



Acceptable Characters in OnePurdue/SAP Applications

To help prevent BW load errors, a data entry user should examine any text entered into free text fields in the OnePurdue system for erroneous or hidden characters.

Acceptable Characters	
Numeric Characters	0123456789
Alpha Characters	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz
Special Characters	# \$ { / \ " ' () , @ & : - _ [] } ~ ` ^ % ! * ; ? < > Ü Å Ö - .
<p>All other characters will trigger an error during the loading process for BW. The error will prevent that night's BW load from being stored. Which could mean that no data for that functional area will be available for reporting out of BW until a reload is completed the next morning.</p>	
Critical Practice Note:	
<p>Problems arise when copying and pasting from external applications, such as MS Word. Characters that are not visible in the external application are copied and appear as erroneous or hidden characters when pasted into SAP. (i.e. â ª) The operational system does not alert the user that these characters have been entered and saved. Erroneous or hidden characters will cause errors during the nightly load of the BW. An option would be to copy from MS Word, paste into the "Notepad" application and copy and paste from "Notepad" into OnePurdue/SAP.</p>	
COEUS Note:	
<p>For the COEUS data loads, there exists a routine on the COEUS side that strips erroneous or hidden characters from many of the fields and replaces the erroneous or hidden characters with three 'period' characters (...), which are acceptable characters.</p>	