How To Declare Using Excel

Excel Templates

1. Questions that require you to populate a grid will generally allow you to choose between two different options of completing the grid:

   - On-screen – where users enter data using the on-screen table populated (this option is recommended if you are declaring 100 rows or less).
   - Using a system-generated Excel template (requires you to download and update the system's Excel – recommended if you will be declaring more than 100 rows).

2. You will need to decide whether you are going to work on-screen or in an Excel template before you start entering data. (Switching between the two midway, will cause any changes made to be lost).

Important notes:

- Do not switch between On-screen and Excel template – you will lose any data you have entered on-screen and vice-versa.

Rule of thumb – Use the Excel template if you have more than 100 rows to declare. **If you try to add more than 100 rows on-screen, the PDF Download will be limited to 100.**

- **If you select Excel, do not update and/or upload** any **prior Excel templates** used for previous declarations or any Excel sent as part of the Renewal Pack as an error message will populate, and you will be unable to complete the Section.

Error Message:

How To Declare Using Excel (more than 100 rows)

1. **Download the Excel template** from the current and relevant Declaration Section and **only update from this file**. Prior versions will not be accepted, and you will not be able to 'Complete Section'.

2. To do this, select the "Download Data Entry Spreadsheet" button.
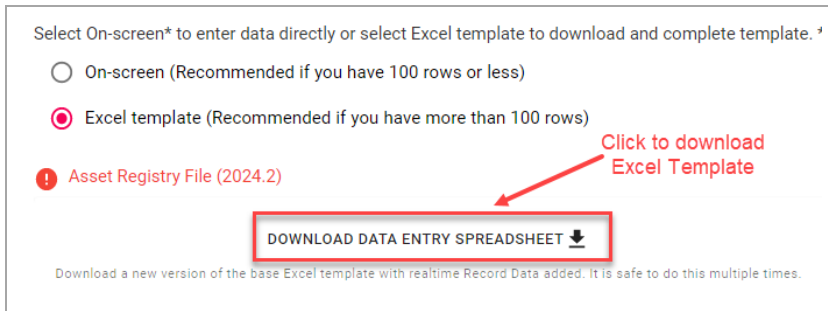
3. The downloaded Excel template will be a locked file. To unlock the file:
   - Click **Enable Editing** and then **Enable Content.** This will populate the Excel template with data declared in the previous year. If there is no data from last year, the grid will be blank.
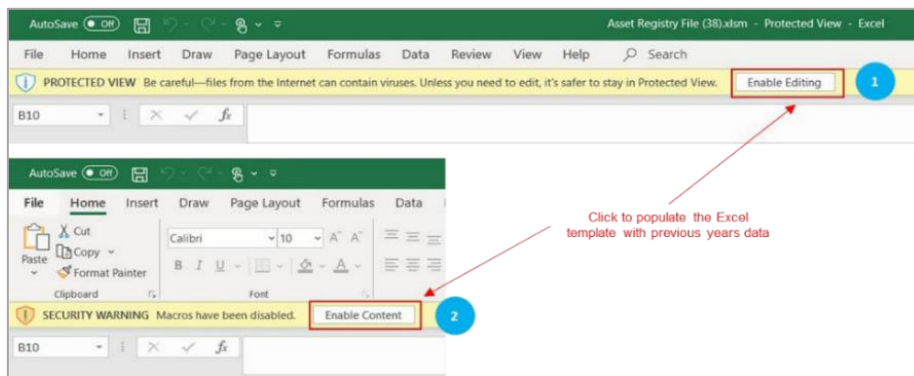
4. We recommend you save a copy of the downloaded Excel template immediately to your computer's local drive. This will be your working version.
   - The Excel template **must remain in the Macro format** when you save it. This is to ensure you can upload the document back into the system.
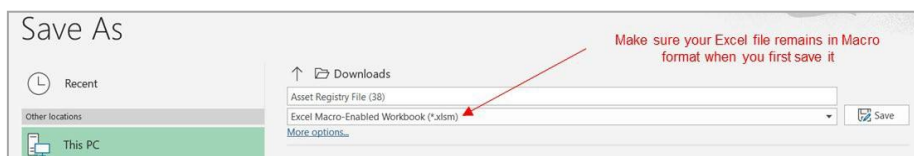
5. If you get an error message the first time you save your file – click "OK" and proceed to save to your preferred location.
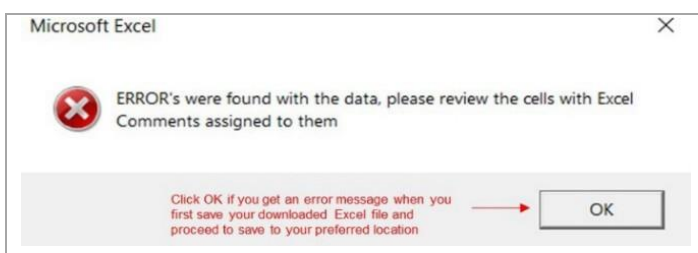
Updating Records

1. **Do NOT delete the data for any previously declared records** from the Excel template.
2. Use **Inactive** for assets that have been sold, retired, or acquired by another agency.
3. Any property/watercraft/aircraft/motor assets declared as **Inactive**, will require you to **manually update** any fields with a value **to zero (0)** value.

Adding New Record

1. To **add a record**, start typing in the details of the new asset in the **next blank row,** starting with the "Status" column. Do not leave any blank rows in between.
2. **Only new entries can be deleted**. If these entries are deleted, ensure you delete all values in that row.
3. To search for a specific record or group of records in your Excel template:
   a. Hold **Ctrl + F** on your keyboard to search for a keyword (e.g. address, name, etc.).
   b. Click on the column heading to sort any column in ascending or descending order.

   c. Filter each column for the records you want to display. (Any sorting and filtering will be cleared when you add a new record, save or validate).
4. There are two buttons on the top left of the Excel:

i. **Reset Data** – this will reset the data to what was originally generated by the system when you downloaded the file. (Avoid using this as you will lose any changes you may have made).

ii. **Validate** – **must be used** to check that all mandatory fields are completed accurately.

   ▪ If the file has been completed correctly, a "**Validation Successful**" message will appear.

   ▪ If there is an error, the Excel template file will fail to load which may result in **Rejection** when submitting your form. The relevant field will be flagged with a comment.


   ▪ To locate the fields that contain errors, go to the Review tab (top of Excel template) and select **Next Note** or **Next Comment**, this will take you to the next field that requires updating.
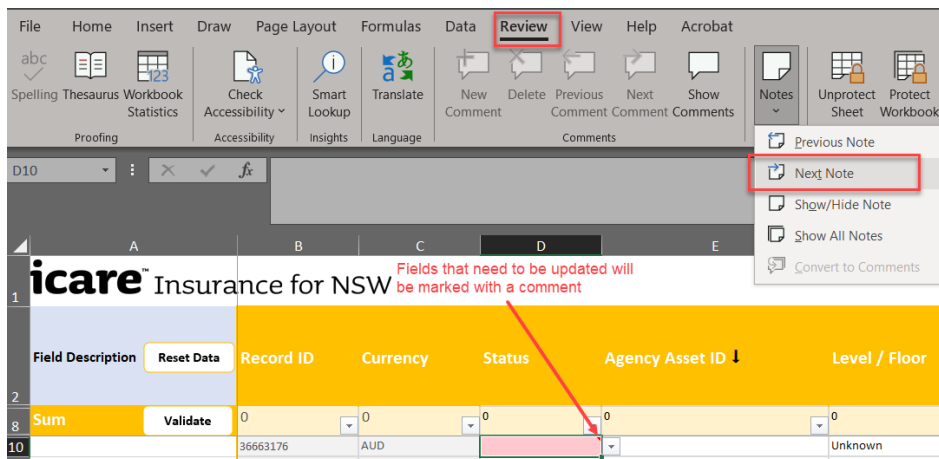
5. You must ensure that the Validation check is successful before you upload the file to the declaration system. You will not be able to proceed if the validation has not occurred.

6. After successful validation, re-save your file to ensure all amendments are saved.

7. Proceed to the Asset Register Section and click on, **Select File +** to upload the Excel template.
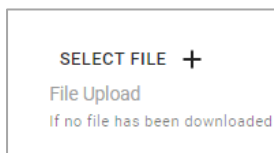
8. If your Excel template has been successfully uploaded, there will be no error messages in red.
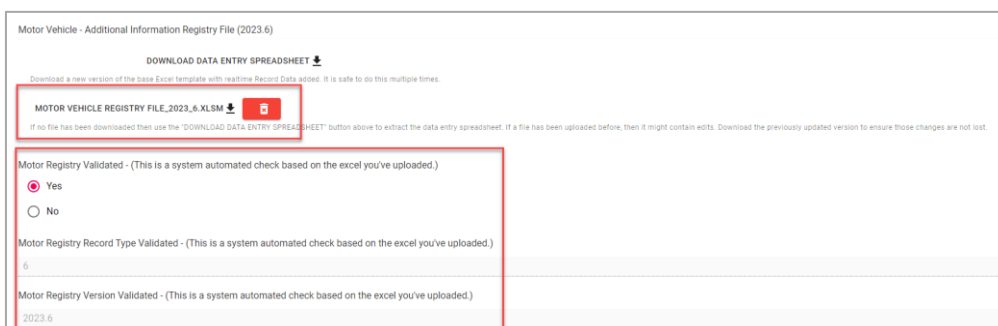
Completing the Section

1. The **Complete Section** button will appear on the bottom right of your screen when you have completed all the required questions and fields. Click this to finish your section and return to the Section Menu. (This includes the acknowledgment that you have reviewed all <u>Inactive assets</u> and ensured all values have been <u>updated with zero values</u>.)
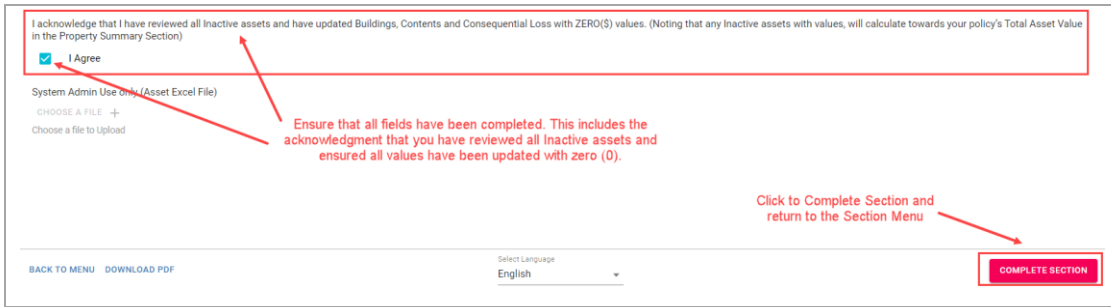

2. A completed section will be flagged with a pink checkbox – this indicates that the section has been completed, and the section will be locked.

3. **Uncheck the pink checkbox if you need to edit** any content in a completed section.
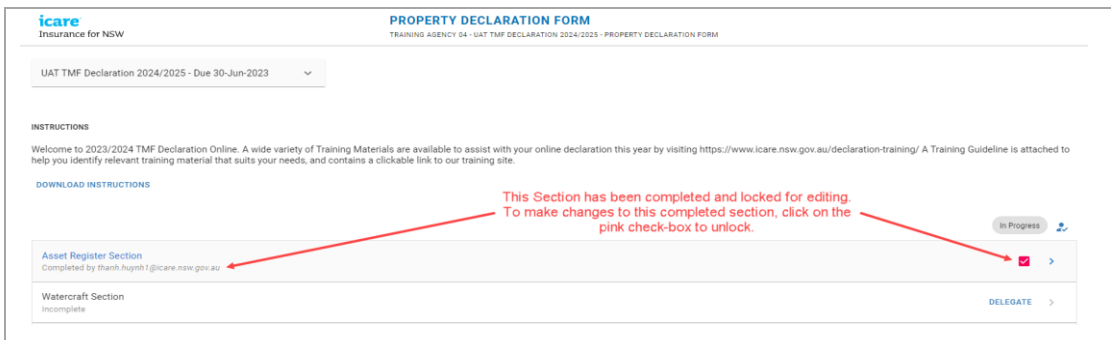
4. Click **Submit** once you have completed all the sections within your Assigned Task/s.

5. The **Submit** button will not appear in the section menu until all sections within your Assigned Tasks are completed before the task can be submitted as **Complete**.
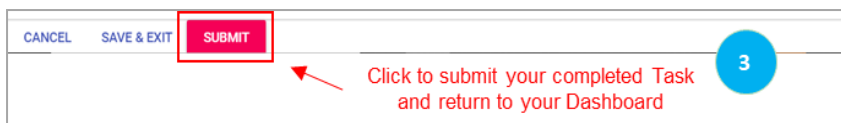
6. When a Coordinator submits a completed task, this task (i.e. a completed form) will go to the Approver for review and approval. The Approver will receive an email advising them that they have a new task pending their review and approval.
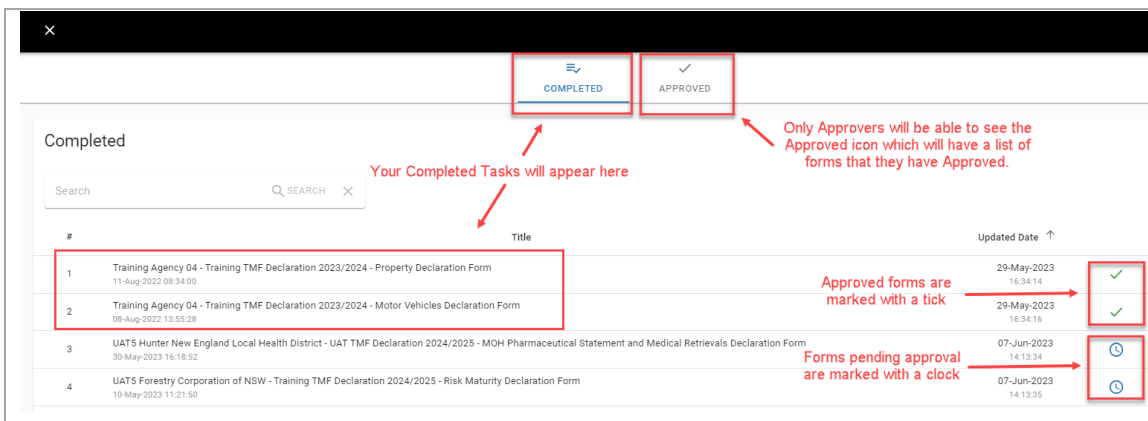
Always Save a Copy of Your Work

1. It is recommended that **PDF copies** of all sections and forms **are retained by each Delegate and Coordinator prior to submitting** information for final approval.

2. When using the Download PDF button, Delegates will receive a PDF of the specific section of the form which they have completed.

3. 'Download PDF' will generate the contents of the entire Declaration Form, including all the Sections within it, as a PDF document.

4. If you are attaching any file to your TMF Declaration, please keep a copy. This includes the Excel spreadsheets that have been generated from the Ventiv system.

Please note: the PDF document will only include data that was entered on-screen, noting that if you used on-screen grids to declare assets, vehicles, etc. that the PDF is limited to only printing 100 rows.

If you require further assistance with this, please contact your icare Client Engagement Manager or email declarations@icare.nsw.gov.au.