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**April 20, 2016**

## Tips for Completing the Bulk Upload Templates

The bulk upload templates allow applicants to create line item data for their individual funding requests (Funding Request Numbers or FRNs) outside of the FCC Form 471 and then upload that data into the form. You must first create an FRN in the FCC Form 471 and provide the FRN-level information (e.g., service type; contract, tariff, or month-to-month service; service provider; pricing confidentiality). You can then upload the services, costs, and recipients of service information for each FRN that you have prepared on the appropriate upload template.

Note that there is also a bulk upload template that school districts can use to upload entity profile information for their individual schools (see below).

You can access copies of the templates on the FY2016 Filing Window page on the USAC website. They are also available within EPC.

Keep the following in mind as you are completing your templates:

- Use Excel version 2010.
- Download the template and save it to your hard drive in a location you will remember.
- Open the template and IMMEDIATELY enable content (enable macros).
- Enter data from left to right, one row at a time.
- If a field has dropdown values, choose the appropriate value – do not type it in. (You can use the fill down command to complete multiple rows that will have the same entry in that field.)
- Do not enter more than 5,000 rows (actually 4,996 plus the four header rows). If you need more rows, create a second template and upload it separately. This will add to your existing data, not replace it.

**Additional guidance for Funding Request Number (FRN) templates**

*- FRN Line Item tab*

- Start your first entry in the second column. The system will automatically create a reference number for each line item in the first column. Do not change or delete that number.
- If there are no dollars or quantities to report in a cost calculation field, enter zero ("0"). Do not leave the field blank.

*- Recipients of Service tab*

- The reference numbers created in the FRN Line Item tab automatically appear as dropdowns in the first column of this tab. If you have to identify recipients of service for a line item, choose the reference number for that line item. (You can use the fill down command for the number of rows you need to enter the recipients for a specific line item.)
- If you are allocating connections or dollars, make sure the total of your allocations matches exactly the number you entered on the FRN Line Item tab for that line item.

- When you are finished, click the "Click to Validate" button.

*- List of Errors tab*

- After the validation runs, it will generate a popup message. The message will tell you either that no errors were found or that a list of errors was created on this tab. The errors are identified by reference number (the number in the first column of both tabs) and error type. Correct the errors and click the "Click to Validate" button again.
- After you have corrected all the errors and the popup says there are no more errors, save the file. DO NOT click in one of the first two tabs after the last time you validate, or you will have to validate again.

**Workaround for a "Click to Validate" problem**

If you click the "Click to Validate" button and don't get a popup message, try the workaround below. We have found this problem occurs most commonly for applicants using Excel version 2013.

- Click "View" on the spreadsheet menu bar (the horizontal list at the top of the worksheet) from the Recipients of Service tab.
- Click the "Macros" button or the "Macros" menu and then choose "View Macros."
- Choose "Sheet 2.ClickToValidate" from the dropdown menu, then click "Run."
- The popup should now appear correctly.
    - If there are no errors on the List of Errors tab, save the template and prepare to upload it. Remember not to click in the other two tabs, or you must run the macros again.
    - If there are errors, correct the errors, then run the above workaround again until all errors have been corrected.

**Category One - Data Transmission and/or Internet Access, Version 16.4**

A new version of this template has been created so that applicants can fractionally allocate a single connection among multiple entities. (See the April 11 SL News Brief for more information on fractional allocation.) The new version will be available tomorrow on the FY2016 Filing Window page.

If you are using the earlier version of this template (version 16.3), we believe you can still use it to upload your data. However, if you use the earlier version, you will need to update any fractional allocations manually after the upload is complete. To upload fractional allocations directly, you can copy the information on your version 16.3 spreadsheet and paste it into a version 16.4 spreadsheet and update your fractional allocations before you perform your upload. Remember not to copy the four header rows or the first column of reference numbers.

**Additional guidance for Entity Profile Bulk Upload - Version 16.3**

A new version of this template has been created so that applicants can enter CEP percentages with decimal places. (See the April 11 SL News Brief for more information on CEP percentages with decimals.) The new version will be available tomorrow on the FY2016 Filing Window page.

If you are using the earlier version of this template (version 16.2), we believe you can still use it to upload your data. However, if you use the earlier version, you will need to update any CEP decimal percentages manually after the upload is complete. To upload CEP decimal percentages directly, you can copy the information on your version 16.2 spreadsheet and paste it into a version 16.3 spreadsheet and then update your CEP decimal percentages before you perform your upload. Remember not to copy the two header rows.

For assistance with bulk upload templates, contact the Client Service Bureau at (888) 203-8100.

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