



### Accounts Receivable – Funds Receipt Upload Process Overview

Interfacing Agencies upload their deposit transaction data to the AR – Funds Receipts module in Cardinal via the Funds Receipt Upload interface. Deposit 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 Funds Receipt Upload file from the SFTP location on a nightly basis. The interface program loads the deposit transactions from the Funds Receipt Upload file into the custom Funds Receipt staging tables based on the Business Unit(s) defined on the run control page. Upon loading the deposit data, the interface creates the deposit certificates in Cardinal. Interfaced deposits are identified in Cardinal by using a data source of “INT” or “IN2”. Interfaced deposits which have been modified online will have a source of “IN2”.

### Funds Receipt Interface Error Processing Overview

The **Funds Receipt Upload Error Report** provides details about file and transaction level deposit transactions. 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 deposit transactions must be corrected in the Agency system and re-sent to Cardinal or entered manually online in Cardinal. Successfully uploaded deposits are edit checked and budget checked in Cardinal during nightly batch processing.

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

**Navigation Note:** Please note that 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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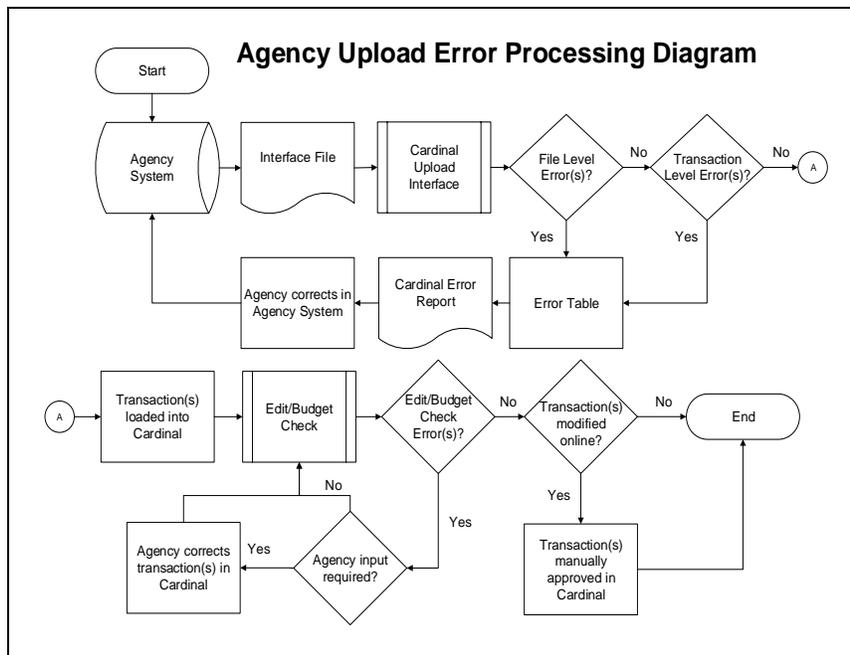
### Revision History

Revision Date	Summary of Changes
11/14/2024	Baseline

### File Upload Error Processing

Once the Funds Receipt 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 Funds Receipt 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 **Funds Receipt 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 Funds Receipt Upload Error Report**

The **Funds Receipt Upload Error Report** can be viewed after the Funds Receipt Upload and Funds Receipt Upload Error Report nightly batch processes have run to completion. The nightly batch process posts the report to the **Report Manager** 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 7. The report can be re-generated at any time by end users.

- The Funds Receipt Upload Error Report can be generated manually by navigating to the following path:  
**Main Menu > Accounts Receivable > Payments > Reports > Funds Receipt Upload Error Report**
- Instructions for running the report are included in the Reports Catalog

### Budget Check Error Processing

Once interfaced transactions are successfully loaded into Cardinal, they are edit checked and budget checked during nightly batch processing. All Distribution 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 budget check errors online in Cardinal. Deposits 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 > Revenues > Direct Journals**
- Accounting entries can be manually deleted if incorrect entries were created using the **Create** and **Modify Accounting Entries** pages. After deletion, the accounting entries can be re-entered and budget checked either online or by the nightly budget check batch processing
- If all deposits within the **Deposit Certificate** pass edit and budget check, then the **Deposit Certificate** is marked "Approved". If any corrections or updates are made to interfaced deposits online, Agency approval is required online in Cardinal

Step by step instructions for modifying accounting entries online in Cardinal can be found in the **Accounts Receivable – Funds Receipt: Processing Direct Journals** simulation located on the Cardinal website in **Simulations** under **Learning**.

For more detailed instructions on reviewing and correcting budget check errors for deposits, see the course titled **AR326\_Accounts Receivable – Funds Receipts** located on the Cardinal website in **Course Materials** under **Learning**.



### Appendix

#### Common File Upload Errors

Error messages may vary among Cardinal uploads. The following tables contain a list of errors that may occur during the Funds Receipts Upload process. Note that in some cases, a generalized version of the error message 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 <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.



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#	Error	Explanation
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.	<p>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).</p> <p><b>Note:</b> There is no amount field in the Journal Upload trailer; therefore, this error does not apply to the Journal Upload Interface.</p>
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	This scenario could occur if 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>	<p>Example: Agency sends a file name BBBBB_AR039_IN_MMDDYYYY_HHMM_999.DAT instead of BBBBB_AR039_IN_MMDDYYYY_HHMI_999.DAT</p>
15.	Invalid File Seq # <value>	<p>Example: Agency sends a file name BBBBB_AR039_IN_MMDDYYYY_HHMM_9999.DAT instead of BBBBB_AR039_IN_MMDDYYYY_HHMI_999.DAT</p>
16.	Agency <value> Upload file is blank	<p>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).</p> <p><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.</p>
17.	Amount in the trailer row does not match with standard format. Standard is 23 numerals and 2 decimals.	Example: The Agency sends a Funds Receipts Upload file with a total amount in the trailer row (999) that exceeds 23 numerals to the left of the decimal, such as that of \$100,000,000,000,000,055,285,571.12.



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#	Error	Explanation
18.	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.
19.	Control Record filename mismatch	Filename mismatch in the control record.



### 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	<b>Example:</b> 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	<b>Example:</b> 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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#	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	<b>Example:</b> 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.
18.	Entered date is out of range. Entered date should be within the range of one year before or after current fiscal year.	<b>Example:</b> The Agency sends a Funds Receipts Upload file with an entered date of 02/23/2015 but the current fiscal year is 2017. The entered date represents the date the funds were actually deposited in the bank.



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### Funds Receipt Specific Transactional 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.	<b>Example:</b> 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).
2.	Invalid Deposit Type for Business Unit <value> and Deposit Ticket Number <value>	The Deposit Type which is populated on the deposit does not exist in Cardinal.
3.	Invalid Bank Code for Business Unit <value> and Deposit Ticket Number <value>	The Bank Code which is populated on the deposit does not exist in Cardinal.
4.	Duplicate Payment Sequence Number for Business Unit <value> and Deposit Ticket Number <value>	The payment sequence number is used more than once for the same deposit. Example:  <pre> REC_TYPE  DEP_BU  TICKET_NUM PAY_SEQ_NUM 002        50100  DEP00001    000001 002        50100  DEP00001    000001 </pre>
5.	Duplicate Distribution Sequence within a Payment for Business Unit <value> and Deposit Ticket Number <value>	The distribution sequence number is used more than once for the same deposit and for the same payment sequence number. Example:  <pre> REC_TYPE  DEP_BU  TICKET_NUM  PAY_SEQ_NUM DST_SEQ_NUM 003        50100  DEP00001    000001    0001 003        50100  DEP00001    000001    0001 </pre>
6.	Invalid Payment Method for Business Unit <value> and Deposit Ticket Number <value>	The payment method which is populated on the deposit does not exist in Cardinal.
7.	Customer ID does not exist in Cardinal	The Customer ID does not exist in Cardinal.
8.	Cust ID is Inactive in Cardinal for Business Unit: <value> and Deposit Ticket Number <value>	The Customer ID is inactive in Cardinal.



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#	Error	Explanation
9.	The total payment amount in the file does not match the sum of the amounts for the distribution lines in the file for Business Unit: <value> and Deposit Ticket: <value>	<b>Example:</b> The Agency sends a file where the payment amount in the deposit is \$100.00 but the sum of the amounts for the distribution lines in the deposit is \$50.00.
10.	Invalid GL Business Unit for Business Unit: <value> and Deposit Ticket Number <value>	<b>Example:</b> The GL Business Unit on the payment distribution line for the deposit is 117P0, which is not a valid GL Business Unit.
11.	The total deposit control amount in the file does not match the sum of the payment amounts in the file for Business Unit: <value> and Deposit Ticket Number: < value>	<b>Example:</b> The Agency sends a file containing a deposit with a control amount of \$42,640.22 but the payment amounts sum to \$42,639.72.
12.	The control count does not equal the total payment count for Business Unit: <value> and Deposit Ticket Number: <value>	<b>Example:</b> The Agency sends a file where a deposit containing multiple payments is included but the control count on the header indicates only one payment associated with the deposit.
13.	Cust ID is required for ATA deposits for Business Unit: <value> and Deposit Ticket Number: <value>	The Agency sends a Funds Receipt Upload file which contains a deposit with ATA as the payment method but does not include the Cardinal Customer ID of the agency that supplied the goods/services in the ATA transaction.
14.	DC Ticket Number in < > record is in an invalid format. DC Ticket Numbers should only have alphanumeric characters.	<b>Example:</b> The Agency sends a Funds Receipt Upload file which contains a deposit with DC Ticket Number 123/456.