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Read Me for Python Scirpt

Python version 3.8 and 3.9

Package used: pandas, OS, shutil, warnings

For Excel merge:

It merges all sub sheets in one folder and outputs a master sheet or separate sheets containing designated sub sheets.

In the function:

if \_\_name\_\_ == "\_\_main\_\_":

warnings.filterwarnings("ignore")

excel\_dic = {

**'4. Subrecipients (≥ $50k)': '4. Subrecipients (≥ $50k)',**

**'5. Subawards (≥ $50k)': '5. Subawards (≥ $50k)',**

**'6. Expenditures ≥ $50,000': '6. Expenditures ≥ $50,000',**

**'7. Aggregate Subwards < $50,000': '7. Aggregate Subwards < $50,000',**

**'8. Payments to Individuals': '8. Payments to Individuals'**

}

folder = **'Data'**

data = []

with pd.ExcelWriter**("C:\\Users\\zdong\\OneDrive - State of North Carolina\\Code\\Work Report\\Excel Merge Demo\\MasterSheet.xlsx"**) as writer:

for sheet, sheet\_name in excel\_dic.items():

sheet = excel\_merge(folder, sheet, sheet\_name, **csv=False, suffix=".xlsx"**)

sheet = excel\_merge(folder, sheet, sheet\_name, **csv=False, suffix=None**)

sheet.to\_excel(writer, sheet\_name=sheet\_name, index=False)

Only things in bold should be changed according to needs. Only change the word inside ‘’ or “” and do not delete ‘’ and “”

In: excel\_dic = {

**'4. Subrecipients (≥ $50k)': '4. Subrecipients (≥ $50k)',**

The red string is the sub-sheet name that you want to merge together and it should match the original files. The blue line is your desired name for the result after merging, it can be anything but not blank.

In: folder = **'Data'**

The red word is the folder name, it should match the name in file explore.

In with pd.ExcelWriter**("C:\\Users\\zdong\\OneDrive - State of North Carolina\\Code\\Work Report\\Excel Merge Demo\\MasterSheet.xlsx"**) as writer:

The red line is the file path that shows the location of the storage of the master sheet.

One thing to notice: For example, in win 10, the file path looks like: C:\Users\xxx You need to add one more \ in every appearance of \

In **csv=False, suffix=".xlsx"**):

If you want to also output multiple CSV files, then csv=True, otherwise False.

If you want to delete certain words from the file indicator column like abcd, then put suffix = “abcd”

Excel Split:

The function split a sheet according to each unique value in the designated column. It stores the result in multiple CSV files or one xlsx file with sub sheets

In the function:

if \_\_name\_\_ == "\_\_main\_\_":

**loc = "C:\\Users\\zdong\\OneDrive - State of North Carolina\\Code\\Work Report\\Excel Split Demo\\MasterSheet.xlsx"**

**excel\_split("Demo.xlsx", "Sheet1", 'b',** loc, **xlsx=True, csv=True)**

Only things in bold should be changed according to needs. Only change the word inside ‘’ or “” and do not delete ‘’ and “”

In **loc = "C:\\Users\\zdong\\OneDrive - State of North Carolina\\Code\\Work Report\\Excel Split Demo\\MasterSheet.xlsx"**

The red line is the file path that shows the location of the storage of the master sheet.

One thing to notice: For example, in win 10, the file path looks like: C:\Users\xxx You need to add one more \ in every appearance of \

In excel\_split("Demo.xlsx", "Sheet1", 'b', loc, xlsx=True, csv=True)

In "Demo.xlsx" it should be the excel that you want to split

In "Sheet1" it should be the sub sheet that you want to split

In 'b' it should be the column that you want to split accordingly.

Do not change loc

In xlsx=True it should be True if you want one master sheet and False otherwise

In csv=True it should be True if you want one master sheet and False otherwise

For Excel Sheet Split:

The function split a master sheet’s sub-sheet into separate sheet files.

In the function:

if \_\_name\_\_ == '\_\_main\_\_':

file = **"Demo.xlsx"**

split\_sheet(file)

In file = **"Demo.xlsx"**

Change **Demo.xlsx** to the file name to split and put the file and the script in the same folder.

For File Merge:

The function merges all files or certain files in a folder to the desired location.

In the function:

if \_\_name\_\_ == "\_\_main\_\_":

parent\_dir = 'C:\\Users\\10648\\OneDrive\\NCPR Intern\\File info gather'

folder\_name = 'Demo1'

new\_path = 'C:\\Users\\10648\\OneDrive\\NCPR Intern\\File info gather\\New folder'

keyword = ''

file\_merge(parent\_dir, folder\_name, new\_path, keyword)

In parent\_dir put the path to the folder contains the folder to merge

In folder\_name put the name of the folder to merge.

In new\_path put the path to the folder that stores the files

In keyword put a keyword of merge, or leave blank, then everything in the folder will be merged.

For Folder Info Gather:

The function collect information of a folder and out put a text file and a csv file

In the function:

path = "demo1"

info\_to\_text\_csv(path=path, csv=True,

txt=True, folder\_dict=folder\_dict,

keyset=key\_set, **check\_size**=10)

In path put the path to the folder

In csv put True if you want a excel report, False otherwise

In txt put True if you want a text report, False otherwise

In **check\_size** put the number in kilobytes as an indicator that this file may need extra attention.

For Excel Move:

The function copies the template and name the copies with the name of the old files

In the function:

sheet1 = ([1, 2],

[1, 2],

False, "Sheet1")

sheet1\_2 = ([3, 4, 5],

[3, 4, 5],

True, "Sheet1")

sheet2 = ([1, 2, 3, 4, 5],

[1, 2, 4, 5, 6],

False, "Sheet2")

folder\_dict = [sheet1, sheet1\_2, sheet2, ]

For example, in sheet1, we put the original sheet's first vector the data of the original sheet, the second vector as the receiving sheet, the third, True or False, as whether to copy the format and the fourth element as the name of the exact sheet.

Create as many sheet elements as needed, and put all of them in to the folder\_dict for automatically copying.