

Error Correction Steps for Downloaded csv files

A. Comma-to-Carat-Conversion: Steps to convert comma (,) separated multicolumn csv file to carat (^) separated single column csv file

1. Select csv file and using right click, open the file in notepad
2. Use CTRL+H (find and replace), and replace all **commas (,)** with **carat (^)**
3. Save the file using **File->Save As**
4. In Save as Type, select **All Files (Instead of Text documents *.txt)**
5. In File name, append **.csv** to the file name
6. Select Save

B. Carat-to-Comma-Conversion: Steps to convert carat (^) separated single column csv file to comma (,) separated multi column csv file

1. Select csv file and using right click, open the file in notepad
2. Use CTRL+H (find and replace), and replace all **carat (^)** with **commas (,)**
3. Save the file using **File->Save As**
4. In Save as Type, select **All Files (Instead of Text documents *.txt)**
5. In File name, append **.csv** to the file name
6. Select Save

C. Split-Single-Column-Conversion: Steps to split the single column carat file to rectify/edit

1. Open the csv file in excel
2. Select the single column
3. Choose in excel **Data->Text to columns** option
4. Choose in step-1 **Delimited** and **Next**
5. Select in step-2 **Others** and enter ^ in the box and **Next**
6. Select in step-3, **loan acc no** column and select radio button **Text**
7. If applicable repeat the same for **SB Account No** column
8. Press Finish
9. Make corrections as reqd
10. Remove any extra columns that are not needed for upload as per template
11. Save the file
12. Follow **steps (A)**, explained above
13. File is now ready for upload

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Scenario-1: Downloading file with errors for rectification

1. Follow **steps (A)**, explained above, on the downloaded csv file.
2. Now open the file in excel
3. Follow **steps (C)**, explained above
4. Save the file.
5. If further corrections required before upload, Follow **steps (B)**, explained above
6. Save the file.

Result: A csv file with carat separated, single column file which can be uploaded.

Scenario-2: Creating an upload file from scratch

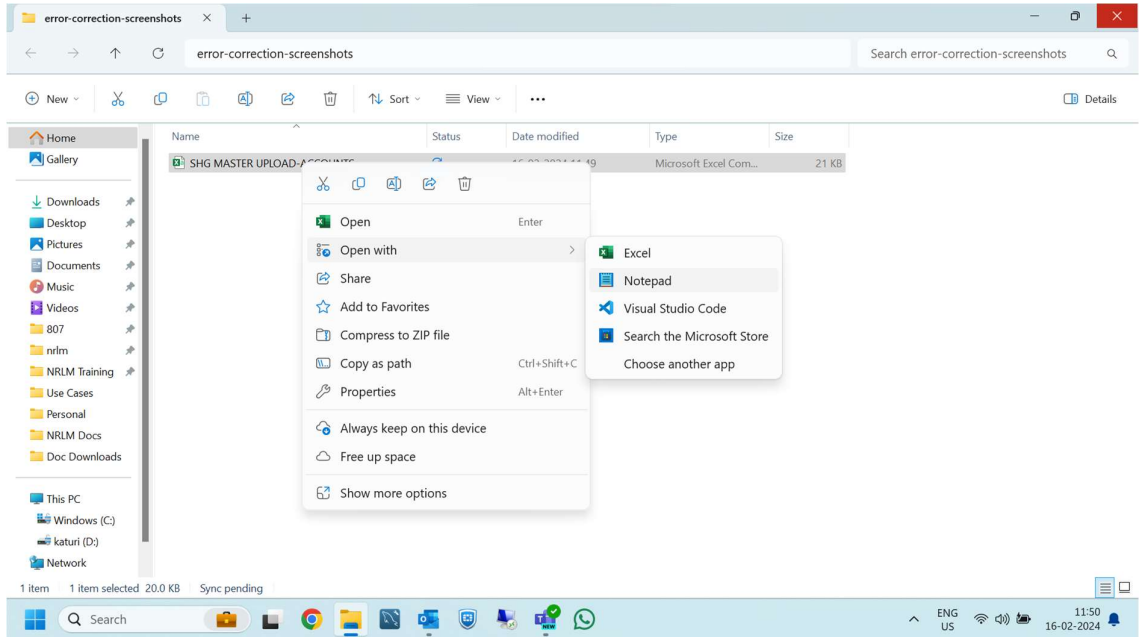
1. Open excel, Enter headers in various columns
2. Select **loan acc no** and **sb account** columns, if present, right click and select format and choose **TEXT**
3. Enter data and save as csv file (comma delimited)
4. Close the excel editor
5. Follow **steps (A)**, explained above

Result: A csv file with carat separated, single column file which can be uploaded.

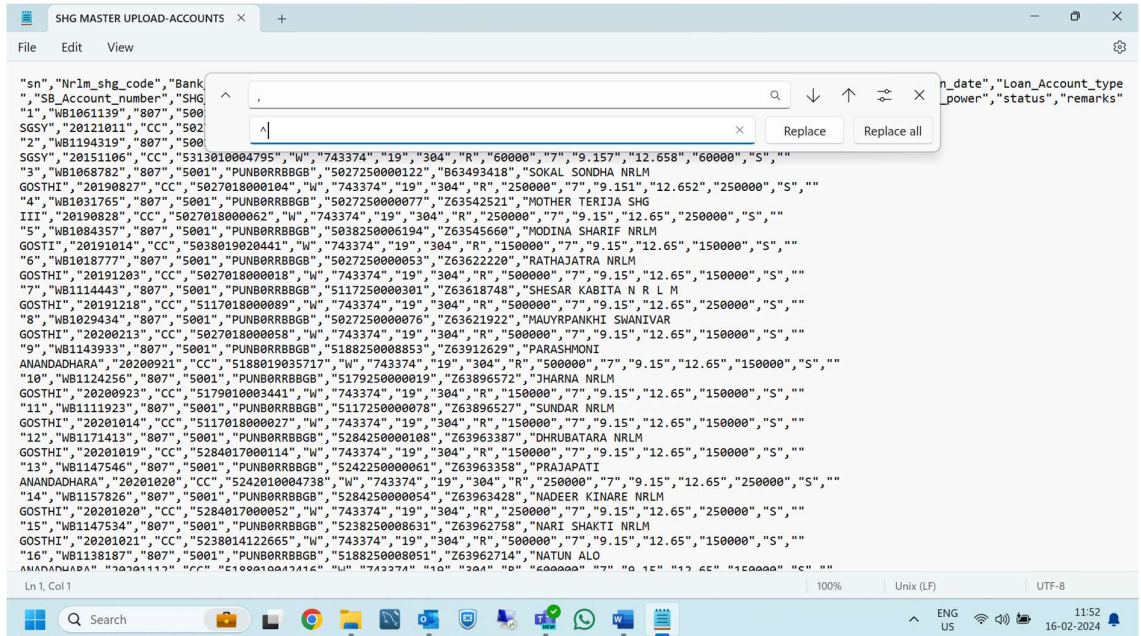
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Example : Correcting a downloaded SHG Master file

1. Select the error file from saved directory and open the file in notepad

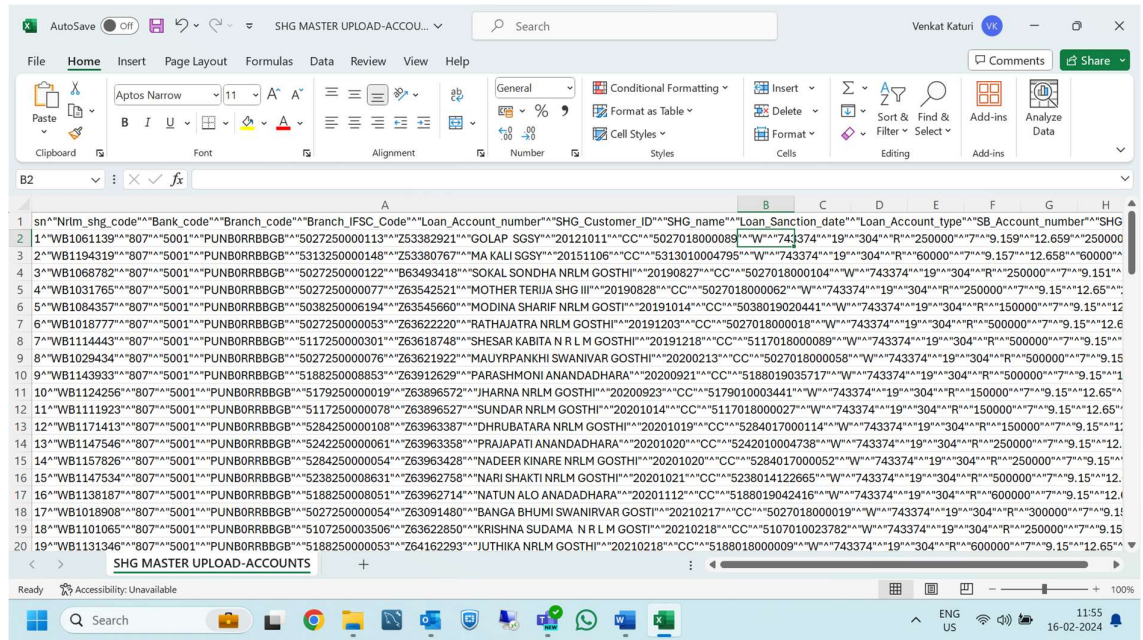


2. Select Ctrl+H, Find and replace, replace all “,” with “^”, **select replace All, select Save File and close.**

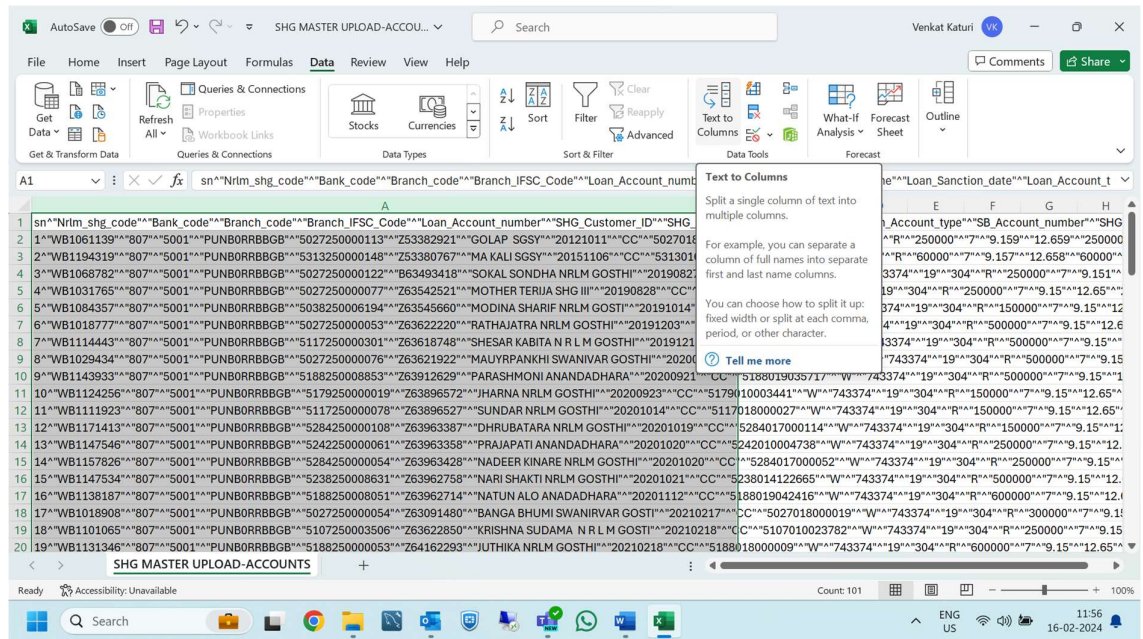


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3. Open the saved file in Excel, You will all have in one column A,

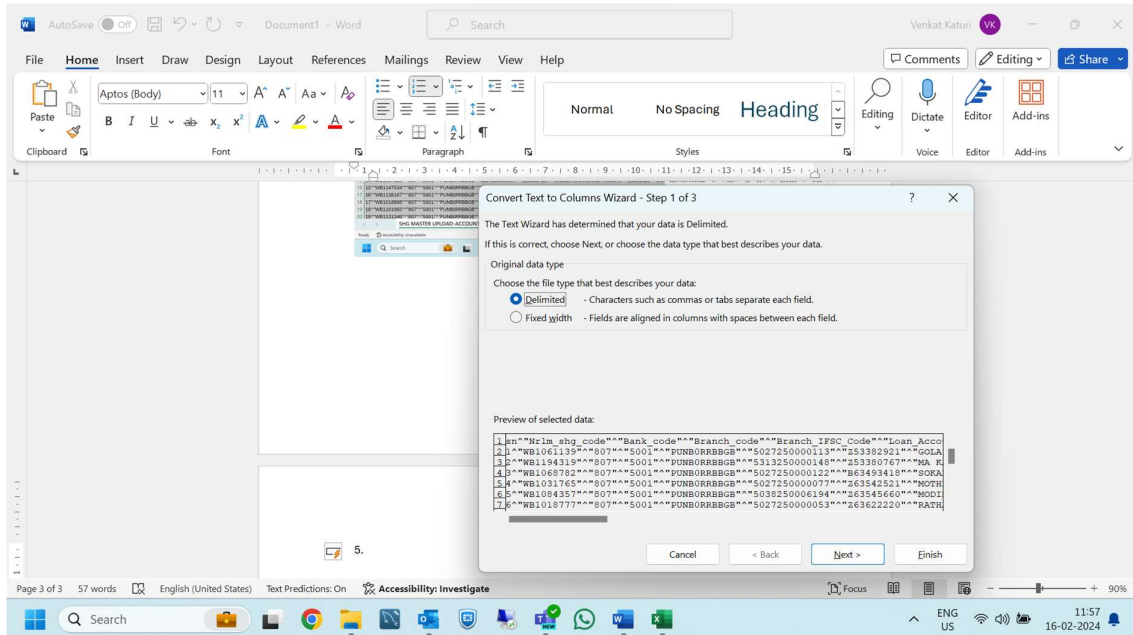


4. Select the Column A and Data->Text to columns

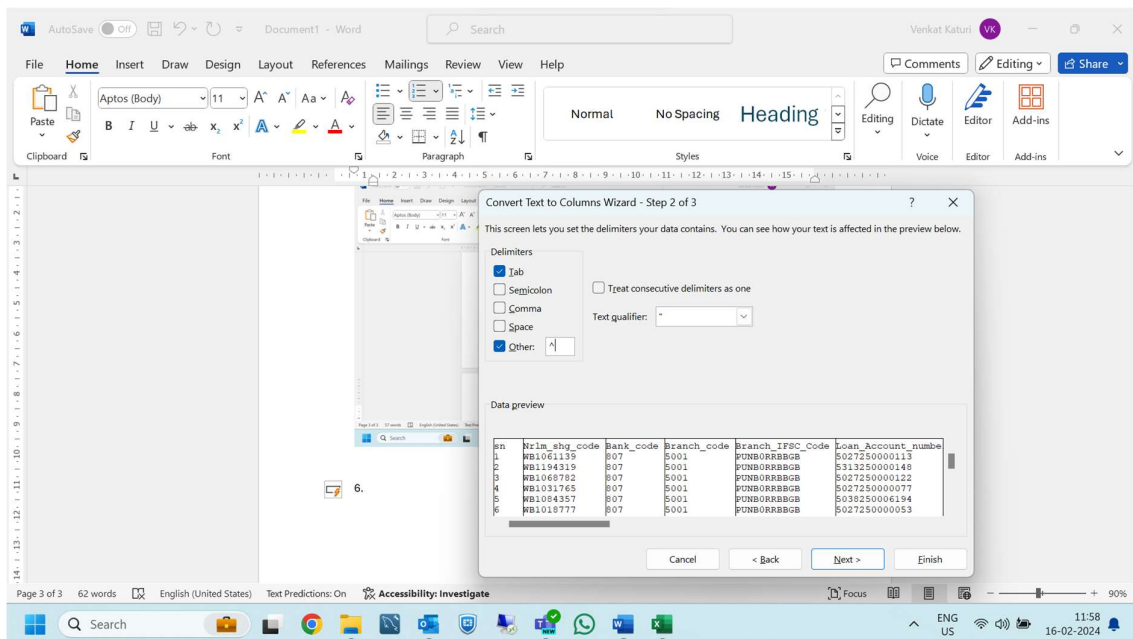


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5. Select Delimited and Next

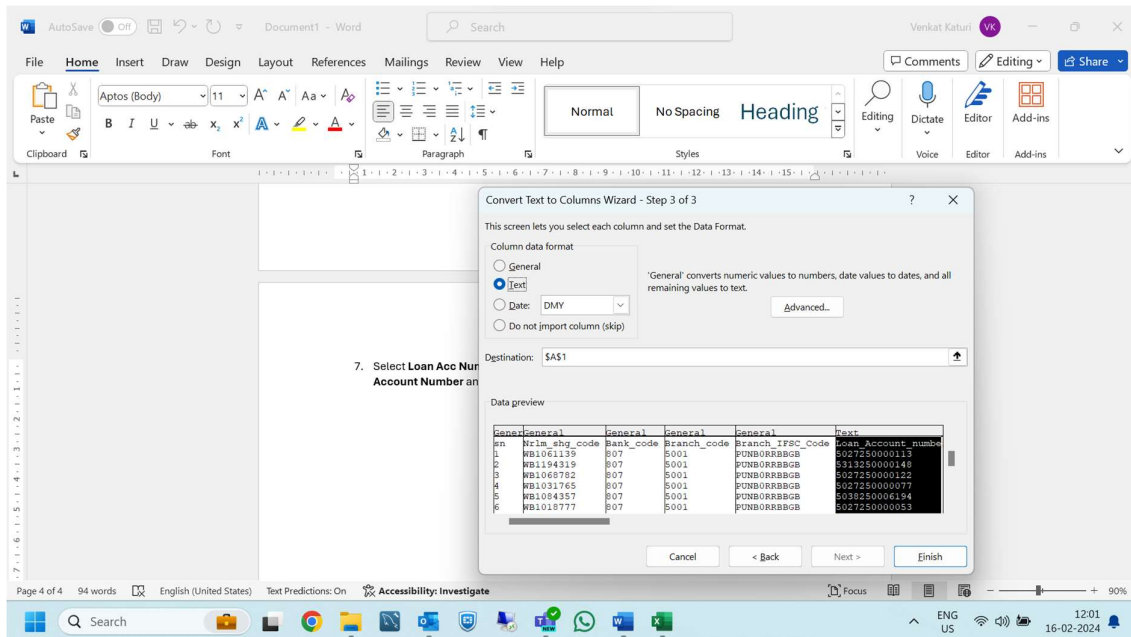


6. Select **Other** and enter “^” in the box and select Next

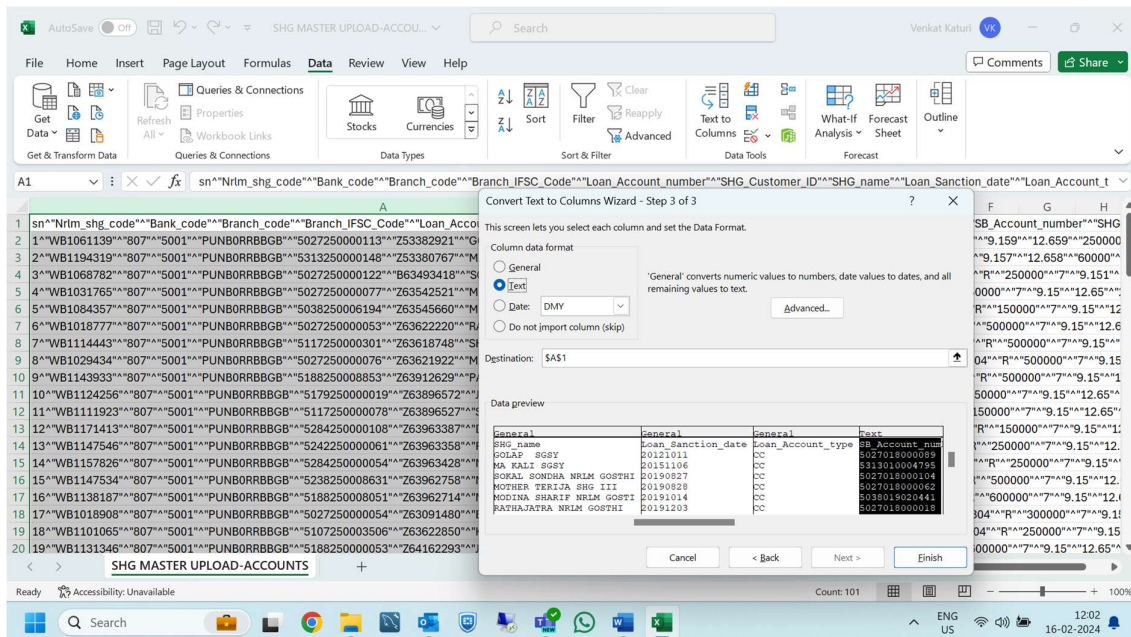


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7. Select **Loan Acc Number** column and in column data format select **Text**, repeat for **SB Account Number** and **Finish**



8. Repeat for SB account if present and then **Finish**



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9. Make Necessary corrections by filtering on **Status** and **Remarks**

Remove All extra columns like **Status, FY Ending, Qtr ending and remarks (Sl no in some cases)**.

Save the file.

The Saved file in multiple columns

10. Open the saved file in Notepad, and use Ctrl+H, to replace **“,” with “^”**, Save the file.
11. Upload the corrected file.