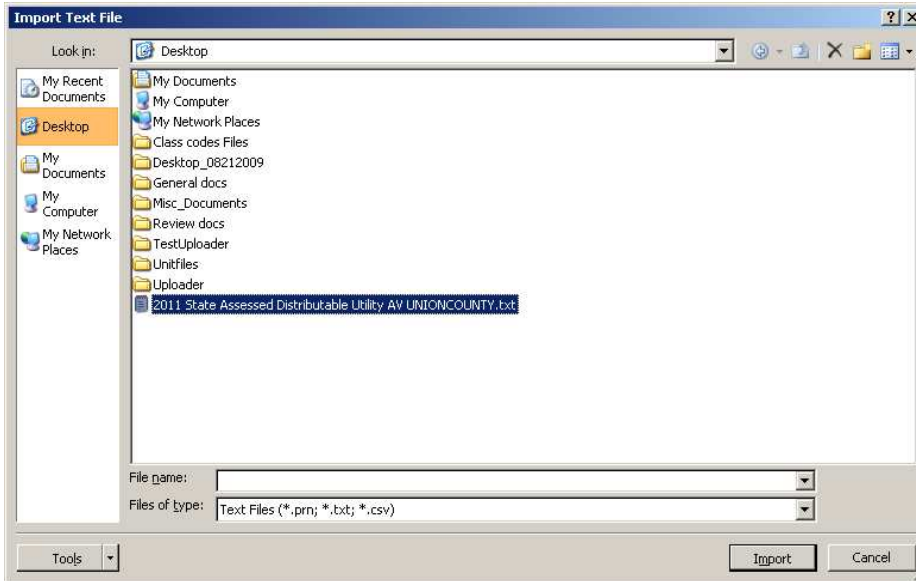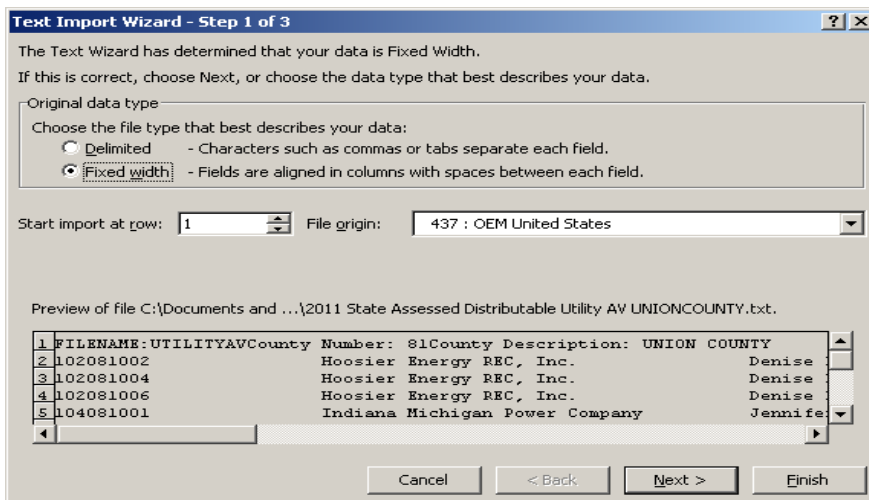## Import Text File into Excel Instructions

While instructions are given for Excel 2007, this can be applied to Excel 2003 and 2010.
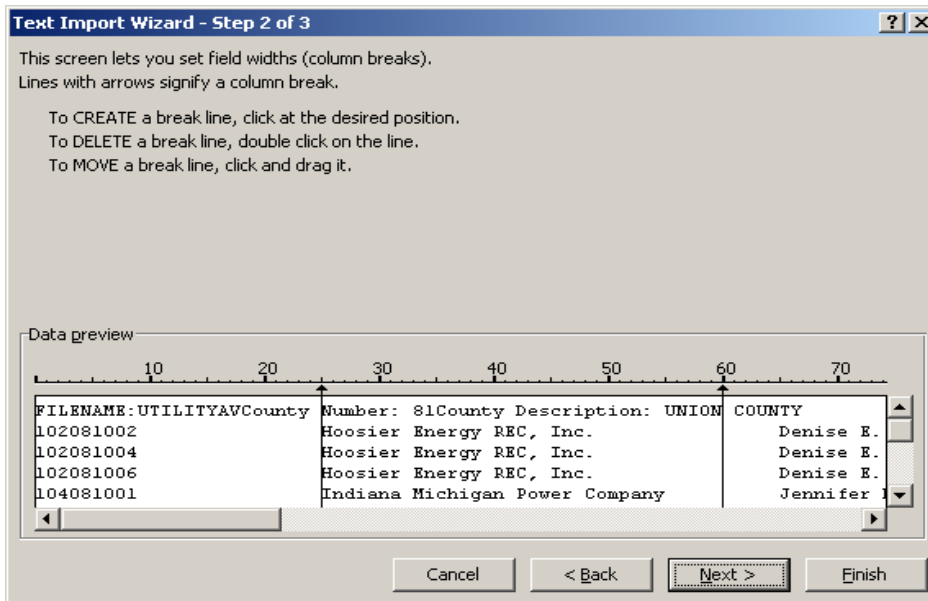
1. Open a blank excel spreadsheet. Click the Office Button.
2. Click on OPEN (or use the icon button)
3. Navigate to where you saved the .txt file and open it.
4. Once you click "From Text", a dialog box opens up asking the user to select a file.

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.

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."

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)
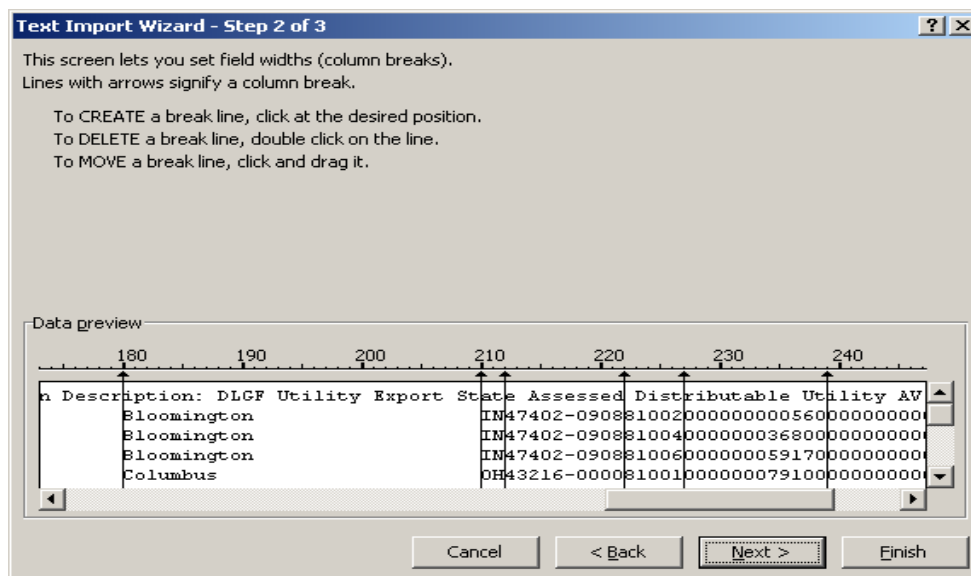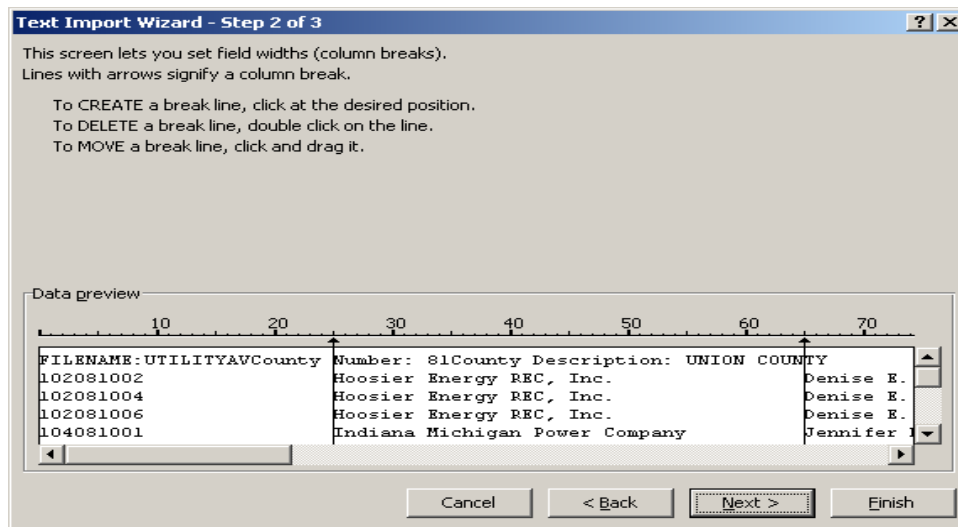10. Contested DLGF Distributable (12)

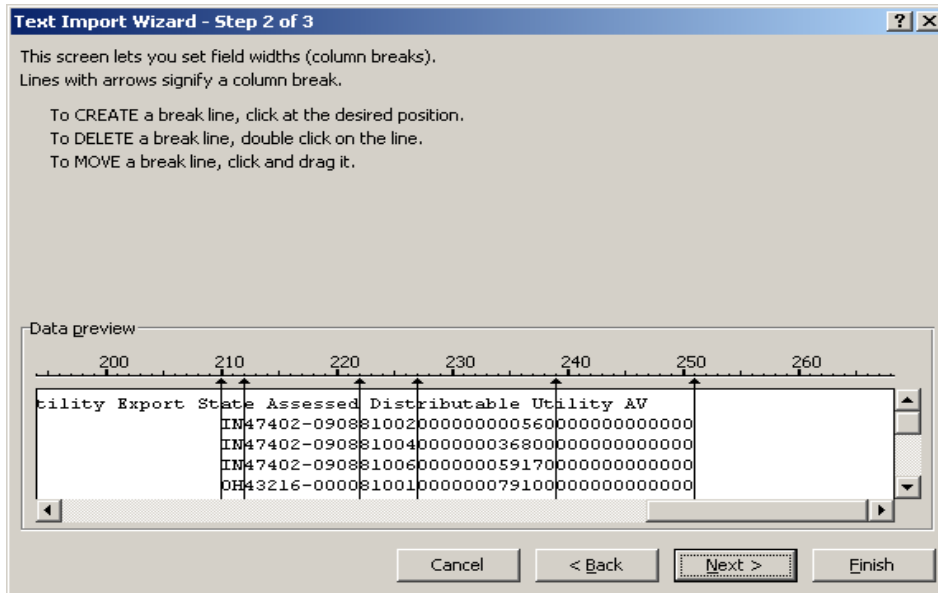Now start setting the break lines in the wizard.

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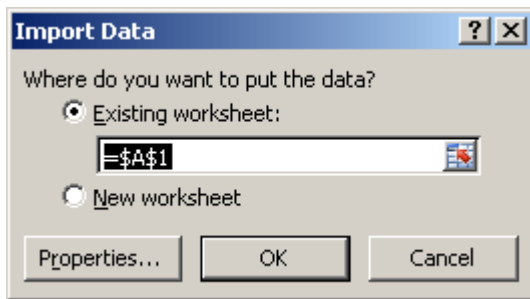
1. Property Identifier – 25
2. Taxpayer name – 65
3. Contact name – 105
4. Address – 180
5. City – 210
6. State – 212
7. Zip Code – 222
8. DLGF Taxing District – 227
9. Uncontested DLGF Distributable – 239
10. Contested DLGF Distributable – 251

Some screenshots are added below as a reference.

Text Import Wizard - Step 2 of 3

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.

Data preview

```
      200       210       220       230       240       250       260
tility Export State Assessed Distributable Utility AV
             IN47402-09088100200000000005600000000000000
             IN47402-09088100400000000368000000000000000
             IN47402-09088100600000005917000000000000000
             OH43216-00008100100000007910000000000000000
```

Cancel | < Back | Next > | Finish

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 "A1" and hit "OK."

Import Data

Where do you want to put the data?

⦿ Existing worksheet:
=A1

○ New 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:

Screenshot with trailer record, this line needs to be deleted before performing data integration.

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