

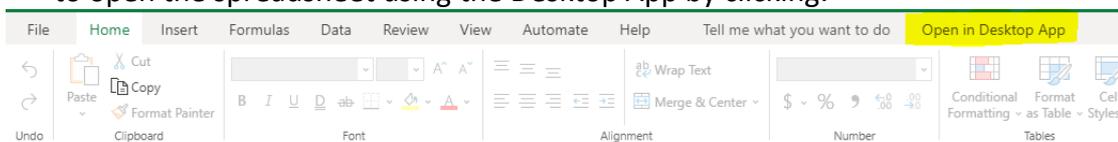
## UCAS Data for HESA Transaction 2021 flat-file conversion tool

In support of the UCAS Data for HESA Transaction 2021 we have made available a Microsoft Excel tool to convert the flat-file containing the UCAS Undergraduate data for HESA. Using this Excel tool you can convert the flat-file into a .csv or Excel file with headings to aid analysis of the data. This is not intended to replace the flat-file or any direct import via odbc-link or xml-link into your management information systems.

If you have chosen to receive the data via the flat-file this file can be retrieved from your MOVEit account when available. Information via the UCAS bulletin will indicate when the flat-file will be available.

### Please note

- 1) This Excel tool will not work for the UCAS Conservatoires or Teacher Training flat-files.
- 2) For users of Office 365, as this tool uses excel enabled macros, you will need to open the spreadsheet using the Desktop App by clicking.



Once opened in the Desktop version of Excel please follow the instructions for Excel 2016

### Step 1 Downloading the flat-file

Your Primary UCAS Correspondent has access to your MOVEit account and can download the file when available.

The file will be in the format of 'hesuCCC' where CCC is your provider code. Retrieve the file from your MOVEit account and save it to your computer. Once saved, copy the file and save it as a text file (.txt).

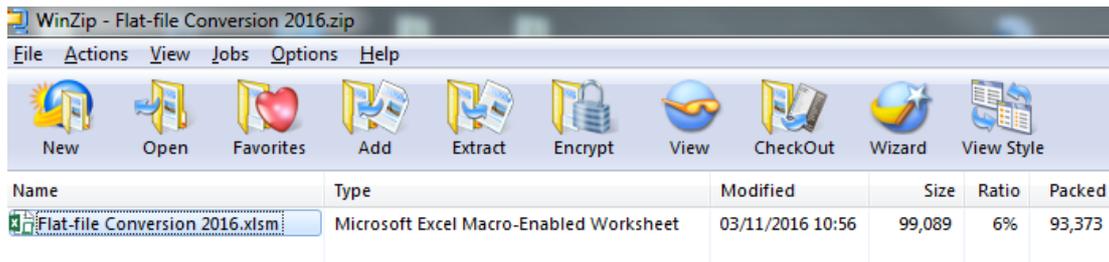
### Step 2 Accessing the flat-file conversion tool

The conversion tool is provided within a WinZip file. Download the WinZip file 'Flat-file Conversion 2021.zip' available from the HESA return page on UCAS.com here: [www.ucas.com/providers/services/our-products-and-systems/hesa-return](http://www.ucas.com/providers/services/our-products-and-systems/hesa-return)

### Step 3 Opening the flat-file conversion tool and importing data

Your operating system such as Windows may have ZIP compression software, if not you may have to use third-party software to access the file.

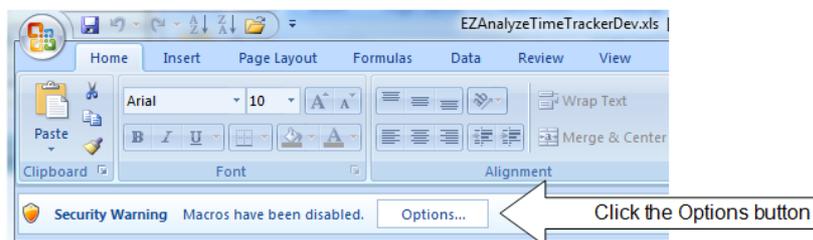
Locate the downloaded file 'Flat-file Conversion 2021.zip' and double click on it to open it. Then, drag the file from the compressed folder to a new location.



Locate the file 'Flat-file Conversion 2021.xlsm' and double click on it to open it.

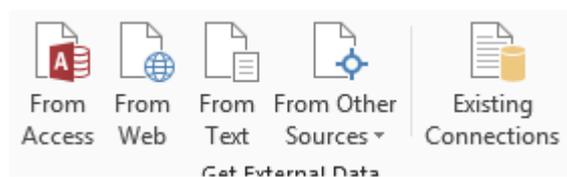
**The following procedure is for pre-Excel 2016. If you are using Excel 2016 please see the 2016 procedure section**

If the following Security Warning is visible select 'Options' and then 'Enable Macros'



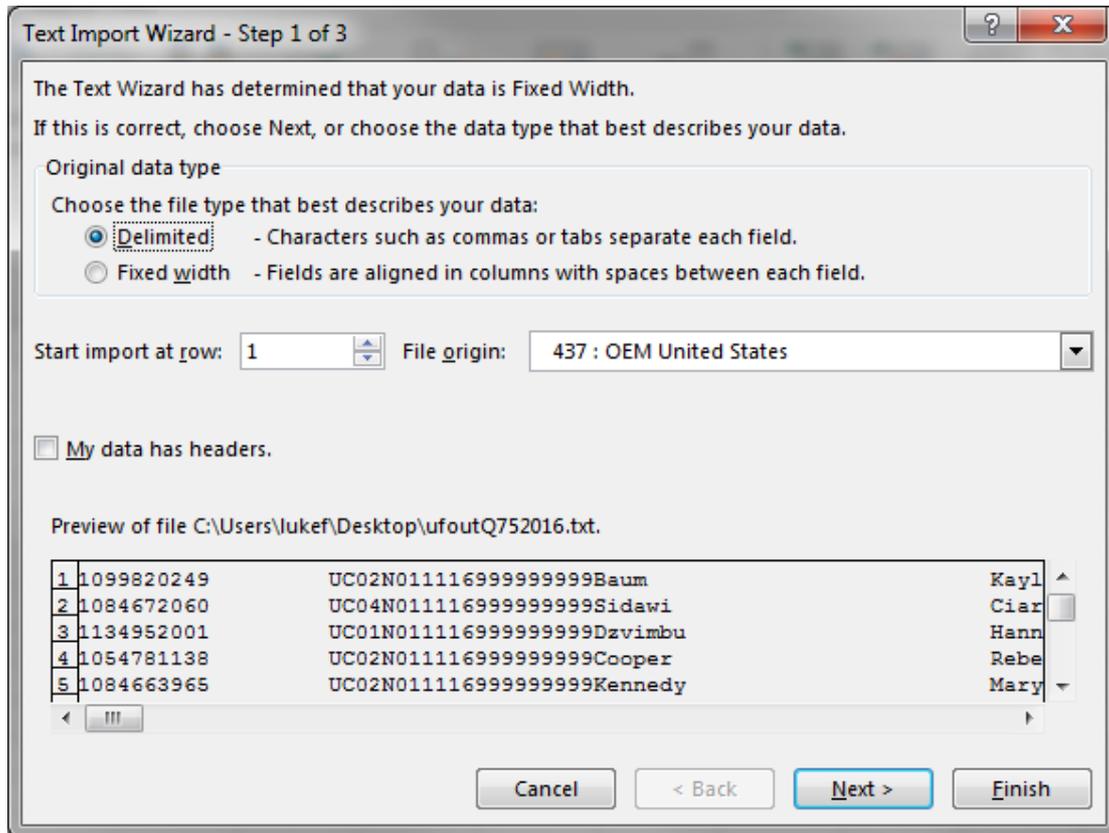
To import the data from the text file previously saved in **Step 1** – Open the tab labelled 'Import'

From the Excel Ribbon select the 'Data' tab and select 'From Text'

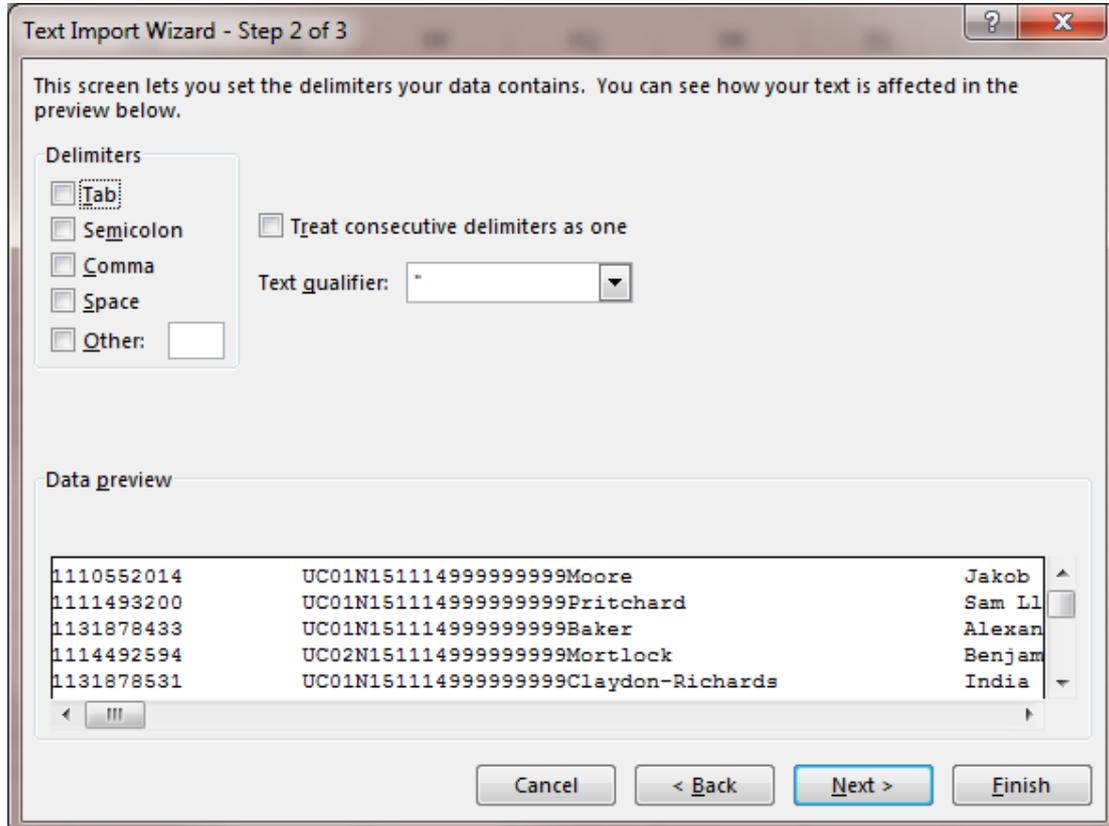


Browse to the location of the saved the text file, select it and select 'Import'.

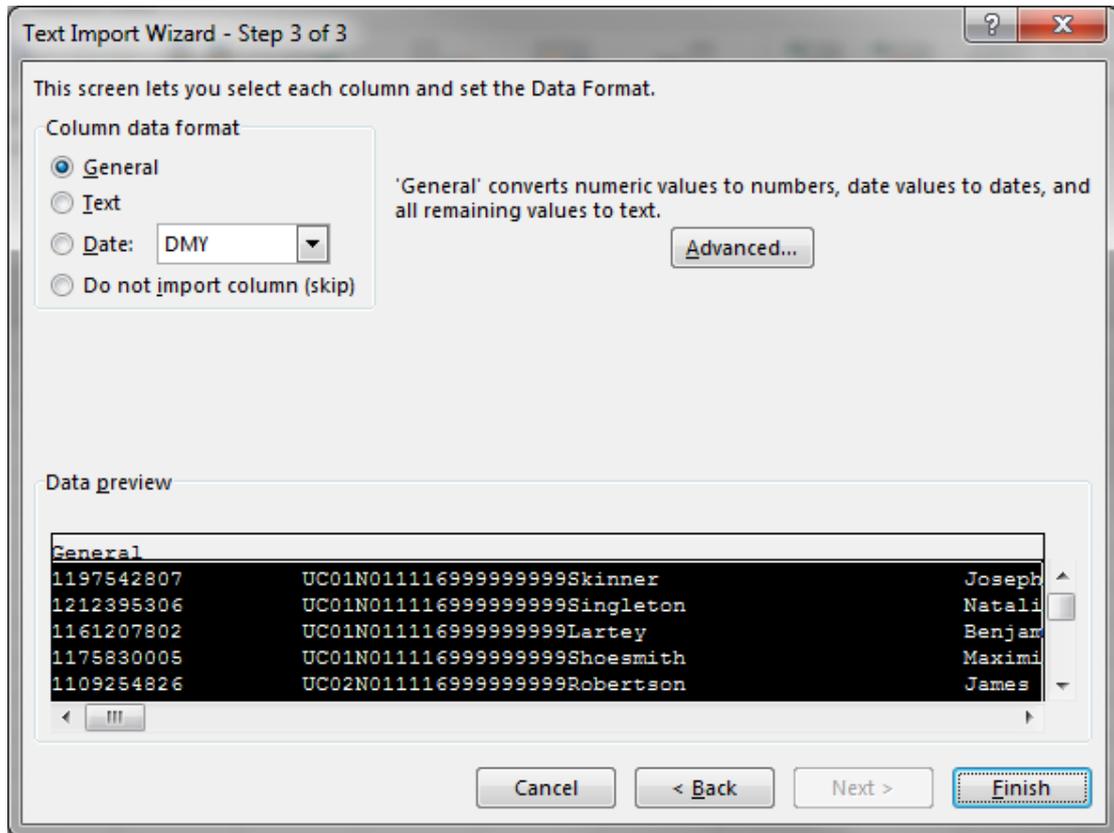
From the options presented select 'Delimited' and then 'Next'



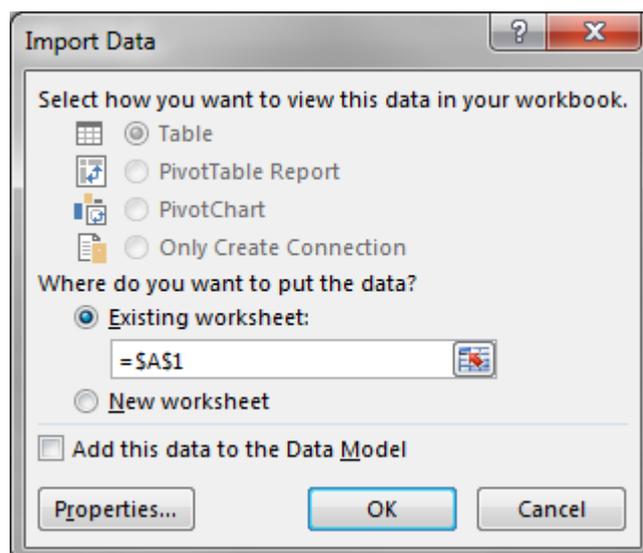
Remove all ticks from the Delimiter options and select 'Next'



Please ensure "General" is selected and click "Finish"



Ensure that '= \$A%1' is visible in the box by selecting the cell 'A1' on the worksheet.



Click 'OK' to import the data from the flat-file into this worksheet.

Open the tab labelled '**Control Sheet**'

On this worksheet click the button 'Format Flat File'. This process will import the data to the tab labelled 'Extract'. Depending on the number of records this could take a few minutes to complete.

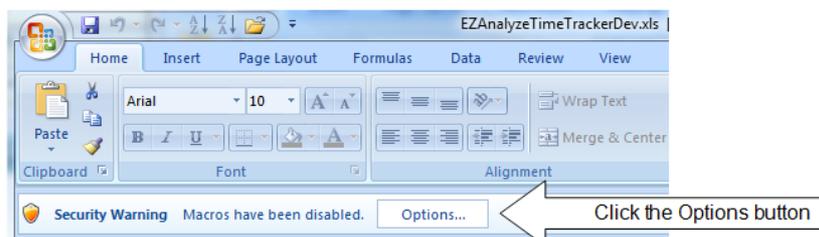
Once complete the data from the flat-file should be presented in the 'Extract' worksheet.

Copy this worksheet to a new Excel file, where you can save the file as an Excel or csv file as required.

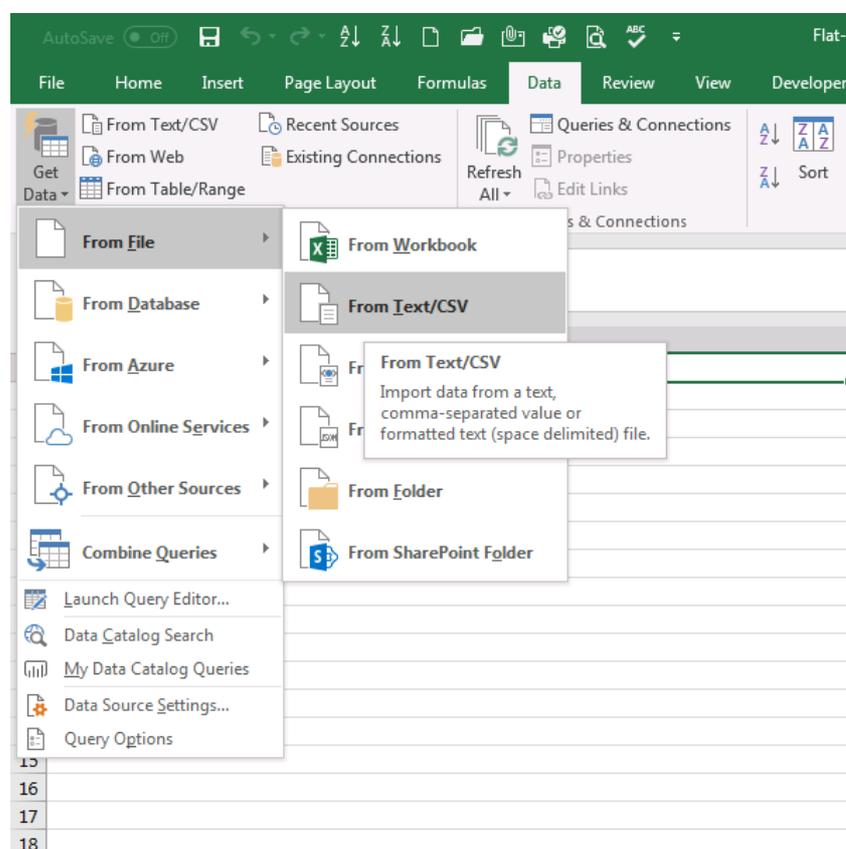
If you experience any problems with the routine please contact [dqa@ucas.ac.uk](mailto:dqa@ucas.ac.uk) who will be happy to assist.

## **Procedure for providers using Excel 2016**

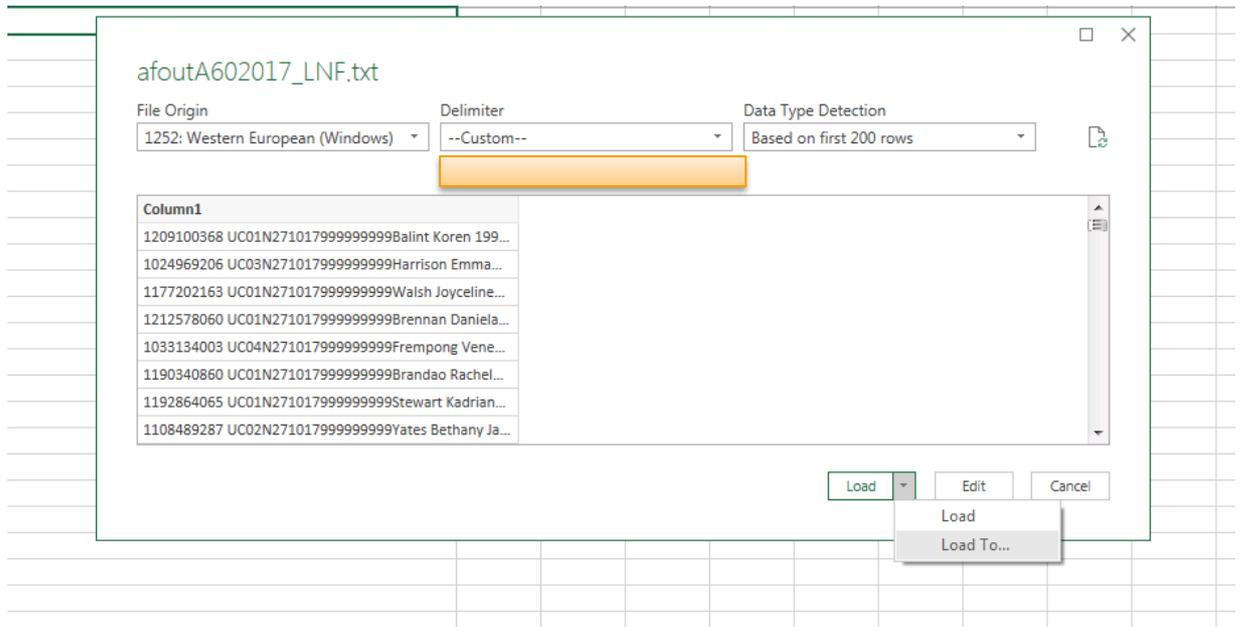
If the following Security Warning is visible select 'Options' and then 'Enable Macros'



To import the data from the text file previously saved in **Step 1** – Open the tab labelled '**Import**'



Browse to the location of the saved the text file, select it and select 'Import'.

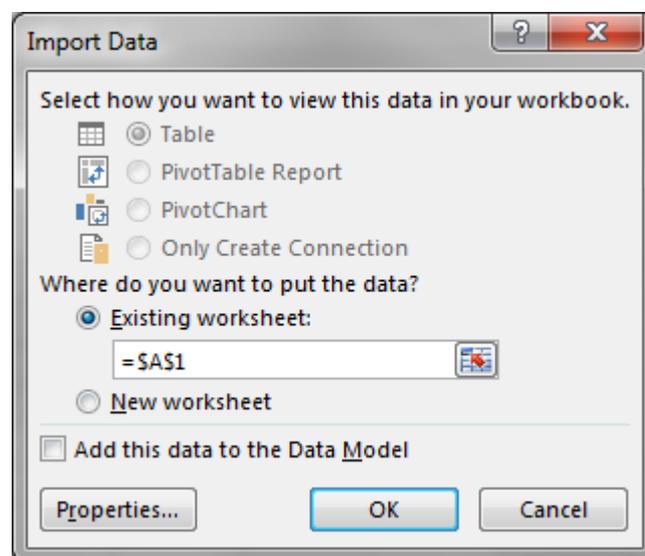


Select the Custom Delimiter from the drop-down menu

Clear any data in the yellow box above

Select "Load To" from the Load Button

Ensure that "Existing Worksheet" is selected and "=\$A\$1" is visible in the box by selecting the cell 'A1' on the worksheet.



Click 'OK' to import the data from the flat-file into this worksheet.

Open the tab labelled '**Control Sheet**'

On this worksheet click the button 'Format Flat File'. This process will import the data to the tab labelled 'Extract'. Depending on the number of records this could take a few minutes to complete.

Once complete the data from the flat-file should be presented in the 'Extract' worksheet.

Copy this worksheet to a new Excel file, where you can save the file as an Excel or csv file as required.

If you experience any problems with the routine please contact [dqa@ucas.ac.uk](mailto:dqa@ucas.ac.uk) who will be happy to assist.