Appendix 4: Import a Schedule FED Text File Into Excel



Locality Representatives:

Receive the Schedule FED text file via EESMC. Import the data into Excel by doing the following:

- 1. Initiate Excel.
- 2. Click on the folder icon.
- 3. Change 'files of type' to select "all files".
- 4. Click on desired file path.
- 5. Double-click on the desired file name to open the file.

Open	? ×
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Documents	
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Messages	Advanced
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Find files that match these search criteria:	
File name: Text or property:	<u> </u>
Files of type: All Files (* *) Last modified: any time	Ne <u>w</u> Search
2 file(s) found.	

The Text Wizard opens.

Text Import Wizard - Step 1 of 3	<u>? ×</u>
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.	
Original data type Chaosa the file type that hest describes your data:	
Chouse the tile type that best destribes your data:	
 Delimited Characters such as commas or tabs separate each rield. Characters such as commas with spaces between each field. 	
C Fixed width - Fields are aligned in coldnins with spaces between each field.	
Start import at <u>r</u> ow: 1 🚔 File <u>o</u> rigin: Windows (ANSI)	•
Preview of file C:\Schedule FED information\test 2- eesm.txt.	
1 422808673,,PECK,JOE,155.00,0,11510,51013,08/08/2005,2001 2 224852421,212060625,TUTUNCU,EKREM,TUTUNCU,OMUR,2001 N ADAMS ST	
3 934718697,953719366,LANDIVAR,ROSA,CUELLAR-VACA,PATRICIO,843 S (51
5 127567379,411067918,DELEON, MANUEL, DELEON, ELEANOR, 1957 VALLEYWOO	
Cancel < Back Next > <u>Fi</u> nis	h

- 6. Click the radio button for "Delimited" to choose the data type.
- 7. Click "Next".

Text Import W	'izard - Step	2 of 3					? ×		
This screen let how your text	s you set the c is affected in t	lelimiters you he preview b	r data con elow.	tains. You can see					
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- 8. Click on "Comma" as the delimiter that separates your fields.
- 9. Make sure that no other delimiter boxes are selected.
- 10. Click on the "Finish" button.

11. Data will be brought into Excel in a column data format.

12.	Save the newly	created	file to the	location	of you	r choice.
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3	934718697	953719366	LANDIVAR	ROSA	CUELLAR	PATRICIO	843 S GF	REENBRIER	ARLINGTO	VA	222046301		8000	0
4	228857116	231991030	KHAN	AMIR	Mushtaq	Alvina	5550 COI	APT 402	ARLINGTO	VA	222043156		1042	0
5	127567379	411067918	DELEON	MANUEL	DELEON	ELEANOF	1957 VAL	LEYWOOD	MCLEAN	VA	221014931		3356	0
6	199464475	489861924	RUFFING	FRANK	RUFFING	SHERYL	4935 LITT	'LE FALLS	FARLINGTO	VA	222072831		0	0
7	224190885	550926358	ROCH	THIERRY	RAEBEL	SHEILA	4900 17T	H N ST	ARLINGTO	VA	222072081		0	0
8	228937825		LANDAVE	MARVIN			5105 12T	H S ST	ARLINGTO	VA	222043303			
9	490588799		BARNETT	VICTIORIA	(704 N FL	ORIDA ST	ARLINGTO	VA	222051106		47502	684
10	577313441		GARCIA	JOSE			1034 S F	RAPT 83	ARLINGTO	VA	222043245		35868	0
11	229650706		COONEY	JOHN	64643	0	3121	51013	8/8/2005	2001				
12	224219234		AHMED	HEYFA	21822	0	2441	51013	8/8/2005	2001				~
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14	205543140		PORTO	LISA			24 S MAI	VCHESTER	ARLINGTO	VA	222041075	С	28269	1.2
15	579211998		ELTAHER	MOHAME	D		4814 2NE	N RD	ARLINGTO	VA	222032631	С	15105	ALM.
16	498704132		MCGUIRE	JOSEPH			2250 CLA	FAPT 214	ARLINGTO	VA	222013333		0	J
17	436828117		NICHOLS	JEANMAR	8IE		3242 S S	TAFFORD S	ARLINGTO	VA	222062013	С	170115	3000
18	225701679		MERROW	ANDREW	ΤP		3117 N N	OTTINGHAI	ARLINGTO	VA	222071363	С	2000	0
19	240141757		POTTS	RAMSAY			2818 N 2	7TH ST	ARLINGTO	VA	222074921	С	25000	0
20	578563455	207368873	KRISTOF	EMORY	KRISTOF	DIANA	3912 N V	/AKEFIELD	ARLINGTO	VA	222072940	С	126891	0
21	89720058		DIXON	DESYREE			PO BOX	3452	ARLINGTO	VA	222030452	С	5400	0
22	256499126		LANGE	PARKER			1307 N L	YNNBROOF	ARLINGTO	VA	222014918		62572	0
23	225976802		ROCHA-R	RUBEN			940 S W/	APT 119	ARLINGTO	VA	222043025		27080	603
24	456553433		KRAUSE	ALEXAND	ER		708 S VE	ITCH ST	ARLINGTO	VA	222042123		29994	0
25	203549474		BROWN	JULIETTE			3085 S J/	ACKSON S	TARLINGTO	VA	222040000		209479	1280
26	403705991		DUGGER	DONNA			2111 JEF	FAPT 409	ARLINGTO	VA	222023137		743	0
27	462758270		ROE	DENISE			1600 N O	AAPT 1203	BARLINGTO	VA	222092756		35000	0
28	226552787		BENNETT	LAUREN			11942 G0	DODWOOD	FAIRFAX	VA	220305710		2500	0
29	518922399		MAAS	RONALD			2661 S V	/APT D	ARLINGTO	VA	222061243		39200	0
30	223437663		RABB	MICHAEL			2301 25T	HAPT 206	ARLINGTO	VA	222062896		1700	0
31	561735771		MACK	BENJAMI	V		1953 WA	VE PL	SAN JOSE	CA	951331127		32476	0
32	226961162		CIFUENTE	MARGAR	TA		5412 8TH	S RD	ARLINGTO	VA	222042620		0	0

Column Descriptions for Data Imported into Excel

Once data has been imported in to Excel use the following descriptions to identity information in the applicable columns:

- Column A Primary Social Security Number
- Column B Secondary (Spouse) Social Security Number
- Column C Customer last name indicated on the return
- Column D Customer first name indicated on the return
- Column E Spouse last name indicated on the return
- Column F Spouse first name indicated on the return
- Column G Address (Address Line 1, Address Line 2, City, State, ZIP)
- Column H Schedule Name
- Column I Gross Receipts or Sales
- Column J Depreciation and Section 179 Expense Deduction
- Column K Business Activity Code (NAICS Code)
- Column L Business Locality Code (FIPS Code)
- Column M Car and Truck Expenses
- Column N Inventory at the end of the year
- Column O Number of miles you used your vehicle for: Business (Line 7)
- Column P Number of miles you used your vehicle for: Commuting (Line 8)
- Column Q Number of miles you used your vehicle for: Other (Line 9)

NOTE: Schedule 2106 and 2106-EZ information in the next 5 fields

Column R – Number of miles you used your vehicle for: Business (Line10)

Column S – Number of miles you used your vehicle for: Commuting (Line11)

Column T – Number of miles you used your vehicle for: Other (Line 12)

Column U – Percent of business use of vehicle: Vehicle 1

Column V – Percent of business use of vehicle: Vehicle 2

NOTE: Schedule 4562 information follows on the next 7 fields

Column W – Property used more than 50% in a qualified business use: Type of property

Column X – Date placed in service (MM/DD/YYYY)

Column Y – Business/Investment use percentage

Column Z – Cost or other basis

Column AA – Depreciation deduction

Column AB – Elected Section 179 cost

Column AC – Business Locality Code

Column AD – System date (M/DD/YYYY)

Column AE – Filing Year