

# Importing Data to CSPro Format

There are occasions, such as when using [lookup files](#), when you will want to convert data created in another application to a format that CSPro can read. This is a two-step process:

1. Convert the data to a flat file with one record per line and all records for a case organized together. (Read more about [Data Requirements](#) or the [File Structure](#).)
2. Create a CSPro dictionary that describes this data file.

There are many formats from which data can be converted, but converting data to CSPro format from Microsoft Excel will be highlighted due to the popularity of that software package. To convert data to CSPro format:

1. Open a file in Excel. We will demonstrate this conversion using the following file:

	A	B	C	D	E
1	Date	Establishment	Amount	Exchange Rate	Dollar Amount
2					
3	11/10/2009	Hotel Intercontinental	KES 1,500.00	0.013387	\$20.08
4	11/12/2009	China Anhui Huaren Restaurant	KES 1,000.00	0.013387	\$13.39
5	11/13/2009	Alliance Française	KES 100.00	0.013387	\$1.34
6	11/15/2009	Kenya Forest Service	KES 150.00	0.013387	\$2.01
7	11/19/2009	Waamo Pizza & Fries	KES 750.00	0.013388	\$10.04

2. Remove any header information in the file. CSPro data files should contain only data and thus any metadata (e.g., column headings) should be removed:

	A	B	C	D	E
1	11/10/2009	Hotel Intercontinental	KES 1,500.00	0.013387	\$20.08
2	11/12/2009	China Anhui Huaren Restaurant	KES 1,000.00	0.013387	\$13.39
3	11/13/2009	Alliance Française	KES 100.00	0.013387	\$1.34
4	11/15/2009	Kenya Forest Service	KES 150.00	0.013387	\$2.01
5	11/19/2009	Waamo Pizza & Fries	KES 750.00	0.013388	\$10.04

3. All fields must be right-justified:

	A	B	C	D	E
1	11/10/2009	Hotel Intercontinental	KES 1,500.00	0.013387	\$20.08
2	11/12/2009	China Anhui Huaren Restaurant	KES 1,000.00	0.013387	\$13.39
3	11/13/2009	Alliance Française	KES 100.00	0.013387	\$1.34
4	11/15/2009	Kenya Forest Service	KES 150.00	0.013387	\$2.01
5	11/19/2009	Waamo Pizza & Fries	KES 750.00	0.013388	\$10.04

4. Remove any specialized formatting attached to cells (unless that formatting is desired in the final output):

	A	B	C	D	E
1	11/10/2009	Hotel Intercontinental	1500.00	0.013387	20.08
2	11/12/2009	China Anhui Huaren Restaurant	1000.00	0.013387	13.39
3	11/13/2009	Alliance Française	100.00	0.013387	1.34
4	11/15/2009	Kenya Forest Service	150.00	0.013387	2.01
5	11/19/2009	Waamo Pizza & Fries	750.00	0.013388	10.04

- Set the column widths to appropriate values. When this information is finally saved, the width of each column determines the length of each item in your CSPro dictionary.

	A	B	C	D	E
1	11/10/2009	Hotel Intercontinental	1500.00	0.013387	20.08
2	11/12/2009	China Anhui Huaren Restaurant	1000.00	0.013387	13.39
3	11/13/2009	Alliance Française	100.00	0.013387	1.34
4	11/15/2009	Kenya Forest Service	150.00	0.013387	2.01
5	11/19/2009	Waamo Pizza & Fries	750.00	0.013388	10.04

- Save As, choosing "Formatted Text (Space delimited) (\*.prn)" as the output format:

File name: Shilling.prn

Save as type: Formatted Text (Space delimited) (\*.prn)

XML Spreadsheet 2003 (\*.xml)

Microsoft Excel 5.0/95 Workbook (\*.xls)

CSV (Comma delimited) (\*.csv)

Formatted Text (Space delimited) (\*.prn)

Text (Macintosh) (\*.txt)

Text (MS-DOS) (\*.txt)

Using the above example, the resulting file looks like this:

```
11/10/2009      Hotel Intercontinental  1500.00  0.013387  20.08
11/12/2009China Anhui Huaren Restaurant  1000.00  0.013387  13.39
11/13/2009      Alliance Française    100.00  0.013387   1.34
11/15/2009      Kenya Forest Service  150.00  0.013387   2.01
11/19/2009      Waamo Pizza & Fries    750.00  0.013388  10.04
```

- Create a CSPro dictionary that describes this data. The length of each item is determined by the column width specified in Excel. Other options, such as whether a decimal character should exist, or whether numeric values should be zero-filled, can also be specified in Excel.

It is a good idea to run frequencies on each item to make sure that the dictionary you created properly describes the .prn file.

The above example is a rather simple one, but more complex imports, including importing cases with multiple records (and thus a record type), are also possible.