BFS Common Errors
Guide to Resolving Common Errors

This document is a quick-reference guide to common errors experienced by BFS users around the new C&G implementation, as well as resolution procedures. If you are encountering errors that are not addressed below, please contact the BFS Help Desk for assistance.

I. BUDGET UPLOAD

#	Error	Description	Resolution
1	**Incorrect Unallocated Budget Line**	The Unallocated Budget Line should always have an Account code of 58000 and the Program Code from the Phoebe Award Summary. The RESOURCE_AMT should always be a negative (i.e. -45000.00)	Review the budget line and ensure the Account code is 58000, the Program Code is the same as the Program Code from the Phoebe Award Summary and the RESOURCE_AMT is a negative entry.
2	**Incorrect BUDSUM Accounts [Issue Log Error]**	Users must use only BUDSUM accounts (see Budget Category link under the Reports/Queries tab within the RA WorkCenter)	Direct users to the BUDSUM account query (titled Budget Category) under the Reports/Queries tab within the RA WorkCenter. An image of this account listing is also posted on the CSS-RA Training Toolkit website here.
3	**CF1/CF2 Used in Unallocated Budget Row**	Both the ChartField 1 and ChartField 2 fields must be left blank in the Unallocated Budget Row (1st row)	Remove the CF1 and CF2 values in the Unallocated Budget Row.
4	**Resource Amounts do not Net to Zero**	The Resource Amount column within the Budget Upload template (Column I) must net to zero	Verify the total of the Resource Amounts is zero (i.e., negative amount in the Unallocated Budget line + the positive amounts in all the other lines = 0).
5	**Typos/Transpositions**	Ensure that there are no typos in any of the cells. We have seen instances where users have input "1000" instead of "10000" for the Business Unit or have transposed 2 account numbers.	Correct the typos and re-upload the budget file.
6	**File Save Type not .CSV**	The upload file must be saved as a .CSV (Comma Delimited Value) file format. Also, the naming convention of the file name must be <SPO Award Number_YYYYMMDD> with the date reflecting "today's date"	Save the budget file to your computer as a .CSV file format, and ensure the naming convention is correct. *Note: Mac users must save the file to their computer as "Windows Comma Separated" file format (not "Comma Separated Value") for the upload to process successfully.*
7	**ACCOUNTING_DT Column**	The ACCOUNTING_DT Column within the Budget template (column J) sometimes removes the leading zero from the date. For	Notify users that having the leading zero removed from the date should not generate an error upon budget

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		example, instead of the date showing as 07/03/2014, it would show as 7/03/2014. While this is acceptable, and should not generate an error upon upload, users may ask whether this is acceptable. Recommend that the format of the column be changed to "Short Date"	upload. Also recommend that they change the format of that column to "Short Date"
8	**Invalid Decimal Exception [Issue Log Error]**	This occurs when their RESOURCE_AMT column data does not have zeroes in the amount. For example, the amount entered in the cell is "7999" instead of "7999.00" Although the amount might still appear as 7999 within the cell (visually), the entry needs to have the .00 decimals keyed in so that the upload does not generate a "File Loading Exception – Invalid decimal value" error on the error log	Append the decimal/zeros to the values in the RESOURCE_AMT column: 0000.00 and re-upload.
9	**Two Awards Error [Issue Log Error]**	If there is data or hidden values in seemingly blank rows within the budget template, these have been known to cause a two awards error.	Advise RA's to select all rows below their last budget line and select "delete." This will ensure that any hidden data in these rows has been removed.
10	**File Saved with "-" instead of "_"**	If the budget upload template is saved with a file name containing a hyphen ("-") instead of an underscore ("_"), it will cause the process to lock and generate an unsuccessful upload. **Example**: the file name 083009-20140709 will cause the upload to fail, as opposed to a file name of 083009_20140709	Re-save the budget template using an underscore instead of a hyphen in the file name, and re-upload.

II. ERRORS IN INTERFACING TRANSACTIONS (seen in feeder systems such as BearBuy)

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#	Error	Description	Resolution
11	**Invalid Project ChartFields Mapping**	• C&G Fund used with no mapping on the Project Costing Mapping Table • Cost Share CF1 value used with no mapping on the Project Costing Mapping Table	• Verify that the ChartFields keyed in are accurate • Lookup Fund on PC Mapping Table to see what ChartStrings are valid (RAs Only) • Talk to the RA in charge of the award to determine if budget should be allocated
12	**Rejected Activity Status: B (Budget Only)**	• CGA is still setting up the award. The only transactions that are allowed at this point are budget entries.	• The award setup must be complete. If a budget has not yet been submitted, the RA should submit the budget.
13	**Warning Activity Status: E (Ended)**	• The award or funding period end date has past.	• Contact the RA to determine if costs coded to this ChartString should have ended and/or should be coded to a different ChartString

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14	**Rejected Activity Status:** **F (Final)**	• The final financial report has been sent for this competitive segment – transactions can no longer be coded to this ChartString	• Transactions must be coded to a different ChartString
15	**Failure Rejected Activity Status:** **C (Closed)**	• Deficit Clearing has run for this award. No further transactions are allowed for this award.	• Transactions must be coded to a different ChartString
16	**Failure: Rejected Activity Status:** **A (Archived)**	• The award ended 7 years ago. No transactions have occurred on this award for over 7 years. This award is eligible for archiving.	• Transactions must be coded to a different ChartString

III. MISCELLANEOUS

#	Error	Description	Resolution
17	**Journal Expense Transfer Errors**	RA/BFS Users will be required to enter the complete C&G ChartString for transactions within BFS. This applies to processing journal expense transfers	Instruct users to open the Related Content window Lines page and use the CoA Validation page to verify the PC ChartFields
18	**Updating a BluCard Transaction**	RA/BFS Users will be required to enter the complete C&G ChartString for transactions within BFS. This applies to BluCard transactions	Instruct users to open the Related Content window Lines page and use the CoA Validation page to verify the PC ChartFields
19	**Closeout Certification Form Fields**	Users must enter all required fields (denoted with an asterisk *) to save the form.	Instruct users to fill all required fields (denoted with an asterisk *) to save the form. Fields should appear in red if they attempt to save the form without populating all the required fields.