

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 'Flatfile Conversion 2021.zip' available from the HESA return page on UCAS.com here: 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.

📃 WinZip - I	Flat-file Co	onversion 2016	ō.zip							
<u>File</u> <u>Action</u>	s <u>V</u> iew	<u>J</u> obs <u>O</u> ptio	ns <u>H</u> elp							
New New	Open	Favorites	Add	Extract	Encrypt	View	CheckOut	Wizard 1	View Sty	le
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Flat-file Conversion 2016.xlsm			Microsoft E	xcel Macro-E	nabled Work	sheet	03/11/2016 10:56	99,089	6%	93,373

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

<u>The following procedure is for pre-Excel 2016. If you are using Excel 2016 please</u> <u>see the 2016 procedure section</u>

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

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Home	Insert Page Layout	Formulas D	ata Review	View
Paste			>>>> = ×>	Vrap Text 1erge & Center
Clipboard 🖻	Font	6	Alignment	
🤪 Security Warn	ing Macros have been di	sabled. Options		Click the

To import the data from the text file previously saved in $\ensuremath{ \text{Step 1}} - \ensuremath{ \mathsf{Open}}$ 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'

Text Import Wizard - Step 1 of 3	? x
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. Find with - Fields are aligned in columns with spaces between each field. 	
Prixed width - Fields are aligned in columns with spaces between each field.	
Start import at <u>r</u> ow: 1 File <u>o</u> rigin: 437 : OEM United States	•
My data has headers. Preview of file C:\Users\lukef\Desktop\ufoutQ752016.txt.	
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Cancel < Back <u>N</u> ext >	<u>F</u> inish

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

Text Import Wizard - S	Step 2 of 3	? ×
This screen lets you se preview below.	et the delimiters your data contains. You can see how your text is affecte	d in the
Delimiters		
Se <u>m</u> icolon	Treat consecutive delimiters as one	
Comma <u>C</u> omma	Text qualifier	
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Please ensure "General" is selected and click "Finish"

Text Import Wizard - Step	p 3 of 3	? ×	
This screen lets you select Column data format © <u>G</u> eneral © <u>T</u> ext © <u>D</u> ate: DMY © Do not <u>i</u> mport colum	t each column and set the Data Format. 'General' converts numeric values to numbers, date values all remaining values to text. <u>A</u> dvanced mn (skip)	mbers, date values to dates, and	
Data <u>p</u> review			
General			
1212225206	UC01N0111169999999998kinner	Joseph A	
1161207802	UC01N01111169999999991artev	Benjar	
1175830005	UC01N01111699999999995beesmith	Maximi	
1109254826	UC02N01111699999999980bertson	James -	
•		۲.	
	Cancel < <u>B</u> ack Next >	<u>F</u> inish	

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

Import Data	? X						
Select how you want to view this data in yo	our workbook.						
📰 🎯 Table							
🚺 🔘 PivotTable Report							
PivotChart							
📄 🔘 Only Create Connection							
Where do you want to put the data?							
Existing worksheet:							
=\$A\$1							
New worksheet							
Add this data to the Data <u>M</u> odel							
Properties OK	Cancel						

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 <u>dqa@ucas.ac.uk</u> 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'

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File	e Home Insert		Page Layout Formulas Data Review View	Developer
Get Data	From Text/CSV From Web From Table/Range		Recent Sources Existing Connections Refresh All +	Ž↓ ZAZ Z↓ Sort
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Ľ	From <u>D</u> atabase	F	From <u>T</u> ext/CSV	
	From <u>A</u> zure	ŀ	Fr From Text/CSV	
	From Online Services	ŀ	comma-separated value or comma-separated value or formatted text (space delimited) file.	
	From Other Sources	F	From <u>F</u> older	
Ş	Combine Queries	F	From SharePoint Folder	
2	Launch Query Editor			
Q	Data <u>C</u> atalog Search			
(III)	<u>My</u> Data Catalog Queries			
B	Data Source <u>S</u> ettings			
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17				
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Browse to the location of the saved the text file, select it and select 'Import'.

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Column1		_		
1209100368 UC01N27101799999999	9Balint Koren 199			(=)
1024969206 UC03N27101799999999	9Harrison Emma			
1177202163 UC01N27101799999999	9Walsh Joyceline			
1212578060 UC01N27101799999999	9Brennan Daniela			
1033134003 UC04N27101799999999	9Frempong Vene			
1190340860 UC01N27101799999999	9Brandao Rachel			
1192864065 UC01N27101799999999	9Stewart Kadrian			
1108489287 UC02N27101799999999	9Yates Bethany Ja			-
		Load *	Edit	Cancel
			Load	1
		 	Load To	<u> </u>

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.

Import Data	? <mark>x</mark>					
Select how you want to view this data in	your workbook.					
📰 🍥 Table						
📝 🔘 PivotTable Report						
PivotChart						
📄 🔘 Only Create Connection						
Where do you want to put the data?						
Existing worksheet:						
=\$A\$1	•					
Mew worksheet						
Add this data to the Data <u>M</u> odel						
Properties OK Cancel						

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.

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