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| **Message** | **Screen or Template** | **What the Message Means** | **Action the User Takes** | **Where to Go for More Information** |
| "&1" exceeds maximum length of &2 by &3 characters. | All ADD\_ & MOD\_ templates | The description you entered exceeds the maximum length allowed by the number of characters given. | Shorten the description length by the number of characters indicated. | See the Comment box in the column header of the template for details on data requirements. For maximum description lengths for each segment and a list of suggested abbreviations, see the CoA Naming Conventions document in the CSMA User Guide. |
| "&1" is an invalid value type for this value. | ADD\_ORG, ADD\_ACT\_PARENT\_B GTONLY, ADD\_FUND\_NONRSO, ADD\_ROOT\_PARENT\_ BGTONLY | In attempting to ADD a new value, you have selected a value type that does not apply to the range in which the value you have requested falls. For example, you requested a value in a parent range S1234-S1239, but entered "B" (Budget-only) in the *Value Type* column. | Either change the value to match the value type or vice versa, then resubmit the record. | See Type of Value in the CSMA Field Guide for details on value types. See Parent Segment Values for information on parent ranging and naming conventions. Both documents are available in the CSMA User Guide. |
| "HUIDMISS" expected in Univ ID | ADD\_ROOT\_FAC, MOD\_ROOT | You have tried to submit a request to ADD or MODIFY a child faculty root value in which you supplied data in the *Description* column, but left the *University ID* column blank. | Either remove the data from the *Description* field, or enter "HUIDMISS" in the *University ID* field. | See the Comment box in the column header of the template for details on data requirements. |
| &1 does not conform to number precision of &2. | ADD\_RSO\_FUND, ADD\_ROOT\_BLDG | You have entered an amount in a numeric field that is either less than the minimum amount allowed (usually 0 in CSMA) or greater than the maximum allowed. For example, you would get this error if you entered 100.25 in the *Prior Year Transfer %* field on the ADD\_FUND\_RSO template. | Change the amount entered to adhere to the requirement. | See the Comment box in the column header of the template for details on data requirements. |
| &1 is an invalid value in value set: "&2". | all | You have submitted an attribute code that is not found in the list of valid values for that attribute. For example, you have tried to enter an *A21 Classification* attribute "A55" in the A-21 field for your OIS activity. | Select a value that is appropriate for the field you are populating and resubmit the record. | See the CSMA Field Guide for formatting requirements for CSMA attributes. If unsure about a code, you can always enter the record you're having trouble with through the CSMA screens instead of Batch. |
| All &1 record(s) in the batch file <br> "&2/Batch ID=&3" <br> were successfully validated and uploaded to CSMA. Request IDs assigned to each record may be obtained by running the Batch Summary Report using the Batch ID indicated above as a report parameter. | CSMA Batch Upload web page | You have submitted a batch file to the CSMA Batch Upload screen with the *File Fail on Error* flag set to "Y" and the import process has successfully imported all the records in your file. | Run the Batch Summary Report to confirm request IDs assigned to each record in your file, along with the initial status for each request. | See Submit Batch Requests work instruction on ABLE. |

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| **Message** | **Screen or Template** | **What the Message Means** | **Action the User Takes** | **Where to Go for More Information** |
| An open request for this value already exists. | All templates | You cannot submit this type of request for this value because an open request containing this value has already been submitted. | 1) Select another value; or 2) look up the existing request in Manage/View and either cancel it (if it's not subject to approval) or contact the approver to reject it (if it is subject to approval). Once the existing request is closed, you may submit your request. | See the CSMA Manage/View work instruction to review the existing request. Run the Value Finder report to identify another value. |
| Building information only allowed for building type Root. | MOD\_ROOT | On a request to modify a faculty root value, you have entered information in one of the following building-root-only columns: *Bldg ID* , *Bldg Asset Owner* , or *Bldg Primary Use.* | Remove the data from the columns (if the value really should be a faculty root) or change the value to a building root value. | See the comments embedded in the header field for the attribute on the template. |
| Cannot add or modify this value. | ADD\_SUB, MOD\_SUB | You have tried to initiate a request to ADD or MODIFY default subactivity 0000. This action is not valid. | Check the value. If the action is still desired, contact Client Services for help. | See the CSMA SUBACTIVITY work instruction for restrictions on the subactivities you may submit. |
| Cannot choose '00' for A21 when activity type is 'I' or 'S'. | ADD\_ACT\_OIS & MOD\_ACT\_NonCIP | You have tried to add or modify an ACTIVITY segment value and have entered the value 00 (Unspecified) in the *A21 Classification* attribute column. This A-21 code is not valid for these ranges. | Choose a valid A-21 code and resubmit the request. | See the OMB A-21 Definitions page on ABLE. |
| Cannot disable values used as defaults for chart. | DIS\_ALL | You have tried to initiate a request to DISABLE a value that is used as a default in central GL processing (e.g., a tub-level org). | Check the request type and value. If the action is still desired, contact Client Services for help. | See the Disabling Segment Values in CSMA work instruction or, for unspecified subactivity (0000) requests, the CSMA SUBACTIVITY work instruction. |
| Can't delete contents of required field. | MOD\_ROOT | You have tried to submit a request to MODIFY a faculty root value for which you populated the required attribute column *University ID* with the text string "NULL". The *University ID* field is a required field for faculty root values and can therefore never be set to null. | Either delete the "NULL" entry from the field, leaving the field empty, or change the field contents to a valid selection. | See the comments embedded in the header field for the attribute on the template. A field designated as "optional" may be set to null (blank), while one designated as "required" may not be. |
| Column not allowed with current or prior year transfer type. | ADD\_FUND\_RSO | You have tried to submit a request to ADD an RSO fund value for which you indicated that the first activity to the fund will be a Transfer (by entering "T" in the *First Activity Type* field) and the *Prior Year Transfer Type* will be "N" (N/A), but you also entered data in one or more of the following columns: *Transfer To Org, Transfer From Org,* or *Transfer Effective Date.* These columns are only allowed when the *Prior Year Transfer Type* is "P" (Partial) or "F" (Full). | Either change the *Prior Year Transfer Type* to "P" or "F", or delete the data from the *Transfer To Org* , *Transfer From Org* , and/or *Transfer Effective Date* columns as applicable and resubmit the request. | See the Comment box in the column header of the template for details on data requirements. |

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| **Message** | **Screen or Template** | **What the Message Means** | **Action the User Takes** | **Where to Go for More Information** |
| Cross Tub flag must be 'Y' or 'N'. | All ACTIVITY and FUND  templates (both ADD and MOD) | You have entered a value other than "Y" or "N" in the *Cross-Tub Flag* field. | Update the value to "Y" or "N", or leave the contents of the field blank and CSMA will default it to "N" on import. | See the Comment box in the column header of the template for details on data requirements. |
| Current and prior year transfer type must both be entered. | ADD\_FUND\_RSO | You have tried to submit a request to ADD an RSO fund value in which you indicated that the first activity to the fund will be a Transfer (by entering "T" in the *First Activity Type* field), but you did not enter data in one or both of the *Current Year Transfer Type* and *Prior Year Transfer Type* columns. Both fields must be completed if the *First Activity Type* field = "T". | Either populate the *Current Year Transfer Type* and/or *Prior Year Transfer Type* columns, or change the *First Activity Type* column to "G" (Gift) or "P" (Pledge). After taking either step you may resubmit the request. | See the Comment box in the column header of the template for details on data requirements. |
| Current year transfer type and prior year transfer type cannot both be 'N'. | ADD\_FUND\_RSO | You have tried to submit a request to ADD an RSO fund value for which you indicated that the first activity to the fund will be a Transfer (by entering "T" in the *First Activity Type* field), but you also entered "N" (N/A) in both the *Current Year Transfer Type* and *Prior Year Transfer Type* columns. This combination is not valid. | Either change the *Current Year Transfer Type* or *Prior Year Transfer Type* to "P" or "F", or change the *First Activity Type* column to "G" (Gift) or "P" (Pledge) and delete the data from the *Current Year Transfer Type* or *Prior Year Transfer Type* columns. After taking either step you may resubmit the request. | See the Comment box in the column header of the template for details on data requirements. |
| Debt flag must be 'Y' if interest rate type is present. | ADD\_ACT\_BS | You have tried to submit a request to ADD a balance sheet activity value for which you entered "N" in the *Debt Flag* field and also entered data in the *Interest Rate Type Code* field. | Either set the *Debt Flag* to "Y" or remove the data from the *Interest Rate Type Code* field and resubmit the record. | See the Comment box in the column header of the template for details on data requirements. |
| Debt terms is required when interest rate code is '01'. | ADD\_ACT\_CIP, MOD\_ACT\_CIP | You have tried to initiate a request to ADD or MOD a CIP activity in which you have changed the *Interest Rate Type Code* to "01" (Project Closed), but have not entered a *Debt Terms* code. You must provide *Debt Terms* if you enter the *Interest Rate Type Code* "01". | Either enter a valid Debt Term in that field or enter a value other than "01" in the *Interest Rate Type Code* field. | See the Comment box in the column header of the template for details on data requirements. |
| Debt terms not allowed except when interest rate code is '01'. | ADD\_ACT\_CIP, MOD\_ACT\_CIP | You have tried to initiate a request to ADD or MOD a CIP activity in which you have entered a *Debt Terms* code, but have not changed the *Interest Rate Type Code* to "01" (Project Closed). The *Interest Rate Type Code* must be "01" before a *Debt Term* can be associated with the value. | Either enter "01" in the *Interest Rate Type Code* field, or erase the contents of the *Debt Terms* field. | See the Comment box in the column header of the template for details on data requirements. |

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| **Message** | **Screen or Template** | **What the Message Means** | **Action the User Takes** | **Where to Go for More Information** |
| Description not valid when Univ Id <> HUIDMISS. | ADD\_ROOT\_FAC, MOD\_ROOT | You have tried to submit a request to ADD or MODIFY a faculty root value in which you supplied a valid 8-digit Harvard University ID number in the *University ID* column, but also entered data in the *Description* column. The *Description* column should only be completed when the *University ID* = HUIDMISS. | Either remove the data from the *Description* field, or enter "HUIDMISS" in the *University ID* field. | See the Comment box in the column header of the template for details on data requirements. |
| Description required when Univ ID = HUIDMISS. | ADD\_ROOT\_FAC, MOD\_ROOT | You have tried to submit a request to ADD or MODIFY a faculty root value in which you supplied the string "HUIDMISS" in the *University ID* column, but left the *Description* column blank. | Either enter data in the *Description* field, or enter a valid Harvard University ID in the *University ID* field. | See the Comment box in the column header of the template for details on data requirements. |
| Entry of this field only allowed with partial current transfer type. | ADD\_FUND\_RSO | You have tried to submit a request to ADD an RSO fund value for which you indicated that the first activity to the fund will be a Transfer (by entering "T" in the *First Activity Type* field) and the *Current Year Transfer Type* will be "F" (Full) or "N" (N/A), but you also entered data in one of the *Gift ID* or *Gift Amt* columns. These columns are only allowed when the *Current Year Transfer Type* is "P" (Partial). | Either change the *Current Year Transfer Type* to "P" or delete the data from the *Gift ID* or *Gift Amt* columns as applicable and resubmit the request. | See the Comment box in the column header of the template for details on data requirements. |
| Gift or Pledge amount not allowed with transfer. | ADD\_FUND\_RSO | You have tried to submit a request to ADD an RSO fund value for which you indicated that the first activity to the fund will be a Transfer (by entering "T" in the *First Activity Type* field), but you also entered data in the *First Activity Amount* field. *First Activity Amount* only applies when the *First Activity* to the FUND will be either "G" (Gift) or "P" (Pledge). | Change the *First Activity Type* to either "G" (Gift) or "P" (Pledge), or remove the data from the *First Activity Amount* field(s) and resubmit the request. | See the Comment box in the column header of the template for details on data requirements. |
| If you enter a gift id, you must also enter a gift amount; if you enter a gift amount, you must also enter a gift id. | ADD\_FUND\_RSO | You have tried to submit a request to ADD an RSO fund value for which you indicated that the first activity to the fund will be a Transfer (by entering "T" in the *First Activity Type* field) and the *Current Year Transfer Type* will be "P" (Partial), but you have also populated a *Gift ID* field and forgotten to populate that gift ID's associated *Gift Amt* , or you have populated a *Gift Amt* and forgotten to populate that *Gift Amt* 's associated *Gift ID* field. | Populate the appropriate *Gift ID* or *Gift Amt* field as applicable. | See the Comment box in the column header of the template for details on data requirements. |

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| **Message** | **Screen or Template** | **What the Message Means** | **Action the User Takes** | **Where to Go for More Information** |
| Interest Rate not allowed when debt flag = 'N'. | ADD\_ACT\_BS | You have tried to initiate a request to ADD a balance sheet activity in which you have entered "N" in the *Debt Flag* field, but have entered data in the *Interest Rate Type Code* . An *Interest Rate Type Code* is not allowed for balance sheet activity requests when the *Debt Flag* is set to "N". | Either set the *Debt Flag* field to "Y" or erase the contents of the *Interest Rate Type Code* . | See the Comment box in the column header of the template for details on data requirements. |
| Interest rate required when debt flag  = 'Y'. | ADD\_ACT\_BS | You have tried to initiate a request to ADD a balance sheet activity in which you have entered "Y" in the *Debt Flag* field, but have left the *Interest Rate Type Code* field blank. An *Interest Rate Type Code* is required for balance sheet activity requests when the *Debt Flag* is set to "Y". | Either set the *Debt Flag* field to "N" or enter the *Interest Rate Type Code* from your approved Debt Financing Request form. | See the Comment box in the column header of the template for details on data requirements. |
| Invalid cross validation: "&1". | ADD\_FUND\_RSO, ADD\_FUND\_NONRSO, MOD\_FUND | The values you have entered in the *Gift or Interest* or *Treasurer's Distribution Override* fields, when used in combination with the fund and owning tub value, do not pass cross- validation rules (CVRs). | Either (1) edit the *GIO* or *TDO* values or,  (2) if the values are correct but violate a CVR, submit a request to Client Services to loosen the rule. After Client Services confirms that the CVR has been loosened, resubmit the request. | See the CSMA RSO FUND work instruction as well as the Gift or Interest Override (GIO) Purpose & Use and/or Treasurer's Distribution Override (TDO) Purpose & Use sections of the CSMA User Guide. |
| Invalid local attribute 1: "&1". | All except OBJECT | You have submitted an attribute code that is not found in the list of valid *Local Attribute 1* values for that attribute. For example, you have tried to enter a *Local Attribute 1* code of DSS, when that code does not exist in the local attribute 1 value set established for your owning tub. | Select a valid *Local Attribute 1* code and resubmit the record or contact Client Services to add or re-enable the code in your list of valid local attribute 1 values. | See the CSMA Field Guide for formatting requirements for CSMA attributes. If unsure about a code, you can always enter the record you're having trouble with through the CSMA screens instead of Batch.  Also, see the Maintaining Chart Attribute Value Sets section of the CSMA User Guide for information on adding codes to local attribute 1 value sets. |
| Invalid local attribute 2: "&1". | All FUND templates (both ADD & MOD) | You have submitted an attribute code that is not found in the list of valid *Local Attribute 2* values for that attribute. For example, you tried to enter a *Local Attribute 2* code of DSS, when that code does not exist in the local attribute 2 value set established for your owning tub. | Select a valid *Local Attribute 2* code and resubmit the record, or contact Client Services to add or re-enable the code in your list of valid local attribute 2 values. | See the CSMA Field Guide for formatting requirements for CSMA attributes. If unsure about a code, you can always enter the record you're having trouble with through the CSMA screens instead of Batch.  Also, see the Maintaining Chart Attribute Value Sets section of the CSMA User Guide for information on adding codes to local attribute 2 value sets. |

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| **Message** | **Screen or Template** | **What the Message Means** | **Action the User Takes** | **Where to Go for More Information** |
| Invalid number format : "&1". | All FUND templates, all ACTIVITY templates, BLDG ROOT templates | You have submitted a number in the indicated line and column that does not conform to the numeric formatting for the field. Numbers submitted to the batch must not include commas, dollar signs, or other formatting; they should be submitted as a simple series of digits. For example, a *Gift or Pledge Amount* of $10,123.40 should be submitted to batch as 10123.40. | Remove the additional characters and resubmit the record. | See the Comment box in the column header of the template for details on data requirements. See CSMA Field Guide for formatting requirements for CSMA attributes. |
| Invalid segment length : &1. | All templates | The value you entered has too few or too many characters for the selected segment type. | Check the segment type and the value you entered. | Segment Type # of Characters: ORG = 5  FUND = 6  ACTIVITY = 6  SUBACTIVITY = 4  ROOT = 5 |
| Invalid Template Name: "&1". <br> Download proper template. | CSMA Batch Upload screen | The name of the template that you are attempting to upload does not match the list of supported CSMA Batch templates. | Download a supported template from the CSMA Batch Upload page. | See the Submit Batch Requests work instruction on ABLE. |
| Invalid transactional value. | ADD\_RSO\_FUND | You have tried to submit a request to ADD an RSO fund value for which you indicated that the first activity to the fund will be a Transfer (by entering "T" in the *First Activity Type* field), but the value you have entered in either the *From Fund* , *Transfer To Org* , or *Transfer From Org* field is a budget-only value and therefore not valid for transacting. | Please select a transactional value for the field and resubmit the record. | You can run either the CoA Listing or the Value Finder report in CREW to obtain a current list of budget-only or transactional child values for a particular segment. |
| Invalid Univ ID. | ADD\_ROOT\_FAC, MOD\_ROOT | You have tried to submit a request to ADD or MODIFY a faculty root value in which you supplied a value in the *University ID* column that does not exist in the Oracle table that CSMA uses to validate entries. | Check the value you have supplied in the *University ID* field. If the value is incorrect, update it and resubmit the request. If the value is correct, it may mean that the Oracle table has not yet been updated with the new employee by the feed from PeopleSoft. Wait 24 hours and resubmit the request. If CSMA still does not recognize the value, contact your Applications Administrator. | See the Comment box in the column header of the template for details on data requirements. |
| Invalid version of template (&1). <br> Download proper version. | CSMA Batch Upload screen | The version of the template that you are attempting to upload does not match the list of supported CSMA Batch templates. | Download a supported template from the CSMA Batch Upload page. | See the Submit Batch Requests work instruction on ABLE. |

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| **Message** | **Screen or Template** | **What the Message Means** | **Action the User Takes** | **Where to Go for More Information** |
| Must have contact name when not initiated by RSO and fund type is 'UE' or 'RE' and terms attached is 'N'. | ADD\_FUND\_RSO | While submitting an endowment fund ADD request on the template, you have NOT entered data in the *Name of Contact Wkg on Terms* field after you have indicated "N" in the *Chart Action*  *@ RSO Req?* and the *Terms Attached* columns. RSO requires the name of the tub contact working with the donor in cases where they don't have documentation of the request and the endowment's terms have not been established. | Either change the *Chart Action @ RSO Req?* and *Terms Attached* columns to "Y", or enter data in the *Name of Contact Wkg on Terms* field. | See the Comment box in the column header of the template for details on data requirements. |
| Must have terms attached when not initiated by RSO and fund type is 'UE' or 'RE'. | ADD\_FUND\_RSO | While submitting an endowment fund ADD request on the template, you did not enter data in the *Terms Attached* field after indicating "N" in the *Chart Action @ RSO Req?* column. Entering "N" in the *Chart Action @ RSO Req?* means that the RSO does not know about the request and therefore does not yet have terms in hand. You must indicate to RSO whether you have documentation of the terms ("Y") or are still working on them ("N") at the time you submit your request. | Either change the *Chart Action @ RSO Req?* column to "Y", or enter "Y" or "N" in the *Terms Attached* field. | See the Comment box in the column header of the template for details on data requirements. |
| Must have transfer amount or percent  -- not both. | ADD\_FUND\_RSO | While entering RSO fund transfer information on an ADD request for which a partial prior year transfer will be required, you entered both a transfer amount and a percentage. You must enter one or the other. | Enter either a prior year transfer amount or a percentage. | See the CSMA RSO FUND work instruction. |
| Must use gift id 1, 2, and 3 in correct order. | ADD\_FUND\_RSO | You have tried to submit a request to ADD an RSO fund value for which you indicated that the first activity to the fund will be a Transfer (by entering "T" in the *First Activity Type* field) and the *Current Year Transfer Type* will be "P" (Partial), but you did not populate the *Gift ID* and *Gift Amt* fields in the correct order (for example, you populated *Gift ID/Amt2* and forgot to populate *Gift ID/Amt1* , or you populated *Gift ID/Amt1* & *3* and forgot to populate *Gift ID/Amt2* ). | Populate the appropriate *Gift ID* or *Gift Amt* field as applicable. | See the Comment box in the column header of the template for details on data requirements. |
| No change on modified description. | All MOD templates. | You have tried to initiate a change to a value's description, but the description you entered in the *Change Oracle Description To* field matches what's already in Oracle. | Either cancel the request or enter a new description in the *Change Oracle Description To* field. | You can run either the CoA Listing Report or the Value Finder report in CREW to obtain a current list of available and unused values (and their current Oracle descriptions) for a particular segment. |

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| **Message** | **Screen or Template** | **What the Message Means** | **Action the User Takes** | **Where to Go for More Information** |
| No change to value: "&1". | All MOD\_ Templates | You have tried to initiate a change to a value's attribute, but the data you entered in the field matches what's already in Oracle. | Change the contents of the field so that the request will result in an updated attribute or forego the request. | You can run the CoA Listing report to obtain a current list of values (and their current Oracle attributes) for a particular segment. |
| No contact name allowed when initiated by RSO. | ADD\_FUND\_RSO | While submitting an endowment fund ADD request on the template, you have entered data in the *Name of Contact Wkg on Terms* field after indicating "Y" in the *Chart Action @ RSO Req?* column. Entering "Y" in the *Chart Action @ RSO Req?* means that the RSO knows about the request and already has terms in hand; therefore, they do not need the name of a tub contact to resolve terms. | Either change the *Chart Action @ RSO Req?* column to "N", or remove the data in the *Name of Contact Wkg on Terms* field. | See the Comment box in the column header of the template for details on data requirements. |
| No contact working on terms allowed here. | ADD\_FUND\_RSO | While submitting an RSO gift or student loan fund ADD request on the template, you have entered data in the *Name of Contact Wkg on Terms* field. The *Name of Contact Wkg on Terms* field only applies to endowments. | Check the value. If it should be an endowment fund, update it; otherwise, remove the data from the *Name of Contact Wkg on Terms* field. | See the Comment box in the column header of the template for details on data requirements. |
| No data exists in &1 | All | You have not entered data in a required field. | Enter the required data and resubmit the request. | See the Comment box in the column header of the template for details on data requirements. |
| No Interest Rate allowed if debt flag = 'N'. | ADD\_ACT\_BS | You have tried to submit a request to ADD a balance sheet activity value for which you entered "N" in the *Debt Flag* field and also entered data in the *Interest Rate Type Code* field. | Either set the *Debt Flag* to "Y" or remove the data from the *Interest Rate Type Code* field and resubmit the record. | See the Comment box in the column header of the template for details on data requirements. |
| No terms attached allowed when initiated by RSO. | ADD\_FUND\_RSO | While submitting an endowment fund ADD request on the template, you entered data in the *Terms Attached* field after you indicated "Y" in the *Chart Action @ RSO Req?* column. Entering "Y" in *Chart Action @ RSO Req?* means that the RSO knows about the request and already has terms in hand; therefore, they do not need documentation to resolve the terms. | Either change the *Chart Action @ RSO Req?* column to "N", or remove the data in the *Terms Attached* field. | See the Comment box in the column header of the template for details on data requirements. |

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| **Message** | **Screen or Template** | **What the Message Means** | **Action the User Takes** | **Where to Go for More Information** |
| No value allowed for this column with a parent coa value. | ADD\_ACT\_PARENT\_B GTONLY, MOD\_ACT\_NonCIP, ADD\_FUND\_NONRSO, MOD\_FUND, ADD\_ROOT\_PARENT\_ BGTONLY, MOD\_ROOT | In attempting to initiate a request to ADD or MODIFY a parent value, you have entered data in an attribute column that does not apply to parent values. For example, you entered "Y" in the *Cross-Tub Flag* while trying to enter a new parent ACTIVITY value. | Remove the data from the field, or change the value to fall into a range in which the attribute applies, and resubmit the request. | See the comments embedded in the header field for the attribute on the template for any restrictions. |
| No value allowed. You have entered "&1". | All ADD\_ and MOD\_ templates. | You have entered data in an attribute column for which data for this particular value and value type is not allowed. | Delete the contents of the field and resubmit or cancel the request. | See the comments embedded in the header field for the attribute on the template for any restrictions. |
| Null is not allowed for this field. | All MOD\_ Templates | You have tried to populate a required attribute column on an MOD\_ batch template with the string "NULL". You can only set an attribute column to null (blank) on a applicable attribute (*Primary Managing Org* ). | Either delete the "NULL" entry from the field, leaving the field empty, or change the field contents to a valid selection. | See the comments embedded in the header field for the attribute on the template. A field designated as "optional" may be set to null (blank), while one designated as "required" may not be. |
| Object or Org not in a financial super parent range. | ADD\_ORG | You have tried to submit a request to ADD a new child ORG value that does not fall within the established ranges covered by financial super parents. | Check the value; if it is incorrect, submit another. If it is correct, submit a request to either (1) modify the range of an existing super parent to include the ORG value you want to load; or (2) create a new super parent with a range of children that covers your new ORG. Once you are notified that Client Services has instituted the change to your parent value, you may resubmit the request. | See the CSMA Org work instructions and/or the Parents section in the CSMA User Guide. |
| Only OFAA responsibility may add CIP transactional values. | ADD\_ACT\_CIP | You have tried to submit a request to add a transactional child activity in the Construction-in- Progress range (000100-099999) using a CSMA responsibility other than HRVD^CSMA^OFAA^ CIP^Req. Only CSMA users in Financial Accounting and Reporting (FAR) may initiate this action. | If you are an OFAA user, change your responsibility to the correct one and resubmit the batch record. If you are not, cancel the request and contact OFAA regarding this action. | See Security Guidelines in the CSMA User Guide |
| ORG exists in an active org-fund or org-activity CVR. | Header Screen | You have tried to submit a request to DISABLE a child ORG value that appears in the rule name of an active org-fund and/or org-activity cross validation rule (CVR). | Check the value. If it is incorrect, submit another. If it is correct, request that Client Services disable the org- fund and/or org-activity cross-validation rule. Once Client Services has disabled the rule(s), you will be able to submit the request to disable the ORG. | See the Disable Segment Values Guidelines document on the AR OpenScholar site. |

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| **Message** | **Screen or Template** | **What the Message Means** | **Action the User Takes** | **Where to Go for More Information** |
| Program encountered &3 validation errors for &4 records in batch file  <br> "&1/Batch ID=&2" .  No records loaded. View Error Report for Further detail. | CSMA Batch Upload web page | You have submitted a batch file to the CSMA Batch Upload screen with the *File Fail on Error* flag set to "Y" and the import process has detected an error in your file. No records have been loaded yet. | Click on the View Report Detail link to view error messages. Print or save a copy of the report. Correct validation errors on your original Excel file, save again as .csv format, and resubmit file. | See Submit Batch Requests work instruction on ABLE. |
| Required field : &1. | All templates | You have not entered data in a required field. | Enter the required data and resubmit the request. | See the Comment box in the column header of the template for details on data requirements. |
| Start date active or end date active are not current in the chart for this value. | MOD\_FUND | You have tried to initiate a request to MODIFY an RSO fund value that has been established as a pledge with a start date effective of 31-DEC-2999. Currently, these funds may not be modified until the pledge status (and the start date effective) is removed either by an RSO-initiated MODIFY request, or by the posting of a gift through the RSO gift feed. | Either hold the request until the pledge start date effective is removed in Oracle, or contact Client Services to explore options for making the adjustment outside of CSMA. | See the CSMA Field Guide in the CSMA User Guide for details on the Start Date Active field. |
| The value expected should be: "&1". | ADD\_FUND\_RSO, MOD\_FUND | You have entered a value in an attribute column that does not match the specific value CSMA is expecting. For example, if you entered the FAS117 code "P" on a construction gift fund, CSMA will prompt you to supply the code "T", which is the only valid selection for a fund in that range. | Update the field to the code CSMA is expecting. | For details on FAS117, refer to the CSMA Field Guide in the CSMA User Guide. |
| The value is outside of the maximum and minimum allowed for this element. | ADD\_RSO\_FUND, ADD\_ACT\_CIP, ADD\_ROOT\_BLDG | You have entered an amount in a numeric field that is either less than the minimum amount allowed (usually 0 in CSMA) or greater than the maximum allowed. For example, you would get this error if you entered 100.25 in the *Prior Year Transfer %* field on the ADD\_FUND\_RSO template. | Change the amount entered to adhere to the requirement. | See the Comment box in the column header of the template for details on data requirements. |
| The value you are requesting falls outside of the allowed ranges and value types for this template. | All templates | The value and/or value type you entered may not be submitted using this template. | Check the segment type and the value you entered against the allowed ranges and segment types for the template on which you tried to submit the request. Transfer your request information to the correct template and resubmit your request.  Contact Client Services if you are trying to submit a request to add a budget-only value in the sponsored ranges. | See CSMA Batch Allowed Value Types and Ranges by Template in the CSMA User Guide to identify the correct template for your request. |

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| The word "NULL" is not allowed on add requests. | All ADD\_ templates | You have tried to populate an attribute column on an ADD\_ batch template with the string "NULL". You can only set an attribute column to null on an applicable attribute (*Primary Managing Org* ) via one of the MOD\_ templates. | If you want the column to remain blank when the new segment value is loaded, then leave the field empty on the template (assuming that the field may be left empty). | See the comments embedded in the header field for the attribute on the ADD\_ template. A field designated as "optional" may be left blank and, if left blank, will be loaded to Oracle with a null status. |
| This column not allowed with full prior year transfer type. | ADD\_FUND\_RSO | You have tried to submit a request to ADD an RSO fund value in which you indicated that the first activity to the fund will be a Transfer (by entering "T" in the *First Activity Type* field) and the *Prior Year Transfer Type* will be "F" (Full), but you also entered data in the *Prior Year Transfer Amt* and/or the *Prior Year Transfer %* field(s).  This action is not valid. | Either change the Prior Year Transfer Type to "P" (Transfer) or remove the data from the *Prior Year Transfer Amt* and/or *Prior Year Transfer %* field(s) and resubmit the request. | See the Comment box in the column header of the template for details on data requirements. |
| This column not allowed with N/A prior year transfer type. | ADD\_FUND\_RSO | You have tried to submit a request to ADD an RSO fund value for which you indicated that the first activity to the fund will be a Transfer (by entering "T" in the *First Activity Type* field) and the *Prior Year Transfer Type* will be "N" (N/A), but you also entered data in one of the following fields: *Prior Year Transfer Amt, Prior Year Transfer %, Transfer To Org, Transfer From Org,* or *Transfer Effective Date* . This action is not valid. | Either change the Prior Year Transfer Type to "P" (Transfer) or remove the data from the *Prior Year Transfer Amt, Prior Year Transfer %, Transfer To Org, Transfer From Org,* or *Transfer Effective Date* field(s) and resubmit the request. | See the Comment box in the column header of the template for details on data requirements. |
| Too few rows in file: "&1". | All templates | CSMA batch import did not find any rows of data to upload in your submitted file. | Double-check that the file you asked CSMA to upload is the file that has your data in it. After confirming that the file you are loading contains data, send a copy of the .csv file you are trying to load to Client Services at [csrequest@harvard.edu](mailto:csrequest@harvard.edu) along with an explanation of the problem. | See the Submit Batch Requests work instruction on ABLE. |
| Univ ID required field for child faculty root values | ADD\_ROOT\_FAC | You have tried to submit a request to ADD a faculty root value in which you left the *University ID* column blank. | Enter either a valid 8-digit Harvard University ID or "HUIDMISS" in the *University ID* column and resubmit the request. | See the Comment box in the column header of the template for details on data requirements. |
| University Id not allowed for building root. | MOD\_ROOT | You have tried to submit a request to modify a building root value in which you entered data in the *University ID* column, which is reserved for faculty root requests. | Remove the data from the field, or change the value to one in the faculty root range, and resubmit the request. | See the Comment box in the column header of the template for details on data requirements. |

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| Unsupported Csma segment type | DIS\_ALL | In submitting a request to disable a CoA value, you have entered a segment type that was not found in the list of existing segment types in the Oracle database. | Correct your spelling of the segment type data and resubmit the record. | See the Comment box in the column header of the template for details on data requirements. |
| Value already disabled in chart. | DIS\_ALL | You have tried to submit an ADD, MOD, or DISABLE request for a value that is disabled in Oracle. | You must either select another value or double-check the batch template you're using. | You can run either the CoA Listing Report or the Value Finder report in CREW to obtain a current list of available and unused values for a particular segment. |
| Value already exists in chart. | All ADD\_ templates | You have tried to submit a request to ADD a value that already exists in the Oracle CoA. | Check to make sure that you used the correct template and value. If the template (and therefore the request type) is incorrect, transfer your request to the correct template and resubmit. If the value is incorrect, correct the value and resubmit. | You can run either the CoA Listing or the Value Finder report in CREW to obtain a current list of available and unused values for a particular segment. |
| Value is invalid value in Chart: "&1". | All MOD templates and DIS\_ALL. | You have attempted to modify or disable a value that does not exist in the Oracle CoA. | Check your value, correct it, and resubmit the record if appropriate. | You can run either the CoA Listing or the Value Finder report in CREW to obtain a current list of available and unused values for a particular segment. |
| Value is invalid value in Chart: "&1". | All MOD\_ templates and DIS\_ALL | You have tried to submit a request to modify or disable a value that does not exist in the Oracle CoA. | Correct your value and resubmit the request. | You can run either the CoA Listing or the Value Finder report in CREW to obtain a current list of available and unused values for a particular segment. |
| Value must be uppercase : "&1". | various | You have incorrectly entered an attribute value that CSMA requires to be uppercase. (For example, you entered the *Org Abbreviation* as "facil" instead of "FACIL" on an ORG request.) | Re-enter your data in uppercase and resubmit the record. | See the CSMA Field Guide for formatting requirements for all CSMA attributes. |
| Value only allowed when first activity type = 'T'. | ADD\_FUND\_RSO | You have tried to submit a request to ADD an RSO fund value for which you indicated that the first activity to the fund will be a gift or a pledge (by entering "G" or "P" in the *First Activity Type* field), but you also entered data in one of the *Transfer* fields (columns AI-AX in the template). | Either change the *First Activity Type* to "T" (Transfer) or remove the data from the Transfer-only field(s) and resubmit the request. | See the Comment box in the column header of the template for details on data requirements. |

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| Value type is a required field. | ADD\_ORG, ADD\_ACT\_PARENT\_B GTONLY, ADD\_FUND\_NONRSO, ADD\_ROOT\_PARENT\_ BGTONLY | In attempting to ADD a new value, you have left the required value type field empty. | Enter the value type and resubmit the record. | See Type of Value in the CSMA Field Guide for details on value types, or refer to Parent Segment Values for information on parent ranging and naming conventions. Both documents are available in the CSMA User Guide. |
| Wrong number of columns for type and segment. You have uploaded &1 columns for an upload which requires  &2. | All templates | The number of columns of data that you are attempting to upload does not match the number of expected columns for the template. | Check to see if you have accidentally entered data outside of the labeled columns on your template; if not, check to make  sure you have not entered quotation marks in any of the allowed columns. (Since the CSMA batch import process uses quotation marks to parse text into columns, if it finds extra quotes in the middle of a field, it will think that the data after the quotes belongs in an extra field. The extra field will throw off the count.) In either case, remove the data and resubmit the file. If neither of the above solutions works, download a fresh copy of the template from the CSMA Batch Upload page and start over. | See the Submit Batch Requests work instruction on ABLE. |
| You are not allowed to modify this element in CIP activity range. | MOD\_ACT\_CIP | On a request to modify a CIP activity value, you have entered information in one of the following OFAA-only columns: *Description* , *Interest Rate Type Code* , *Debt Terms* , *CAPS Proj #* , *Facility Renewal* . Tub authorized requestors may only update the *Primary Managing Org* and *Local Attribute* on CIP Activity values. | Remove the data from the columns. Contact FAR to institute changes to FAR-only columns. | See the CSMA ACTIVITY work instruction. |
| You are not allowed to request values outside of security range. | All templates | You have selected a value that is not allowed by your current active CSMA responsibility. | Either select another value or, if you have more than one CSMA responsibility, switch to a responsibility that allows the value. | Run the Flexfield Security Rules by Responsibility report to view segment ranges allowed for your CSMA responsibility. See CSMA Security Guidelines in the CSMA User Guide. |
| You do not have correct profile to disable a CIP activity: "&1". | DIS\_ALL | You have tried to submit a request to disable a transactional child activity in the Construction-in- Progress range (000100-099999) using a CSMA responsibility other than HRVD^CSMA^OFAA^ CIP^Req. Only CSMA users in Financial Accounting and Reporting (FAR) may initiate this action. | If you are an OFAA user, change your responsibility to the correct one and resubmit the batch record. If you are not, cancel the request and contact OFAA regarding this action. | See the CSMA ACTIVITY and/or the Disabling CoA Values with CSMA work instruction. |

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| You have either selected a segment type (&1) which does not exist or your template type (&2) is other than A, M or D | DIS\_ALL (for segment type error), All templates for template type error. | You have either (1) entered an invalid segment type on the DIS\_ALL template or (2) you have tried to upload a template on which the template type field (field C1) has somehow been corrupted and does not contain one of the three valid codes (A, M, or D). | If (1), check your spelling of the segment type data, correct it, and resubmit the record. If (2), download a fresh copy of the template from the CSMA Batch Upload page and start over. | See the Submit Batch Requests work instruction on ABLE. See the Comment box in the column header of the template for details on data requirements. |
| You have successfully uploaded &1 request records. <br>  There were &2 errors in &3 errored rows in batch file <br>  "&4/Batch ID=&5". | CSMA Batch Upload web page | You have submitted a batch file to the CSMA Batch Upload screen with the *File Fail on Error* flag set to "N" and the import process has detected an error in your file. The records that did not have errors have been loaded to CSMA. The errored records have not. | Click on the View Report Detail link to view error messages. Print or save a copy of the report. Submit a new template with the corrected records. | See Submit Batch Requests work instruction on ABLE. |
| Your profile option does not allow you to use this value. No rule id returned. | All templates | The CSMA Batch Upload process is not able to determine the appropriate approval routing for the request you tried to submit. | Send a copy of the .csv file you are trying to load as well as a .pdf copy of the CSMA Batch Upload Results report to Client Services at [csrequest@harvard.edu](mailto:csrequest@harvard.edu%20) along with an explanation of the problem. | Client Services |