

PALITE and Excel File Uploads

Recently, changes were made to PALITE's Microsoft Excel processing components. The updates were required to meet the evolving challenges that the system faces as threats from the Internet continue to grow. The updates helped to improve the security of your data and the stability of the system as threats to the Internet evolve.

In some cases, previously accepted Microsoft Excel files uploaded to PALITE now fail some of those security or content checks, and you may receive new messages you haven't encountered before. In the past, many of these security or content violations were ignored, and no errors reported to you.

You're receiving this message because you may have encountered such a situation...where a file you successfully uploaded in a prior reporting period may now be rejected by PALITE.

Excel File Fails to Upload to PALITE – Resolving the Problem

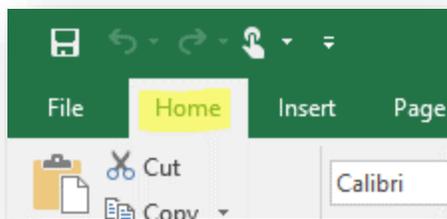
Rows in your Excel file that have formatting commands like colors, gridlines, special height/width instructions, or other settings may cause PALITE to believe the row should have data, and be processed. You then get a list of errors telling you there should be data where you didn't intend to have any data. You know those rows are supposed to be empty.

Sound familiar? Good. You're in the right place.

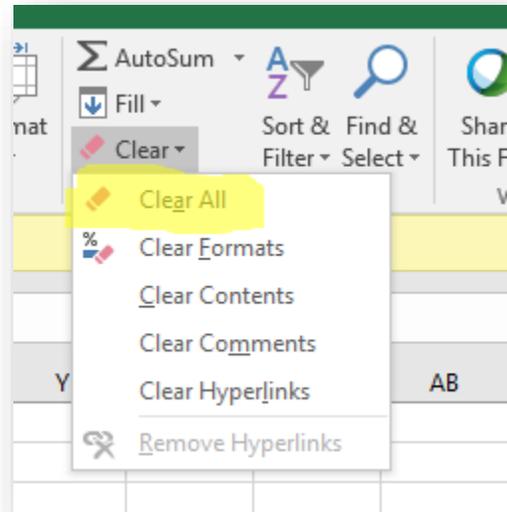
PALITE reads through your Excel file until it finds a blank row...then it assumes there's no more data that needs to be processed. The problem is that colors, gridlines, widths, and other settings make PALITE think that such a row should also have valid data.

The fix is to make sure the line below your data is empty. It's okay to have formulas or other items below the blank line, but you must have a blank line below the data. Here's how to make sure that line is empty.

1. Open the Excel file.
2. Insert a new line below the data.
 - a. For example if the last row of data to be submitted is 29, right-click on 30.
 - b. Click the "Insert" item on the pop-up menu.
 - c. Formulas, gridlines, colors, everything else should move down one row.
3. In Excel's "Home" tab, click the "Clear" icon, then the "Clear All" command.
 - a. Click the row's number again – the entire row should become highlighted.
 - b. Click the "Home" menu tab at the top of Excel.



- c. On the right end of the menu, click the “Clear” menu then “Clear All”.

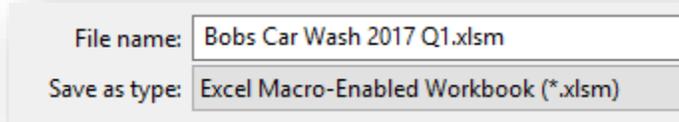


4. Save the file.
5. Submit to PALITE.

A few other pointers

- 1) You can have data, formulas, comments, anything you want in the file below the data in your Excel file. But you must have at least one blank line below your data so PALITE knows where the data ends.
- 2) If you have multiple tabs of data in your file, PALITE will only look at the tab that was open (visible) when you save your file.
- 3) Make sure you are saving your file as an “XLS” or “XLSX” file. Other file formats are not accepted.

Wrong file type:



Right file type:

