



# Troubleshooting the Reportable Expenses Template

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The Reportable Expenses Template is a formatted Excel spreadsheet. It can be easily “broken” when used improperly. This guide identifies some common issues and provides ways to address them.

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### Paste Values

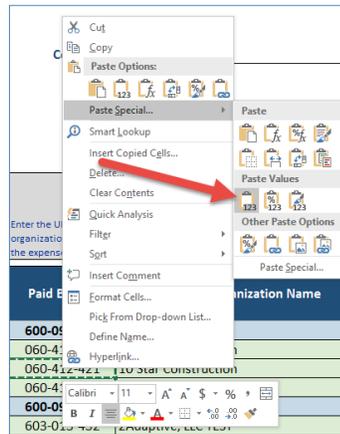
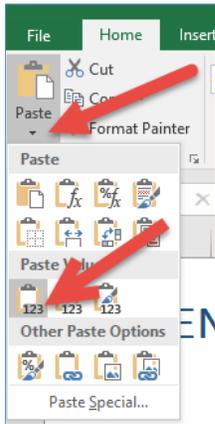
Paste Values is your best friend when transferring data from one template to another. Paste Values only pastes the data, not the data and the formatting from the source document.

There are several ways to paste values.

File / Paste / Paste Values

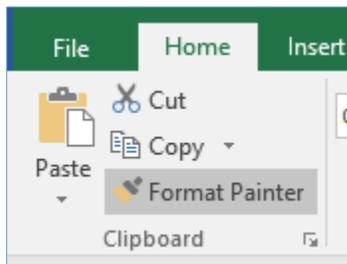
Right Click Paste Special / Paste Values

Add to your [Quick Access Toolbar](#)



### Format Painter

Format Painter is another good friend when you need to reformat a part of the template. Formatted expense rows end at Row 195.



The template doesn't have to be perfectly formatted to load in CMS. But if you can't get the formatting correct, you can always paste the expenses into a new template.



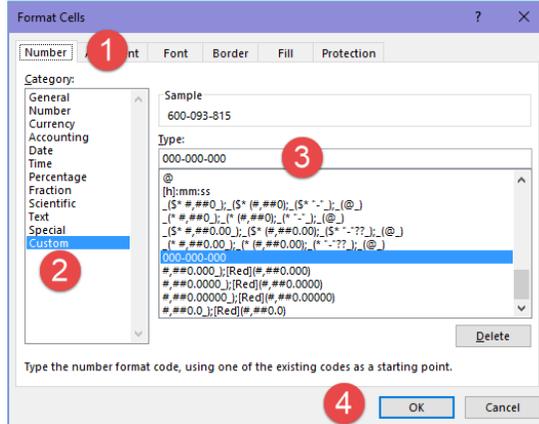
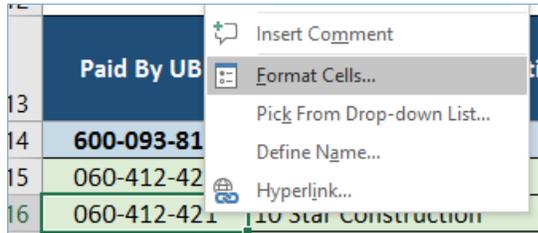
### UBI Isn't Formatted

UBI formatting is a custom formula. To see how the cell is formatted, follow the steps below.

Right Click / Format Cells

Number / Custom /

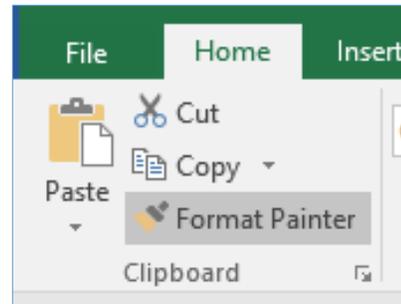
Enter "000-000-000" in the Type: field/ OK



### Data not Text

There will be a little tag on the top left of the cell and an Error Checking Options icon to the right. Click on the Icon and Convert to number. Use format painter to reformat the cell.

13	035-000-951	Benton Co
14	060412421	! Error Construction
15	060412421	Number Stored as Text
16	060412421	Convert to Number
17	060412421	Help on this error
18	035-000-951	Ignore Error
19	603-343-895	Edit in Formula Bar
20	603-343-895	Error Checking Options...
21	603-343-895	Pippin Construction
22	603-343-895	Pippin Construction



### Wrong Column Headers

The system will not let the Template load if the column headers are not exact. Below are the correct column headers

- Paid By UBI
- Paid By Organization Name
- Paid to Contractor Type
- Paid to UBI
- Paid to Organization Name



## Department of Commerce

- Paid to Org Type
- Expense Type
- Amount

### Wrong File Format

The template must follow three basic rules to be unloadable. If the template you are using does not meet them, either transfer the data to a new template, or correct your template and save.

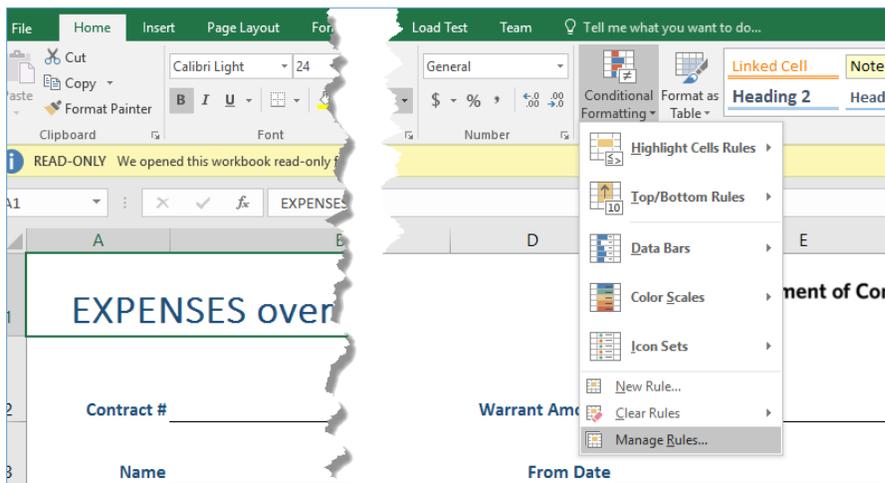


- The Tab must be named **“Template”**.
- The Expenses header must be on **Row 13** of the template
- Column headers must **match** the column headers in the example below.

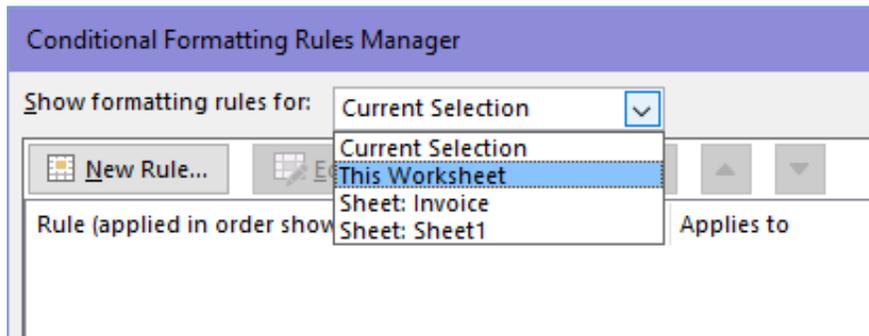
### Color Coding

There are three conditional formatting rules on the template. They are used to color code the expense types and turn the sub-subcontractor subtotal red.

The conditional formatting rules can be managed by selecting Conditional Formatting / Manage Rules.



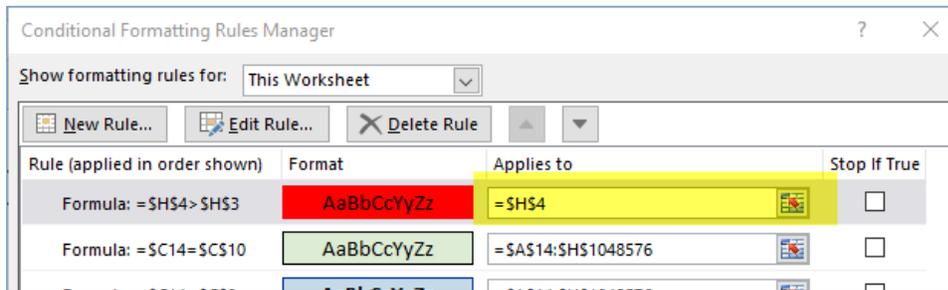
Select This Worksheet on the dropdown.



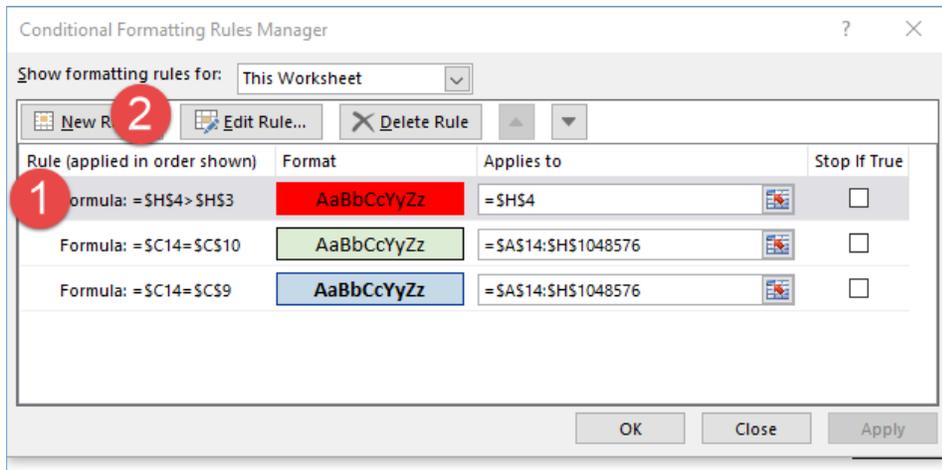


### Formula – Sub-subcontractor Subtotal

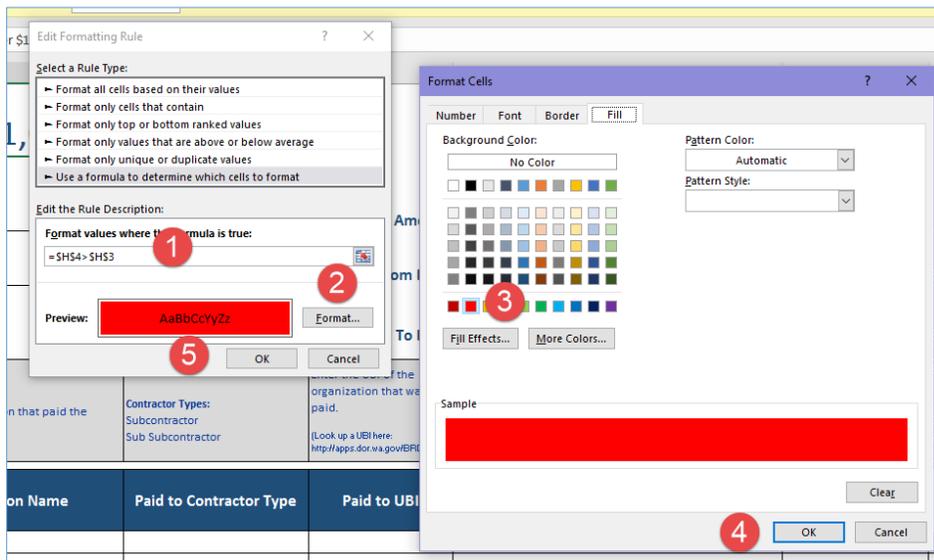
First, make sure the Applies to is → =SH\$4



To edit the rule, select the Rule with the red formatting and Edit Rule  
Make sure the Format Values where the formula is true is → =\$H\$4>\$H\$3.



Click Format button to fix the color. (Steps 2-5)

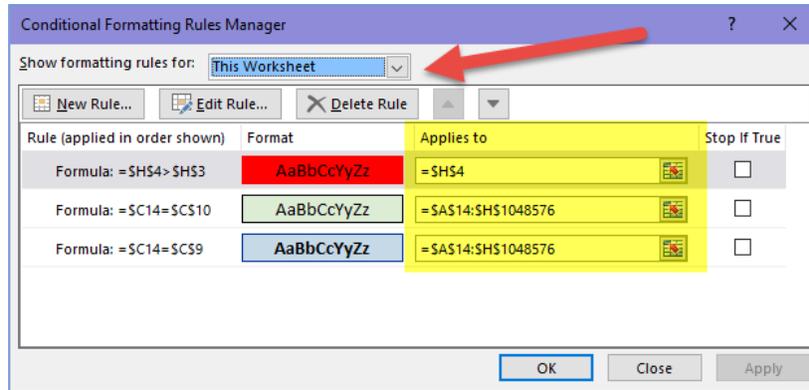




### Deleting a Data Validation from Another Spreadsheet

Copy/pasting expenses from one spreadsheet to another also copies and pastes the Conditional Formatting as well as the source’s file names. Luckily, they are usually at the top of the list and easily deleted.

Always, select This Worksheet to see all of the rules. Click Delete Rules to remove extra rules. Following is how the rules should look for the Template.



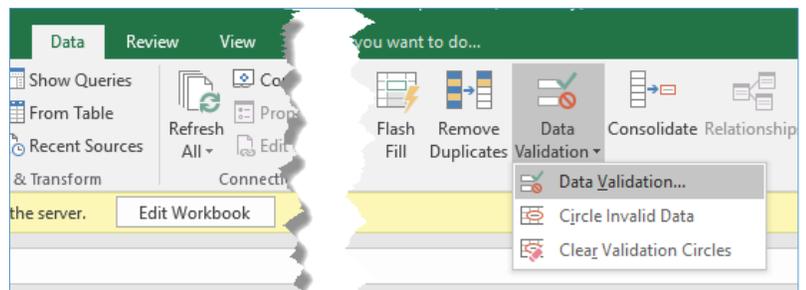
### Dropdowns

The dropdowns are a data validation. The values are in the instructional headers.

Enter the UBI of the organization that paid the expense	Enter the name of the Organization that paid the expense.	Contractor Types: Subcontractor Sub Subcontractor	Enter the UBI of the organization that was paid. <small>(Look up a UBI here: <a href="http://apps.dor.wa.gov/EPID/">http://apps.dor.wa.gov/EPID/</a>)</small>	Enter the name of the Organization that was paid.	Org Types: For Profit Non-Profit Government Tribe	Expense Types: Construction Goods Services	Enter the amount paid for this invoice period.
Paid By UBI	Paid By Organization Name	Paid to Contractor Type	Paid to UBI	Paid to Organization Name	Paid to Org Type	Expense Type	Amount

To verify the data validation is correct, select the cell(s).

Data Tab and Data Validation / Data Validation.





# Department of Commerce

Paid to Contractor Type	Paid to Contractor UBI
Subcontractor	060-
Sub Subcontractor	603-
Sub Subcontractor	603-
Sub Subcontractor	604-
Subcontractor	603-
Sub Subcontractor	604-
Sub Subcontractor	602-
Sub Subcontractor	602-
Subcontractor	603-
Subcontractor	603-

On the Settings, set the Allow: to "List" and the Source: to the cells for the values from the column header. Below is an example of the Contractor Types.

The screenshot shows the 'Data Validation' dialog box with the following settings:

- Settings: Input Message, Error Alert
- Validation criteria:
  - Allow: List
  - Data: between
  - Source: =\$C\$9:\$C\$10
  - Ignore blank
  - In-cell dropdown
- Apply these changes to all other cells with the same settings
- Buttons: Clear All, OK, Cancel

The background spreadsheet shows a table with the following content:

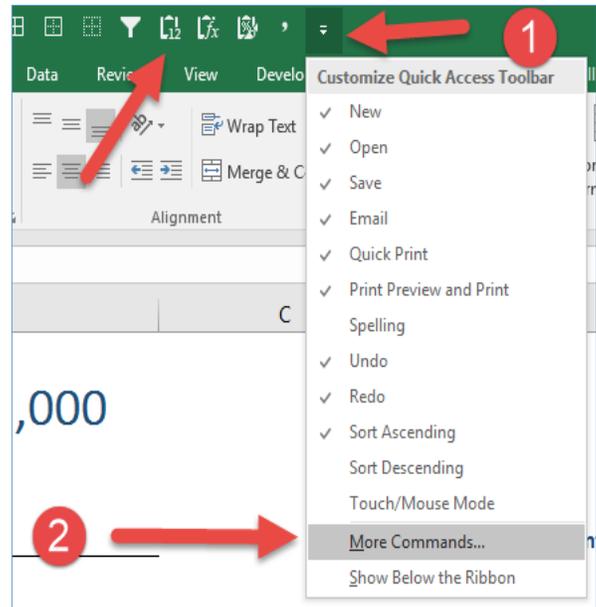
Contractor Types:	Enter the UBI of the organization that was paid.
Subcontractor	
Sub Subcontractor	



## Quick Access Toolbar

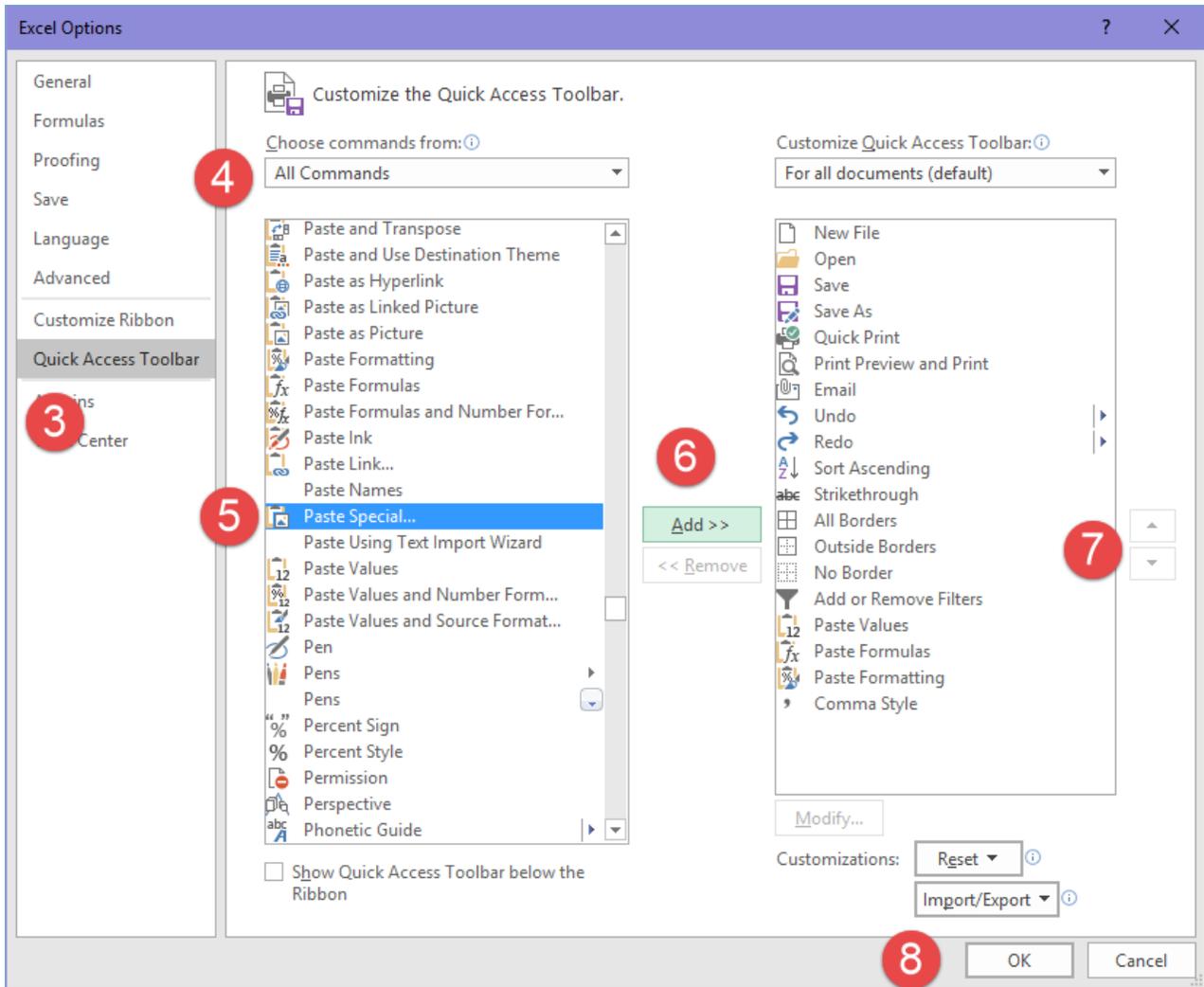
Steps to add the Paste Values Icon to your toolbar.

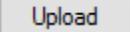
1. Click the arrow on far right
2. Click More Commands
3. Select Quick Access Toolbar
4. Select All Commands on the Choose Commands from dropdown
5. Scroll down until you reach Paste Values and select
6. Click Add button
7. Use the Arrows to put new Icon in a position you want
8. Click OK





### Reportable Expenses Online Submittal Errors and Warnings

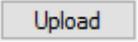
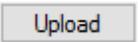


Action	Message Type	Rule	Validation Message	Potential Resolutions
Save  OR 	Error	Paid by Organization Name Required	<b>ERROR:</b> A "Paid By Organization Name" is required for all entries.	<i>Manual Entry:</i> Make sure you have a Paid by Organization Name for all expense records.  <i>Template Upload:</i> Make sure you have a Paid by Organization for the row number.

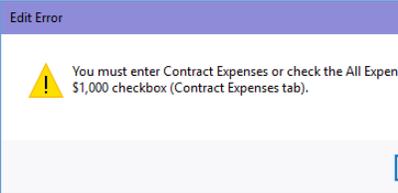
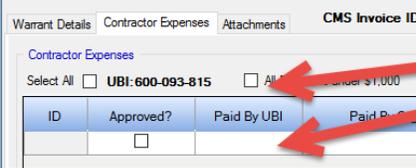
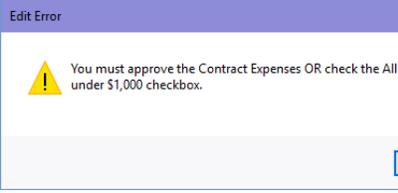


Action	Message Type	Rule	Validation Message	Potential Resolutions
Save  OR <input type="button" value="Upload"/>	Error	Paid To Contractor Type Required	<b>ERROR:</b> A "Paid to Contractor Type" is required for all entries.	<i>Manual Entry:</i> Make sure you have a Paid to Contractor Type for all expense records.  <i>Template Upload:</i> Make sure you have a Paid to Contractor Type for the row number.
Save  OR <input type="button" value="Upload"/>	Error	Paid To Organization Name Required	<b>ERROR:</b> You must have a Paid to Organization Name for all entries.	<i>Manual Entry:</i> Make sure you have a Paid to Organization Name for all expense records.  <i>Template Upload:</i> Make sure you have a Paid to Organization for the row number.
Save  OR <input type="button" value="Upload"/>	Error	Amount is required	<b>ERROR:</b> An amount is required.	<i>Manual Entry:</i> Make sure you have an Amount for all expense records.  <i>Template Upload:</i> Make sure you have an Amount for the row number.
Save  OR <input type="button" value="Upload"/>	Error	UBI must be 9 digits	<b>ERROR:</b> UBIs must be 9 digits.	<i>Manual Entry:</i> Make sure the UBIs entered have 9 digits.  <i>Template Upload:</i> Make sure the UBI has 9 digits for the Row.
Save  OR <input type="button" value="Upload"/>	Error	Paid to Contractor Type Valid	<b>ERROR:</b> The "Paid To Contractor Type" must be a valid type.	<i>Manual Entry:</i> Make sure you have a Paid To Contractor Type for all expense records.  <i>Template Upload:</i> Make sure you have a valid Contractor Type for the row number.  Valid Types: <ul style="list-style-type: none"> <li>• Subcontractor</li> <li>• Sub Subcontractor</li> </ul>

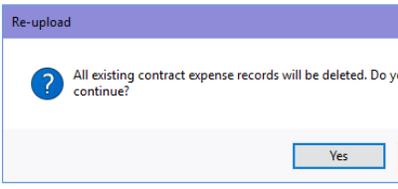
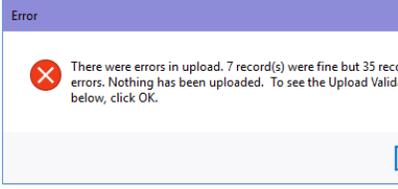
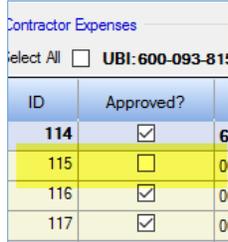
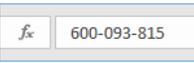


Action	Message Type	Rule	Validation Message	Potential Resolutions
Save   OR 	Error	Paid To Org Type must be a valid type.	<b>ERROR:</b> Paid To Org Type must be a valid type.	<p><i>Manual Entry:</i> Make sure you have a Paid to Organization Type for all expense records.</p> <p><i>Template Upload:</i> Make sure you have a valid Organization Type for the row number.</p> <p>Valid Types:</p> <ul style="list-style-type: none"> <li>• For Profit</li> <li>• Non-Profit</li> <li>• Government</li> <li>• Tribe</li> </ul>
Save   OR 	Error	Expense Type must be a valid type.	<b>ERROR:</b> Expense Type must be a valid type.	<p><i>Manual Entry:</i> Make sure you have an Expense Type for all expense records.</p> <p><i>Template Upload:</i> Make sure you have a valid Expense Type Organization for the row number.</p> <p>Valid Types:</p> <ul style="list-style-type: none"> <li>• Construction</li> <li>• Goods</li> <li>• Services</li> </ul>

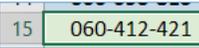
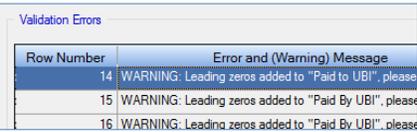
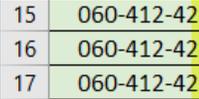
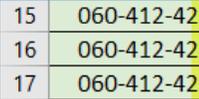
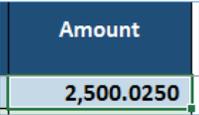


Action	Message Type	Rule	Validation Message	Potential Resolutions																				
<p>Save</p>  <p>+</p> <p>Program Approved Date</p> <p>Program Approved Date: 05/01/2018</p>	Error	<p>All Expenses under \$1,000 is checked</p> <p>OR</p> <p>At least one contract expense record is entered IF contract Start Date is greater than 06/30/2017.</p>	<p><b>ERROR:</b> You must enter Contract Expenses or check the All Expenses under \$1,000 checkbox.</p> <p>Edit Error</p> 	<p>Check the Checkbox or enter expenses on the Contract Expenses Tab.</p> 																				
<p>Save</p>  <p>+</p> <p>Program Approved Date</p> <p>Program Approved Date: 05/01/2018</p>	Error	<p>On Save + Program Approved Date entered.</p>	<p><b>ERROR:</b> You must approve the Contract Expenses OR check the All Expenses under \$1,000 checkbox.</p> <p>Edit Error</p> 	<p>Check the Checkbox or check the expenses you reviewed and approved on the Contract Expenses Tab.</p>  <table border="1"> <thead> <tr> <th>ID</th> <th>Approved?</th> <th>Paid By UBI</th> <th>Paid By Other</th> </tr> </thead> <tbody> <tr> <td>114</td> <td><input checked="" type="checkbox"/></td> <td></td> <td>6</td> </tr> <tr> <td>115</td> <td><input type="checkbox"/></td> <td></td> <td>0</td> </tr> <tr> <td>116</td> <td><input checked="" type="checkbox"/></td> <td></td> <td>0</td> </tr> <tr> <td>117</td> <td><input checked="" type="checkbox"/></td> <td></td> <td>0</td> </tr> </tbody> </table>	ID	Approved?	Paid By UBI	Paid By Other	114	<input checked="" type="checkbox"/>		6	115	<input type="checkbox"/>		0	116	<input checked="" type="checkbox"/>		0	117	<input checked="" type="checkbox"/>		0
ID	Approved?	Paid By UBI	Paid By Other																					
114	<input checked="" type="checkbox"/>		6																					
115	<input type="checkbox"/>		0																					
116	<input checked="" type="checkbox"/>		0																					
117	<input checked="" type="checkbox"/>		0																					



Action	Message Type	Rule	Validation Message	Potential Resolutions
  +  Existing Records	Information	Upload with existing records	All existing records will be deleted. Do you wish to continue?  	Click Yes, if you would like to reload the expenses.  Click No, if you do not.
	Information	Upload with validation error(s)		Click OK, fix the errors and reload.  You may have to send the Template back to your contractor for updates.
Save  	Error	Delete Records	Internal user cannot delete an external user's record.  Do not Approve.	If this record was reported incorrectly, or was not an allowable expense, do not check the Approved Checkbox when approving the A19.  
	No Message	Ignore dashes in UBI (Paid to and Paid By) when uploading.	No Message	The template is formatted to add the dashed for easy review of the UBIs. CMS ignores these dashes when the Template is uploaded.

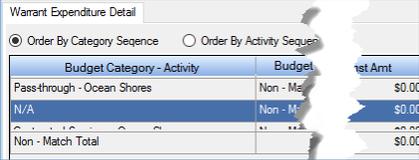
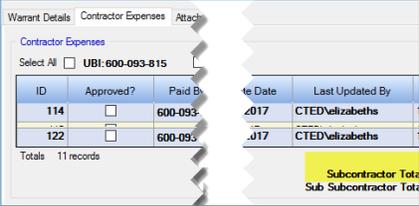


Action	Message Type	Rule	Validation Message	Potential Resolutions
	Warning	When UBI is less than 9 digits, add zeros to the beginning of the UBI to make the UBI 9 digits.	<b>WARNING:</b> Leading zeros added to UBI. Please verify.	If the UBI is less than 9 digits, CMS added zeros to the beginning of the UBI.  
	Warning	Paid By UBI Number is sequential to the previous row.	<b>WARNING:</b> The "Paid By UBI" on this row is sequential to the row above. Please Verify.	This warning is to catch copy errors from dragging UBIs down a column.  Please review the expense rows and correct the data manually or correct the template and reload.
	Warning	Paid To UBI number is sequential to the previous row.	<b>WARNING:</b> The "Paid To UBI" on this row is sequential to the row above. Please Verify.	This warning is to catch copy errors from dragging UBIs down a column.  Please review the expense rows and correct the data manually or correct the template and reload.
	Error	Amount must be numeric and with less than 2 decimal places.	<b>ERROR:</b> Amount must be numeric and with up to 2 decimal places.	If the amount has decimal places past the pennies, the system will not load the file.  Review the expense rows correct the template and reload.



Action	Message Type	Rule	Validation Message	Potential Resolutions														
<p>Save</p>  <p>OR</p> <p>Upload</p>	Error	Sum of the "Paid By UBI" + "Paid by Organization Name" cannot be greater than the sum of the "Paid To UBI" + "Paid to UBI"	<b>ERROR:</b> The amount reported for <<Paid To UBI/Organization>> is greater than the amount paid to <<Paid by UBI/Organization>>.	<p>When a Subcontractor's Sub Subcontractor subtotal is greater than the Subcontractor's Amount</p> <p>Review the Sub Subcontractors amounts, correct and reload.</p> <p>Template:</p> <table border="1"> <tr> <td>Subcontractor Total</td> <td>14,500.00</td> </tr> <tr> <td>Sub Subcontractor Total</td> <td>37,955.00</td> </tr> </table> <p>Expense Types:</p> <table border="1"> <thead> <tr> <th>Expense Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Construction</td> <td>2,500.00</td> </tr> <tr> <td>Construction</td> <td>3,000.00</td> </tr> <tr> <td>Construction</td> <td>7,000.00</td> </tr> <tr> <td>Construction</td> <td>25,000.00</td> </tr> </tbody> </table>	Subcontractor Total	14,500.00	Sub Subcontractor Total	37,955.00	Expense Type	Amount	Construction	2,500.00	Construction	3,000.00	Construction	7,000.00	Construction	25,000.00
Subcontractor Total	14,500.00																	
Sub Subcontractor Total	37,955.00																	
Expense Type	Amount																	
Construction	2,500.00																	
Construction	3,000.00																	
Construction	7,000.00																	
Construction	25,000.00																	



Action	Message Type	Rule	Validation Message	Potential Resolutions
<p>Save</p> <p> OR</p> <p>Upload</p>	Error	Sum of the "Paid by UBI" for Subcontractors cannot exceed the request amount.	<p><b>ERROR:</b> Subcontractor Total Paid to cannot exceed the total invoice request amount.</p>	<p>When the Subcontractor's expenses are greater than the Warrant Amount.</p> <p>Review the Approved Warrant Amount on the Warrant Details or the Subcontractor's expense amounts, correct and reload.</p> <p>Warrant Details:</p>  <p>Subcontractor Total:</p> 
<p>Save</p> <p> OR</p> <p>Upload</p>	Error	Paid by UBI must equal the contractor's UBI when Contractor Type = Subcontractor	<p><b>ERROR:</b> The "Paid By UBI" &lt;&lt;Paid by UBI&gt;&gt; does not match the "Your UBI" on file &lt;&lt;Contractor's UBI&gt;&gt;.</p> 	<p>When saving a manually entered UBI for the Subcontractor that does not match the UBI on record.</p> <p>Verify the UBI for the Vendor is correct and update the expense record.</p> 