



Transparent Utah: How to Edit UCA Codes in Excel

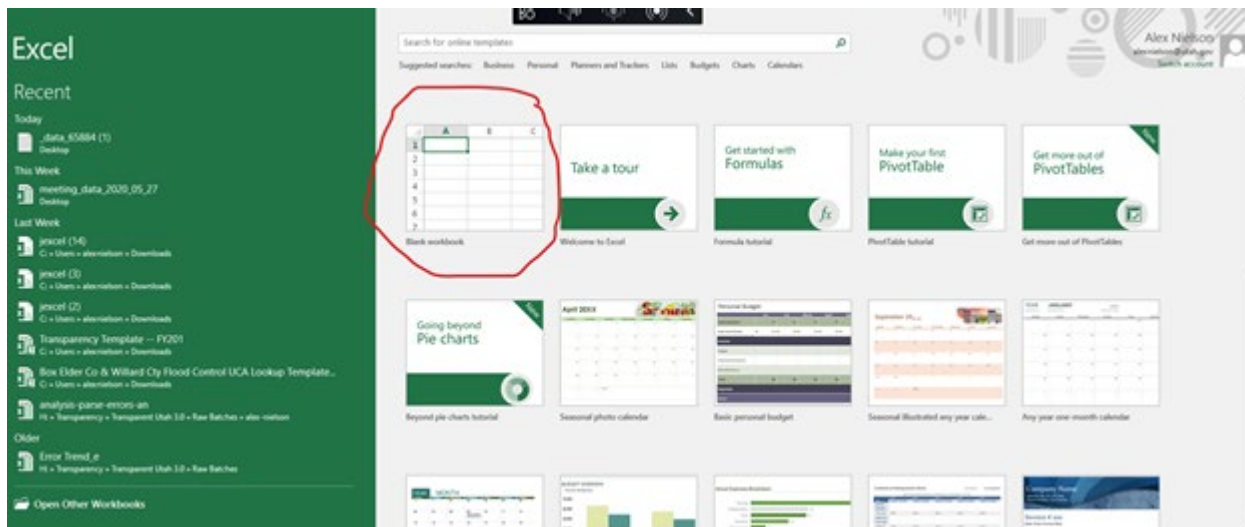
PROCESS

This walkthrough illustrates how to edit a pipe delimited text (.txt) file in Microsoft Excel. To do this, you will complete the following steps:

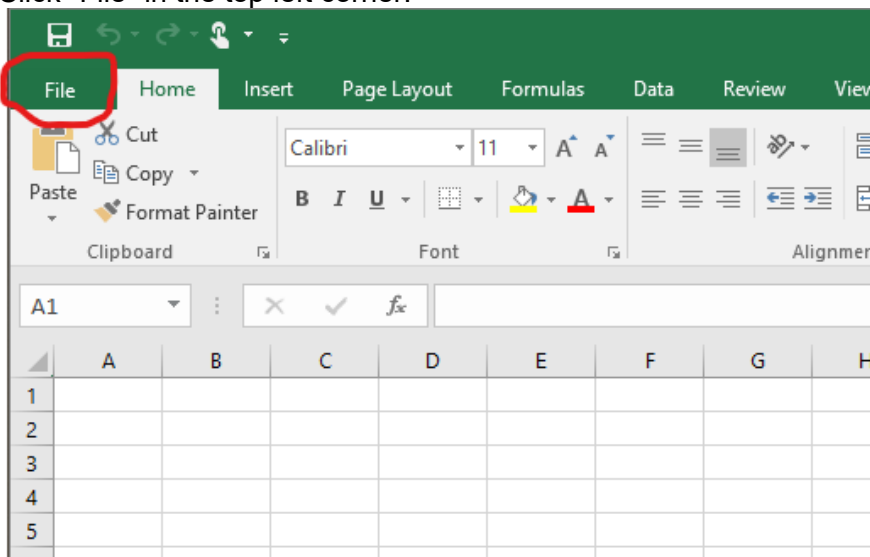
1. Open the pipe delimited file in Excel. You will be converting from Pipe Delimited to a Comma Separated Format so Excel can read/open the document.
2. Edit your data. Edit you function codes or any other data as needed.
3. Create a macro and export the file back into pipe delimited format.

1. OPEN THE PIPE DELIMITED FILE

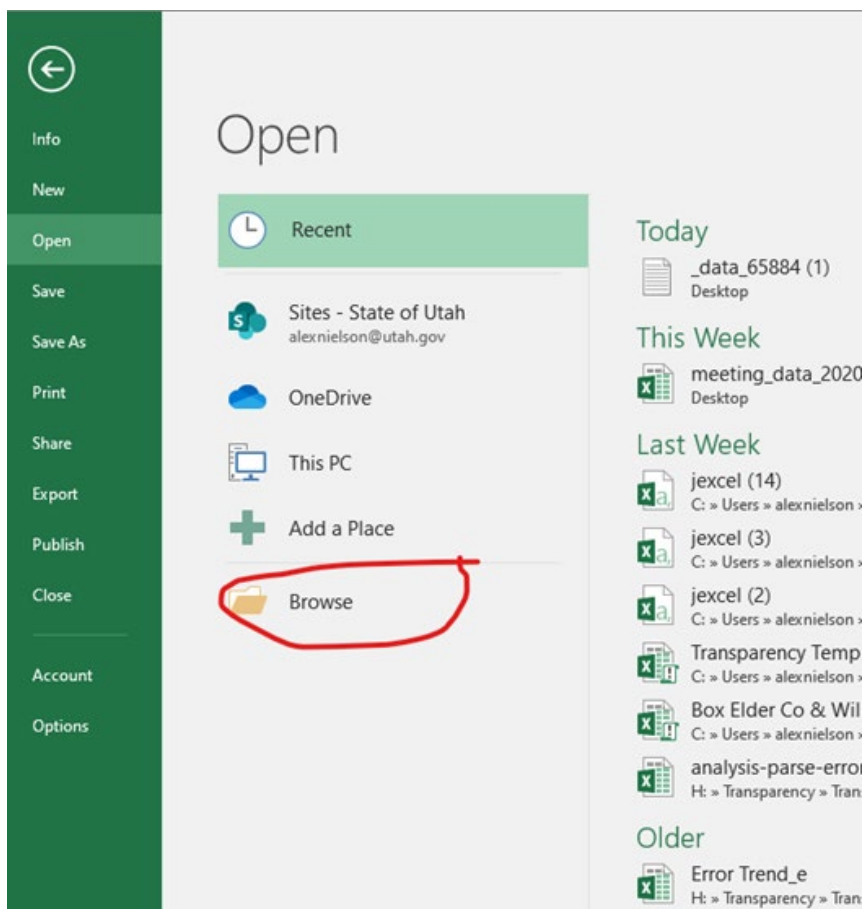
1. Open Excel.
2. Click “Blank Workbook” or create a new blank workbook.



3. Click "File" in the top left corner.

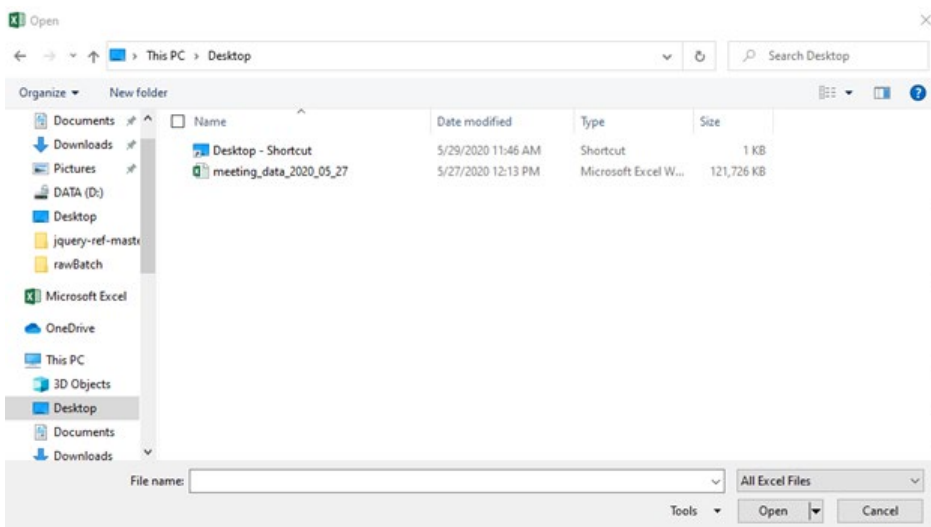


4. Click "Open" and then click "Browse."

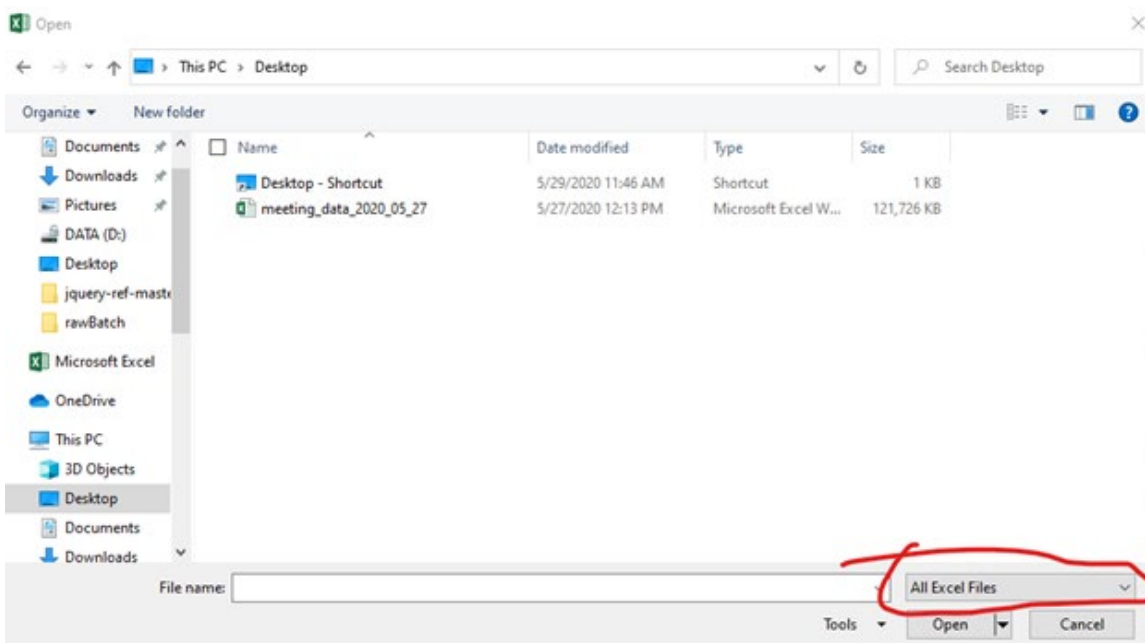


5. Navigate to your current batch file. My file for this walkthrough is located on my desktop.

Notice that my pipe delimited batch file is not showing up in File Explorer.

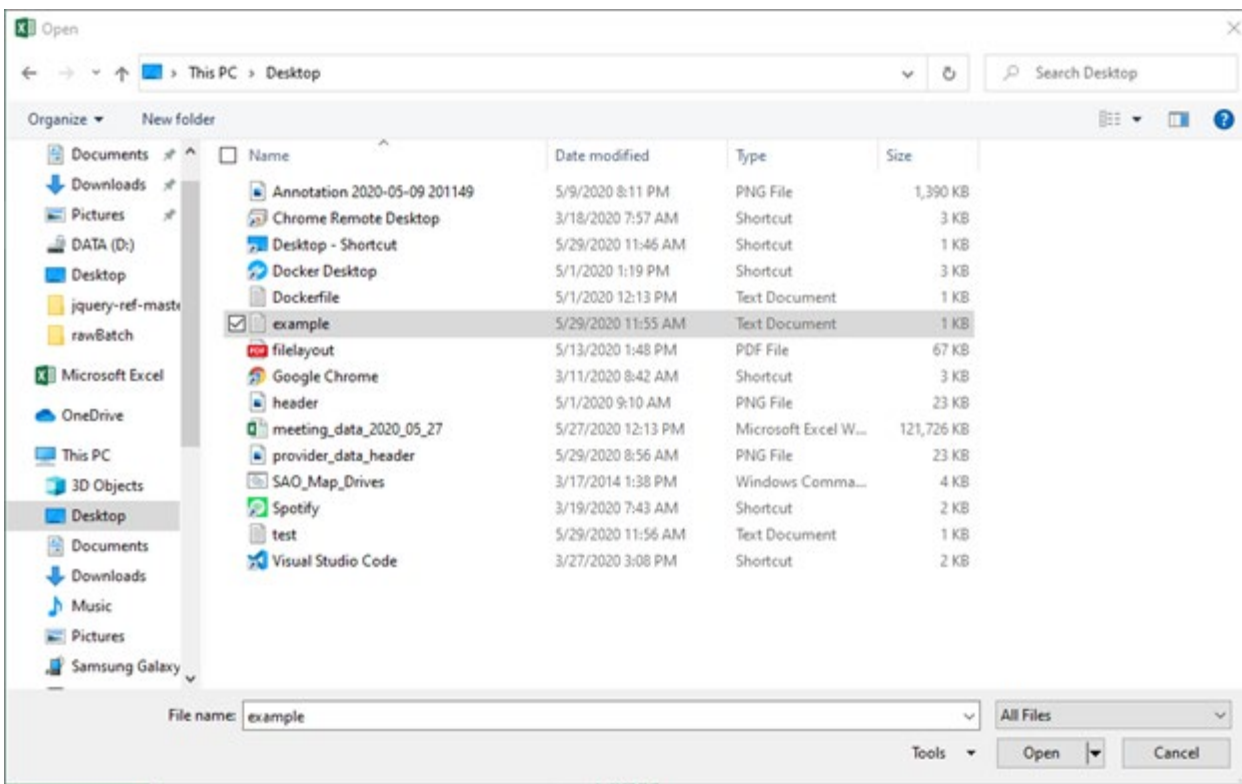


This is because Excel by default only shows excel files (ie: .xlsx or .csv). We need to include All Files. Click the box that currently says "All Excel Files."



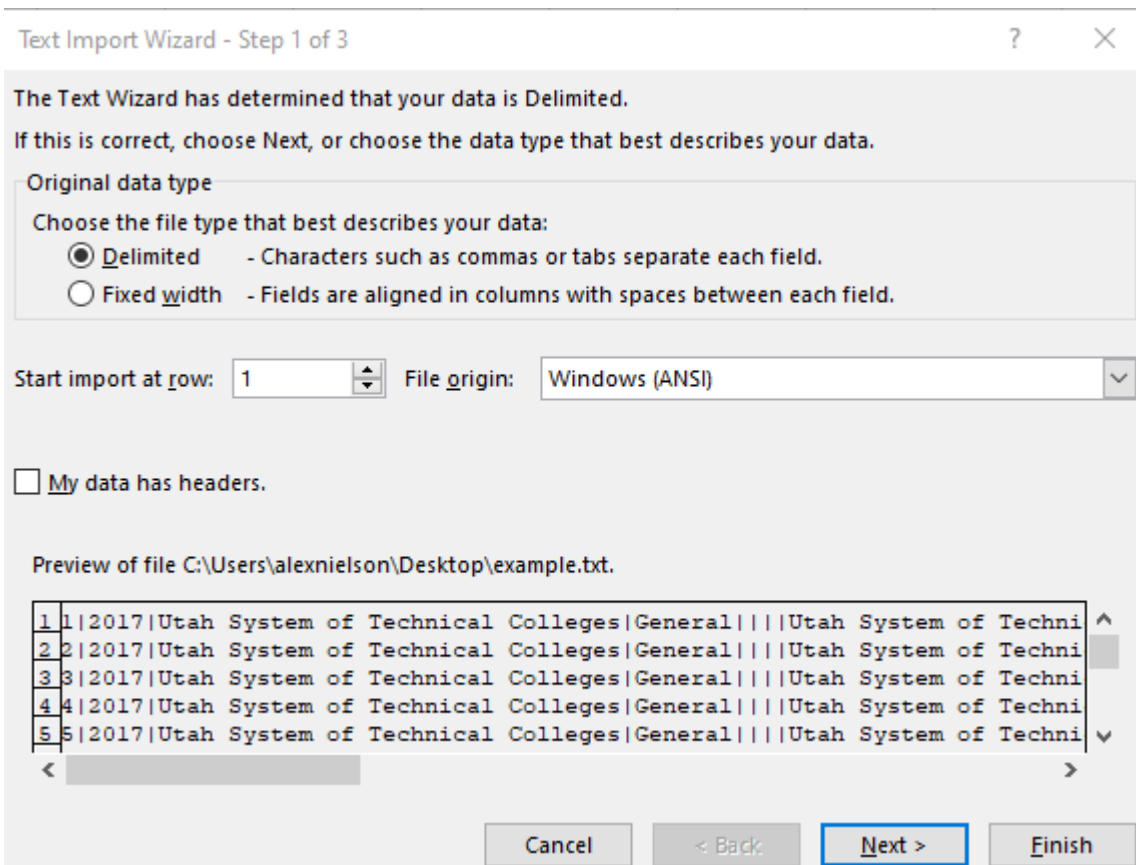
6. Click "All Files."

You should now see this:



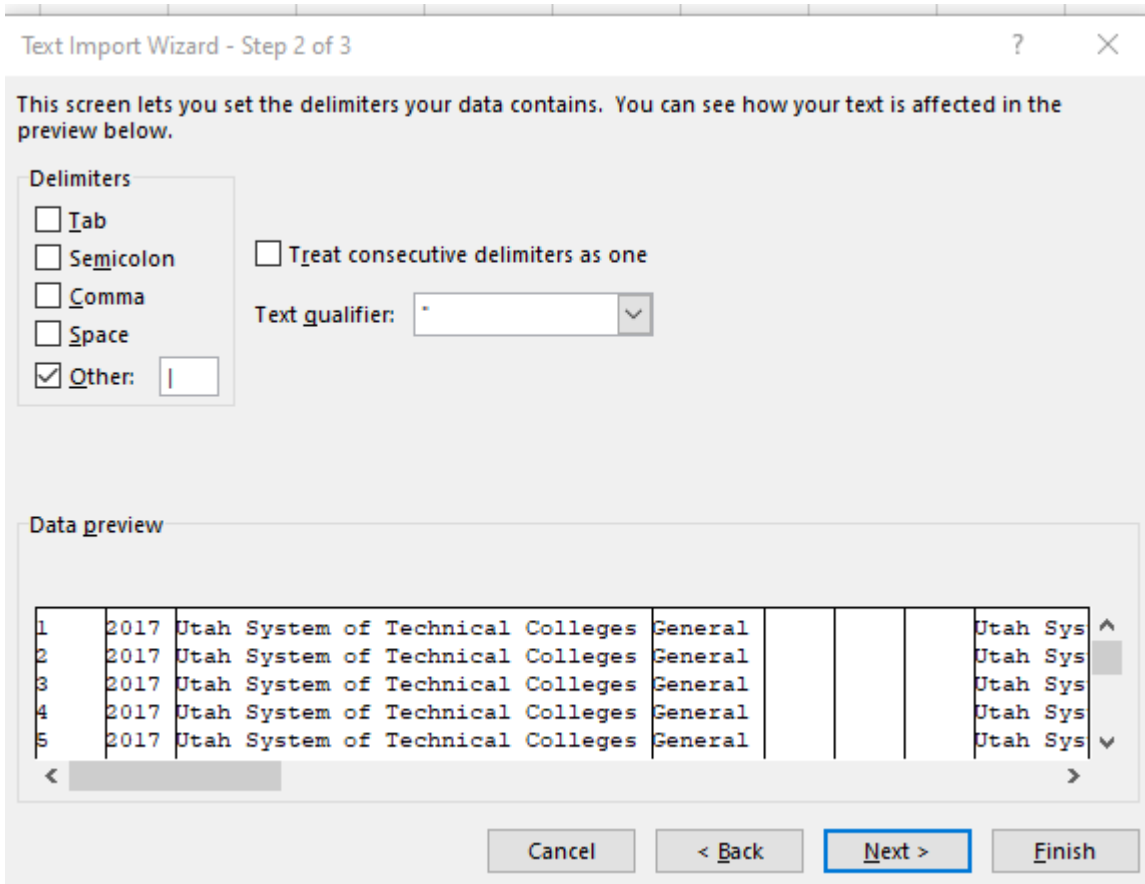
Now I can see all the files on my desktop.

7. My file is called “example.txt” so I double click on that and then Excel will open up its “Text Import Wizard.”
8. Complete the “Text Import Wizard” steps. See next pages for specifics on how to do this correctly.



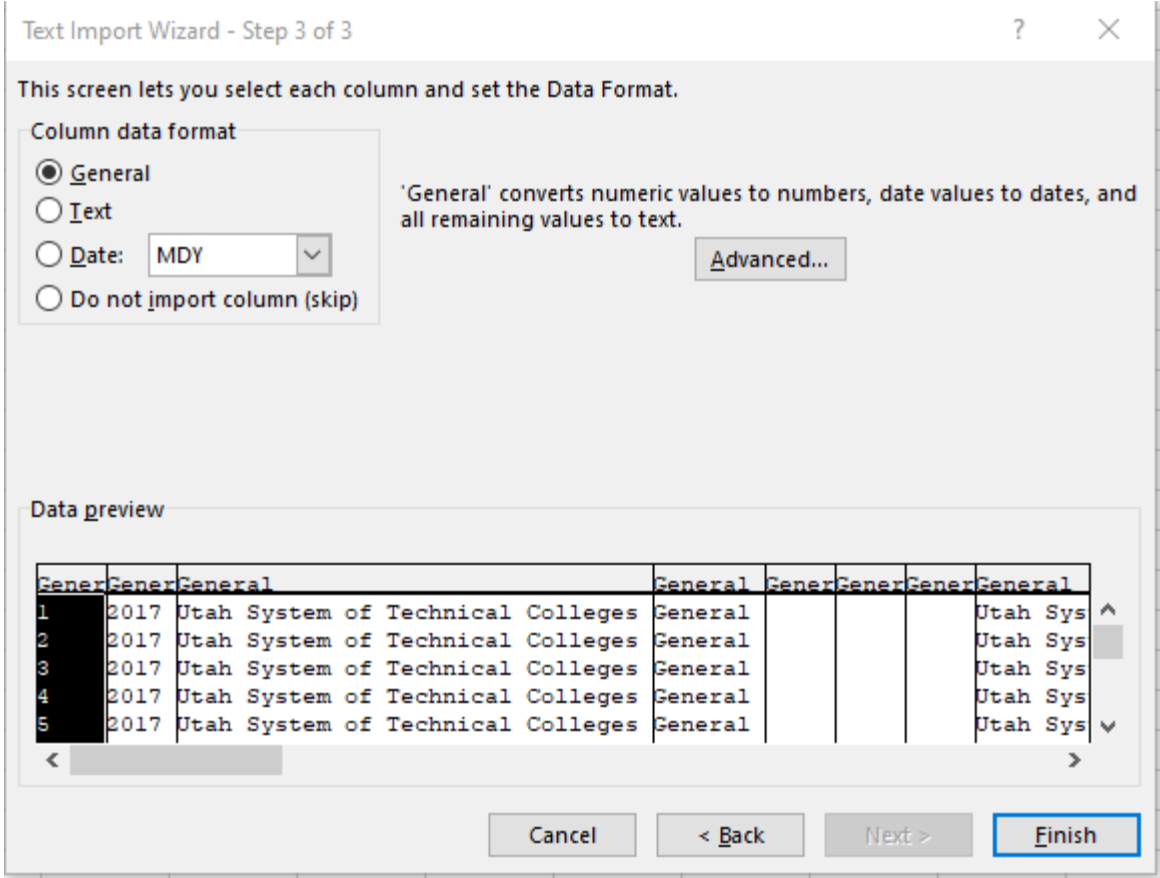
- a. Make sure that you have selected “Delimited” under the “Choose the file type that best describes your data:” tab.
- b. Make sure that the “Start import at row:” has a 1.
- c. Make sure that the “My data has headers.” Checkbox is unchecked.

9. Click “Next.”



- a. Uncheck the “Tab” checkbox under “Delimiters.”
- b. Check “Other.”
- c. Type the “|” character in the text box next to “Other.” Note: the pipe delimiter is above the “Enter” key on most keyboards.
- d. Make sure the “Treat consecutive delimiters as one” box is left unchecked.

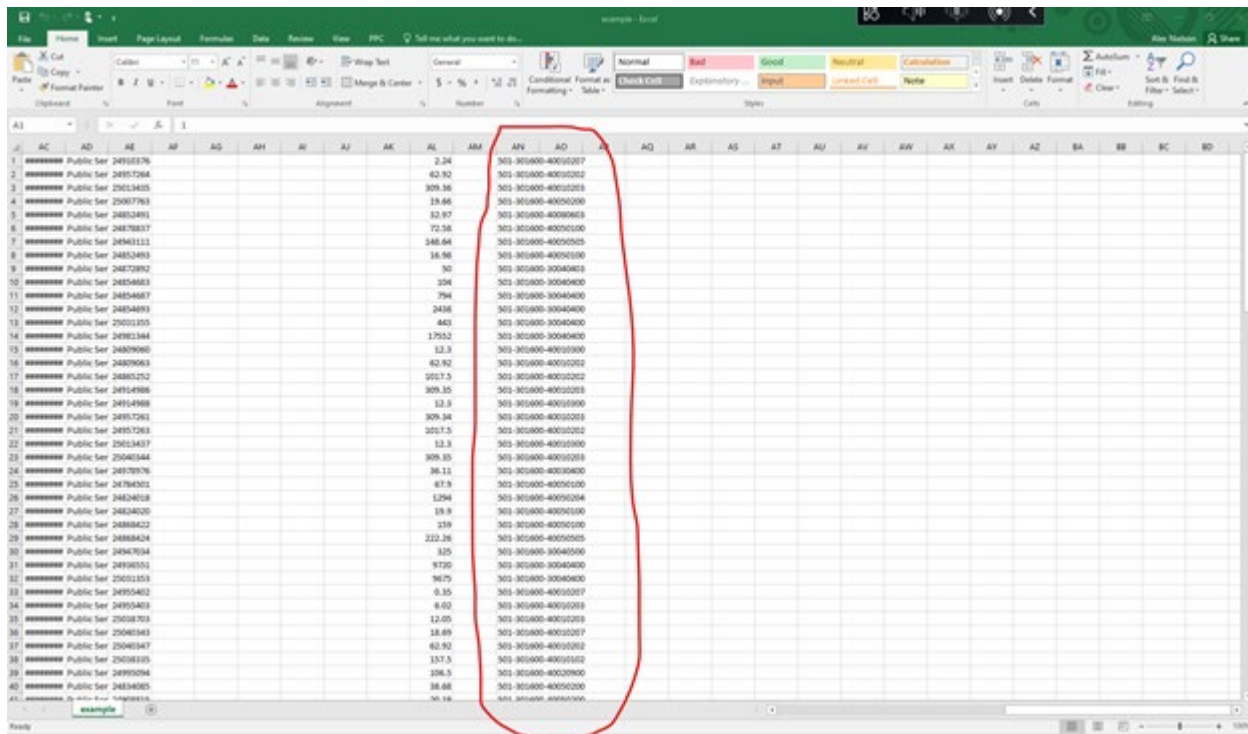
10. Click “Next.”



11. Click "Finish." The file should now automatically open in an Excel workbook

2. EDIT THE DOCUMENT

Scroll all the way to the right of the document using the slider until you see the Uniform Chart of Accounts Code Block Field.



The screenshot shows an Excel spreadsheet with a list of account codes and their corresponding values. The columns are labeled AC through AD, and the rows are numbered 1 through 41. A red circle highlights the 'AO' column, which contains the Uniform Chart of Accounts Code Block Field.

	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD	
1	Public Ser	24918176								2.34		303 303000-40010087																	
2	Public Ser	24957264								62.92		303 303000-40010282																	
3	Public Ser	25013435								309.36		303 303000-40010283																	
4	Public Ser	25067793								13.66		303 303000-40010290																	
5	Public Ser	24852491								82.97		303 303000-40009688																	
6	Public Ser	24875837								71.56		303 303000-40010100																	
7	Public Ser	24843111								248.64		303 303000-40005085																	
8	Public Ser	24852493								16.96		303 303000-40001090																	
9	Public Ser	24872892								30		303 303000-30040483																	
10	Public Ser	24854883								356		303 303000-30040480																	
11	Public Ser	24854487								796		303 303000-30040480																	
12	Public Ser	24854493								2416		303 303000-30040480																	
13	Public Ser	25011055								443		303 303000-30040480																	
14	Public Ser	24881344								17512		303 303000-30040480																	
15	Public Ser	24809060								13.3		303 303000-40010990																	
16	Public Ser	24809063								62.92		303 303000-40010282																	
17	Public Ser	24881252								2517.5		303 303000-40010282																	
18	Public Ser	24914986								309.35		303 303000-40010283																	
19	Public Ser	24914988								13.3		303 303000-40010990																	
20	Public Ser	24917261								309.34		303 303000-40010283																	
21	Public Ser	24957263								2517.5		303 303000-40010282																	
22	Public Ser	25013437								13.3		303 303000-40010990																	
23	Public Ser	25041344								309.35		303 303000-40010283																	
24	Public Ser	24919076								38.11		303 303000-40010480																	
25	Public Ser	24784301								67.9		303 303000-40010100																	
26	Public Ser	24824018								1294		303 303000-40001084																	
27	Public Ser	24824020								19.9		303 303000-40001090																	
28	Public Ser	24888422								159		303 303000-40010100																	
29	Public Ser	24888424								222.26		303 303000-40005085																	
30	Public Ser	24947034								325		303 303000-30040580																	
31	Public Ser	24916551								9720		303 303000-30040480																	
32	Public Ser	25011053								9679		303 303000-30040480																	
33	Public Ser	24955482								0.35		303 303000-40010087																	
34	Public Ser	24955483								6.02		303 303000-40010283																	
35	Public Ser	25018703								12.05		303 303000-40010283																	
36	Public Ser	25046343								18.89		303 303000-40010287																	
37	Public Ser	25046347								62.92		303 303000-40010282																	
38	Public Ser	25018105								157.5		303 303000-40010182																	
39	Public Ser	24999094								106.5		303 303000-40020900																	
40	Public Ser	24834085								38.68		303 303000-40010200																	
41										50.16		303 303000-40010200																	

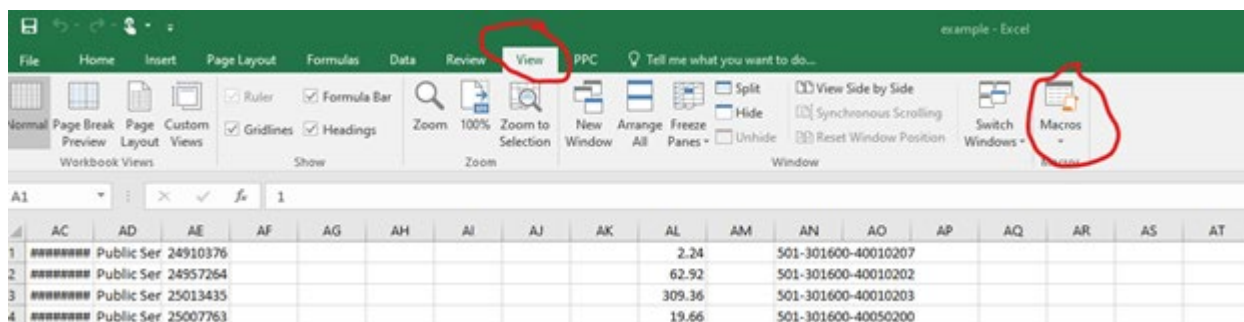
To Edit any Account simple double click the cell and change it as needed.

3. EXPORT TO A PIPE DELIMITED FILE

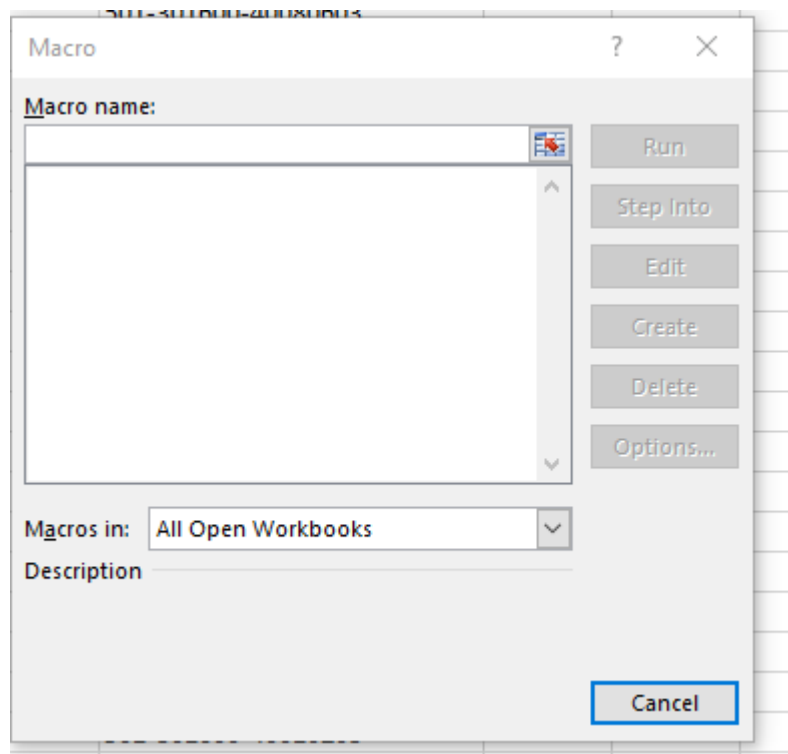
Once you are done editing *all* of your accounts, you need to export the file as a pipe delimited text file. Excel does not have this as a normal option for exporting, so we will need to create a macro to automatically do this.

In your Excel workbook:

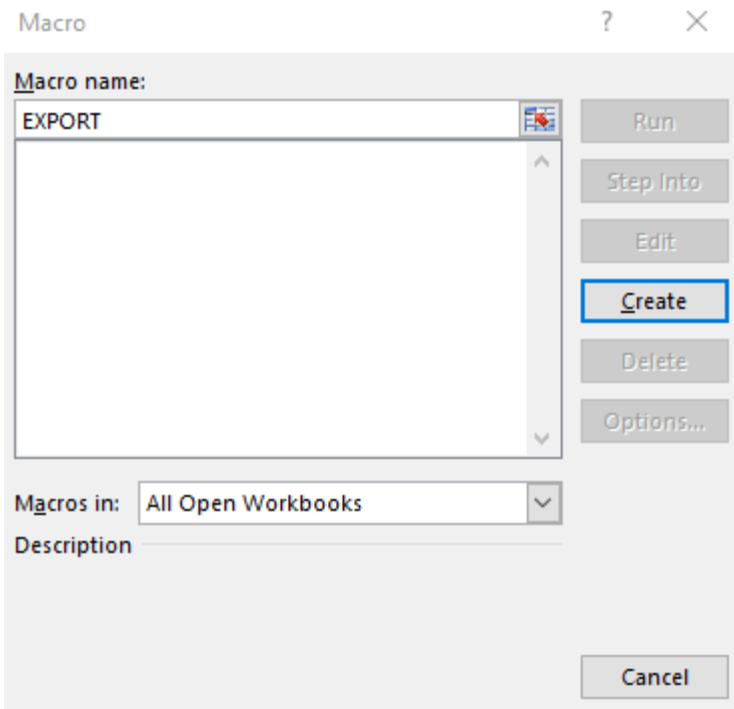
1. Click “View.”
2. Click “Macros.”



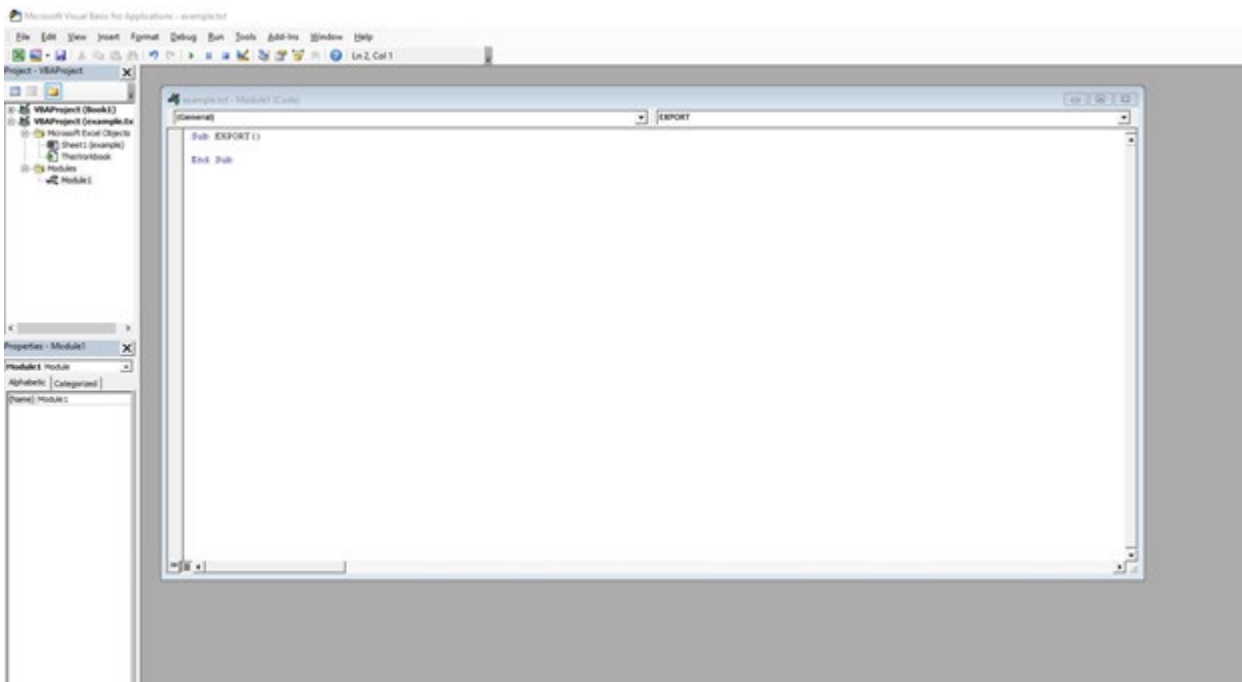
3. The Macro window will appear.



4. In Macro name box type “EXPORT.”



5. Click “Create.”



6. You are now in Microsoft VBA.

Click into the script/text window that appears. It will be titled something like “nameOfDocument.txt - Module1 (code).” The top line should say “Sub EXPORT()” and the bottom line should say “End Sub.” If those are missing, simply enter them.

Copy and paste the following text under “Sub EXPORT()” but above “End Sub”:

```
Dim UsedRows As Long  
Dim UsedColumns As Long  
  
Dim i As Long, j As Long
```

```
// Define a suitable file name  
Open "C:\temp\pipedexport.txt" For Output As #1  
With ActiveSheet
```

```
UsedRows = .UsedRange.Rows.Count  
UsedColumns = .UsedRange.Columns.Count  
For i = 1 To UsedRows  
For j = 1 To UsedColumns - 1  
Print #1, .Cells(i, j); "|";  
Next j  
Print #1, .Cells(i, UsedColumns)  
Next i  
End With
```

```
Close #1  
MsgBox "Finished...", vbInformation
```

```
// ----- DO NOT COPY BELOW THIS -----
```

```
example.txt - Module1 (Code)
(General)

Sub EXPORT()

Dim UsedRows As Long
Dim UsedColumns As Long

Dim i As Long, j As Long

'// Define a suitable file name
Open "C:\temp\pipedexport.txt" For Output As #1
With ActiveSheet

UsedRows = .UsedRange.Rows.Count
UsedColumns = .UsedRange.Columns.Count
For i = 1 To UsedRows
For j = 1 To UsedColumns - 1
Print #1, .Cells(i, j); "|";
Next j
Print #1, .Cells(i, UsedColumns)
Next i
End With

Close #1
MsgBox "Finished...", vbInformation
'// ----- DO NOT COPY BELOW THIS -----

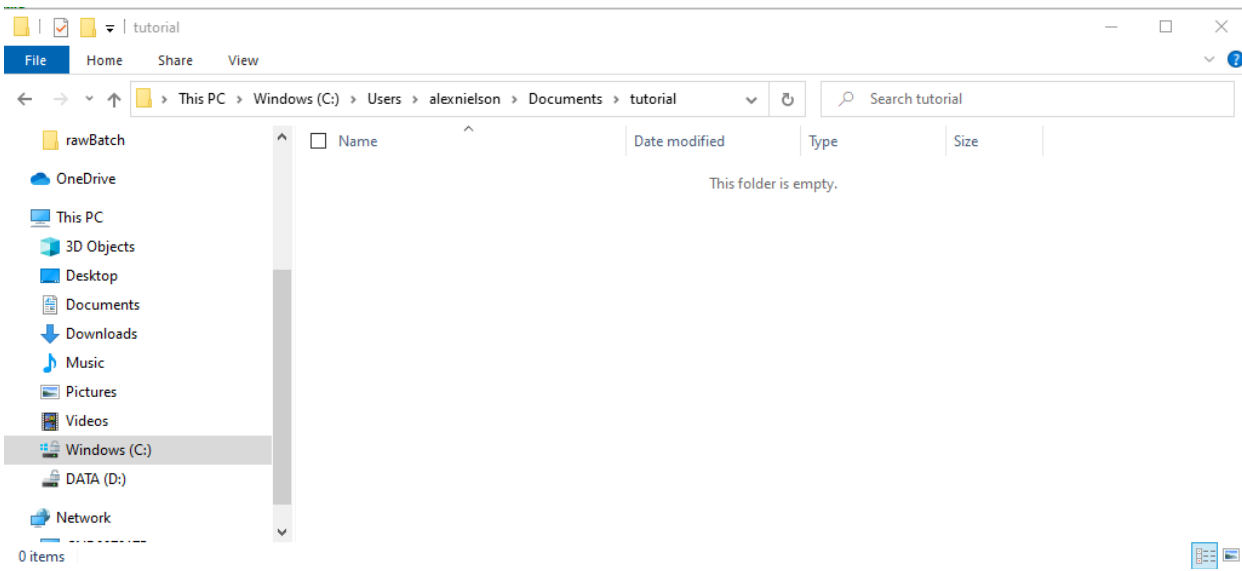
End Sub
```

It should look like the above picture.

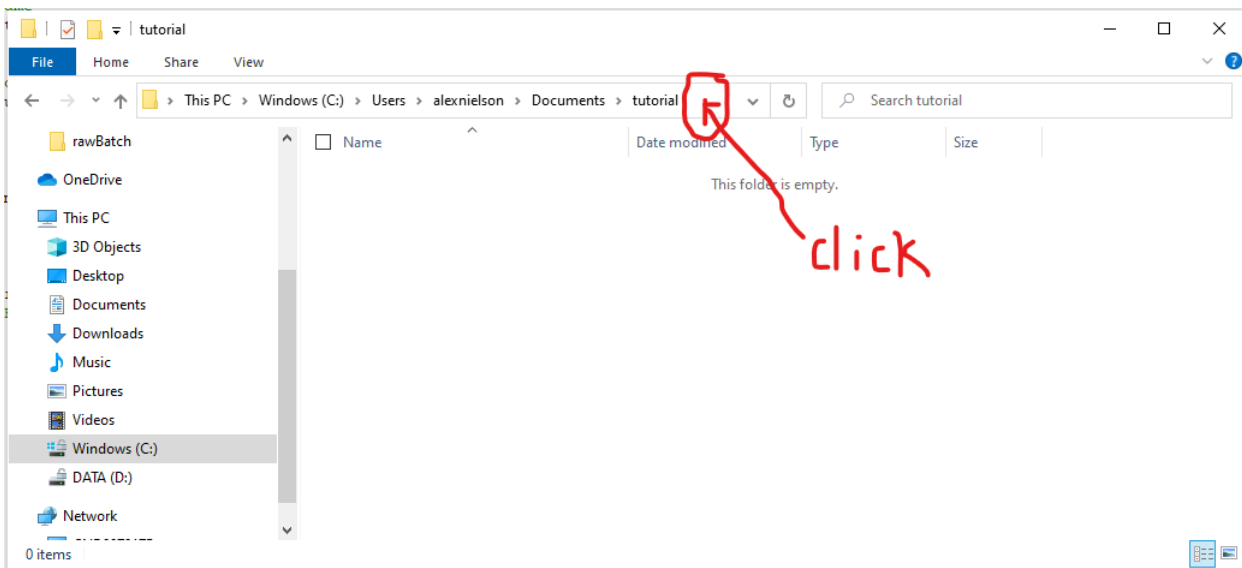
You need to edit the line that says "Open "C:\temp\pipedexport.txt" For Output As #1"

7. You need to change the file path to a location on your computer. First, decide where you want to save this file. Navigate to that folder on your computer. For example, I want to save my pipe delimited file to a folder called "tutorial" in the My Documents folder.

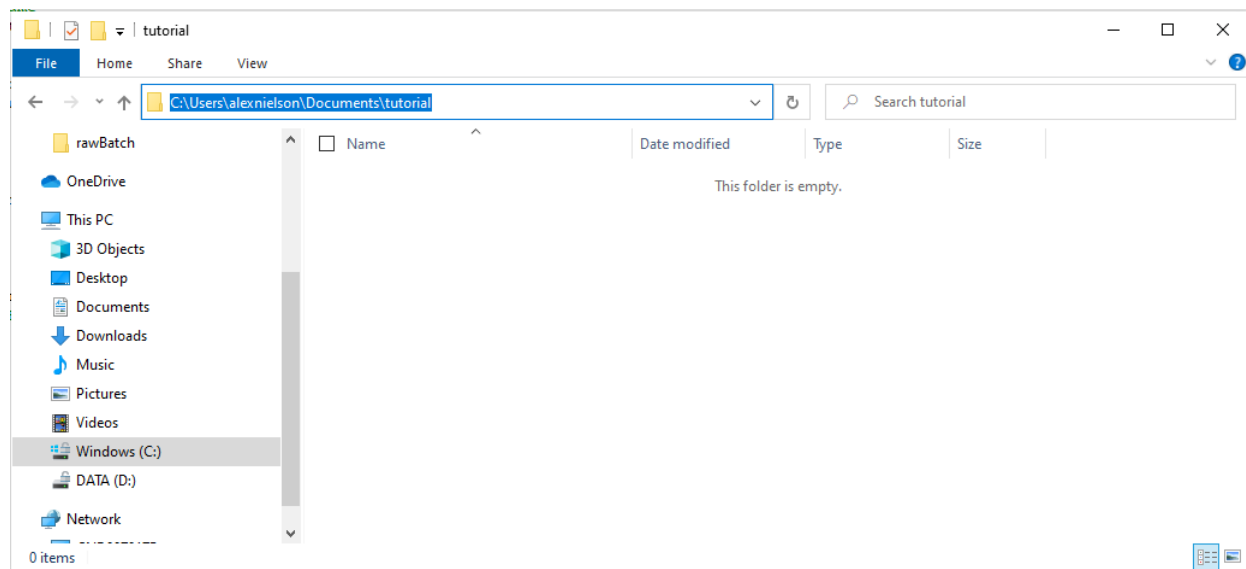
You can see in File Explorer that it is currently empty:



Now copy the folder's path. Do this by clicking on the path field in File Explorer.



After clicking the path, it will become highlighted, like this:



8. Copy (ctrl c) and paste (ctrl v) the file path into the macro field. You will replace "C:\temp\pipedexport.txt" with the file path we just copied.

The VBA script now looks like this:

```
example.txt - Module1 (Code)
(General)

Sub EXPORT ()

Dim UsedRows As Long
Dim UsedColumns As Long

Dim i As Long, j As Long

'// Define a suitable file name
Open "C:\Users\alexnielson\Documents\tutorial" For Output As #1
With ActiveSheet

UsedRows = .UsedRange.Rows.Count
UsedColumns = .UsedRange.Columns.Count
For i = 1 To UsedRows
For j = 1 To UsedColumns - 1
Print #1, .Cells(i, j); "|";
Next j
Print #1, .Cells(i, UsedColumns)
Next i
End With

Close #1
MsgBox "Finished...", vbInformation
'// ----- DO NOT COPY BELOW THIS -----

End Sub
```

9. Include a file name to save. At the end of the file path, type in a name for your new file. Make sure you add "\" before the file name and a ".txt" at the end of the name. For example, I want to name my file "example_fixed" so I would add this into the macro.

(General)

EXPORT

```
Sub EXPORT ()

Dim UsedRows As Long
Dim UsedColumns As Long

Dim i As Long, j As Long

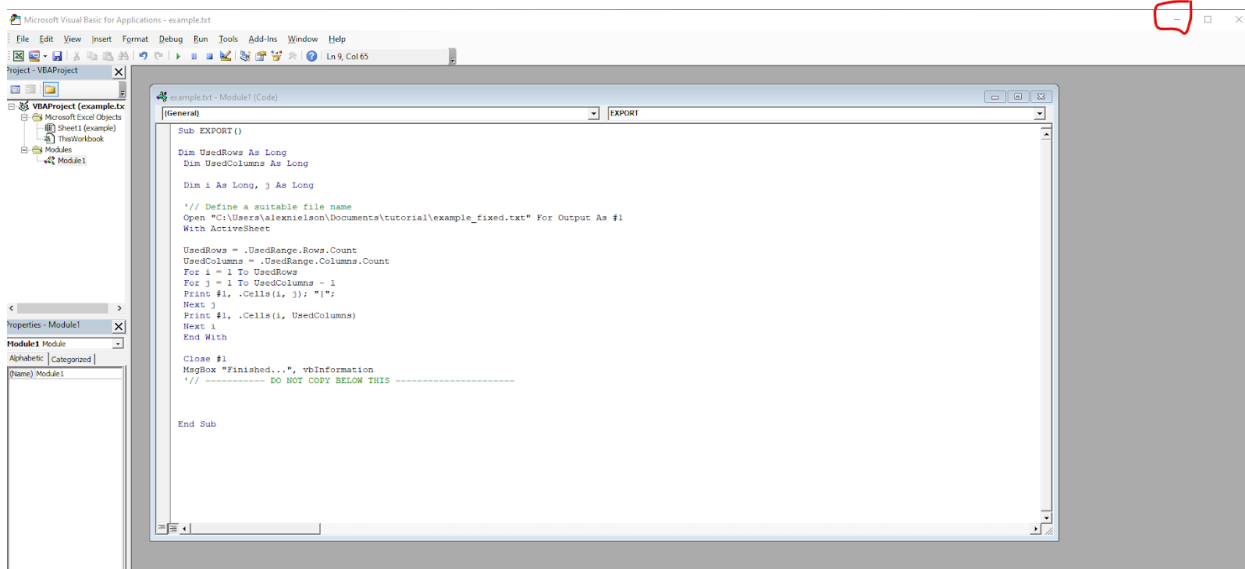
'// Define a suitable file name
Open "C:\Users\alexnielson\Documents\tutorial\example_fixed.txt" For Output As #1
With ActiveSheet

UsedRows = .UsedRange.Rows.Count
UsedColumns = .UsedRange.Columns.Count
For i = 1 To UsedRows
For j = 1 To UsedColumns - 1
Print #1, .Cells(i, j); "|";
Next j
Print #1, .Cells(i, UsedColumns)
Next i
End With

Close #1
MsgBox "Finished...", vbInformation
'// ----- DO NOT COPY BELOW THIS -----

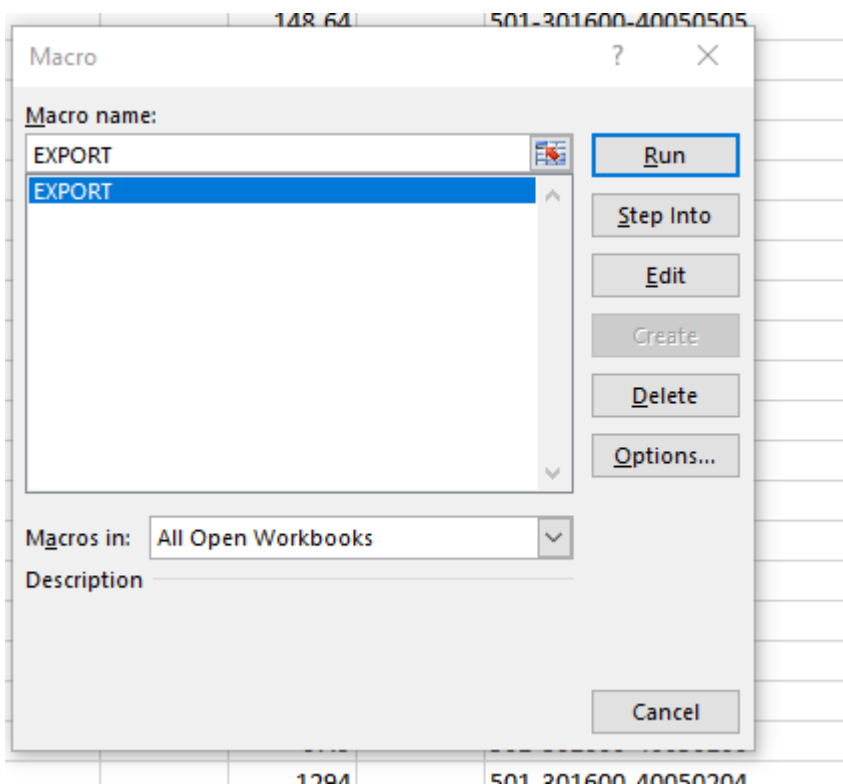
End Sub
```

10. Minimize the VBA window by clicking the – sign in the top right corner.



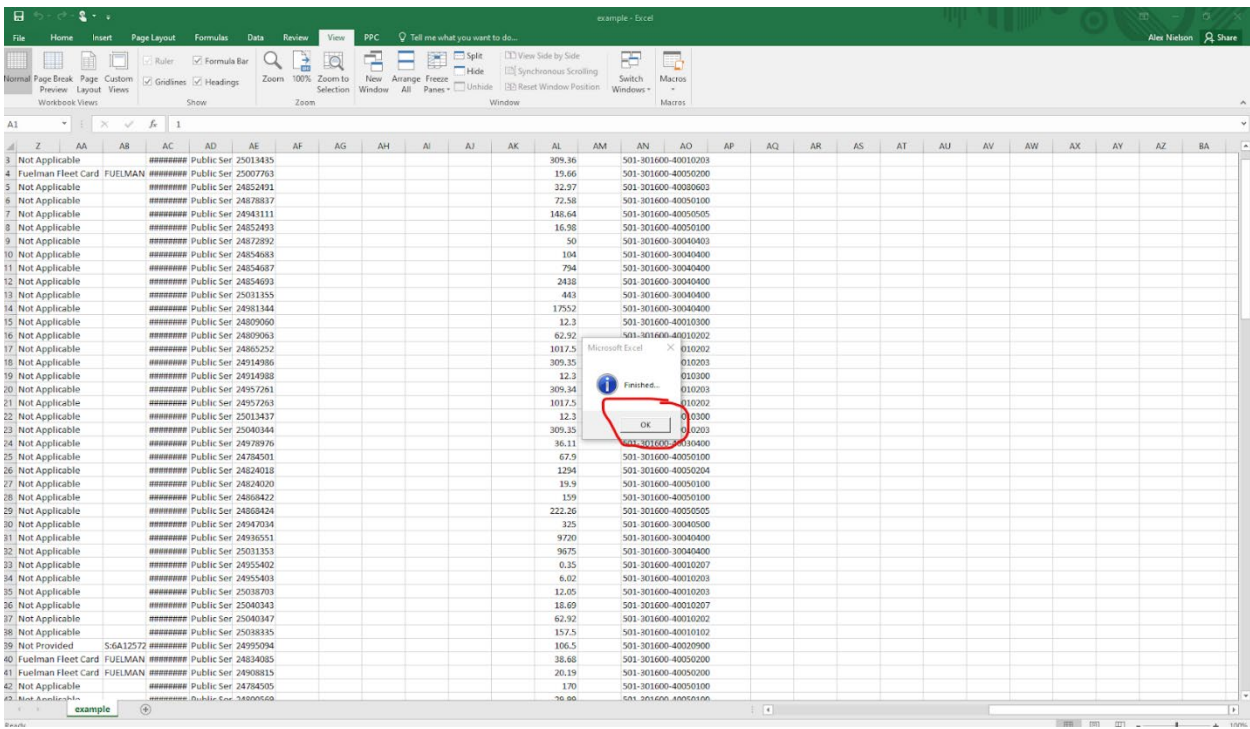
11. You should now be back in your Excel page. If not, simply navigate back to your Excel file.

12. Click “Macros” again. You should see your EXPORT macro is now available:



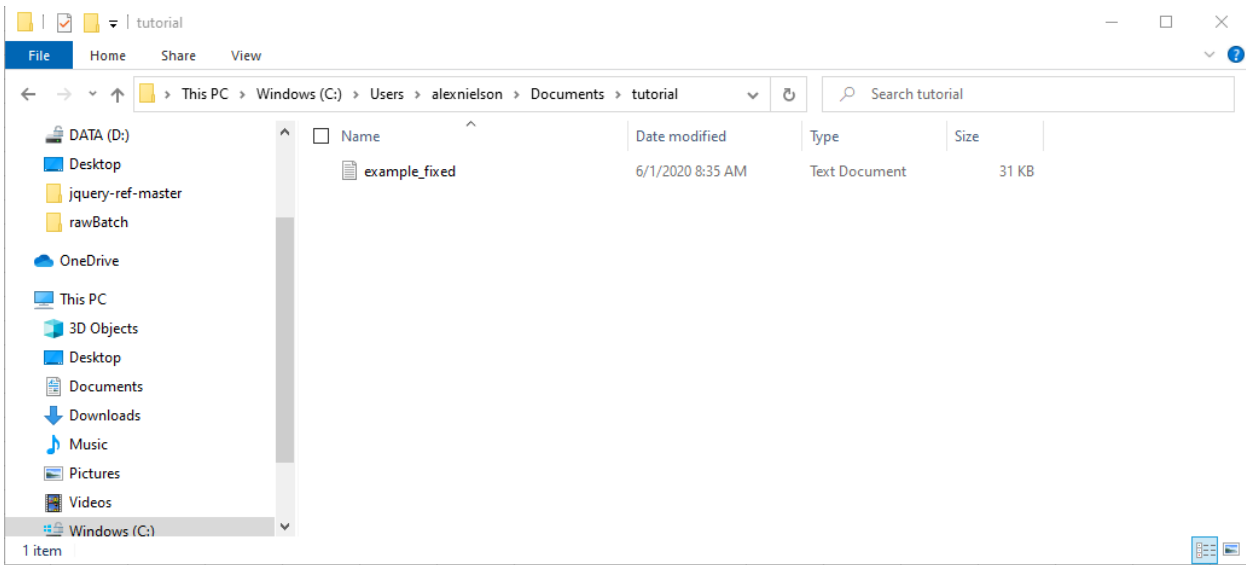
13. Ensure that EXPORT is selected (it will be highlighted blue) and then click “Run.”

14. You should then get a message box saying “Finished.” Click “Ok.”



15. Navigate to where you decided to save your file. For this example, that was in the folder “tutorial” in the Documents Folder.

You should be able to see the file now:



16. Open the file and double check that it is in fact pipe delimited:

```
example_fixed - Notepad
File Edit Format View Help
1 | 2020 |Community Education Channel|Non State - Other|||Institutional Support|School of Business|||EX|Employer Paid Benefits|||Not Applicable||11/5/2019 |Public Service| 24910
2 | 2020 |Community Education Channel|Non State - Other|||Institutional Support|School of Business|||EX|Employer Paid Benefits|||Not Applicable||11/30/2019 |Public Service| 2495
3 | 2020 |Community Education Channel|Non State - Other|||Institutional Support|School of Business|||EX|Employer Paid Benefits|||Not Applicable||12/15/2019 |Public Service| 2501
4 | 2020 |Community Education Channel|Non State - Other|||Institutional Support|School of Business|||EX|Current Expense|||FuelMan Fleet Card ||FUELMAN|12/10/2019 |Public Service|
5 | 2020 |Community Education Channel|Non State - Other|||Institutional Support|School of Business|||EX|Current Expense|||Not Applicable||10/22/2019 |Public Service| 24852491 ||
6 | 2020 |Community Education Channel|Non State - Other|||Institutional Support|School of Business|||EX|Current Expense|||Not Applicable||11/5/2019 |Public Service| 24878837 ||
7 | 2020 |Community Education Channel|Non State - Other|||Institutional Support|School of Business|||EX|Current Expense|||Not Applicable||11/19/2019 |Public Service| 24943111 ||
8 | 2020 |Community Education Channel|Non State - Other|||Institutional Support|School of Business|||EX|Current Expense|||Not Applicable||10/22/2019 |Public Service| 24852493 ||
9 | 2020 |Community Education Channel|Non State - Other|||Institutional Support|School of Business|||RV|Sales and Services|||Not Applicable||10/31/2019 |Public Service| 24872892
10 | 2020 |Community Education Channel|Non State - Other|||Institutional Support|School of Business|||RV|Other - revenue|||Not Applicable||10/22/2019 |Public Service| 24854683 ||
11 | 2020 |Community Education Channel|Non State - Other|||Institutional Support|School of Business|||RV|Other - revenue|||Not Applicable||10/22/2019 |Public Service| 24854687 ||
12 | 2020 |Community Education Channel|Non State - Other|||Institutional Support|School of Business|||RV|Other - revenue|||Not Applicable||10/22/2019 |Public Service| 24854693 ||
13 | 2020 |Community Education Channel|Non State - Other|||Institutional Support|School of Business|||RV|Other - revenue|||Not Applicable||12/17/2019 |Public Service| 25031355 ||
14 | 2020 |Community Education Channel|Non State - Other|||Institutional Support|School of Business|||RV|Other - revenue|||Not Applicable||12/4/2019 |Public Service| 24981344 ||
15 | 2020 |Community Education Channel|Non State - Other|||Institutional Support|School of Business|||EX|Employer Paid Benefits|||Not Applicable||10/15/2019 |Public Service| 248
16 | 2020 |Community Education Channel|Non State - Other|||Institutional Support|School of Business|||EX|Employer Paid Benefits|||Not Applicable||10/15/2019 |Public Service| 248
17 | 2020 |Community Education Channel|Non State - Other|||Institutional Support|School of Business|||EX|Employer Paid Benefits|||Not Applicable||10/31/2019 |Public Service| 248
18 | 2020 |Community Education Channel|Non State - Other|||Institutional Support|School of Business|||EX|Employer Paid Benefits|||Not Applicable||11/15/2019 |Public Service| 249
19 | 2020 |Community Education Channel|Non State - Other|||Institutional Support|School of Business|||EX|Employer Paid Benefits|||Not Applicable||11/15/2019 |Public Service| 249
20 | 2020 |Community Education Channel|Non State - Other|||Institutional Support|School of Business|||EX|Employer Paid Benefits|||Not Applicable||11/30/2019 |Public Service| 249
21 | 2020 |Community Education Channel|Non State - Other|||Institutional Support|School of Business|||EX|Employer Paid Benefits|||Not Applicable||11/30/2019 |Public Service| 249
22 | 2020 |Community Education Channel|Non State - Other|||Institutional Support|School of Business|||EX|Employer Paid Benefits|||Not Applicable||12/15/2019 |Public Service| 250
23 | 2020 |Community Education Channel|Non State - Other|||Institutional Support|School of Business|||EX|Employer Paid Benefits|||Not Applicable||12/31/2019 |Public Service| 250
24 | 2020 |Community Education Channel|Non State - Other|||Institutional Support|School of Business|||EX|Current Expense|||Not Applicable||11/29/2019 |Public Service| 24978976 ||
25 | 2020 |Community Education Channel|Non State - Other|||Institutional Support|School of Business|||EX|Current Expense|||Not Applicable||10/1/2019 |Public Service| 24784501 ||
26 | 2020 |Community Education Channel|Non State - Other|||Institutional Support|School of Business|||EX|Current Expense|||Not Applicable||10/15/2019 |Public Service| 24824018 ||
27 | 2020 |Community Education Channel|Non State - Other|||Institutional Support|School of Business|||EX|Current Expense|||Not Applicable||10/15/2019 |Public Service| 24824018 ||
Ln 1, Col 1 100% Windows (CRLF) UTF-8
```

Your file is now ready to be uploaded to the State Reporting System.