

eMS Guidance

LIST OF EXPENDITURE – EXCEL UPLOAD FEATURE

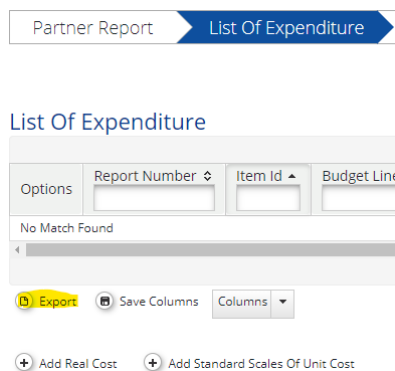
> The Excel Upload Feature can be used to import invoice data into a List of Expenditure (LoE).

You can either use the data from a LoE that was originally exported via the LoE Excel export feature (option 1 below) or create your import file with data from an external accounting system (option 2 below).

OPTION 1 : IMPORT an Excel file that was originally extracted from your LoE (via the “Export” feature).

This option is normally used when you want to reuse data from already submitted reports for new partner reports. For example, when you need to resubmit cost lines that have been rejected without completing every field again.

1. Download the concerned cost lines from your Partner report by clicking on the “Export” button.



2. Prepare/correct the content in the Excel document (wrong or missing information). Don't forget to delete the cost lines that should not be submitted again and to save your new Excel file.
3. Select the “Upload”-Button.

Partner Report **List Of Expenditure**

List Of Expenditure

Options Report Number Item Id Budget Line

No Match Found

Export Save Columns Columns

+ Add Real Cost + Add Standard Scales Of Unit Cost

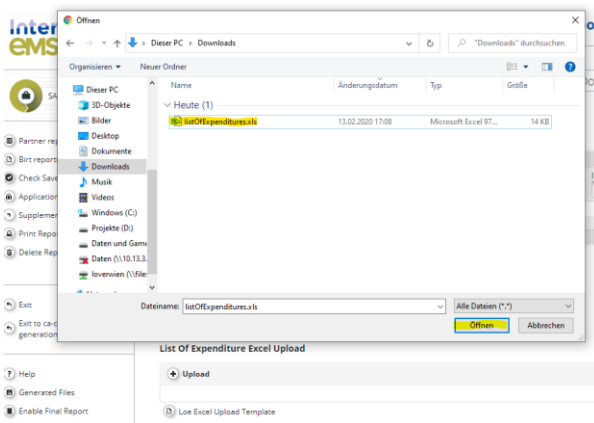
[Download all attachments](#)

List Of Expenditure Excel Upload

Upload

Loe Excel Upload Template

- Select the Excel file with the data you want to import and press “Open”.



- Check the disclaimer message after the import. They help you understand if the import was successful or if you need to correct things.

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 within the ems-ListOfExpenditure form.
 Flatrate invoices automatically ignored: 3
 Upload completed successful. Invoices successfully processed: 5/8

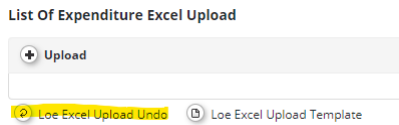
Partner Report **List Of Expenditure** Contribution And Forecast Documents Attachments Personal data attachments

List Of Expenditure

1 - 8 Of 8

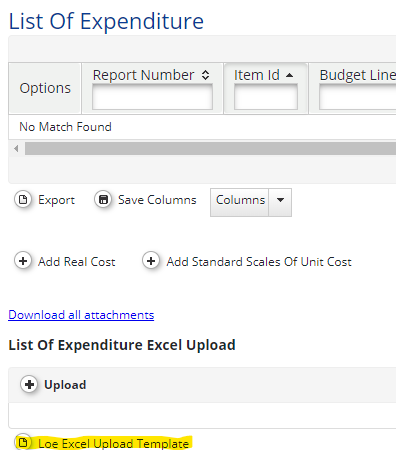
Options	Report Number	Item Id	Budget Line	Wp	Int Ref No	Inv No	Inv Date	Paym Date	Description1
- Delete	asbl LG EMR 6.1	1.1	Staff costs	T1 WP1 project Consultancy and training	KPL1291005F	S S U C1	N/ A S S U C	N/ A S S U C	as described
- Delete	asbl LG EMR 6.1	1.2	Staff costs	C Communication	KPL1291005F	S S U C2	N/ A S S U C	N/ A S S U C	interview and writing article

- If you want to revert the import, select “LoE Excel Upload Undo”



OPTION 2 : CREATE your own Excel Import File by using the LoE Excel Upload Template

- Generate a template by selecting “LoE Excel Upload Template” (you can use the same template for many imports).



- Fill in the following mandatory fields (and save the file)

For ALL cost types:

- Budgetline
- Wp
- Supplier (or Employee)

For Standard Scales of Unit Cost invoices:

- Invoice N° => *to be recognized by the eMS as “standard scale of unit cost”, the **abbreviation "s s u c"** must be entered in the Invoice No. column. The spaces in the abbreviation must also be entered.*
- Unit Cost
- Number Of Units

For Real Cost Invoices:

- Invoice N°
 - Invoice Date
 - Payment Date
 - Currency
 - Total Val Item
 - Declared Amount Org Currency
3. Proceed with the steps 3 to 6 from OPTION 1

IMPORTANT !!!! The Excel Upload functionality does not allow formulas in the cells.