

IMPORT LIST OF EXPENDITURE

Import LoE from Excel file

Version 2
03 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 mandatory to be filled in:

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

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

Duplicates¹ 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

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** are 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.

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.

Partner Report > List Of Expenditures > Contribution And F

List Of Expenditures

Options	Report Number	Item Id	Budget Line	WP	Int Ref No
No Match Found					

Export Save Columns Columns

+ Add Real Cost + Add Lump Sum + Add Standard Scales Of Unit Cost

[Download all attachments](#)

List Of Expenditure Excel Upload

+ Upload

Loe Excel Template

Click or “drag and drop” the excel file you want to import into this box

Download an empty clean excel file in the right format to be imported

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

List Of Expenditure Excel Upload

+ Upload

Undo Excel Upload Loe Excel Template

If the excel data was imported successfully, there is still a chance to undo the (last) import.

Note: The button to undo disappears as soon as the user leave the LoE page.

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 exps
Issue: The required cell cannot be empty

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

Partner Report > List Of Expenditures > Contribution And Forecast >

List Of Expenditures

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Options Report Number Item Id Budget Line WP Int Ref

As from eMS version 4_4.0 additional error checks on missing work package, missing budget line or missing currency are available.

Error in Excel row 2 (Invoice No: "")
Column: WP
Issue: No matching workpackage was found. Possible workpackages: P, M, T1, T2, T3, I1, I2, C.
Issue: The required cell cannot be empty
Error in Excel row 3 (Invoice No: "")
Column: Budget line
Issue: No matching budgetline was found. Possible budgetlines: BL1 Staff costs, BL3 Travel and accom., BL4 External exp. and services, BL5 Equipment, BL6 Infrastr. and works, Net revenues.
Issue: The required cell cannot be empty
Error in Excel row 4 (Invoice No: "")
Column: Currency
Issue: No matching currency was found. Value examples: EUR, PLN
Issue: The required cell cannot be empty

The excel uploaded contains errors, no row was created in LoE.
Total number of rows found in excel: 20
Number of flatrate rows automatically ignored: 5
Number of rows already in the LoE (duplicated): 0
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 correctly imported. It's therefore strictly necessary to check the imported data with

A+B Partner report > C - List of expenditure > D - Co-financing and forecast > Attachments > Personal data attachments

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

Information icon: **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

Partner Report | List Of Expenditures | Contribution And Forecast

List Of Expenditures

Options	Report Number	Item Id	Budget Line	WP	In
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If the data import was successful, notifications (in blue) are displayed.

No errors or warnings

Information icon: **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.

Partner Report | List Of Expenditures | Cont

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.