

Blair County Tax Collection Bureau Support for Excel file uploads to PALITE

Conditions under which PALITE will accept your file

- PALITE will **ONLY** support XLS (Excel 97-2003) and XLSX (Excel 2007+)
- PALITE will **NOT** support XLS (Excel 95) and older versions
- PALITE will **REJECT** Excel files if saving an Excel 2007-2016 file as "something.XLS" or save an Excel 97-2003 file as "something.xlsx"
- PALITE may **REJECT** Excel files that have macros in them. These files usually named "something.xlsm" or "something.xlm".

More helpful hints

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.

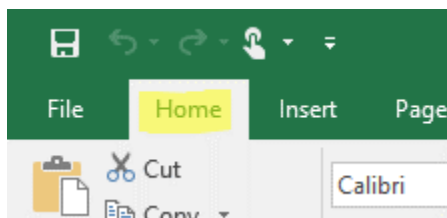
Sound familiar? Good. You're in the right place.

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.

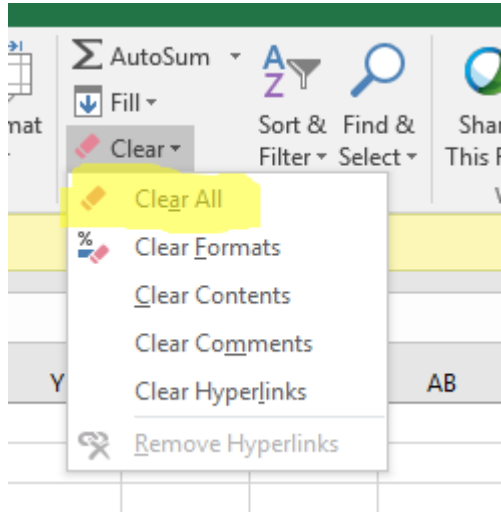
Here's how to make sure that line is empty.

- 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".

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4) Save the file.

5) Submit to PALITE.

A Few Other Pointers

- 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.
- 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.
- Make sure you are saving your file as an "XLS" or "XLSX" file. Other file formats are not accepted.

Wrong file type:

File name:	Bobs Car Wash 2017 Q1.xlsm
Save as type:	Excel Macro-Enabled Workbook (*.xlsm)

Right file type:

File name:	Bobs Car Wash 2017 Q1.xlsx
Save as type:	Excel Workbook (*.xlsx)