IMPORT LIST OF EXPENDITURE

Import LoE from Excel file

Version 1
01 2021

A. General information and requirements

This feature eases the filling in of the "List of Expenditure" (LoE) in the partner report. It allows project partner users to import data from an Excel file into the LoE.

In order to ensure a successful import of data into the LoE the following fields (columns) in the Excel file are <u>mandatory</u> to be filled in:

- For all cost items:
    - Budget line (if not or wrongly filled in , the system will suggest the possible BL names)
    - Work package (if not or wrongly filled in , the system will suggest the possible WP names)

- For real cost invoices in addition:
    - Currency (if wrong in the Excel file, the system will provide examples)
    - Total value of item in original currency
    - Declared amount in original currency

For the sake of safety and better control of the import, **no row is transferred into the LoE if the Excel presents any error** (one or more).

Duplicates[1] or **flat rate rows** found in the Excel file are not interpreted as errors by eMS; they are **shown as warnings** and transparently **skipped by the system**.

After a successful import, the user is still able to roll back the operation through "Undo Excel upload".

Please always carefully check the correctness of imported data

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Flat rate items in the LoE **are automatically calculated** upon Excel file data import. The imported data therefore should not include flat rate items. In case **flat rate rows** <u>are</u> found in the Excel file, they are not interpreted as errors by eMS; but **shown as warnings** and transparently **skipped by the system**.

- **BL2 office and administration costs flat rate items** are automatically generated based on imported BL1 staff cost items.
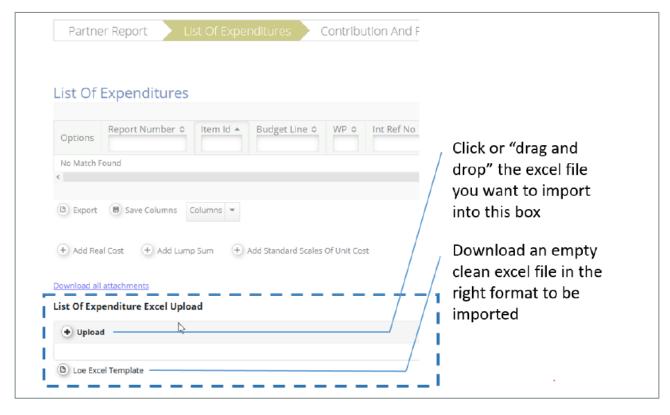
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[1] Duplicates: are entries that already exist in eMS. They are detected based on exact values in multiple columns: "Invoice No", "Invoice Date" and "Invoice Amount".

- In case a partner uses the **20% flat rate option for BL1 staff cost**, BL1 flat rate items are automatically generated based on imported BL3, BL4, BL5 and/or BL6 items; respective BL2 flat rate items generated based on BL1 flat rate items.

B. Excel file template and importing file to eMS

Download a clean/empty excel template by clicking the "LoE Template" button in the partner report List of expenditure section. Alternatively, you can also download a LoE file from previous partner reports and update it with the current period data.

In order to upload an Excel file to eMS click on the "+ Upload" button or drag and drop the Excel file you want to import into the upload box.

After a successful import, the **user is still able to roll back the data import** by clicking the "Undo Excel upload" button.

C. Error Messages and notifications after data import

Error messages and notifications are displayed, above the partner report tabs at the very top of the screen.

Found error(s) in excel file and also duplicated rows

Errors are in red and they provide the location (e.g. excel row) and possible solution (e.g. suggest budgetlines)

Note: No row is imported when there's an issue in excel

Provides a comprehensive status of the import operation.

❌ ### Error in Excel row 3 (Invoice No: "1123")
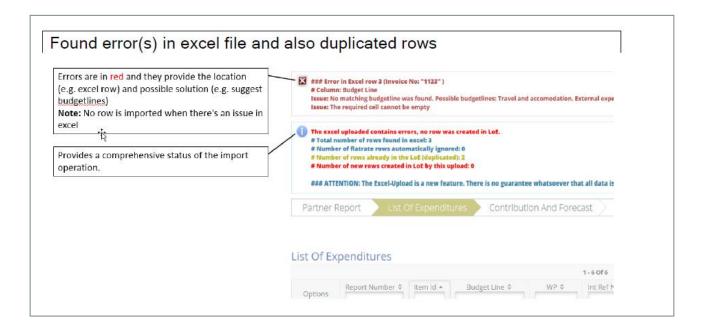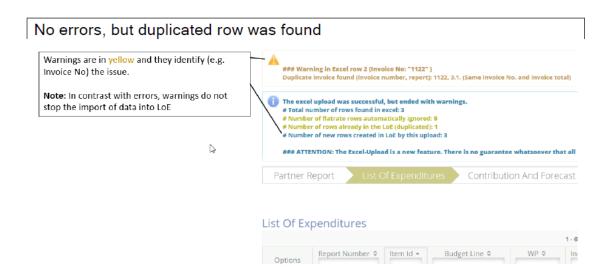# Column: Budget Line
Issue: No matching budgetline was found. Possible budgetlines: Travel and accomodation. External expe
Issue: The required cell cannot be empty

ℹ The excel uploaded contains errors, no row was created in LoE.
Total number of rows found in excel: 3
Number of flatrate rows automatically ignored: 0
Number of rows already in the LoE (duplicated): 2
Number of new rows created in LoE by this upload: 0

ATTENTION: The Excel-Upload is a new feature. There is no guarantee whatsoever that all data is

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| Options | Report Number ⇕ | Item Id ▲ | Budget Line ⇕ | WP ⇕ | Int Ref N |

In case of duplicates the system shows warning (in yellow)

No errors, but duplicated row was found

Warnings are in yellow and they identify (e.g. Invoice No) the issue.

Note: In contrast with errors, warnings do not stop the import of data into LoE

⚠ ### Warning in Excel row 2 (Invoice No: "1122")
Duplicate invoice found (invoice number, report): 1122, 3.1. (Same invoice No. and invoice total)

ℹ The excel upload was successful, but ended with warnings.
Total number of rows found in excel: 3
Number of flatrate rows automatically ignored: 0
Number of rows already in the LoE (duplicated): 1
Number of new rows created in LoE by this upload: 3

ATTENTION: The Excel-Upload is a new feature. There is no guarantee whatsoever that all

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| Options | Report Number ⇕ | Item Id ▲ | Budget Line ⇕ | WP ⇕ | In |

If the data import was successful, notifications (in blue) are displayed.

No errors or warnings

> **The excel upload was successful.**
> # Total number of rows found in excel: **3**
> # Number of flatrate rows automatically ignored: **0**
> # Number of rows already in the LoE (duplicated): **0**
> # Number of new rows created in LoE by this upload: **3**
>
> ### ATTENTION: The Excel-Upload is a new feature. There is no gu

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D. Check correctness of imported data

After import of data into the LoE, please **always perform a final careful check**, whether the data was

- correctly imported,

- double reporting of expenditure avoided

- and flat rate items correctly added and calculated

The data import feature is a tool to ease the filling-in of the LoE. Yet, it is in the responsibility of the project partner to ensure that the data included in the LoE and reported to the controller and then to the programme bodies is correct.