

FD - Table 2 - I have errors when uploading the Excel file in Table 2 of the Financial Data, what is wrong?

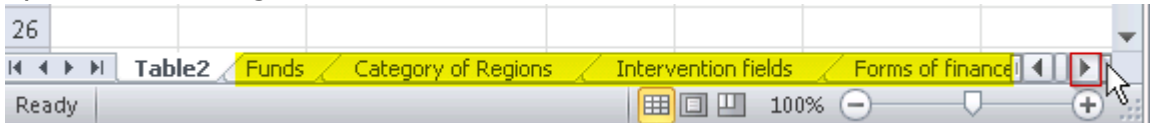
Formatting:

- You **must** download the [Categorisation Sheet Template](#) and do not change the formatting
 - Check there is no space after the text or digits entered. You should remove the space (in each cell) and upload the sheet again
 - Before data entry into the spreadsheet, ensure that the cells in columns A-R are formatted as Text, in columns S to U - Number with 2 decimal points, in column V - number with no decimal point
 - When copying/pasting the information into the Categorisation Sheet please only enter **values/data** into the cells you require to be edited: do not change the headings or the font or size of the text and only use the copy and '**paste special**' function and **paste only as values**
 - Do not re-arrange the columns

Codes:

- Check that the combinations of codes under *Priority Axis*, *Fund*, and *Category of Region* match those defined in the associated Operational Programme. There's no Category of Region for ETC programmes.
- Check that the *Thematic Objective Dimension* (column H) matches those defined in the associated Operational Programme
- The codes should be entered into the categorisation sheet as a **2-digit sequence** - so "**01**" instead of "1" (this is also the same for code "0", which should be entered as "**00**") with the exception of the **Priority Axis** column which should be encoded exactly the same as it is in the Operational Programme.
- Check that the combinations of codes in columns A to R are unique
- Use the original CODES as provided in the the reference tables, e.g. enter 'ESF', not 'FSE' under *Fund*, enter '01', not '1' under *Intervention Field*

- Select the different tabs to view the correct codes to be entered under the specific Headings:



- Make sure the Excel file is closed before uploading

Tags

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