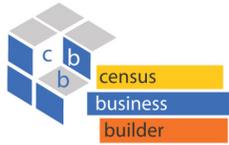# Census Business Builder (CBB)

cbb.census.gov/

DATA UPLOAD

Census Business Builder (CBB) provides easy access to information about the residents and businesses in an area for regional planning and other activities. The data upload feature allows one user-uploaded data file at a time. Each time a new file is uploaded, it replaces the previous one. User uploaded variables are treated like the other "customers" data in CBB and are therefore independent of the kind of business (industry) selected. CBB will keep displaying the variables even after industry is changed. Users can upload data for all geographic levels (state, county, city/town, ZIP Code, and tract) shown in CBB.

1. Create the Excel File

The geographies (GEOID's) that are included in the uploaded file must match the current active geographic type shown in the map. For example, if you are looking at county-level data in CBB, the uploaded file must also be at the county level. The app will keep these uploaded variables active even when the geographic type shown on the map is changed, and will treat them like other CBB-provided variables.

Uploaded File Requirements

The uploaded file must include the field GEOID as the first cell (A,1) and unique data variable titles in cells B,1 through K,1 in the Excel spreadsheet. The variable titles can contain any characters including units of measure; this text is displayed exactly as provided by the user. Duplicate variable titles will make the upload fail.

GEOID Mandatory Syntax

Geographic Level	GEOID Syntax	Example
State	2-digit State FIPS code	01 (Alabama)
County	2-digit State FIPS code + 3-digit County FIPS code	31039 (Cuming County, Nebraska)
City/Town	2-digit State FIPS code + 5-digit Place FIPS code	0901080 (Andover town, Connecticut)
ZIP Code	5-digit ZIP or ZCTA code	22015 (Burke, Virginia)
Census Tract	2-digit State FIPS code + 3-digit County FIPS code + 6-digit Census Tract code	01093964600 (Census Tract 964600 in Marion County, Alabama)

	A	B	C	D	E	F	G	H	I	J
1	GEOID	Population 3 years and over enrolled in school	Enrolled in Nursery school, preschool	Enrolled in Kindergarten to 12th grade	Enrolled in Kindergarten	Enrolled in Elementary: grade 1 to grade 4	Enrolled in Elementary: grade 5 to grade 8	Enrolled in High school: grade 9 to grade 12	Enrolled in College, undergraduate	Enrolled in Graduate, professional school
2	24001	17262	826	9462	868	2772	2679	3143	6320	654
3	24003	144534	9891	90709	7982	26698	26827	29202	34552	9382

United States Census Bureau

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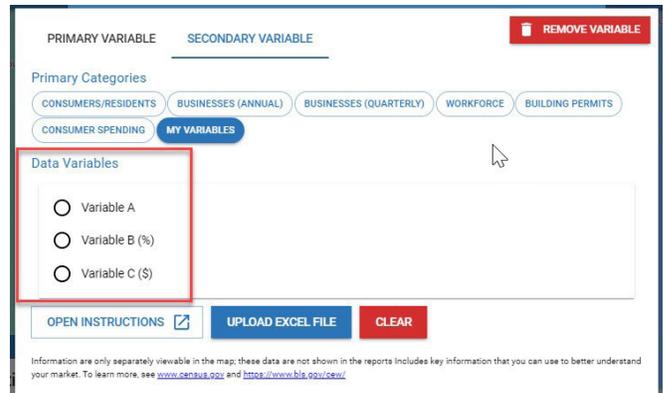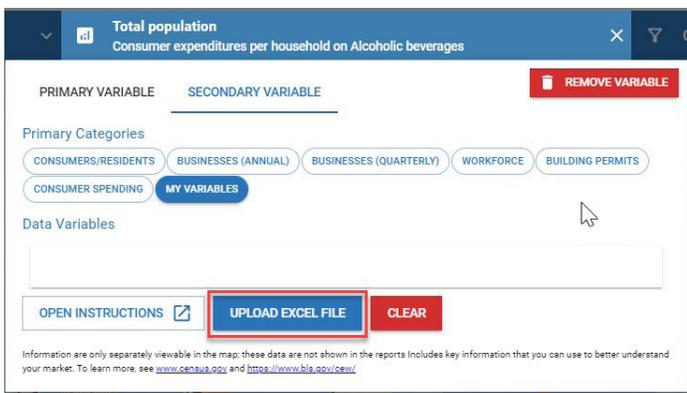@uscensusbureau

Uploaded File Requirements—Con.

Failure to follow the following requirements will make the upload fail:

- The uploaded file must include at least one and up to ten data variables.
- The uploaded file must include at least one and no more than 3,300 unique (nonduplicate) data rows (starting in cell A,2) in the Excel spreadsheet and can be no larger than 10MB.
- The GEOIDs provided by the user are matched to the GEOIDs supported by CBB. The upload will be accepted if at least one valid GEOID is detected; any invalid GEOIDs are ignored and a warning message is displayed.
- The data cell values in the variable columns do not need to include commas, and the data can be shown with up to two decimal places. CBB will drop all nonnumeric characters (everything except digits, decimals, and the negative sign) and will then format the data for display purposes. If more than two decimals are provided in the uploaded file, CBB will automatically rounded the data to two decimal places.
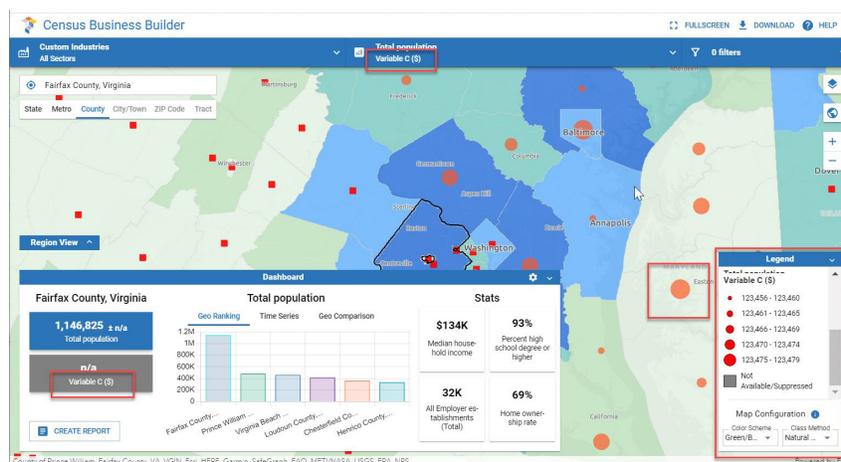
2. Upload the File

Open the *variables* menu in CBB and click on the tab for *My Variables*. Click the "Upload Excel File" and select the file you just created.

If the file loaded correctly choose your variable. If there is an issue, click the back button and reload the file after you have corrected the issue(s).

3. View the Data in CBB

Reopen the map variables menu, click on the tab for "My Variables," and select the variable you want to view on the map. Your data will display as circles or squares on the map. Note that the box on the dashboard states "n/a" over your variable name. However, when you scroll down on the legend, you will observe your data displayed.