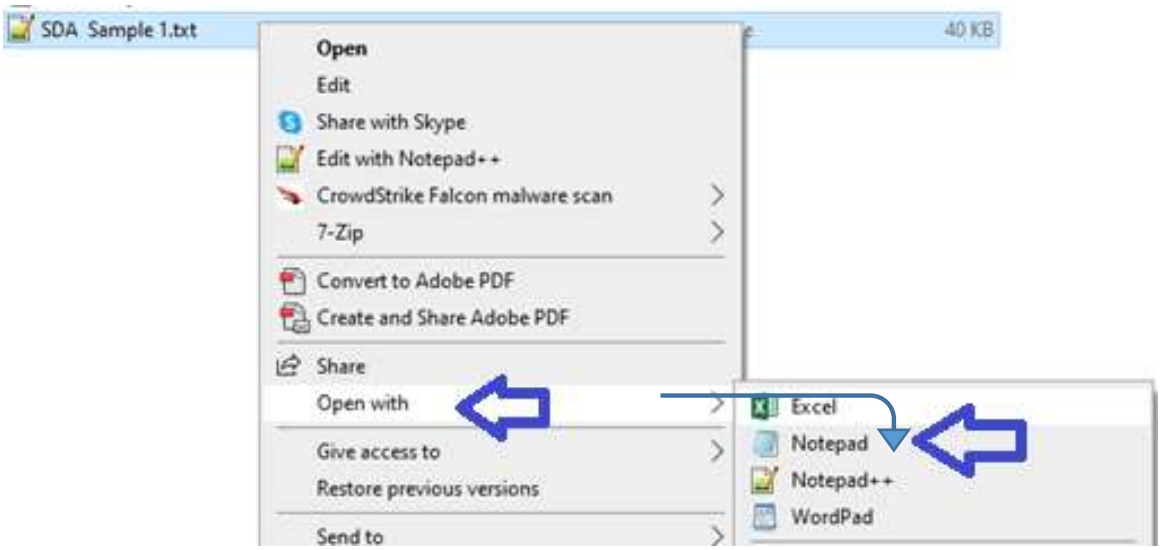
Tips for CSV, Excel and Sheets

While working in a spreadsheet we recommend that you:

1- Save the spreadsheet as Excel/Sheets *with all directions and headers*
2- Cut these (directions & header rows) and paste them to a new worksheet in the file for reference
3- BEFORE saving as CSV ensure there are no blanks cells;
   a. Find the first empty column to the right, select multiple blank columns and delete them.
   b. Find the first empty row at the bottom, select multiple blank rows and delete them.
4- Save again as CSV
5- If you are loading the data next, keep the original file open.
6- If you need to re-open the CSV, date formats are very likely to revert back to MM/DD/YY

Comma-separated values (CSV) is a text file format that uses commas to separate values. A CSV file stores tabular data (numbers and text) in plain text, where each line of the file typically represents one data record. Each record consists of the same number of fields, and these are separated by commas in the CSV file. Wikipedia

L0 errors are frequently easy to identify by viewing the CSV file as the raw data.



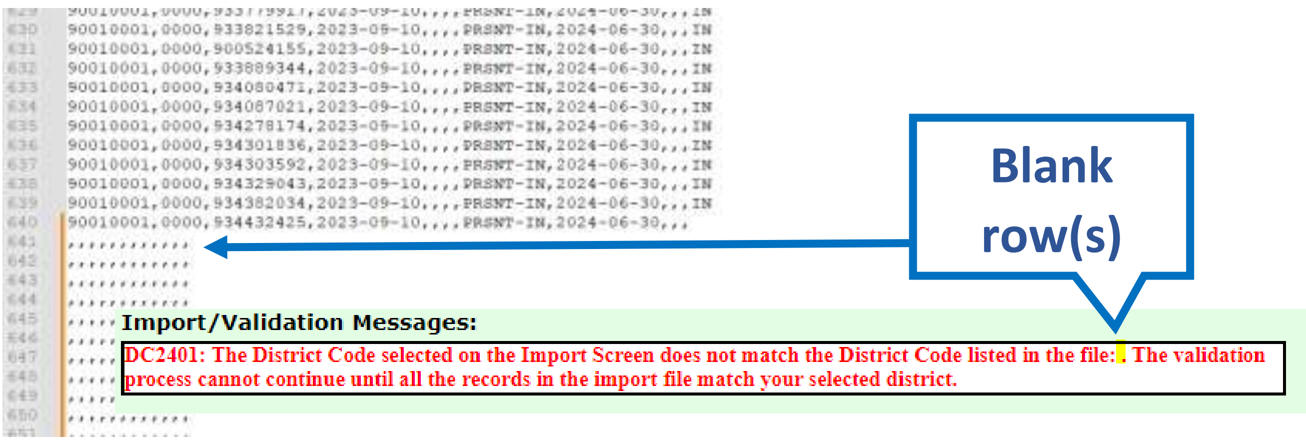
Tips for CSV, Excel and Sheets

The MOST common import error is a CSV file with blank cells:

1. Rows at the bottom will create a message about the DISTRICT CODE

   Cause: tapping in a cell of a row below the last row of data in Excel or Sheets.

   FIX: delete all rows of only commas in the CSV or blank rows at the bottom in Excel or Sheets.



2. Extra commas at the end of a record(s).

   Cause: tapping in a cell of a column beyond the last required field, off to the right in Excel or Sheets.

   Fix: Delete the extra commons at the end of EACH row. Easiest to clean up in Excel or Sheets.

CSV files can have fewer columns/commas at the end of a row but not more. Knowledge of the eScholar templates may help your understanding of this. [All Templates.]()

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90010001,0000,900754474,2023-09-07,,,,P,2024-06-30,,,IN,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
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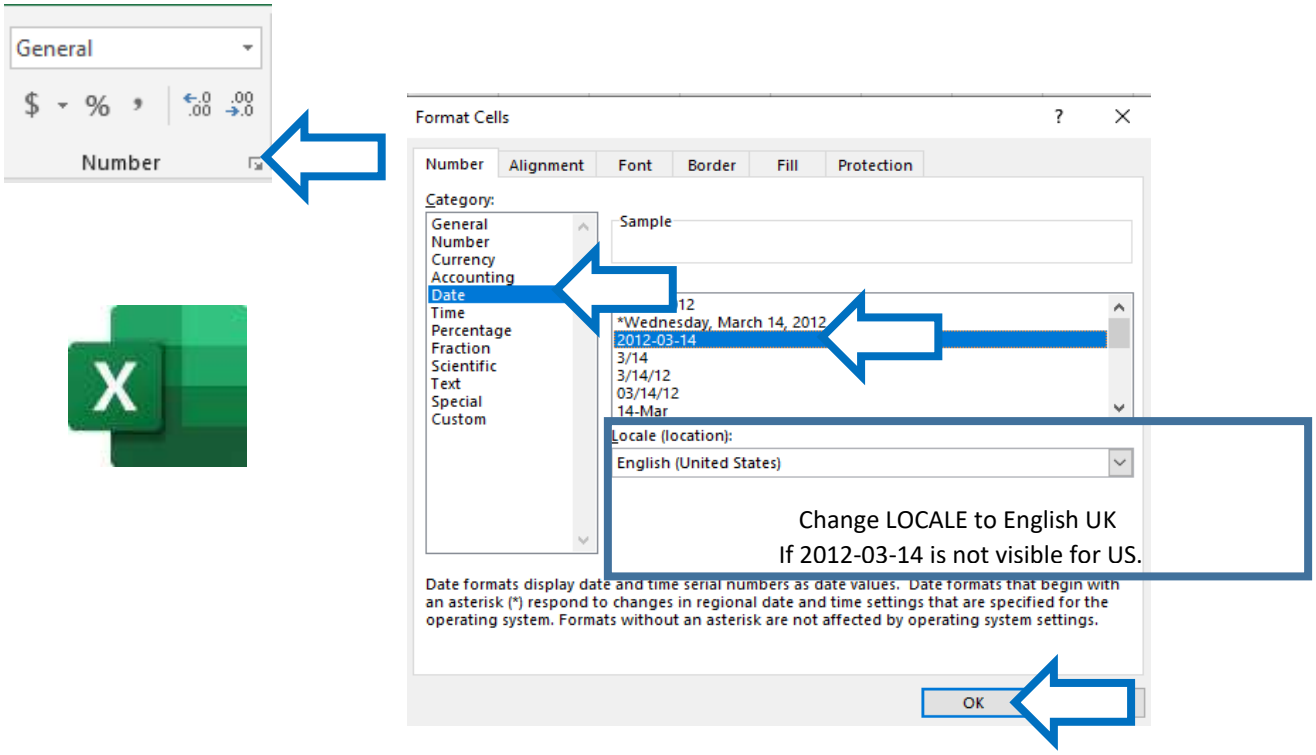
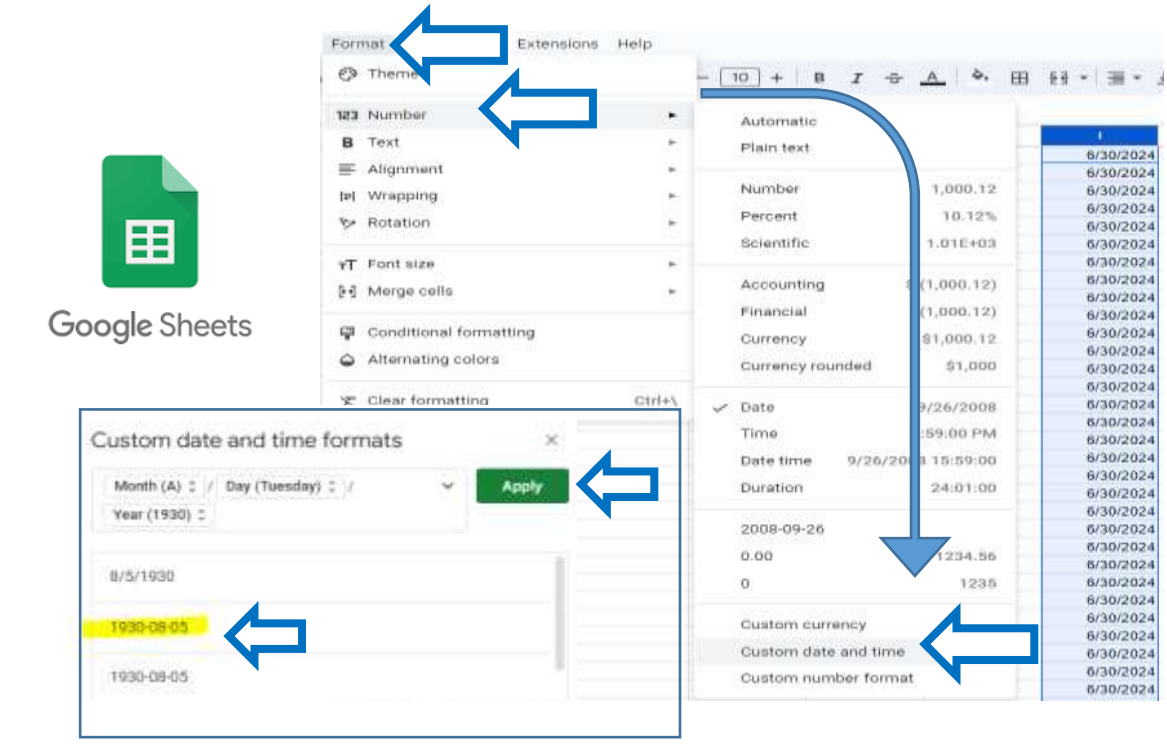
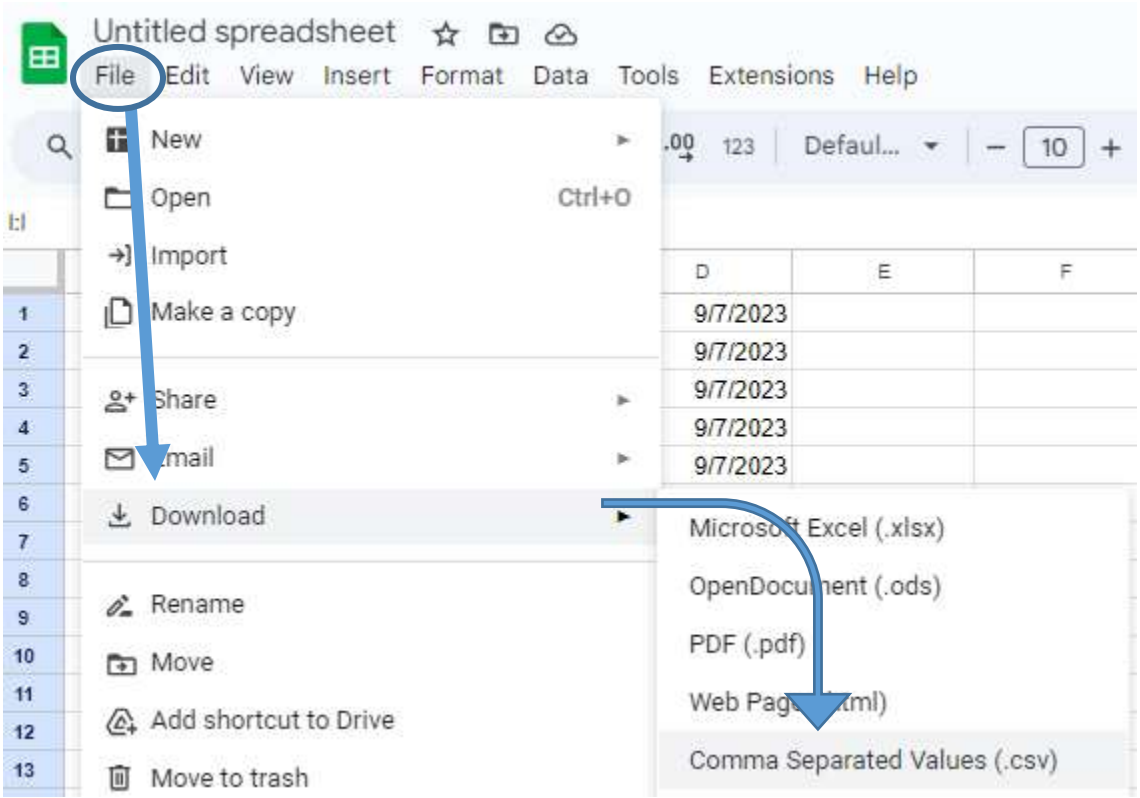
Tips for CSV, Excel and Sheets

3. Bad Dates -ALL dates must be in the format of YYYY-MM-DD. Accuracy can be ensured with custom formats in Excel and Sheets.





Tips for CSV, Excel and Sheets

Creating a CSV in Sheets