



## Corrective Action



### EST Rows in Error

#### DOTPC\_W02\_UPLOAD\_EST\_ERRORS

#### Introduction

#### Description and Purpose

Use this query to quickly identify Project expenses that do not have an expired Contract. Report output includes coding information. Since this is a **watchdog** query, the desired result when running in HTML is: "No matching values were found". If results are displayed, refer to the following pages for corrective actions.

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## Project Status Error

Errors are created during the Interface with Project Costing when the project is at an invalid status for EST Uploads. Before performing the following steps, determine if the project has subsequently been moved to a valid status or move the project to a valid status.

1. Navigate to **Project Costing>Third Party Integration>Review Transaction Details** and click **Search**.

### Review Transaction Details

Enter any information you have and click Search. Leave fields blank for a list of

Find an Existing Value

<b>Interface ID:</b>	= <input type="text"/>	<input type="text"/>	
<b>Interface Line Number:</b>	= <input type="text"/>	<input type="text"/>	
<b>Business Unit:</b>	begins with <input type="text"/>	<input type="text"/>	
<b>Project:</b>	begins with <input type="text"/>	<input type="text"/>	
<b>Activity:</b>	begins with <input type="text"/>	<input type="text"/>	
<b>Projects Interface Status:</b>	= <input type="text"/>	<input type="text"/>	

[Basic Search](#)

2. Click the appropriate EST row from the Search results list to display the **Review Transactions Details** page.

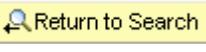
Search Results				
View All				
Interface ID	Interface Line Number	Business Unit	Project	Activity
<a href="#">80001976</a>	<a href="#">1</a>	<a href="#">DOTM1</a>	<a href="#">DOT00950246CN</a>	<a href="#">IN0000</a>
<a href="#">80001976</a>	<a href="#">1</a>	<a href="#">DOTM1</a>	<a href="#">DOT00950246CN</a>	<a href="#">UT0000</a>
<a href="#">80001977</a>	<a href="#">1</a>	<a href="#">DOTM1</a>	<a href="#">DOT01350246CN</a>	<a href="#">CT0000</a>
<a href="#">80001977</a>	<a href="#">1</a>	<a href="#">DOTM1</a>	<a href="#">DOT01350246CN</a>	<a href="#">IN0000</a>
<a href="#">80001977</a>	<a href="#">1</a>	<a href="#">DOTM1</a>	<a href="#">DOT01350246CN</a>	<a href="#">UT0000</a>
<a href="#">80001977</a>	<a href="#">2</a>	<a href="#">DOTM1</a>	<a href="#">DOT01350246CN</a>	<a href="#">CT0000</a>
<a href="#">80001977</a>	<a href="#">2</a>	<a href="#">DOTM1</a>	<a href="#">DOT01350246CN</a>	<a href="#">IN0000</a>
<a href="#">80001977</a>	<a href="#">2</a>	<a href="#">DOTM1</a>	<a href="#">DOT01350246CN</a>	<a href="#">UT0000</a>
<a href="#">80001977</a>	<a href="#">3</a>	<a href="#">DOTM1</a>	<a href="#">DOT01350246CN</a>	<a href="#">CT0000</a>

EST Rows in Error – Corrective Actions

3. Change the Accounting Date to reflect a date on or after the date the event was approved (Transaction Date).

Review Transaction Details		Source Data		General Ledger Chartfield Data	
Interface ID:	80001976	Interface Line Number:	1		
'Project Business Unit	<input type="text" value="DOTM1"/>	Transaction Date:	<input type="text" value="04/08/2008"/>		
'Project	<input type="text" value="DOT00950246CN"/>	Accounting Date:	<input type="text" value="04/08/2008"/>		
'Activity	<input type="text" value="IN0000"/>	Source Amount:	<input type="text" value="22500.00"/>		
Transaction ID:	UPDOT#RAB040808D#2	Source Currency:	<input type="text" value="USD"/>		
'General Ledger Business Unit:	<input type="text" value="STATE"/>	Currency Effective Date:	<input type="text" value="04/08/2008"/>		
'Analysis Type:	<input type="text" value="EST"/>	Projects Business Unit Amount:	<input type="text" value="22500.00"/>		
System Source:	<input type="text" value="PC Online"/>	Currency Code:	<input type="text" value="USD"/>		
Source Type:	<input type="text" value="ZSTEZ"/>	Quantity:	<input type="text" value=""/>		
Category:	<input type="text" value=""/>	Unit of Measure:	<input type="text" value="HR"/>		
Subcategory:	<input type="text" value=""/>	Description:	<input type="text" value="RPM"/>		

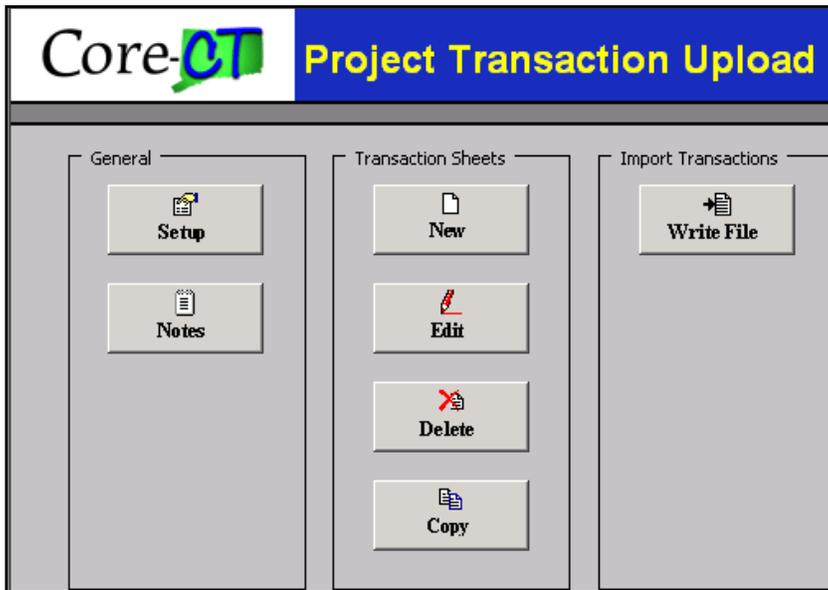
4. Click  Save.

5. If necessary, click  Return to Search to select another EST row requiring this action.

## Header Errors

**Line Data Does Not Exist:** In the transaction, within the tool and enter line details.

1. Open the Project Upload Tool spreadsheet, the XLS file you copied to your local drive (**89\_project\_transaction\_upload**) and click .



2. Click the  to edit the Header information.

Project Transaction Upload																
Header		PC Unit	Trans ID	Acct Dt	Description											
		DOTM1	34026001	6/2/2007	Load Estimate Rows											
Line																
Line #	Project	Activity	An Type	Fund	Dept ID	SID	Program	Account	Chartfield1	Chartfield2	Budget Ref	Source	Category	Sub Category	Amount	Descr
Select fields to copy from a previous line by marking the checkboxes under each field.																
34026001	1	DOT00340260RW	Rw0000	EST	12062	DOT57000	22108	00000	50000	167200		2007			80000.00	RPI
34026001	2	DOT00340260RW	Rw0000	EST	13033	DOT57000	41404	00000	50000	167200		2007			20000.00	RPI

3. Enter the line details for the Transaction Header.

**New Transaction Header**

PC Unit:       Transaction ID:       Accounting Date:

Description:

4. Click .

The Project Transaction Upload sheet opens.

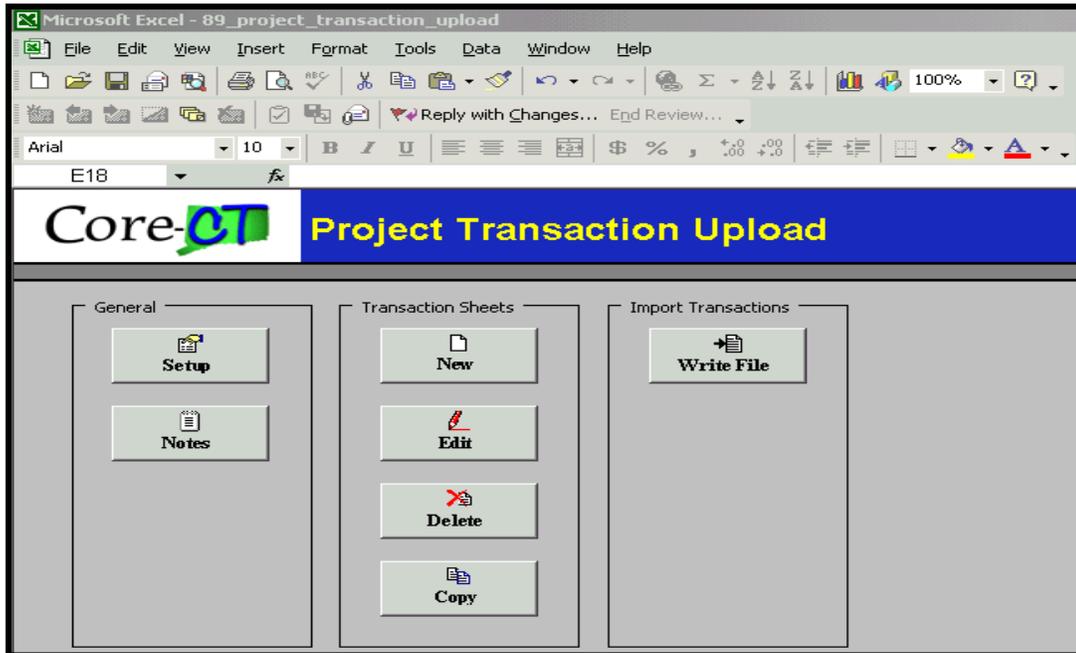
5. Enter the line details for each EST row required.
6. Click . To display the Project Transaction Upload page.

Project Transaction Upload																		
Header		PC Unit	Trans ID	Acct Dt	Description													
		DOTM1	34026001	6/2/2007	Load Estimate Rows													
Line		Line #	Project	Activity	An Type	Fund	Dept ID	SID	Program	Account	Chartfield1	Chartfield2	Budget Ref	Source	Category	Sub Category	Amount	Descr
			<input checked="" type="checkbox"/>															
		Select fields to copy from a previous line by marking the checkboxes under each field.																
34026001	1	DOT00340260RW	RW0000	EST	12062	DOT57000	22108	00000	50000	167200			2007				80000.00	RPI
34026001	2	DOT00340260RW	RW0000	EST	13033	DOT57000	41404	00000	50000	167200			2007				20000.00	RPI

4. Click  in the toolbar. You must save the transaction lines prior to writing the file. Overwrites the latest version of the upload file.

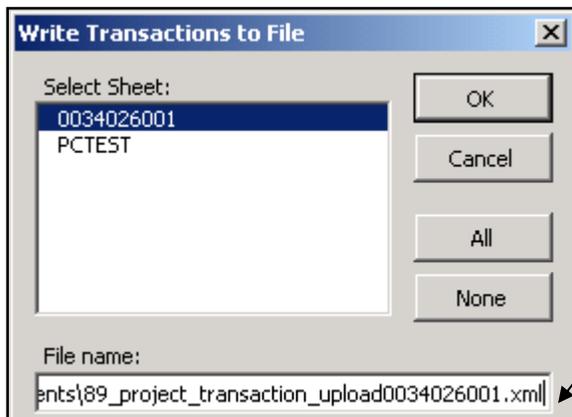


5. Click . This is where you import the transactions.



The Write Transactions to File dialog window opens.

6. Select the appropriate sheet name and update the File name to include the sheet name you've selected.

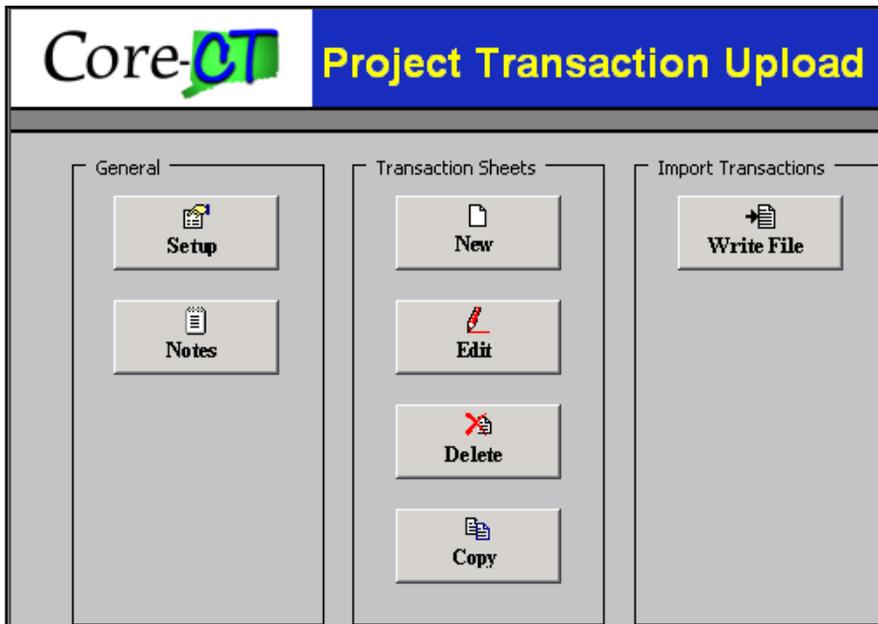


Click into the *File name* field and Scroll to the end of the file name (89\_project\_transaction\_upload.xml). Enter the Sheet name before the .xml

7. Click .

**Validate PC Business Unit:** If you receive the “Blank” or “Invalid PC BU” error detail, ensure that you have entered PC Business Unit or that the PC Business Unit you entered is correct. If it is incorrect, enter another PC Business Unit. If you believe the PC Business Unit is correct, call the Core-CT Help Desk.

1. Open the Project Upload Tool spreadsheet, the XLS file you copied to your local drive (89\_project\_transaction\_upload) and click .



The Project Transaction Upload sheet opens.

2. Click the  to edit the Header information.

Project Transaction Upload																			
Header		PC Unit	Trans ID	Acct Dt	Description														
		DOTM1	34026001	6/2/2007	Load Estimate Rows														
Line		Line #	Project	Activity	An Type	Fund	Dept ID	SID	Program	Account	Chartfield1	Chartfield2	Budget Ref	Source	Category	Sub Category	Amount	Descr	
			<input checked="" type="checkbox"/>																
Select fields to copy from a previous line by marking the checkboxes under each field.																			
	34026001	1	DOT00340260RW	RW0000	EST	12062	DOT57000	22108	00000	50000	167200		2007				80000.00	RPI	
	34026001	2	DOT00340260RW	RW0000	EST	13033	DOT57000	41404	00000	50000	167200		2007				20000.00	RPI	

3. Enter the correct PC Unit.

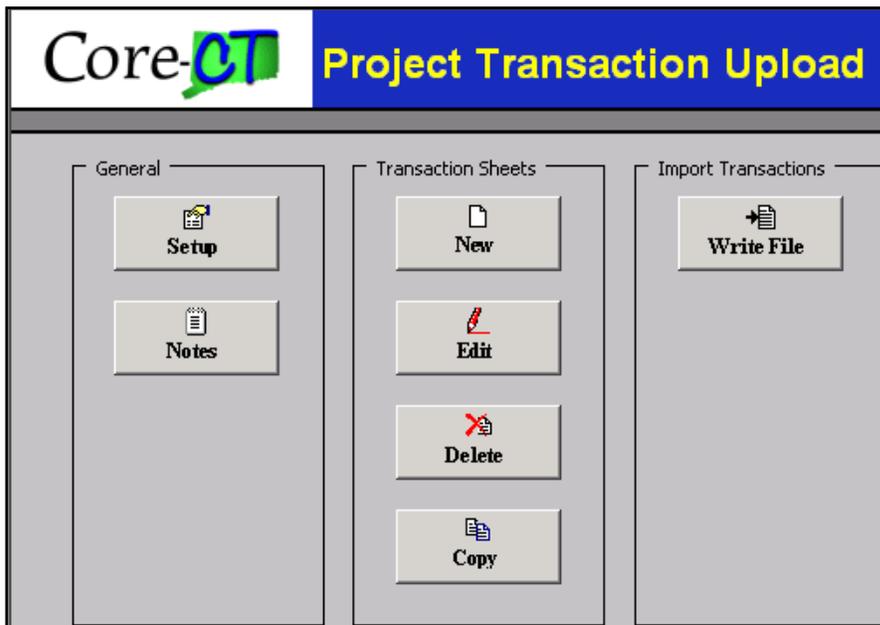
The screenshot shows a 'New Transaction Header' dialog box. The title bar is blue with the text 'New Transaction Header' and a close button (X). The dialog has a light gray background. It contains three input fields: 'PC Unit' with the value 'DOTM1', 'Transaction ID' with the value '0034026001', and 'Accounting Date' with the value '5/1/2007'. Below these fields is a 'Description' field containing the text 'Load Estimate Rows'. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

4. Click .

**Validate Transaction ID:** If you receive the “Field Required” error detail, you will have to go back to the Transaction Header page and enter a Transaction ID.

If you receive a Greater than 10 Character error, you will have to go back to the New Transaction Header and enter a Transaction ID that is less than 10 characters.

1. Open the Project Upload Tool spreadsheet, the XLS file you copied to your local drive (**89\_project\_transaction\_upload**) and click .

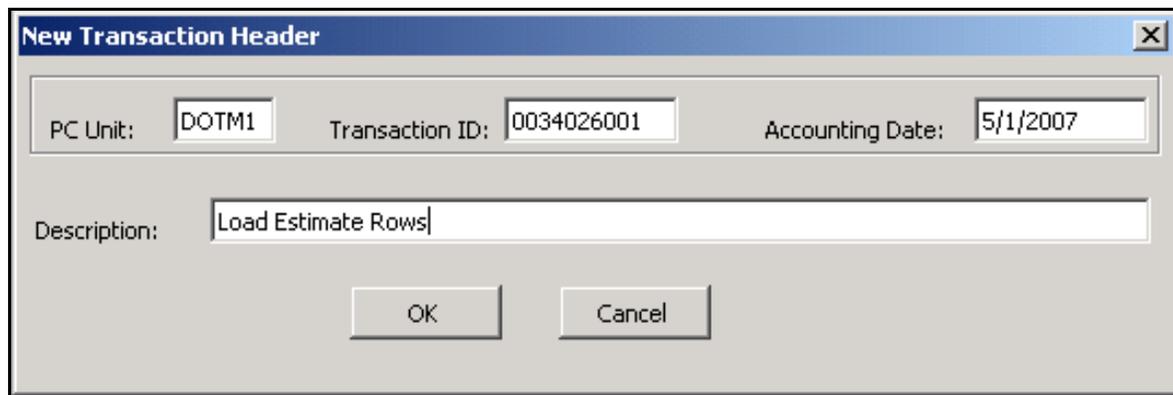


The Project Transaction Upload sheet opens.

2. Click the  to edit the Header information.

Project Transaction Upload																	
Header		PC Unit	Trans ID	Acct Dt	Description												
		DOTM1	34026001	6/2/2007	Load Estimate Rows												
+  <  >  >>  <<  >>>  <<<  >>>>  <<<<  >>>>>  <<<<<  >>>>>>  <<<<<<  >>>>>>>																	
Line	Line #	Project	Activity	An Type	Fund	Dept ID	SID	Program	Account	Chartfield1	Chartfield2	Budget Ref	Source	Category	Sub Category	Amount	Descr
+ - +- -+ Select fields to copy from a previous line by marking the checkboxes under each field.																	
	34026001	1	DOT00340260RW	R/W0000	EST	12062	DOT57000	22108	00000	50000	167200		2007			80000.00	RPI
	34026001	2	DOT00340260RW	R/W0000	EST	13033	DOT57000	41404	00000	50000	167200		2007			20000.00	RPI

3. If blank, enter a Transaction ID or edit the Transaction ID to be 10 characters or less.



The screenshot shows a dialog box titled "New Transaction Header". It contains the following fields and values:

Field	Value
PC Unit:	DOTM1
Transaction ID:	0034026001
Accounting Date:	5/1/2007
Description:	Load Estimate Rows

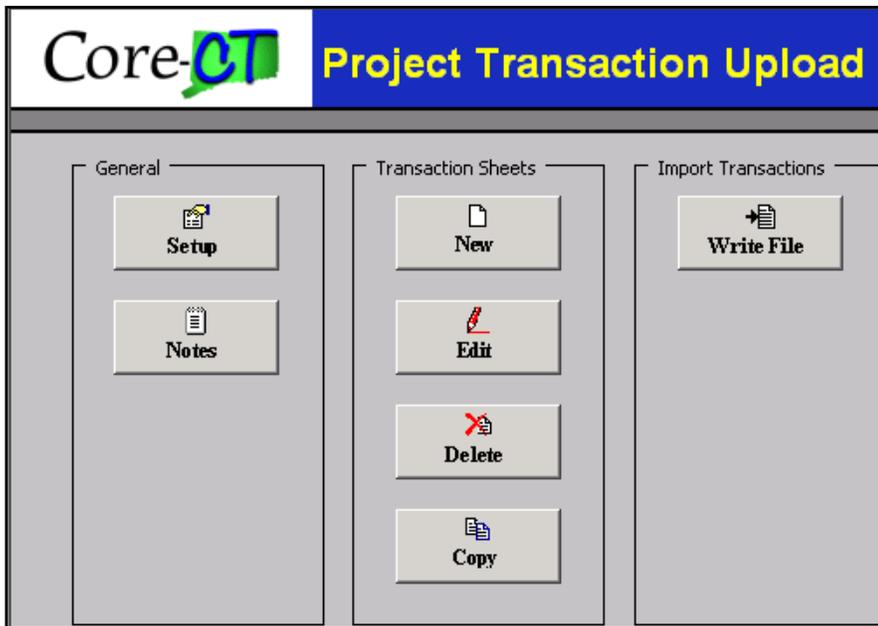
At the bottom of the dialog are two buttons: "OK" and "Cancel".

4. Click .

**Validate Accounting Date:** If you receive the “Field Required” error detail, you will have to go back to the Transaction Header page and enter an accounting date.

If you receive the “Not in Open Period” error detail, ensure the date you entered is correct. In most cases, you will have to change the date to a period that is open. If you think the period should be open, call the Core-CT Help Desk.

1. Open the Project Upload Tool spreadsheet, the XLS file you copied to your local drive (**89\_project\_transaction\_upload**) and click .

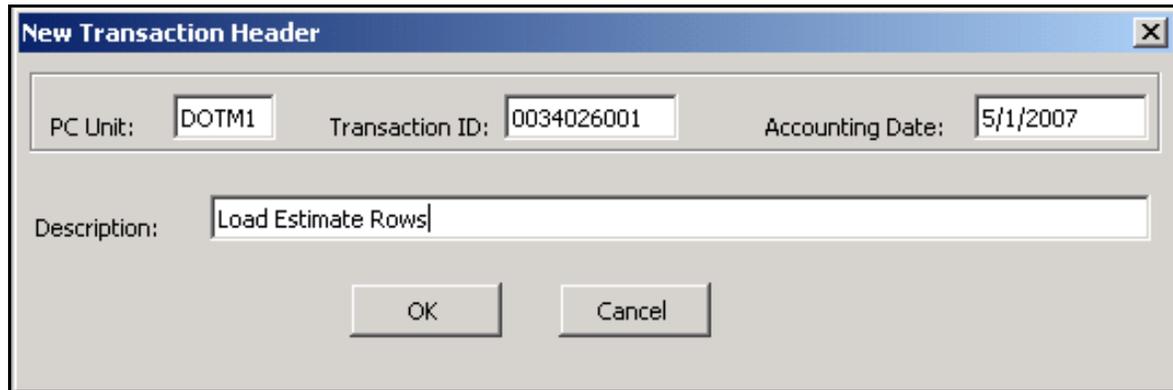


The Project Transaction Upload sheet opens.

2. Click the  to edit the Header information.

Project Transaction Upload																	
Header		PC Unit	Trans ID	Acct Dt	Description												
		DOTM1	34026001	6/2/2007	Load Estimate Rows												
<div style="display: flex; justify-content: space-between;"> <span>+</span> <span>←</span> <span>↻</span> <span>↵</span> <span>→</span> <span>+</span> </div>																	
Line	Line #	Project	Activity	An Type	Fund	Dept ID	SID	Program	Account	Chartfield1	Chartfield2	Budget Ref	Source	Category	Sub Category	Amount	Descr
<div style="display: flex; justify-content: space-between;"> <span>+</span> <span>-</span> <span>+-</span> <span>--</span> </div> <p>Select fields to copy from a previous line by marking the checkboxes under each field.</p>																	
34026001	1	DOT00340260Rw	Rw0000	EST	12062	DOT57000	22108	00000	50000	167200		2007				80000.00	RPI
34026001	2	DOT00340260Rw	Rw0000	EST	13033	DOT57000	41404	00000	50000	167200		2007				20000.00	RPI

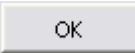
3. If blank, enter the Accounting date or change the date to a period that is open.



The screenshot shows a dialog box titled "New Transaction Header". It contains the following fields and values:

Field	Value
PC Unit:	DOTM1
Transaction ID:	0034026001
Accounting Date:	5/1/2007
Description:	Load Estimate Rows

At the bottom of the dialog box are two buttons: "OK" and "Cancel".

4. Click .

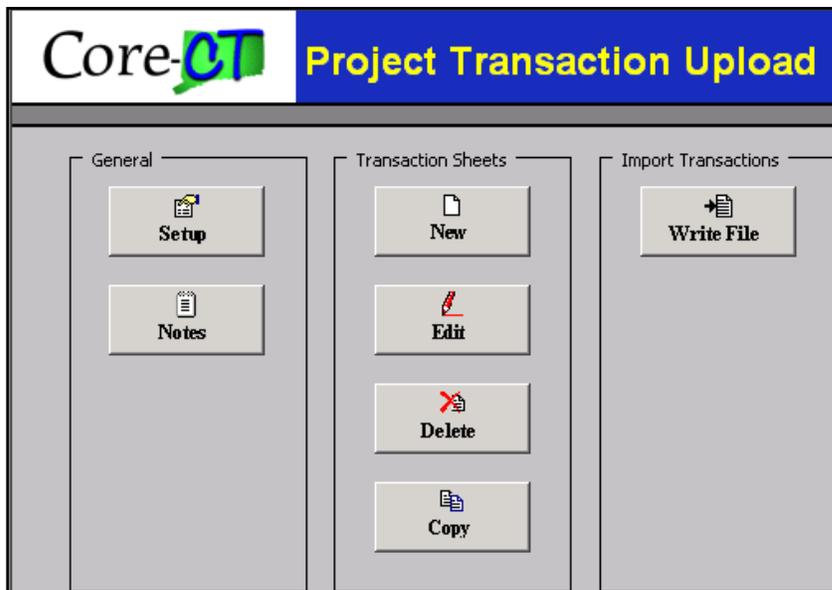
## Line Errors

**Validate Project ID:** If you receive the “Field Required” error detail, you will have to go back to the Line section of the transaction, find the line number and enter a Project ID.

If you receive the “Invalid Project” error detail, you will have to go back to the Line section of the transaction, find the line number and enter the correct Project ID.

If you believe the Project ID you entered is correct, verify with a Project Manager at your agency that the Project ID is correct and the Project has been entered into Core.

1. Open the Project Upload Tool spreadsheet, the XLS file you copied to your local drive



(89\_project\_transaction\_upload) and click



EST Rows in Error – Corrective Actions

The Project Transaction Upload sheet opens.

2. Enter a valid Project ID for all lines requiring correction.

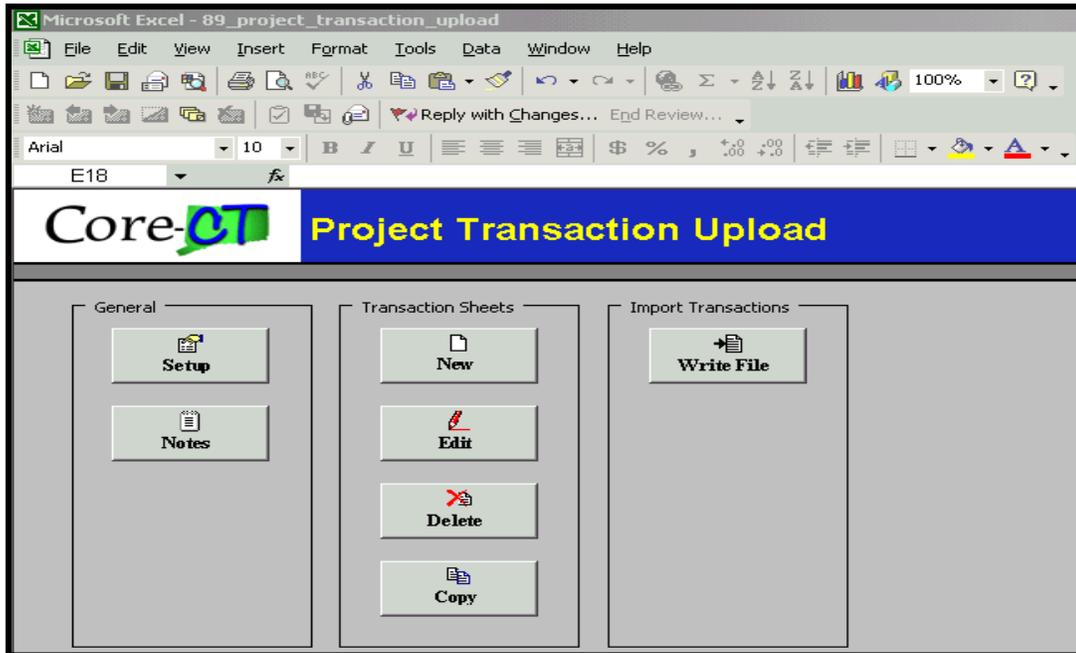
3. Click . To display the Project Transaction Upload page.

Project Transaction Upload																
Header		PC Unit	Trans ID	Acct Dt	Description											
		DOTM1	34026001	6/2/2007	Load Estimate Rows											
Line																
Line #	Project	Activity	An Type	Fund	Dept ID	SID	Program	Account	Chartfield1	Chartfield2	Budget Ref	Source	Category	Sub Category	Amount	Descr
Select fields to copy from a previous line by marking the checkboxes under each field.																
34026001	1	DOT00340260Rw	Rw0000	EST	12062	DOT57000	22108	00000	50000	167200		2007			80000.00	RPI
34026001	2	DOT00340260Rw	Rw0000	EST	13033	DOT57000	41404	00000	50000	167200		2007			20000.00	RPI

4. Click  in the toolbar. You must save the transaction lines prior to writing the file. Overwrites the latest version of the upload file.

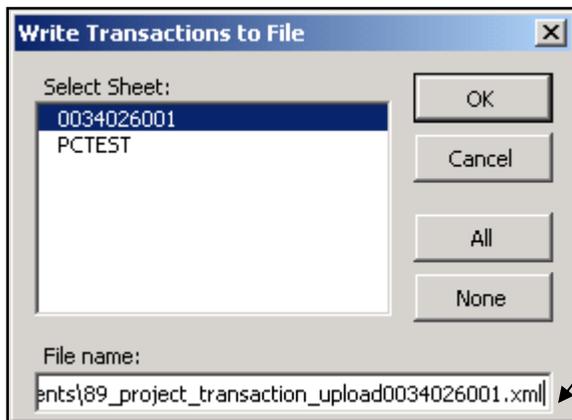


5. Click . This is where you import the transactions.



The Write Transactions to File dialog window opens.

6. Select the appropriate sheet name and update the File name to include the sheet name you've selected.



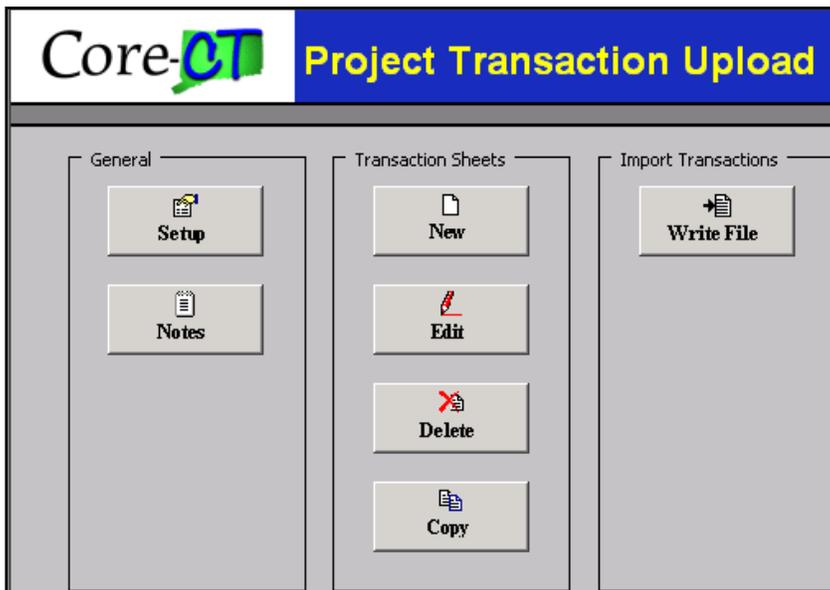
Click into the *File name* field and Scroll to the end of the file name (89\_project\_transaction\_upload.xml). Enter the Sheet name before the .xml

7. Click .

**Validate Activity ID:** If you receive the “Field Required” error detail, you will have to go back to the Line section of the transaction, find the line number and enter an Activity.

If you receive the “Invalid Project” error detail, you will have to go back to the Line section of the transaction, find the line number and ensure that the Activity you entered is correct.

1. Open the Project Upload Tool spreadsheet, the XLS file you copied to your local drive (**89\_project\_transaction\_upload**) and click .



The Project Transaction Upload sheet opens.

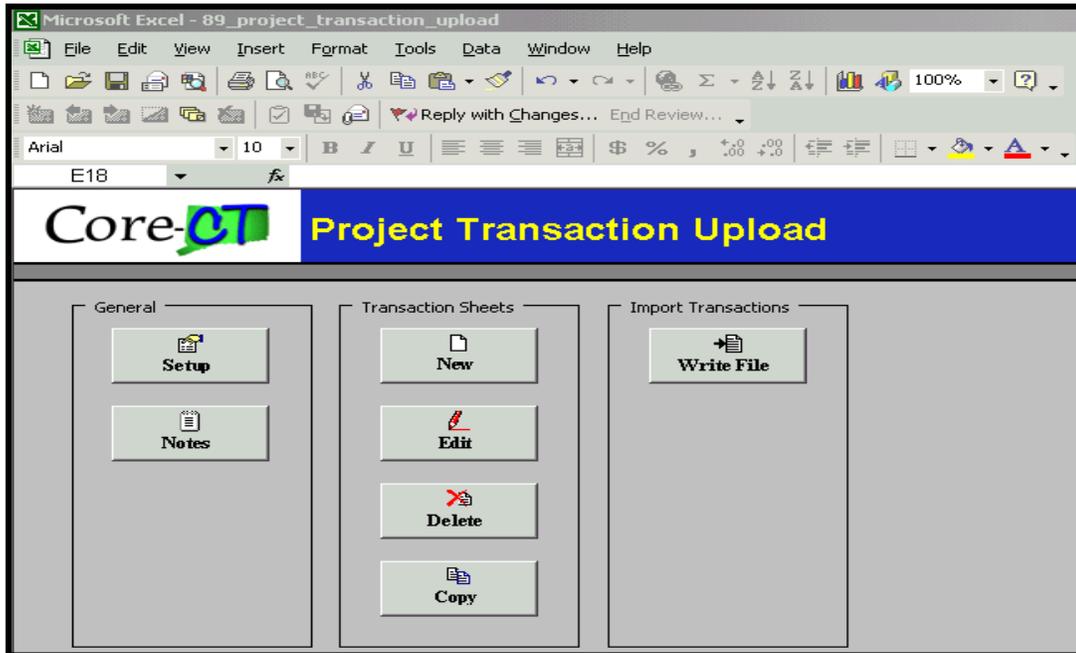
2. Enter a valid Activity for all lines requiring correction.
3. Click . To display the Project Transaction Upload page.

Project Transaction Upload																		
Header		PC Unit	Trans ID	Acct Dt		Description												
		DOTM1	34026001	6/2/2007		Load Estimate Rows												
Line		Line #	Project	Activity	An Type	Fund	Dept ID	SID	Program	Account	Chartfield1	Chartfield2	Budget Ref	Source	Category	Sub Category	Amount	Descr
			<input checked="" type="checkbox"/>															
Select fields to copy from a previous line by marking the checkboxes under each field.																		
34026001	1	DOT00340260RW	R/W0000	EST	12062	DOT57000	22108	00000	50000	167200			2007				80000.00	RPI
34026001	2	DOT00340260RW	R/W0000	EST	13033	DOT57000	41404	00000	50000	167200			2007				20000.00	RPI

4. Click  in the toolbar. You must save the transaction lines prior to writing the file. Overwrites the latest version of the upload file.

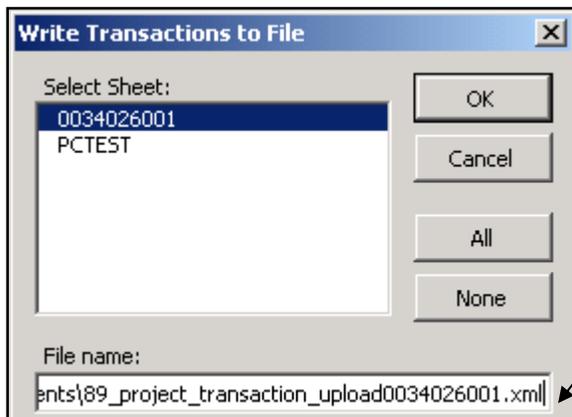


5. Click . This is where you import the transactions.



The Write Transactions to File dialog window opens.

6. Select the appropriate sheet name and update the File name to include the sheet name you've selected.

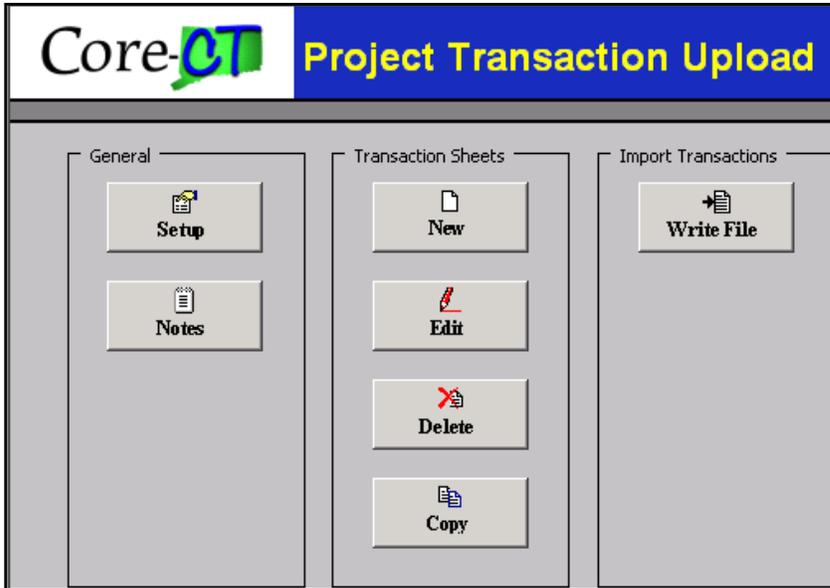


Click into the *File name* field and Scroll to the end of the file name (89\_project\_transaction\_upload.xml). Enter the Sheet name before the .xml

7. Click .

**Validate Project\_Activity:** If you receive the “Activity Not Valid for Proj ID,” you will have to go back to the Line section of the transaction, find the line number and ensure the Activity and Project you entered is correct. If it is incorrect, change the values.

1. Open the Project Upload Tool spreadsheet, the XLS file you copied to your local drive (**89\_project\_transaction\_upload**) and click .



The Project Transaction Upload sheet opens.

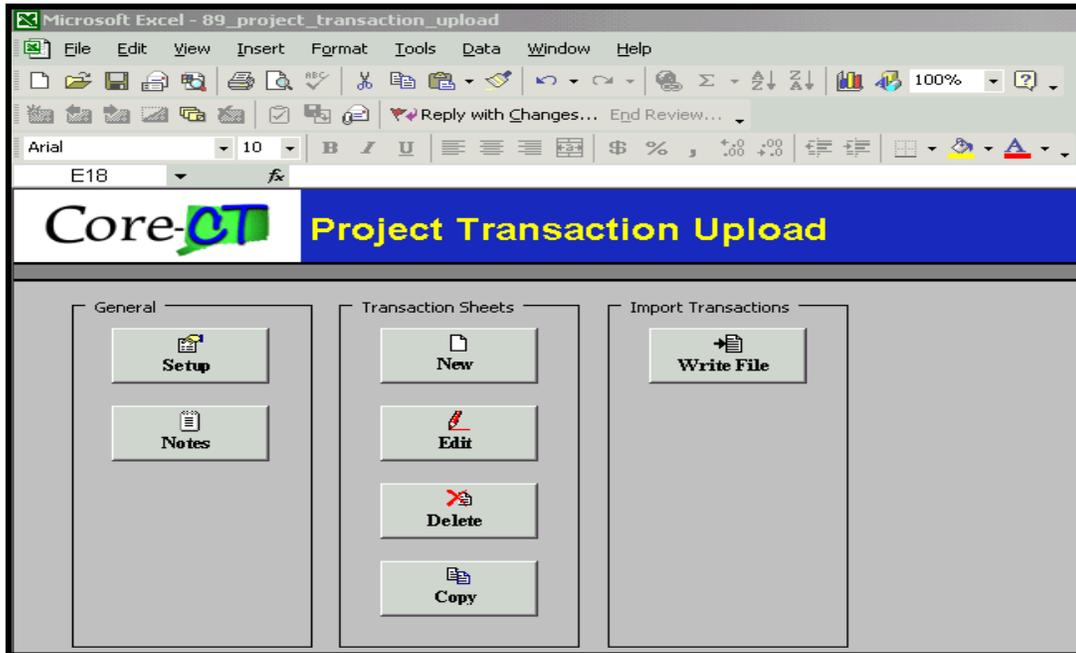
2. Enter a valid Activity for the Project for all lines requiring correction.
3. Click . To display the Project Transaction Upload page.

Project Transaction Upload																	
Header		PC Unit	Trans ID	Acct Dt		Description											
		DOTM1	34026001	6/2/2007		Load Estimate Rows											
+  >  <  <>  <>  <>  <>  <>  <>  <>  <>  <>  <>  <>  <>  <>																	
Line	Line #	Project	Activity	An Type	Fund	Dept ID	SID	Program	Account	Chartfield1	Chartfield2	Budget Ref	Source	Category	Sub Category	Amount	Descr
+   -   +   -   Select fields to copy from a previous line by marking the checkboxes under each field.																	
	34026001	1	DOT00340260RW	RW0000	EST	12062	DOT57000	22108	00000	50000	167200	2007				80000.00	RPI
	34026001	2	DOT00340260RW	RW0000	EST	13033	DOT57000	41404	00000	50000	167200	2007				20000.00	RPI

4. Click  in the toolbar. You must save the transaction lines prior to writing the file. Overwrites the latest version of the upload file.

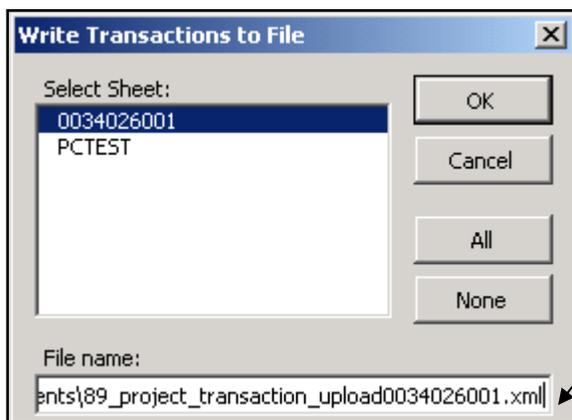


5. Click . This is where you import the transactions.



The Write Transactions to File dialog window opens.

6. Select the appropriate sheet name and update the File name to include the sheet name you've selected.



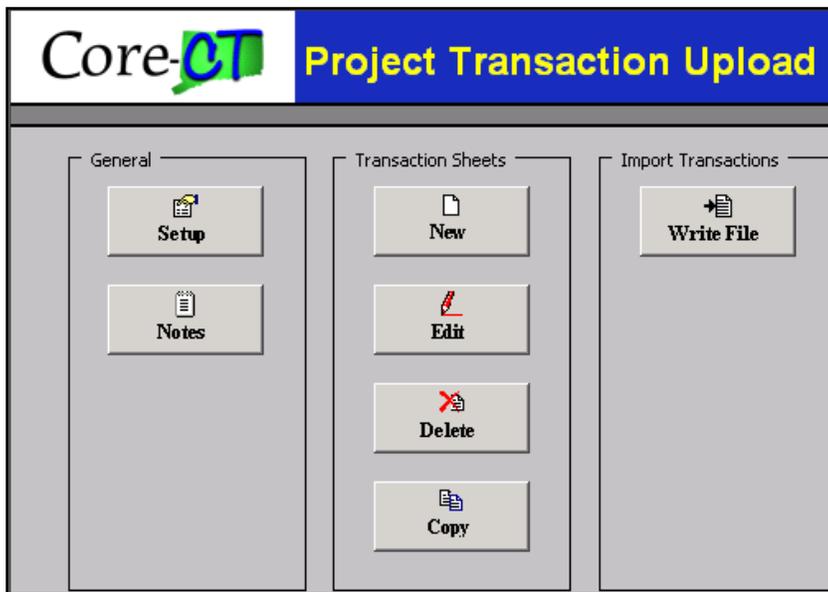
Click into the *File name* field and Scroll to the end of the file name (89\_project\_transaction\_upload.xml). Enter the Sheet name before the .xml

7. Click .

**Validate Analysis Type:** If you receive the “Field Required” error detail, you will have to go back to the Line section of the transaction, find the line number and enter an Analysis Type.

If you receive the “Invalid An Type” error detail, you will have to go back to the Line section of the transaction, find the line number and ensure that the Analysis Type you entered is correct.

1. Open the Project Upload Tool spreadsheet, the XLS file you copied to your local drive (**89\_project\_transaction\_upload**) and click .



The Project Transaction Upload sheet opens.

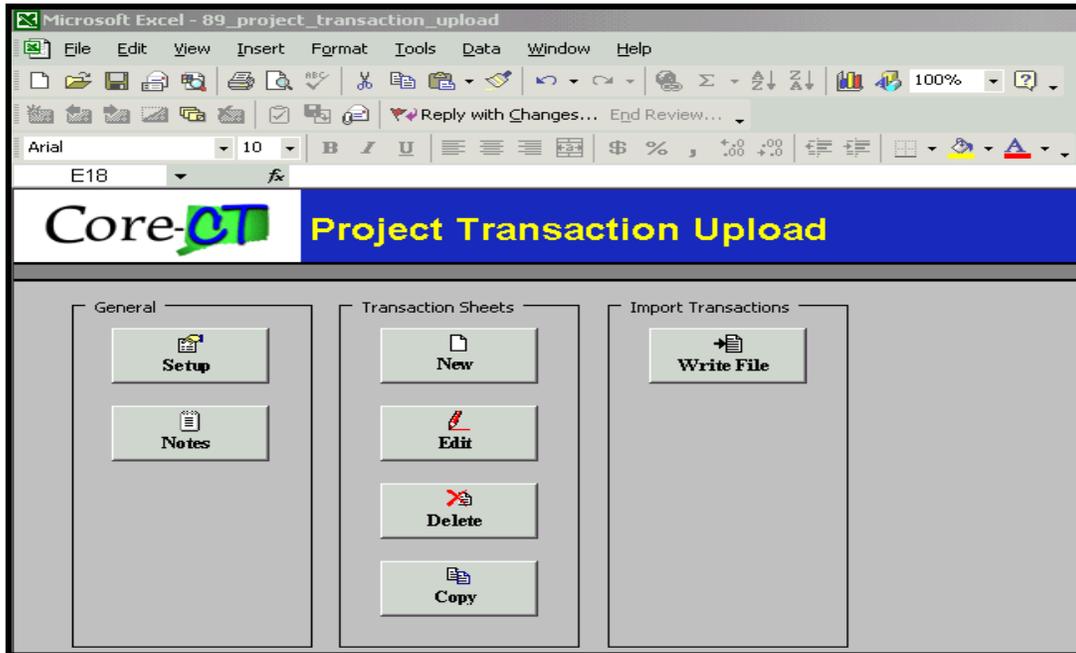
2. Enter the correct Analysis Type (EST) for all lines requiring correction.
3. Click . To display the Project Transaction Upload page.

Project Transaction Upload																	
Header		PC Unit	Trans ID	Acct Dt		Description											
		DOTM1	34026001	6/2/2007		Load Estimate Rows											
+ [Home] [Back] [Print] [Refresh] [Close]																	
Line	Line #	Project	Activity	An Type	Fund	Dept ID	SID	Program	Account	Chartfield1	Chartfield2	Budget Ref	Source	Category	Sub Category	Amount	Descr
+ - +- -- Select fields to copy from a previous line by marking the checkboxes under each field.																	
34026001	1	DOT00340260RW	RW0000	EST	12062	DOT57000	22108	00000	50000	167200		2007				80000.00	RPI
34026001	2	DOT00340260RW	RW0000	EST	13033	DOT57000	41404	00000	50000	167200		2007				20000.00	RPI

4. Click  in the toolbar. You must save the transaction lines prior to writing the file. Overwrites the latest version of the upload file.

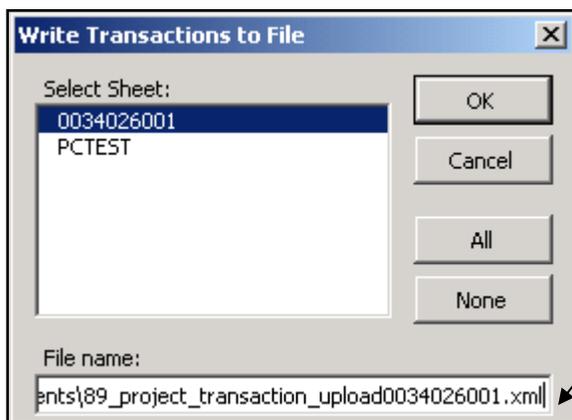


5. Click . This is where you import the transactions.

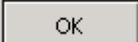


The Write Transactions to File dialog window opens.

6. Select the appropriate sheet name and update the File name to include the sheet name you've selected.

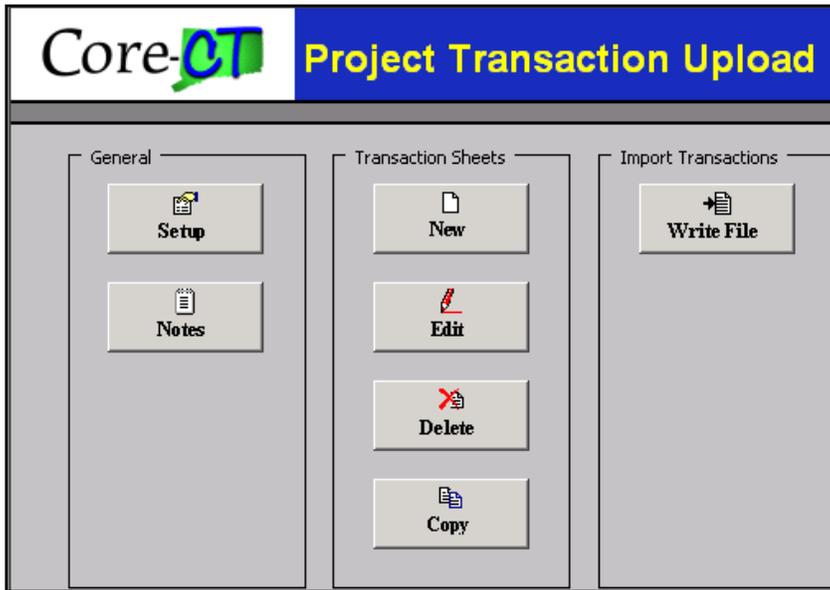


Click into the *File name* field and Scroll to the end of the file name (89\_project\_transaction\_upload.xml). Enter the Sheet name before the .xml

7. Click .

**Validate Fund Code, DeptID, SID, Program, Account, ChartField1, ChartField2, Budget Reference, and Source Type (ChartFields):** If you receive an “Invalid Chartfield” error detail, you will have to go back to the Line section of the transaction, find the line number and ensure that the value you entered is correct. If it is incorrect, enter another value.

1. Open the Project Upload Tool spreadsheet, the XLS file you copied to your local drive (**89\_project\_transaction\_upload**) and click .



The Project Transaction Upload sheet opens.

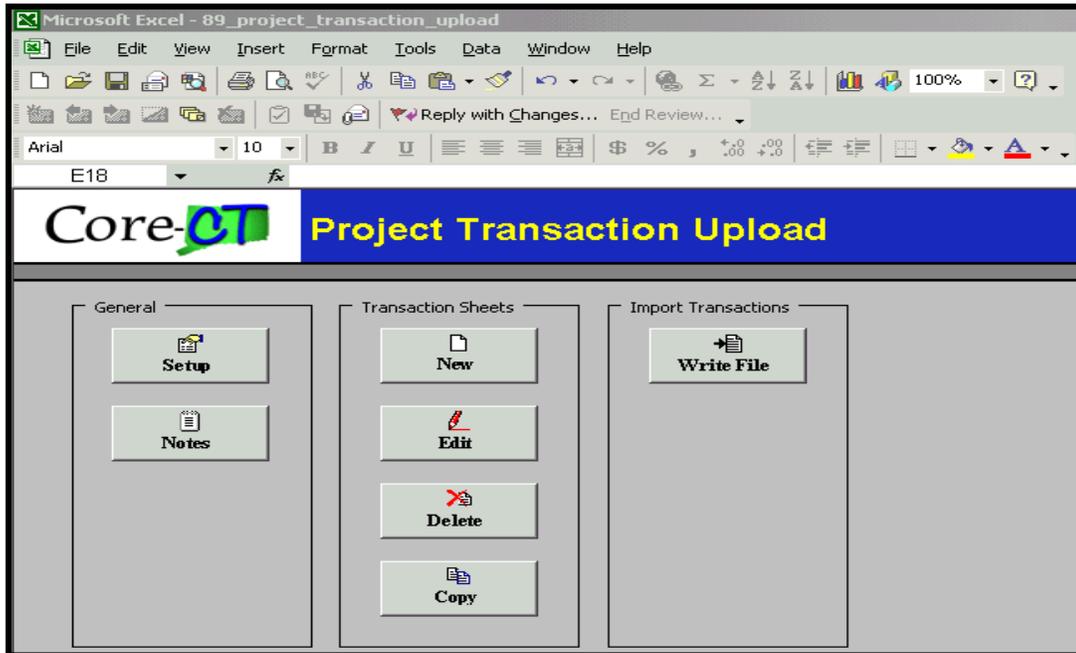
2. Enter the Chartfield value for all lines requiring correction.
3. Click . To display the Project Transaction Upload page.

Project Transaction Upload																	
Header		PC Unit	Trans ID	Acct Dt	Description												
		DOTM1	34026001	6/2/2007	Load Estimate Rows												
+            -																	
Line	Line #	Project	Activity	An Type	Fund	Dept ID	SID	Program	Account	Chartfield1	Chartfield2	Budget Ref	Source	Category	Sub Category	Amount	Descr
+   -   +-   --   Select fields to copy from a previous line by marking the checkboxes under each field.																	
	34026001	1	DOT00340260RW	R/W0000	EST	12062	DOT57000	22108	00000	50000	167200	2007				80000.00	RPI
	34026001	2	DOT00340260RW	R/W0000	EST	13033	DOT57000	41404	00000	50000	167200	2007				20000.00	RPI

4. Click  in the toolbar. You must save the transaction lines prior to writing the file. Overwrites the latest version of the upload file.

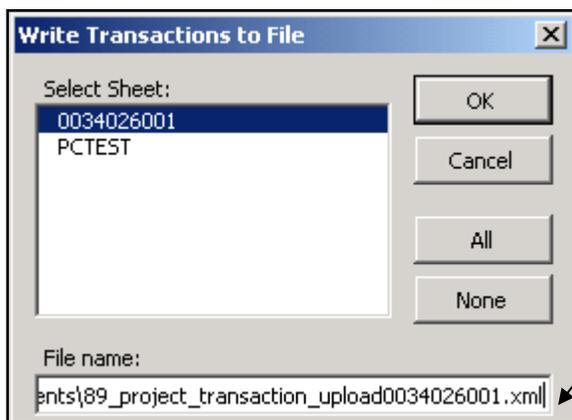


5. Click . This is where you import the transactions.



The Write Transactions to File dialog window opens.

6. Select the appropriate sheet name and update the File name to include the sheet name you've selected.

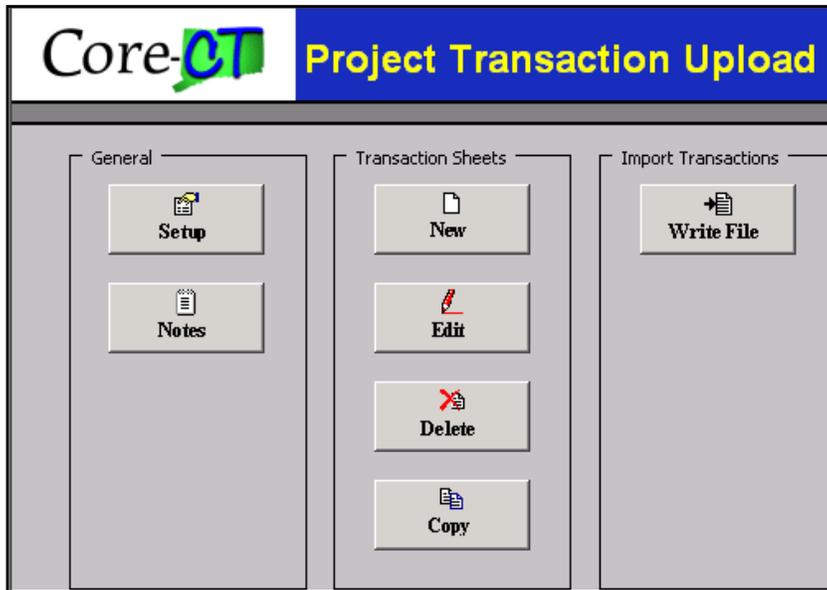


Click into the *File name* field and Scroll to the end of the file name (89\_project\_transaction\_upload.xml). Enter the Sheet name before the .xml

7. Click .

**Validate Monetary Amount:** If you receive the “Cannot be Zero” error detail, you will have to go back to the Line section of the transaction, find the line number and enter an amount.

1. Open the Project Upload Tool spreadsheet, the XLS file you copied to your local drive (**89\_project\_transaction\_upload**) and click .



The Project Transaction Upload sheet opens.

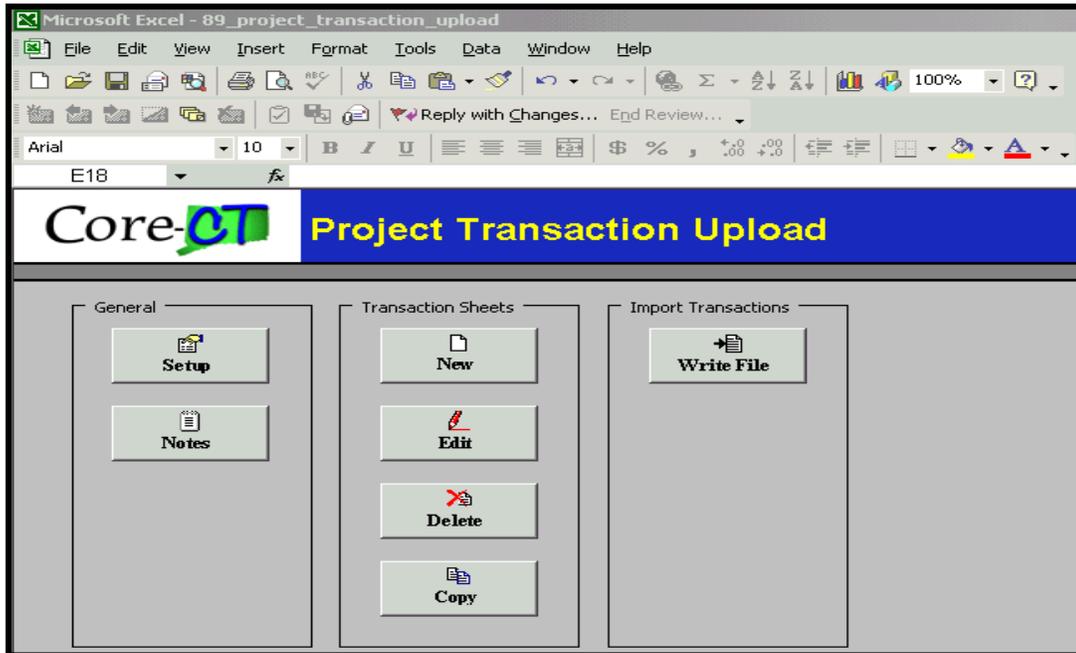
2. Enter a monetary amount for all lines requiring correction.
3. Click . To display the Project Transaction Upload page.

Project Transaction Upload																	
Header		PC Unit	Trans ID	Acct Dt		Description											
		DOTM1	34026001	6/2/2007		Load Estimate Rows											
+  <  >  >>  <<  >>>  <<<  >>>>  <<<<  >>>>>  <<<<<  >>>>>>  <<<<<<  >>>>>>>  <<<<<<<  >>>>>>>>																	
Line	Line #	Project	Activity	An Type	Fund	Dept ID	SID	Program	Account	Chartfield1	Chartfield2	Budget Ref	Source	Category	Sub Category	Amount	Descr
+  <  >  >>  <<  >>>  <<<  >>>>  <<<<  >>>>>  <<<<<  >>>>>>  <<<<<<  >>>>>>>  <<<<<<<  >>>>>>>>  <<<<<<<<  >>>>>>>>>																	
Select fields to copy from a previous line by marking the checkboxes under each field.																	
34026001	1	DOT00340260RW	RW0000	EST	12062	DOT57000	22108	00000	50000	167200		2007				80000.00	RPI
34026001	2	DOT00340260RW	RW0000	EST	13033	DOT57000	41404	00000	50000	167200		2007				20000.00	RPI

4. Click  in the toolbar. You must save the transaction lines prior to writing the file. Overwrites the latest version of the upload file.

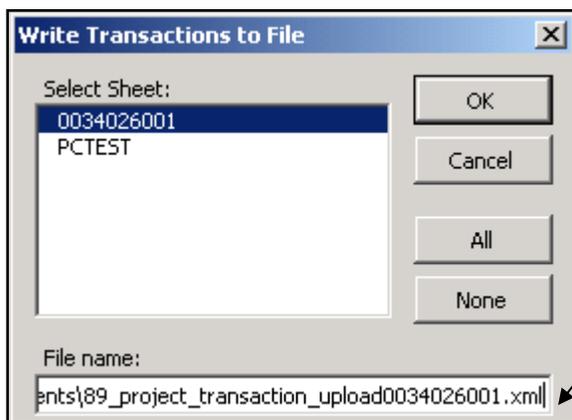


5. Click . This is where you import the transactions.



The Write Transactions to File dialog window opens.

6. Select the appropriate sheet name and update the File name to include the sheet name you've selected.



Click into the *File name* field and Scroll to the end of the file name (89\_project\_transaction\_upload.xml). Enter the Sheet name before the .xml

7. Click .