How to format CSV/TXT file to an Excel
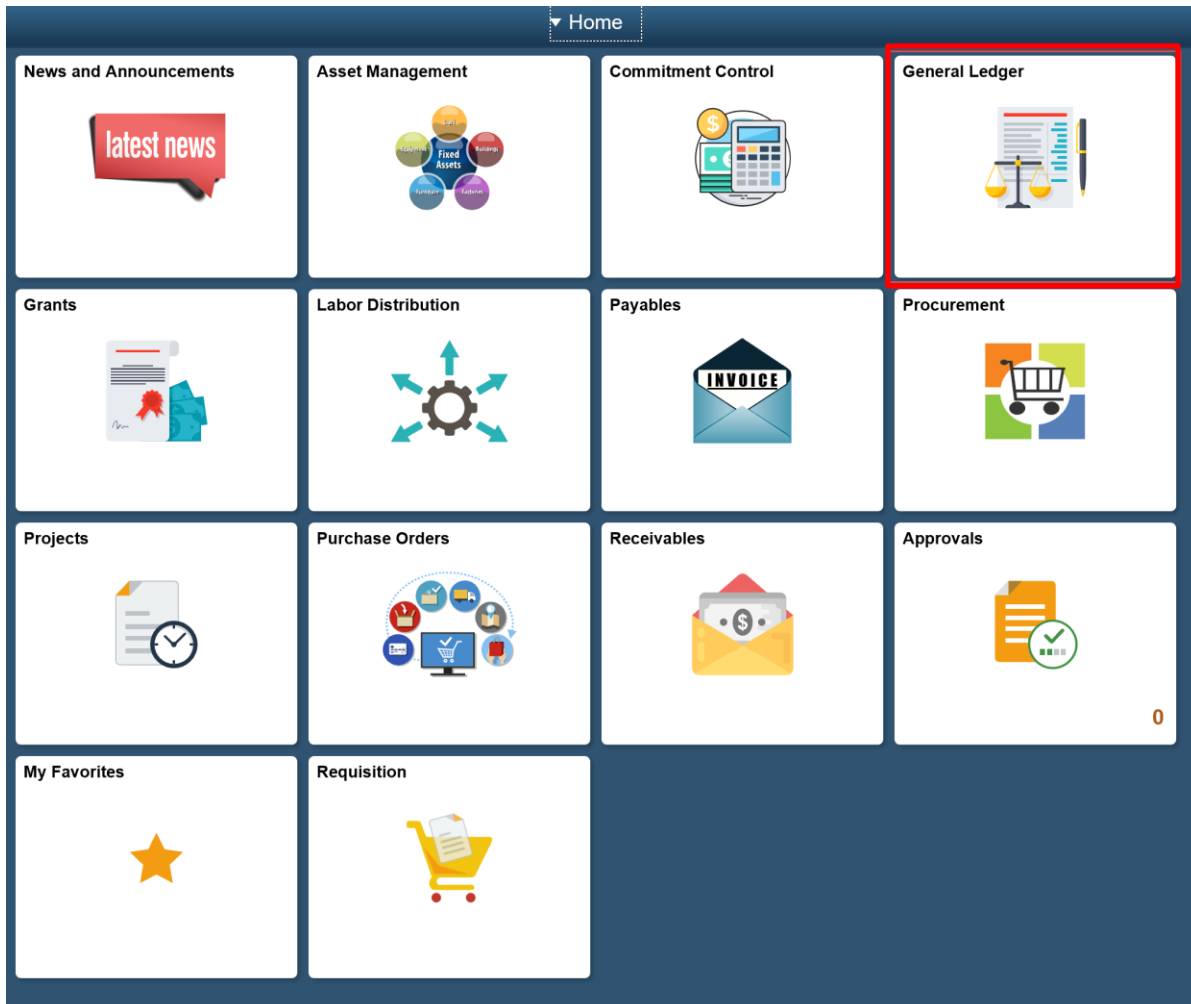
Step	Action
1.	Click the **General Ledger** tile.

General Ledger WorkCenter

Main | **Reports/Queries**

Queries

- Query Manager

▽ **Commonly Used GL Queries**
- GL002 - Recycled Line Edit Errors
- GL014A - Budget Exceptions
- GL076R - GG Query
- GL080 - TB Like 44 RPT
- GL080 - TB By Acct With FS Type
- GL003 - Journal Detail

Reports/Processes

▽ **Report Retrieval**
- Report Manager
- Query Viewer

▽ **Monitor**
- Process Monitor

▽ **SAO GL Processes**
- GL Audits/OPB 4092 Exp Extract
- Encumbrance Reversal
- GLS4092x Combined Detail Table
- GL Labor Clearing
- GLS9013x Populate Encum Tbl
- GLS9023x Populate Non-Enc Tbl
- Move Close Period Journals
- State Entity Translate
- Concur Chartfield Extract
- TL Fund Src-4 Distrib for GL
- GL Re-Inactivate Chartfields

Welcome to the General Ledger WorkCenter

Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.

Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize.

Within each pagelet there may be "Open the content in a new window", "Collapses a group of links" and "Expands a group of links" actions available depending on the pagelet.

Step	Action
2.	Click the **Reports/Queries** tab. Reports/Queries
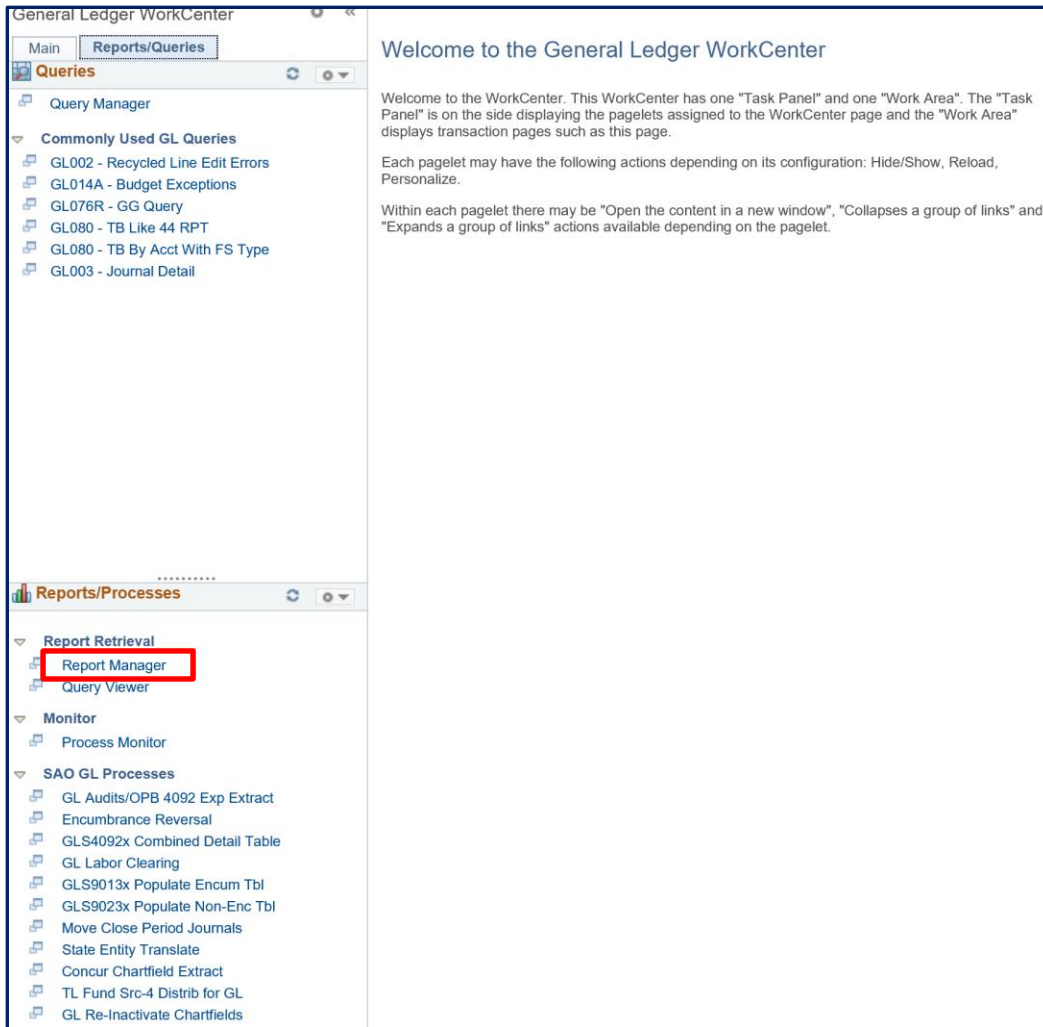
Step	Action
3.	Click the **Report Manager** link.
	Report Manager

Step	Action
4.	**Note**: Users have the option to filter GL reports by typing **GL** in the **Name** field. Note this feature can be used for other Financials modules. Click on **Refresh**. Let's look at the **GLS4070XG for BU: 46900** report.

Step	Action
5.	Click on the **Report GLS4070XG** hyperlink.

Step	Action
6.	After clicking on the report name hyperlink. **Right click** on the file and select the **Save Target As** option to save the report.

Step	Action
7.	Select the location where the file should be saved, change the **Save as type** to **All Files**. Click **Save**.
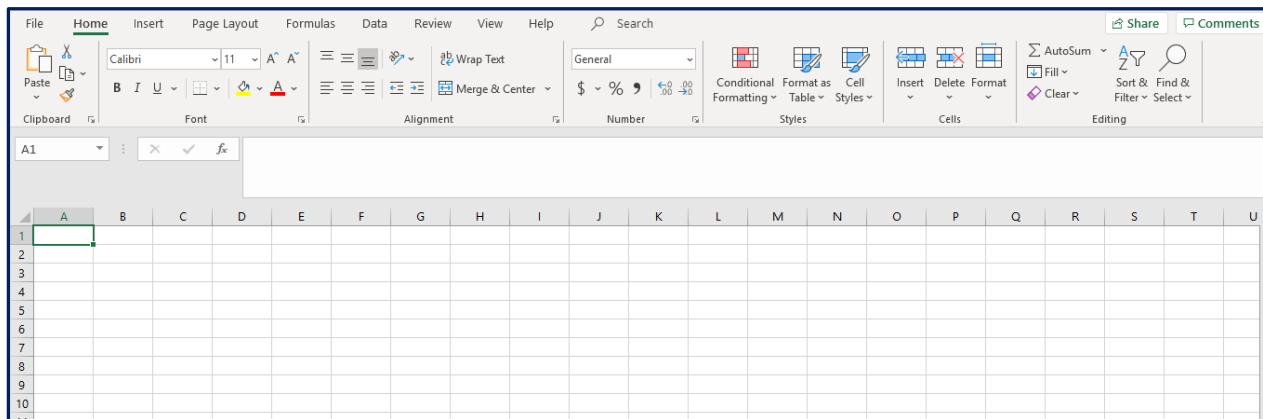
Step	Action
8.	Open **Microsoft Excel**.
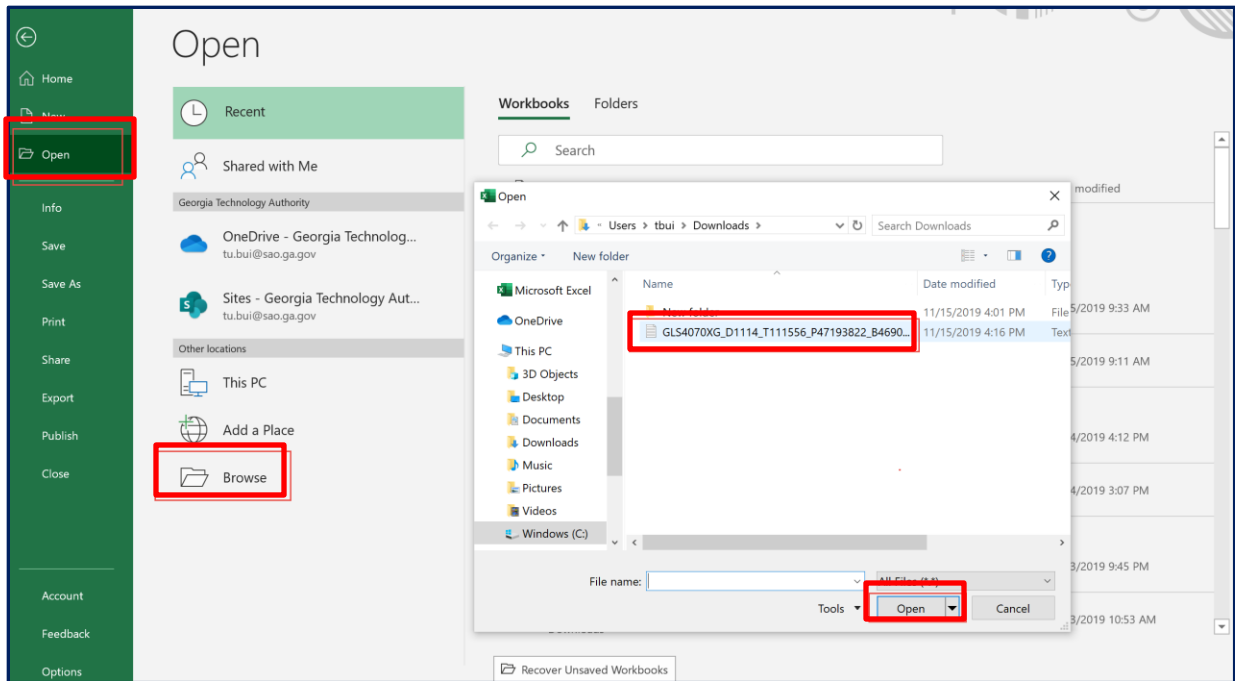
Step	Action
9.	Open Microsoft Excel Click **File** > **Open** > **Browse** and choose the file saved earlier. Click **Open**.

Step	Action
10.	Select the **Delimited** option. Click **Next**.

Step	Action
11.	Select the **Other** **Delimiters** option and place the character **Tilde** in the box**.**
	Click **Next**.
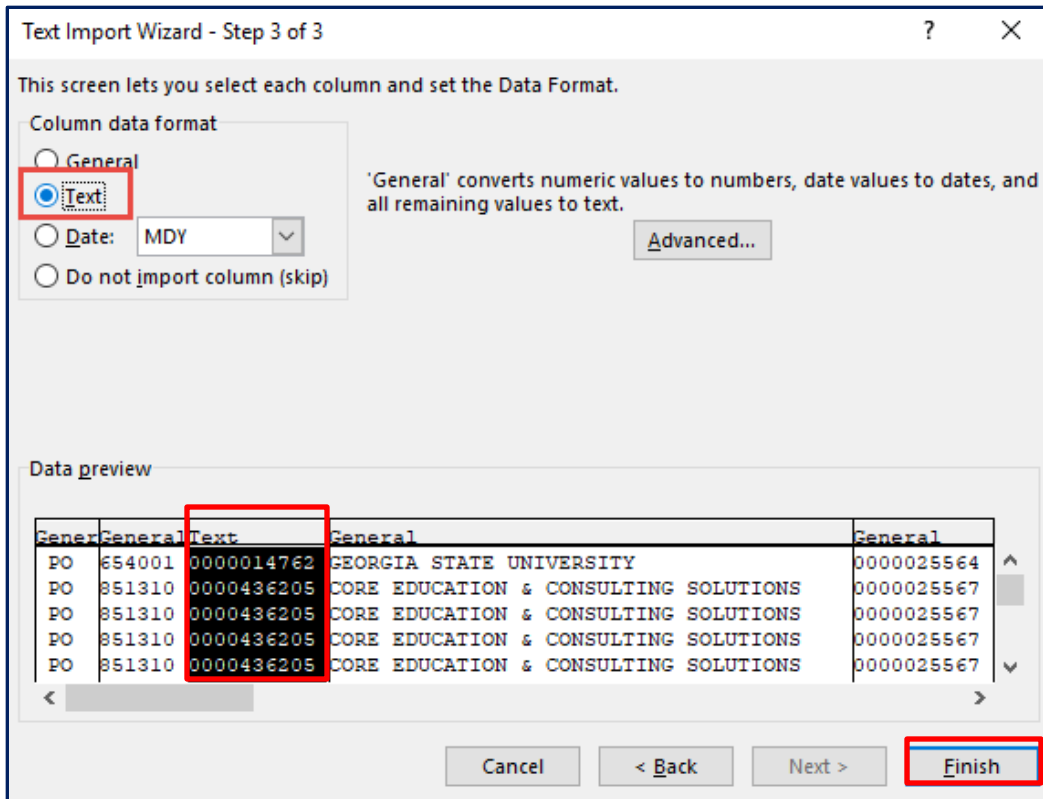
Step	Action
12.	To keep the leading zero, select the column and choose **Text**. Click **Finish** when done.
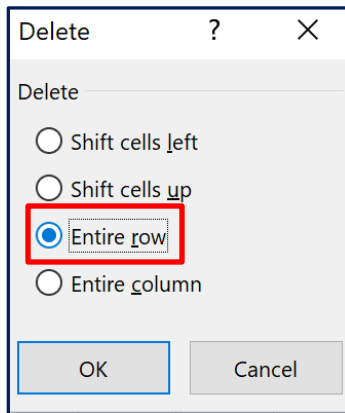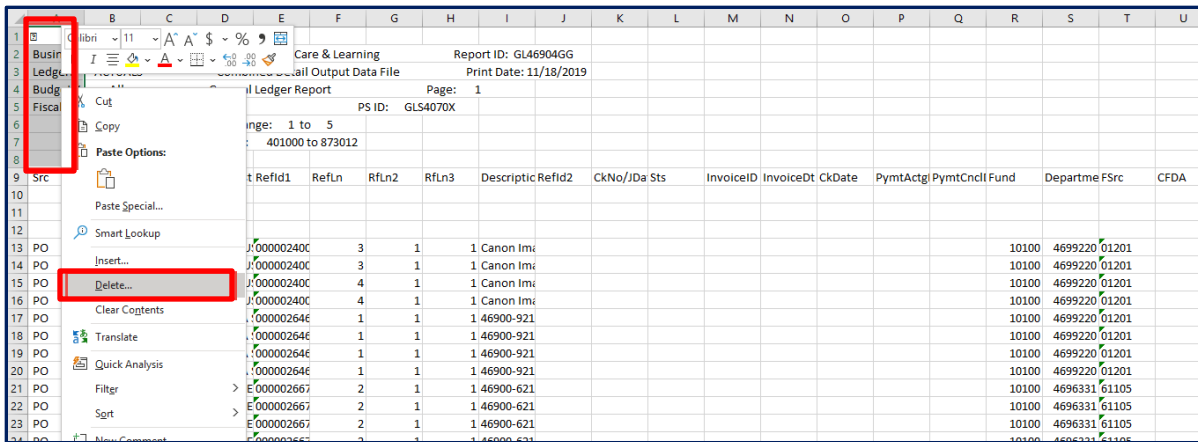
Step	Action
13.	Select rows **A1-A8** (or the appropriate rows based on the selected report). Right click and click **Delete** Click **Entire row** option.
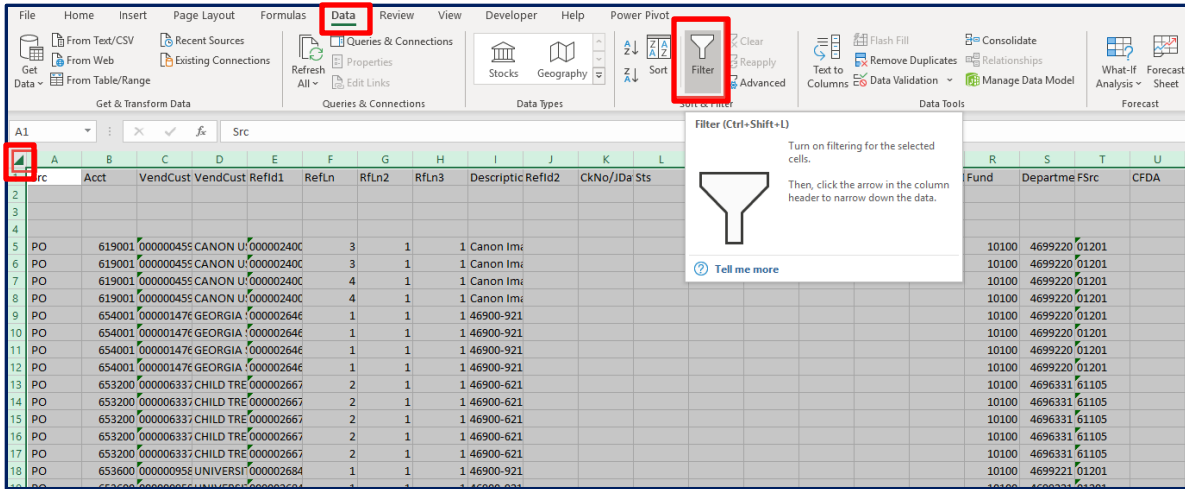
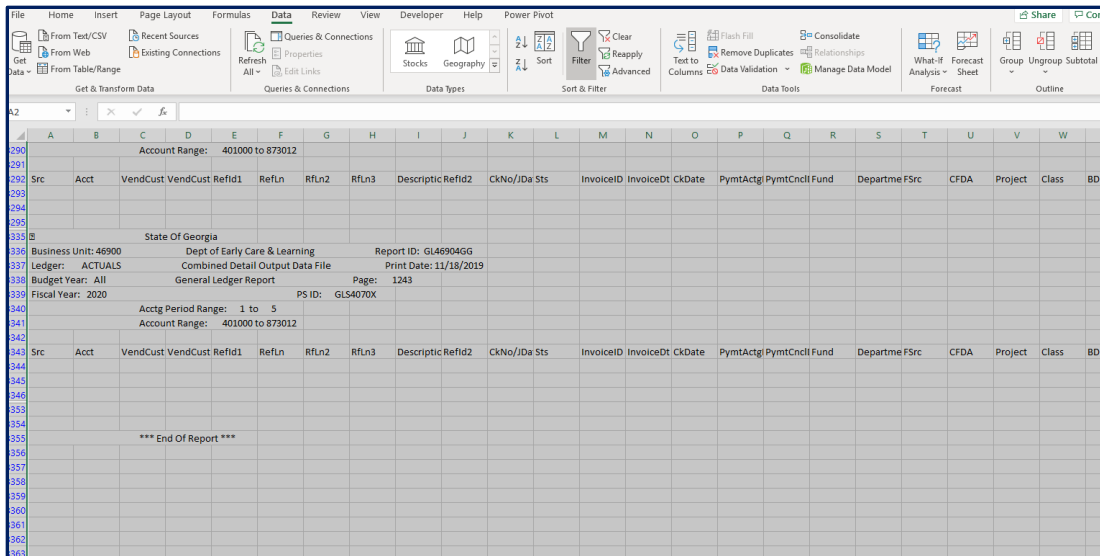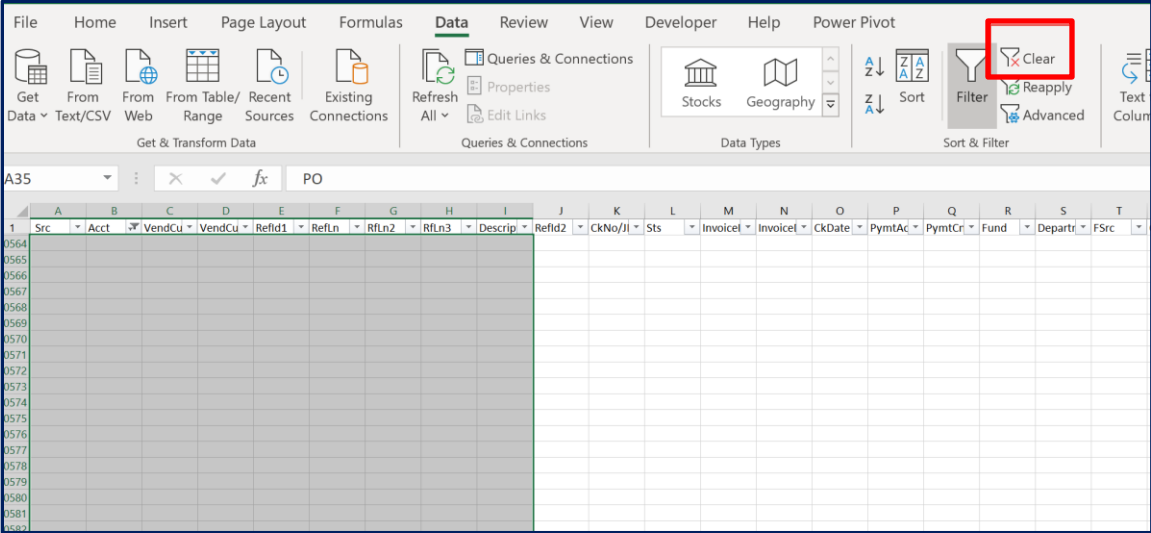| Step	Action
14.	Click an icon on the **left of column A** to select all. Turn on the filter option by clicking on the **Data** tab Then, click on the **Filter** icon.
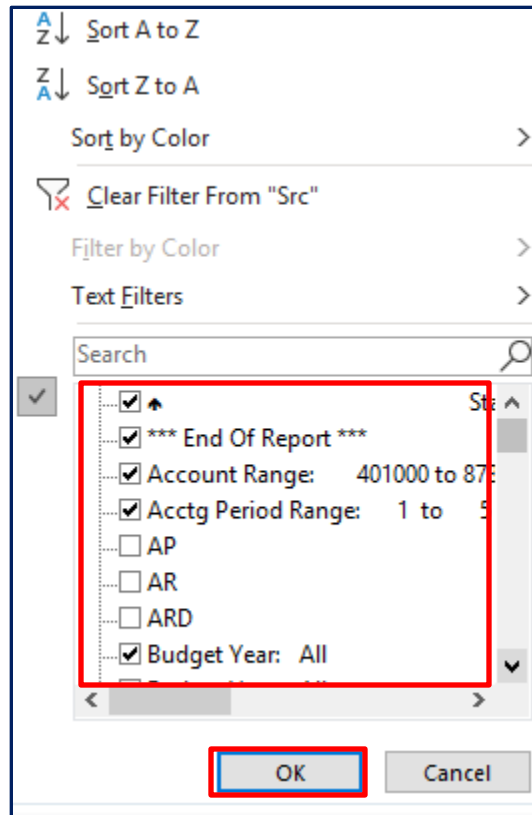
Step	Action
15.	Click filter on **Column A**. and De-select all (or appropriate) modules AP, AR, ARD, INT, LD, MAN, PO. Click **OK**.

Step	Action
16.	Select all the rows except Header. **Note:** For shortcut, **click on cell A2** and press **Ctrl+Shift END keys** to select all rows. Right click and select **Delete rows**. Click **OK** to delete the entire sheet row.

Step	Action
17.	Select **Clear** to remove the filter. You should see a clean GG report.

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