



Importing txt files into Excel

Open the text file in Excel and import using the wizard:

Open Excel and find the text file that you have saved.

Scroll down until you can see the column headings for the report.

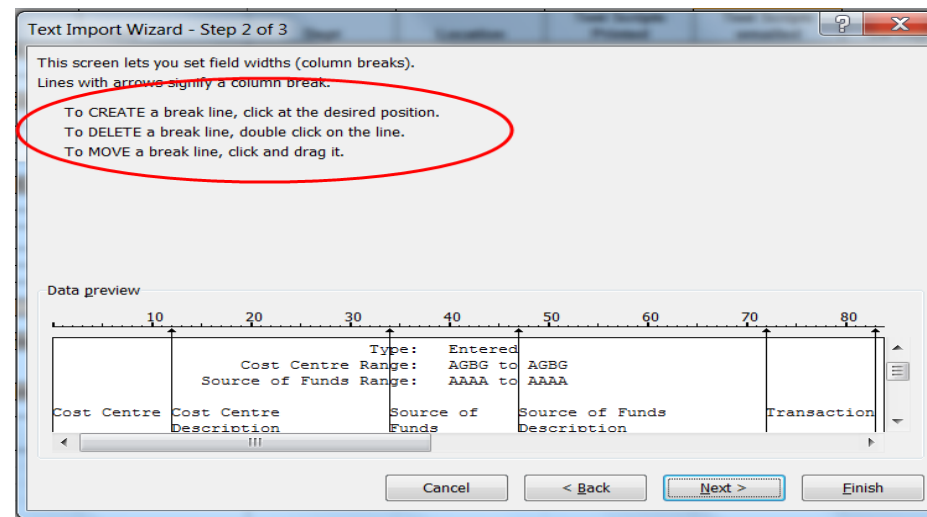
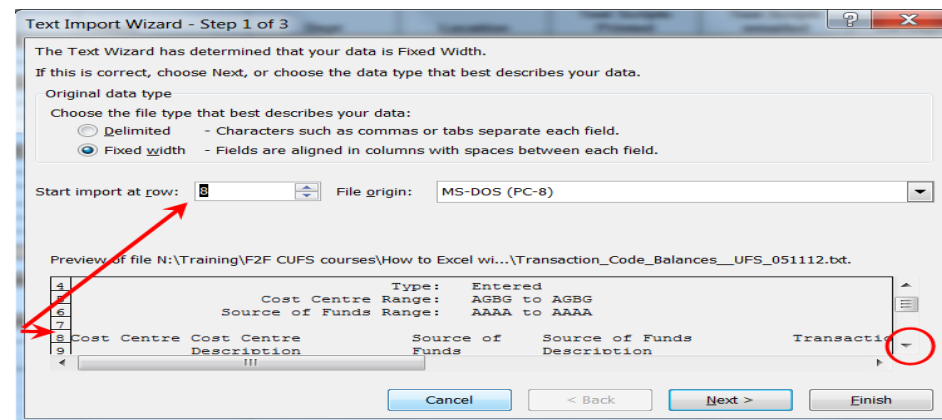
Update the **Start import at row** box to reflect that of the column headings.

Click **Next**

Follow the instructions at the top of the box to keep and align column breaks to match only that of the column headings.

Click **Next**

Don't forget to change the file type to "All files" as you are looking for a text file





Highlight any Cost Centre or Source of funds columns and change the data format for these to be "Text"

This will preserve the formatting of any Balance Sheet codes which are 0000.0000

Click **Finish**

Your report will be displayed in Excel

Save as an Excel file

