



#### Expense Report Upload Process Overview

Interfacing Agencies send their employee reimbursement transaction data to the Expenses module in Cardinal via the Expense Report Upload interface. Agencies send Expense Report transaction data using a standard flat file format, which they post to an Agency specific Secure File Transfer Protocol (SFTP) location. Cardinal retrieves the Agency Expense Report Upload file from the SFTP location to process on a nightly basis. The Interface program performs a validation of the file and writes invalid entries to the Error Report. The Interface program loads the valid Expense Report transactions from the Expense Report Upload file into the custom Expense Report staging table based on the General Ledger (GL) Business Unit(s) defined on the **Run Control** page.

For more detailed information about Cash Advance transactions, see the Job Aid titled **AP315B\_Cash Advance Interface Processing**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Valid interfaced Expense Reports are available to view online in Cardinal and are identified in Cardinal by the Agency's three-character prefix on the Sheet ID. Interfaced Expense Reports are identified in Cardinal by using an Expense Type of "INTC" or "INTC2". Interfaced Expense Reports that have been modified online have an Expense Type of "INTC2".

#### Expense Report Interface Error Processing Overview

The **Expense Report Upload Error Report** provides details about rejected Expense Reports and files. The report runs in batch on a nightly basis following the nightly file upload. The output is generated to either a prescribed directory on the File Server or to **Report Manager** 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 Expense Reports can either be corrected in the Agency system and re-sent to Cardinal or entered manually online in Cardinal. Successfully uploaded Expense Reports are budget checked in Cardinal during nightly batch processing. Budget exceptions will need to be reviewed online in Cardinal.

Any errors identified after the Expense Report is loaded into Cardinal must be corrected online in Cardinal. The Expense Report will be saved but left in a "Pending" status to be corrected online in Cardinal. If corrections/changes are made to the Expense Report online in Cardinal, the Expense Report requires approval online in Cardinal.



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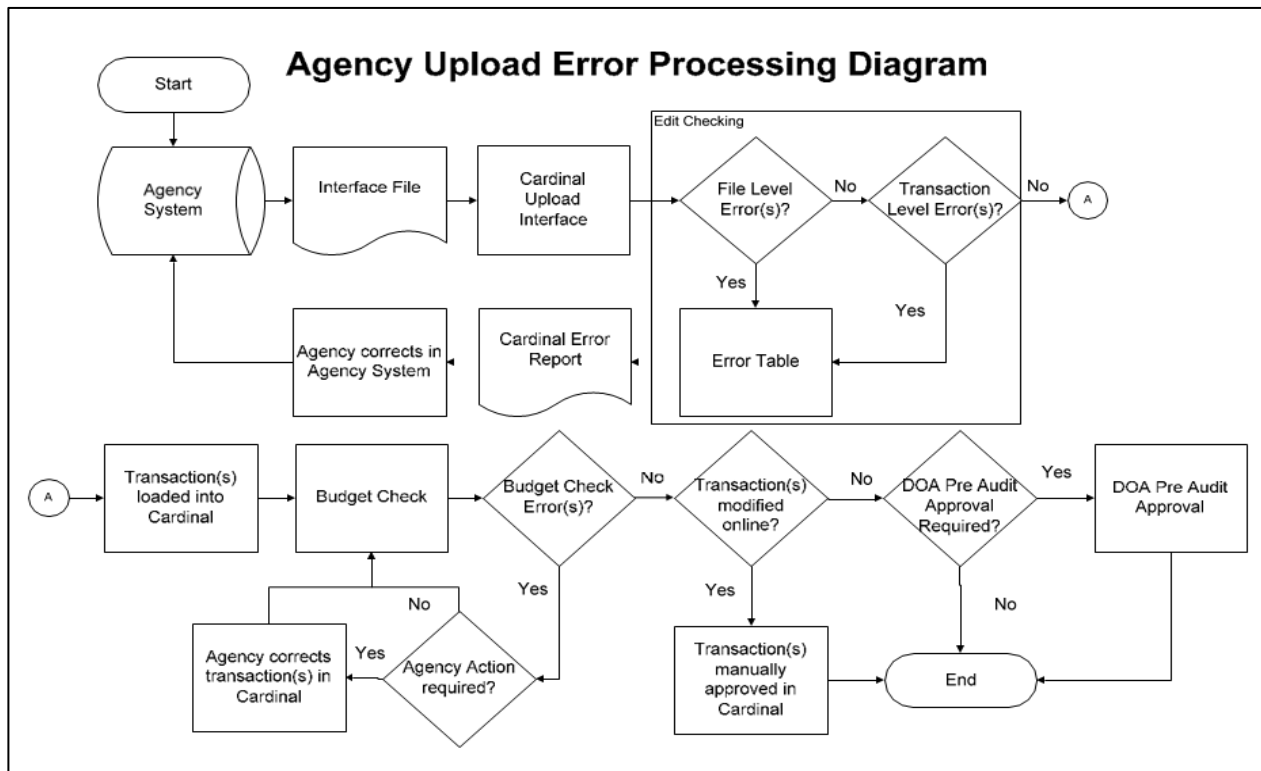


## Accounts Payable Job Aid

### AP315B\_Expense Report Interface Processing

#### Revision History

Revision Date	Summary of Changes
11/6/2024	Baseline.



## File Upload Error Processing

Once the Expense Report Upload file is imported by the Cardinal Upload Interface, it is checked for a valid file layout and edit checked. There are two different rejection error levels for Expense Report 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 an individual transaction contains 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 **Expense Report 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 Expense Report Upload Error Report

The **Expense Report Upload Error Report** can be viewed after the Expense Report Upload and Expense Report Upload Error Report nightly batch processes have run to completion. The nightly batch processes post the report to the **Report Manager** in Cardinal within the Agency specific folder and sends the report to the file server for the Agencies to retrieve automatically outside of Cardinal. Reports are available in the **Report Manager** for 30 calendar days and on the file server for seven calendar days. The Error Report can be re-generated at any time by end users.

The **Expense Report Upload Error Report** can be generated manually using the following navigation path:

**Main Menu > Travel and Expenses > Manage Accounting > Print Reports > Expense Report Upload Err Rpt**

Instructions for running the report are included in the **Cardinal Accounts Payable and Expenses Reports Catalog**. This Reports Catalog is located on the Cardinal website in **Reports Catalog** under **Resources**.



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#### Budget Check Error Processing

Once interfaced transactions are successfully loaded into Cardinal, they are budget checked during nightly batch processes against applicable budgets to verify available balances. Agencies need to check for any budget check errors online in Cardinal. Expense Reports with budget check errors can be reviewed on the **Review Budget Check Exceptions** page using the following navigation path:

**Main Menu > Commitment Control > Review Budget Check Exceptions > Travel and Expenses > Expense Sheet**

If an Expense Report has budget check errors, the status of the Expense Report will be set to "Pending". Errors can be corrected online in Cardinal on the **Expense Report Entry** page. Only an employee's Proxy has access to correct the employee's Expense Report online in Cardinal.

If the budget needs to be corrected, then no action is needed by the Proxy. The Expense Report continues to be budget checked during batch processing and will pass once the budget has been modified in Cardinal. Because the transaction was not updated online, online approval will not be required.

After completing any online corrections as needed, the Expense Report can be submitted by the Proxy and will be budget checked again during the nightly batch processing.

If any corrections or updates are made to an interfaced Expense Report online, Agency approval is required online in Cardinal.

If an Expense Report is uploaded without edit check errors and passes budget check without being modified, then it is marked "Approved" unless it requires DOA pre-audit approvals.

For more detailed information about interfaced Cash Advance transactions, see the Job Aid titled **AP315B\_Cash Advance Interface Processing**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.



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### Appendix

#### Common File Upload Errors

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

#### General File Level Errors

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	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 <b>000</b> 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 <b>999</b> 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.  <b>Note:</b> 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: The 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).  <b>Note:</b> There is no amount field in the Journal Upload trailer; therefore, this error does not apply to the Journal Upload Interface.



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General File Level Errors		
#	Error	Explanation
11	BU <value> in the control record is not a submitting BU	Example: The 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	The BU on the control record (000) is not configured as an interfacing agency.
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.DT instead of BBBBB_AP964_IN_MMDDYYYY_HHMI_999.DT
15	Invalid File Seq # <value>	Example: Agency sends a file name BBBBB_AP964_IN_MMDDYYYY_HHMM_9999.DT instead of BBBBB_AP964_IN_MMDDYYYY_HHMI_999.DT
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).  <b>Note:</b> The error <b>the agency sends a file which contains only a control row (000) or a trailer row (999)</b> does not apply to the Cash Advance or the Employee Profile interfaces.



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### AP315B\_Expense Report Interface Processing

#### General Transaction Level Errors

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 <b>Inactive</b>	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.
13	Not a valid transaction Business Unit for submitting Business Unit	Example: The Agency 50100 sends a transaction for Business Unit 71700, which is not configured as transaction Business Unit for submitting Business Unit 50100.



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General Transaction Level Errors		
#	Error	Explanation
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.



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### AP315B\_Expense Report Interface Processing

#### Expense Report Specific Transactional Level Errors

Expense Report Specific Transactional Level Errors		
#	Error	Explanation
1	The monetary amount field on the expense report distribution line contains 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 (more than two digits to the right of the decimal field).
2	The amount applied field on the expense report header contains more than two digits to the right of the decimal.	Example: The Agency sends a file in which the amount applied field on the header record has an amount field value \$50.556 (decimal field has three digits).
3	Invalid Employee <value> for Business Unit: <value>	The Employee ID which was used on the expense report does not exist in Cardinal.
4	The Cash Advance ID referenced on the expense report does not exist	The Cash Advance ID referenced on the expense report does not exist in Cardinal.
5	The total advance amount on the expense report in the file is greater than the expense report amount	Example: The cash advance amount of \$100 applied to the expense report is greater than the expense report amount \$80.
6	The advance amount for sheet ID <value> is greater than the cash advance balance for advance ID <value>	Example: The cash advance balance available for advance ID is \$50, but advance amount applied to expense report is \$80.
7	Advance ID <value> is being applied against multiple expense reports and the sum of the advance amount for those is greater than the cash advance balance	Example: The cash advance balance available for advance ID is \$50, same advance ID is used on two expense reports. The sum of the two advance amounts applied is \$70.
8	The sheet ID <value> is associated with an expense report in Cardinal that has been deleted	The agency sends a sheet ID which was previously deleted in Cardinal.
9	The GL Business Unit <value> on the distribution line for Sheet ID <value> does not match the employee's agency GL Business Unit	Example: The GL Business Unit on the distribution line for Sheet ID is 50100, but employee's GL Business Unit is 15100.
10	Applied Advance Amount must be greater than zero	The cash advance ID is populated in the file for the transaction, but advance amount is zero or less than zero (negative amount).
11	Cash Advance ID is required when the total applied amount is populated	The advance applied amount on the header record is greater than zero and advance ID is blank.



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Expense Report Specific Transactional Level Errors		
#	Error	Explanation
12	Employee belongs to a different Business Unit in Cardinal	Cash Advance error example for an employee with multiple employee profiles: Agency 50100 sends a file which includes a cash advance for an employee who is tied to Business Unit 40300.
13	The Expense Sheet ID must be 10 characters for Business Unit <value> and Expense ID <value>	The length of the Expense Sheet ID does not equal 10 characters.
14	Expense distribution line is missing for Business Unit <value> and Expense ID: <value>	The Agency sends a file which does not include a distribution line record (003) for the corresponding header record (001).
15	Expense line is missing for Business Unit: <value> and Expense ID: <value>	The Agency sends a file which does not include an expense line (002) record for the corresponding header record (001).
16	Expense header is missing	The Agency sends a file which does not include an expense header record (001). In this case, an error message may also be received stating that Expense Line is missing a Header for the Sheet ID or Expense Distribution Line is missing a Header for the Sheet ID.
17	Employee <value> is not active in Cardinal	The Agency sends a file with an employee that has been terminated in Cardinal.
18	A row for this transaction contains one or more amount fields that are not right justified or contain non-numeric characters.	The Agency sends a file in which one of the transactions has a value in the amount field that is not a number or the value is less than zero (negative amount) or the data is not right justified.
19	Header contains Duplicate Distrib Lines	The distribution sequence number is used more than once for the same Expense Report ID. Example:  REC_TYPE SHEET_ID BUSINESS_UNIT_GL LINE_NBR DISTRIB_LINE_NUM 003 VAL0000008 17200 1 1 003 VAL0000008 17200 1 1
20	The total on the expense report line in the file does not match the sum of the amounts for the expense report distribution lines.	Example: The amount on the expense report line is \$100 but the sum of the amounts on the expense distribution lines is \$75.
21	Transaction Date cannot be future dated	The Agency sends a file in which the transaction date on an expense line is greater than the current date.



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Expense Report Specific Transactional Level Errors		
#	Error	Explanation
22	Transaction Date cannot be less than Hire Date	The Agency sends a file in which the transaction date on an expense lines is before the Hire Date listed on the Employee Profile of the employee.