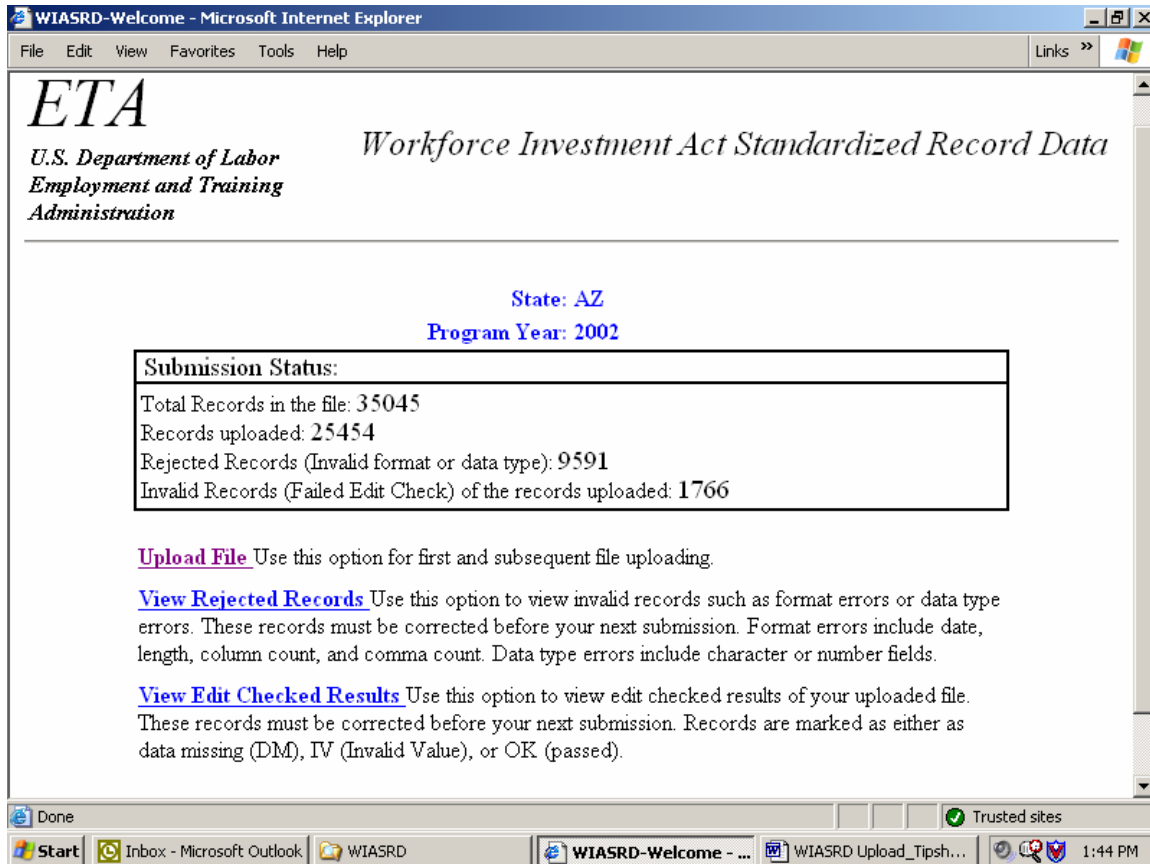


## WIASRD Upload Tip Sheet September 13, 2004

When you return the next business day to view your WIASRD submission results, you will notice an area on the page highlighted with your submission status. The submission status indicates the total number of records in the file, the total number of records uploaded, and the number of records rejected either due to invalid format, data type, or failed edit checks.



WIASRD-Welcome - Microsoft Internet Explorer

File Edit View Favorites Tools Help Links »

**ETA**  
U.S. Department of Labor  
Employment and Training  
Administration

Workforce Investment Act Standardized Record Data

State: [AZ](#)  
Program Year: [2002](#)

<b>Submission Status:</b>
Total Records in the file: 35045
Records uploaded: 25454
Rejected Records (Invalid format or data type): 9591
Invalid Records (Failed Edit Check) of the records uploaded: 1766

[Upload File](#) Use this option for first and subsequent file uploading.

[View Rejected Records](#) Use this option to view invalid records such as format errors or data type errors. These records must be corrected before your next submission. Format errors include date, length, column count, and comma count. Data type errors include character or number fields.

[View Edit Checked Results](#) Use this option to view edit checked results of your uploaded file. These records must be corrected before your next submission. Records are marked as either as data missing (DM), IV (Invalid Value), or OK (passed).

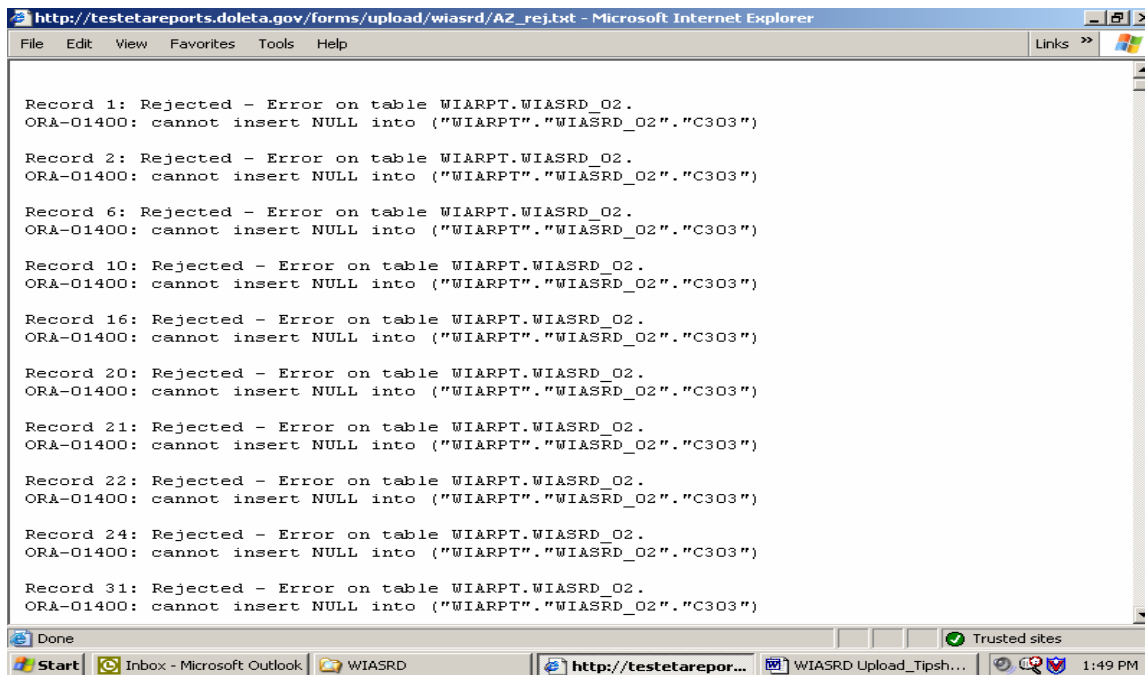
Done Trusted sites

Start Inbox - Microsoft Outlook WIASRD WIASRD-Welcome - ... WIASRD Upload\_Tipsh... 1:44 PM

There are two types of errors that you may get when you visit the site the next day after uploading your state's WIASRD:

### 1) Invalid Format or Data Type Errors:

These types of errors are viewed by selecting View Rejected Records link on the page. If the link is not activated, it indicates that there are no errors of this type. An example of View Rejected Records is included below.



Some common format and data type errors include the following:

- a. The file must be comma delimited. If you get an error telling you that item 101 (C101) is too long, check to make sure that you have uploaded a comma delimited file. In addition, if all records are rejected, please make sure your file is comma delimited.
- b. The file must have 154 columns and 153 commas (no trailing comma after last column)
- c. The date format must be YYYYMMDD
- d. Fields must be blank if no value is specified. In other words, do not use the string variable "null" for blank fields, simply submit consecutive commas to signify a blank field.
- e. The maximum length of value for columns 338, 339, 603, 604, 612 - 620 is 9 characters.
- f. The format error messages will alert you to the item number(s) that is incorrectly formatted. Look for the item number following a "C" in the error report. For example: Record 1: Rejected - Error on table WIARPT.WIASRD\_02. ORA-01400: cannot insert NULL into ("WIARPT"."WIASRD\_02"."C303").
- g. Required fields cannot be blank. For example, "Record 2: Rejected - Error on table WIARPT.WIASRD\_02. ORA-01400: cannot insert NULL into ("WIARPT"."WIASRD\_02"."C303")". This error message means that item 303, the date of WIA exit, on the WIASRD (C303) cannot be left blank. You'll need to go back into your file and ensure that all items 303 are filled in.

Please Note: Items. The WIASRD submission reflects exiters only, not participants (TEGL 14-00, Change 1, Attachment E, page 32).

## 2) Edit Check Errors:

The edit check error notification allows you to download a Zipped file of the records that did not meet the edit checks. The basic edit checks within the system do not allow items 101, 301, 302, 303 to be left blank. Further, you must check off at least one funding stream code for each individual record submitted. In other words, at least one of the following fields must contain a “1” (“yes”) code: adult (local), dislocated worker (local), youth (local), displaced homemaker (statewide), incumbent worker (statewide), other (statewide), or national emergency grant (items, 304, 305, 306, 307, 308, 309, 310, or 313a, 313b, or 313c).

Try loading the Zipped file of the records with edit errors into Excel in order to align the column heading with the individual records. (When doing this, make sure that to choose the comma delimiter on the Wizard screen during import.) Once the file has been opened, check fields 101, and 301 – 313c for “OK” or “IV.” “OK” means that the record has met the requirement for that field “IV” means that the record does not contain data and is invalid.

