

How-To: Formatting an Excel-Based CSV to Maintain Leading Zeros for ETL Jobs



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Closing and re-opening your Excel-based CSV files may result in a loss of leading zeros. Read this article to learn how to format an Excel-based CSV to maintain leading zeros.

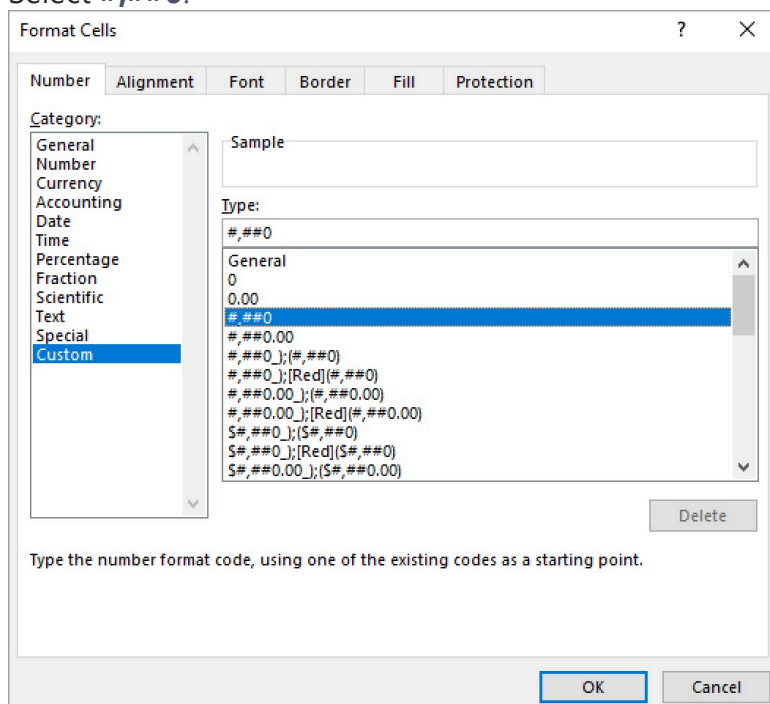
Why use this feature?

If you have dimension members with leading zeros (0055, 00100, 098899, etc.), there is an Excel limitation that suppresses them and causes the ETL job to unintentionally create new dimension members. You'll need to edit your CSV file in Excel to maintain the leading zeros.

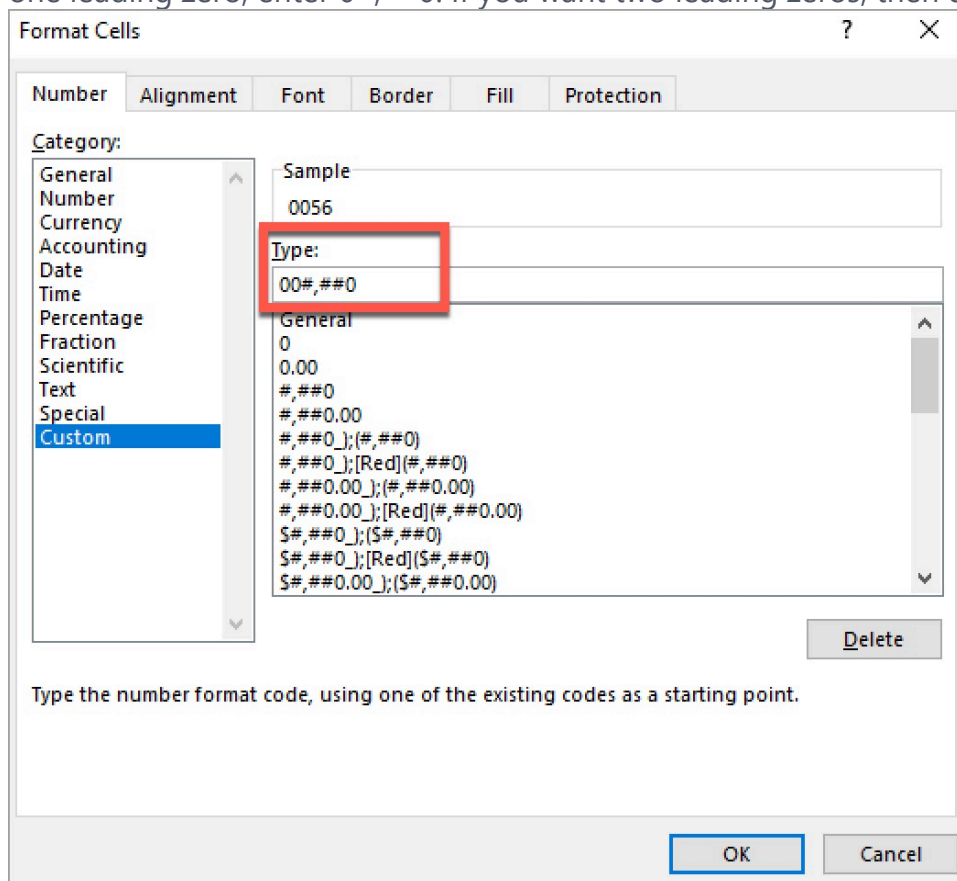
How to

Format an Excel-based CSV file to maintain leading zeros

1. Open the file in Excel.
2. Select all the cells or columns that should have leading zeros.
3. Right-click on the selection.
4. Select **Format Cells...**
5. Select **Custom** from the Category options.

6. Select **#,##0**.

7. In the *Type*: field, enter in the number of leading zeros you want. For example, if you want only one leading zero, enter 0#,##0. If you want two leading zeros, then enter 00#,##0.



8. Select **OK**.

9. Save the file. There are now leading zeros in the cells you specified.

10. To confirm that leading zeros are present, open the file in Notepad and it should have the leading zeros.

Notes

- Making this formatting change to have leading zeros should be done once all editing in the file is complete, as reopening the Excel file may cause the leading zeros to be suppressed again.

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