

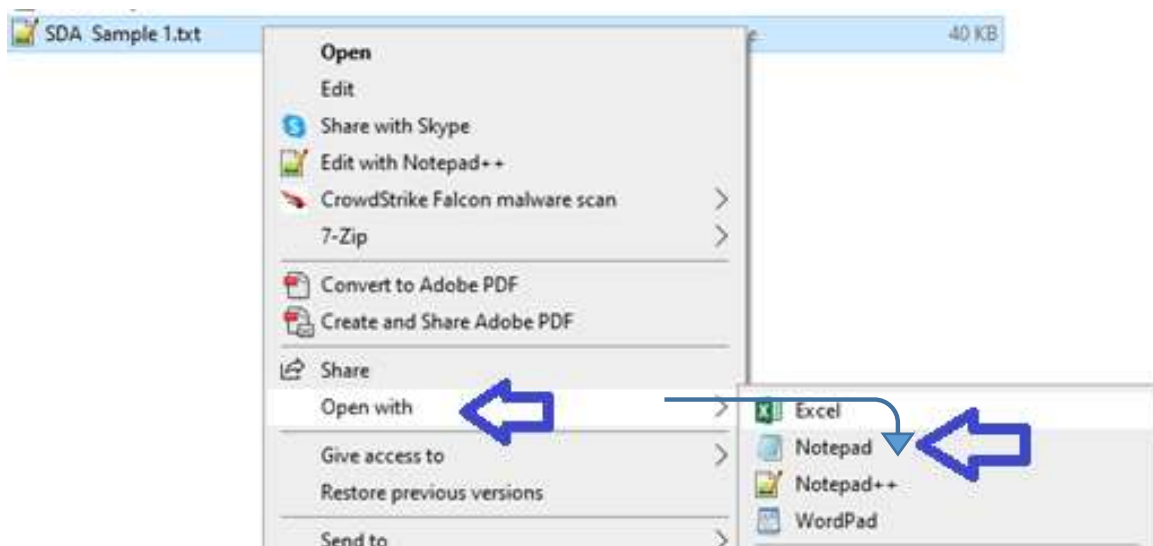
Tips for CSV, Excel and Sheets

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 blank 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.



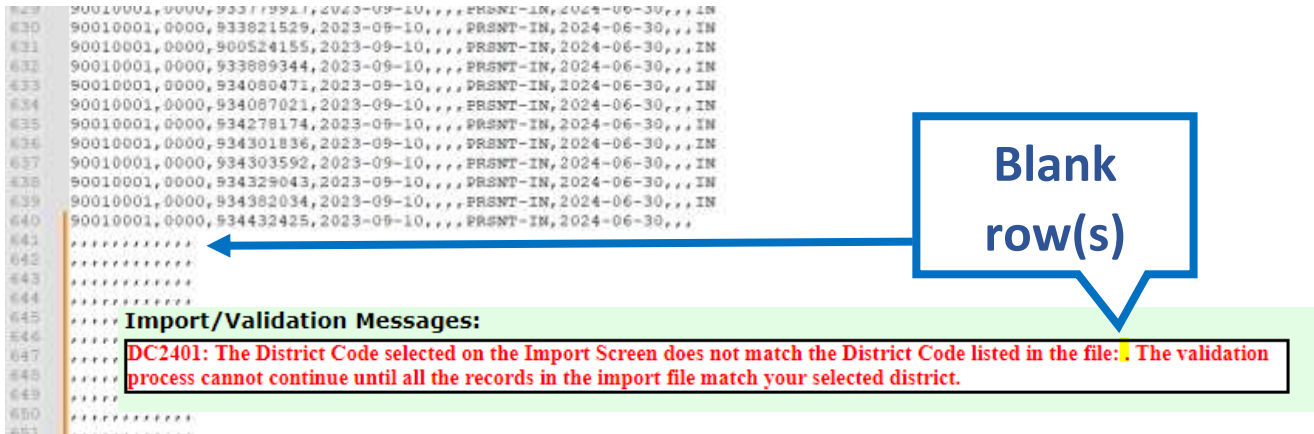
Tips for CSV, Excel and Sheets

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.



Blank row(s)

Import/Validation Messages:

DC2401: The District Code selected on the Import Screen does not match the District Code listed in the file: [yellow box]. The validation process cannot continue until all the records in the import file match your selected district.

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.](#)

```
90010001,0000,900754474,2023-09-07,,,P,2024-06-30,,,IN,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
90010001,0000,934432599,2023-09-07,,,PRSENT-IN,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.



Format Cells

Category: **Date**


Sample: *Wednesday, March 14, 2012

2012-03-14

Locale (location): English (United States)

Change LOCALE to English UK
If 2012-03-14 is not visible for US.

OK



Google Sheets

Format

Number

Custom date and time formats

Month (A) : / Day (Tuesday) : /

Year (1930) :

Apply

8/5/1930

1930-08-05

1930-08-05

Automatic

Plain text

Number 1,000.12

Percent 10.12%

Scientific 1.01E+03

Accounting \$(1,000.12)

Financial (1,000.12)

Currency \$1,000.12

Currency rounded \$1,000

✓ Date 9/26/2008

Time :59:00 PM

Date time 9/26/2008 15:59:00

Duration 24:01:00

2008-09-26

0.00 1234.56

0 1235

Custom currency

Custom date and time

Custom number format

Need help?

Call: 631.218.4134

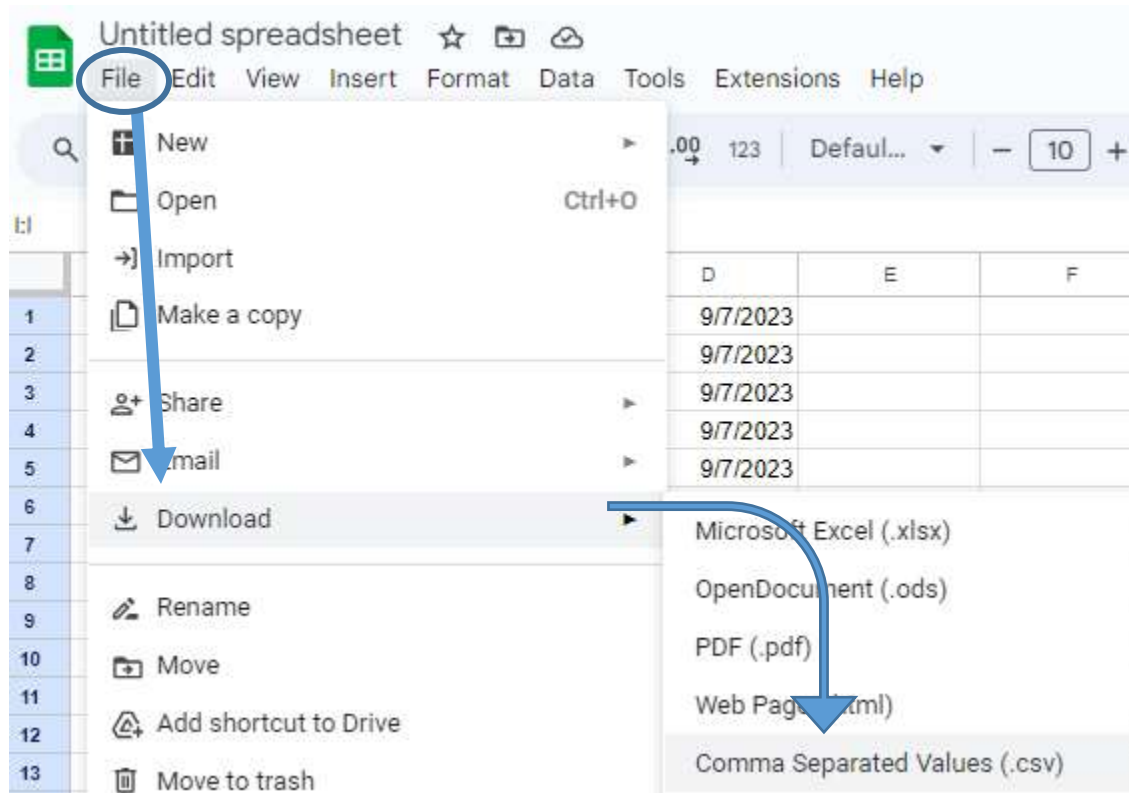
email: NYCCharterData@esboces.org

Tips for CSV, Excel and Sheets

Creating a CSV in Sheets



Google Sheets



Need help?

Call: 631.218.4134

email: NYCCharterData@esboces.org