

Cash Advance Upload Process Overview

Agencies that maintain their own financial systems can elect to create Cash Advance transactions in their system and send this data to the Expenses module in Cardinal via the Cash Advance Upload interface. Cash Advance 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 Cash Advance Upload file from the SFTP location 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 Cash Advance transactions from the Cash Advance Upload file into the custom Cash Advance staging table based on the GL Business Unit(s) defined on the **Run Control** page. Upon loading the Cash Advance transactions, the interface creates and submits the valid Cash Advance transactions into Cardinal. Interfaced Cash Advance IDs are identified in Cardinal by the Agency's three-character prefix on the Cash Advance ID Number. If an employee has multiple employee profiles and requests a Cash Advance, the default must be checked on the employee profile of the submitting Agency.

Uploaded Cash Advances must be approved online in Cardinal. Expense Report transactions are not included in this file. For more detailed information, see the Job Aid titled **AP315B_Expense Report Interface Processing**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Cash Advance Interface Error Processing Overview

The Cash Advance Upload Error Report provides details about rejected Cash Advances 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 the **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 Cash Advances must be corrected in the Agency system and re-sent to Cardinal or entered manually online in Cardinal. Successfully uploaded Cash Advances are submitted to the Cash Advance workflow for approval.

Any errors identified after the Cash Advance is loaded into Cardinal must be corrected online in Cardinal. The Cash Advance will be saved but left in a "Pending" status to be corrected online in Cardinal.



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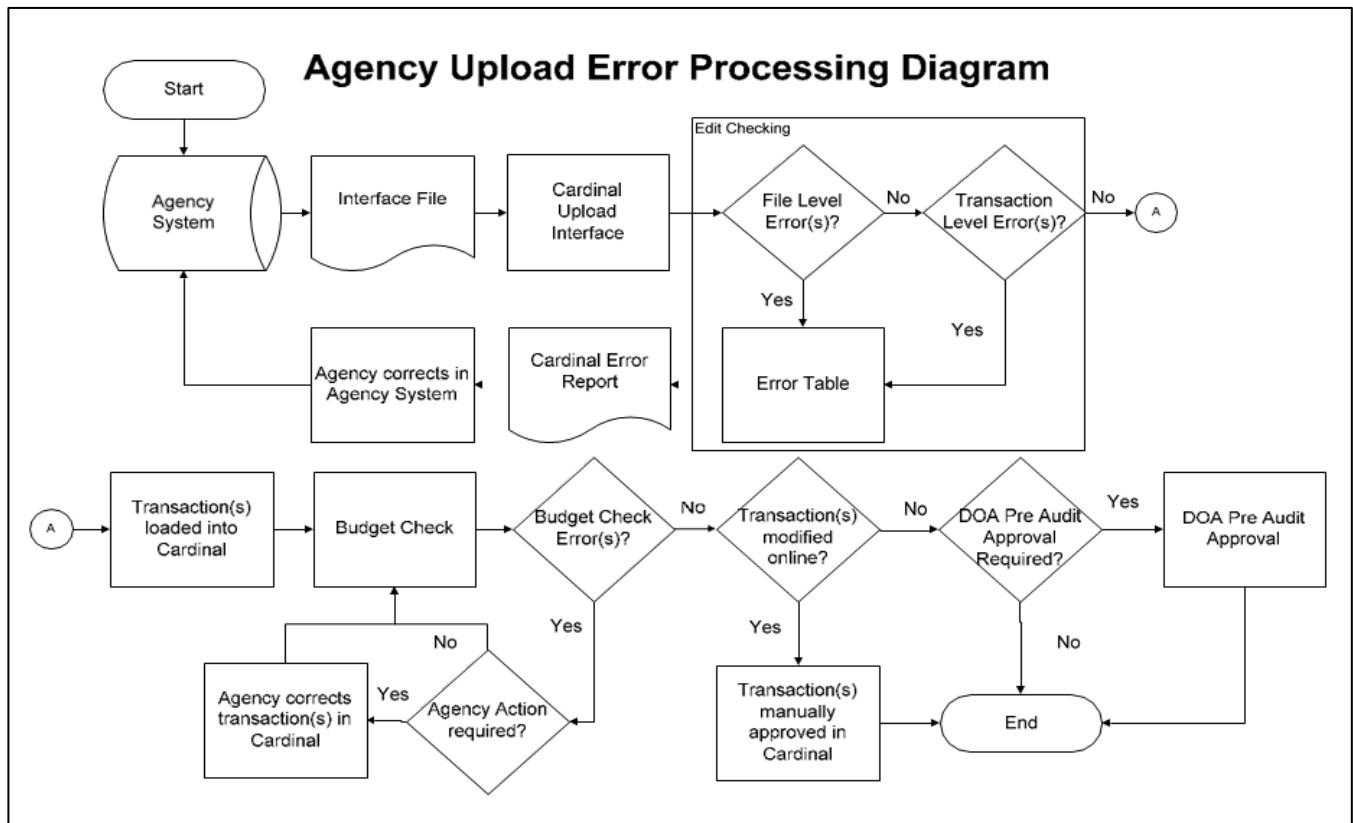


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Revision History

Revision Date	Summary of Changes
9/1/2026	Reviewed and validated in conjunction with the Cardinal system upgrades; content remains unchanged.
10/22/2024	Baseline.





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File Upload Error Processing

Once the Cash Advance 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 Cash Advance 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 **Cash Advance 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 Cash Advance Upload Error Report

The Cash Advance Upload Error Report can be viewed after the Cash Advance Upload and Cash Advance Upload Error Report nightly 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 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 Cash Advance Upload Error Report can be generated manually by navigating to the following path:

Main Menu > Travel and Expenses > Manage Accounting > Print Reports > Cash Advance Upload Error 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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Appendix

Common File Upload Errors

Messages may differ between uploads and in some cases, a generalized version of the error is provided. Additionally, the Cash Advance Upload Error Report does not print detailed messages on the error reports when file level errors are encountered.

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 is correct, but the data in the file is 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 mentioned 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 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.
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 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 Journal Upload Interface.
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.



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General File Level Errors		
#	Error	Explanation
13	BU <value> is not configured in Cardinal	The BU on the control record (000) is not configured in Cardinal.
14	Invalid Time Format <value>	Example: The 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: The 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.



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General Transactions Level Errors

General Transaction Level Errors		
#	Error	Explanation
1	No value provided for a required field	The Agency sends blank data for a 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 that is 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 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.



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General Transaction Level Errors		
#	Error	Explanation
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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Cash Advance Upload Specific Transactional Errors

Cash Advance Upload 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	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	The length of the cash advance ID should be 10 characters for the cash advance header and line record	The length of the cash advance ID on the header record and/or line record is less than 10 characters.
3	Employee does not exist in Cardinal	The Employee ID used on the Cash Advance does not exist in Cardinal.
4	Employee belongs to a different Business Unit in Cardinal	Example: Agency 50100 sends a file which includes a cash advance for an employee who is tied to Business Unit 40300.
5	The cash advance header line is missing	The Agency sends a file which does not include a cash advance header record (001).
6	The cash advance line is missing	The Agency sends a file which does not include a cash advance line record (002).
7	Employee <value> is not validated for Expenses	The Agency sends a file with an employee ID that is present in Cardinal but has not been validated.
8	Employee <value> is not active in Cardinal	The Agency sends a file with an employee that has been terminated in Cardinal.