******State of Kansas**

**Opening .DAT Files**

***Statewide Human Resource and Payroll System***

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| **Date Created** | 12/21/2021 |
| **Version** | 1.0 |
| **Security** | Microsoft Excel |
| **Purpose** | Instructions to open SHARP .DAT files in Excel. |
| **1.** | Open Microsoft ExcelOpen a Blank WorkbookWithin the Data toolbar ribbon, select Get Data > From File > From Text/CSVIf Get Data is not in your ribbon, you can search for ‘get data from text’ in your Search boxNavigate to the Folder where the file is saved that you want to open. Change the file version to All Files.ImportMake sure Delimited is selected.NextSemicolonNextIf you need to format any columns you can do that here.\*For the **Combination Code\_TaskProfile Report**, highlight all of the columns and format the columns as **Text.**FinishOK |  |
| **Instructions** | Report has been loaded to Excel.  |
| **Save File** | Save File to a place where it can be retrieved again. Save the file as an Excel Workbook. |