Windows 8+ CSV File Fix

Problem:

Downloaded CSV files commonly used for transaction logs & bulk upload files appear in a single column and comma or semi-colon separated. These files often return errors on upload and will sometime cause display errors in transaction logs when using the 'text to column' feature in excel.



Cause:

Modern shipping of Windows 8/8.1 based PC's has *regional* settings configured for the States. This causes Excel to use the incorrect separators for CSV files.

Solution:

Change separator values to local settings:

1) From the start menu, type 'control panel' and select the control panel icon in the search results.



2) Type 'region' in the top right search bar and select region from the search results.



3) Select Additional Settings...

		Region							
ormats	Location	Administrative							
Forma	t: English (South Africa)							
Match	h Windows	display language (recommended) 🛛 🗸 🗸							
Langu	age prefer	ences							
Date	and time	ormats							
Shor	t date:	yyyy-MM-dd ↔							
Long	date:	dd MMMM yyyy 🗸 🗸							
Shor	t time:	hh:mm tt 🗸 🗸							
Long	time:	hh:mm:ss tt 🗸 🗸							
First	day of wee	ek: Monday 🗸							
Exam	nples								
Short date:		2015-01-22							
Long	date:	22 January 2015							
Shor	t time:	01:13 PM							
Long	time:	01:13:13 PM							
		Additional settings							
		UK Cancel Appl							

4) Change the Decimal Symbol to a '*full stop*' and the list separator to a '*comma*'.

mbers	Currency	Time	Date		
Examp	le				
Positive: 123 456 789,00			00	Negative:	-123 456 789,00
-				1.0	
De	cimal symt	ool:			~
No	. of digits a	after de	cimal:	2	~
Dig	jit groupin	g symb	iol:		~
Dig	jit groupin	g:		123 456 78	39 🗸
Ne	gative sign	symbo	ol:	-	~
Ne	Negative number format: Display leading zeros: List separator: Measurement system: Standard digits:			-1,1	~
Dis				0,7	¥
List				1	~
Me				Metric	*
Sta				012345678	39 🗸
Use	e native dig	jits:		Never	*
Click Re numbe	eset to rest rs, currenc	ore the y, time,	system def and date.	ault settings fo	r Reset
		,,			

Select the '*Currency*' tab to the top-right and make sure the '*Decimal symbol*' is set to a '*full stop*' and select '*Ok*' to both windows.

Positive: R 123 456	789,00	Negative:	R-123 456 789,	00
Currency symbol:		R		~
Positive currency f	ormat:	R 1,1		> >
Negative currency	format:	R-1,1		
Decimal symbol:				¥
No. of digits after o	decimal:	2	~	
Digit grouping syn	nbol:		Ŷ	
Digit grouping:		123 456 78	~	
lick Reset to restore th	ne system de	fault <mark>settings</mark> fo	r	Reset

You must create a *new* Excel sheet and save as a new CSV file to use the new settings (This only needs to be done once).

Opening a file that was saved prior the above solution will still use the old incorrect separators. This is due to the file been saved with the old regional configuration in it. Any new file created after these steps will automatically inherit the new regional settings.

Transaction logs or bulk upload CSV files should now display correctly and without the need to use the 'text to column' feature.

If you are experiencing any further difficulties, please notify <u>ticketman@intarget.co.za</u> for further assistance.