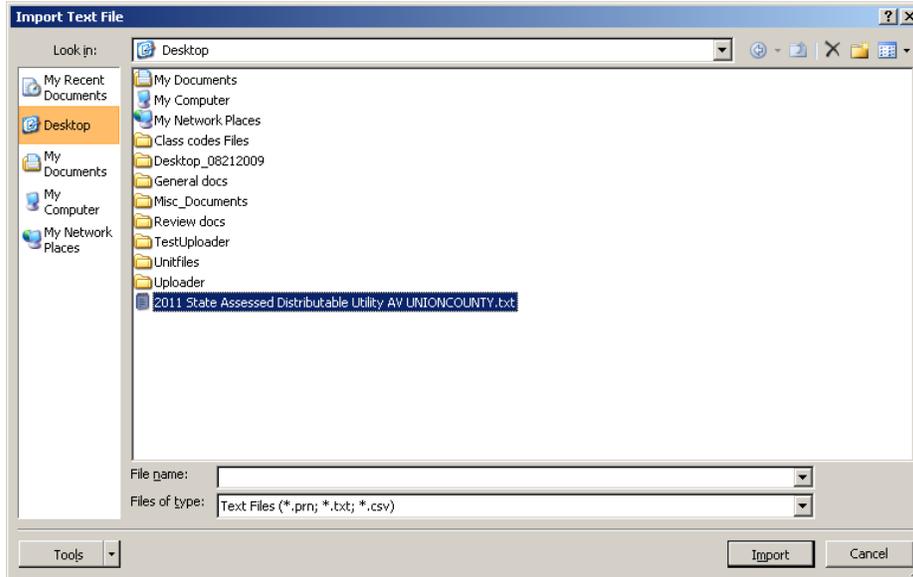


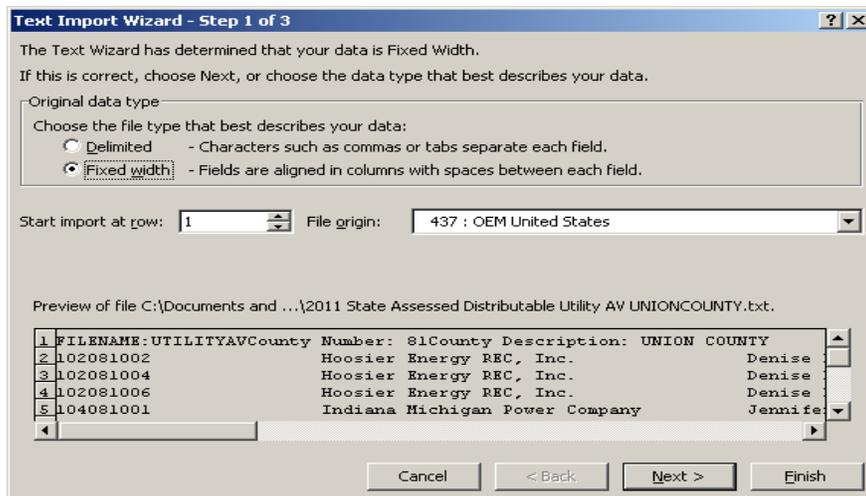
## Import Text File into Excel Instructions

While instructions are given for Excel 2007, this can be applied to Excel 2003 and 2010.

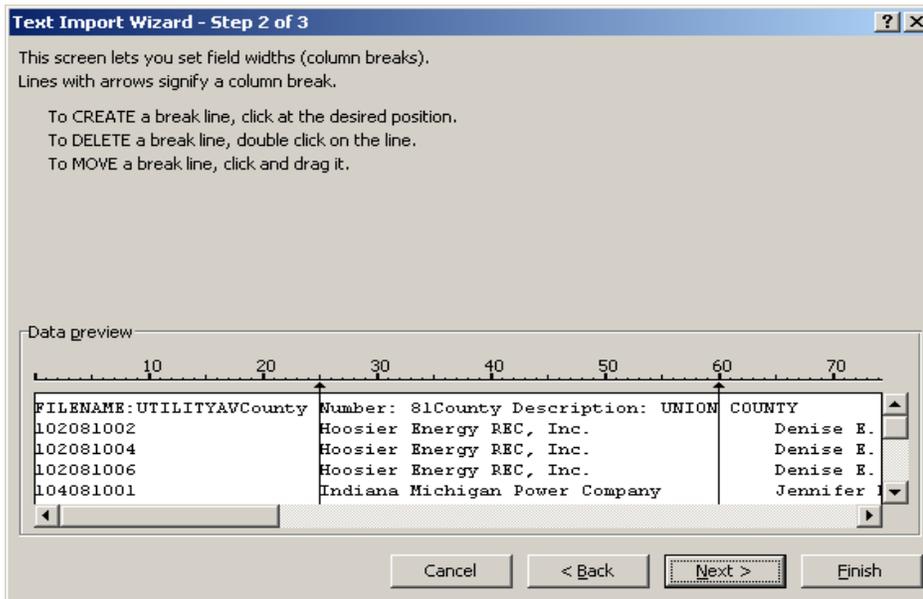
1. Open a blank excel spreadsheet. Click the Office Button.
2. Click on OPEN (or use the icon button)
3. Navigate to where you saved the .txt file and open it.
4. Once you click "From Text", a dialog box opens up asking the user to select a file.



5. After the file is selected, click "Import" button located on the right-hand corner of the dialog box.
6. A TEXT IMPORT WIZARD box will open prompting you to select how you want the data to appear when viewed using Excel.



- In the "Original data type" frame, select "Fixed Width." Do not forget to set "Start import at row" at 2. The first record is the header record for information purposes. Then hit "Next."



- Set break points to the data according to the format specifications in 50IAC26 document. Please refer to the width of the data fields to insert break points. To expedite the user's task, the explanation is provided below.

### UTILITYAV File

Data fields in the UTILITYAV file (with their defined widths from 50 IAC 26 document):

- Property Identifier: A unique identifier for the record (25)
- Taxpayer Name (40)
- Contact Name (40)
- Address (75)
- City (30)
- State (2)
- Zip Code (xxxxx-xxxx) (10)
- DLGF Taxing District Code (xxxxx) (5)
- Uncontested DLGF Distributable (12)
- Contested DLGF Distributable (12)

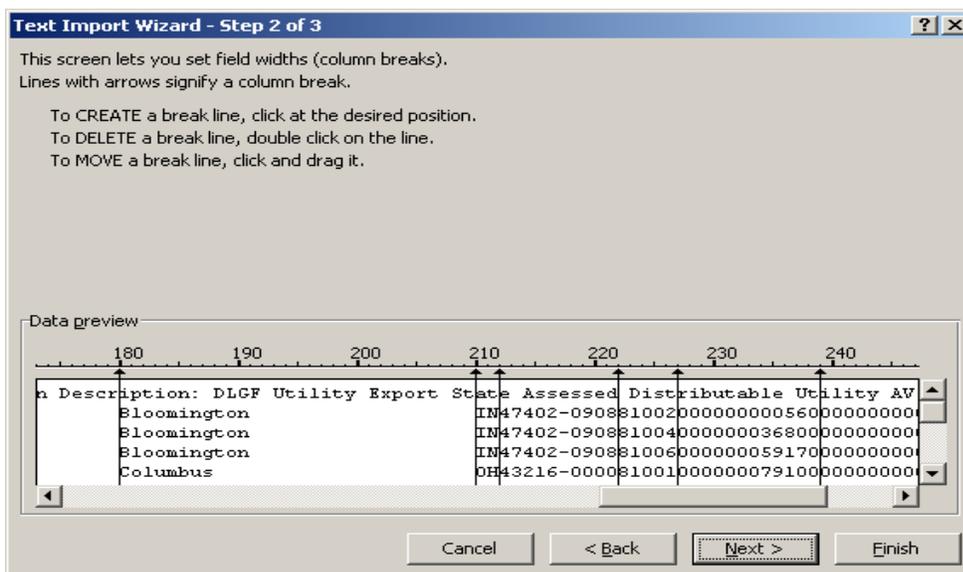
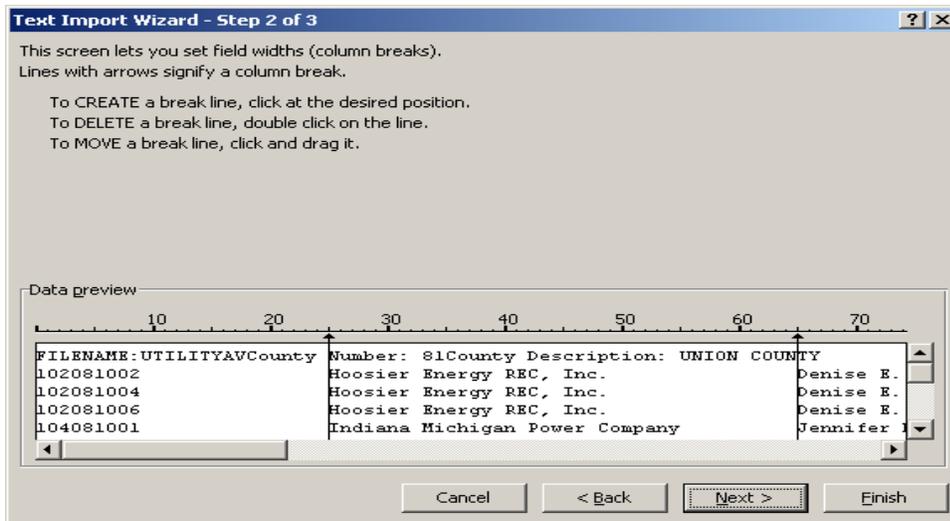
Now start setting the break lines in the wizard.

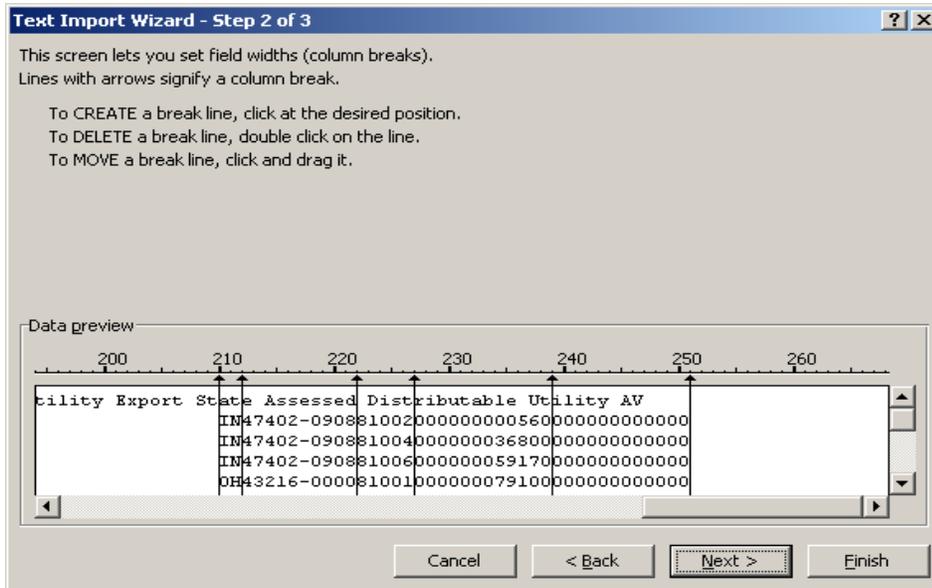
The first break line is set at 25 as "Property Identifier" field width is 25. Move to the next field "Taxpayer Name", double-click at scale 65 (as "Property Identifier" width is 25 and "Taxpayer Name" begins at 26.) Since the width for "Taxpayer Name" is 40, count up to 40 positions which ends at 65. The break line will be inserted at position 65. The next break line should be at position 105 as 65 + 40 (width of the "Contact Name" is 40.) This way calculate and proceed to insert break lines. Some of them have to be

deleted if they don't meet the width requirements (double-click on the break line to delete.) The break lines in the document should be only at these positions.

1. Property Identifier – 25
2. Taxpayer name – 65
3. Contact name – 105
4. Address – 180
5. City – 210
6. State – 212
7. Zip Code – 222
8. DLGF Taxing District – 227
9. Uncontested DLGF Distributable – 239
10. Contested DLGF Distributable – 251

Some screenshots are added below as a reference.





Hit "Next" and proceed to step 3 of the wizard. Keep the column data format "Text" for all the data columns. Then click "Finish," a dialog box is seen with the starting cell to paste the data from the file. Please make sure it is "\$A\$1" and hit "OK."



The data will be copied in the worksheet as shown in the next page. Scroll down to the last record. A trailer record is added by default showing the number of records in the file. This might cause an issue when importing the data into a database server or performing another export. Please delete the line from the file before integration. The user can add column names just for reference purposes.

**Please note setting up the break lines at the correct positions is the crucial step in the process. There should not be more than specified number of lines in the document during the import. Otherwise, the data extract will go haywire.**

**Final output in excel from UTILITYAV text file:**

	A	B	C	D	E	F	G	H	I	J	K
1	102081002	Hoosier Energy REC, Inc.	Denise E. Brown	P O Box 908	Bloomington	IN	47402-0908	81002	560	0	
2	102081004	Hoosier Energy REC, Inc.	Denise E. Brown	P O Box 908	Bloomington	IN	47402-0908	81006	5910	0	
3	104081001	Indiana Michigan Power Company	Jennifer K. Nicol	1 Riverside Plaza	Columbus	OH	43216-0000	81001	79100	0	
4	104081002	Indiana Michigan Power Company	Jennifer K. Nicol	1 Riverside Plaza	Columbus	OH	43216-0000	81002	462620	0	
5	104081004	Indiana Michigan Power Company	Jennifer K. Nicol	1 Riverside Plaza	Columbus	OH	43216-0000	81004	216160	0	
6	104081005	Indiana Michigan Power Company	Jennifer K. Nicol	1 Riverside Plaza	Columbus	OH	43216-0000	81005	139480	0	
7	104081006	Indiana Michigan Power Company	Jennifer K. Nicol	1 Riverside Plaza	Columbus	OH	43216-0000	81006	120490	0	
8	104081007	Indiana Michigan Power Company	Jennifer K. Nicol	1 Riverside Plaza	Columbus	OH	43216-0000	81007	53190	0	
9	108081001	Duke Energy Indiana, Inc.	Erin Whitehead	400 South Tryon St., ST22M	Charlotte	NC	28285-0000	81001	85830	0	
10	108081002	Duke Energy Indiana, Inc.	Erin Whitehead	400 South Tryon St., ST22M	Charlotte	NC	28285-0000	81002	177350	0	
11	108081003	Duke Energy Indiana, Inc.	Erin Whitehead	400 South Tryon St., ST22M	Charlotte	NC	28285-0000	81003	557710	0	
12	108081004	Duke Energy Indiana, Inc.	Erin Whitehead	400 South Tryon St., ST22M	Charlotte	NC	28285-0000	81004	245120	0	
13	108081005	Duke Energy Indiana, Inc.	Erin Whitehead	400 South Tryon St., ST22M	Charlotte	NC	28285-0000	81005	47160	0	
14	108081006	Duke Energy Indiana, Inc.	Erin Whitehead	400 South Tryon St., ST22M	Charlotte	NC	28285-0000	81006	146720	0	
15	108081007	Duke Energy Indiana, Inc.	Erin Whitehead	400 South Tryon St., ST22M	Charlotte	NC	28285-0000	81007	282750	0	
16	108081008	Duke Energy Indiana, Inc.	Erin Whitehead	400 South Tryon St., ST22M	Charlotte	NC	28285-0000	81008	167940	0	
17	125081001	Ohio Valley Gas Corp.	Rebecca J. Laudnbacher	P.O. Box 469	Winchester	IN	47394-0469	81001	59250	0	
18	125081002	Ohio Valley Gas Corp.	Rebecca J. Laudnbacher	P.O. Box 469	Winchester	IN	47394-0469	81002	31810	0	
19	125081003	Ohio Valley Gas Corp.	Rebecca J. Laudnbacher	P.O. Box 469	Winchester	IN	47394-0469	81003	174110	0	
20	125081006	Ohio Valley Gas Corp.	Rebecca J. Laudnbacher	P.O. Box 469	Winchester	IN	47394-0469	81006	125560	0	
21	136181002	Duke Energy Ohio, Inc.	David W. Wright	400 South Tryon St., ST22M	Charlotte	NC	28285-0000	81002	307010	0	
22	442081001	Whitewater Valley REMC	Boyd Huff	P O Box 349	Liberty	IN	47353-0000	81001	271120	0	
23	442081002	Whitewater Valley REMC	Boyd Huff	P O Box 349	Liberty	IN	47353-0000	81002	148600	0	
24	442081003	Whitewater Valley REMC	Boyd Huff	P O Box 349	Liberty	IN	47353-0000	81003	65760	0	
25	442081004	Whitewater Valley REMC	Boyd Huff	P O Box 349	Liberty	IN	47353-0000	81004	219740	0	
26	442081005	Whitewater Valley REMC	Boyd Huff	P O Box 349	Liberty	IN	47353-0000	81005	56120	0	
27	442081007	Whitewater Valley REMC	Boyd Huff	P O Box 349	Liberty	IN	47353-0000	81007	182590	0	
28	601281001	Frontier North Inc	Stefan Peleschuk	Three High Ridge Park	Stamford	CT	06905-0000	81001	272430	0	

**Screenshot with trailer record, this line needs to be deleted before performing data integration.**

	A	B	C	D	E	F	G	H	I	J	K
39	605081007	AT & T Communications, Inc.	Brian Marler	909 Chestnut St., Rm. 36-M-1	St. Louis	MO	63101-0000	81007	12940	0	
40	605481003	Calico Partnership	Nicole Freeman	PO Box 7028	Bedminster	NJ	07921-7028	81003	237550	0	
41	605981001	Indiana Fiber Network, LLC	Kelly Dyer	5520 West 76th Street	Indianapolis	IN	46268-0000	81001	34060	0	
42	605981002	Indiana Fiber Network, LLC	Kelly Dyer	5520 West 76th Street	Indianapolis	IN	46268-0000	81002	29450	0	
43	605981003	Indiana Fiber Network, LLC	Kelly Dyer	5520 West 76th Street	Indianapolis	IN	46268-0000	81003	10630	0	
44	605981004	Indiana Fiber Network, LLC	Kelly Dyer	5520 West 76th Street	Indianapolis	IN	46268-0000	81004	36120	0	
45	605981005	Indiana Fiber Network, LLC	Kelly Dyer	5520 West 76th Street	Indianapolis	IN	46268-0000	81005	11080	0	
46	605981006	Indiana Fiber Network, LLC	Kelly Dyer	5520 West 76th Street	Indianapolis	IN	46268-0000	81006	8860	0	
47	635581003	GTE Mobilnet of Indiana RSA #6	Nicole Freeman	P O Box 7028	Bedminster	NJ	07921-7028	81003	128130	0	
48	642681003	New Cingular Wireless PCS, LLC	Tom Mueller	Property Tax Department 909 Chestnut St., RM 36-M-1	St. Louis	MO	63101-3002	81003	0	0	
49	645581003	Level 3 Communications, LLC	Susan Fernandez	Property Tax Dept. 1025 Eldorado Blvd.	Broomfield	CO	80021-0000	81003	12530	0	
50	645581004	Level 3 Communications, LLC	Susan Fernandez	Property Tax Dept. 1025 Eldorado Blvd.	Broomfield	CO	80021-0000	81004	13430	0	
51	648081003	MCI Communications Services, Inc.	Abel Rosseett	ATTN: Property Tax Dept., P O Box 152206	Irving	TX	75015-2206	81003	53230	0	
52	64081002	Nextel West Corp.	Traci Johnson	6500 Sprint Parkway, KSOPHL0512-5A502	Overland Park	KS	66251-5333	81002	6760	0	
53	64081005	Nextel West Corp.	Traci Johnson	6500 Sprint Parkway, KSOPHL0512-5A502	Overland Park	KS	66251-5333	81005	9830	0	
54	64081007	Nextel West Corp.	Traci Johnson	6500 Sprint Parkway, KSOPHL0512-5A502	Overland Park	KS	66251-5333	81007	8600	0	
55	699581003	UbiquitiTel Operating Company	Traci Johnson	C/O Sprint 6500 Sprint Parkway, KSOPHL0512-5A502	Overland Park	KS	66282-2913	81003	108660	0	
56	TRAILER	00000000000000									

**RAILAV File**

The data import for RAILAV file can also be done in the similar way using the widths in 50 IAC 26 standards specification **except** for the “Zip code” width to be taken as 10 instead of 11. This will make the following fields to be shifted a position left.

Data fields in the RAILAV file:

1. Property Identifier (25)

2. Tax Payer name (40)
3. Contact name (40)
4. Address (75)
5. City (30)
6. State (2)
7. Zip Code (10)
8. Line Description (50)
9. DLGF Taxing District (5)
10. Track Value (12)
11. Personal Property AV (12)
12. Improvements (12)
13. Contested DLGF Distributable (12)

The break lines in the document should be only at these positions.

1. Property Identifier – 25
2. Tax Payer name – 65
3. Contact name – 105
4. Address – 180
5. City – 210
6. State – 212
7. Zip Code – 222
8. Line Description – 272
9. DLGF Taxing District – 277
10. Track Value – 289
11. Personal Property AV – 301
12. Improvements – 313
11. Contested DLGF Distributable – 325