



Transparent Utah: How to Edit UCA Codes in Notepad

PROCESS

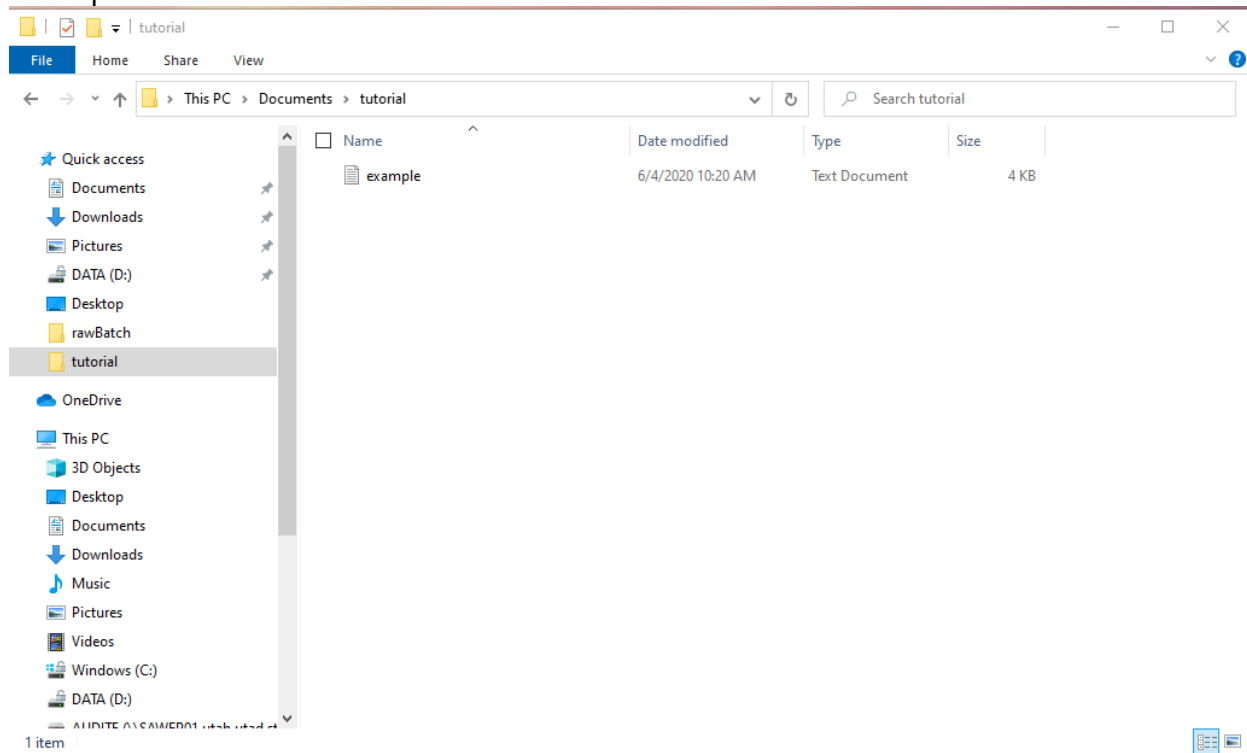
This walkthrough illustrates how to edit a pipe delimited text (.txt) file in Microsoft Windows Notepad. Note that the steps are analogous for Apple Mac OS TextEdit. To do this, you will complete the following steps:

1. Open the .txt File.
2. Edit the Uniform Chart of Accounts (UCA) codes.
3. Save/Export the .txt file.

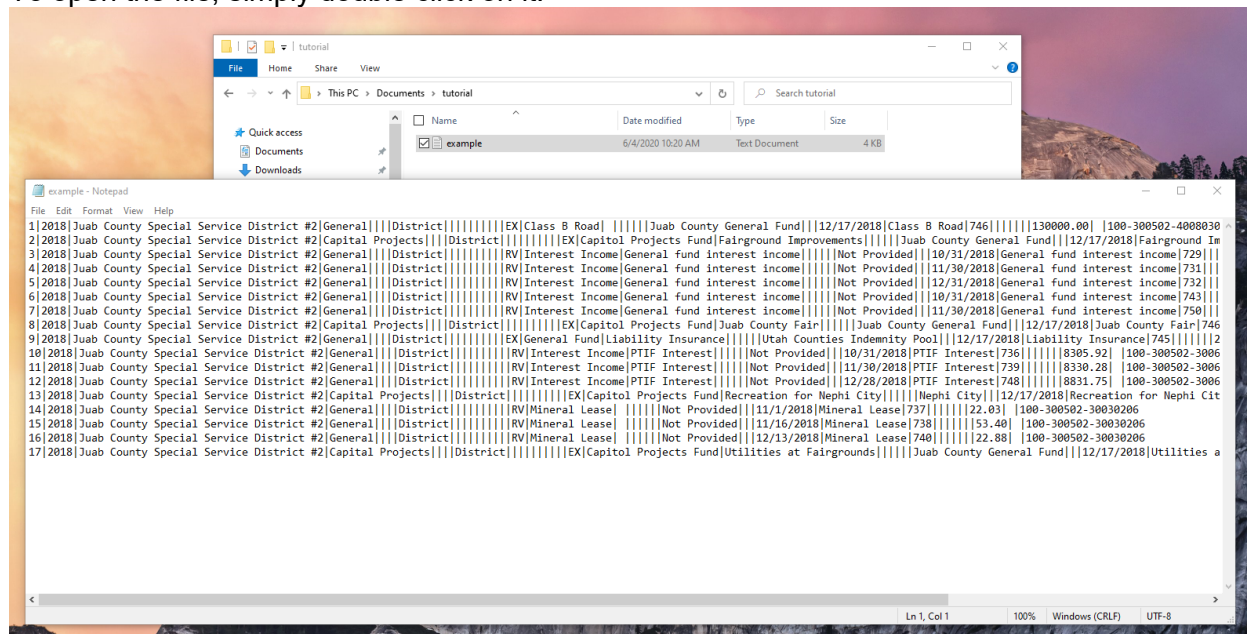
1. OPEN THE .TXT FILE.

Using File Explorer, navigate to your pipe delimited .txt file.

In this example, mine is located in the Documents Folder in a folder called “tutorial.” The .txt file is called “example.txt.”

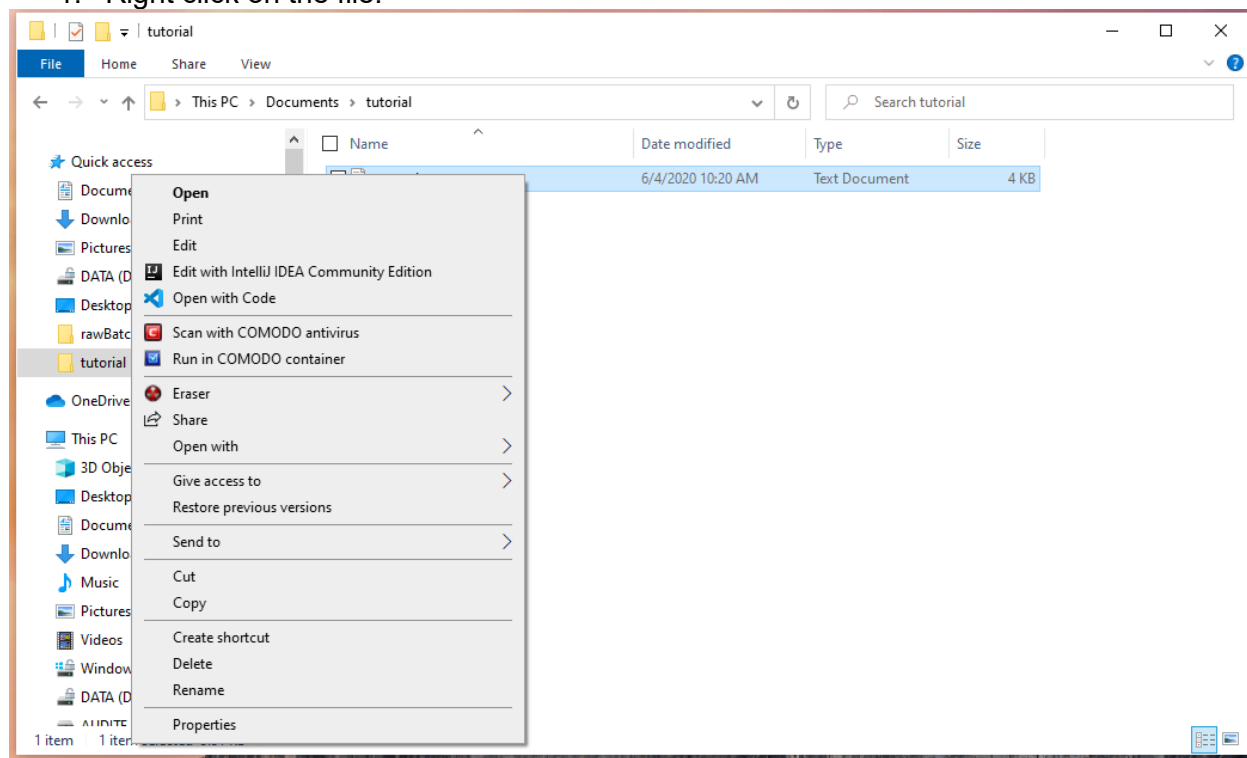


To open the file, simply double click on it:

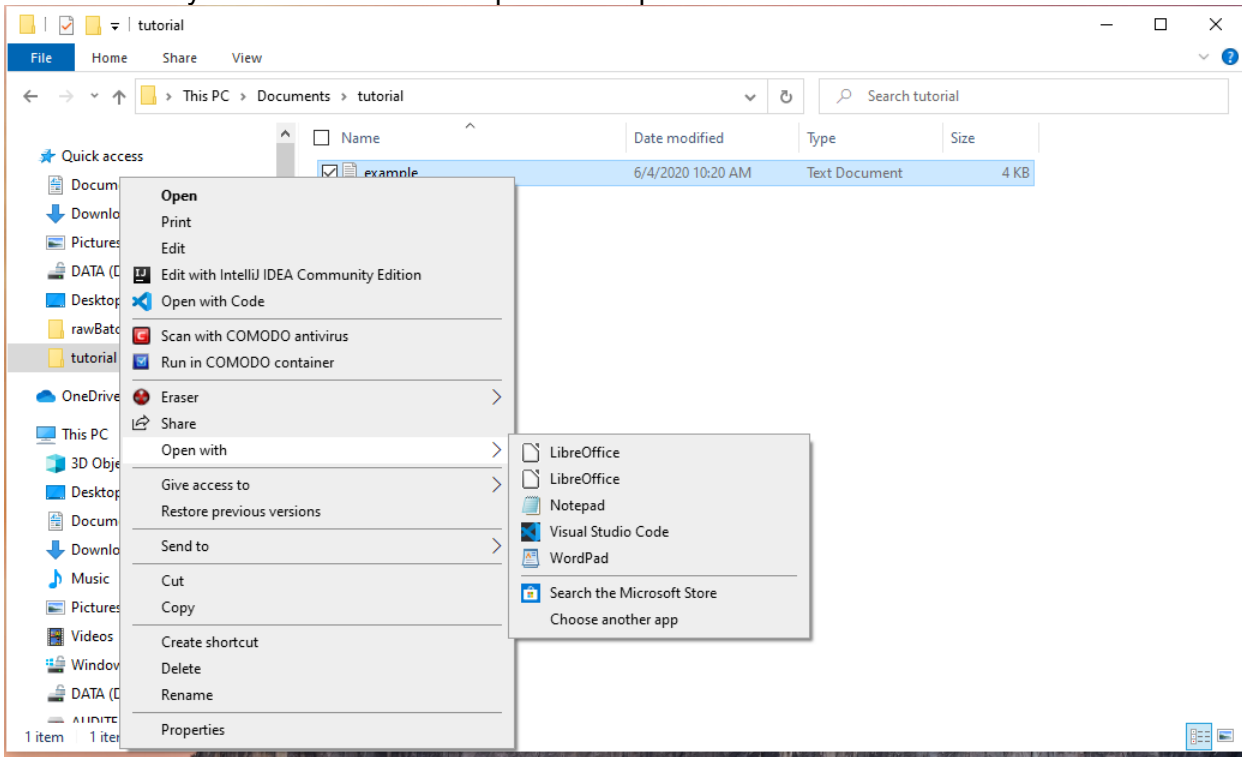


If your computer does not automatically open up the .txt file in Notepad. Then follow the following steps. If your computer automatically opens in Notepad, then go to the next section named “Editing the Uniform Chart of Accounts Codes”:

1. Right click on the file:



2. Hover your mouse over the “Open with” option:



3. Click on “Notepad.”

2. EDIT THE UNIFORM CHART OF ACCOUNTS CODES

Once the desired file is open, you can begin to edit the file.

Explanation of the File Format

If you have never opened a .txt file, it may be overwhelming, but the structure is easy enough to discern.

Each | character is like a breaking point for a new column. So:

```
A | B | C | D | E  
12 | 222 | 301 | | 500
```

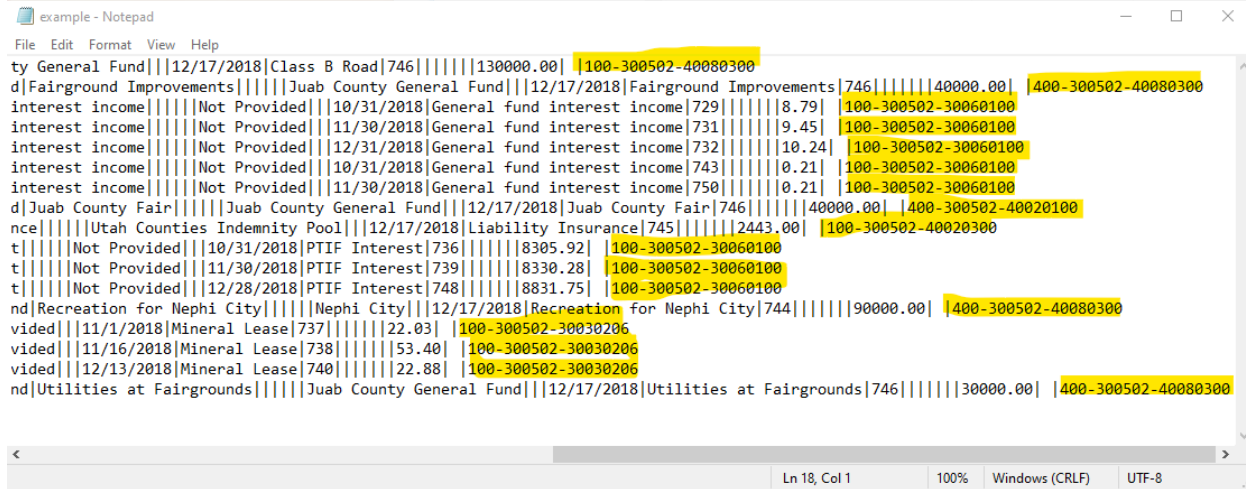
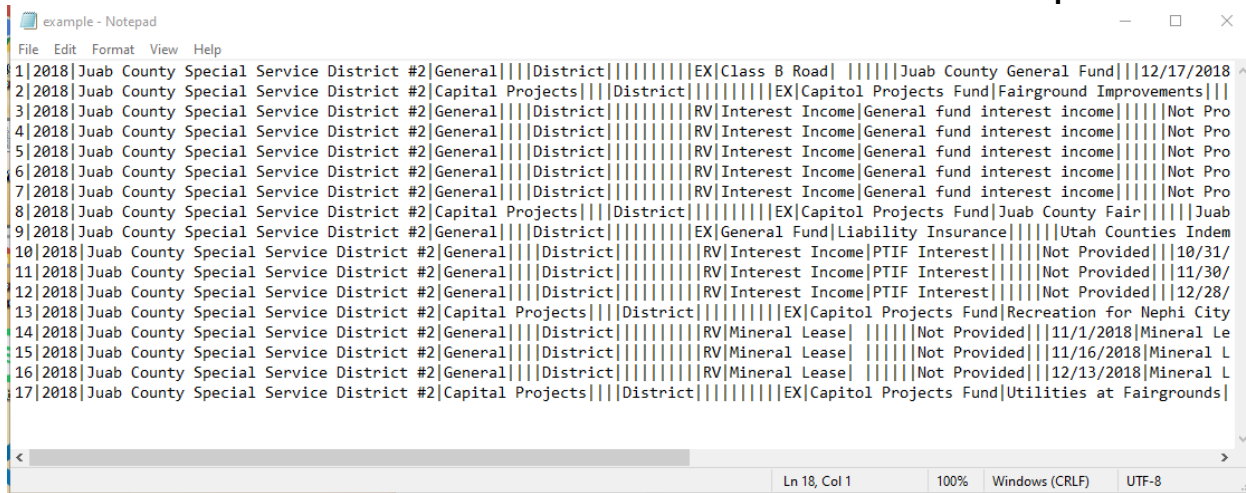
Would be like this in a spreadsheet:

A	B	C	D	E
12	222	301		500

Note: if there is not character in between the | characters, then that is an empty cell.

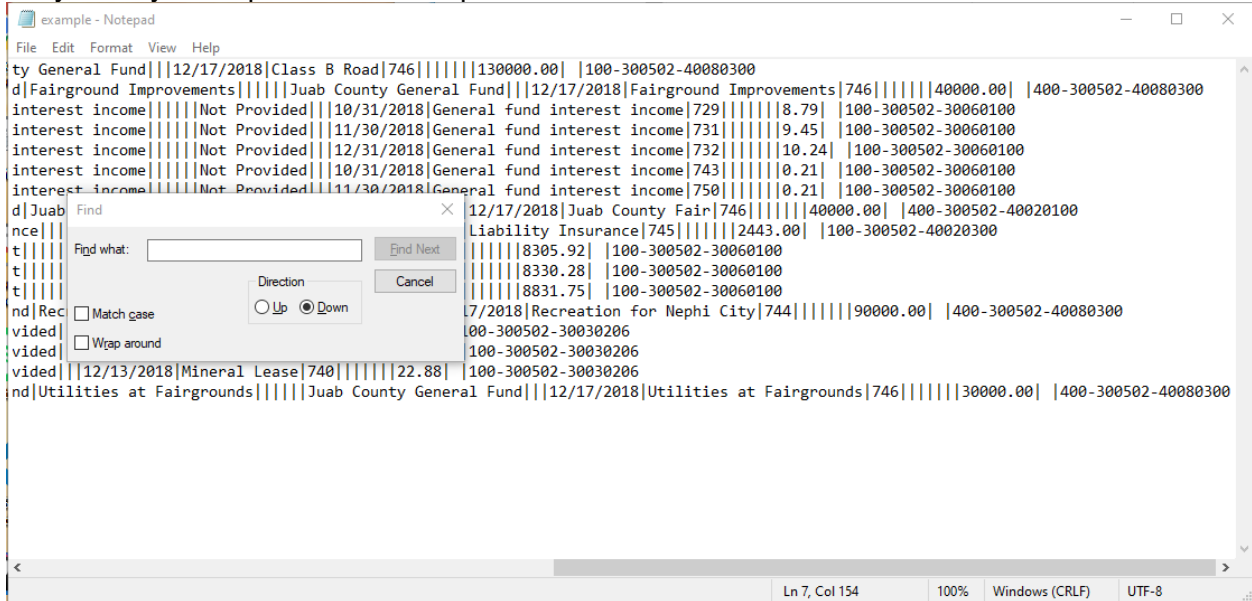
1. Find the UCA field

The UCA field is usually the last or close to last column. So we need to scroll to the horizontal end of the document to find it. Use the horizontal Scroll Bar as show in the two pictures below:

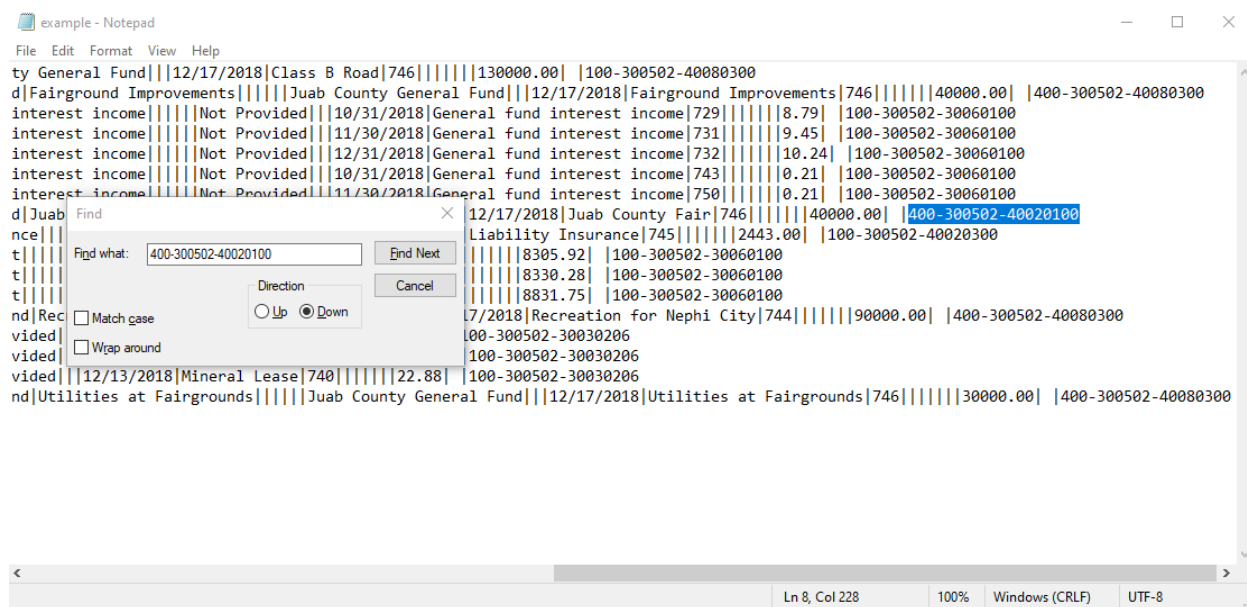


If you know the specific account you need to change, you can search the document quickly using these steps:

- a. On your keyboard press “ctrl f” to open the find tool.



- b. In the “Find what:” field type in the code you want to change. For example, imagine I wanted to edit the code(s) “400-300502-40020100.” I would type that UCA code into the find field. Then, I would click “Find Next.”



- c. My code is then highlighted and I can edit as needed. Click the “X” in the Find window to exit the find tool.

2. Once the desired transaction is found, edit it. Change the 6-digit function code’s second digit to a lowercase “a”.

For example “400-300503-40020100” would become “400-3a0503-40020100”

There are two different situations. 1) The entire amount in a given transaction is eligible to be used by the CARES Act/COVID-19 Relief Funds, 2) only a percentage of the amount in a given transaction are eligible to be used by the CARES Act/COVID-19 Relief Funds.

Edit Option 1: Entire Amount

If I needed to change the account with the UCA code “400-300502-40020100” on row 8:

```

example - Notepad
File Edit Format View Help
General Fund|||12/17/2018|Class B Road|746|||130000.00| |100-300502-40080300
airground Improvements|||Jaub County General Fund||12/17/2018|Fairground Improvements|746|||40000.00| |400-300502-40080300
erest income|||Not Provided||10/31/2018|General fund interest income|729|||8.79| |100-300502-30060100
erest income|||Not Provided||11/30/2018|General fund interest income|731|||9.45| |100-300502-30060100
erest income|||Not Provided||12/31/2018|General fund interest income|732|||10.24| |100-300502-30060100
erest income|||Not Provided||10/31/2018|General fund interest income|743|||0.21| |100-300502-30060100
erest income|||Not Provided||11/30/2018|General fund interest income|750|||0.21| |100-300502-30060100
uab County Fair|||Jaub County General Fund||12/17/2018|Jaub County Fair|746|||40000.00| |400-300502-40020100
|||Utah Counties Indemnity Pool||12/17/2018|Liability Insurance|745|||2443.00| |100-300502-40020300
|||Not Provided||10/31/2018|PTIF Interest|736|||8305.92| |100-300502-30060100
|||Not Provided||11/30/2018|PTIF Interest|739|||8330.28| |100-300502-30060100
|||Not Provided||12/28/2018|PTIF Interest|748|||8831.75| |100-300502-30060100
Recreation for Nephi City|||Nephi City||12/17/2018|Recreation for Nephi City|744|||90000.00| |400-300502-40080300
ed||11/1/2018|Mineral Lease|737|||22.03| |100-300502-30030206
ed||11/16/2018|Mineral Lease|738|||53.40| |100-300502-30030206
ed||12/13/2018|Mineral Lease|740|||22.88| |100-300502-30030206
Utilities at Fairgrounds|||Jaub County General Fund||12/17/2018|Utilities at Fairgrounds|746|||30000.00| |400-300502-40080300
Ln 8, Col 215 100% Windows (CRLF) UTF-8

```

I would need to change it to “400-3a0502-40020100”

Click into that UCA cell the same way you would use any text editor (like Microsoft Word). Then, replace the “0” with a lowercase “a.”

```

*example - Notepad
File Edit Format View Help
General Fund|||12/17/2018|Class B Road|746|||130000.00| |100-300502-40080300
airground Improvements|||Jaub County General Fund||12/17/2018|Fairground Improvements|746|||40000.00| |400-300502-40080300
erest income|||Not Provided||10/31/2018|General fund interest income|729|||8.79| |100-300502-30060100
erest income|||Not Provided||11/30/2018|General fund interest income|731|||9.45| |100-300502-30060100
erest income|||Not Provided||12/31/2018|General fund interest income|732|||10.24| |100-300502-30060100
erest income|||Not Provided||10/31/2018|General fund interest income|743|||0.21| |100-300502-30060100
erest income|||Not Provided||11/30/2018|General fund interest income|750|||0.21| |100-300502-30060100
uab County Fair|||Jaub County General Fund||12/17/2018|Jaub County Fair|746|||40000.00| |400-3a0502-40020100
|||Utah Counties Indemnity Pool||12/17/2018|Liability Insurance|745|||2443.00| |100-300502-40020300
|||Not Provided||10/31/2018|PTIF Interest|736|||8305.92| |100-300502-30060100
|||Not Provided||11/30/2018|PTIF Interest|739|||8330.28| |100-300502-30060100
|||Not Provided||12/28/2018|PTIF Interest|748|||8831.75| |100-300502-30060100
Recreation for Nephi City|||Nephi City||12/17/2018|Recreation for Nephi City|744|||90000.00| |400-300502-40080300
ed||11/1/2018|Mineral Lease|737|||22.03| |100-300502-30030206
ed||11/16/2018|Mineral Lease|738|||53.40| |100-300502-30030206
ed||12/13/2018|Mineral Lease|740|||22.88| |100-300502-30030206
Utilities at Fairgrounds|||Jaub County General Fund||12/17/2018|Utilities at Fairgrounds|746|||30000.00| |400-300502-40080300
Ln 8, Col 215 100% Windows (CRLF) UTF-8

```

Repeat the above process for each account transaction as necessary.

Edit Option 2: Splitting an Account Transaction

If only a partial amount of a given account be appropriated to the CARES Act/COVID-19 Relief Funds, then follow these steps:

Once again, use the UCA code “400-300502-40020100” on row 8:

```

example - Notepad
File Edit Format View Help
General Fund||12/17/2018|Class B Road|746|130000.00|100-300502-40080300
airground Improvements||Jaub County General Fund||12/17/2018|Fairground Improvements|746|40000.00|400-300502-40080300
erest income||Not Provided||10/31/2018|General fund interest income|729|8.79|100-300502-30060100
erest income||Not Provided||11/30/2018|General fund interest income|731|9.45|100-300502-30060100
erest income||Not Provided||12/31/2018|General fund interest income|732|10.24|100-300502-30060100
erest income||Not Provided||10/31/2018|General fund interest income|743|0.21|100-300502-30060100
erest income||Not Provided||11/30/2018|General fund interest income|750|0.21|100-300502-30060100
uab County Fair||Jaub County General Fund||12/17/2018|Jaub County Fair|746|40000.00|400-300502-40020100
||Utah Counties Indemnity Pool||12/17/2018|Liability Insurance|745|2443.00|100-300502-40020300
||Not Provided||10/31/2018|PTIF Interest|736|8305.92|100-300502-30060100
||Not Provided||11/30/2018|PTIF Interest|739|8330.28|100-300502-30060100
||Not Provided||12/28/2018|PTIF Interest|748|8831.75|100-300502-30060100
Recreation for Nephi City||Nephi City||12/17/2018|Recreation for Nephi City|744|90000.00|400-300502-40080300
ed||11/1/2018|Mineral Lease|737|22.03|100-300502-30030206
ed||11/16/2018|Mineral Lease|738|53.40|100-300502-30030206
ed||12/13/2018|Mineral Lease|740|22.88|100-300502-30030206
Utilities at Fairgrounds||Jaub County General Fund||12/17/2018|Utilities at Fairgrounds|746|30000.00|400-300502-40080300

```

For this example, imagine that only half of the amount in that account transaction can be used for CARES Act/COVID-19 Relief Funds.

a. Select the entire row.

```

example - Notepad
File Edit Format View Help
1|2018|Jaub County Special Service District #2|General||District|||||EX|Class B Road|Jaub County General Fund||12/17/2018|Class B Road|746|130000.00|100-300502-40080300
2|2018|Jaub County Special Service District #2|Capital Projects||District|||||EX|Capitol Projects Fund|Fairground Improvements||Jaub County General Fund||12/17/2018|Fairground Improvements|746|40000.00|400-300502-40080300
3|2018|Jaub County Special Service District #2|General||District|||||RV|Interest Income|General fund interest income||Not Provided||10/31/2018|General fund interest income|729|8.79|100-300502-30060100
4|2018|Jaub County Special Service District #2|General||District|||||RV|Interest Income|General fund interest income||Not Provided||11/30/2018|General fund interest income|731|9.45|100-300502-30060100
5|2018|Jaub County Special Service District #2|General||District|||||RV|Interest Income|General fund interest income||Not Provided||12/31/2018|General fund interest income|732|10.24|100-300502-30060100
6|2018|Jaub County Special Service District #2|General||District|||||RV|Interest Income|General fund interest income||Not Provided||10/31/2018|General fund interest income|743|0.21|100-300502-30060100
7|2018|Jaub County Special Service District #2|General||District|||||RV|Interest Income|General fund interest income||Not Provided||11/30/2018|General fund interest income|750|0.21|100-300502-30060100
8|2018|Jaub County Special Service District #2|Capital Projects||District|||||EX|General Fund|Liability Insurance||||Utah Counties Indemnity Pool||12/17/2018|Liability Insurance|745|2443.00|100-300502-40020300
9|2018|Jaub County Special Service District #2|General||District|||||RV|Interest Income|PTIF Interest||Not Provided||10/31/2018|PTIF Interest|736|8305.92|100-300502-30060100
10|2018|Jaub County Special Service District #2|General||District|||||RV|Interest Income|PTIF Interest||Not Provided||11/30/2018|PTIF Interest|739|8330.28|100-300502-30060100
11|2018|Jaub County Special Service District #2|General||District|||||RV|Interest Income|PTIF Interest||Not Provided||12/28/2018|PTIF Interest|748|8831.75|100-300502-30060100
12|2018|Jaub County Special Service District #2|Capital Projects||District|||||EX|Capitol Projects Fund|Recreation for Nephi City||||Nephi City||12/17/2018|Recreation for Nephi City|744|90000.00|400-300502-40080300
13|2018|Jaub County Special Service District #2|Capital Projects||District|||||RV|Mineral Lease||||Not Provided||11/1/2018|Mineral Lease|737|22.03|100-300502-30030206
14|2018|Jaub County Special Service District #2|Capital Projects||District|||||RV|Mineral Lease||||Not Provided||11/16/2018|Mineral Lease|738|53.40|100-300502-30030206
15|2018|Jaub County Special Service District #2|Capital Projects||District|||||RV|Mineral Lease||||Not Provided||12/13/2018|Mineral Lease|740|22.88|100-300502-30030206
16|2018|Jaub County Special Service District #2|Capital Projects||District|||||EX|Capitol Projects Fund|Utilities at Fairgrounds||||Jaub County General Fund||12/17/2018|Utilities at Fairgrounds|746|30000.00|400-300502-40080300
17|2018|Jaub County Special Service District #2|Capital Projects||District|||||EX|Capitol Projects Fund|Utilities at Fairgrounds||||Jaub County General Fund||12/17/2018|Utilities at Fairgrounds|746|30000.00|400-300502-40080300

```

b. Copy the selection/row by pressing “ctrl c.”
 c. Scroll all the way to the right and place your cursor after the last column of row 17 and press “Enter.” Then, in the blank space under row 17, paste the selection by pressing “ctrl v.”

```

example - Notepad
File Edit Format View Help
1|2018|Jaub County Special Service District #2|General||District|||||EX|Class B Road|Jaub County General Fund||12/17/2018|Class B Road|746|130000.00|100-300502-40080300
2|2018|Jaub County Special Service District #2|Capital Projects||District|||||EX|Capitol Projects Fund|Fairground Improvements||Jaub County General Fund||12/17/2018|Fairground Improvements|746|40000.00|400-300502-40080300
3|2018|Jaub County Special Service District #2|General||District|||||RV|Interest Income|General fund interest income||Not Provided||10/31/2018|General fund interest income|729|8.79|100-300502-30060100
4|2018|Jaub County Special Service District #2|General||District|||||RV|Interest Income|General fund interest income||Not Provided||11/30/2018|General fund interest income|731|9.45|100-300502-30060100
5|2018|Jaub County Special Service District #2|General||District|||||RV|Interest Income|General fund interest income||Not Provided||12/31/2018|General fund interest income|732|10.24|100-300502-30060100
6|2018|Jaub County Special Service District #2|General||District|||||RV|Interest Income|General fund interest income||Not Provided||10/31/2018|General fund interest income|743|0.21|100-300502-30060100
7|2018|Jaub County Special Service District #2|General||District|||||RV|Interest Income|General fund interest income||Not Provided||11/30/2018|General fund interest income|750|0.21|100-300502-30060100
8|2018|Jaub County Special Service District #2|Capital Projects||District|||||EX|General Fund|Liability Insurance||||Utah Counties Indemnity Pool||12/17/2018|Liability Insurance|745|2443.00|100-300502-40020300
9|2018|Jaub County Special Service District #2|General||District|||||RV|Interest Income|PTIF Interest||Not Provided||10/31/2018|PTIF Interest|736|8305.92|100-300502-30060100
10|2018|Jaub County Special Service District #2|General||District|||||RV|Interest Income|PTIF Interest||Not Provided||11/30/2018|PTIF Interest|739|8330.28|100-300502-30060100
11|2018|Jaub County Special Service District #2|General||District|||||RV|Interest Income|PTIF Interest||Not Provided||12/28/2018|PTIF Interest|748|8831.75|100-300502-30060100
12|2018|Jaub County Special Service District #2|Capital Projects||District|||||EX|Capitol Projects Fund|Recreation for Nephi City||||Nephi City||12/17/2018|Recreation for Nephi City|744|90000.00|400-300502-40080300
13|2018|Jaub County Special Service District #2|Capital Projects||District|||||RV|Mineral Lease||||Not Provided||11/1/2018|Mineral Lease|737|22.03|100-300502-30030206
14|2018|Jaub County Special Service District #2|Capital Projects||District|||||RV|Mineral Lease||||Not Provided||11/16/2018|Mineral Lease|738|53.40|100-300502-30030206
15|2018|Jaub County Special Service District #2|Capital Projects||District|||||RV|Mineral Lease||||Not Provided||12/13/2018|Mineral Lease|740|22.88|100-300502-30030206
16|2018|Jaub County Special Service District #2|Capital Projects||District|||||EX|Capitol Projects Fund|Utilities at Fairgrounds||||Jaub County General Fund||12/17/2018|Utilities at Fairgrounds|746|30000.00|400-300502-40080300
17|2018|Jaub County Special Service District #2|Capital Projects||District|||||EX|Capitol Projects Fund|Utilities at Fairgrounds||||Jaub County General Fund||12/17/2018|Utilities at Fairgrounds|746|30000.00|400-300502-40080300
18|2018|Jaub County Special Service District #2|Capital Projects||District|||||EX|Capitol Projects Fund|Utilities at Fairgrounds||||Jaub County General Fund||12/17/2018|Utilities at Fairgrounds|746|30000.00|400-300502-40080300

```

d. Change the row number to follow after the previous row. In my example, the last row had the row number of 17, so I changed the “8” to an “18.”

```

*example - Notepad
File Edit Format Vi
1|2018|Juab Coun
2|2018|Juab Coun
3|2018|Juab Coun
4|2018|Juab Coun
5|2018|Juab Coun
6|2018|Juab Coun
7|2018|Juab Coun
8|2018|Juab Coun
9|2018|Juab Coun
10|2018|Juab Coui
11|2018|Juab Coui
12|2018|Juab Coui
13|2018|Juab Coui
14|2018|Juab Coui
15|2018|Juab Coui
16|2018|Juab Coui
17|2018|Juab Coui
8|2018|Juab Coun

```

```

*example - Notepad
File Edit Format \
1|2018|Juab Cour
2|2018|Juab Cour
3|2018|Juab Cour
4|2018|Juab Cour
5|2018|Juab Cour
6|2018|Juab Cour
7|2018|Juab Cour
8|2018|Juab Cour
9|2018|Juab Cour
10|2018|Juab Cou
11|2018|Juab Cou
12|2018|Juab Cou
13|2018|Juab Cou
14|2018|Juab Cou
15|2018|Juab Cou
16|2018|Juab Cou
17|2018|Juab Cou
18|2018|Juab Cou

```

e. Change the amounts. Since in this example only half of the original amount is eligible for CARES Act/COVID-19 relief, I will need to change the amounts from 40000.00 to 20000.00 in each of my accounts.

```

00
improvements|746| |||||40000.00| |400-300:
|||8.79| |100-300502-30060100
|||9.45| |100-300502-30060100
|||10.24| |100-300502-30060100
|||0.21| |100-300502-30060100
|||0.21| |100-300502-30060100
s|||||40000.00| |400-300502-40020100
!443.00| |100-300502-40020300
i0100
i0100
i0100
:y|744| |||||90000.00| |400-300502-40080:

at Fairgrounds|746| |||||30000.00| |400-:
16| |||||40000.00| |400-300502-40020100

```

becomes...

```

00
improvements|746| |||||40000.00| |400-300:
|||8.79| |100-300502-30060100
|||9.45| |100-300502-30060100
|||10.24| |100-300502-30060100
|||0.21| |100-300502-30060100
|||0.21| |100-300502-30060100
6|||||20000.00| |400-300502-40020100
2443.00| |100-300502-40020300
60100
60100
60100
ty|744| |||||90000.00| |400-300502-40080:

at Fairgrounds|746| |||||30000.00| |400-:
46| |||||20000.00| |400-300502-40020100

```

f. Edit the Function code to have a lowercase "a" for the second account.



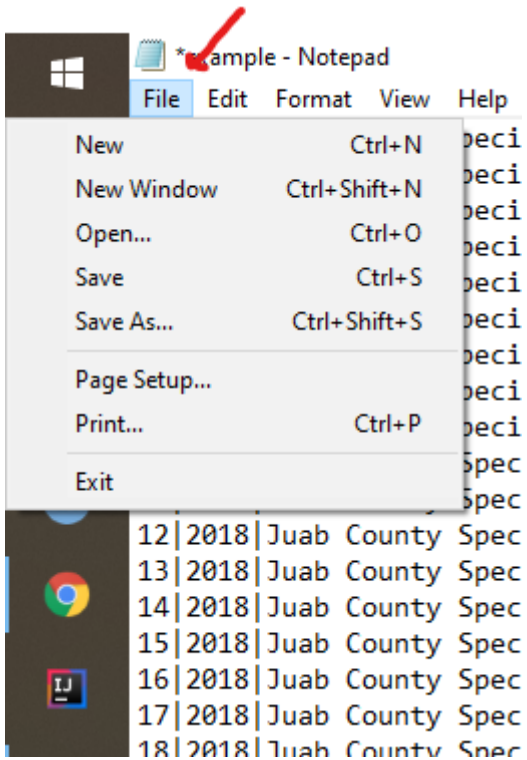
```
-300502-40080300
3|Fairground Improvements|746| |||||40000.00| |400-300
: income|729| |||||8.79| |100-300502-30060100
: income|731| |||||9.45| |100-300502-30060100
: income|732| |||||10.24| |100-300502-30060100
: income|743| |||||0.21| |100-300502-30060100
: income|750| |||||0.21| |100-300502-30060100
County Fair|746| |||||20000.00| |400-300502-40020100
nce|745| |||||2443.00| |100-300502-40020300
100-300502-30060100
100-300502-30060100
100-300502-30060100
1 for Nephi City|744| |||||90000.00| |400-300502-40080
36
206
206
318|Utilities at Fairgrounds|746| |||||30000.00| |400-
County Fair|746| |||||20000.00| |400-3a0502-40020100
```

Repeat the above process for as many accounts as needed.

3. SAVE/EXPORT THE .TXT FILE

Since the file format is already in a pipe delimited format, all you have to do is simply save the file. No fancy exporting is needed.

1. Click "File":



2. Click "Save."

Ensure the edits have been saved by closing the Notepad editor, and then reopening it. If the changes are still present once reopened, your text file is ready to be uploaded to the State Reporting System.