



Journal Upload Process Overview

Agencies that maintain their own financial systems may send their journals to the General Ledger module in Cardinal via the Journal Upload interface. Journal 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 Journal Upload file from the SFTP location on a nightly basis. The interface program loads the journal transactions from the Journal Upload file into the custom journal staging tables based on the GL Business Unit(s) defined on the run control page. Upon loading the journal transactions, the interface creates the journals in Cardinal. Interfaced Journal IDs are identified in Cardinal by using the source type of **EXA** or **EX2**. Interfaced journals that have been modified online will have a source of **EX2**.

Journal Interface Error Processing Overview

The **Journal Upload Error Report** provides details about rejected journals and files. The report runs in batch on a nightly basis following the nightly file upload. The Error Report 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 journals must be corrected in the agency system and re-sent to Cardinal or entered manually online in Cardinal. Successfully uploaded journals are edited and budget checked in Cardinal during nightly batch processing.

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

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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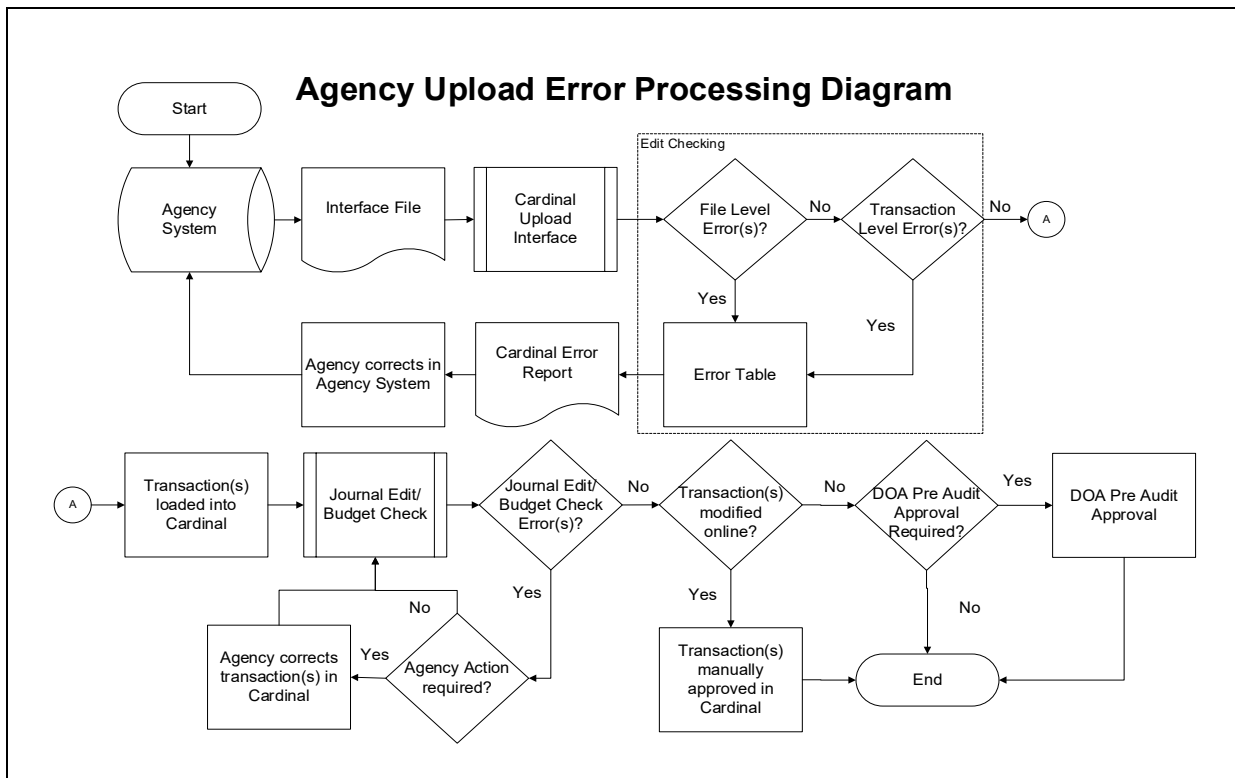


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Revision History

Revision Date	Summary of Changes
9/1/2026	Reviewed and validated in conjunction with the Cardinal system upgrades; content remains unchanged.
1/17/2025	Baseline.



File Upload Error Processing

Once the Journal Upload file has been picked up by the Cardinal Upload Interface, it is checked for a valid file layout and edited. There are two different rejection error levels for Journal 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 journal(s) contain a data error (e.g., combination edit errors or missing required fields). If a transaction level error occurs, the entire journal with the error is rejected and all other journals in the file, without errors, are uploaded into Cardinal. The errored journal(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 **Journal 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 Journal Upload Error Report

The **Journal Upload Error Report** can be viewed after the nightly batch process has been run to post the report. 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 days. The report can be re-generated at any time by users.

- The Journal Upload Error Report can be generated manually by navigating to the following path:
NavBar > Menu > General Ledger > General Reports > Journal Upload Error Report
- Instructions for running the report are included in the **General Ledger Reports Catalog**, located on the Cardinal website in **Reports Catalogs** under **Resources**.
- The report contains a Journal Header section and a Journal Lines section. If an agency submits an upload file with journals for multiple Business Units (i.e., agencies) and the report is run for the submitting Business Unit, the report will display results for all Business Units in the file.
- After listing the error details, the report contains a summary of the total number of journals submitted, the total journals with errors, and the total number of journals loaded successfully per upload file.

Edit and Budget Check Error Processing

Once interfaced journals are successfully loaded into Cardinal, they are edited and budget checked during nightly batch processes. All journals are checked for valid edit and 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. Journals with edit check errors can be reviewed on the **Errors** and **Lines** tabs of the **Create/Update Journal Entries** page using the following navigation:
NavBar > Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries
- Journals with budget check errors can be reviewed on the **Review Budget Check Exceptions** page using the following navigation:
NavBar > Menu > Commitment Control > Review Budget Check Exceptions > General Ledger > Journal
- If a journal has edit or budget check errors, the journal can be corrected online in Cardinal on the **Create/Update Journal Entries** page. After completing any online corrections, the journal can be re-edited and/or budget checked online or will be edited and budget checked again during nightly batch processing.
- If any corrections or updates are made to interfaced journals online, agency approval is required online in Cardinal. If the journal initially passes edit and budget check when it is first interfaced, then it is automatically Approved (unless it requires DOA pre-audit approvals). Note: interfaced vouchers that do not require corrections in Cardinal may still require Legal Services or Capital Outlay approval.



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Appendix

Common File Upload Errors

Note the exact messages may differ between uploads and, in some cases, a generalized version of the error is 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 transactions 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.
7	Invalid Date Format	Example: The Agency sends a file in DD/MM/YYYY format instead of MM/DD/YYYY.
8	Amount fields are not right justified or contain non-numeric characters	The Agency sends alpha character in numeric field. Also, numeric fields must be right justified.
9	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.
10	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.
11	BU <value> is not configured in Cardinal	This scenario could occur if BU on the control record (000) is not configured in Cardinal.
12	Invalid Time Format <value>	Example: Agency sends a file name BBBBB_AP964_IN_MMDDYYYY_HHMM_999.DAT instead of BBBBB_AP964_IN_MMDDYYYY_HHMM_999.DAT
13	Invalid File Seq # <value>	Example: Agency sends a file name BBBBB_AP964_IN_MMDDYYYY_HHMM_9999.DAT instead of BBBBB_AP964_IN_MMDDYYYY_HHMM_999.DAT



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General File Level Errors		
#	Error	Explanation
14	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.
15	Control Record filename mismatch	Filename mismatch in the control record.
16	Agency <value> Upload file is blank	Agency sends a file which is completely blank or contains only a header row (000) and 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 the 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 a valid combination 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 ID, deposit certificate, journal ID, 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 ID, deposit certificate, journal ID, etc.) already exists in the same file.



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General Transaction Level Errors		
#	Error	Explanation
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: Agency 50100 sends a transaction for Business Unit 71700, which is not configured as a 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.
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.



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Journal Upload Specific Errors		
#	Error	Explanation
1	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 3 digits).
2	Journal header does not balance by total debits and credits	Example: The total debits mentioned in the journal header row (\$1000) does not equal the total credits (\$500).
3	The total debits and credits on the journal header do not match the sum of the debits and credits for the lines	Example: The total debits mentioned in the journal header is \$1,000, but sum of all the debits in the lines is \$700. Example: The total credits mentioned in the journal header is \$1000, but sum of all the credits in the lines is \$400.
4	The journal is not balanced by Business Unit	Example: The credit amount for Business Unit is \$500, but debit amount for Business Unit and Fund Code is \$400.
5	The total number of journal lines on the header row does not match with the actual number of journal lines	Example: The total number of lines on the header record indicates 2, but the journal contains 3 lines.
6	The Ledger and Ledger Group are not valid for Business Unit	The ledger and ledger group do not exist in Cardinal for the Business Unit which was provided on the transaction.
7	Not a valid Journal line transaction Business Unit for submitting Business Unit	The Business Unit given in the journal line is not a valid Business Unit. The Business Unit may not exist or may not be a valid child Business Unit under the submitting business unit.
8	Not a valid Journal header transaction Business Unit for submitting Business Unit	The Business unit given in the journal header is not a valid Business Unit. The Business Unit may not exist or may not be a valid child Business Unit under the submitting business unit.
9	Duplicate Business Unit, Journal ID, and Journal Date found in Cardinal	A previous journal with the provided Business Unit, Journal ID, and Journal Date already exists in Cardinal. One or more of the journal unique identifiers (Business Unit, Journal ID, or Journal Date) must be changed to avoid a duplicate error.
10	The sum of amounts for cash accounts does not equal to \$0	The total amount between all cash accounts for this journal should net to \$0. In the given file, the sum of the amounts in the journal is not equal to 0. Check all cash accounts to make sure the sum is correct.
11	The sum of amounts for Transfer Pair accounts does not equal to \$0	The total amount between all transfer accounts pairs for this journal should net to \$0. In the given file, the sum of the amounts is not equal to 0. Check all transfer accounts to make sure the sum is correct.
12	The Business Unit, Project, and Activity combination is not Valid	The provided values for Business Unit, Project, and Activity are not a valid combination for those fields.