

## Uploading Data That Contains Preceding Zeros

The use of data in Excel fields that have preceding zeros can be challenging. Please be careful when exporting information out of your GL system to make sure the preceding zeros are maintained and are not automatically dropped. Unfortunately, MS Excel is known to drop preceding zeros.

If you are having formatting issues, check the following:

- Set the cell format to Text
- If all the values for the column have the same number of characters and all have a preceding zero, create a custom field value by denoting the number of character numbers which should be displayed in that field. The system will automatically fill in preceding zeros as necessary.
  - Format>>Cell>>Number>>Custom
    - Click on 0 and fill in 0's for the character count.
    - For example, if your GL code is 6 numbers long and all begin with a preceding zero, type in 000000. The system will automatically convert 12345 to 012345.

Alternatively, if you have setup a file that you are planning on re-using over and over again (like a budget or actual upload), the file can always be opened using Notepad. You'll see that the previous values with the preceding zero display correctly and can be edited from this application, even if they are not displaying correctly in your MS Excel or CSV file.

As soon as your file is formatted correctly, it can be uploaded. We recommend keeping the file open until it is uploaded successfully. Excel is known to remove the cell formatting when the file is re-opened after being saved.