

Generating Alphanumeric Sample IDs in Excel

**Stefan Fischer, Tübingen Structural Microscopy Core Facility (TSM)
March 2025, Version 1.0**

The content of this document is shared under Creative Commons ShareAlike 4.0 International (CC BY-SA 4.0)

Configuring Alphanumeric Sample IDs in Excel

This guide outlines several methods for generating structured alphanumeric sample IDs in Excel, based on a sequential numeric input.

1. Initial Setup

1. Open a new Excel workbook.
2. In Column A, enter sequential numbers starting from 1.
3. In adjacent columns, apply one of the formulas listed below, depending on your preferred naming scheme.

2. Naming Schemes

A. Classic Two-Letter Format + 4-digit Number

Format: **AA0000**

Logic: Two letters (A–Z) followed by a 4-digit numeric code.

Capacity: 6,760,000 IDs

Formula:

```
=CHAR(65 + INT((A2 - 1) / 260000)) & CHAR(65 + INT(MOD((A2 - 1), 260000) / 10000)) &  
TEXT(MOD(A2 - 1, 10000), "0000")
```

B. Prefix "S" + Year + 5-digit Number

Format: **S2500000**

Logic: A fixed "S", 2-digit year, and a 5-digit sequential number.

Capacity: 100,000 IDs per year

Formula:

```
="S" & TEXT(YEAR(TODAY()) - 2000, "00") & TEXT(A2 - 1, "00000")
```

C. Prefix "S" + Year + Letter + 4-digit Number

Format: **S25A0000**

Logic: A fixed "S", 2-digit year, one letter (A–Z), and a 4-digit number.

Capacity: 260,000 IDs per year

Formula:

```
="S" & TEXT(YEAR(TODAY()) - 2000, "00") & CHAR(65 + INT((A2 - 1) / 10000)) & TEXT(MOD(A2  
- 1, 10000), "0000")
```

D. Prefix "S" + Year + Letter + 3-digit Number

Format: **S25A000**

Logic: Similar to (C) but with only 3 digits at the end.

Capacity: 26,000 IDs per year

Formula:

= "S" & TEXT(YEAR(TODAY()) - 2000, "00") & CHAR(65 + INT((A2 - 1) / 1000)) & TEXT(MOD(A2 - 1, 1000), "000")

E. Prefix "S" + Year + Two Letters + 3-digit Number

Format: **S25AA000**

Logic: A fixed "S", 2-digit year, two letters (AA–ZZ), and a 3-digit number.

Capacity: 676,000 IDs per year

Formula:

= "S" & TEXT(YEAR(TODAY()) - 2000, "00") & CHAR(65 + INT((A2 - 1) / (26 * 1000))) & CHAR(65 + INT(MOD((A2 - 1), 26 * 1000) / 1000)) & TEXT(MOD(A2 - 1, 1000), "000")