About the Expense Report Upload Process

Agencies that maintain their own financial systems may send their employee reimbursement transaction data to the Expenses module in Cardinal via the Expense Report Upload interface. Expense Report transaction data is exported using a standard flat file format, and posts to an agency specific Secure File Transfer Protocol (SFTP) location. Cardinal retrieves the agency Expense Report Upload file from the SFTP location on a nightly basis.

Uploaded Expense Reports can be viewed in Cardinal. Travel Authorization and Cash Advance Expense Module transactions are not included in this file.

About Expense Report Interface Error Processing

Expense Reports in the agency file are edit-checked prior to being loaded into Cardinal. Examples of edit checks include, but are not limited to, validating required fields, missing/invalid values and ChartField combination editing. An interfaced Expense Report is rejected if it fails edit-checking. The **Expense Report Upload Error Report** provides details about rejected Expense Reports. The report runs in batch on a nightly basis following the nightly file upload.

Rejected Expense Reports must 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.

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 **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.

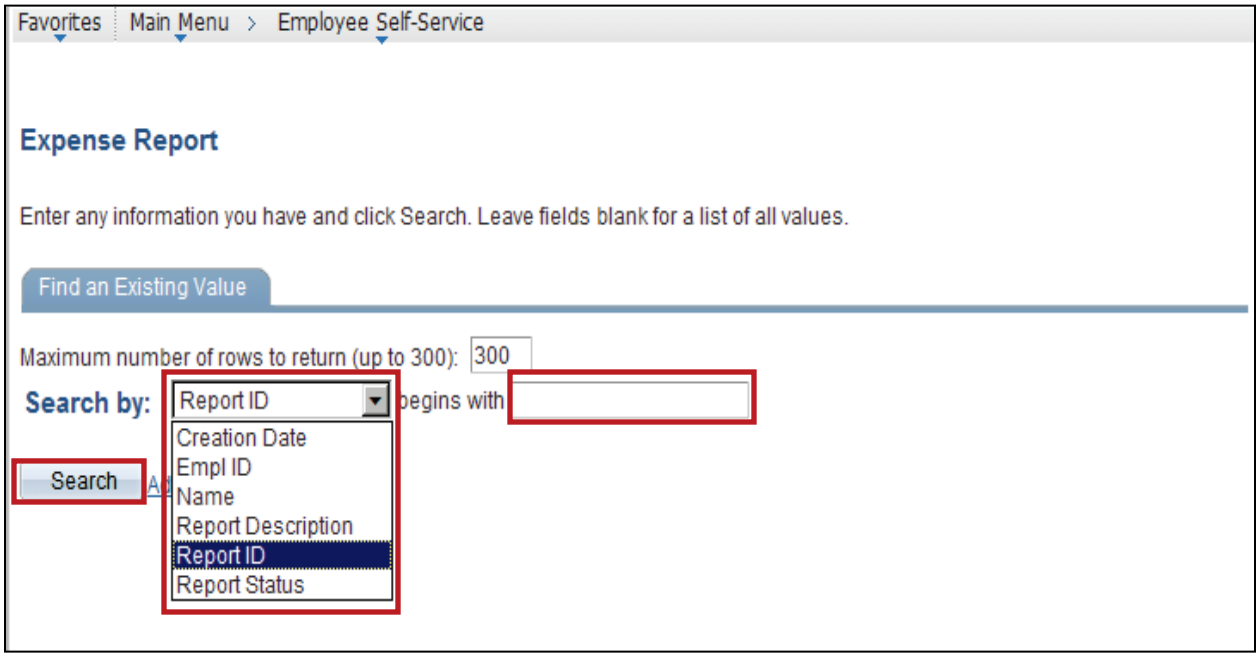
This job aid provides information for viewing expense reports that have successfully uploaded into Cardinal as well as addressing errors that may occur during the upload process.

Viewing Expense Reports Uploaded into Cardinal

Once Expense Reports have been successfully uploaded into Cardinal, you can search for and view them.

1 Navigate to the **Expense Report** page using the following path:

Main Menu > Employee Self Service > Travel and Expense Center > Expense Report > View



2 To find an expense report, you start by selecting a value in the **Search by** field. You can search using the following options:

- **a. Creation Date -** date the report was created
- b. **Empl ID –** ID of the employee for whom the report was created
- **c. Name –** the last name of the employee for whom the report was created
- **d. Report Description –** description entered on the expense report
- **e. Report ID –** enter a specific report ID or view all reports for your agency (see section below)
- **f. Report Status –** select the status of the report you wish to see **(pending, approved, etc.)**

3 After selecting your **Search by** option, enter the appropriate data.

4 Click the **Search** button to view reports that meet the criteria entered.

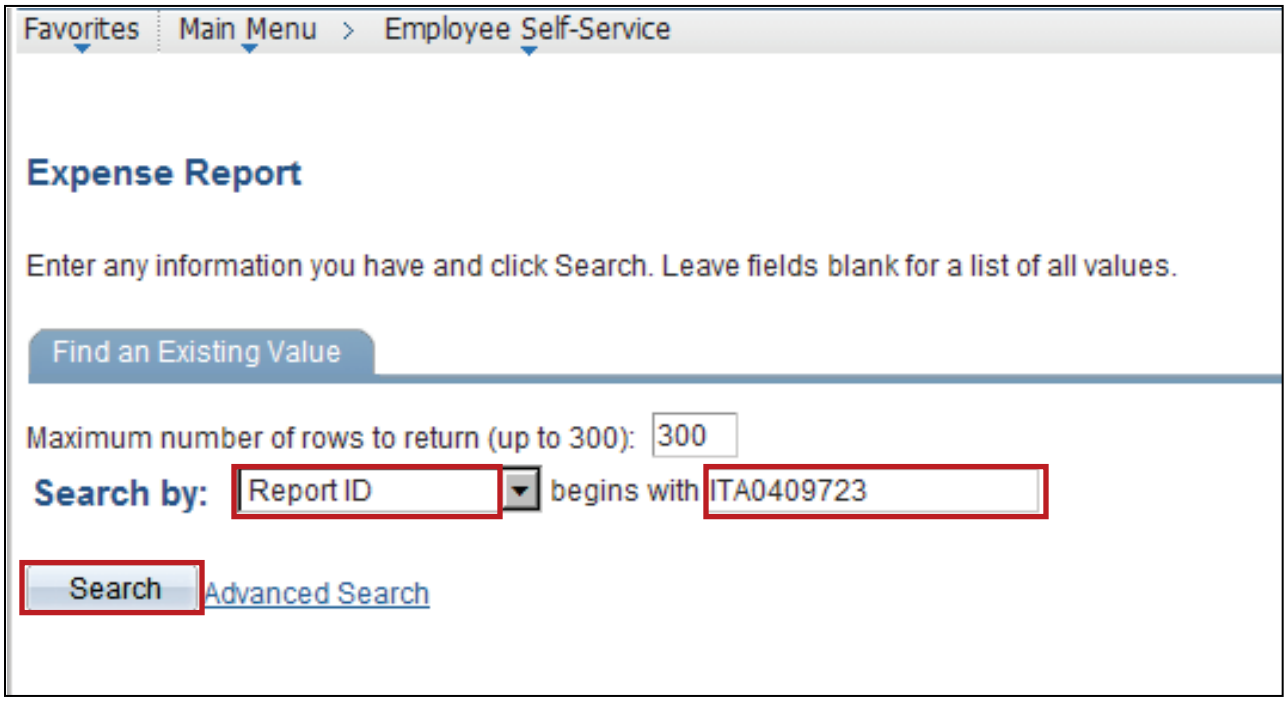
Advanced Search is also available if you need to use more detailed search criteria

See the next section entitled Searching for and Expense Report using the Report ID option \for specific instructions when using the **Report ID** as the search option.

Searching for an Expense Report using the Report ID Option

When searching for an expense report using the **Report ID** option, you can search for a specific report or view all reports for your agency.

Viewing a Specific Expense Report for your Agency:



1. Select the **Report ID** option in the **Search by** field.
2. Enter your agency's three character alphabetical agency identifier followed by the seven character agency defined report ID.
3. Click the **Search** button.

Favorites | Main Menu > Employee Self-Service

View Expense Report

Expense Report Detail

Attachment

EDDIE EDWARDS User Defaults Report ID: ITA0409723

General Information

Description:	Travel Reimbursement 9/5- 9/26	Comment:	73389
Business Purpose:	Other		
Status:	Paid	Reference:	
Default Location:		Last Updated:	10/01/2014 By: AA_CARDINAL_BATCH_AP
Post State:	Posted		

Accounting Defaults More Options: GO

Details Customize | Find | View All | First 1 of 1 Last

*Overview | *Detail | Location | Merchant | Air/Hotel | Mileage | Per Diem | *Currency

	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
Interfaced	09/08/2014	216.16	USD	Check	Billable

Totals

Employee Expenses:	216.16 USD	Due Employee:	216.16 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Definition of Totals

Expense Report Project Summary Printable View

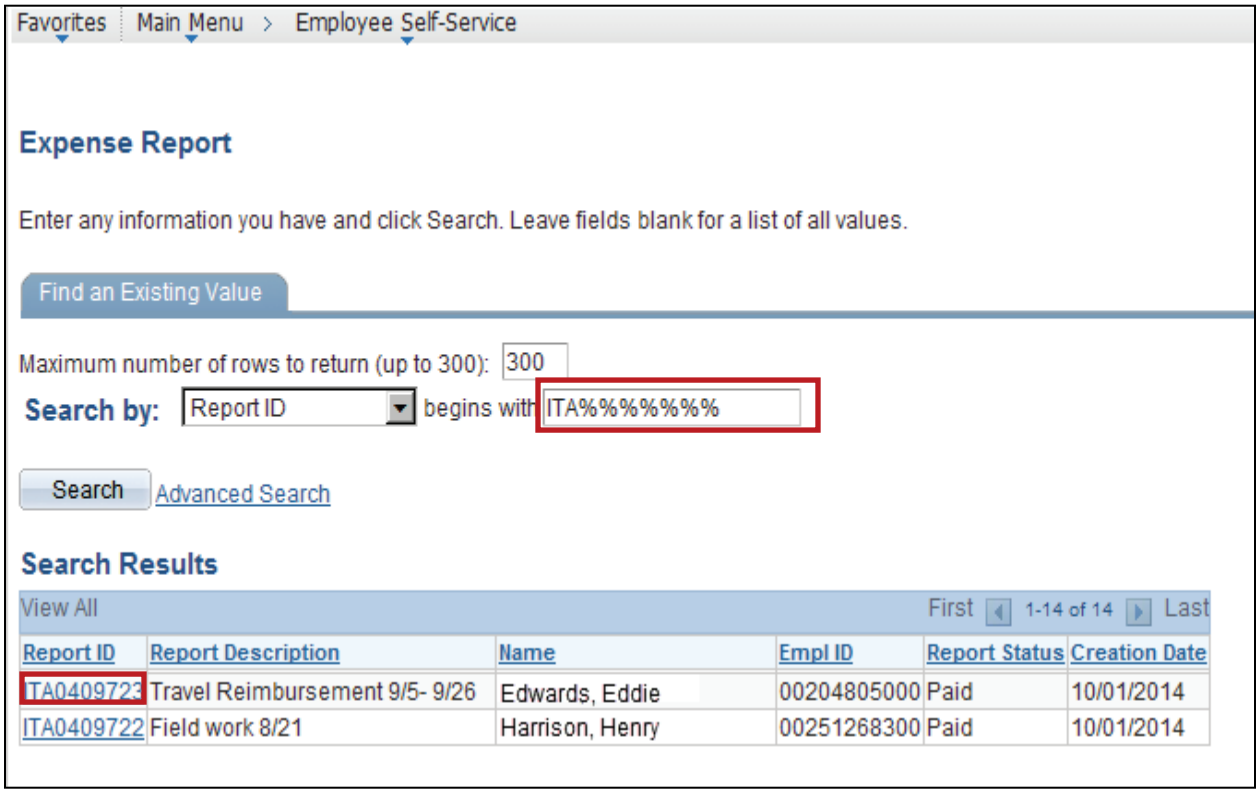
Action History Customize | Find | First 1 of 1 Last

Profile	Name	Action	Date/Time
		Submitted	10/01/2014 6:38:56PM

Return to Search Notify

4 The expense report you entered / selected displays.

Viewing all Your Agency Expense Reports:



1. Select the **Report ID** option in the **Search by** field.
2. Enter your agency's three character alphabetical agency identifier followed by seven **%** signs since the Report ID field is 10 characters. You may also substitute any of the % signs for a value to further narrow your search results.
3. Click the **Search** button.
4. The expense reports for your agency display in the **Search Results** section on the page.
5. To access the report, click the **Report ID** link.

Favorites | Main Menu > Employee Self-Service

View Expense Report

Expense Report Detail

Attachment

EDDIE EDWARDS | User Defaults | Report ID: ITA0409723

General Information

Description:	Travel Reimbursement 9/5- 9/26	Comment:	73389
Business Purpose:	Other		
Status:	Paid	Reference:	
Default Location:		Last Updated:	10/01/2014 By: AA_CARDINAL_BATCH_AP
Post State:	Posted		

Accounting Defaults | More Options: [redacted] GO

Details — Customize | Find | View All | First 1 of 1 Last

*Overview | *Detail | Location | Merchant | Air/Hotel | Mileage | Per Diem | *Currency

	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
Interfaced	09/08/2014	216.16	USD	Check	Billable

Totals

Employee Expenses:	216.16 USD	Due Employee:	216.16 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Definition of Totals

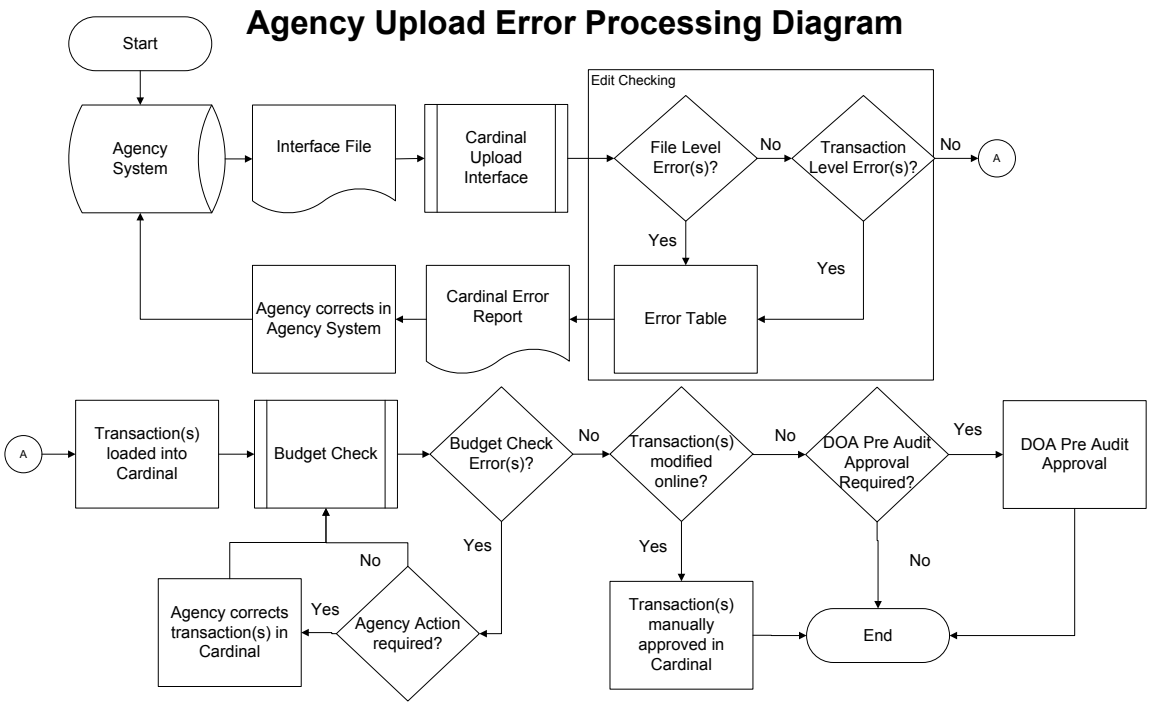
Expense Report Project Summary | Printable View

Action History — Customize | Find | First 1 of 1 Last

Profile	Name	Action	Date/Time
		Submitted	10/01/2014 6:38:56PM

Return to Search | Notify

6 The selected report displays.



File Upload Error Processing

Once the Expense Report Upload file has been picked up by the Cardinal Upload Interface, it is first checked for a valid file layout and then 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 error transaction(s) are rejected and all other transactions in the file are uploaded into Cardinal. The error transaction(s) must be corrected in the agency system and re-sent to Cardinal or entered manually online in Cardinal.

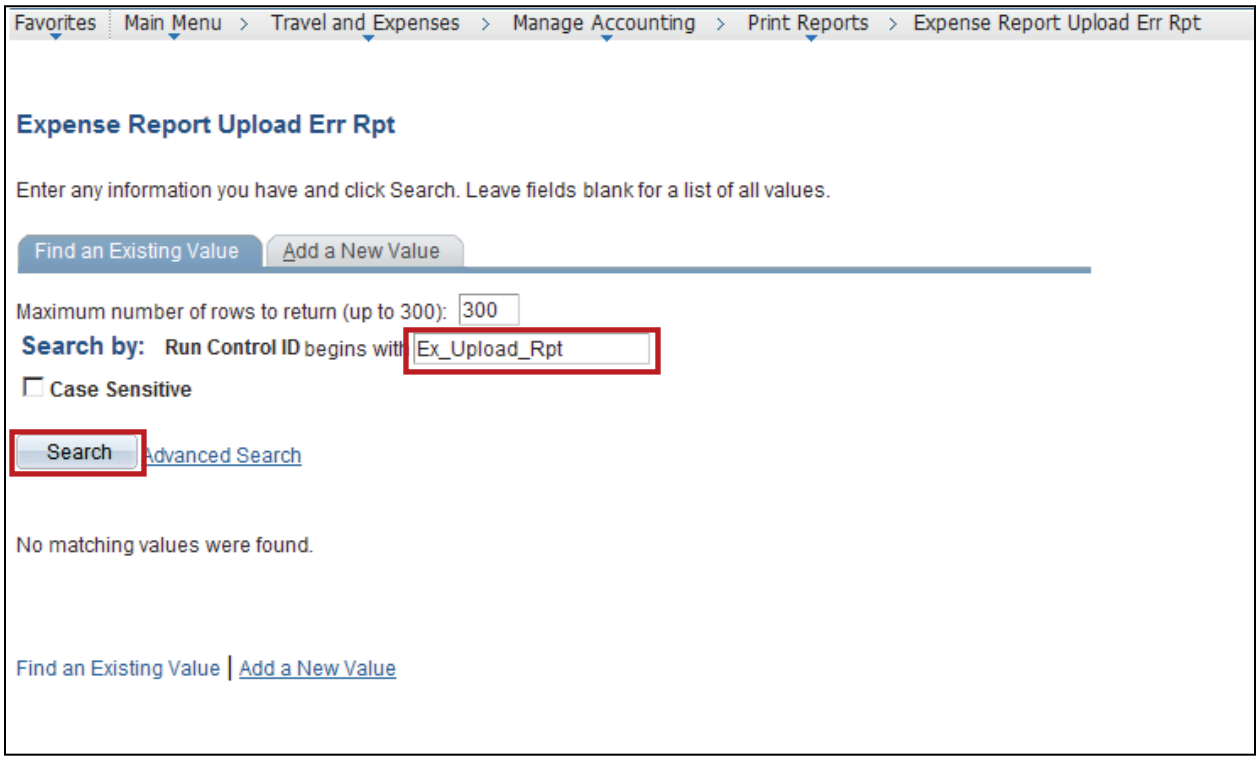
Only file and transaction level errors identified during the previous file upload are reported on the **Expense Report Upload Error Report** generated by the nightly batch. The report should be reviewed by the agency on a daily basis. Common file and transaction level errors can be viewed in the **Appendix** 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 process posts the report to the Report Manager within the agency specific folder. The report can also be manually generated.

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

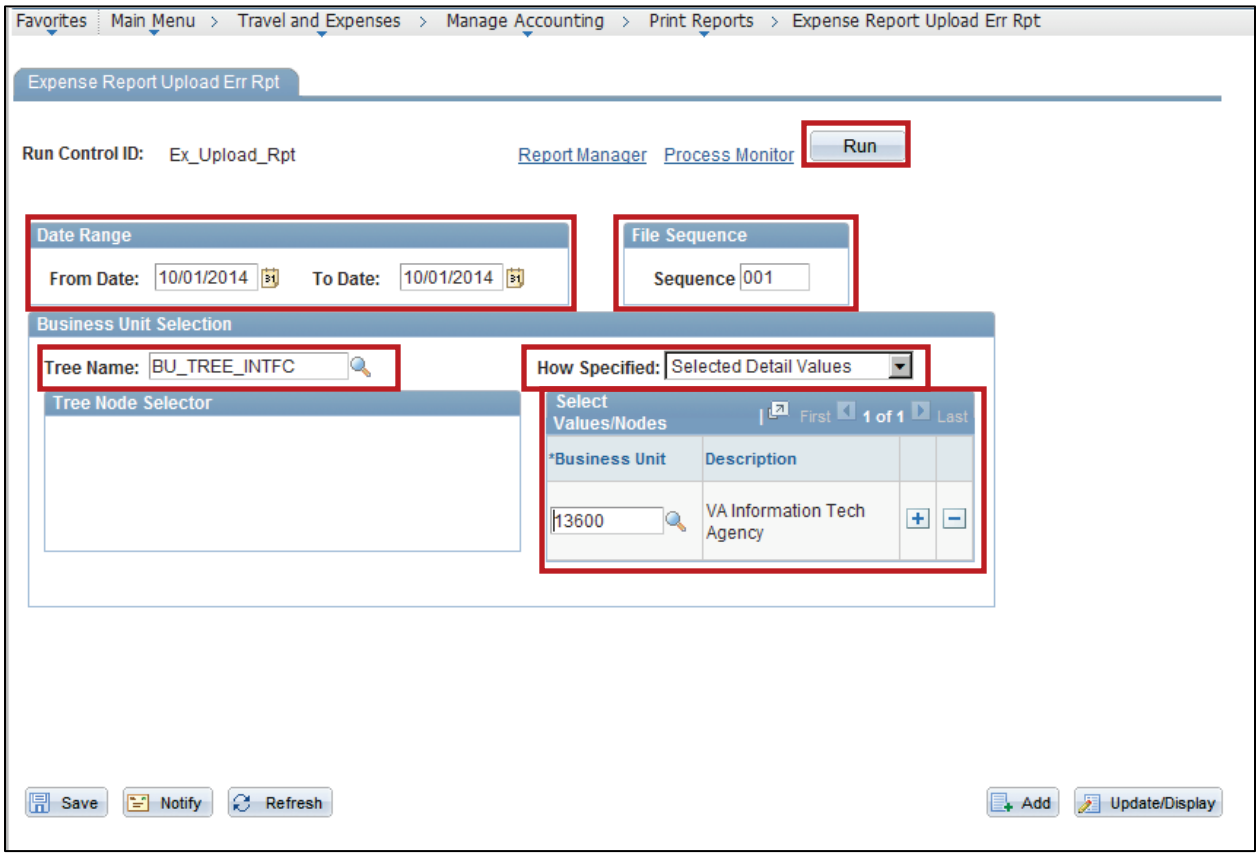
Main Menu > Travel and Expenses > Manage Accounting > Print Reports > Expense Report Upload Err Rpt



1. The **Expense Report Err Rpt** page displays. Search for or enter your **Run Control ID**.

   If you have not created one, click the **Add a New Value** tab to create one.

2. Click the **Search** button.



3 The **Run Control** page displays. Enter or select the following:

a. **Date Range** Section:

i. Enter or select the **From Date** and **To Date**. This is the date the upload process was run. These can be the same date or a range.

b. **File Sequence**: The number associated with the file upload. This will typically be 001 since there is usually only one file upload per day. If you uploaded an additional file for corrections, etc. the sequence would be 002.

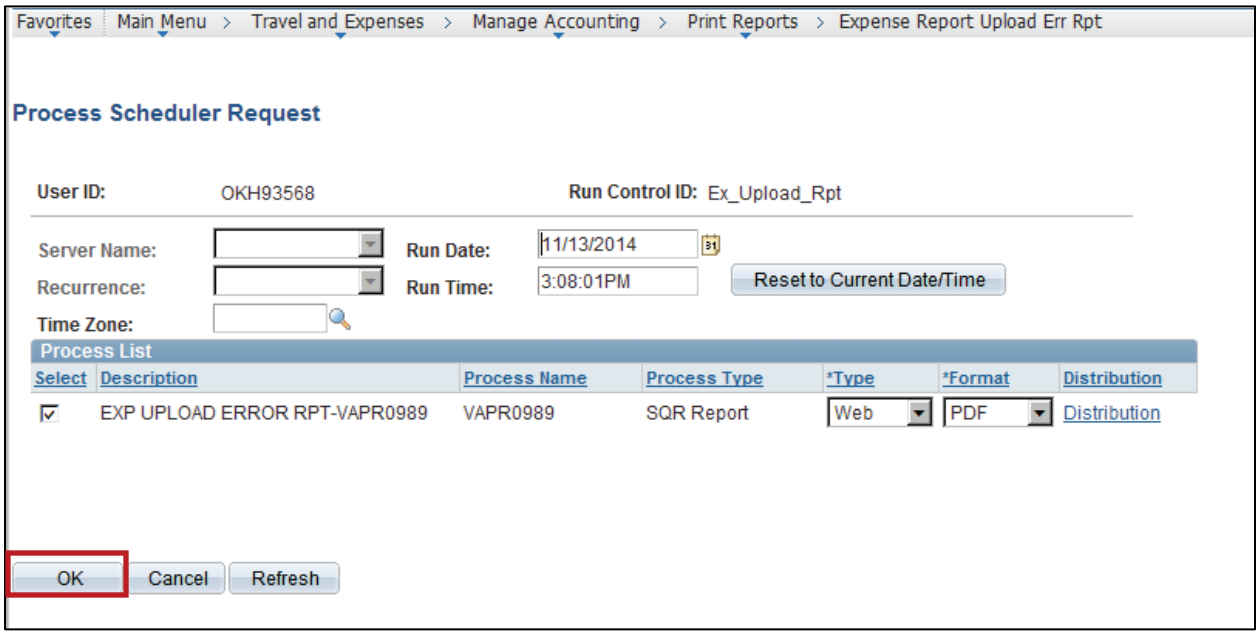
c. **Business Unit Selection** Section:

i. **Tree Name** – select **BU_TREE_INTFC**

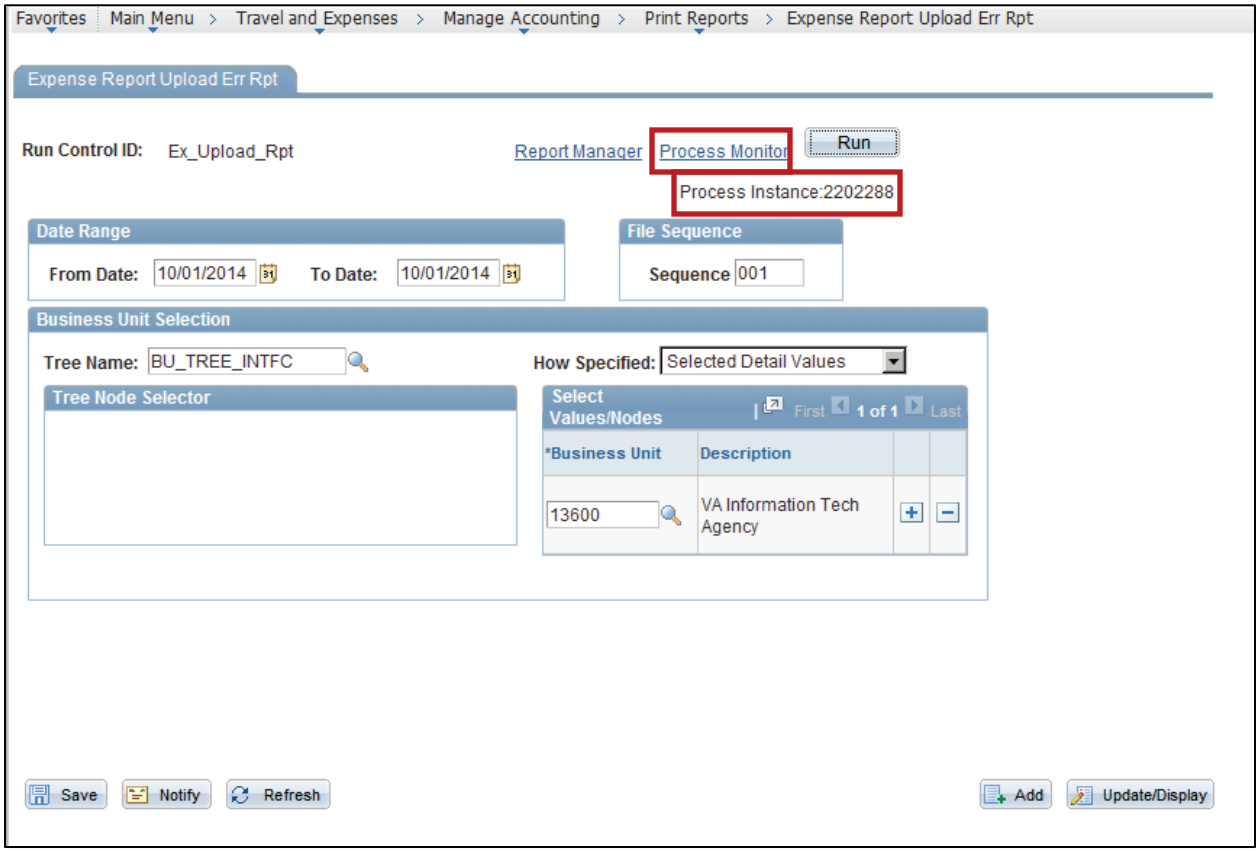
ii. **How Specified** – from the dropdown list select **Selected Detail Values**

iii. **Business Unit** – search for or enter your Business Unit

4 Click the **Run** button.

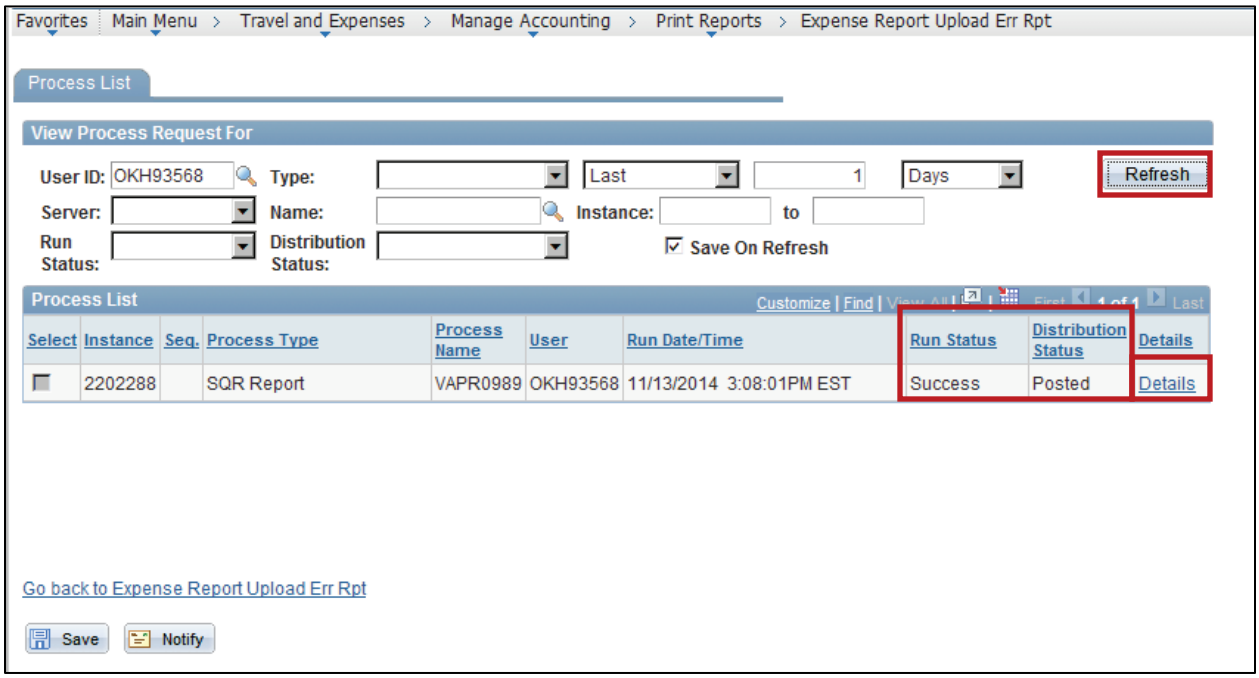


5 The **Process Scheduler Request** page displays. Click the **OK** button.



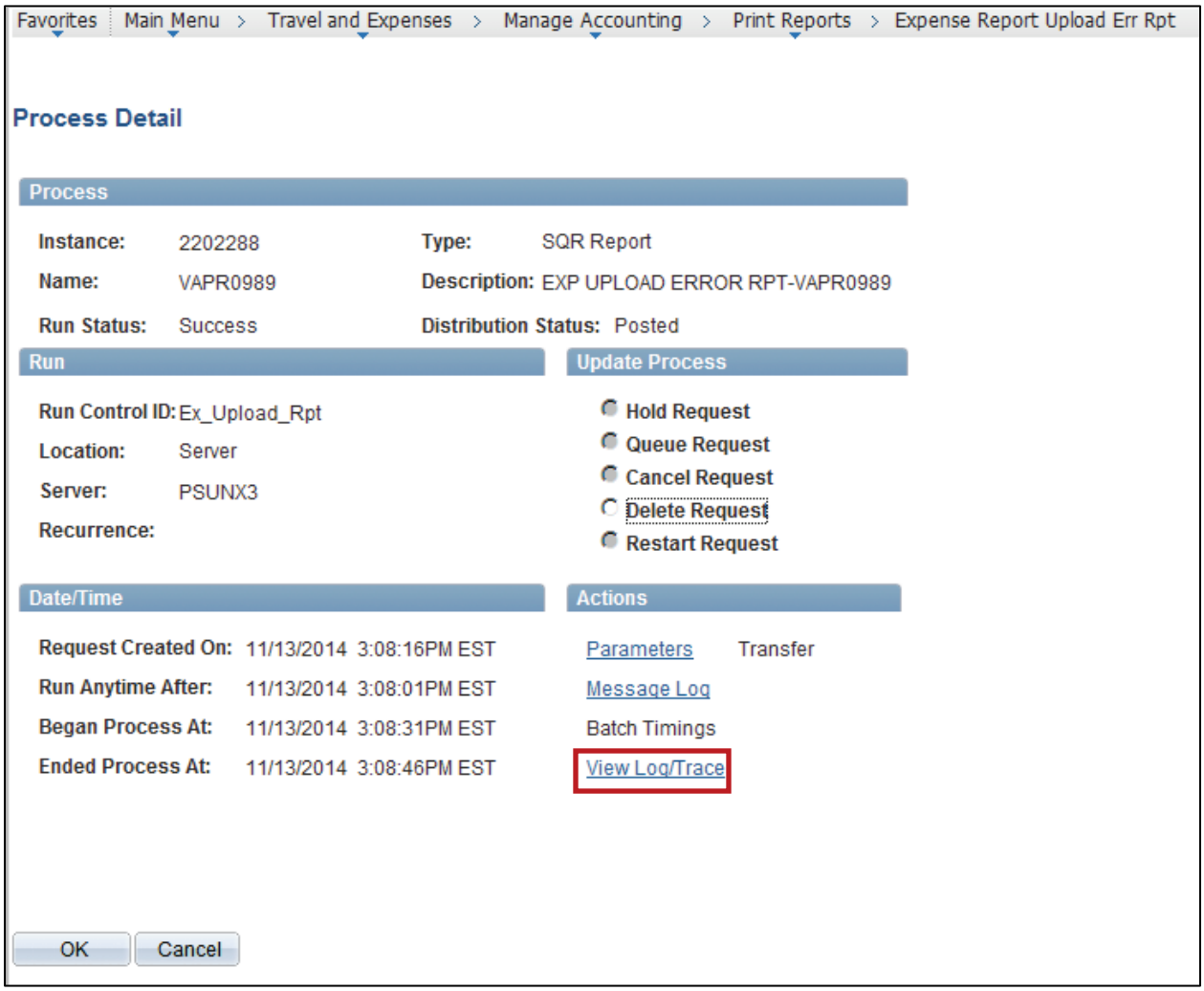
6 The **Run Control** page returns and the **Process Instance** number displays.

Click the **Process Monitor** link.



7 On the **Process List** page, click the **Refresh** button until the **Run Status** is **Success** and the **Distribution Status** is **Posted**.

8 Click the **Details** link.



9 Click the **View Log/Trace** link.

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

View Log/Trace

Report

Report ID: 9891268 **Process Instance:** 2202288 Message Log

Name: VAPR0989 **Process Type:** SQR Report

Run Status: Success

EXP UPLOAD ERROR RPT-VAPR0989

Distribution Details

Distribution Node: finsit **Expiration Date:** 12/13/2014

File List

Name	File Size (bytes)	Datetime Created
13600_AP989_111320141508_001.pdf	8,531	11/13/2014 3:08:46.798506PM EST
SQR_VAPR0989_2202288.log	1,870	11/13/2014 3:08:46.798506PM EST
vapr0989_2202288.out	319	11/13/2014 3:08:46.798506PM EST

Distribute To

Distribution ID Type	*Distribution ID
User	OKH93568

Return

10 Click the **.pdf** link

CARDINAL

Report ID: AP989

Commonwealth of Virginia
EXPENSE REPORT UPLOAD ERROR REPORT

Run Date: 11/13/2014
Run Time: 03:08 00

Page No. 1 of 1

Transactional GL BU: 13600
Upload Date Range: 01-OCT-2014 to 01-OCT-2014

11 The **Expense Report Upload Error Report** displays and lists any errors.

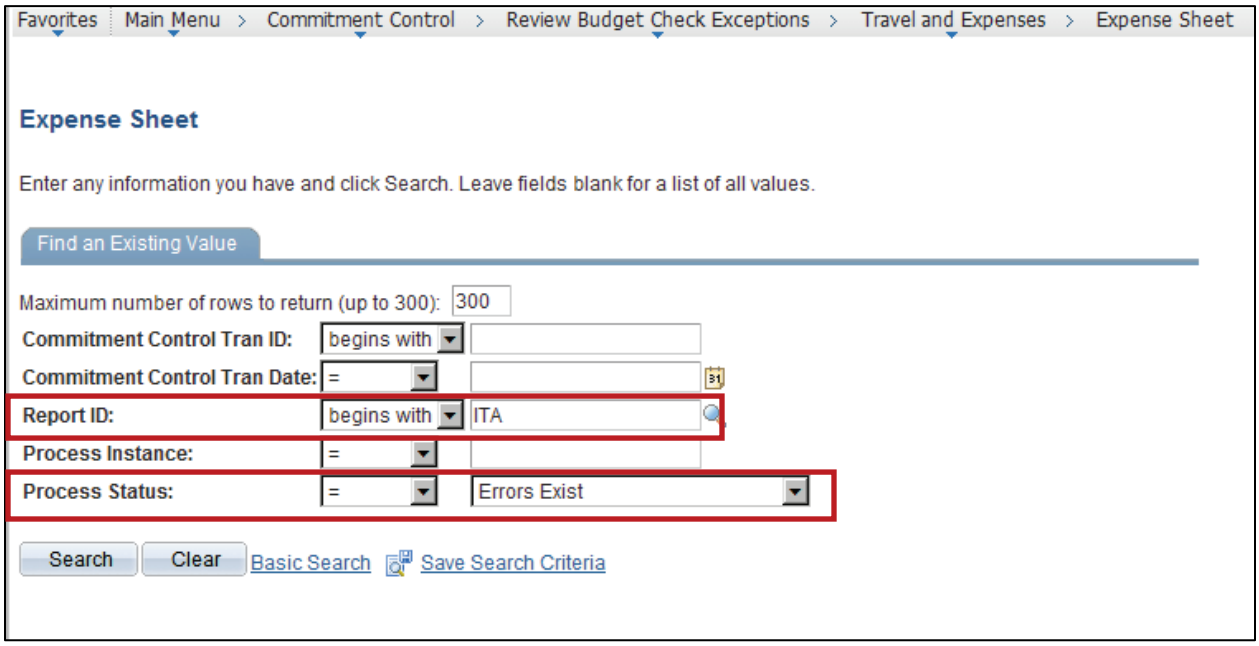
In this example, there are no errors.

Budget Check Error Processing

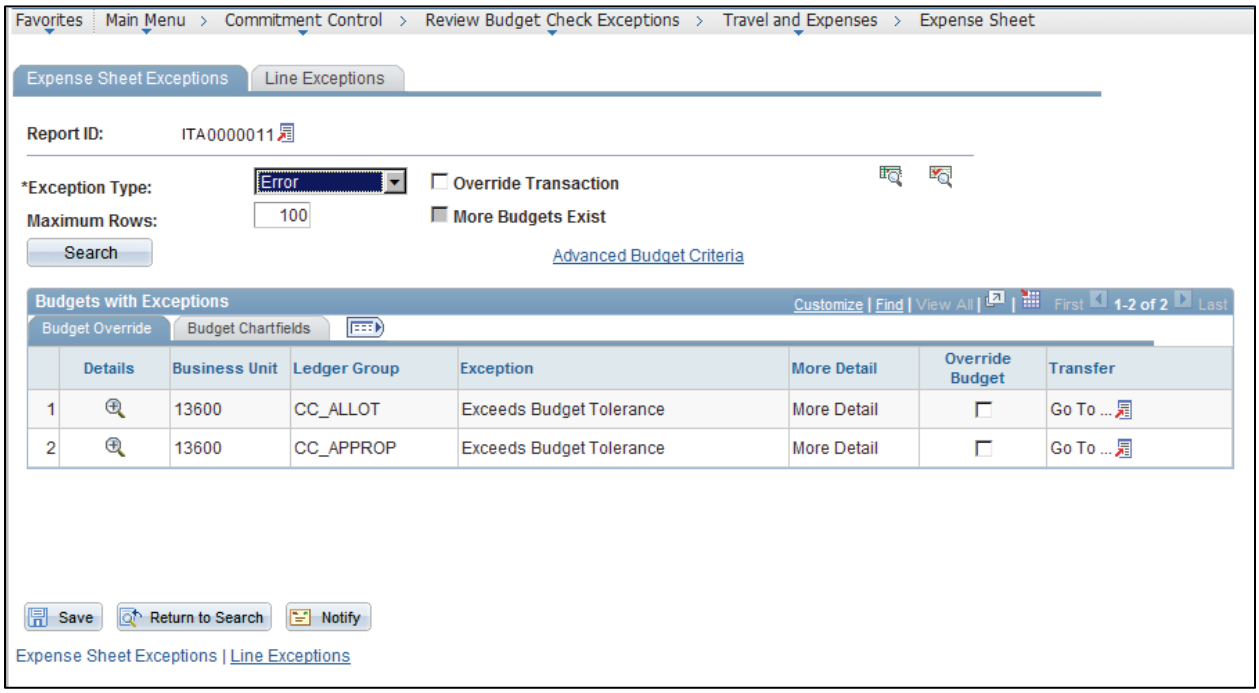
Once interfaced transactions are successfully loaded into Cardinal, they are budget checked during nightly batch processes. All Expense Reports are checked for valid budget combinations and checked against applicable budgets to verify available balances.

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:

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



1. Enter the specific **Report ID** or enter your agency's three character alphabetical identifier (in this example **ITA** VITA).
2. In the **Process Status** field, use the dropdown menu to select **Errors Exist**.
3. Click the **Search** button. All items that match the search criteria display at the bottom of the page. If there is only one item, the **Expense Sheet Exceptions** page displays.



4 Review the **Expense Sheet Exceptions** tab for information about the error.

If an Expense Report has budget check errors, the status will be set to **Pending**. Errors can be corrected online in Cardinal on the **Expense Report Entry** page. Only a user who is authorized as a proxy for the employee who the expense is for has access to correct the employee's expense report online in Cardinal.

If the Expense Report does not need correction, but instead, the budgets need to be corrected, then no action is needed by the agency. Once the budget has been modified in Cardinal, the Expense Report will be budget checked successfully and online approval will not be required.

After completing any online corrections, as applicable, the Expense Report can be submitted and will be budget checked again during the 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.

Detailed instructions for modifying Expense Reports online in Cardinal can be found in the **Processing Employee Expenses** course on the Cardinal Project Website.

Appendix

Common File Upload Errors

File Level Errors		
#	Error	Explanation
1	Invalid file name: BUSINESS_UNIT is either invalid or not in the correct location in the filename	This error would occur if the file name does not meet the file naming standards (e.g., BUSINESS_UNIT portion is missing from correct locations in file name), the interface process will not recognize and subsequently be able to process the file.
2	Invalid file name: BUSINESS_UNIT valid and in the correct location in the filename	This error could occur if the BUSINESS_UNIT value in the filename is correct and corresponds with the run control parameters selected, but some other portion of the file naming did not adhere to the standards (e.g., Date, Time, Direction (IN vs. OUT), Missing Sequence number, File Extension not ".dat", etc.).
3	File with file name has already been processed by Cardinal	This error would occur if there is a duplicate file name that has already been processed by Cardinal.
4	Empty file	This error would occur when the file being uploaded does not contain any information.
5	Data corrupted in file	This error would occur if the file naming convention was correct, but the data in the file was corrupted or in a format the interface cannot read (e.g., binary vs. ASCII).
6	Missing control or trailer records	This error would occur if the '000' and/or '999' record is not included in the file.
7	Counts listed in the Trailer record do not equal the number of corresponding rows in the file.	This error would occur if the counts provided in the Trailer record do not match the total number of corresponding rows in the file.
8	Total amounts listed in the Trailer record do not equal the total amounts in the file	This error would occur if the total amounts provided in the Trailer record do not match the total amounts in the file.

Transaction Level Errors		
#	Error	Explanation
1	Missing required field	This error would occur if one or more required field(s) is not populated.
2	Field not in required format	This error would occur if a field is not in the correct format.
3	Invalid field value compared with configuration/prompt table or use of a field value that is Inactive	This error would occur if a value provided by the agency does not exist in Cardinal or is inactive. Example: Agency provides a Department value that does not exist in Cardinal.
4	Transaction has missing required record(s) in interface file	This error would occur if there is a missing required record in the file.

Transaction Level Errors		
#	**Error**	**Explanation**
		Example: The agency expense report file contains a header record with no matching line. The header transaction will not be loaded and will need to be re-sent.
5	Combination edit errors	This error would occur if there is an invalid or missing ChartField in a ChartField Combination. Example: Agency sends an expense report file with an expense line missing a required Fund ChartField value. The transaction header and all its lines will not be loaded and will need to be re-sent.
6	Duplicate transactions when compared to the existing data or duplicate transaction in the file	This error would occur if there is a duplicate transaction in Cardinal or within the file. Example: Agency sends an expense report that is already in the system. The transaction header and all its lines will not be loaded and will need to be re-sent.
7	Transaction is not for an Open Period	This error would occur if the transaction was sent for a date that falls within a closed budget period. Example: Agency sends an expense report file in which one of the transactions is for the prior fiscal year. The transaction will not be loaded and will need to be re-sent.