

eMARS 3.11

UPDOCS:

Uploading transactions to eMARS via
Excel spreadsheet



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UPDOCS: an alternate method for recording eMARS transactions

When a certain business function requires the recording of transactions with a high volume or recurring frequency, creating eMARS transactions from scratch might impose an undue burden on staff. The **Upload Document Spreadsheet** (or **UPDOCS**) function could potentially relieve that burden. **UPDOCS** is a method of creating eMARS transactions via spreadsheet upload.

The information reflected on this upload is the same information that would be recorded on an eMARS transaction created in the traditional method. And the UPDOCS transaction itself, once created on eMARS, behaves no differently than any other transaction: It can be edited, supporting documents can be attached, validation rules must be satisfied before it can be submitted for approval, where it subsequently goes through the workflow approval process. The only difference is the method for creating the transaction on the eMARS system.

The Document Template

A specific spreadsheet format is required for the UPDOCS method, and each *Document Code* has its own, specific format. These formats are organized on **Templates**. These templates are stored on the eMARS system, and once downloaded to Excel, the document preparer can begin entering information upon it.

The templates are found on eMARS with a Page Search on the Page Code **UPDOCS**

Description	Page Code
✓ Upload Document Spreadsheet	UPDOCS

The first screen encountered is a schedule of previously uploaded documents.

To retrieve the template, select *Document Upload Template* located just below the list.

Upload Document Spreadsheet

[Browse](#) [Clear](#)

Create Date :

Create User ID :

File Name :

	Date	User ID	File Name	Status	View Logs
✓	9/27/2019 2:19:42 PM	XGJ0030	Copy of temp payments KITS by LAB 58842-58905 09-24.xlsx	Completed	View logs
	9/27/2019 2:04:31 PM	XRJ0145	Temp UPDOC Upload.xlsx	Completed	View logs
	9/27/2019 12:21:25 PM	JWS0540	PRC COUNTY ATTORNEY UPDOC.xlsx	Completed	View logs
	9/27/2019 11:15:41 AM	XGJ0030	Copy of temp payments KITS by LAB 58526-58553 09-20.xlsx	Completed	View logs
	9/27/2019 10:54:48 AM	JSW0049	2019 KY EEO Conf_IET_2.xlsx	Completed	View logs
	9/27/2019 10:45:28 AM	JJS1270	Milestone 09.26.19.xlsx	Completed	View logs
	9/27/2019 10:11:19 AM	ZNB0001	8_08-08-19_ATT-eMARS Upload-NEW_09-2619.xlsx	Completed	View logs
	9/27/2019 9:57:11 AM	ZNB0001	8_08-22-19_VER-eMARS Upload_9-18-2019.xlsx	Completed	View logs
	9/27/2019 9:51:33 AM	XRJ0145	gal02.11.19.xlsx	Completed with Error	View logs
	9/27/2019 9:07:28 AM	ZJH0013	PRC for August 2019 CSAEP Medical Grant Payments.xlsx	Completed	View logs

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[Upload Spreadsheet](#) [Document Upload Template](#)

From the *Document Upload Template* screen, select the **Search** function, and then enter the document code that will apply to the upload.

In this example, the document code will be **JV2E**.

Document Upload Template

▼ Search/Download

Type	Code	Dept	Unit	Customized	Template Description	Template File Name
ABS	TP			No	TP_Template	TP_Template.xlsx
✓ ABS	JV2E			No	JV2E_Template	JV2E_Template.xlsx
PR	PRC			No	PRC_Template	PRC_Template.xlsx
ABS	GAX			No	GAX_Template	GAX_Template.xlsx
ABS	TE			No	TE_Template	TE_Template.xlsx
ABS	GAX2			No	GAX2_Template	GAX2_Template.xlsx
CH	OB1			No	OB1_Template	OB1_Template.xlsx
IET	IET			No	IET_Template	IET_Template.xlsx
BG	BGPDR			No	BGPDR_Template	BGPDR_Template.xlsx
JV	JVC			No	JVC_Template	JVC_Template.xlsx

[Delete](#) [Search](#) [First](#) [Prev](#) [Next](#) [Last](#)

[Generate/Upload Template](#) [Upload Document Spreadsheet](#)

Search - Welcome to CGI Advantage: LOGIN

Type :

Code : JV2E

Dept :

Unit :

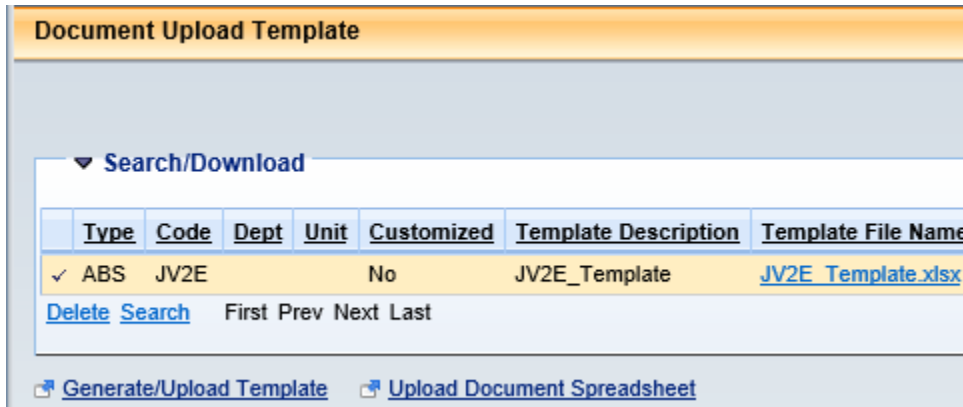
Customized :

Template Description :

Template File Name :

[Ok](#) [Clear](#) [Cancel](#)

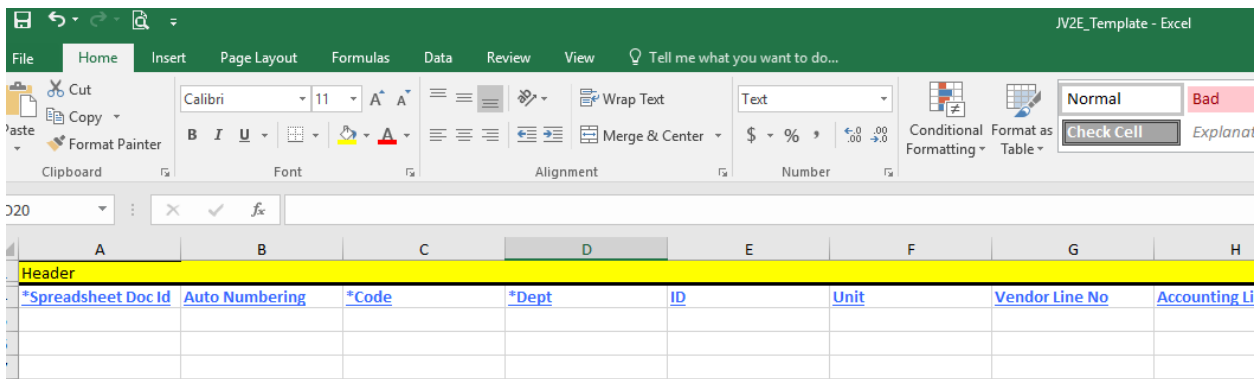
Select the *Template File Name* from the search command results.



Then choose to **Open** the file when the message bar appears at the bottom of the screen. This message is no different than that returned with any export from an external source (ie, eMARS Reporting) into Excel.

This opens the template in the Excel environment.

Here is a partial clipping of the JV2E template. The template's column headers extend out to column EB. The number of column headers varies between document codes.



There is a column header for each potential field of entry on that document code. For those document codes that have less detail, there will be fewer columns on the spreadsheet. Furthermore, the columns appear in an order that corresponds to the hierchal structure of that document.

Some columns are specific to all templates, regardless of the document code.

Columns common to all templates:

- ✚ Spreadsheet Doc Id
- ✚ Auto Numbering
- ✚ Code
- ✚ Dept
- ✚ ID
- ✚ Unit

The Spreadsheet Doc ID

This field groups the spreadsheet line-items (aka Excel rows) for inclusion into an eMARS document ID. If the preference is that all lines in the document be included in a sole eMARS document, then the same number would be referenced in this field for all line-items. It is recommended to simply use the number one (1), and increase by another digit for each additional eMARS document requested.

Here are two examples of the decision to be made with this column. In the first example, the document creator would like for all four line-items to appear on the same eMARS document ID.

	A	B	C	D	E	F	G	H	
1	Header								
4	*Spreadsheet Doc Id	Auto Numbering	*Code	*Dept	ID	Unit	Vendor Line No	Accounting Line No	Docur
5	1								
6	1								
7	1								
8	1								
9									

Only one document ID would be created for the above lines.

However, in the next example, four separate eMARS document transaction IDs would be created with this upload.

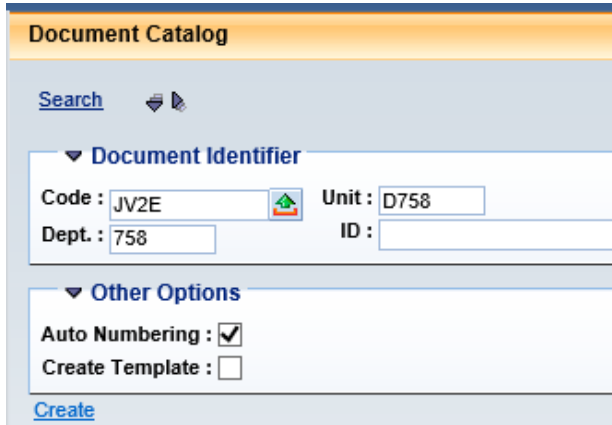
	A	B	C	D	E	F	G	H	
1	Header								
4	*Spreadsheet Doc Id	Auto Numbering	*Code	*Dept	ID	Unit	Vendor Line No	Accounting Line No	Docur
5	1								
6	2								
7	3								
8	4								
9									

The *Spreadsheet Doc ID* value doesn't appear anywhere on the actual eMARS transaction; it is simply a sorting mechanism to guide eMARS as it creates transactions from the template. The only rule for the choice of number is that the numbers must be ordered from lowest to highest. In the above example, 1-2-3-4 was chosen. The values 1-15-38-44 would have the same effect. However, 1-3-24 or 38-44-1-15 would create an error situation.

Note: The eMARS document line maximum of 99 will act as a ceiling on how many rows the uploader can include on any one *Spreadsheet Doc ID*.

Auto-Numbering

This column is a *True/False* selection. It is the *UPDOCS* equivalent of creating yes-no on the auto-numbering option when manually creating an eMARS transaction.



The screenshot shows a web form titled "Document Catalog". It has a search bar and two main sections: "Document Identifier" and "Other Options".

Document Identifier

Code :	<input type="text" value="JV2E"/>	Unit :	<input type="text" value="D758"/>
Dept. :	<input type="text" value="758"/>	ID :	<input type="text"/>

Other Options

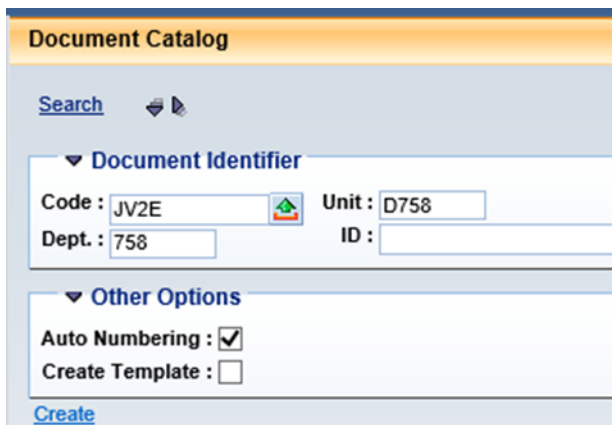
Auto Numbering :	<input checked="" type="checkbox"/>
Create Template :	<input type="checkbox"/>

At the bottom of the form is a "Create" button.

If the decision is to have eMARS create the unique transaction IDs, then a value of **True** should be included in the Auto-Numbering column field, and *Column E, ID* would be left with a null value (since eMARS will be creating that value for the user). If **False** is chosen, then *Column E, ID* has to be populated with a value for each line-item.

Code, Department, and Unit

These columns are the equivalent of the fields required when creating a transaction.



This screenshot is identical to the one above, showing the "Document Catalog" form with the "Document Identifier" and "Other Options" sections. The "Code" is "JV2E", "Unit" is "D758", and "Dept." is "758". The "Auto Numbering" checkbox is checked.

Remember: Department is *Document* Department and Unit is *Document* Unit. These codes represent the attribution for document creation, and are not necessarily the department and unit recorded within the accounting line of the transaction.

Document Hierarchy and Line Numbers

Depending on the exact document code, there could be any number of different types of *Line Numbers* associated with a particular document. These line numbers will correspond to the types of levels within the document hierarchy. For instance, a payment request document (PRC) has four different line numbers: **Vendor, Commodity, Accounting, and Posting**. For an FD document, there are three line numbers: **Component, Accounting, and Posting**. A JV2E also has three line numbers, but those are **Vendor, Accounting, and Posting**. The **Header** level of the hierarchy does not have a line number associated with it, and in the context of *UPDOCS*, the posting line doesn't factor into the process.

The line numbers of the uploaded transactions must correspond to their appropriate organization within that document code structure. For instance, here is a sample JV2E transaction, viewed from the Accounting Line.

Cash Expenditure Correction(JV2E) Dept: 721 ID: 2000000347 Ver.: 1 Function: New Phase: Final				Modified by XTX0030 , 07/09/2019			
Header @ 2							
Vendor		Vendor Line: 1		Vendor Customer:		Legal Name:	
Accounting		Total Lines: 4		Accounting Line: 1		Line Amount: (\$4,077,201.51) Line Open Amount: (\$4,077,201.51)	
	Accounting Line	Line Amount		Line Closed Amount			
	1	(\$4,077,201.51)					
	2	\$189,742.59					
	3	\$117,352.62					
	4	\$3,770,106.30					
From 1 to 4 Total: 4							
General Information Reference Fund Accounting Detail Accounting Service Dates Additional Amounts							
Event Type: CAA4							

If this document had been recorded on eMARS via the *UPDOCS* method, the template would have reflected these (partial) values:

A	B	C	D	E	F	G	H
Header							
*Spreadsheet Doc Id	Auto Numbering	*Code	*Dept	ID	Unit	Vendor Line No	Accounting Line No
1	TRUE	JV2E	758		D758	1	1
1	TRUE	JV2E	758		D758	1	2
1	TRUE	JV2E	758		D758	1	3
1	TRUE	JV2E	758		D758	1	4

Columns A-E are the set-up fields that become part of the Header information. Columns G & H tell eMARS the structure of the hierarchy's levels. In the actual eMARS document, there is one **Vendor Line** and four **Accounting Lines**. The template reflects that one document will be created (Column A) and it will have one **Vendor Line** (Column G) and four **Accounting Lines** (Column H) associated with that sole Vendor Line.

However, here is a sample JV2E that has two **Vendor Lines**:

Cash Expenditure Correction(JV2E) Dept: 758 ID: 2000001915 Ver.: 1 Function: New Phase: Draft Modified by MST0384, 09/27/2019

Header			
Vendor			
Vendor Line: 2		Vendor Customer: SAMPLE VENDOR	Legal Name: Delete after printing
Vendor Line	Vendor Customer		
1	SAMPLE VENDOR 2		delete after printing also
2	SAMPLE VENDOR		Delete after printing
From 1 to 2 Total: 2			First Previous Next Last

General Information Disbursement Options Discount Terms Misc Vendor ACH Details

Vendor Customer: SAMPLE VENDOR

Legal Name: Delete after printing

Alias/DBA:

In this example, each **Vendor Line** will have its own set of associated **Accounting Lines**. **Vendor Line #1** has two **Accounting Lines** attached to it:

Cash Expenditure Correction(JV2E) Dept: 758 ID: 2000001915 Ver.: 1 Function: New Phase: Draft Modified by MST

Header				
Vendor				
Vendor Line: 1		Vendor Customer: SAMPLE VENDOR 2	Legal Name: delete after pri	
Accounting				
Total Lines: 2		Accounting Line: 1	Line Amount: \$1.00	Line Open Amount: \$1.00
Accounting Line	Line Amount		Line Close	
1	\$1.00			
2	(\$1.00)			
From 1 to 2 Total: 2				

General Information Reference Fund Accounting Detail Accounting Service Dates Additional Amounts

Event Type: GA01

Whereas **Vendor Line #2** has three **Accounting Lines** attached to it:

Cash Expenditure Correction(JV2E) Dept: 758 ID: 2000001915 Ver.: 1 Function: New Phase: Draft Modified by MST0384

Header

Vendor Vendor Line: 2 Vendor Customer: SAMPLE VENDOR Legal Name: Delete after printing

Accounting Total Lines: 3 Accounting Line: 1 Line Amount: \$3.00 Line Open Amount: \$3.00

Accounting Line	Line Amount	Line Closed Amo
1	\$3.00	
2	(\$2.00)	
3	(\$1.00)	
From 1 to 3 Total: 3		

General Information Reference Fund Accounting Detail Accounting Service Dates Additional Amounts

Event Type: GA01

If this document had been recorded on eMARS via the *UPDOCS* method, the template would have reflected these (partial) values:

	A	B	C	D	E	F	G	H
1	Header							
4	*Spreadsheet Doc Id	Auto Numbering	*Code	*Dept	ID	Unit	Vendor Line No	Accounting Line No
5	1	TRUE	JV2E	758		D758	1	1
6	1	TRUE	JV2E	758		D758	1	2
7	1	TRUE	JV2E	758		D758	2	1
8	1	TRUE	JV2E	758		D758	2	2
9	1	TRUE	JV2E	758		D758	2	3

Shading has been added to help compare the template clipping with the eMARS clippings just above. The orange shading reflects **Vendor Line #1** and the template is telling eMARS that it has two accounting lines. The blue shading is the template telling eMARS that the second **Vendor Line** has three **Accounting Lines**. The remainder of the columnar information reflected on those lines on the template would be no different than the codes utilized for each had this document, instead, been entered directly onto eMARS instead of using *UPDOCS*.

No matter the type of document, all *Line Numbers* must be listed in order from lowest value to highest.

The First Four Rows

The first four rows of a template (#'s 1, 2, 3 & 4) should never be deleted or modified. They have the following purposes:

1. Row #1 reflects the hierarchy levels of the document code for that template (see the subsequent chapter [Distinguishing Between Like-named Fields](#) for more information on Row #1)
2. Row #2 is a hidden row that reflects the specific eMARS table that the template information will be recorded against.
3. Row #3 is identical in purpose to that of Row #2. Sometimes the row value on either Row #2 or Row #3 will be null, but never for both rows in any one column.
4. Row #4 is the field object name corresponding to its slot on the eMARS table(s).

The Other Columns (and rows and fields)


As mentioned previously, the number and nature of the columns in a given template will vary by document code. Some important things to remember:


- ✚ It is not required that all fields in all columns reflect a value. For instance, if a transaction does not have a *Major Program Code* or a *Task Code* associated with it, just leave that column blank.
- ✚ Do not delete any columns that reflect required fields or any columns that have a hierarchy title (ie, *Header*, *Vendor*, *Accounting*, etc) reflected in Row 1. However, other columns that have unnecessary field information may be removed from the saved template.
- ✚ Field information will infer. If an entry is made in either the *Program Code* or *Vendor Code* template columns, the associated *Major Program Code* and *Vendor Legal Name/Address* will infer during the upload and populate the transaction accordingly.
- ✚ There should be no empty rows between rows within the template. Row #5 will always be the first row of entry, and every row after that should contain information until there are no more transactions to create.
- ✚ Rows 1 - 4 should never be deleted.
- ✚ Dates have to be *MM/DD/YYYY*.
- ✚ When entering values for *Description* fields, be sure not to exceed the character count limit on that field. This shouldn't be an issue with the *Extended Description* fields, but other description fields have abbreviated character limits.
- ✚ If entering a value for a **State**, the two-character abbreviation is always used.
 - If a *Vendor Code* is entered on the template, then there is no reason to enter a value in the *State* column, because the value will infer.
 - If the *State* field in a transaction is a dropdown box, then the numerical value as explained in the next bullet point should be entered, instead.
- ✚ If an eMARS transaction field is a dropdown box, a numerical value will be the response, not the actual text value of that selection. For instance, the example below is a partial image of a Travel Payment (TP) document. Note the field for *Type of Payment* and *Purpose of Travel*. They both require a selection from a dropdown box. If the purpose of travel for this transaction were "Field Visits," the


value entered onto the template would, instead, be **8**, because *Field Visits* is the eighth value on the list.

- Also note the “provide list of values” green arrows for *Cited Authority* and *Bank Account*. These are not dropdown boxes.

Pre-Processing Allowed:

Cited Authority: 

Bank Account: 

Type of Payment: 

Purpose of Travel:

Meeting
 Training
 Conference/Seminar
 Other
 Court Appearance
 Investigations
 Testing
 Field Visits
 Audits

Travel Departure Date:

Travel Departure Time:

Travel Return Date:

Travel Return Time:

Reimbursable Expense Total: \$0.00

Distinguishing between like-named fields

Some transactions have identical fields on different levels of the transaction hierarchy. For instance, the *Budget FY* and *Fiscal Year* fields are located on both the transaction header and the accounting line level, which means that two different column headers will have that exact language.

To distinguish between the two column headers, refer to **Row 1** of the template. In the example below, compare the two (partial) screen clippings for *Budget FY* and *Fiscal Year* on a **JV2E template**.

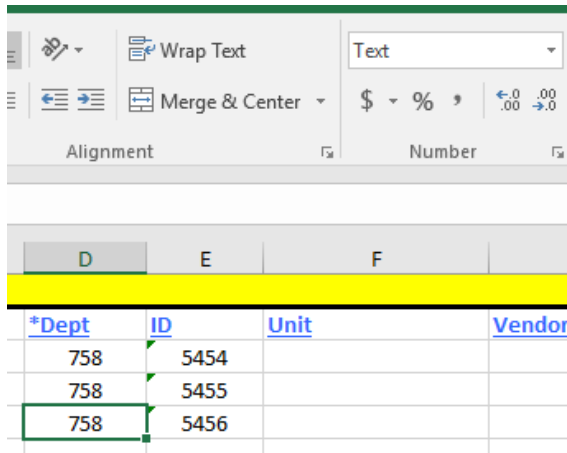
	A	B	C	D	E	F	G	H	I	J	K	L	
1	Header												
4	*Spreadsheet Doc Id	Auto Numbering	*Code	*Dept	ID	Unit	Vendor Line No	Accounting Line No	Document Name	Record Date	Budget FY	Fiscal Year	Pe
5													

	CB	CC	CD	CE	CF	CG	
1	Accounting						
4	Event Type	Accounting Template	Line Description	Line Amount	Budget FY	Fiscal Year	Pe
5							

Row 1 is a series of merged cells that correspond to the different hierarchy levels of that particular template’s document code. See how the *Budget FY* and *Fiscal Year* headers in **Columns K & L** fall under the **Row 1** “Header” value, and those falling in **Column CF & CG** of second clipping fall under the **Row 1** “Accounting” value.

Everything in Text format

EMARS will only read the template upload if it is in **Text format**. This includes numerical values. It is not as simple to convert numbers to text as it is non-numerical values. For instance, in the following example, the column for *Dept* and *ID* both reflect numerical values, but only those values in the **ID column** are truly numbers.



Note how Excel states that the value for “758” (in *Column D*) is **Text** (see: top-right corner of the clipping). However, that value is not truly a text value unless the tiny green triangle appears in the top left hand corner of the cell (as displayed in *Column E*). That green arrow is a warning message that the numerical value in that cell is formatted as text.

If a numerical value uploaded to eMARS via an *UPDOCS* template is not in text format, eMARS will drop the decimal point values from the number upon upload.

Uploading the template to eMARS and creating an eMARS transaction

Return to the *UPDOCS* screen in the same way it was accessed when obtaining a download of the template.

First...

eMARS 3.11 Production

Page Search

- Message Center
- Search
 - Page Search**
 - Document Catalog
 - eMARS Reporting
- History
- Favorites
- Administration

Category :

Page Type :

Description : *

Page Code : *UPDOCS*

[Browse](#) [Clear](#)

	Description	Page Code
✓	Upload Document Spreadsheet	UPDOCS

First Prev Next Last

And then...

Upload Document Spreadsheet

[Browse](#) [Clear](#)

Create Date :

Create User ID :

File Name :

	Date	User ID	File Name	Status	View Logs
✓	9/27/2019 2:19:42 PM	XGJ0030	Copy of temp payments KITS by LAB 58842-58905 09-24.xlsx	Completed	View logs
	9/27/2019 2:04:31 PM	XRJ0145	Temp UPDOC Upload.xlsx	Completed	View logs
	9/27/2019 12:21:25 PM	JWS0540	PRC COUNTY ATTORNEY UPDOC.xlsx	Completed	View logs
	9/27/2019 11:15:41 AM	XGJ0030	Copy of temp payments KITS by LAB 58526-58553 09-20.xlsx	Completed	View logs
	9/27/2019 10:54:48 AM	JSW0049	2019 KY EEO Conf_IET_2.xlsx	Completed	View logs
	9/27/2019 10:45:28 AM	JJS1270	Milestone 09.26.19.xlsx	Completed	View logs
	9/27/2019 10:11:19 AM	ZNB0001	8_08-08-19_ATT-eMARS Upload-NEW_09-2619.xlsx	Completed	View logs
	9/27/2019 9:57:11 AM	ZNB0001	8_08-22-19_VER-eMARS Upload_9-18-2019.xlsx	Completed	View logs
	9/27/2019 9:51:33 AM	XRJ0145	gal02.11.19.xlsx	Completed with Error	View logs
	9/27/2019 9:07:28 AM	ZJH0013	PRC for August 2019 CSAEP Medical Grant Payments.xlsx	Completed	View logs

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[Upload Spreadsheet](#) [Document Upload Template](#)

Select *Upload Spreadsheet*.

This opens a standard window to browse for the template spreadsheet. Select the template just completed.

Upload Spreadsheet

[Upload](#) [Cancel](#)

Spreadsheet File :

*Code : JV2E

Submit Document :

Bypass Approvals :

Apply Overrides :

Bypass ADNT Req. Check? :

Enter the *Document Code* pertaining to this template. In this example, a JV2E template has been selected for upload.

Leave the other four options un-checked.

Select *Upload*.

Now the uploaded template shows in the spreadsheet table. In this example, it is the top line-item.

1 of 2 | [View All](#) | Uploaded file has been queued for processing successfully. Click on ...

Upload Document Spreadsheet

[Browse](#) [Clear](#)

Create Date :

Create User ID :

File Name :

	Date	User ID	File Name	Status	View Logs
✓	10/1/2019 5:10:19 PM	MST0384	My sample UPDOCS JV2E Template.xlsx	In Process	View logs
	10/1/2019 4:59:07 PM	MST0384	My sample UPDOCS JV2E_Template.xlsx	Completed with Error	View logs
	9/30/2019 2:41:36 PM	NPJ0100	Copy of PRC_Template - Test Copy2.xlsx	Completed	View logs
	9/30/2019 2:40:44 PM	NPJ0100	Copy of PRC_Template - Test Copy2.xlsx	Completed	View logs
	9/30/2019 2:37:36 PM	NPJ0100	Copy of PRC_Template - Test Copy2.xlsx	Completed	View logs
	9/30/2019 2:36:42 PM	NPJ0100	Copy of PRC_Template - Test Copy2.xlsx	Completed with Error	View logs
	9/30/2019 2:34:29 PM	NPJ0100	Copy of PRC_Template - Test Copy2.xlsx	Completed with Error	View logs
	9/30/2019 11:11:24 AM	NPJ0100	Copy of PRC_Template MGA_8-2019 (test).xlsx	Completed	View logs
	9/27/2019 2:36:57 PM	NPJ0100	Copy of PRC_Template MGA_8-2019 (test).xlsx	Completed	View logs
	9/27/2019 2:35:36 PM	NPJ0100	Copy of PRC_Template MGA_8-2019 (test).xlsx	Completed	View logs

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[Upload Spreadsheet](#) [Document Upload Template](#)

The status of “In Process” indicates that the transaction has yet to go through the finalization process. Selecting *View Logs* brings up the specific document information pertaining to the transaction created by eMARS via the template upload.

Spreadsheet Upload Log

▼ Summary

Total Documents: 1 File Name: My sample UPDOCS JV2E Template.xlsx
 No Phase: 0 Create Date: 10/01/2019 05:10:21 PM
 Draft: 1 Create User ID: MST0384
 Pending: 0
 Final: 0

[Browse](#) [Clear](#)

Spreadsheet Doc ID : Phase :
 Dept : Status :
 ID :

Spreadsheet Doc ID	Code	Dept	ID	Version	Phase	Status
✓ 1	JV2E	758	2000000575	1	Draft	Held

First Prev Next Last

[Document Messages](#)

Document Messages is the first spot to check for errors. In the above example, there were no errors, but a second file, uploaded with incorrect **Document Department** and **Document Unit** information, returns this on the *Document Messages* screen:

Document Message

Document	Message Code	Message Text	Severity Level	Override Level	Last Modified Date
✓ JV2E.785.2000000574	A1572	Unit entered is either invalid, inactive or not within the effective date range. (A1572)	Severe	0	10/1/19

First Prev Next Last

[Search](#) 🔍

▼ Document Information

Doc Type : ABS	Version : 0
Doc Code : JV2E	Vendor Line :
Doc Dept : 785	Commodity Line :
Doc Unit : D785	Accounting Line :
Doc ID : 2000000574	Posting Line :
Document Phase :	
Document Function :	
Document Status :	
User ID : MST0384	
Last Modified Date : 10/1/19	

▼ Message Information

Component Name : DOC_HDR	Message Code : A1572
Attribute Name :	Message Text : Unit entered is either inv
Attribute Value :	Explanation : The element entered is either
Override Level : 0	invalid, inactive or not within the
	effective date range

In this example, the error was so severe that eMARS never truly created the document. As can be seen in the above example, an *ID Number* was assigned to the transaction, but the *Document Phase, Function and Status* are all null fields, which indicates the

transaction was never created, and the uploader will need to fix the error in their template and re-upload.

The other place to find errors is within the document itself.

Once the transaction has been created on eMARS, it is treated as any other transaction found on the accounting system. Selecting the *Document ID* takes the user into the transaction.

Cash Expenditure Correction(JV2E) Dept: 758 ID: 2000000575 Ver.: 1 Function: New Phase: Draft Modified by MST0384 , 10/01/2019

Header

General Information Payee Additional Amounts Extended Description Contact Document Information

Document Name: DSS TEST Bank Account: GA

Record Date: Replacement:

Budget FY: 2020 Contract Withholding Exempt:

Fiscal Year: 2020 Cited Authority:

Period: Actual Amount: \$0.00

Document Description: DSS TEST

List View

Selecting **Edit** allows changes to be made to the transactions. Supporting documentation can be attached to the header, if desired. Additional information can be entered into fields.

Cash Expenditure Correction(JV2E) Dept: 758 ID: 2000000575 Ver.: 1 Function: New Phase: Draft Modified b

Header

General Information Payee Additional Amounts Extended Description Contact Document Information

Extended Description: I AM ADDING THIS DESCRIPTION AFTER THE UPLOAD|

And modifications to various eMARS codes can be executed. At this point, this is just like any other eMARS transactions.

It was mentioned previously that there were two resources to check for errors. The second of those resources is the **Validation** function, no different than preparing any other eMARS transaction to submit for approval and finalize.

In this instance, an incorrect *Event Type* was entered on the template upload.

Severity	Component	Line Number	Override	Message
Severe	DOC_ACTG	VEND Line 1 ACTG Line 1	---	Event Type entered on Accounting Line no longer exists on Event Type. (A1605)
Error	DOC_ACTG	VEND Line 1 ACTG Line 1	---	The Document type, Document Code and Event Type Identifier does not exist on the Document Allowable Event Type Table. (A1714)
Error	DOC_COA	VEND Line 1 ACTG Line 1	(Req. : 8 Avail. : 0)	The Event Type Identifier does not exist on the Event Type Table. (A761)

Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Reference
1	\$1.00		\$0.00	\$1.00
2	(\$1.00)		\$0.00	(\$1.00)

From 1 to 2 Total: 2

A quick change of the *Event Type*...

Choose

[Browse](#) [Clear](#)

Event Type : Event Type Name :

	Event Type	Event Type Name
Select	GA01	Cash Expenditure Correction
Select	XXIE	Internal Cash Expd/Expense Correction

[Cancel](#) [First](#) [Previous](#) [Next](#) [Last](#)

... results in a new, and successful, validation process.

[View All](#) 1 of 1 | Document validated successfully

Cash Expenditure Correction(JV2E) | Dept: 758 | ID: 2000000575 | Ver.: 1 | Function: New | Phase: Draft

Header			
Vendor	Vendor Line: 1	Vendor Customer:	Legal Name:
Accounting		Total Lines: 2	Accounting Line: 1
		Line Amount: \$1.00	

Accounting Line	Line Amount
1	\$1.00
2	(\$1.00)

From 1 to 2 Total: 2

Submitting the transaction for approval will send it through the appropriate workflow process no different than any other JV2E transaction.

Once approved, eMARS will update the appropriate tables based on the transaction coding.

END