

## File Upload Errors Guide - Immigration Act Collection System

-error messages are listed in the blue area

-file format and Notepad help on page 2

*"X columns are required as defined in file layout. Record X has X columns."*

- The number of columns in your file does not match the file layout requirements; see the file layout document here [http://www.audits.ga.gov/NALGAD/iiraea\\_resources.html](http://www.audits.ga.gov/NALGAD/iiraea_resources.html)
- Fields that aren't required will need at least one value to maintain the correct number of columns in your file.
- Right click your file, choose "Open with", "Notepad" and confirm each row has the correct number of columns as seen in figure 1.1-1.2 on page 2 of this document.

*"The value for the field Contract Amount in record X is not in the correct format for a valid amount."*

- The Amount field should be formatted with only a decimal place (no commas or dollar sign).
- In Excel you can right click the column to select all values, choose Format Cells, select currency, and select the options to not use a dollar sign or thousands separator (the comma).

*"For record X the length of the field X must be X but is currently X."*

- Each field has a limit on the length of the data allowed for that field. This error means you have a field with more data than allowed for that field.
- For the length requirements see the file layout document here [http://www.audits.ga.gov/NALGAD/iiraea\\_resources.html](http://www.audits.ga.gov/NALGAD/iiraea_resources.html)

*"Your file is the wrong file type or is above the file size limit."*

- We only accept files with a file extension of csv or txt.
- If your file is in Excel format (.xlsx) then you need to save it as a csv file; for a video tutorial see [http://www.audits.ga.gov/NALGAD/iiraea\\_instructions\\_video.html](http://www.audits.ga.gov/NALGAD/iiraea_instructions_video.html)

*"Your file is empty."*

- The file you have uploaded does not contain any data.
- Be careful that you have not created a second file with the same name.

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## 1.1 Valid file structure using all fields

Excel →

	A	B	C	D	E	F	G	H	I	J
1	Contractor Name A	Address 1	City 1	Ga	30318	1234	N	3/3/2013	A12345	1250
2	Contractor Name B	Address 2	City 2	Ga	30318	1234	N	3/3/2013	B12345	1250
3	Contractor Name C	Address 3	City 3	Ga	30318	1234	N	3/3/2013	C12345	1250

Notepad

→

(9 commas per row)

```
title13sample.csv - Notepad
File Edit Format View Help
Contractor Name A,Address 1,City 1,Ga,30318,1234,N,3/3/2013,A12345,1250
Contractor Name B,Address 2,City 2,Ga,30318,1234,N,3/3/2013,B12345,1250
Contractor Name C,Address 3,City 3,Ga,30318,1234,N,3/3/2013,C12345,1250
```

## 1.2 Valid file structure without non-required fields

Excel →

	A	B	C	D	E	F	G	H	I	J
1	Contractor Name A	Address 1	City 1	Ga	30318	1234	N	3/3/2013		0
2	Contractor Name B	Address 2	City 2	Ga	30318	1234	N	3/3/2013		
3	Contractor Name C	Address 3	City 3	Ga	30318	1234	N	3/3/2013		

Notepad

→

(9 commas per row)

```
title13sample2.csv - Notepad
File Edit Format View Help
Contractor Name A,Address 1,City 1,Ga,30318,1234,N,3/3/2013,,0
Contractor Name B,Address 2,City 2,Ga,30318,1234,N,3/3/2013,,
Contractor Name C,Address 3,City 3,Ga,30318,1234,N,3/3/2013,,
```

\*Fields that aren't required will need at least one value to maintain the correct number of columns in your file. This can be verified by checking the number of commas in Notepad as seen in the picture above.

\*\*The title 13 file will have 9 commas and the title 36 file 4 commas. Excel will automatically place quotation marks around fields that contain commas when saving to csv, so using commas in your submission will not cause a problem (except for the Amount column).