

The WIC spreadsheet template allows you to enter WIC credit and debit information in a convenient format and upload it to populate a new WIC form in the Internal Charges application.

Creating a WIC Spreadsheet for Upload

1. Download the WIC Template
 - a. On the *Web Internal Charges (WIC)* tab click *Create WIC From Spreadsheet*.

The screenshot shows the top navigation area with links for [Help](#), [Logout All](#), and [Exit](#). Below these is a welcome message: "Welcome **Andrea Rule**. If this is not you, [click here](#)". Three main buttons are visible: [Create WIC](#), [Create WIC From Template](#), and [Create WIC From Spreadsheet](#). Below the buttons is a table with the following data:

<u>ed</u>	<u>Status</u>	<u>Memo</u>	<u># of WIC Lines</u>	<u>Total</u>	<u>Type</u>
	Not Submitted	Test memo	42	\$1,425.00	WEB IC

- b. Click *Download Template*.

The screenshot shows the "Data Source" section titled "Create WIC from Spreadsheet". It contains the instruction: "Click *Choose File* below to select your spreadsheet that is in the .xlsx WIC template format." Below this is a file selection interface with the text "Select an Excel spreadsheet file (XLSX):" and a "Choose File" button with a folder icon. A "Download Template" button is located in the bottom right corner.

- c. Download the blank template.

The screenshot shows a dialog box titled "Download a Blank Spreadsheet Template" with a close button (X) in the top right. The text inside reads: "Click on the download link below. The template will be available in your Downloads folder. The template can be re-named and copied as needed. Do not change the column headers (Row 1) in the spreadsheet." Below the text is a table with the following data:

<u>File Name</u>	
WIC Data Template.xlsx	Download

2. Enter the transaction credit information into the *WIC Header* tab.
 - a. The *WIC Header* tab corresponds to the top credit section of the WIC form plus the *Memo* field which is a reference for within the Internal Charges application only.
 - There should only be **one** row for the credit PTA in the WIC Header tab.
 - The *Preparer* column is not included in the template and will be added by the system when the spreadsheet is uploaded.

NOTE: The template has a sample row in both the *WIC Header* and *WIC Lines* tabs. This is for reference only and will fail validation. Please delete this row before uploading your spreadsheet. Click on the column header labels to see a definition for each field.

D	E	F	G	H	I
Award	PTA Alias	Expenditure Type	Description	Quantity	Unit Cost
	P1017933	Other Inte	Debit Expenditure Type A general financial categorization of the goods/services provided. Only expenditure types authorized for the entered PTA will pass upload validation.	1	73.50

NOTE: The manual entry WIC form has the PTA in one field. In the spreadsheet upload it must be entered in three separate Project, Task, and Award fields.

3. Enter the debit information. The *WIC Lines* tab corresponds to the bottom *Charges* section of the form.
 - a. Enter the charge transactions in the *WIC Lines* tab. The maximum number of rows allowed in the WIC Lines tab is 400.
 - b. Do not change the column header labels in Row 1 (Charge Date, Project, Task, Award, etc). You may arrange the column order, add additional notes columns, and add a grand total sum below your charges. The upload tool will only import columns that are in the WIC form and disregard additional columns.
 - c. Save your upload spreadsheet in the Excel .xlsx format.

Charges											
Line	Charge Date (mm/dd/yyyy)	PTA	Expenditure Type	Description	Quantity	Unit Cost	Total Cost	Customer Name	AiM Work Order		
1	03/19/2024	HBG.45128 ~ 1 ~ ENDOW.4512...	Copying/Fax Usage	Poster printing \$8 per foot	2	8.00	\$16.00	Rule, Andrea E			
2	03/19/2024	HBG.45128 ~ 1 ~ ENDOW.4512...	Copying/Fax Usage	Poster printing \$8 per foot	4	8.00	\$32.00	Giedraitis, Tom			
3	03/19/2024	HBG.45128 ~ 1 ~ ENDOW.4512...	Copying/Fax Usage	Poster printing \$8 per foot	5	8.00	\$40.00	Kumar, Radha			

	A	B	C	D	E	F	G	H	I	J	K
1	Charge Date	Project	Task	Award	Expenditure Type	Description	Quantity	Unit Cost	Total Cost	Customer	AiM Work Order
2	3/19/2024	HBG.45128	1	ENDOW.451280	Copying/Fax Usage	Poster printing \$8 per foot	2	8.00	16.00	Rule, Andrea E	
3	3/19/2024	HBG.45128	1	ENDOW.451280	Copying/Fax Usage	Poster printing \$8 per foot	4	8.00	32.00	Giegraitis, Tom	
4	3/19/2024	HBG.45128	1	ENDOW.451280	Copying/Fax Usage	Poster printing \$8 per foot	5	8.00	40.00	Kumar, Radha	

4. Upload the spreadsheet.
 - a. Select *Choose File* to navigate to and select your saved WIC spreadsheet.

Data Source Create WIC from Spreadsheet

Click *Choose File* below to select your spreadsheet that is in the .xlsx WIC template format.

Select an Excel spreadsheet file (XLSX): Choose File

Download Template

- b. Select *Validate Data* once your file is chosen and the file name appears next to the *Browse...* button.

Create WIC from Spreadsheet

Click *Browse* below to select your spreadsheet that is in the .xlsx WIC template format.

Select an Excel spreadsheet file (XLSX) : Browse... Test WIC Upload File.xlsx

Cancel
Validate Data

- a. Validation – the upload tool displays validation results on this screen.
 - Validation Errors: If the upload does not pass validation, error messages for the Header and Lines tabs will be displayed. The *Excel Line* column at the left indicates which *WIC Lines* tab row(s) need correction.
 - Select the *Cancel* button to return to the spreadsheet upload form and re-upload a corrected spreadsheet.

Spreadsheet Validation Results

The spreadsheet upload has errors. Please:

- 1) See the Validation Error message(s) below.
- 2) Correct the Excel spreadsheet data.
- 3) Reload the spreadsheet.

Line Count: 1

Total Amount: \$ 16.00

Errors: 2

Cancel

Errors

Project	Task	Award	Org	Exp Type	Loaded By	Extension	Memo	Header Validation Error
CALTECHLIBRARIES.OTHER	1	OAID.LIBRARY	General Libraries	Credit Expenditures		1234	Test memo	INVALID CREDIT PTA.

Excel Line	Charge Date	Project	Task	Award	Exp Type	Description	Qty	Unit Cost	Cust Name	Aim Wo	Line Validation Error
2	19-MAR-2024	HBG.45128	1	ENDOW.123456	Copying/Fax Usage	Poster printing \$8 per foot	2	8	Beaver, Becky		INVALID PTA.

- b. When upload validation is successful you will see a message that the spreadsheet passed validation and there were zero errors. Click the *Load Spreadsheet to WIC* button to populate a WIC form with your spreadsheet data.

Spreadsheet Validation Results

Cancel
Load Spreadsheet to WIC

Spreadsheet passed validation.

Line Count: **3**

Total Amount: **\$ 88.00**

Errors: **0**

- c. Data Loaded – Once the spreadsheet upload is complete you will see the WIC form and a message that a WIC was successfully created from the spreadsheet. The form is automatically saved and you can proceed to additional edits, navigate away from the form, or submit the form.

✓ **WIC was successfully created from spreadsheet.**

Web Order: WIC-162858

PTA: CALTECHLIBRARIES.OTHER ~ 1 ~ OAID.LI Preparer: **Andrea E Rule** Extension: 2009

Organization: General Libraries Status: **Not Submitted**

Expenditure Type: Credit Expenditures Type: **WEB IC**

Memo: Test memo

-- More Actions... ▾

Back to Search
Submit Order

Charges Total # of WIC lines: 3 Total: \$ 88.00 (Double click on data below to edit.)

☰	Line ↑	Charge Date (mm/dd/yyyy)	PTA	Expenditure Type	Description	Quantity	Unit Cost	Total Cost	Cust
<									>
☰	1	03/19/2024	HBG.45128 ~ 1 ~ ENDOW.451280	Copying/Fax Usage	Poster printing \$8 per foot	2	8.00	\$16.00	Rule
☰	2	03/19/2024	HBG.45128 ~ 1 ~ ENDOW.451280	Copying/Fax Usage	Poster printing \$8 per foot	4	8.00	\$32.00	Giec
☰	3	03/19/2024	HBG.45128 ~ 1 ~ ENDOW.451280	Copying/Fax Usage	Poster printing \$8 per foot	5	8.00	\$40.00	Kun