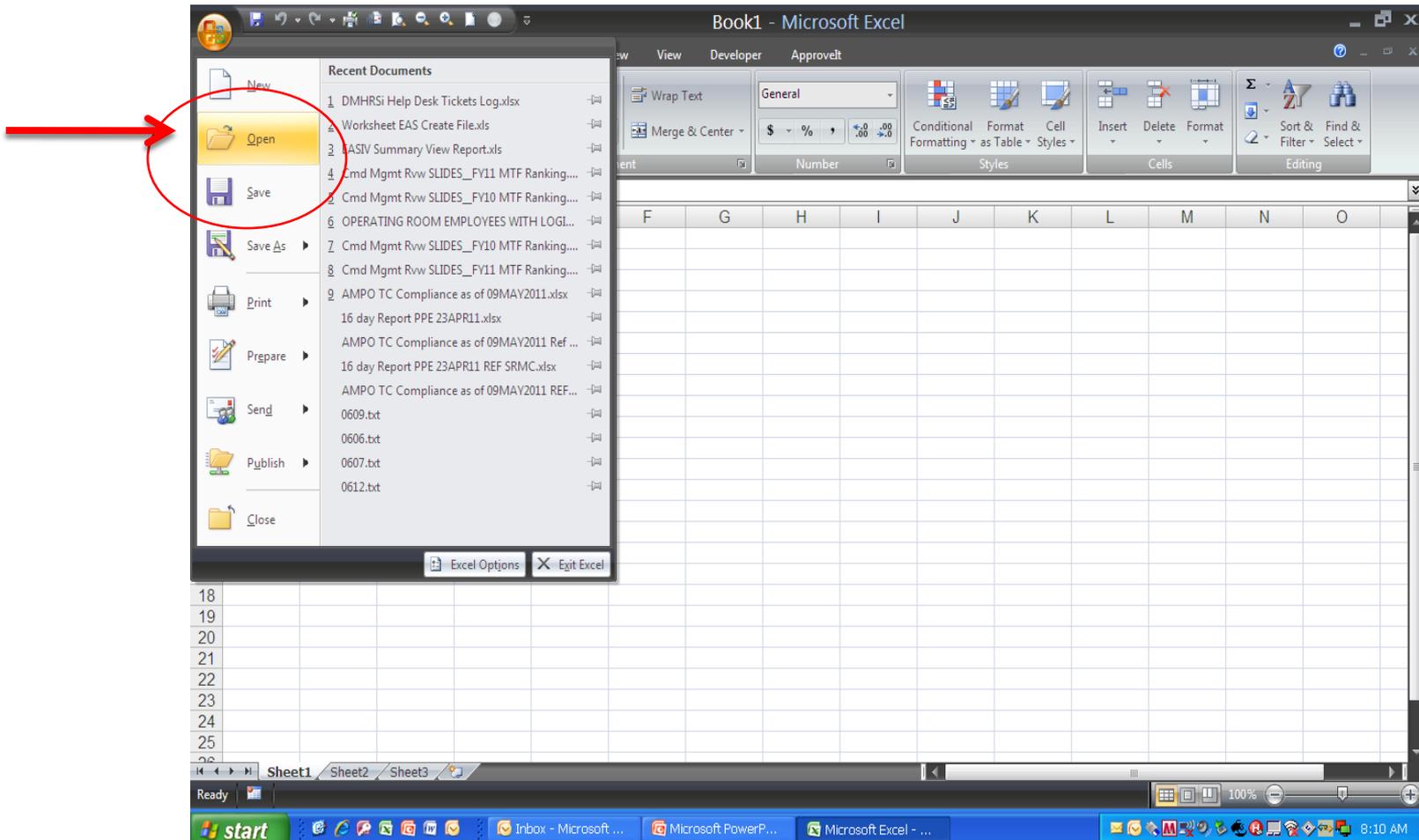


Importing EAS Create File to Excel

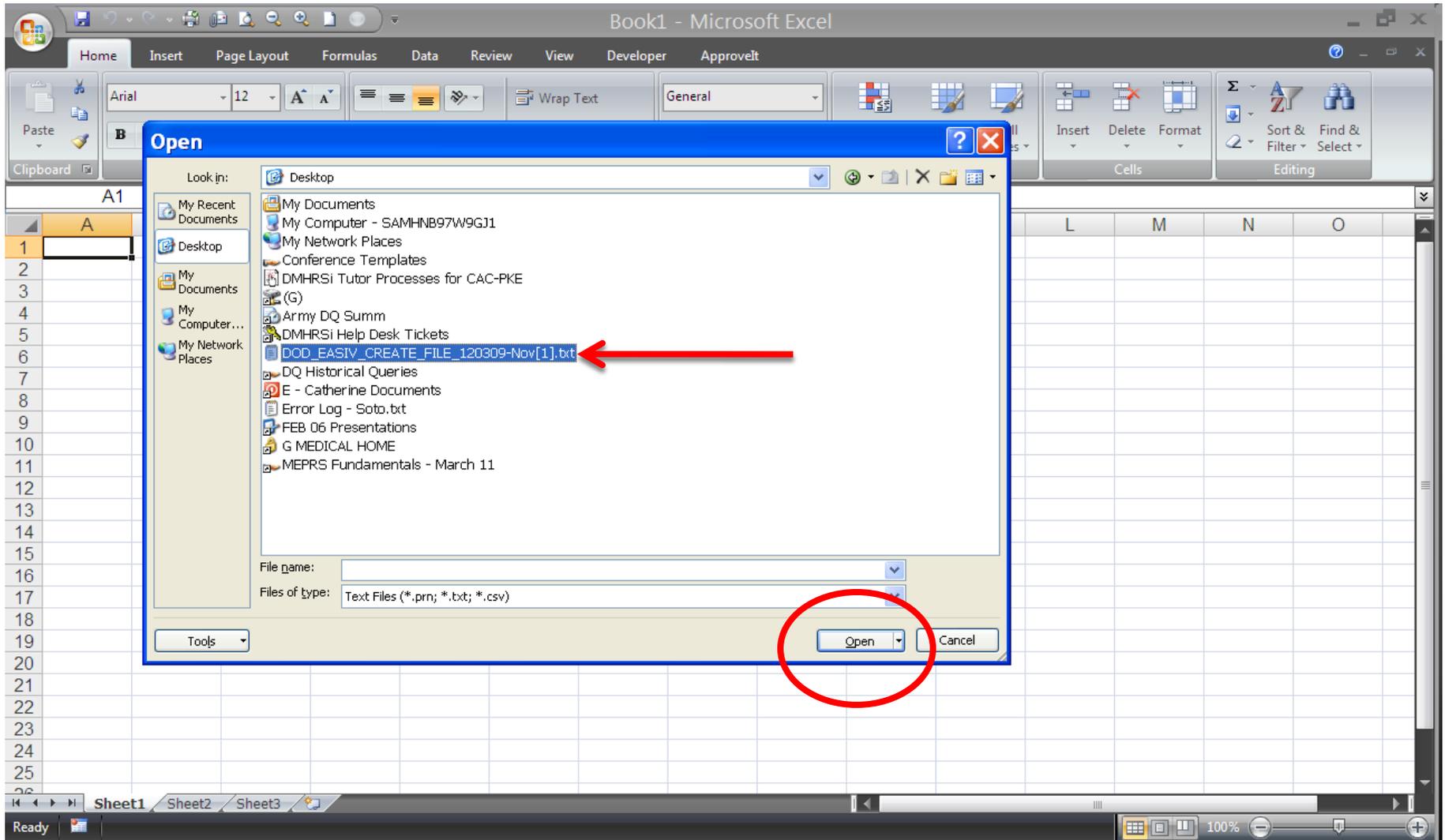
ARMY MEPRS Program Office

As of February 2012

Open Excel and click on the Microsoft Office button and select “Open”



Find the EAS Create Text File and click on “Open”



Click on the radial button to select “Fixed width”

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.

Original data type

Choose the file type that best describes your data:

- Delimited - 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: File origin:

Preview of file C:\Documents and Settings\catherin...\DOD_EASIV_CREATE_FILE_120309-Nov[1].txt.

1	1DMHRS	001W2L6040089200811		
2	2W2L6040089BAAA	11AB84770025013018811P0602	CN/AD00215542000058002800200	
3	2W2L6040089BAAA	11AB84770025013018815C0679	CN/AD00047760700012972600200	
4	2W2L6040089BABA	119084770025201000001P60M	ON/AD00053296000038182200080	
5	2W2L6040089BABA	11AB84770025013018815C0679	CN/AD00051987300020366600200	

Click on “Next >”

You will parse the file manually by clicking to add a line in the character position for every column as described in the chart

Text Import Wizard - 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.

After delimiting all columns click on "Next >"

Data preview

Output File Column	Character position	Column Lent
Record Type	1	1
Unit Identification Code (UIC)	2-7	6
DMIS ID	8-11	4
Functional Cost Code	12-15	4
Service Unique Expense Element	16-20	5
Service Unique Program Element	21-28	8
Basic Symbol + Limit	29-36	8
Skill Type	37	1
Skill Type Suffix	38	1
Service Unique Occupation Code	39-45	7
Personnel Category	46	1
Duty Indicator	47-49	3
Source of Funds	50	1
Available Salary Expense	51-59	9
Non-available Salary Expense	60-68	9
Assigned FTE	69-73	5
Available FTE	74-78	5
Nonavailable Sick/Hosp FTE	79-83	5
Nonavailable Leave FTE	84-88	5
Nonavailable Other FTE	89-93	5
Available Workhours	94-99	6
Nonavailable Hosp/Sick Workhours	100-105	6
Nonavailable Leave Workhours	106-111	6
Nonavailable Other Workhours	112-117	6

Click on the radial button to set column data format to “Text”

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

General

Text

Date: MDY

Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Click on “Finish”

Data preview

General	General	General	General	General	General	General	General	General	General	General	General
DMHRS	001W2L6040089BAAA	11AB84770025013018811	PO602	CN/AD00021554200005800280020000							
2W2L6040089BAAA	11AB84770025013018815	CO679	CN/AD0004776070001297260020000								
2W2L6040089BABA	119084770025201000001	PSOM	CN/AD00053296000003818220008000								
2W2L6040089BABA	11AB84770025013018815	CO679	CN/AD00051987300002036660020000								

Cancel < Back Next > Finish

Once the Excel File is populated: header and footer records rows can be deleted, and headings as listed in chart on “slide 5” must be manually added

Record Type	UIC	DMIS ID	FCC													
2	2	W2L604	89 BAAA	11AB8	47700250	13018811	P		0	602	C	N/A	D	21554200	580028	
3	2	W2L604	89 BAAA	11AB8	47700250	13018815	C		0	679	C	N/A	D	4776070	129726	
4	2	W2L604	89 BABA		11908 47700252	1000001	P		6	0M	O	N/A	D	5329600	381822	
5	2	W2L604	89 BABA	11AB8	47700250	13018815	C		0	679	C	N/A	D	5198730	203666	
6	2	W2L604	89 BACA	11AB8	47700250	13018811	P		0	602	C	N/A	D	676480	0	
7	2	W2L604	89 BACA	11AB8	47700250	13018812	N		0	6102N	C	N/A	D	5157030	199001	
8	2	W2L604	89 BACA	11AB8	47700250	13018812	Z		0	660	C	N/A	D	5149060	0	
9	2	W2L604	89 BACA	11AB8	47700250	13018814	Z		0	649	C	N/A	D	2779200	0	
10	2	W2L604	89 BAG5		11908 47700252	1000004	Z		6	8W	E	N/A	D	331710	0	
11	2	W2L604	89 BAGA	11AB8	47700250	13018815	C		0	679	C	N/A	D	3782860	176591	
12	2	W2L604	89 BAKA		25628 47700250	13018814	A		0	644	X	BRD	D	0	0	
13	2	W2L604	89 BAKA		25658 47700250	13018812	Z		0	665	X	BRD	D	0	0	
14	2	W2L604	89 BAKA		25688 47700250	13018815	A		0	341	X	BRD	D	0	0	
15	2	W2L604	89 BAKA		25688 47700250	13018815	Z		1	40	X	BRD	D	0	0	
16	2	W2L604	89 BAPA		11908 47700252	1000001	U		6	3N	O	N/A	D	6681910	0	
17	2	W2L604	89 BAPA	11AB8	47700250	13018814	Z		0	620	C	N/A	D	2864120	122748	
18	2	W2L604	89 BBAA		25658 47700250	13018811	P		0	602	X	BRD	D	0	0	
19	2	W2L604	89 BBAA		41FR8 47700250	130FREE5	C		0	679	V	BRD	D	0	0	
20	2	W2L604	89 BBF5		11908 47700252	1000001	P		6	0T	O	N/A	D	7430230	0	
21	2	W2L604	89 BBGA	11AB8	47700250	13018815	C		0	679	C	N/A	D	1995970	0	
22	2	W2L604	89 BBI5		11908 47700252	1000001	P		6	0K	O	N/A	D	1997790	0	
23	2	W2L604	89 BBIA	11AB8	47700250	13018813	R		0	610	C	N/A	D	5354460	272774	
24	2	W2L604	89 BBL5		11908 47700252	1000001	P		6	0N	O	N/A	D	978750	0	
25	2	W2L604	89 BDAA	11AB8	47700250	13018812	Z		0	633	C	N/A	D	0	51336	