
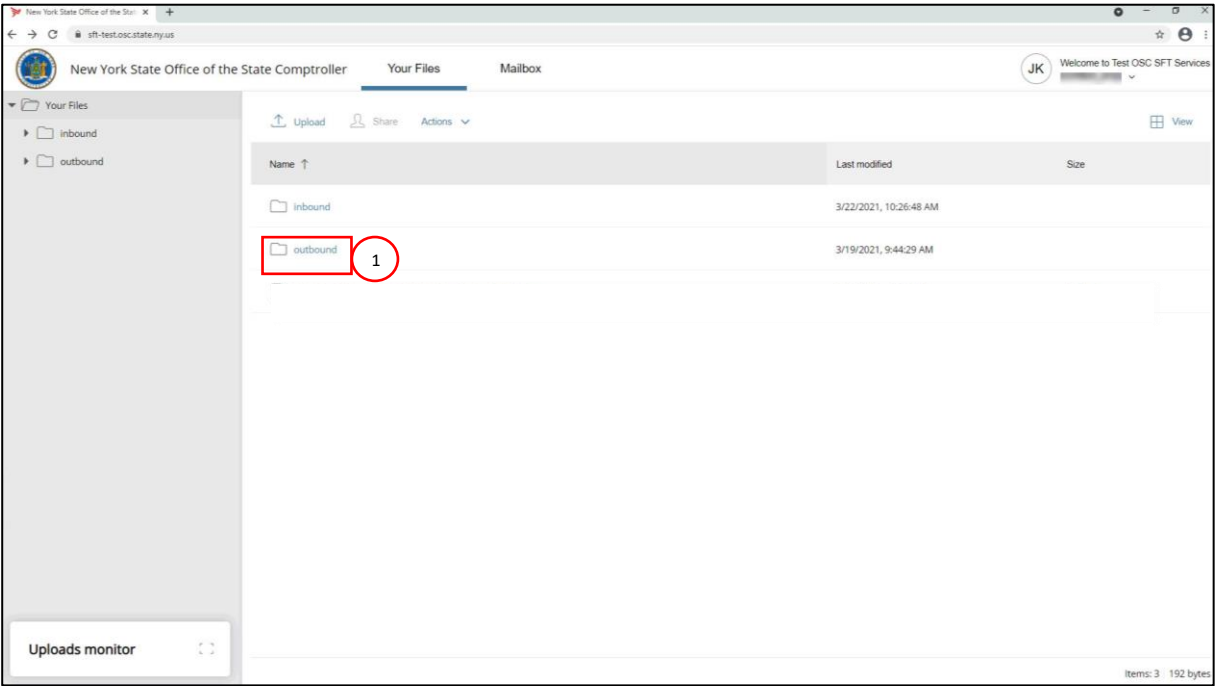

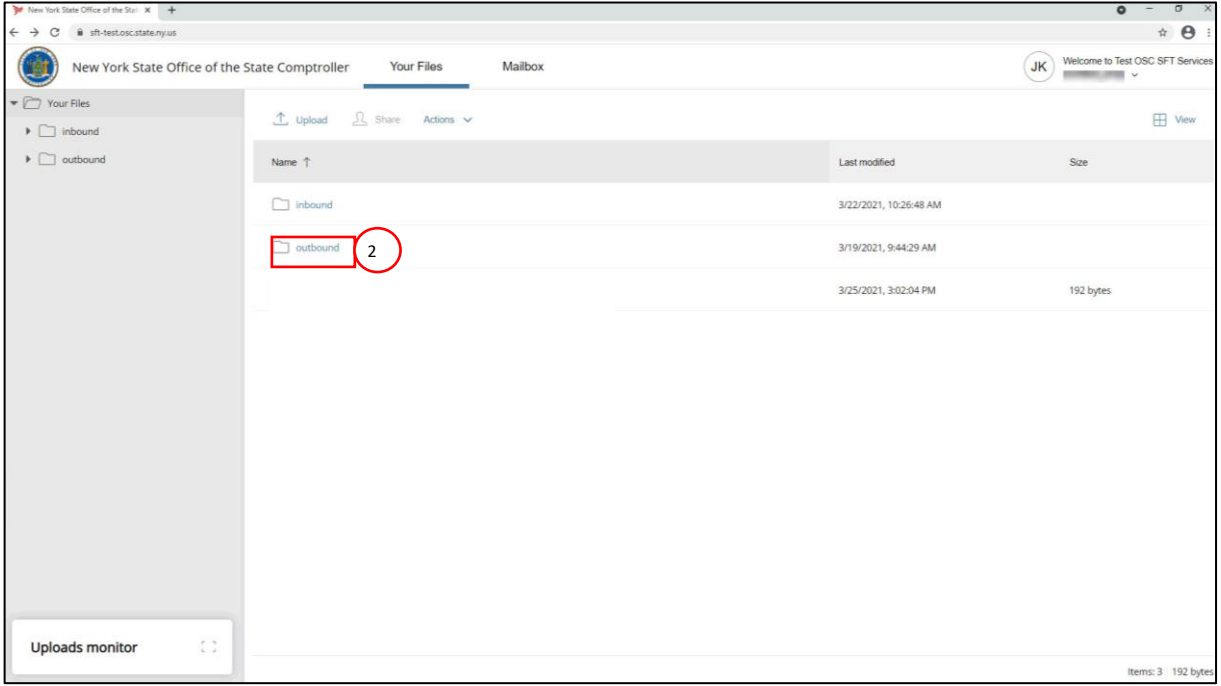


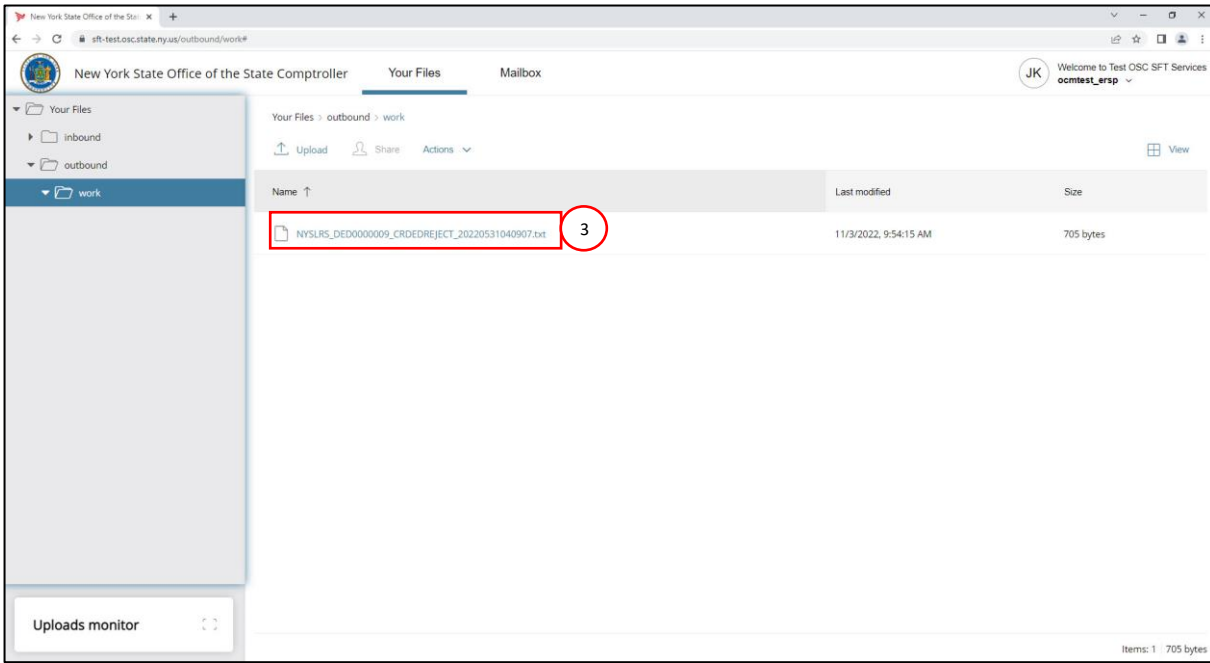
How to Parse .txt pipe-delimited files using Microsoft Excel

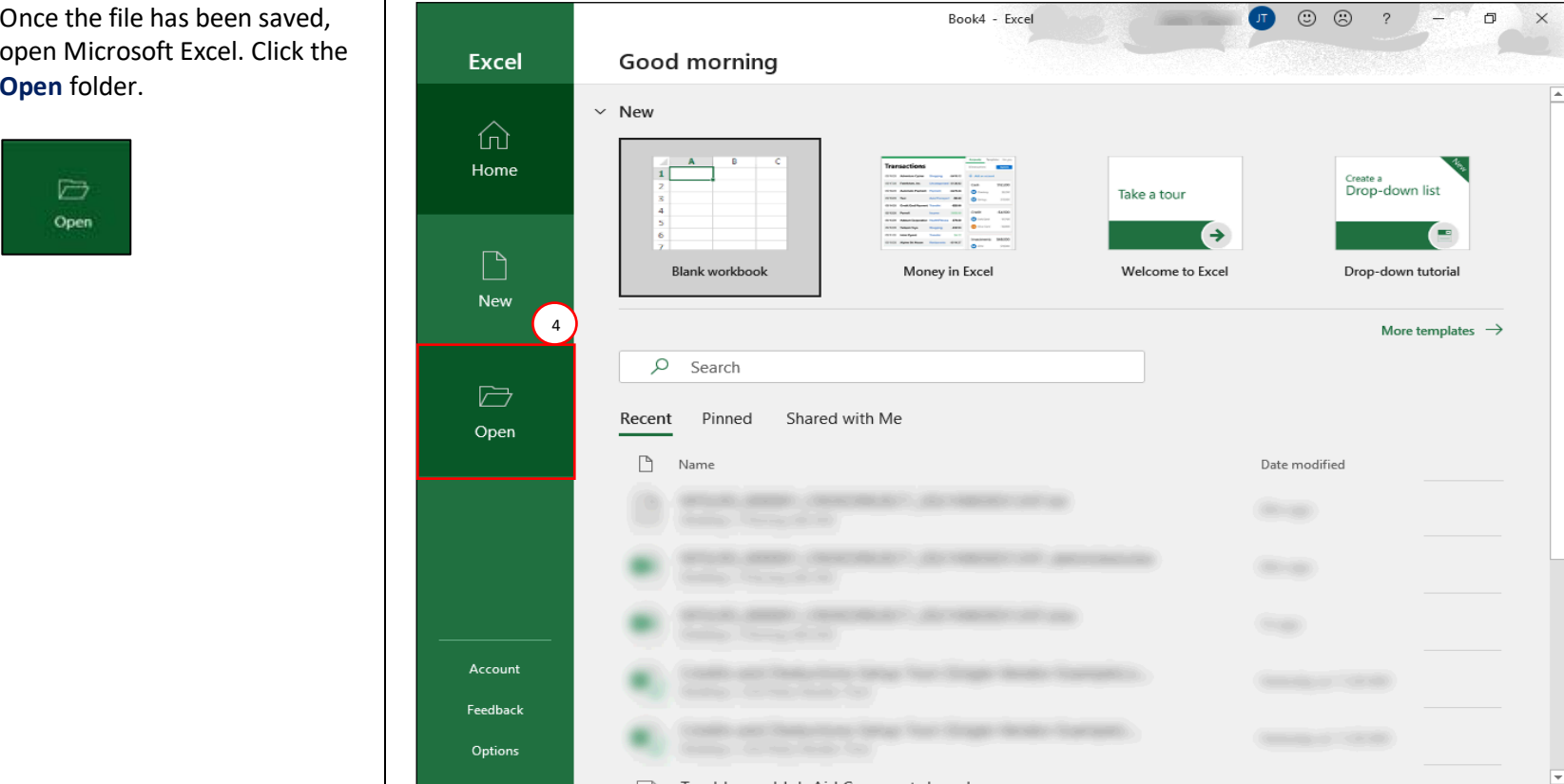
This job aid shows you (a participating organization) how to successfully parse a pipe-delimited .txt file using Microsoft Excel so you can easily interpret NYSLRS outbound files. Parsing refers to converting a .txt file back to the Excel format by removing the pipe characters (|) and breaking the information into columns.


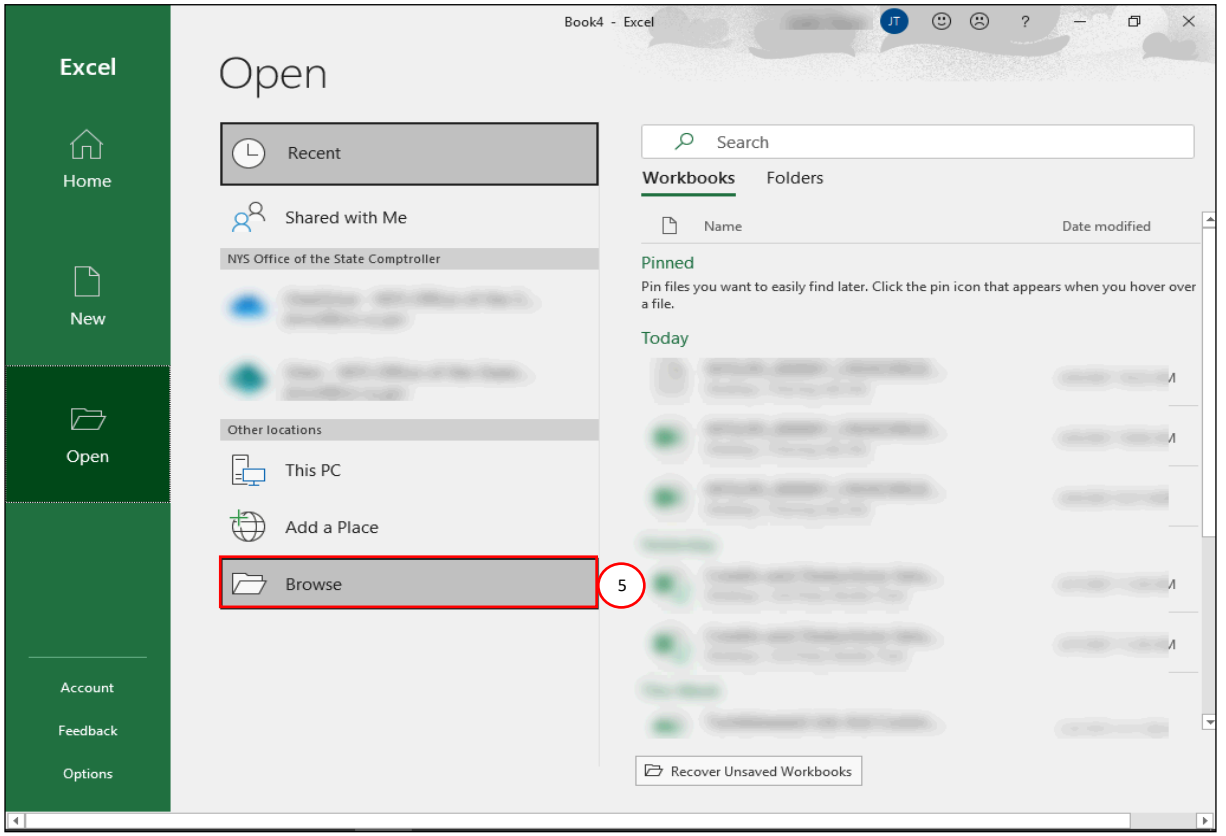
If you receive an outbound file, parsing could be useful in helping to identify critical information.

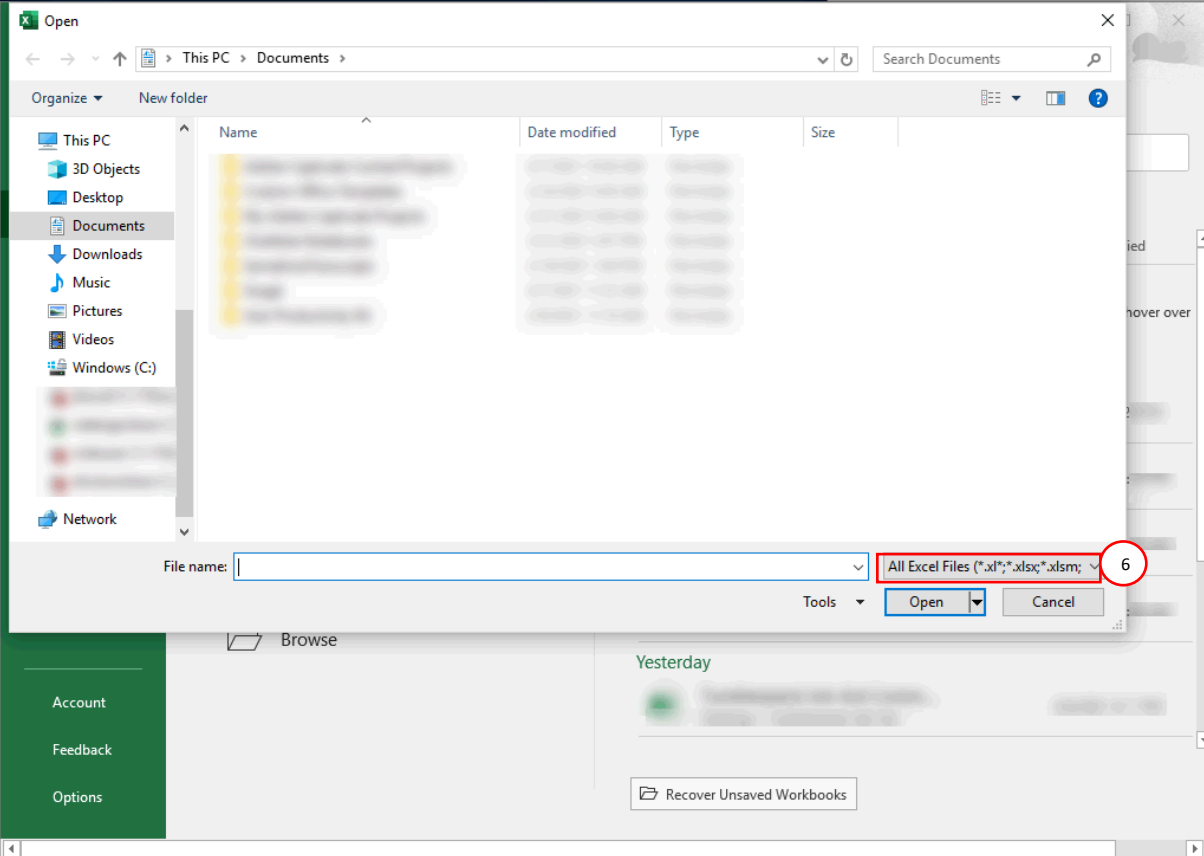
Step	Action	
1	<p>Log in to the OSC Secure File Transfer Services Interface and locate the outbound folder.</p> <p>Click on the Outbound folder.</p> 	

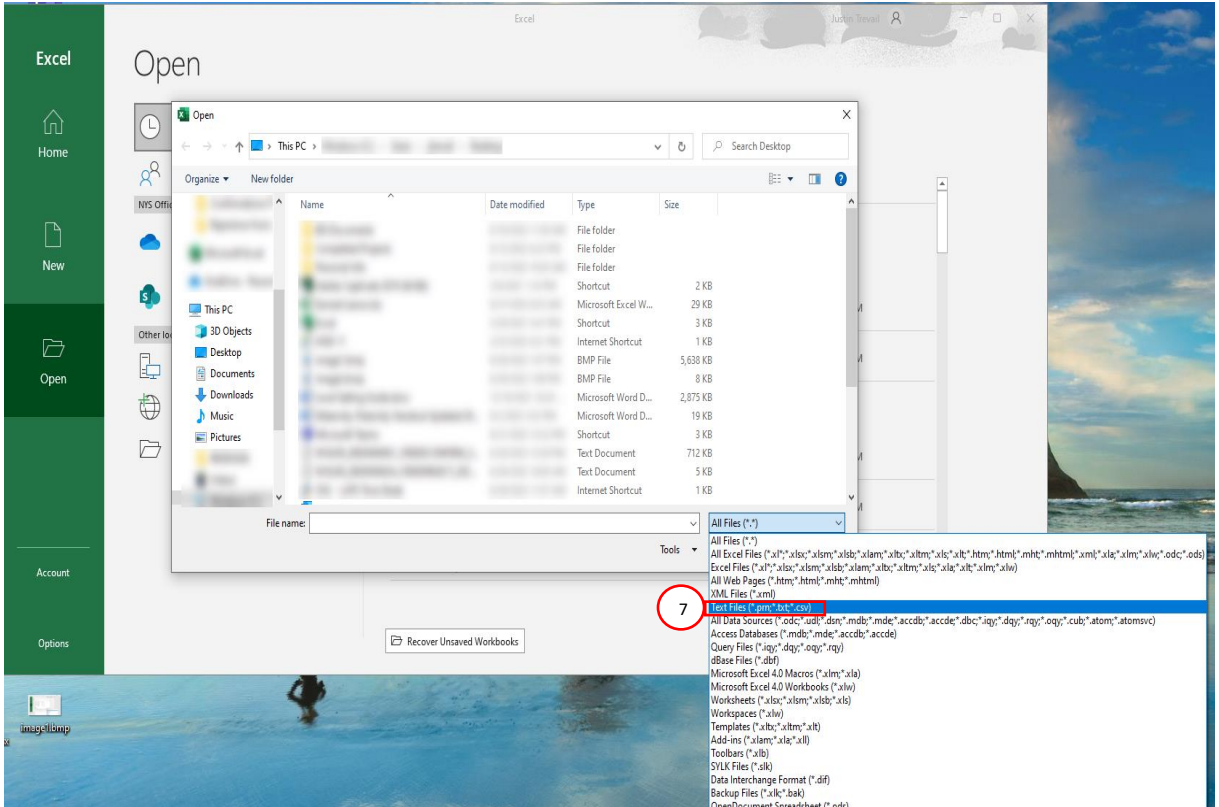
Step	Action												
<p>2</p>	<p>Any outbound files sent from NYSLRS to your organization will appear in your Outbound folder.</p> <p>Click on the Outbound folder.</p> <div data-bbox="312 537 491 597" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  outbound </div>  <p>The screenshot shows a web interface for the New York State Office of the State Comptroller. The left sidebar shows a tree view with 'Your Files' expanded to show 'inbound' and 'outbound' folders. The main content area displays a table of files:</p> <table border="1" data-bbox="940 391 1871 558"> <thead> <tr> <th>Name ↑</th> <th>Last modified</th> <th>Size</th> </tr> </thead> <tbody> <tr> <td>inbound</td> <td>3/22/2021, 10:26:48 AM</td> <td></td> </tr> <tr> <td>outbound</td> <td>3/19/2021, 9:44:29 AM</td> <td></td> </tr> <tr> <td></td> <td>3/25/2021, 3:02:04 PM</td> <td>192 bytes</td> </tr> </tbody> </table> <p>The 'outbound' folder name in the table is circled in red with a '2' next to it. At the bottom of the interface, there is an 'Uploads monitor' section and a status bar indicating 'Items: 3 192 bytes'.</p>	Name ↑	Last modified	Size	inbound	3/22/2021, 10:26:48 AM		outbound	3/19/2021, 9:44:29 AM			3/25/2021, 3:02:04 PM	192 bytes
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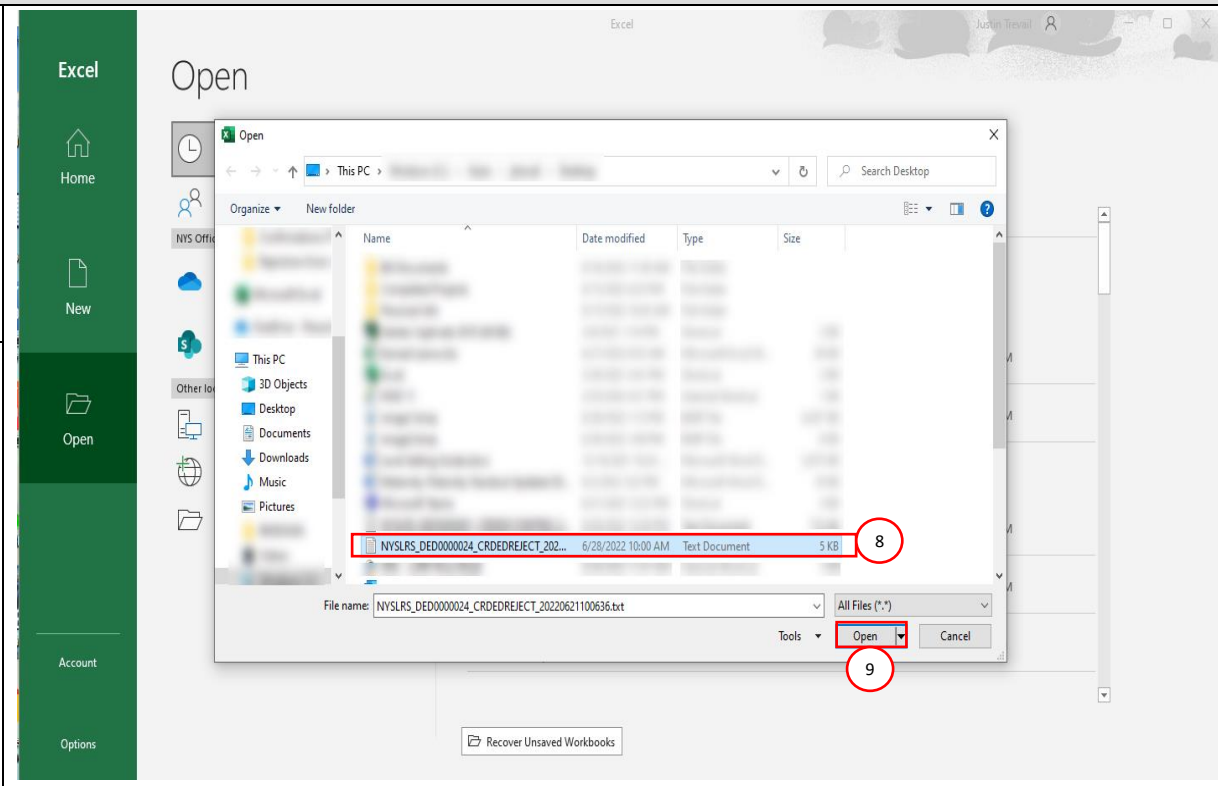
Step	Action
3	<p>Click on the .txt file and save the file to a folder on your computer.</p> <p>Note: Files are automatically deleted after 7 calendar days. It is strongly recommended that you save the file to a folder on your computer in a timely manner.</p>  <p>The screenshot shows a web browser window displaying the OneDrive interface for the New York State Office of the State Comptroller. The address bar shows the URL 'sfb-test.osc.state.ny.us/outbound/work'. The left sidebar shows a folder structure with 'Your Files', 'Inbound', 'outbound', and 'work'. The main area shows a table of files with columns for Name, Last modified, and Size. A single file is listed: 'NYSLRS_DED0000009_CRDEDREJECT_20220531040907.txt', which is circled in red. A red circle with the number '3' is placed next to the file name. The file's last modified date is '11/3/2022, 9:54:15 AM' and its size is '705 bytes'. An 'Uploads monitor' widget is visible at the bottom left of the interface.</p>

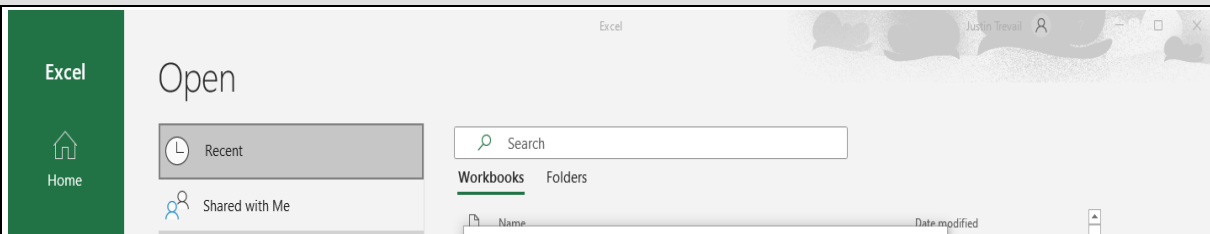
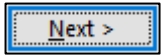
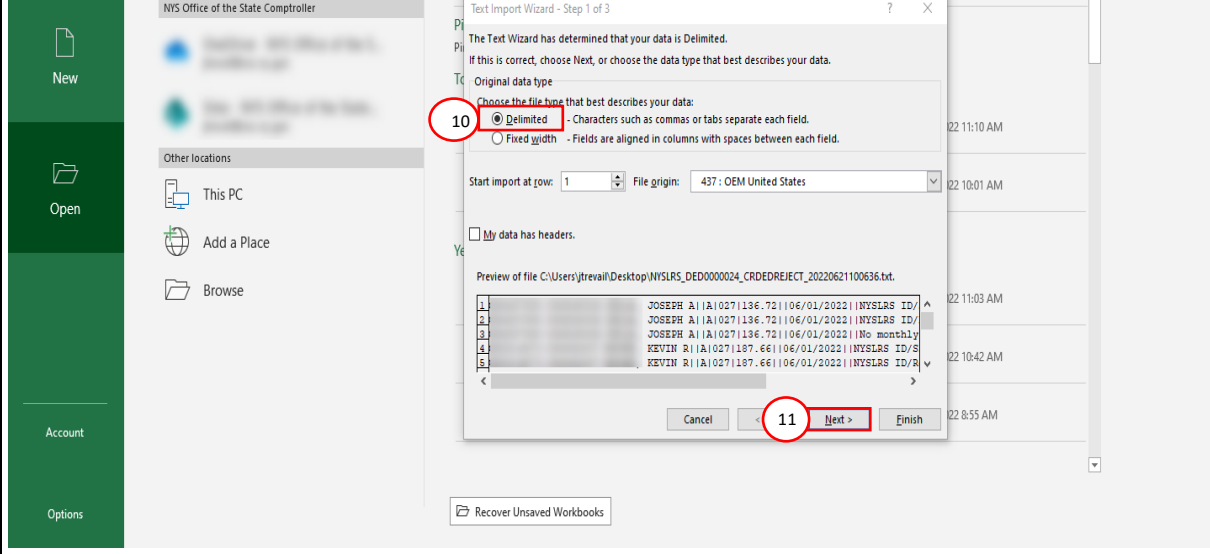
Step	Action
<p>4</p>	<p>Once the file has been saved, open Microsoft Excel. Click the Open folder.</p> 


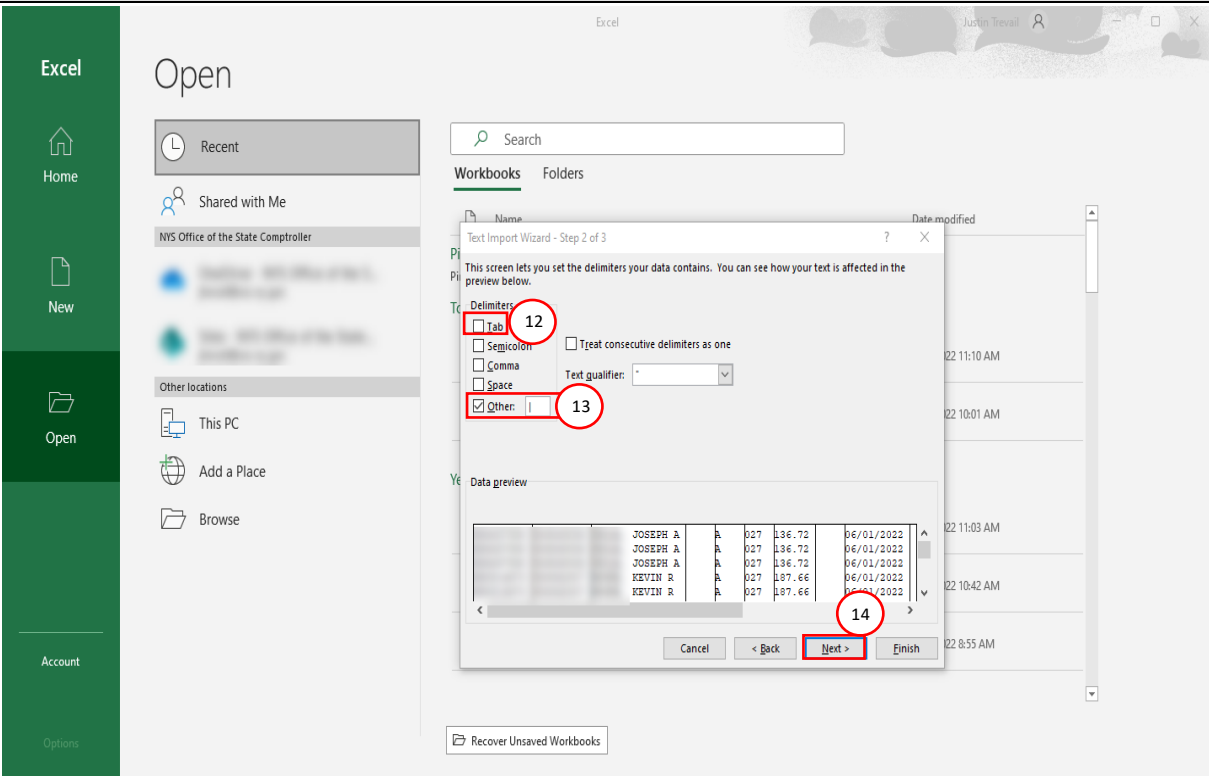
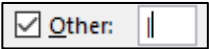
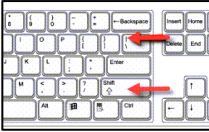
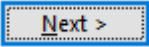
Step	Action
5	<p data-bbox="304 256 598 284">Click the Browse button.</p> <div data-bbox="304 321 661 376"></div> 

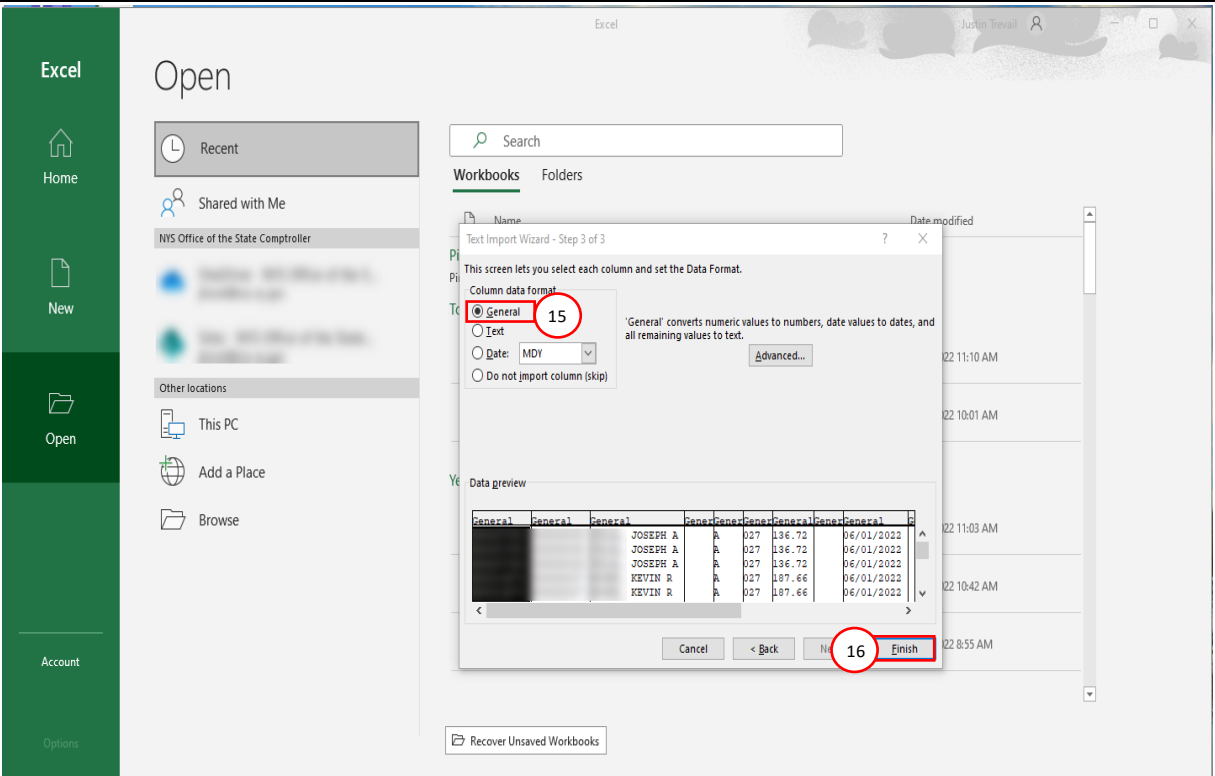
Step	Action
<p data-bbox="226 250 268 289">6</p>	<p data-bbox="310 250 655 354">A 'Select Destination Directory' pop-up will appear.</p> <p data-bbox="310 396 655 532">The file extension dropdown will default to all excel files. This must be changed to find .txt file extensions.</p> <p data-bbox="310 574 655 639">Click the arrow to activate the dropdown menu.</p> <div data-bbox="310 678 533 708" style="border: 1px solid black; padding: 2px; width: fit-content;"> All Excel Files (*.xl*;*xlsx*;*xlsm*;) </div> 

Step	Action
7	<p>Select Text Files from the dropdown menu.</p> <p>Text Files (*.prn;*.txt;*.csv)</p> 

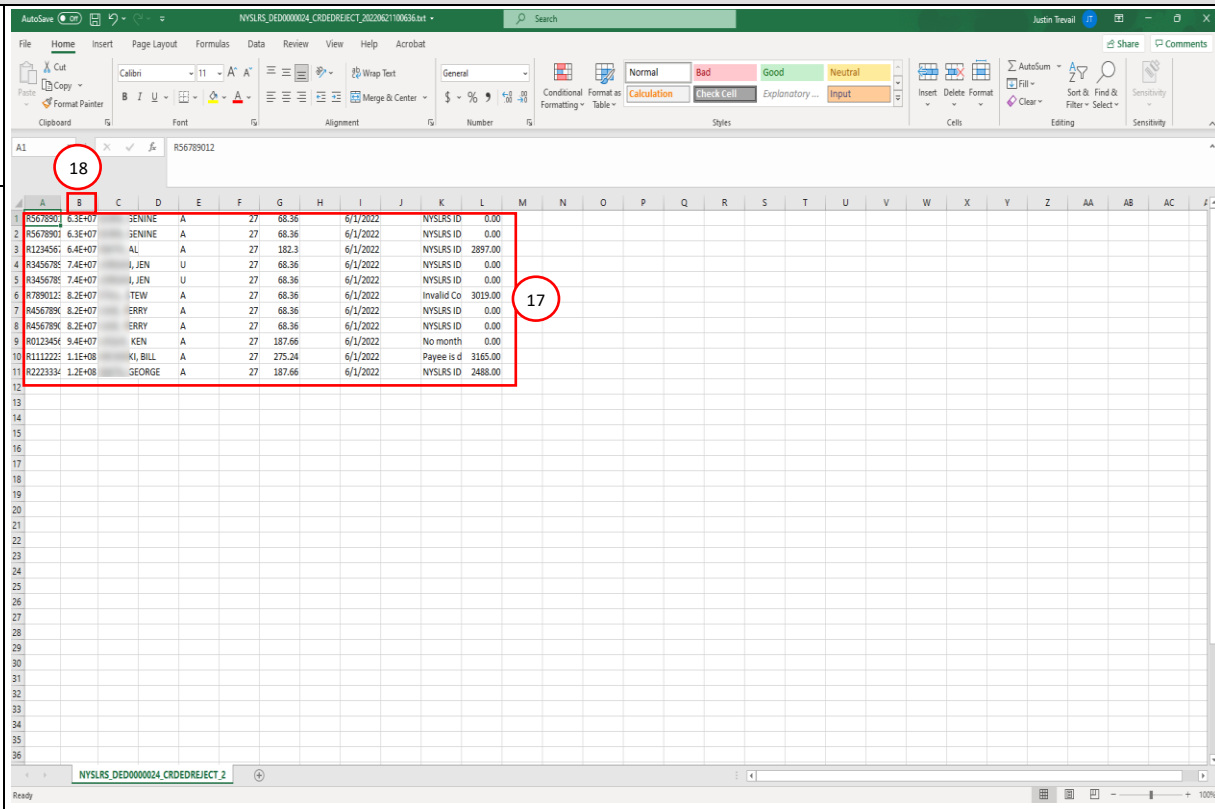
Step	Action	
8	<p>Locate the file you saved to your device.</p> <p>Note: For this job aid, we will be opening a Credits and Deductions Rejections file. This process will work for any NYSLRS outbound file.</p>	
9	<p>Click the Open button.</p> <div data-bbox="310 690 491 748" style="border: 1px solid blue; padding: 2px; display: inline-block;"> Open </div>	

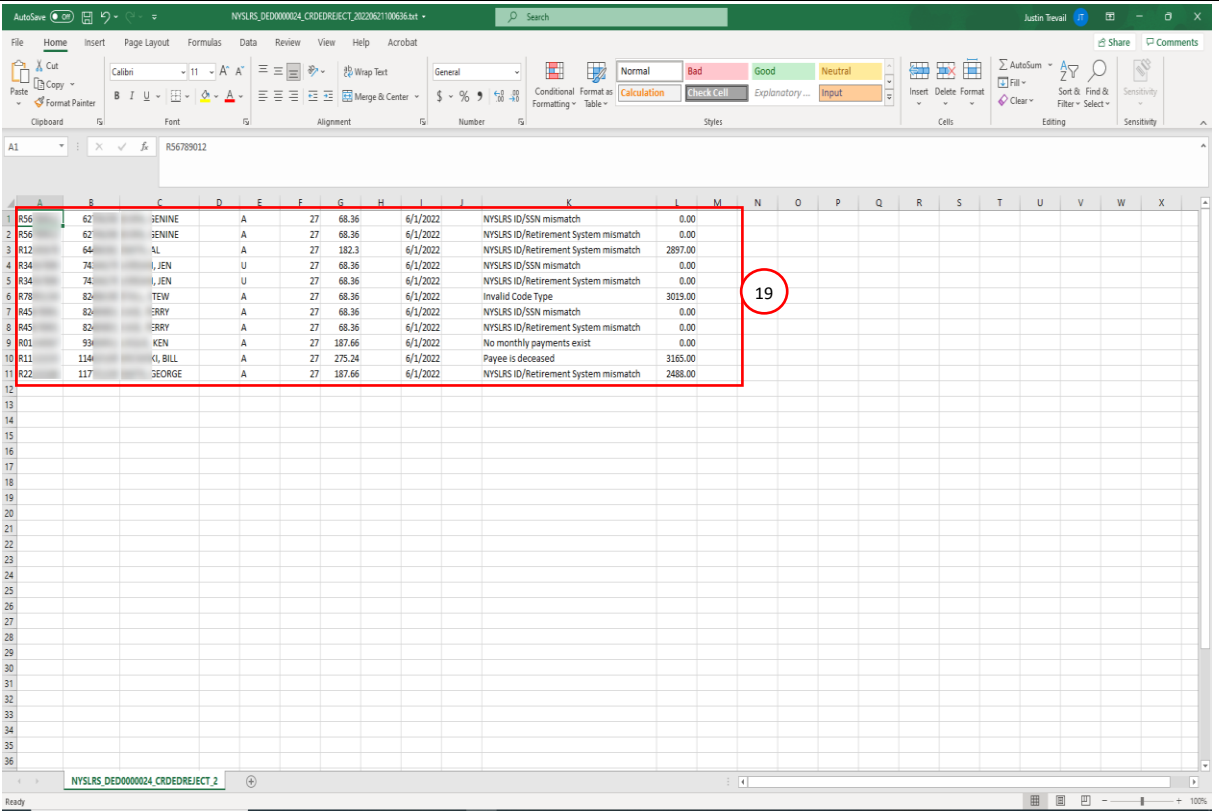
Step	Action	
10	<p>The 'Text Import Wizard Step 1 of 3' pop-up will appear.</p> <p>The <i>Original data type</i> radio button defaults to Delimited.</p>	
11	<p>Click on the Next button.</p> 	

Step	Action	
12	<p>The 'Text Import Wizard – Step 2 of 3' pop-up will appear.</p> <p>The <i>Delimiters</i> section defaults to Tab. Uncheck the Tab delimiter checkbox.</p> 	
13	<p>Select the Other: checkbox in the <i>Delimiters</i> section and enter the pipe character on your keyboard to tell Excel what to delimit.</p>  <p>Note: To enter the pipe character, press the shift button and the backslash key simultaneously.</p> 	
14	<p>Click on the Next button.</p> 	

Step	Action
15	<p>The 'Text Import Wizard – Step 3 of 3' pop-up will appear.</p> <p>The <i>Column data format</i> defaults to General.</p>
16	<p>Click on the Finish button.</p> 

Step	Action
17	Microsoft Excel will remove the pipe characters and spread the data out across columns.
18	In order to see all the information within each cell, expand the columns by clicking on the line between each column and dragging the line to the right.



Step	Action																																																																																																																								
<p>19</p> <p>After all columns have been expanded, you will be able to view and interpret the data.</p> <p>Note: Certain columns may require you to format prior to interpreting, such as the Social Security Number and Deduction Amount. For example, when parsing files, Excel will drop any zeros at the beginning of the Social Security Number. You may want to update the SSNs with the zeros prior to interpreting the data.</p> <p>For Rejection files, it may be necessary to use this information to identify errors prior to creating and submitting a corrected Credits and Deductions Setup File (.txt) file.</p> <p>You have successfully completed parsing a .txt file using Microsoft Excel.</p>	 <p>The screenshot shows an Excel spreadsheet with the following data:</p> <table border="1"> <thead> <tr> <th>Row</th> <th>Column 1</th> <th>Column 2</th> <th>Column 3</th> <th>Column 4</th> <th>Column 5</th> <th>Column 6</th> <th>Column 7</th> <th>Column 8</th> <th>Column 9</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>R56</td> <td>62</td> <td>JENINE</td> <td>A</td> <td>27</td> <td>68.36</td> <td>6/1/2022</td> <td>NYSLSRS ID/SSN mismatch</td> <td>0.00</td> </tr> <tr> <td>2</td> <td>R56</td> <td>62</td> <td>JENINE</td> <td>A</td> <td>27</td> <td>68.36</td> <td>6/1/2022</td> <td>NYSLSRS ID/Retirement System mismatch</td> <td>0.00</td> </tr> <tr> <td>3</td> <td>R12</td> <td>64</td> <td>AL</td> <td>A</td> <td>27</td> <td>182.3</td> <td>6/1/2022</td> <td>NYSLSRS ID/Retirement System mismatch</td> <td>2897.00</td> </tr> <tr> <td>4</td> <td>R34</td> <td>74</td> <td>I,JEN</td> <td>U</td> <td>27</td> <td>68.36</td> <td>6/1/2022</td> <td>NYSLSRS ID/SSN mismatch</td> <td>0.00</td> </tr> <tr> <td>5</td> <td>R34</td> <td>74</td> <td>I,JEN</td> <td>U</td> <td>27</td> <td>68.36</td> <td>6/1/2022</td> <td>NYSLSRS ID/Retirement System mismatch</td> <td>0.00</td> </tr> <tr> <td>6</td> <td>R78</td> <td>82</td> <td>TEW</td> <td>A</td> <td>27</td> <td>68.36</td> <td>6/1/2022</td> <td>Invalid Code Type</td> <td>3019.00</td> </tr> <tr> <td>7</td> <td>R45</td> <td>82</td> <td>BRY</td> <td>A</td> <td>27</td> <td>68.36</td> <td>6/1/2022</td> <td>NYSLSRS ID/SSN mismatch</td> <td>0.00</td> </tr> <tr> <td>8</td> <td>R45</td> <td>82</td> <td>BRY</td> <td>A</td> <td>27</td> <td>68.36</td> <td>6/1/2022</td> <td>NYSLSRS ID/Retirement System mismatch</td> <td>0.00</td> </tr> <tr> <td>9</td> <td>R01</td> <td>93</td> <td>KEN</td> <td>A</td> <td>27</td> <td>187.66</td> <td>6/1/2022</td> <td>No monthly payments exist</td> <td>0.00</td> </tr> <tr> <td>10</td> <td>R11</td> <td>114</td> <td>KL BILL</td> <td>A</td> <td>27</td> <td>275.24</td> <td>6/1/2022</td> <td>Payee is deceased</td> <td>3165.00</td> </tr> <tr> <td>11</td> <td>R22</td> <td>117</td> <td>GEORGE</td> <td>A</td> <td>27</td> <td>187.66</td> <td>6/1/2022</td> <td>NYSLSRS ID/Retirement System mismatch</td> <td>2488.00</td> </tr> </tbody> </table> <p>A red box highlights the rows from R56 to R22, and a circled '19' is placed over the 'Invalid Code Type' error in row 6.</p>	Row	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	1	R56	62	JENINE	A	27	68.36	6/1/2022	NYSLSRS ID/SSN mismatch	0.00	2	R56	62	JENINE	A	27	68.36	6/1/2022	NYSLSRS ID/Retirement System mismatch	0.00	3	R12	64	AL	A	27	182.3	6/1/2022	NYSLSRS ID/Retirement System mismatch	2897.00	4	R34	74	I,JEN	U	27	68.36	6/1/2022	NYSLSRS ID/SSN mismatch	0.00	5	R34	74	I,JEN	U	27	68.36	6/1/2022	NYSLSRS ID/Retirement System mismatch	0.00	6	R78	82	TEW	A	27	68.36	6/1/2022	Invalid Code Type	3019.00	7	R45	82	BRY	A	27	68.36	6/1/2022	NYSLSRS ID/SSN mismatch	0.00	8	R45	82	BRY	A	27	68.36	6/1/2022	NYSLSRS ID/Retirement System mismatch	0.00	9	R01	93	KEN	A	27	187.66	6/1/2022	No monthly payments exist	0.00	10	R11	114	KL BILL	A	27	275.24	6/1/2022	Payee is deceased	3165.00	11	R22	117	GEORGE	A	27	187.66	6/1/2022	NYSLSRS ID/Retirement System mismatch	2488.00
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