Thomas P. DiNapoli, State Comptroller



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

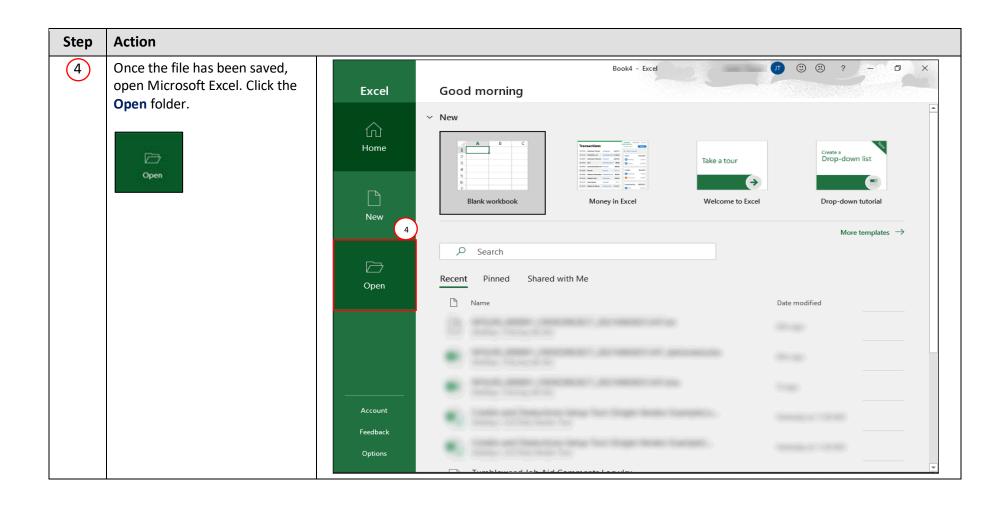
This job aid shows you (a participating organization) how to successfully parse a pipe-delimited .txt file using Microsoft Excel so you can easily interpret NYSLRS outbound files. Parsing refers to converting a .txt file back to the Excel format by removing the pipe characters () and breaking the information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

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

Step	Action			
1	Log in to the OSC Secure File Transfer Services Interface and locate the outbound folder.	Y New York State Office of the So: x +		● - ♂ × ☆ ● : JK Welcome to Test OSC SFT Services
	Click on the Outbound folder.	Tour Hes Inbound Countbound	Lupload	Last modiled Size 3/22/2021, 10-26-48 AM 3/19/2021, 9-44-29 AM
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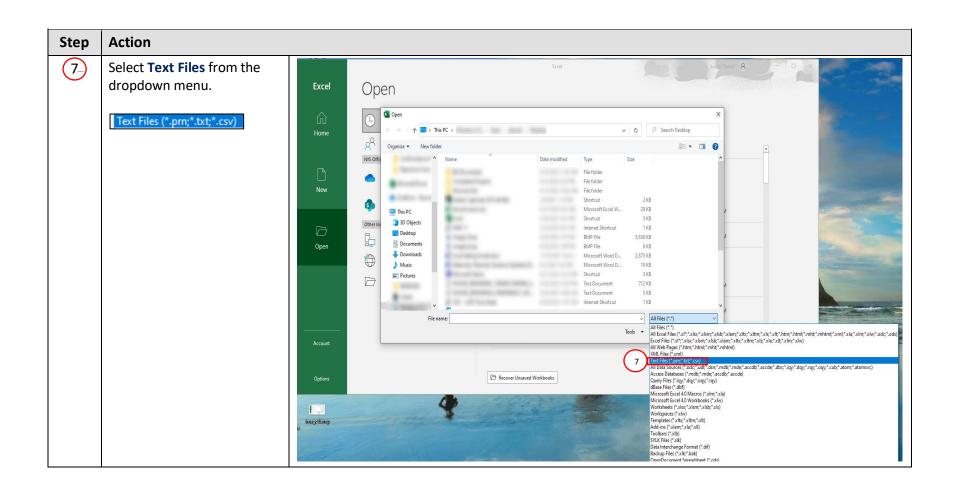
Step	Action				
2	Any outbound files sent from NYSLRS to your organization will appear in your Outbound folder.	Yhen Yook State Office of the Sin: X + ← → C ⊕ sth-testorcstatenyus New York State Office of the ←	State Comptroller Your Files Mailbox ① Upload 요 Stare Actions ~		
	Click on the Outbound folder.	C autound	Name 1 Inbound	Last modified 3/22/2021, 10:26:48 AM 3/19/2021, 9:44:29 AM 3/25/2021, 3:02:04 PM	Size 192 bytes
	C outbound				
		Uploads monitor			Items: 3 192 bytes

Step	Action			
Step 3	Action Click on the .txt file and save the file to a folder on your computer. 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.	New York State Office of the State X	Last modified 11/3/2022, 9:54:15 AM	v - O × vert v □ × ie v □ ■ i isometa less OSC SFT Services ocmtest_ersp v Verv Size 705 bytes
		Uploads monitor		items: 1 705 bytes



Step	Action			
(5)	Click the Browse button.		Во	vok4 - Excel
	Browse	Excel	Open	
		ŵ	(L) Recent	
		Home		Workbooks Folders
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		New	 Anticipa (Electrony) Anticipa (Electrony) 	a file.
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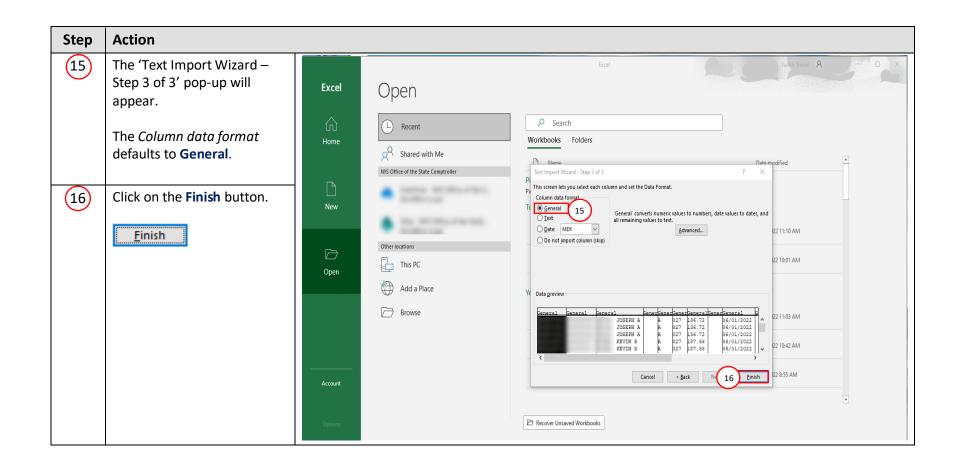
Step	Action				
6	A 'Select Destination Directory' pop-up will	Open ← → ✓ ↑		v ひ Search Documents	
	appear.	Organize 🔻 New folder			
	The file extension dropdown will default to all excel files. This must be changed to find .txt file extensions. Click the arrow to activate the dropdown menu.	This PC This PC This PC This PC This PC This PC Desktop Documents Documents Documents Documents Documents Nusic Pictures Videos Windows (C:) Name	Date modified Type	Size	ied
		File name: Account Feedback Options	Yesterday		x;*.xlsm; v 6 Cancel



Step	Action		
8	Locate the file you saved to your device. Note : For this job aid, we will	Excel Open X	
	be opening a Credits and Deductions Rejections file. This process will work for any NYSLRS outbound file.	Home A Drganize Vew folder NNS Office New New C Date modified C Date m	A
9	Click the Open button.	Image: Solution of the rise Image: Solution of	
		Account Options File name NYSLRS_DED0000024_CRDEDREJECT_20220621100536.txt All Files (*.*) General Concernation	-

Step	Action			
10	The 'Text Import Wizard Step 1 of 3' pop-up will appear.	Excel	Open	
	The <i>Original data type</i> radio button defaults to Delimited .	₩ Home	Recent Shared with Me	Search Workbooks Folders Date mpdified
11	Click on the Next button.	New	NYS Office of the State Comptroller	Text Import Wizard - Step 1 of 3 ? X Pi 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. If this is correct, choose Next, or choose the data type that best describes your data. Tc Original data type Image: Choose the difference the file type that best describes your data: Image: Choose the difference the file type that best describes your data: 10 Image: Description of the type that is commas or tabs separate each field. 22 11:10 AM
		Open	Other locations This PC Add a Place Browse	Start import at gow: 1 File grigin: 437 : OEM United States 22 10:01 AM
		Account		1 JOGESEH A I, IAIO271136.721 (06/01/2022) [INYELBS ID/ JOGESEH A I, IAIO271136.721 (06/01/2022) INYELBS ID/ A 22 10:42 AM 3 JOGESEH A I, IAIO271187.721 (06/01/2022) INYELBS ID/ S 22 10:42 AM 4 KZUTIR RI IAIO271187.661 (06/01/2022) INYELBS ID/ S 22 10:42 AM 5 KZUTIR RI IAIO271187.661 (06/01/2022) INYELBS ID/ S 22 10:42 AM 4 Cancel 11 1 Ment > Einish 22 8:55 AM
		Options		C Recover Unsaved Workbooks

Step	Action			
12	The 'Text Import Wizard – Step 2 of 3' pop-up will appear.	Excel	Open	
	The <i>Delimiters</i> section defaults to Tab . Uncheck the Tab delimiter checkbox.	G Home	Recent Recent Shared with Me NYS Office of the State Comptroller	Search Workbooks Folders Name Text Import Wizard - Step 2 of 3 Y
	<u>√</u> <u>I</u> ab	New	 Index MCHARMER, Andrease 	Pi Pi Pi preiew below. Tc Delimiters 12
13	Select the Other: checkbox in the <i>Delimiters</i> section and enter the pipe character on your keyboard to tell Excel what to delimit. Image: Other: Image: Other: Image: Other: Ima	Open Open Account Options	Other locations Image: Control of the second seco	Image: Seguricologic interstation 22 11:10 AM Comma Exet gualifier: Image: Space Image: Space Image: Space Image: Space Image: Space Image: Space Image: Space Image: Space Image: Space Image: Space Image: Space Image: Space Image: Space Image: Space Image: Space Image: Space Image: Space Image: Space Image: Space Image: Space Image: Space Image: Space Image: Space
14	Click on the Next button.			
	Next >			



Step	Action		
17	Microsoft Excel will remove the pipe characters and	File Home Insert Page Layout Formulas Data Review View Help Acrobat	in Trevail II
	spread the data out across columns.		Z Sort & Find & Filter ~ Select ~ Editing Sensitivity ~
18	In order to see all the	A B C D E F G H J K L M O P Q R S T U W X Y Z 555880 64:407 35NNE A 27 68:36 64/1/2022 NYSIASTD 0.00 0	Z AA AB AC F
	information within each cell, expand the columns by	2 S567850 6.38+07 3ENINE A 27 68.36 6/1/2022 NYSUR5 ID 0.00 3 R12455 6.8-1407 A,L A 27 182.3 6/1/2022 NYSUR5 ID 0.00 4 R345678 7.4-407 J,EN U 27 68.36 6/1/2022 NYSUR5 ID 0.00 5 R345678 7.4-407 J,EN U 27 68.36 6/1/2022 NYSUR5 ID 0.00	
	clicking on the line between	6 R7800212 82.8407 TEW A 27 68.36 6/1/2022 Invalid Co 3013.00 17 7 7645785 8.24407 ERRY A 27 68.36 6/1/2022 NYSIS510 0.00 8 #456785 A.24407 ERRY A 27 68.36 6/1/2022 NYSIA510 0.00 9 #012345 34.6407 KEN A 27 187.66 6/1/2022 NYSIA510 0.00 9 #012345 34.6407 KEN A 27 187.66 6/1/2022 NYSIA510 0.00	
	each column and dragging the line to the right.	11 222333 126408 SEORGE A 27 187.66 6/1/2022 NYSURS ID 2488.00 12 13 14	
		15 16 17 18 19 19 10 10 10 10 10 10 10 10 10 10	
		19	
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		38 39 39 30 31 32	
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		NYSLRS_DED000024_CRDEDREJECT_2 ⊕ : <	• • • • • • • • • • • • • • • • • • •

Step	Action	
(19)	After all columns have been expanded, you will be able to view and interpret the data.	AutoSee Image: Solution of the s
	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.	A1 * X <thx< th=""> <thx< th=""> <thx< th=""></thx<></thx<></thx<>
	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. You have successfully completed parsing a .txt file using Microsoft Excel.	10 <