

Voucher Upload Process Overview

Agencies that maintain their own financial systems may elect to send their vouchers to the Accounts Payable module in Cardinal via the Voucher Upload interface. Voucher transaction data is exported using a standard flat file format, and posted to an agency specific Secure File Transfer Protocol (SFTP) location. Cardinal retrieves the agency Voucher Upload file from the SFTP location on a nightly basis. The program validates the data and sends invalid data to the error report. The interface program loads the Voucher transactions from the Voucher Upload file into the custom voucher staging tables based on the Business Unit(s) defined on the run control page. Upon loading the voucher transactions, the interface creates and submits the valid voucher transactions into Cardinal. Interfaced Vouchers are identified in Cardinal by using an origin of **AGY** or **AGY2**. Interfaced vouchers that have been modified online have an origin of **AGY2**.

One Time Suppliers Overview

One Time suppliers are suppliers that receive refund type payments (e.g., student education refunds, DMV refunds). For interfacing agencies, if a voucher is being interfaced for a refund type payment and the supplier does not already exist in Cardinal, the One Time supplier information should be included in the Voucher Upload file. If the agency does not have the TIN for a One Time supplier, they will need to go through CVG to have the supplier added.

If the TIN for a One Time supplier sent in the Voucher Upload file matches an existing Regular supplier, both the One Time supplier and the associated voucher(s) will be rejected.

A One Time supplier is automatically inactivated in Cardinal once a Postable Voucher is entered for the supplier. If another Voucher is to be paid to the same supplier in the future, the One Time supplier information must be re-sent in the Voucher Upload file. For Vouchers entered online, the Commonwealth Vendor Group (CVG) maintains One Time suppliers in Cardinal. CVG monitors frequently reactivated suppliers.

Vouchers for One Time suppliers can only be paid by check and should not be 1099 reportable.

Voucher Interface Error Processing Overview

The **Voucher Upload Error Report** provides details about rejected vouchers, One Time suppliers, and files. The report runs in batch on a nightly basis following the nightly file upload. The Error Report Output is generated to both a prescribed directory on the File Server outside of Cardinal and to Report Manager in Cardinal when run in batch. If one or more errors are present in a given report, the word **ERRORS** will be embedded into the file name of the error reports that contain at least one file or transactional level error.

Rejected Vouchers and One Time suppliers must be corrected in the agency system and re-sent to Cardinal or entered manually online in Cardinal. Successfully uploaded vouchers are edit and budget checked in Cardinal during nightly batch processing.

Any errors identified after a Voucher is loaded into Cardinal, including all budget check errors, must be corrected online in Cardinal. If corrections/changes are made online in Cardinal, the Voucher requires approval online in Cardinal.

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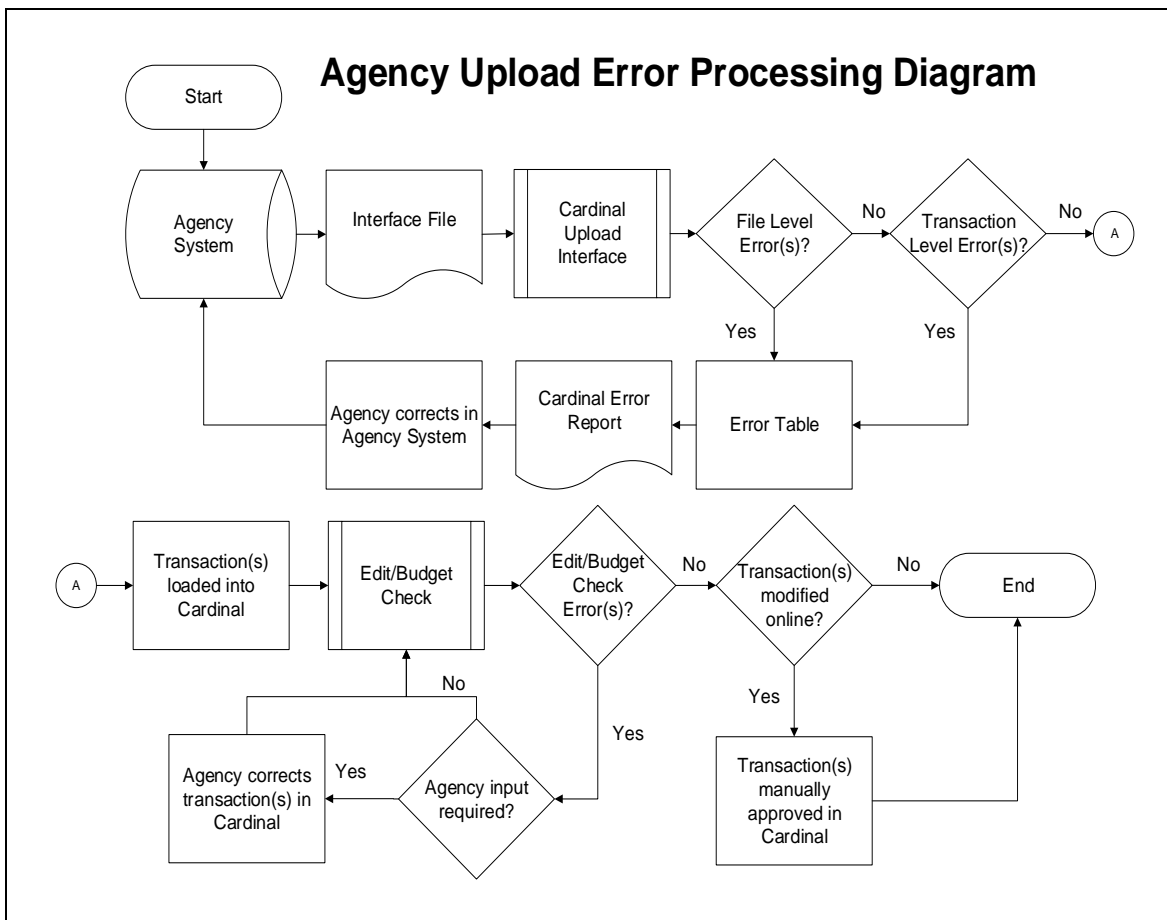
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File Upload Error Processing

Once the Voucher Upload file has been picked up by the Cardinal Upload Interface, it is checked for a valid file layout and edit checked. There are two different rejection error levels for Voucher Upload files:

- **File Level Error:** A file level error will occur if the file cannot be read by Cardinal (e.g., corrupted file or invalid file name). If a file level error occurs, none of the transaction data in the file is uploaded into Cardinal. The file must be corrected by the Agency and re-sent to Cardinal for processing.
- **Transaction Level Error:** A transaction level error occurs if the file is successfully recognized and processed by Cardinal, but individual transaction(s) contain a data error (e.g., combination edit errors or missing required fields for a transaction). If a transaction level error occurs, only the errored transaction(s) are rejected and all other transactions in the file are uploaded into Cardinal. The errored transaction(s) must be corrected in the Agency system and re-sent to Cardinal or entered manually online in Cardinal.

Only file and transaction level errors identified during the previous file upload are reported on the **Voucher Upload Error Report** generated by the nightly batch. The report should be reviewed by the agency on a daily basis.

Common file and transaction level errors can be viewed in the [Appendix](#) section of this job aid.

Reviewing the Voucher Upload Error Report

The **Voucher Upload Error Report** can be viewed after the nightly Voucher Upload and the Voucher Error Report batch processes have run to completion. The nightly batch process posts the report to the Report Manager in Cardinal within the agency specific folder and to the file server for the agencies to retrieve automatically outside of Cardinal. Reports are available in Report Manager for 30 calendar days and on the file server for seven. The error report can be re-generated at any time by end users. Note that errors that have been corrected will still show up on the Error Report for that date range. Errors do not get deleted from the Error Report once fixed.

The **Voucher Error Report** can be generated manually by navigating to the following path:

Main Menu > Accounts Payable > Reports > Vouchers > Voucher Upload Error Report

Instructions for running the report are included in the **AP Reports Catalog**, located on the Cardinal website in **Reports Catalog** under **Resources**.

Budget Check Error Processing

Once interfaced vouchers are successfully loaded into Cardinal, they are edit and budget checked during nightly batch processes. All voucher lines are checked for valid budget combinations and checked against applicable control budgets to verify available balances.

Agencies need to check for and correct any edit and/or budget check errors online in Cardinal. Vouchers with budget check errors can be reviewed on the **Review Budget Check Exceptions** page using the following navigation:

Main Menu > Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher

If a voucher has edit or budget check errors, the voucher can be corrected online in Cardinal on the **Voucher Regular Entry** page. After completing any online corrections, the voucher will be re-edited and budget checked online.

If all voucher lines within the voucher pass edit and budget check, then the voucher does not require agency level approvals and is marked as **Approved**. If any corrections or updates are made to interfaced vouchers online, agency approval is required online in Cardinal. Note that interfaced vouchers that do not require corrections in Cardinal may still require Legal Services or Capital Outlay approval.

Step by step instructions for modifying voucher accounting entries online in Cardinal can be found in the **Accounts Payable - Voucher Processing – Reviewing and Correcting Vouchers** simulation, located on the Cardinal website in **Simulations** under **Training**.

Detailed instructions on reviewing and correcting budget check errors for vouchers are included in the course entitled **SW AP312: Voucher Processing**, located on the Cardinal website in **Course Materials** under **Training**.

Appendix

Common File Level Upload Errors

Note that the exact messages may differ between uploads and in some cases a generalized version of the error was provided.

General File Level Errors		
#	Error	Explanation
1	Agency <value> filename sent has already been processed by Cardinal	The Agency sends a file with a file name which has already been processed by Cardinal.
2	Agency <value> Upload file not received in valid file format	This scenario would occur if the file naming convention was correct, but the data in the file was corrupted or in a format impossible for the interface to read (e.g., binary vs. ASCII).
3	Agency <value> Upload file received with no control record	The Agency sends a file that does not contain a 000 row. All other data rows are present.
4	Agency <value> upload file received with no trailer record	The Agency sends a file that does not contain a 999 row. All other data rows are present.
5	The total number of rows in the file does not match the row count given in trailer row	The total number of rows in the file does not equal the total number of rows in the trailer record
6	The total amount in the file does not match the amount given in trailer row	The total amount of all the transactions in the file does not equal the total amount in the trailer record Note: There is no amount field in the Journal Upload trailer; therefore, this error does not apply to the Journal Upload Interface.
7	The total transaction in the file does not match transaction count given in trailer row	The total of all the transactions in the file does not equal the total transaction count in the trailer record
8	Invalid Date Format	Example: Agency sends a file in DD/MM/YYYY format instead of MM/DD/YYYY
9	Amount fields are not right justified or contain non-numeric characters	The Agency sends alpha character(s) in numeric field. Also, numeric fields must be right justified.
10	The trailer row for this transaction on the agency upload file contains one or more amount fields that are using more than two digits to the right of the decimal	Example: The Agency sends a file in which one of the transactions has an amount field value of \$50.556 (more than two digits to the right of the decimal field). Note: There is no amount field in the Journal Upload trailer; therefore, this error does not apply to the Journal Upload Interface
11	BU <value> in the control record is not a submitting BU	Example: Agency sends a file which has BU 26100 on the control record of the file but the submitting BU is 26000.
12	BU <value> is not configured to submit interface file	This scenario could occur if the BU on the control record (000) is not configured as an interfacing agency.

General File Level Errors		
#	Error	Explanation
13	BU <value> is not configured in Cardinal	This scenario could occur if BU on the control record (000) is not configured in Cardinal.
14	Invalid Time Format <value>	Example: Agency sends a file name BBBBB_AP964_IN_MMDDYYYY_HHMM_999.DAT instead of BBBBB_AP964_IN_MMDDYYYY_HHMI_999.DAT
15	Invalid File Seq # <value>	Example: Agency sends a file name BBBBB_AP964_IN_MMDDYYYY_HHMM_9999.DAT instead of BBBBB_AP964_IN_MMDDYYYY_HHMI_999.DAT
16	Invalid file name. BUSINESS_UNIT is either invalid or not in the correct location in the filename.	If the file name does not meet the file naming standards (e.g., BUSINESS_UNIT and the Date Time portions are missing from correct locations in the file name), the interface process will not recognize the file and subsequently not be able to process this file.
17	Control Record filename mismatch	Filename mismatch in the control record.
18	Agency <value> Upload file is blank	The Agency sends a file which is completely blank or The agency sends a file which contains only a control row (000) or a trailer row (999). Note: The error the agency sends a file which contains only a control row (000) or a trailer row (999) does not apply to the Cash Advance or the Employee Profile interfaces.

General Transaction Level Errors		
#	Error	Explanation
1	No value provided for a required field	The Agency sends blank data for required field identified.
2	Field not in required format	The Agency sends an invalid format for the field identified.
3	Invalid field value compared with configuration/prompt table or use of a field value that is Inactive	The Agency provides a <value> that does not exist in Cardinal.
4	Transaction has missing required record(s) in interface file	The Agency file contains a header record with no matching lines.
5	Combination edit errors	The Agency sends a file with one or more ChartField values where the combination of those values is not valid in Cardinal.
6	ChartField errors: <value>	The Agency sends a ChartField value that is either blank or incorrect for processing in Cardinal.
7	Duplicate transactions when compared to the existing data in Cardinal	The Agency sends a transaction where that value (i.e., voucher, deposit certificate, journal, etc.) already exists in Cardinal.
8	Duplicate transactions when compared to the data in a single file	The Agency sends a transaction where that value (i.e., voucher, deposit certificate, journal, etc.) already exists in the same file.
9	Transaction that is not balanced or summarized correctly	Example: The Agency sends a file in which one of the headers totals 700 lines, but there are actually 570 lines under that header.
10	Accounting Date <value> is not within the open period: fiscal year	The Agency sends a file in which one of the transactions has a header with a transaction date not in an open period.
11	This transaction contains a ChartField identified as budgetary only	The Agency sends a file in which one of the transactions has a budgetary only ChartField. Budgetary only ChartFields can only be used on budget journals.
12	This transaction is attempting to use an account identified as a control account	The Agency sends a file in which one of the transactions has a control account ChartField.

General Transaction Level Errors		
#	Error	Explanation
13	Not a valid transaction Business Unit for submitting Business Unit	Example: Agency 50100 sends a transaction for Business Unit 71700, which is not configured as transaction Business Unit for submitting Business Unit 50100.
14	PC Business Unit is required when Project ID is transmitted	A transaction in the file contains Project ID, but the PC Business Unit is blank.
15	PC BU is not valid for GL BU or no projects defined for the PC BU	Example: The PC Business Unit 79000 on the expense line is not valid for the GL Business Unit 72000 on the expense line.
16	Value exists for inactive ChartField: PROGRAM_CODE. This field is reserved for future use.	The Agency sends a value in PROGRAM_CODE field, which is an inactive ChartField in Cardinal.
17	Project ID is required when PC Business Unit is transmitted	A transaction in the file contains PC Business Unit, but the Project ID is blank.

Voucher Upload Specific Transactional Level Errors		
#	Error	Explanation
1	One time supplier does not exist in the file	The Agency sends a Voucher Upload file in which one of the transactions has a one-time supplier, but the one time supplier does not exist in supplier record (001).
2	The one time Supplier is not associated with any vouchers to be processed	The Agency sends a Voucher Upload file which has a one-time supplier in the supplier record (001), but it is not used in any voucher transaction.
3	The regular Supplier ID on the voucher header row either does not exist, is unapproved, or is inactive in Cardinal	The Agency sends a Voucher Upload file in which one of the transactions has a regular supplier, but the supplier does not exist in Cardinal, is unapproved, or has status of Inactive.
4	Due date is required when Payment Terms Code is 00 or 00PP for Business Unit <value>	The Agency sends a Voucher Upload file in which one of the transactions has Payment Terms Code of 00 or 00PP, but the agency does not send a due date.
5	Due date should be blank when no value is provided for Payment Terms Code for Business Unit <value>	The Agency sends a Voucher Upload file in which one of the transactions has Payment Terms code of blank, but the agency populated due date. Note: If the Payment Terms Code and Due Date are left blank, the Payment Terms Code 30 will be used.
6	Due date should be blank when Payment Terms Code is 30 for Business Unit <value> and Voucher <value>	The Agency sends a Voucher Upload file in which one of the transactions has Payment Terms Code of 30, but the agency populated due date.
7	When Payment Terms Code is 30, Invoice Receipt Date (INV_RECPT_DT) and Receipt Date (RECEIPT_DT) are required for Business Unit and Voucher ID	The Agency sends a Voucher Upload file in which one of the transactions has Payment Terms code of 30, but the agency left Invoice Receipt Date (INV_RECPT_DT) and/or Goods & Services Receipt Date (RECEIPT_DT) as blank.
8	Invalid Responsible Org Code	The responsible org code (Department) does not exist in Cardinal.
9	The GL Business Unit: <value> on the distribution line for Voucher ID: <value> Invoice ID: <value> does not match the GL Business Unit associated with the header AP Business Unit.	Example: The Agency sends voucher with a header GL Business Unit of 71700. They send a distribution line associated to that same voucher with a distribution GL Business Unit of 15100.
10	The supplier location on the voucher header is not a valid location for Business Unit <value> and Voucher <value>	The supplier location provided on the header record does not exist in Cardinal.

Voucher Upload Specific Transactional Level Errors		
#	Error	Explanation
11	The payment handling code provided on voucher header is not a valid code in Cardinal	The Payment handling code does not exist in Cardinal.
12	Voucher contains EFTPS information, but the Supplier ID is not the IRS Supplier for Business Unit <value> and Voucher <value>	The Agency sends a Voucher Upload file in which one of the transactions has EFTPS information fields populated, but supplier is not the IRS Supplier ID.
13	Voucher has EFTPS information, but contains more than one invoice/distribution line for Business Unit <value> and Voucher <value>	The Agency sends a Voucher Upload file in which one of the transactions has more than one distribution line, but voucher has EFTPS information fields populated.
14	Voucher has EFTPS information, but the account value on the distribution is not configured for EFTPS for Business Unit <value> and Voucher <value> Invoice ID <value>	The Agency sends a Voucher Upload file in which one of the transactions has EFTPS information, but the account on the distribution line is not an EFTPS account.
15	Voucher has EFTPS information for tax type 941, but Social Security Amount is missing for Business Unit <value> and Voucher <value> Invoice ID <value>	The Agency sends a Voucher Upload file in which one of the transactions has EFTPS information populated for tax type 941, but the social security information field is blank.
16	Voucher has EFTPS information, but Tax Amount is missing for Business Unit <value> and Voucher <value> Invoice ID <value>	The Agency sends a Voucher Upload file in which one of the transactions has EFTPS information populated, but the tax amount field is blank.
17	Voucher has EFTPS information, but sum of tax amount (Social Security, Medicare, Withholding) does not equal to total voucher amount for Business Unit <value> and Voucher <value> Invoice ID <value>	Example: The Agency sends a Voucher Upload file in which one of the transactions has EFTPS information populated and the total voucher amount is \$1,000, but the Social Security amount is \$200, the Medicare amount is \$300, and the Withholding amount is \$100.
18	Voucher has EFTPS information, but tax amount does not equal to total voucher amount for Business Unit <value> and Voucher <value> Invoice ID <value>	Example: The Agency sends a Voucher Upload file in which one of the transactions has EFTPS information populated and the total voucher amount is \$500, but –social security amount is \$600.
19	Voucher has EFTPS information, but the EFTPS Amount is not provided for Business Unit: <value> and Voucher <value>	The voucher sent contains EFTPS information however, the EFTPS amount is blank.
20	A row for this transaction contains one or more amount fields that are using more than two digits to the right of the decimal	Example: The Agency sends a file in which one of the transactions has an amount field value \$50.556 (decimal field has three digits).

Voucher Upload Specific Transactional Level Errors		
#	Error	Explanation
21	The one time Supplier TIN contains non-numeric characters	Example: The TIN number provided in the file is L00384136.
22	The Supplier TIN type is not valid. Only SSN and EIN are supported. As a result, this supplier and all corresponding vouchers in the file will be set to a status of Error	The Agency sends a Voucher Upload file in which one of the transactions has supplier TIN type which is not valid in Cardinal. Example: The Supplier TIN Type provided in the file is OTH, not EIN or SSN.
23	The total on the voucher line in the file does not match the sum of the amounts for the voucher distribution lines in the file for Business Unit <valid value> and Voucher <valid value>	The sum of the distribution lines must equal the associated voucher line amount.
24	The Supplier Addr Seq on voucher header row either does not exist or inactive in Cardinal	The Agency sends a file where the address sequence number for a supplier either does not exist or that address is inactive. Cardinal cannot process a payment for a supplier without a valid address.
25	Invoice ID for Distrib Line is different from Header for Business Unit <value> and Voucher <value> Invoice ID <value>	The Agency sends a file where the Invoice ID on the 004 record is different from the Invoice ID on the associated 002 record (for the same voucher ID).
26	The Supplier ID references a regular supplier in Cardinal. This supplier and all corresponding vouchers in the file will be set to a status of Error	The Agency sends a transaction for a one time supplier but that supplier already exists in Cardinal as a regular supplier.
27	Voucher has EFTPS information, but the EFTPS Report Period is not provided for Business Unit <agency value> and Voucher <agency value> Invoice ID <agency value>	The Agency sends a Voucher Upload file in which one of the transactions has EFTPS information populated, but the EFTPS Report Period field is blank.
28	Distribution line is missing for Business Unit <value> and Voucher <value> Invoice ID <value>	The Agency sends a file in which the distribution lines are missing. All Vouchers must contain at least one 002 (Voucher Header), 003 (Voucher Line) and 004 (Voucher Distribution) record.
29	The total on the voucher header in the file does not match the sum of the amounts for the voucher distribution lines in the file for Business Unit <value> and Voucher <value> Invoice ID <value>	The Agency sends a Voucher Header with a total amount that does not equal the sum of the distribution lines accompanying that voucher.

Voucher Upload Specific Transactional Level Errors		
#	Error	Explanation
30	The total on the voucher header in the file does not match the sum of the amounts for the voucher lines in the file Business Unit <value> and Voucher <value> Invoice ID <value>	The Agency sends a Voucher Header with a total amount that does not equal the sum of the voucher lines accompanying that voucher.
31	Invoice ID for Voucher Line is different from Header Business Unit <value> and Voucher <value> Invoice ID <value> Business Unit	The Agency sends a file where the Invoice ID on the 003 record is different from the Invoice ID on the associated 002 record (for the same voucher ID).
32	This voucher is associated with a supplier that has one or more errors. Please check the report for supplier errors	The Agency sends a voucher where the associated one time Supplier has errors. The specific errors are recorded on the error report in the supplier section.
33	The Voucher Id in one time Supplier is not associated with any vouchers in the file for this supplier	The Agency associates a Voucher ID to a one time Supplier on the 001 record but there are no voucher transaction rows (002) containing that one time supplier TIN.
34	Business Unit <value>, Voucher ID <value> is not associated with a valid one time Supplier	A 001 record is not present in the file for the TIN specified in the voucher header row (002).
35	Payment Terms Code is invalid for Business Unit <agency value> and Voucher <agency value> Invoice ID <agency value>	The Agency sends a file with an invalid Payment Terms code (i.e., not 00 , 00PP , or 30).
36	Duplicate Voucher line number in the file for Business Unit <value> and Voucher <value>	The Agency sends a file in which there are multiple voucher lines for one voucher but two or more of those voucher lines have the same line number. The voucher lines should be distinct.
37	Duplicate Distribution line number in the file for Business Unit <value> and Voucher <value> Invoice ID <value>	The Agency sends a file in which there are multiple distribution lines for one voucher but two or more of those distribution lines have the same line number. The distribution lines should be distinct.
38	Incorrect postal code format. Valid formats are 99999 or 99999-9999	Example: The Agency sends a file which includes a post code as 232619999 or 23261.
39	Invoice Date must be between 02/01/2010 and Current Date	Example: The Agency sends a file which includes a future voucher invoice date.
40	The ePay location selected cannot be used with the Business Unit	Example: The Agency sends a file which includes an ePay location with a Treasury, Wire, or Petty Cash business unit.

Voucher Upload Specific Transactional Level Errors		
#	Error	Explanation
41	Supplier ID/TIN in voucher line is different from voucher header	Example: The Agency sends a file which includes a different Supplier ID/TIN on Voucher Header (002) and Voucher Line (003).
42	Supplier ID/TIN in distrib line is different from voucher header	Example: The Agency sends a file which includes a different Supplier ID/TIN on Voucher Header (002) and Distribution Line (004).