



File Upload Errors Guide – Immigration and Reform Act Collection System

Error Message 1

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

Reasons for error message:

- The number of columns in your file does not match the file layout requirements; see the file layout document in the resources section of the Department of Audits and Accounts website. To access this resource page, click the following link [Immigration Resource Page - DOAA](#).
- Fields that aren't required will need at least one value to maintain the correct number of columns in your file.
- Open your file and confirm each row has the correct number of columns as shown in the file layout document noted above.

Error Message 2

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

Reasons for error message:

- 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).

Error Message 3

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

Reasons for error message:

- 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 see the file layout document in the resources section of the Department of Audits and Accounts website. To access this resource page, click the following link [Immigration Resource Page - DOAA](#).

Error Message 4

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

Reasons for error message:

- The file must have 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.