

## TEAMS: Excel – Text to Columns

This example will demonstrate how to use the Text-to-Columns feature in Excel.

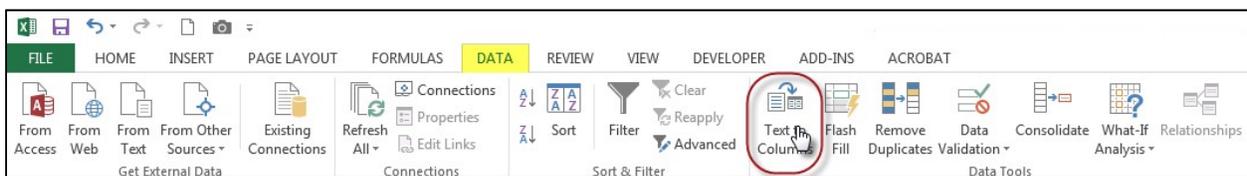
First we obtain the data that will be used in the example. In this case, the Account Code will be separated so that each element is in its own column. Use **My Accounts** to look up the campus/department budget, right click, then choose **Save as Excel...**

Results				
Configure columns   Sort   Clear Sorted by: (default)				
Account Number	Owner	Year	Account Name	Adopted Budget
199.11.6112.0000.044.11.144.0000	CMS	2017	Substitute Teacher Wages	12,000.00
199.11.6121.0000.044.11.144.0000	CMS	2017	Support Personnel Extra Duty Pay	100.00
199.11.6122.0000.044.11.144.0000	CMS	2017	Substitutes - Support Personnel	100.00
199.11.6141.0000.044.11.144.0000	CMS	2017	Social Security/Medicare	100.00
199.11.6143.0000.044.11.144.0000	CMS	2017	Workers' Compensation	100.00
199.11.6146.0000.044.11.144.0000	CMS	2017	Teacher Retirement/TRS Care	100.00
199.11.6299.0000.044.11.144.0000	CMS	2017	Miscellaneous Contracted Services	100.00
199.11.6299.0023.044.11.144.0000	CMS	2017	Miscellaneous Contracted Services	10.00
Totals				124,000.00

Once the data has been extracted, click on the **Account Number** column to select it.

A1 Account Number							
A	B	C	D	E	F	G	
Account Number	Owner	Year	Account Name	Adopted Budget	Budget Changes	Amended Budget	
199.11.6112.0000.044.11.144.0000	CMS	2017	Substitute Teach	12,000.00		12,000.00	
199.11.6121.0000.044.11.144.0000	CMS	2017	Support Personn	100.00		100.00	
199.11.6122.0000.044.11.144.0000	CMS	2017	Substitutes - Su	100.00		100.00	
199.11.6141.0000.044.11.144.0000	CMS	2017	Social Security/I	100.00		100.00	
199.11.6143.0000.044.11.144.0000	CMS	2017	Workers' Compe	100.00		100.00	
199.11.6146.0000.044.11.144.0000	CMS	2017	Teacher Retirem	100.00		100.00	
199.11.6299.0000.044.11.144.0000	CMS	2017	Miscellaneous C	100.00		100.00	

With this column selected, navigate to the **Data** ribbon, and select the **Text to Columns** icon.

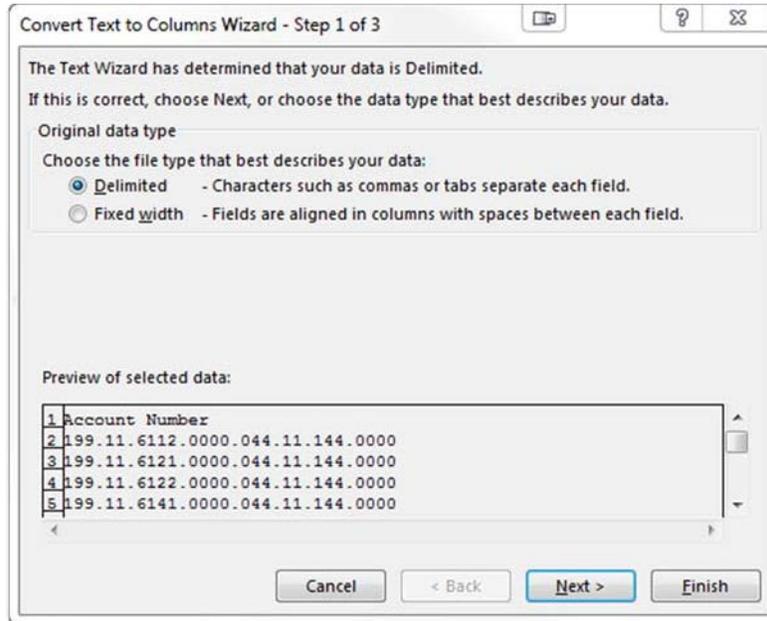


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The Text to Columns wizard will open, giving the choice on how to split the data set:

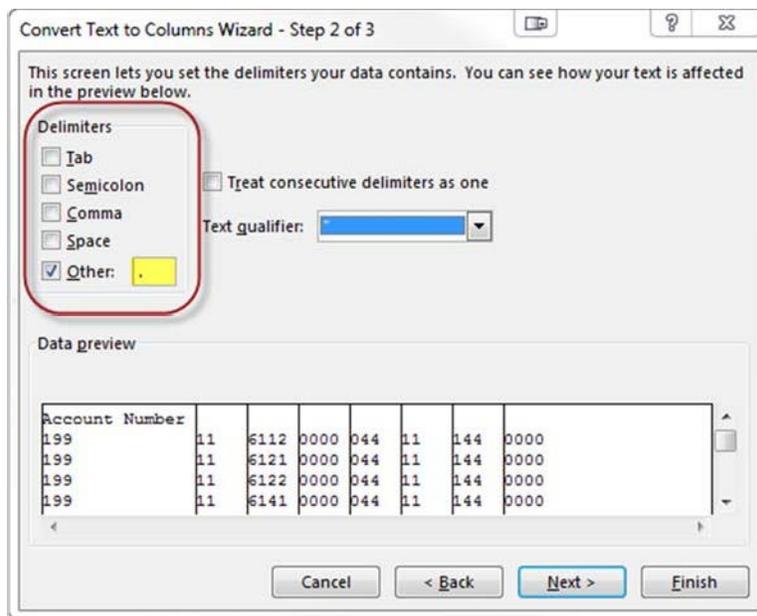
**Delimited** uses a character to identify breaks (such as the period between account elements)

**Fixed Width** splits data by specific character counts, determined by the user



This example will use **Delimited**. Select **Next**.

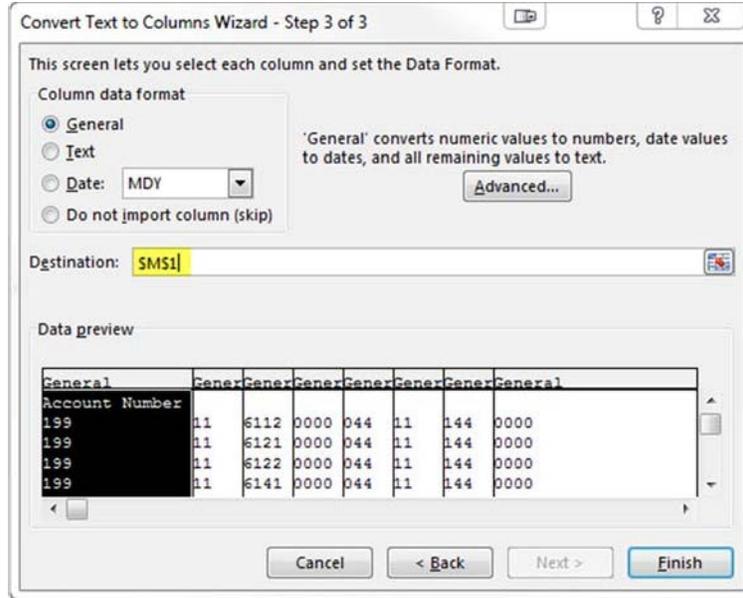
Select **Other** as the delimiter, and enter a period to identify the character to use. Select **Next**.



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The next step of the wizard asks to identify column formatting and a destination for the split data to be placed. Typically the format will remain **General**.

The initial destination will default to the cell in which the data currently resides. If the process continued with this destination, the information in columns A-H would be overwritten by the account code elements. For this example, we will choose a destination cell in a column to the right of the data: **\$M\$1**. Select **Finish**.



The account elements have now split into their own column. The data will now be easier to sort or subtotal for your own purposes. Since the General formatting was selected, there may need to be some custom formatting performed on columns where the account code element begins with the character '0'.

M	N	O	P	Q	R	S	T
Account Number							
199	11	6112	0	44	11	144	0
199	11	6121	0	44	11	144	0
199	11	6122	0	44	11	144	0
199	11	6141	0	44	11	144	0
199	11	6143	0	44	11	144	0
199	11	6146	0	44	11	144	0
199	11	6299	0	44	11	144	0
199	11	6299	23	44	11	144	0
199	11	6299	24	44	11	144	0
199	11	6299	25	44	11	144	0