How to import your text file into excel

Save your report in Simfini/Akkoord as a text file



Open excel

Click on the data tab and then click on the button "From Text"

Select the text file and click on import

| × | Import Text File | 2 | | × | |
|-----------------------|---|--|---------------------------|-------|--------------------|
| 🔄 🌛 👻 🕆 📜 « Local | Disk (C:) → SOFTFARM → SimFini → 7.0d → [| DATA028 ~ | C Search DATA028 | Q | |
| Organize 👻 New folder | | | #= • 🔲 | 0 | |
| ^ | Name | Date modified | Type Size | | |
| Computer | bateregister.txt | 27\11\13 11:29 AM | Text Document | 25 KB | |
| AdminC61 (\\SOF | | | | | |
| Marie (admin1) | | | | | If the filetype is |
| ADMIN1 | | | | | should select |
| HERCULES-PC | | | All Files (* *) | | All Files here. |
| RNP009D7D | | | All Files (*.*) | · · · | |
| ~ < | | | Text Files (*.prn;*.txt;* | .csv) | |
| File name: | : bateregister.txt | `````````````````````````````````````` | · | _ | |
| | | Tools | Import Cancel | | |

Make sure that everything is the same as the picture below (step 1)

| Text Import Wizard - Step 1 of 3 | ? × |
|--|---------------------|
| The Text Wizard has determined that your data is Fixed Width. | |
| If this is correct, choose Next, or choose the data type that best describes your data. | |
| Choose the file type that best describes your data: | |
| <u>Delimited</u> - 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: 1 🗣 File grigin: Windows (ANSI) | ~ |
| ✓ My data has headers. | |
| Preview of file C:\SOFTFARM\SimFini\7.0d\DATA028\bateregister.txt. | |
| 1 Belastin 2 muller 3 soos op.: 28\02\13 4 Kortearnum Beleggings | waardes Bateregis ^ |
| S Bate beskrywing Hvl Boekwai 6 D10 VKB BELEGGING L1032734 0 102 | rde 52.00 ✓ |
| < compared with the second sec | > |
| Cancel < Back New | > <u>F</u> inish |

If the settings are the same – click on next

| Text Import W | /izard - Step 2 | of 3 | ? | × |
|---|-----------------|--|------------|---|
| 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 | 50 | 60 70 | 80 | L |
| muller soos op.: 28\02\13 Korttermyn Beleggings Bate beskrywing D10 VKB BELEGGING L1032734 | Hvl | Belastingwaardes Boekwaarde 0 102,552.00 | Bateregist | |
| < | | | 3 | > |
| Cancel | < <u>B</u> ack | Next > | Einisl | h |

Now you will have a screen indicating where the columns are (you are able to insert, change and delete the columns) Also called the break line. Here is an example. (step2)

| | | Text Imp | oort Wizard - Ste | ep 2 of 3 | ? | × |
|------------------------|---|--|---|-----------------------------------|-----------------------------------|-----------|
| This scre Lines wit | en lets you set field h arrows signify a co | widths (column breaks). Iumn break. | | | | |
| To C To D To N | REATE a break line, c ELETE a break line, c 10VE a break line, cl | click at the desired positior double click on the line. ick and drag it. | . | | | |
| Data gr | review | 0 <u>70</u> | şo <u>ş</u> o, | 100 110 | 120 | <u> </u> |
| | 22\03\11 24\05\11 06\12\01 19\04\11 | 75,398.62 1,095,711.52 4,100.00 3,200.00 | 60,318.89 876,569.19 4,100.00 2,560.00 | 22,619.58 328,713.44 960.00 | 15,079.73 219,142.33 640.00 | - |
| < | | | Cancel < | E Back | ext > Eir | > nish |

| | Text Imp | port Wizard - Ste | ep 2 of 3 | ? | × |
|--|--|---|--|--|-----------------|
| is screen lets you set field | widths (column breaks). | | | | |
| les with arrows signify a ci | olumn break. | | | | |
| To CREATE a break line, | click at the desired position | n. | | | |
| To DELETE a break line, | double click on the line. | | | | |
| To MOVE a break line, c | lick and drag it. | | | | |
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| | | | | | |
| Data <u>p</u> review | | | | | |
| Data preview 50 (| şo <u>7</u> 0 | 80 90 | 100 110 | 120 | |
| ata preview 50 | şo | 80 90 | 100 | 120 | |
| Data <u>p</u> review | 50 70 | <u>80</u> | 100 110 | 120 | ^ |
| 22\03\11 | 50 70 75,398.62 | 80 90 60,318.89 | 100 110 22, 619.58 | 120 |]^ |
| 22\03\11 24\05\11 06\12\01 | 50 70 75,398.62 1,095,711.52 4,100.00 | 80 90 60,318.89 876,569.19 4,100.00 | 100 110 22,619.58 328,713.44 | 120 15,079.73 219,142.33 | ^ |
| 22\03\11 24\05\11 06\12\01 19\04\11 | 50 70 75,398.62 1,095,711.52 4,100.00 3,200.00 | <pre>80 90 60,318.89 876,569.19 4,100.00 2,560.00</pre> | 100 110 22,619.58 328,713.44 960.00 | 120 15,079.73 219,142.33 640.00 | ^^^ |
| 22\03\11 24\05\11 06\12\01 19\04\11 | 0 70 75,398.62 1,095,711.52 4,100.00 3,200.00 | 80 90 60,318.89 876,569.19 4,100.00 2,560.00 | 100 110 22,619.58 328,713.44 960.00 | 120 15,079.73 219,142.33 640.00 | ^ ~ ~ |
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| Data greview 50 22\03\11 24\05\11 06\12\01 19\04\11 | 50 70 75,398.62 1,095,711.52 4,100.00 3,200.00 | <pre>80 90 60,318.89 876,569.19 4,100.00 2,560.00</pre> | 100 110 22,619.58 328,713.44 960.00 | 120 15,079.73 219,142.33 640.00 | |

When you are finished click on next

| | Text Import \ | Nizard - Step | 3 of 3 | ? × |
|--|--|--|---|--|
| This screen lets you select each column Column data format © <u>G</u> eneral] Iext Date: DMY Do not import column (skip) Data preview | and set the Data Form 'General' converts n values to text. | at. umeric values to nur | nbers, date values to dates, Advanced | and all remaining |
| General muller soos op.: 28\02\13 D480 APPELSORTEERMA D520 ARTA AARTAPPEL D656 AWEGAAR NR1 D657 AWEGAAR NR2 | g Sjien Masjien | eneral 22\03\11 24\05\11 06\12\01 19\04\11 | GenerGeneral 75,398.62 1,095,711.52 4,100.00 3,200.00 | General ^ 60,318.8 876,569.1 4,100. 2,560. ~ |
| | Cancel | < <u>B</u> ac | k Next > | Einish |

Click on finish (step 3)

| Import Data 🛛 ? 🗙 |
|---|
| Select how you want to view this data in your workbook. |
| Table |
| 📝 💮 PivotTable Report |
| PivotChart |
| Only Create Connection |
| Where do you want to put the data? |
| Existing worksheet: |
| =\$G\$3 |
| O New worksheet |
| Add this data to the Data Model |
| Properties OK Cancel |

Click now on ok

Your information should now be correct in your excel file, if not, start again and make sure of all the break lines in step 2.