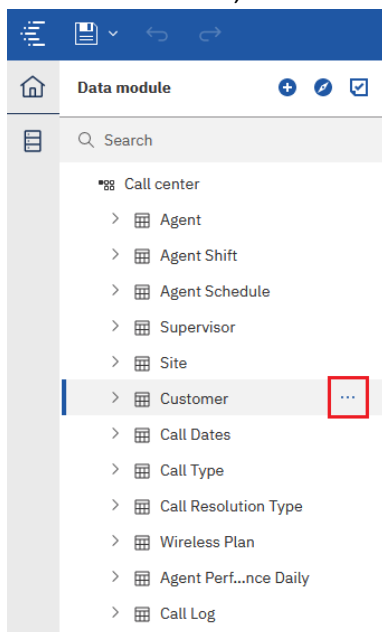


## How do I account for leading zeros in Zip Codes in uploaded files?

Some zip codes in the United States contain leading zeros (e.g. 06533). Text file formats such as Excel or CSV remove leading zeros from numbers. If your data contains invalid zip codes (e.g. 6533), how can we add the leading zero back in?

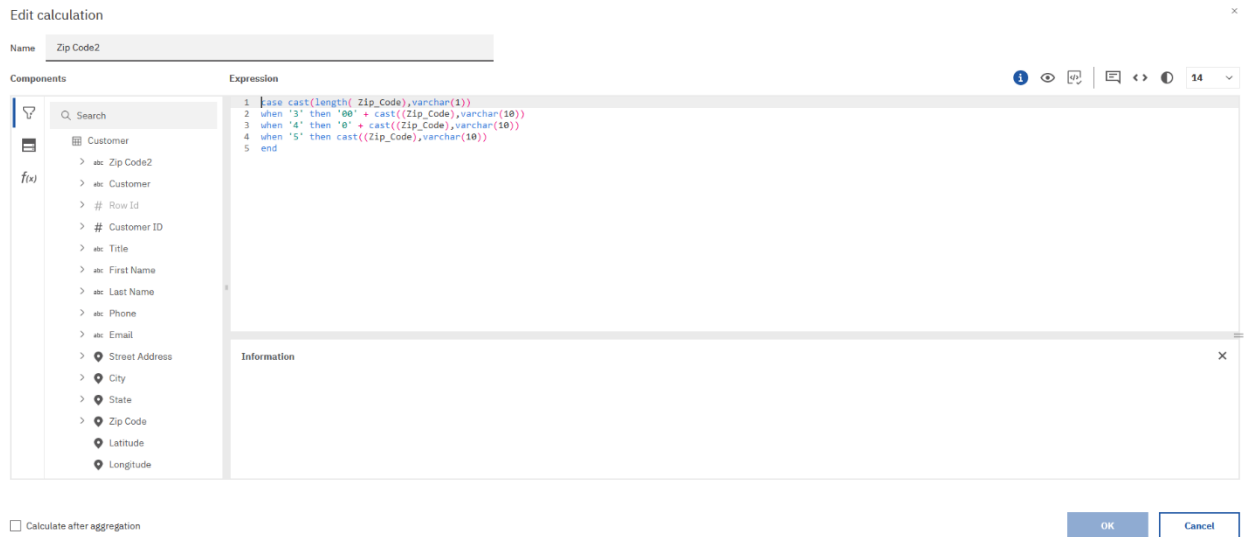
### Method 1: Add the zeros in the data module

1. The easiest way to solve this problem is to address it in a data module
2. First, [create a new data module](#) that is based on your uploaded file
3. In the data module, select the table that holds the zip codes and click the *More* icon:



4. Select *Calculation*
5. In the *Name* box, type *Zip Code2*
6. In the Expression box, type:
  - i. `case cast(length( Zip_Code),varchar(1))`
  - ii. `when '3' then '00' + cast((Zip_Code),varchar(10))`
  - iii. `when '4' then '0' + cast((Zip_Code),varchar(10))`
  - iv. `when '5' then cast((Zip_Code),varchar(10))`
  - v. `end`

7. The dialog should look like this:



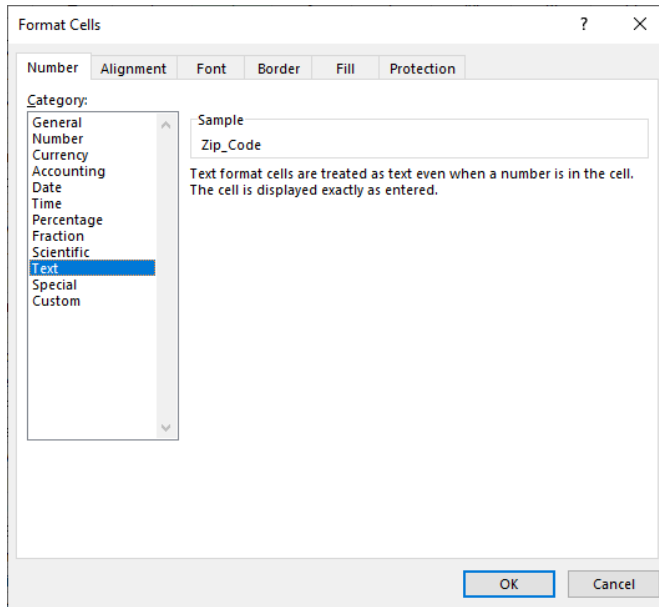
8. Click *OK*

9. In the table in the data module, a new field will be created that is based on the existing *Zip Code* field, but now leading zeros will have been inserted as required

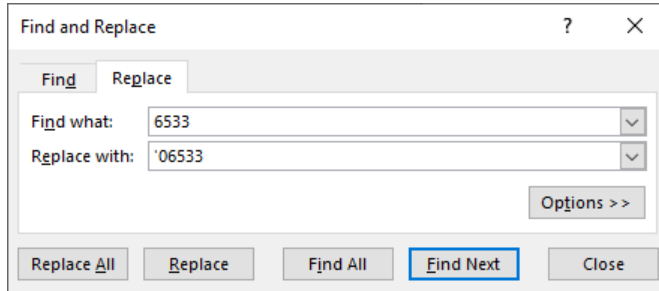
## Method 2: Add the zeros in the Excel file

1. Storing zip codes as strings instead of numbers in Excel or CSV files will solve this problem. This would be a more manual process than Method 1.
2. In Excel, select the entire column that contains the zip codes
3. Right-click the column and select *Format Cells...*

4. On the *Number* tab, select *Text*, and click *OK*:



5. Use the *Find and Replace* function to add in the leading zeros as required, like this:



Warning

You must complete these steps **before** uploading the file to IBM Cognos Analytics. If you have already uploaded the file, the data type for the zip codes will be *Integer*. The steps above will change the data type to *Text*. Uploading this new version of the file will not be successful. In this case, you will need to use Method 1 above to add in the leading zeros.