

Utilities Apportionment Reporting

Frequently Asked Questions

Prepare your data

To submit data to Washington State Department of Revenue via the UAR application, make sure the data is in the correct format (DOR template), contains all the data needed to meet validation rules and if you are submitting more than one file or you are using a FGDB these will need to be zipped (compressed). **Do not place a zip file inside another zip file (nested zip files)**

Acceptable Formats

There are two template formats for submitting data, Microsoft Excel and ESRI File Geo Database (FGDB). Multiple files within one compressed (zip) file may be submitted at one time (see error Improperly Zipped Data for requirements)

- ❑ The **MS Excel** file supports spatial point data that has latitude and longitude coordinates. Point data types represent single, non-linear, non-area types such as utility poles, valves, network hubs, etc. They can also represent building structure locations as points.

All data submitted to the UAR must meet the validation checks. To review the validation checks, go to the section Common Errors/Resolutions – Validation on page 11.

Data submitted using latitude and longitude formats need to be in a decimal degree format (examples: 47.123456 & -122.123456). To convert to decimal degrees click [here](#).

There are six industry specific MS Excel templates available.

- o [Airline](#)
- o [Electric](#)
- o [Gas Distribution](#)
- o [Gas Pipelines](#)
- o [Railroad](#)
- o [Telecommunications – Wired](#)
- o [Telecommunications – Wireless](#)

The MS Excel templates are downloadable [here](#).

- ❑ **FGDB** templates support point, linear and area data type.
 - o Point: utility poles, valves, network hubs etc.
 - o Line: railroad tracks, electric transmission/distribution, gas pipelines etc.
 - o Area: parcel boundaries, building outlines, service territories etc.

There are six industry specific FGDB templates available.

- o [Airline](#)
- o [Electric](#)
- o [Gas Distribution](#)
- o [Gas Pipelines](#)
- o [Railroad](#)
- o [Telecommunications – Wired](#)
- o [Telecommunications – Wireless](#)

The FGDB templates are downloadable [here](#).

After downloading the correct template for your data type and industry, load your data into the template and .zip (compress) it. **Do not place a zip file inside another zip file (nested zip files)**

The compressed zip file is submitted to the Department through the UAR application.

Washington Boundary

The UAR application can only process data that is completely within the State of Washington. If one or more of the data provided is outside of the state boundary the UAR process will error. This can include points outside of the boundary and/or lines and areas that are outside the boundary or cross the boundary.

Common causes for errors:

- ❑ Points may be geocoded or located outside of the Washington State boundary.
- ❑ Lines and areas may extend past or cross the Washington State boundary.

This may require trimming line and boundaries to the Washington State boundary and/or relocating points to within the boundary.

A state boundary may be downloaded here:

<http://data-wadnr.opendata.arcgis.com/datasets/wa-state-boundary>

ZIP up your data

Data submitted to UAR application using a DOR FGDB template or multiple files (FGDB and MS Excel) must be compressed or “zipped” (e.g., *filename.zip*).

- An individual MS Excel file does not need to be zipped.
- Do not place a zip file inside another zip file (nested zip files)
- Do not nest sub folder within the FGDB folder.
- Do not place MS Excel template within the FGDB folder.

Appendix A

Washington County Identification Numbers

Adams	1
Asotin	2
Benton	3
Chelan	4
Clallam	5
Clark	6
Columbia	7
Cowlitz	8
Douglas	9
Ferry	10
Franklin	11
Garfield	12
Grant	13
Grays Harbor	14
Island	15
Jefferson	16
King	17
Kitsap	18
Kittitas	19
Klickitat	20
Lewis	21
Lincoln	22
Mason	23
Okanogan	24

Pacific	25
Pend Orielle	26
Pierce	27
San Juan	28
Skagit	29
Skamania	30
Snohomish	31
Spokane	32
Stevens	33
Thurston	34
Wahkiakum	35
Walla Walla	36
Whatcom	37
Whitman	38
Yakima	39

4 - Improperly zipped data

Error: Improperly zipped data submitted to UAR application.

Cause: This error can result from one or more of the below reasons.

- ❓ Unzipped FGDB
- ❓ Do not place a zip file inside another zip file (nested zip files)
- ❓ Excel file nested inside of FGDB folder
- ❓ File type included other than .xlsx or gdb.
- ❓ A FGDB cannot contain nested folders within the FGDB.
- ❓ A FGDB cannot contain data other than the FGDB data. Do not nest Excel files within the FGDB folder

Resolution: Data submitted to UAR application using a DOR FGDB template or multiple files (FGDB and MS Excel) must be zipped (*filename.zip*). An individual MS Excel file does not need to be zipped.