

Instructions for fixing Data Validation Errors in the COVID-19 Financial Impact Survey form

Thank you to those who attended our webinar for the COVID-19 Financial Impact Survey on Household Water Debt for Large Water Systems.

At the workshop, it was brought to our attention that cell B44 (which corresponds to cell B40 on the accessible version) on Tab 2 (Delinquent Accounts) has a data validation error that allows only a "Y/N" answer, despite the question prompting for a numeric answer. We are providing instructions here for how to remove this data validation constraint. This will allow you to enter numeric values to answer the question appropriately. **IMPORTANT:** Please do not include any commas in the numeric value that you enter in cell B44 (B40).

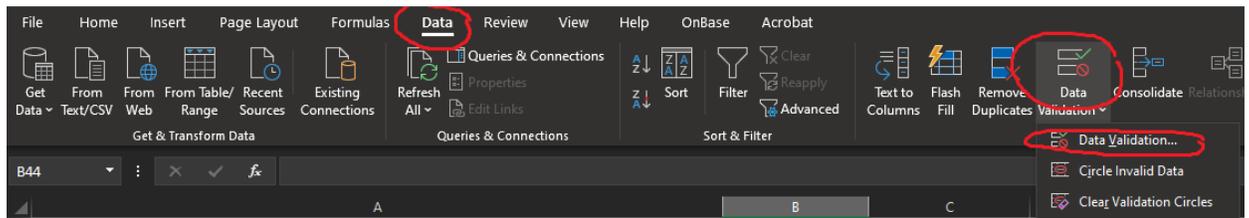
Instructions:

- 1) In the "Delinquent Accounts" tab, click on the cell that you will be removing the validation from (cell B44 or B40, depending on your version).

42		
43	Have late fees been applied to delinquent accounts since March 4, 2020? (Y/N)	
44	If yes, please provide the total dollar amount of late fees applied to delinquent accounts	
45	Number of delinquent accounts on an extended payment plan	
46	Do you already offer repayment plans in response to the COVID emergency? (Y/N)	
47	If no, do you plan to offer repayment plans in response to the COVID emergency? (Y/N)	
48		
49	Please provide any further details regarding delinquent accounts and payment plans below.	

Please enter Y or N
Enter Y if late fees have been applied to delinquent accounts since March 4, 2020. Enter N if late fees have not been applied.

- 2) Go to the "Data" tab in the menu ribbon and click on the "Data Validation" button.



31	Additionally, please provide a per-zipcode breakdown in Table 3 (next tab)		
32			
33	Table 2: Total Number of Residential Delinquent Accounts and Length of Delinquency		
34	Please enter the single family, multi family, and/or total number of accounts that have been delinquent for the specified number of billing cycles.		
35	How many accounts have been delinquent for	Single Family	Multi Family
36	1 billing cycle		
37	2 billing cycles		
38	3 billing cycles		
39	4 billing cycles		
40	5 billing cycles		
41	More than 5 billing cycles		

3) In the menu that pops up, hit the “clear all” button and click OK. This should clear the validation.

