

ALL MODULES

VIEWING OR EDITING FILES TO BE UPLOADED

ADMINS has many processes to upload data acquired from external sources into **AUC**. The files to be uploaded are usually **.csv** files. Processes that are in place and working usually do not require that the file be opened prior to upload. If it is necessary to open a CSV file prior to uploading, do not use Excel[®].

Opening, editing and saving.csv files with Excel[®] files can introduce errors (such as stripping leading zeros) that prevent the successful upload of the file. The issues can affect any or all the following data:

- Date formats
- Zip Codes
- Long text fields get converted to numerical format
- End-of-Line characters are missing
- Extra blank lines at the end of the file

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Name			Date		Туре	Si
intrac_jan.csv			1/22/2019	9:33 AM	CSV File	
📄 FUND 2001	-	Open		9 12:40 PM	CSV File	
📄 fund2612.		Edit		11:39 AM	CSV File	
FY19_Bud	6	Open with	• F	Microso 🔃	cel	
📄 FY20 Unav	Ð	Zip and Share (WinZip Expres	s)	Notepad WordPad		
FY20_Bud	5	WinZip				
IMPORT.c	W	Scan with Webroot Restore previous versions			ault program	
JPM 6-4-1		Send to		9 10:03 AM	CSV File	_
kronos.csv				3 1:02 PM	CSV File	
📄 LIEN EXPC	LIEN EXPC Cut LIEN EXPC Copy LL100517. Create shortcut		1	L7 2:43 PM	CSV File	
📄 LIEN EXPC			1	L7 12:05 PM	CSV File	
🗎 LL100517.			7 11:27 AM		CSV File	

To avoid issues, do not open the files from **Excel**[®] or another spreadsheet. When needed, *only* open **.csv** files using a text editor, such as **Notepad**[®] or **WordPad**[®].

For example, if opening a file from Windows Explorer[®], *right click* on the file, and choose Open with ▶ Notepad[®] or WordPad[®].

Or, click on Start ▶ Run ▶ Notepad ▶ File ▶ Open, navigate to the folder containing the file, and change to "All Files" so Notepad[®] will display the .csv files and not just text files. Select the file and click on [Open].

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File name:	<	Encoding: Auto-De	 ✓ All Files stect ✓ Open 		ancel)]