

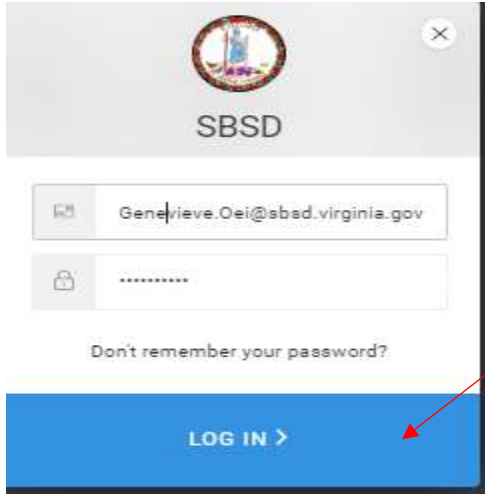


Submitting Self-Reporting Transactions

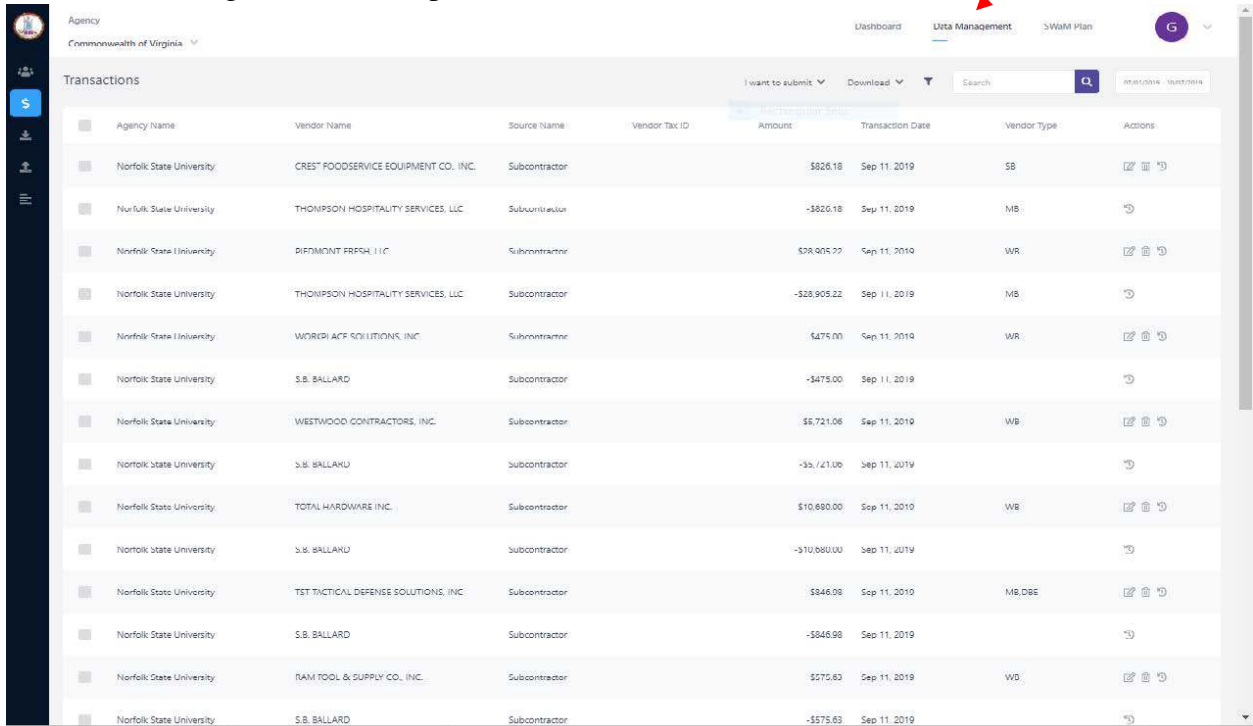
(Only Agency Owners and Data Managers for self-reporting agencies have this capability):

If Agency is not self-reporting, they will need to contact DSBSD to have us upload the transactions for them.

- 1) Log into Dashboard using state e-mail address and password. Click Login.



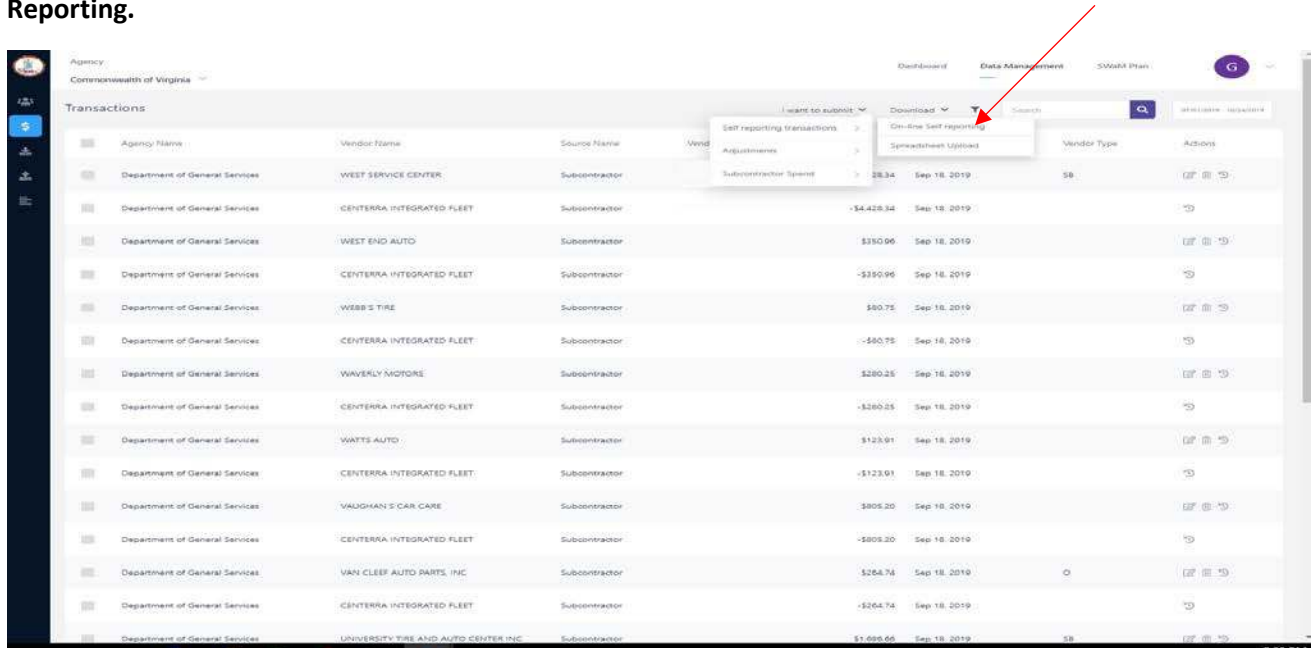
- 2) Click Data Management tab at top of screen.



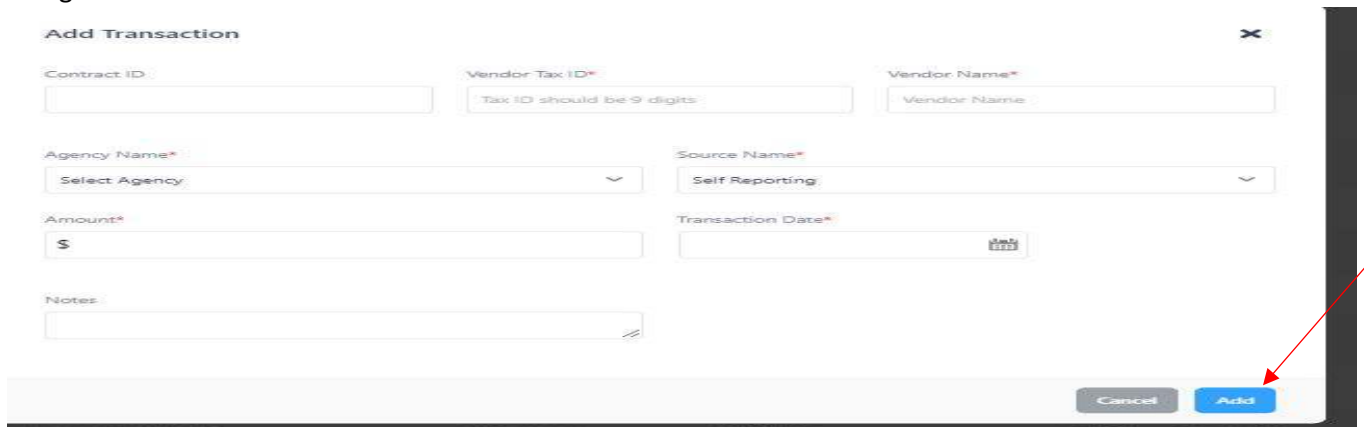
3) Self-reporting transactions can be entered manually in the system or through a spreadsheet upload.

Manual Self-Reporting Transactions (On-Line Self-Reporting Transactions)

4) Manual self-reporting is best when you only have a few self-reporting transactions. To enter manual self-reporting transactions, click on; **I want to Submit / Self-Reporting Transactions / On-line Self Reporting.**



5) You will then see a box that says add transaction. Enter Contract ID (if known, if unknown, leave blank), Enter tax ID number. Select Vendor Name from drop-Down Vendor name box. Agency Name should default to User's Agency. If not, change it to the correct agency. Enter amount of transaction. Transaction date should default to current date. Enter something in notes to explain why transaction is being entered into dashboard. Click **Add** button



Add Transaction

Contract ID:

Vendor Tax ID*: Tax ID should be 9 digits

Vendor Name*: Vendor Name

Agency Name*: Select Agency

Source Name*: Self Reporting

Amount*: \$

Transaction Date*: Set Date

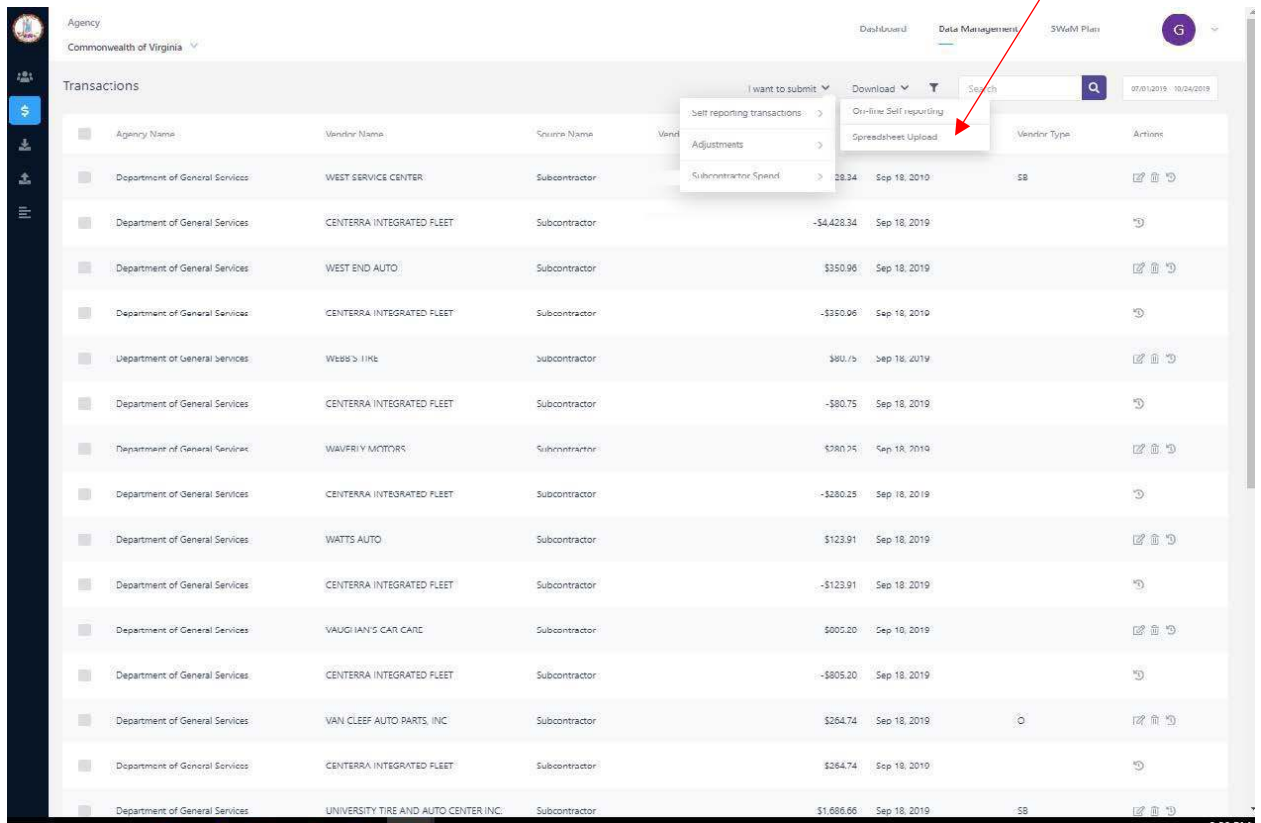
Notes:

6) Self-reporting transactions will show in the system when they have posted.

7) Repeat steps 4-6 for additional self-reporting transactions.

Spreadsheet Upload

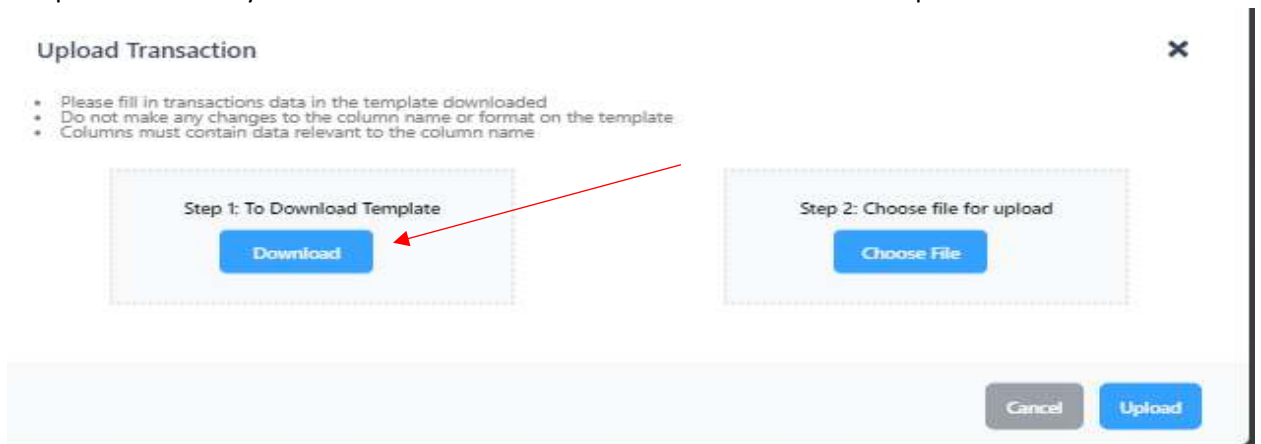
1. Spreadsheet Upload self-reporting is best when you have a large number of self-reporting transactions. To enter self-reporting transactions via a spreadsheet upload, click on **I want to Submit / Self-Reporting Transactions / Spreadsheet Upload**.



The screenshot shows the 'Transactions' page in the SBSD system. A dropdown menu is open under the 'I want to submit' button, with 'Spreadsheet Upload' highlighted. A red arrow points from the text in the first step to this option. The table below shows a list of transactions with columns for Agency Name, Vendor Name, Source Name, Vendor, Amount, Date, and Vendor Type.

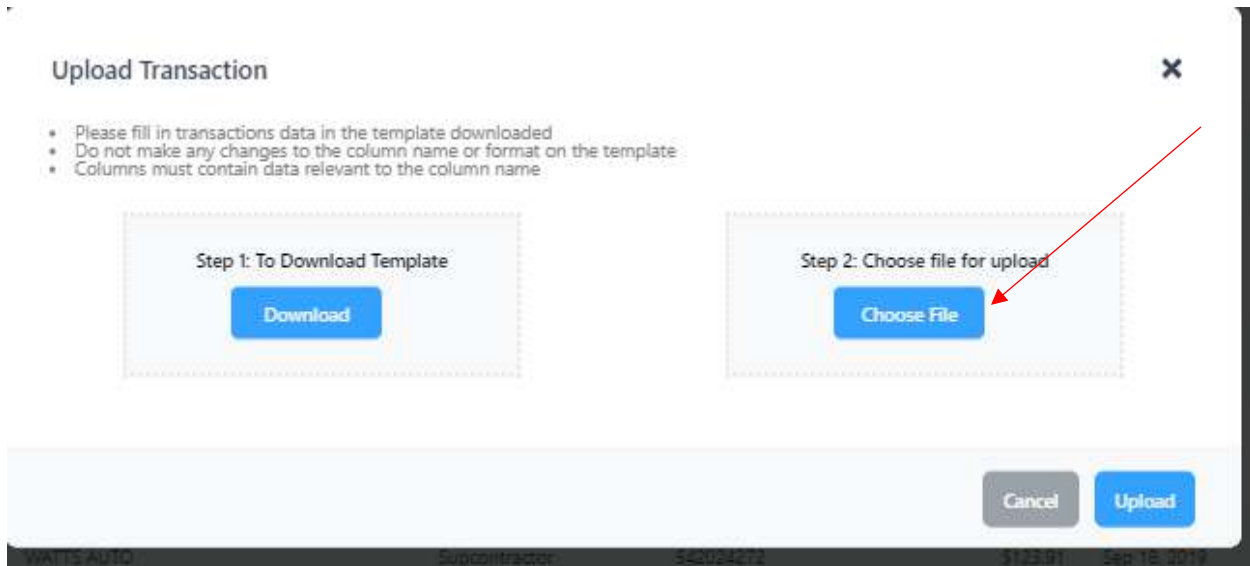
Agency Name	Vendor Name	Source Name	Vendor	Amount	Date	Vendor Type	Actions
Department of General Services	WEST SERVICE CENTER	Subcontractor		28.34	Sep 18, 2019	SB	[Edit] [Delete] [Refresh]
Department of General Services	CENTERRA INTEGRATED FLEET	Subcontractor		-54,428.34	Sep 18, 2019		[Delete]
Department of General Services	WEST END AUTO	Subcontractor		\$350.96	Sep 18, 2019		[Edit] [Delete] [Refresh]
Department of General Services	CENTERRA INTEGRATED FLEET	Subcontractor		-3350.06	Sep 18, 2019		[Delete]
Department of General Services	WEBB'S LIKE	Subcontractor		\$80.75	Sep 18, 2019		[Edit] [Delete] [Refresh]
Department of General Services	CENTERRA INTEGRATED FLEET	Subcontractor		-880.75	Sep 18, 2019		[Delete]
Department of General Services	WAUFRY MOTORS	Subcontractor		\$280.75	Sep 18, 2019		[Edit] [Delete] [Refresh]
Department of General Services	CENTERRA INTEGRATED FLEET	Subcontractor		-3280.25	Sep 18, 2019		[Delete]
Department of General Services	WATTS AUTO	Subcontractor		\$123.91	Sep 18, 2019		[Edit] [Delete] [Refresh]
Department of General Services	CENTERRA INTEGRATED FLEET	Subcontractor		-1123.91	Sep 18, 2019		[Delete]
Department of General Services	VAUGHN'S CAR CARE	Subcontractor		\$000.00	Sep 10, 2019		[Edit] [Delete] [Refresh]
Department of General Services	CENTERRA INTEGRATED FLEET	Subcontractor		-8805.20	Sep 18, 2019		[Delete]
Department of General Services	VAN CLEEF AUTO PARTS, INC	Subcontractor		\$264.74	Sep 18, 2019	0	[Edit] [Delete] [Refresh]
Department of General Services	CENTERRA INTEGRATED FLEET	Subcontractor		\$264.74	Sep 18, 2019		[Delete]
Department of General Services	UNIVERSITY TIRE AND AUTO CENTER INC.	Subcontractor		\$1,686.66	Sep 18, 2019	SB	[Edit] [Delete] [Refresh]

2. You will see a Upload Transaction Box. You will first need to download the self-reporting template from the system. Click the **download** button to download the template.

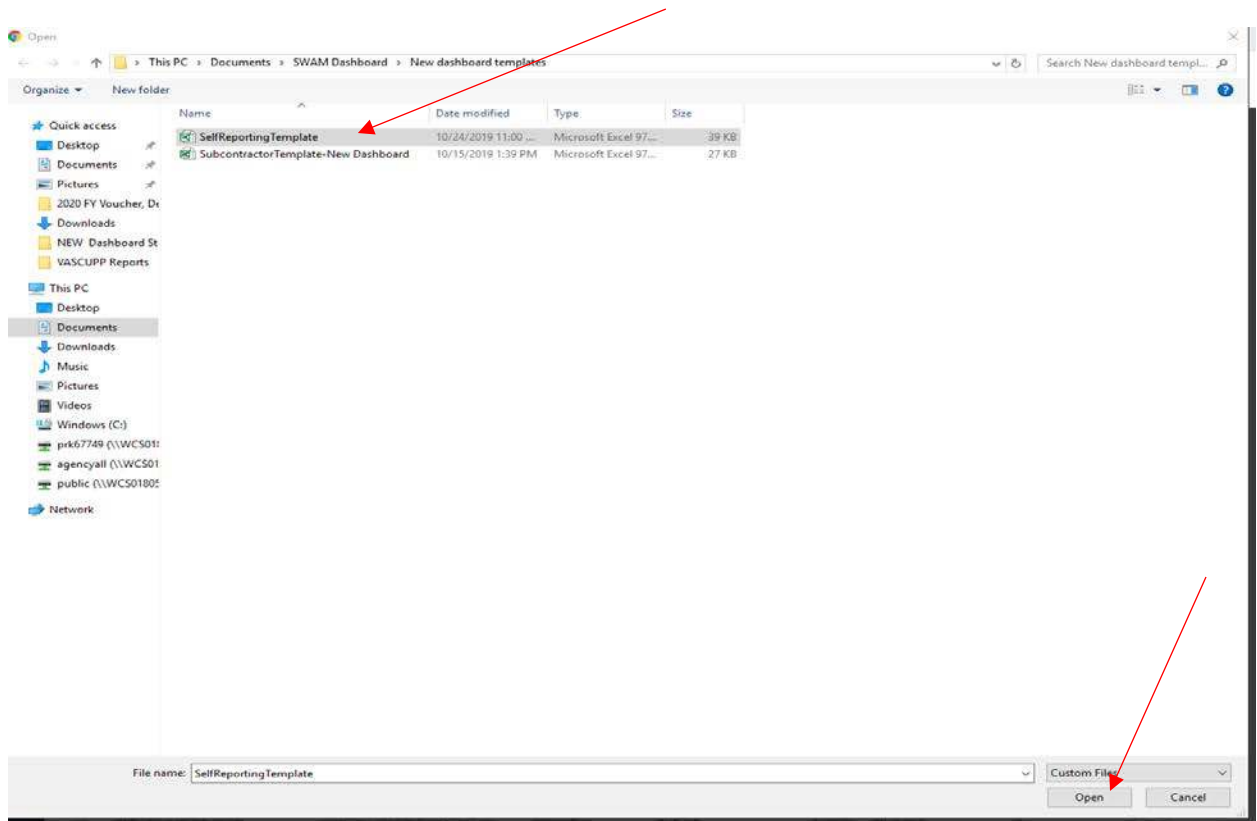


The screenshot shows the 'Upload Transaction' dialog box. It contains instructions for users and two main steps: 'Step 1: To Download Template' with a 'Download' button, and 'Step 2: Choose file for upload' with a 'Choose File' button. A red arrow points from the text in the second step to the 'Download' button. At the bottom right, there are 'Cancel' and 'Upload' buttons.

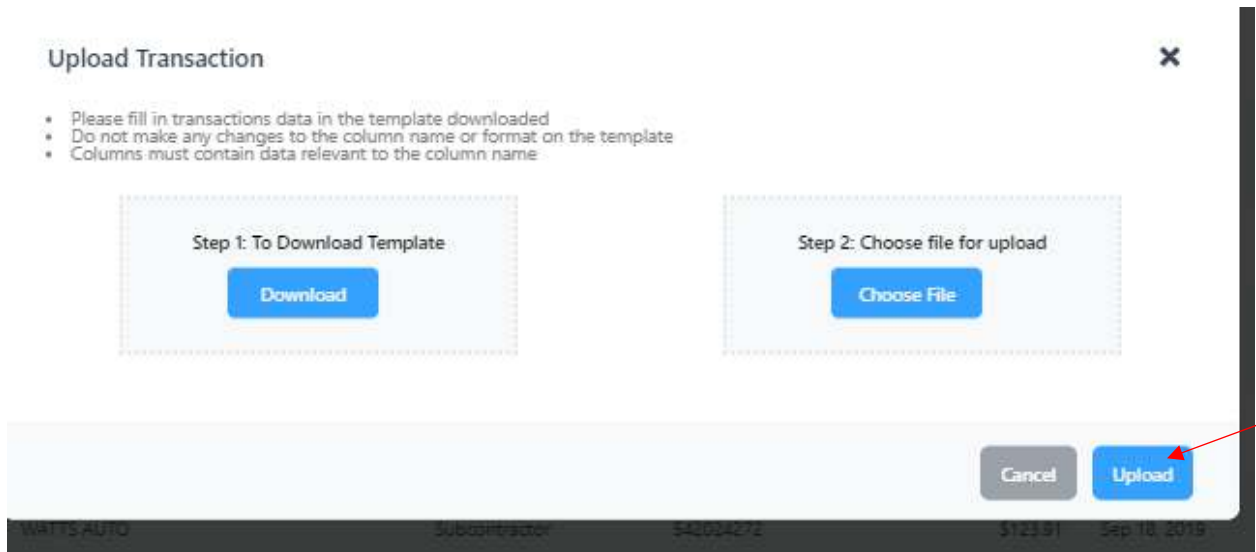
5. Save file on Computer and upload to the dashboard by clicking on the **choose file** button under step 2.



6. Browse to file on Computer. Click on File. Click on **Open** Button.



7. Click the Upload Button.



Upload Transaction

- Please fill in transactions data in the template downloaded
- Do not make any changes to the column name or format on the template
- Columns must contain data relevant to the column name

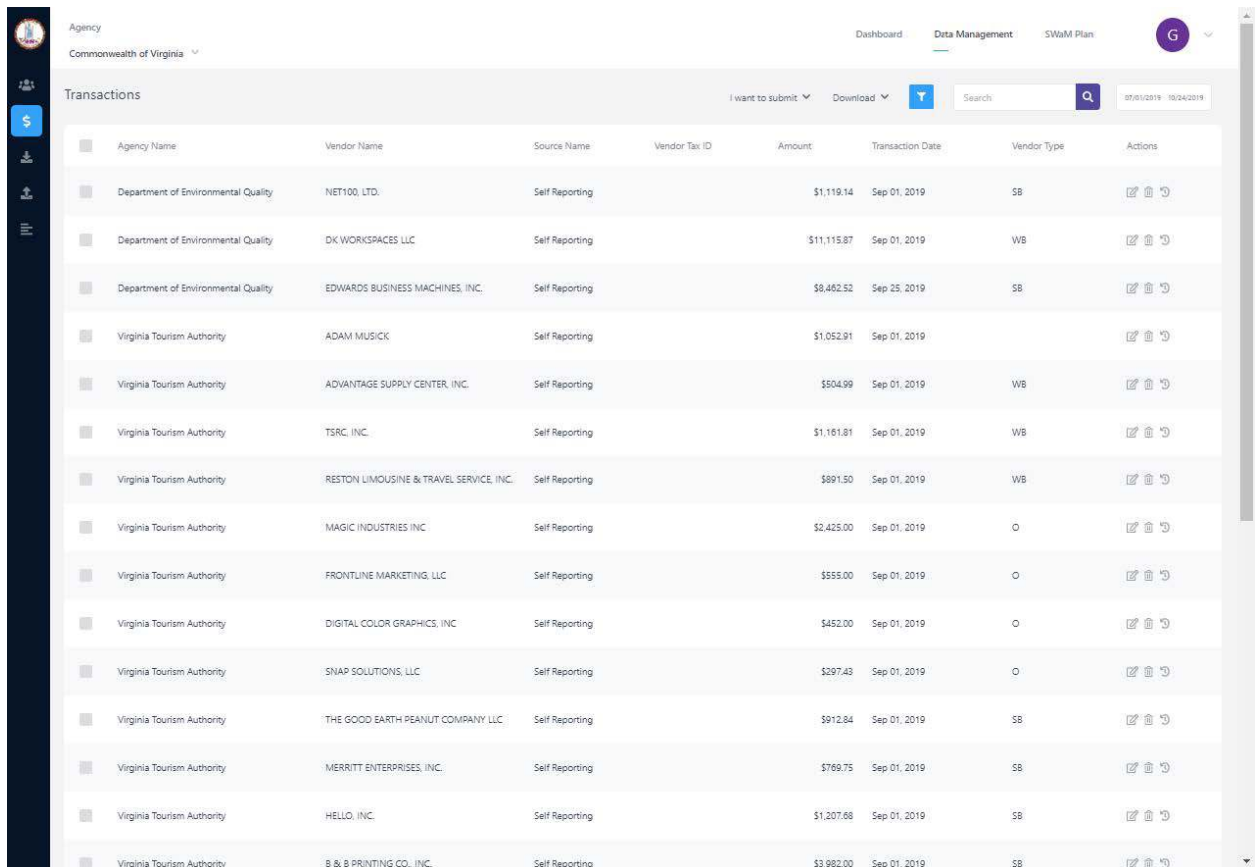
Step 1: To Download Template
Download

Step 2: Choose file for upload
Choose File

Cancel Upload

WATTS AUTO Subcontractor 54002472 \$123.91 Sep 18, 2019

8. You should see either agree success or red failure message towards the upper-right corner of the screen. If the upload was successful, you will see the self-reporting transactions on the screen.



Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Transaction Date	Vendor Type	Actions
Department of Environmental Quality	NET100, LTD.	Self Reporting		\$1,119.14	Sep 01, 2019	SB	[Edit] [Delete] [Refresh]
Department of Environmental Quality	DK WORKSPACES LLC	Self Reporting		\$11,115.87	Sep 01, 2019	WB	[Edit] [Delete] [Refresh]
Department of Environmental Quality	EDWARDS BUSINESS MACHINES, INC.	Self Reporting		\$8,462.52	Sep 25, 2019	SB	[Edit] [Delete] [Refresh]
Virginia Tourism Authority	ADAM MUSICK	Self Reporting		\$1,052.91	Sep 01, 2019	SB	[Edit] [Delete] [Refresh]
Virginia Tourism Authority	ADVANTAGE SUPPLY CENTER, INC.	Self Reporting		\$504.99	Sep 01, 2019	WB	[Edit] [Delete] [Refresh]
Virginia Tourism Authority	TSRC, INC.	Self Reporting		\$1,161.81	Sep 01, 2019	WB	[Edit] [Delete] [Refresh]
Virginia Tourism Authority	RESTON LIMOUSINE & TRAVEL SERVICE, INC.	Self Reporting		\$891.50	Sep 01, 2019	WB	[Edit] [Delete] [Refresh]
Virginia Tourism Authority	MAGIC INDUSTRIES INC.	Self Reporting		\$2,425.00	Sep 01, 2019	O	[Edit] [Delete] [Refresh]
Virginia Tourism Authority	FRONTLINE MARKETING, LLC	Self Reporting		\$555.00	Sep 01, 2019	O	[Edit] [Delete] [Refresh]
Virginia Tourism Authority	DIGITAL COLOR GRAPHICS, INC	Self Reporting		\$452.00	Sep 01, 2019	O	[Edit] [Delete] [Refresh]
Virginia Tourism Authority	SNAP SOLUTIONS, LLC	Self Reporting		\$297.43	Sep 01, 2019	O	[Edit] [Delete] [Refresh]
Virginia Tourism Authority	THE GOOD EARTH PEANUT COMPANY LLC	Self Reporting		\$912.84	Sep 01, 2019	SB	[Edit] [Delete] [Refresh]
Virginia Tourism Authority	MERRITT ENTERPRISES, INC.	Self Reporting		\$769.75	Sep 01, 2019	SB	[Edit] [Delete] [Refresh]
Virginia Tourism Authority	HELLO, INC.	Self Reporting		\$1,207.68	Sep 01, 2019	SB	[Edit] [Delete] [Refresh]
Virginia Tourism Authority	B & B PRINTING CO., INC.	Self Reporting		\$3,982.00	Sep 01, 2019	SB	[Edit] [Delete] [Refresh]

- You can also check the upload manager to see if the upload was successful. The Upload manager is the up arrow icon on the left-hand side of the screen. Click on the upload manager icon.



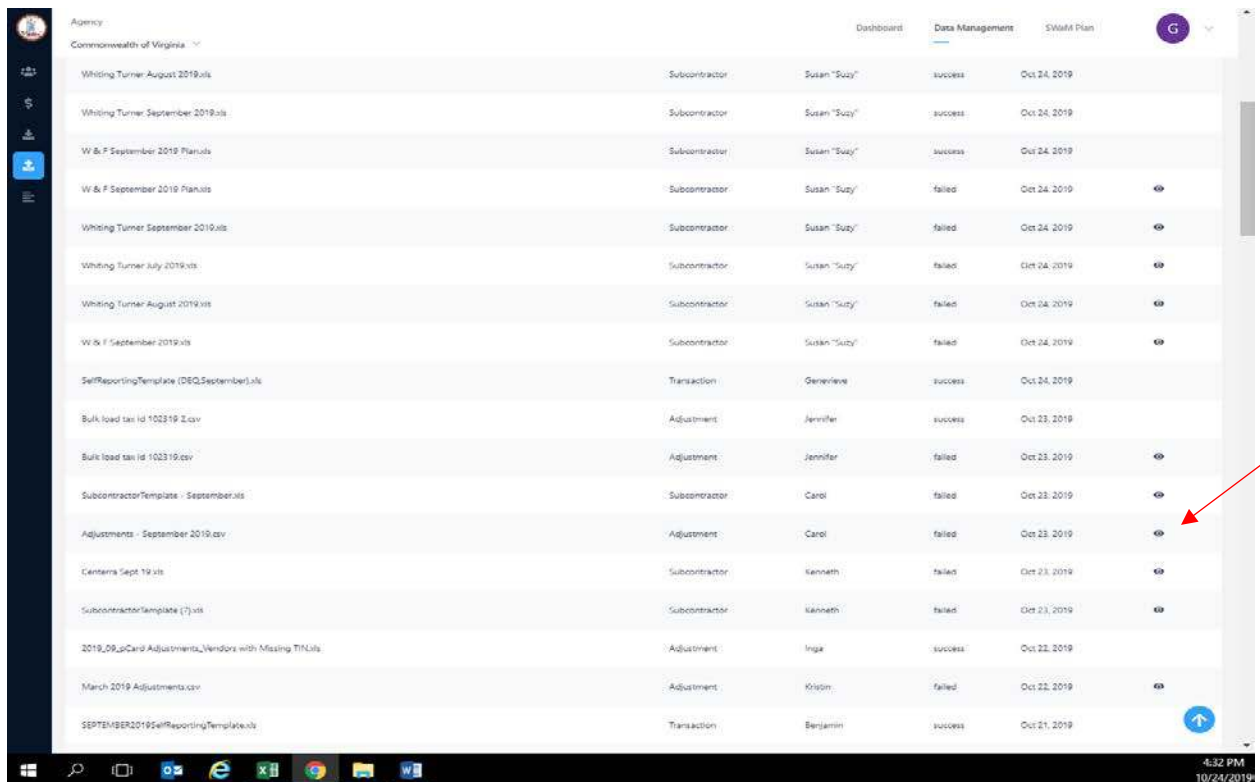
Agency: Commonwealth of Virginia

Dashboard | Data Management | SWaM Plan

Transactions

Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Transaction Date	Vendor Type	Actions
Department of Environmental Quality	COMMONWEALTH MAILING SYSTEMS, INC.	Subcontractor		\$4,911.96	Aug 01, 2019	SB	[Icons]
Mountain Empire Community College	RE REPLACEMENT PARTS	Adjustments		\$821.29	Sep 11, 2019	MB	[Icons]
Mountain Empire Community College	RE REPLACEMENT PARTS	Adjustments		\$960.09	Aug 21, 2019	MB	[Icons]
Mountain Empire Community College	DIXON INVESTMENTS, LLC	Adjustments		\$665.00	Sep 04, 2019	MB,DBE	[Icons]
Department of Motor Vehicles	NETWORKING TECHNOLOGIES AND SUPPORT, INC.	Subcontractor		\$34,880.00	Sep 30, 2019	MB,DBE	[Icons]
Department of Motor Vehicles	XEROX CORP	Subcontractor		-\$34,880.00	Sep 30, 2019		[Icons]
Department of Motor Vehicles	CRS ELECTRICAL & MECHANICAL INC	Subcontractor		\$3,589.87	Sep 30, 2019	SB	[Icons]

- If the Upload was successful, the status will say success. If the upload was not successful. The status will say failed. If the status says failed. You can click on the eyeball icon to see why the upload failed.



Agency: Commonwealth of Virginia

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File Name	Source Name	Vendor Name	Status	Date	Actions
Whiting Turner August 2019.xls	Subcontractor	Susan "Suzy"	success	Oct 24, 2019	
Whiting Turner September 2019.xls	Subcontractor	Susan "Suzy"	success	Oct 24, 2019	
W & F September 2019 Plan.xls	Subcontractor	Susan "Suzy"	success	Oct 24, 2019	
W & F September 2019 Plan.xls	Subcontractor	Susan "Suzy"	failed	Oct 24, 2019	[Eye]
Whiting Turner September 2019.xls	Subcontractor	Susan "Suzy"	failed	Oct 24, 2019	[Eye]
Whiting Turner July 2019.xls	Subcontractor	Susan "Suzy"	failed	Oct 24, 2019	[Eye]
Whiting Turner August 2019.xls	Subcontractor	Susan "Suzy"	failed	Oct 24, 2019	[Eye]
W & F September 2019.xls	Subcontractor	Susan "Suzy"	failed	Oct 24, 2019	[Eye]
SelfReportingTemplate (DQG,September).xls	Transaction	Genevieve	success	Oct 24, 2019	
Bulk load tax id 102319 2.csv	Adjustment	Jennifer	success	Oct 23, 2019	
Bulk load tax id 102319.csv	Adjustment	Jennifer	failed	Oct 23, 2019	[Eye]
SubcontractorTemplate - September.xls	Subcontractor	Carol	failed	Oct 23, 2019	[Eye]
Adjustments - September 2019.csv	Adjustment	Carol	failed	Oct 23, 2019	[Eye]
Centerra Sept 19.xls	Subcontractor	Kenneth	failed	Oct 23, 2019	[Eye]
SubcontractorTemplate (?) .xls	Subcontractor	Kenneth	failed	Oct 23, 2019	[Eye]
2019_09_cpCard Adjustments_Vendors with Missing TIN.xls	Adjustment	Inga	success	Oct 22, 2019	
March 2019 Adjustments.csv	Adjustment	Krispin	failed	Oct 22, 2019	[Eye]
SEPTEMBER2019SelfReportingTemplate.xls	Transaction	Benjamin	success	Oct 21, 2019	

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11. You will see an error report explaining why the file did not upload. After looking at the report, click the close button or x in the upper right-hand corner to close the error report.

A screenshot of an error report dialog box. The title bar reads "Error Details" and has a close button (an 'x' icon) in the top right corner, which is pointed to by a red arrow. The main content area is a table with two columns: "Line No" and "Error". There is one row of data with "7" in the "Line No" column and "Invalid amount. Please enter valid amount rounded off to two decimal place." in the "Error" column. At the bottom right of the dialog box, there is a "Close" button, also pointed to by a red arrow.

Line No	Error
7	Invalid amount. Please enter valid amount rounded off to two decimal place.

- 12. Re-open Excel Spreadsheet. Fix errors and re-upload the file.
- 13. Check to see if upload was successful.