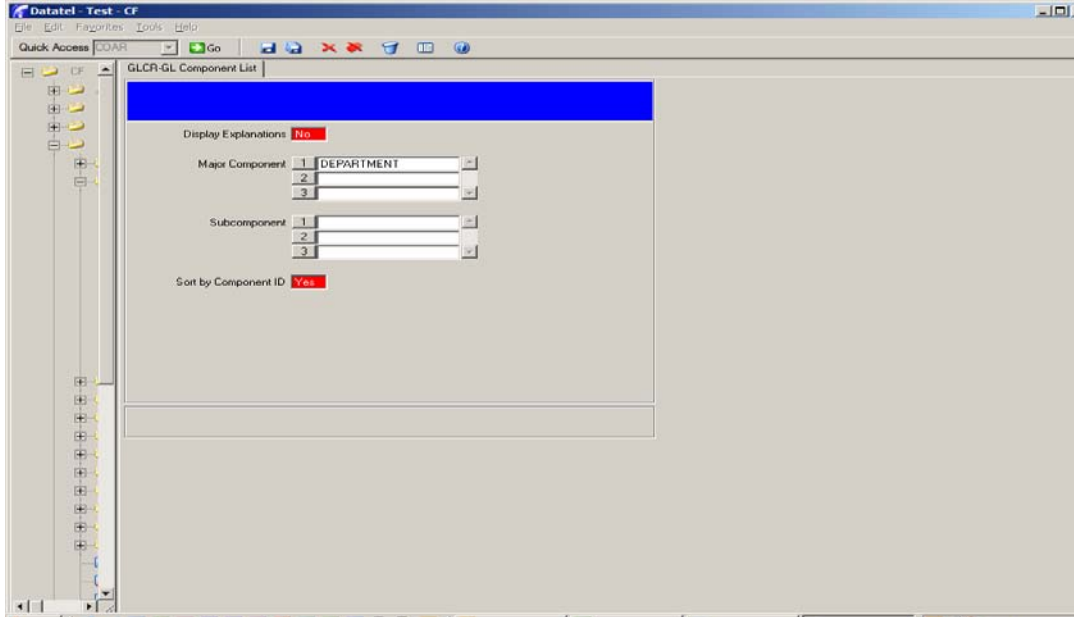


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GL Reports to Excel (Word - see page 8)

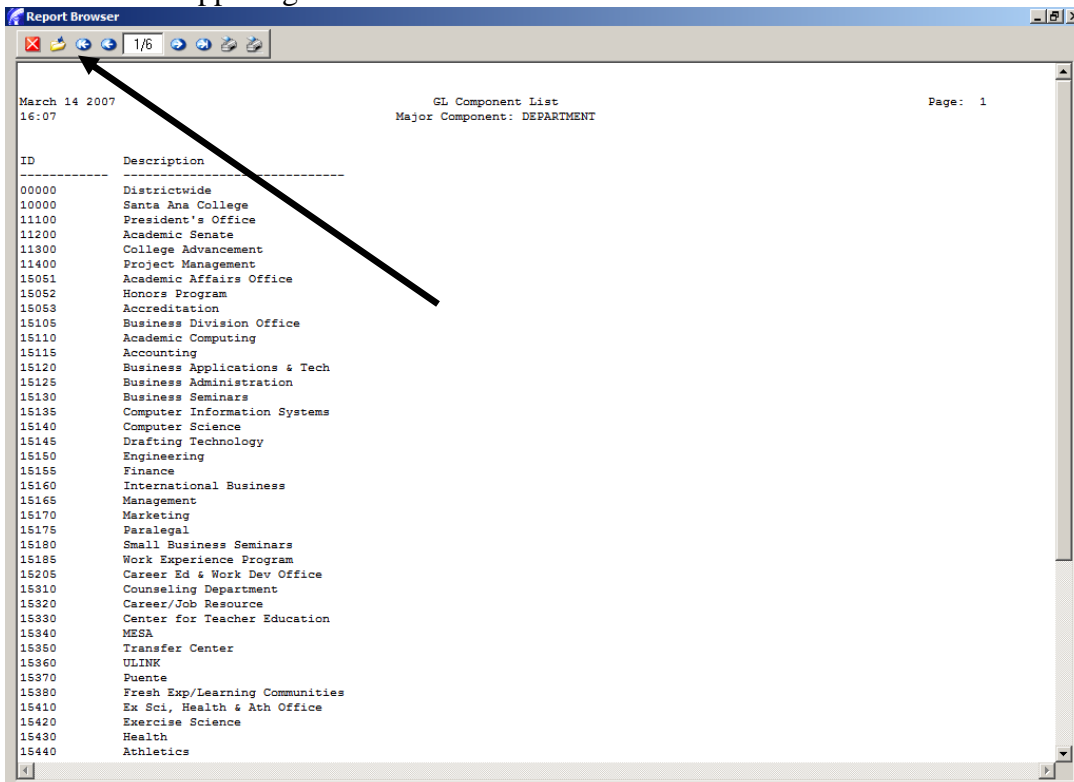
Sample Report: GLCR – General Ledger Component Listing

Selection: Departments (Test environment)

1. Run a standard Datatel Report (H-hold to view on your screen):

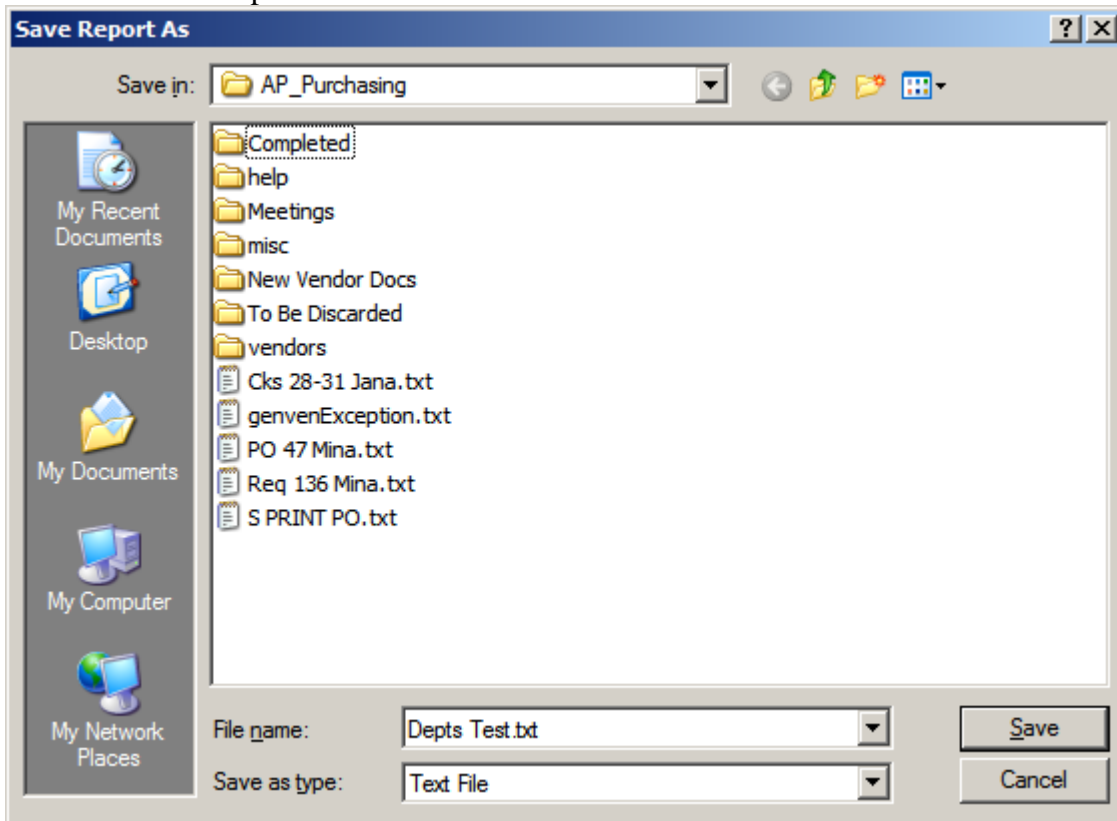


2. View the report on your screen to verify it is the data you want. Click on the folder icon in the upper right hand corner:

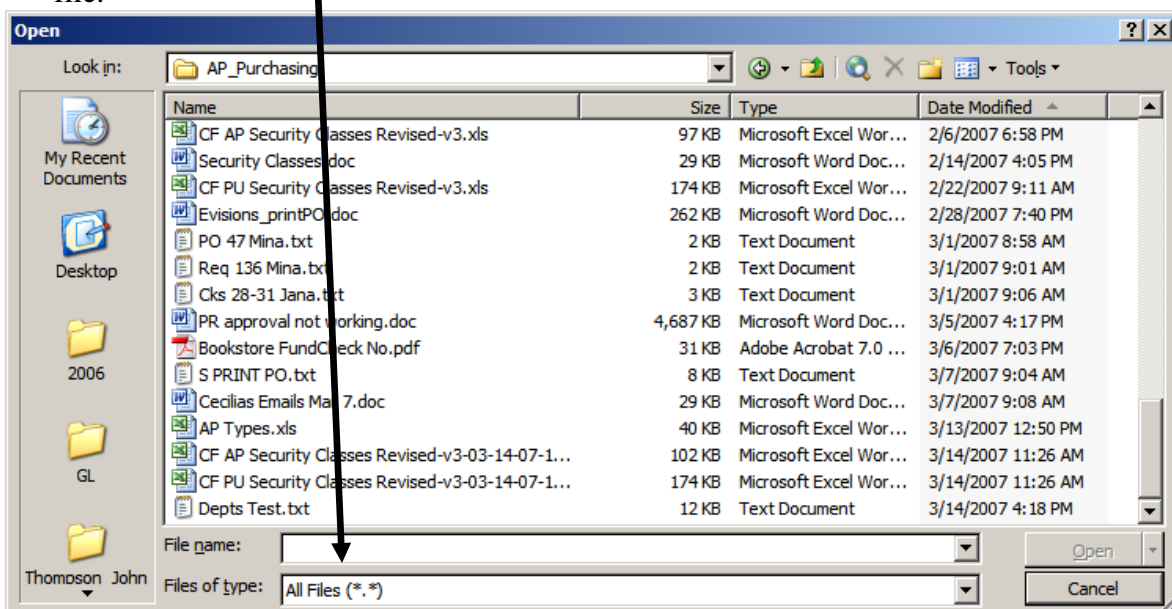


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3. Change the file name to whatever you want to call it and save it in the folder of your choice. This report is now a text file.

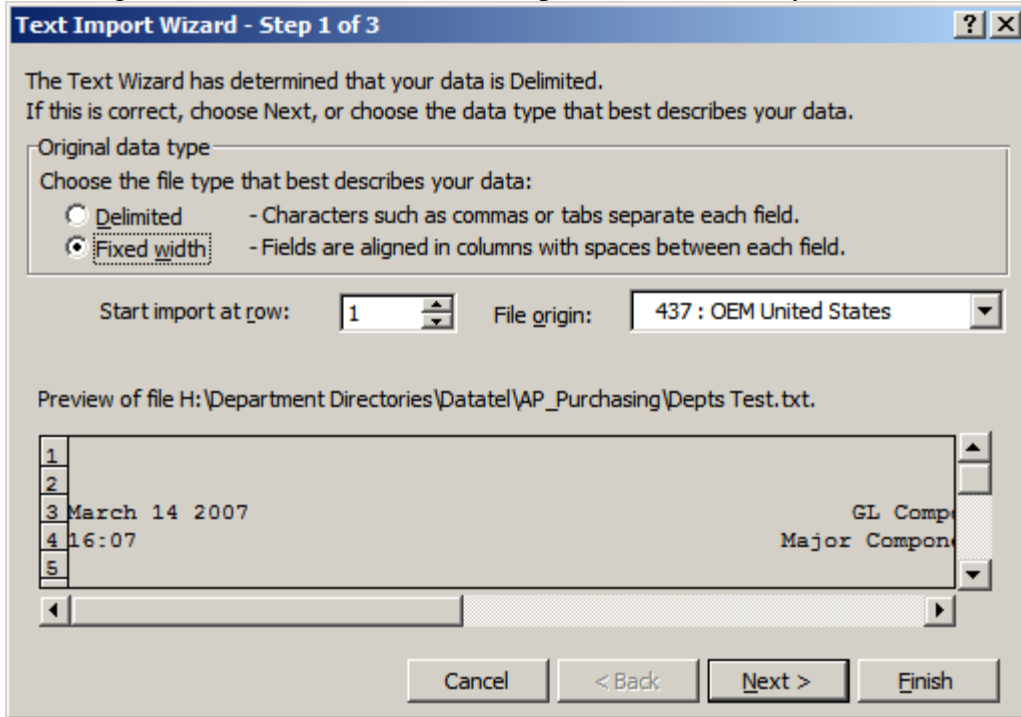


4. Go to Excel and open this text file. You will have to change the Excel “Files of type:” drop down to “all files,” instead of just Excel files, so you will be able to select the text file.



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5. Change to “Fixed width” to be able to put columns where you want, then click next:



The Text Wizard has determined that your data is Delimited.
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:

☐ Delimited - Characters such as commas or tabs separate each field.
☒ Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: File origin:

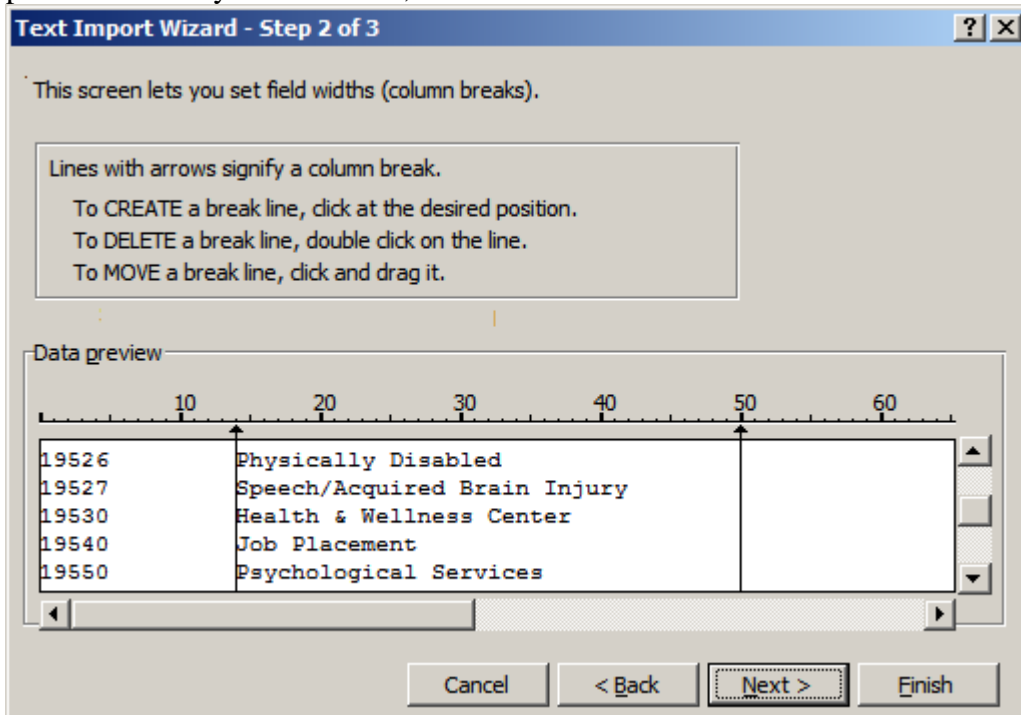
Preview of file H:\Department Directories\Datatel\AP_Purchasing\Depts Test.txt.

1	
2	
3	March 14 2007
4	16:07
5	

GL Comp
Major Compon

Cancel < Back Next > Finish

6. Scroll down the report and click on the arrows to add, move or delete column dividers to put them where you want them, then click next:



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.

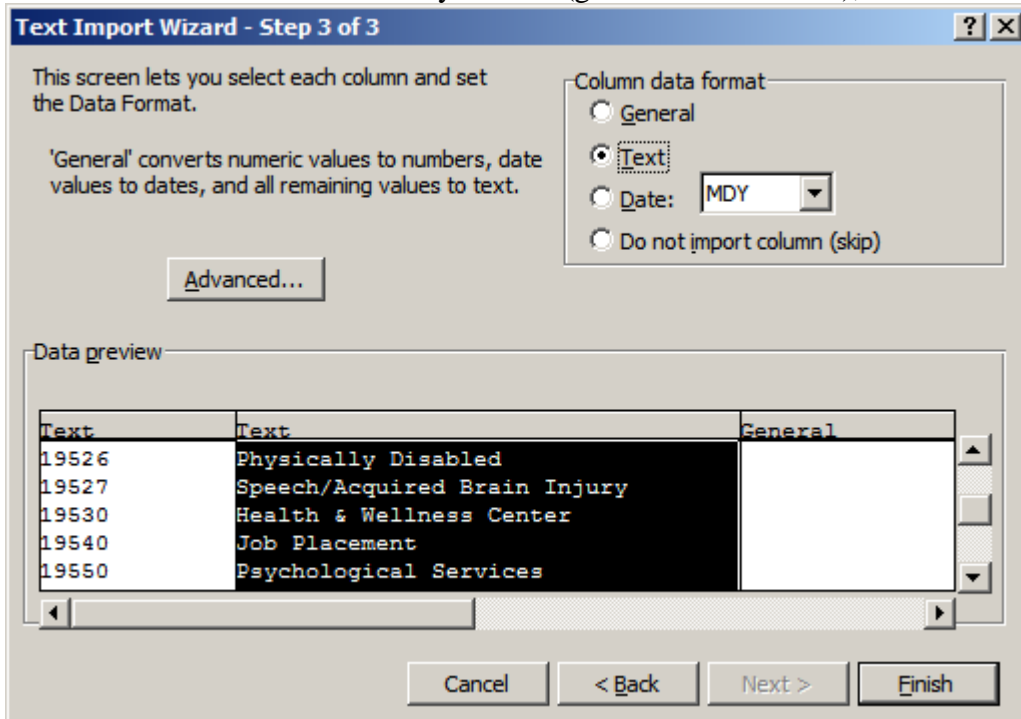
Data preview

19526	Physically Disabled
19527	Speech/Acquired Brain Injury
19530	Health & Wellness Center
19540	Job Placement
19550	Psychological Services

Cancel < Back Next > Finish

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7. Select the column data format you want (general is the default), then click finish:



The image shows the 'Text Import Wizard - Step 3 of 3' dialog box. It has a title bar with a question mark and a close button. The main area contains instructions: 'This screen lets you select each column and set the Data Format.' and a note: ''General' converts numeric values to numbers, date values to dates, and all remaining values to text.' There is an 'Advanced...' button. To the right, under 'Column data format', there are four radio buttons: 'General', 'Text' (which is selected), 'Date:' (with a dropdown menu showing 'MDY'), and 'Do not import column (skip)'. Below this is a 'Data preview' section with a table. The table has three columns: 'Text', 'Text', and 'General'. The first column contains numeric values (19526, 19527, 19530, 19540, 19550). The second column contains text descriptions (Physically Disabled, Speech/Acquired Brain Injury, Health & Wellness Center, Job Placement, Psychological Services). The third column is empty. At the bottom are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

Text	Text	General
19526	Physically Disabled	
19527	Speech/Acquired Brain Injury	
19530	Health & Wellness Center	
19540	Job Placement	
19550	Psychological Services	

If your report included account numbers with leading zeros, be sure to change the format in the Text Import Wizard (above) to “Text” so that the leading zeros will come over to Excel.

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8. The report now shows up on Excel. Note that it is still a text file, with a “.txt” extension. You need to save it as an Excel file. You will probably want to delete the Datatel headings that repeat through out the report. Some reports convert to an Excel file better than others and some reports require more clean up in Excel to make them useful than others.

ID	Description
00000	Districtwide
10000	Santa Ana College
11100	President's Office
11200	Academic Senate
11300	College Advancement
11400	Project Management
15051	Academic Affairs Office
15052	Honors Program
15053	Accreditation
15105	Business Division Office
15110	Academic Computing
15115	Accounting
15120	Business Applications & Tech
15125	Business Administration
15130	Business Seminars
15135	Computer Information Systems
15140	Computer Science
15145	Drafting Technology
15150	Engineering
15155	Finance
15160	International Business
15165	Management
15170	Marketing
15175	Paralegal
15180	Small Business Seminars
15185	Work Experience Program

9. Separating Data in a Single Column

If you still need to separate data that's in a single column in Excel, use the following steps to add column breaks:

Highlight the column and click:

Data menu, then:

Text to Columns,

Then use the “Convert text to columns wizard” as shown below to separate the data in a single column.

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Datatel Implementation

GL Reports to Excel (Word - see page 8)

Microsoft Excel

File Edit View Insert Format Tools Data Window Help

Type a question for help

100% Arial

B1

Spec Proj 1,2,3 May 01 2007.txt

	A	B	C	D	E	F	G	H	I	J
1										
2										
3	May 1 2007	Chart of Accounts				Page: 1				
4		Fiscal Year: 2007								
5										
6										
7	GL Account		Project	Status	GL	Budget				
8			Number		Tag	Officer				
9	11-1011-6	Indirect Costs : District	A	Open	D					
10	11-1011-6	Academic Management : Student Activities	A	Open	F					
11	11-1011-6	STRS : Student Activities	A	Open	F					
12	11-1011-6	STRS - Non-Instructional : Student Activities	A	Open	F					
13	11-1011-6	Medicare : Student Activities	A	Open	F					
14	11-1011-6	Medicare - Non-Instructional : Student Activities	A	Open	F					
15	11-1011-6	Health & Welfare : Student Activities	A	Open	F					
16	11-1011-6	H & W - Non-Instructional : Student Activities	A	Open	F					
17	11-1011-6	Health & Welfare -Retiree Fund : Student Activities	A	Open	F					
18	11-1011-6	H & W - Retiree Fund Non-Inst : Student Activities	A	Open	F					
19	11-1011-6	SUI : Student Activities	A	Open	F					
20	11-1011-6	SUI - Non-Instructional : Student Activities	A	Open	F					
21	11-1011-6	Workers' Compensation : Student Activities	A	Open	F					
22	11-1011-6	WCI - Non-Instructional : Student Activities	A	Open	F					
23	11-1011-6	Other Benefits : Student Activities	A	Open	F					
24	11-1011-6	Other Benefits - Non-Instruct : Student Activities	A	Open	F					
25	11-1012-6	Indirect Costs : District	A	Open	D					
26	11-1013-6	Academic Management : Student Activities	A	Open	F					
27	11-1013-6	STRS : Student Activities	A	Open	F					
28	11-1013-6	STRS - Non-Instructional : Student Activities	A	Open	F					
29	11-1013-6	Medicare : Student Activities	A	Open	F					
30	11-1013-6	Medicare - Non-Instructional : Student Activities	A	Open	F					
31	11-1013-6	Health & Welfare : Student Activities	A	Open	F					

Ready NUM

The column above includes descriptions separated by a colon. So, I used the colon as a delimiter in the wizard below to separate the descriptions into two columns (see below).

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GL Reports to Excel (Word - see page 8)

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☐ Tab ☐ Semicolon ☐ Comma
☐ Space ☒ Other:

☐ Treat consecutive delimiters as one

Text qualifier:

Data preview

Indirect Costs	District
Academic Management	Student Ac
STRS	Student Ac
STRS - Non-Instructional	Student Ac

Buttons: Cancel < Back Next > Finish

Descriptions separated into two columns by colon delimiter:

Microsoft Excel

File Edit View Insert Format Tools Data Window Help

100% Arial

K30

Spec Proj 1,2,3 May 01 2007.txt

	A	B	C	D	E	F	G	H	I	J
1		Chart of Accounts								
2		Fiscal Year	2007							
3		May 1 2007				Page: 1				
4										
5										
6										
7	GL Account	Indirect Costs	District	Status	GL Tag	Budget Officer				
8		Academic Management	Student Activities							
9	11-1011-65	STRS	Student Activities	Open	D					
10	11-1011-65	STRS - Non-Instructional	Student Activities	Open	F					
11	11-1011-65	Medicare	Student Activities	Open	F					
12	11-1011-65	Medicare - Non-Instructional	Student Activities	Open	F					
13	11-1011-65	Health & Welfare	Student Activities	Open	F					
14	11-1011-65	H & W - Non-Instructional	Student Activities	Open	F					
15	11-1011-65	Health & Welfare -Retiree Fund	Student Activities	Open	F					
16	11-1011-65	H & W - Retiree Fund Non-Inst	Student Activities	Open	F					
17	11-1011-65	SUI	Student Activities	Open	F					
18	11-1011-65	SUI - Non-Instructional	Student Activities	Open	F					
19	11-1011-65	Workers' Compensation	Student Activities	Open	F					
20	11-1011-65	WCI - Non-Instructional	Student Activities	Open	F					
21	11-1011-65	Other Benefits	Student Activities	Open	F					
22	11-1011-65	Other Benefits - Non-Instruct	Student Activities	Open	F					
23	11-1011-65	Indirect Costs	District	Open	F					
24	11-1011-65	Academic Management	Student Activities	Open	F					
25	11-1012-67	STRS	Student Activities	Open	D					
26	11-1013-64	STRS - Non-Instructional	Student Activities	Open	F					
27	11-1013-64	Medicare	Student Activities	Open	F					
28	11-1013-64	Medicare - Non-Instructional	Student Activities	Open	F					
29	11-1013-64	Health & Welfare	Student Activities	Open	F					
30	11-1013-64	H & W - Non-Instructional	Student Activities	Open	F					
31	11-1013-64	Health & Welfare -Retiree Fund	Student Activities	Open	F					

Ready NUM

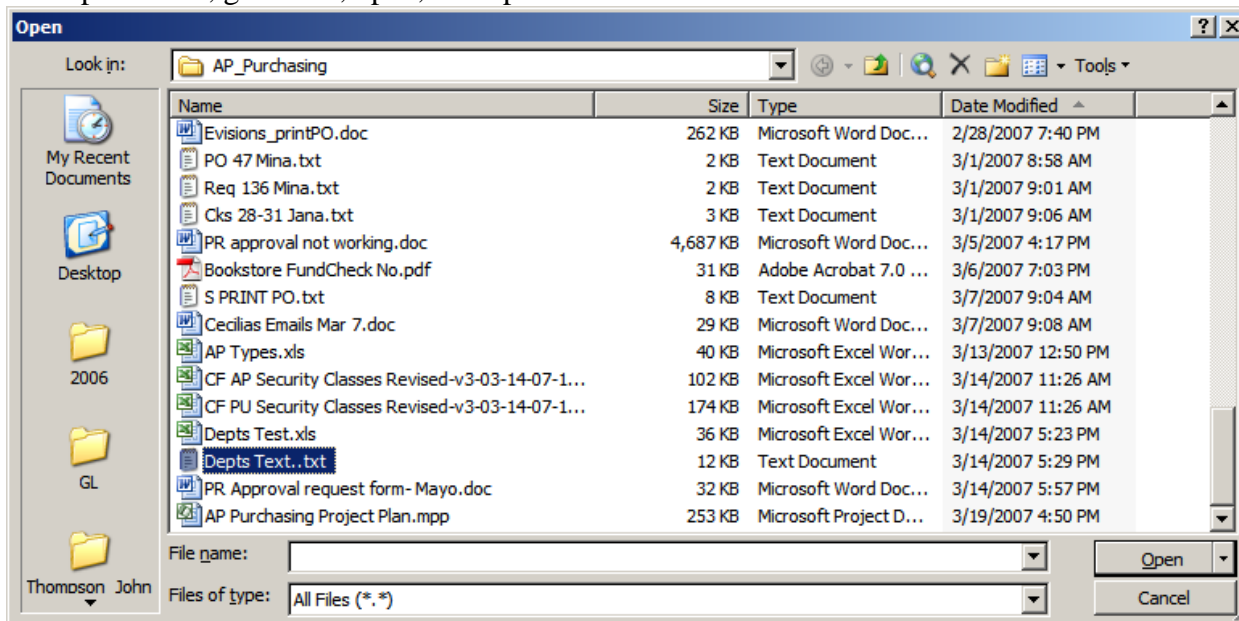
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Datatel Implementation

GL Reports to Excel (Word - see page 8)

Text Documents to Word

You can also save any of the Datatel reports that you saved as text files as a Word document. Just open Word, go to file, open, and open "all files."



Open the Datatel report that you saved as a text file. The report will come up as shown below, then save as a Word document:

(Note: You may need to change some documents to landscape. The page breaks and formats aren't always perfect, but it's preferable to Excel for some reports.)

March 14 2007
Page: 1
16:07
DEPARTMENT

GL Component List

Major Component:

ID	Description
00000	Districtwide
10000	Santa Ana College
11100	President's Office
11200	Academic Senate
11300	College Advancement
11400	Project Management
15051	Academic Affairs Office
15052	Honors Program
15053	Accreditation
15105	Business Division Office
15110	Academic Computing
15115	Accounting
15120	Business Applications & Tech
15125	Business Administration

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15130	Business Seminars
15135	Computer Information Systems
15140	Computer Science
15145	Drafting Technology
15150	Engineering
15155	Finance
15160	International Business
15165	Management
15170	Marketing
15175	Paralegal
15180	Small Business Seminars
15185	Work Experience Program
15205	Career Ed & Work Dev Office
15310	Counseling Department
15320	Career/Job Resource
15330	Center for Teacher Education
15340	MESA
15350	Transfer Center
15360	ULINK
15370	Puente
15380	Fresh Exp/Learning Communities
15410	Ex Sci, Health & Ath Office
15420	Exercise Science
15430	Health
15440	Athletics
15505	Fine & Performing Arts Office
15511	Art
15512	Photography
15515	Art Gallery
15520	Dance
15525	Forensics
15530	Journalism