

Time Card Upload Fails – Details icon is not available	
Error Message	Possible Causes/Solutions
Data File Upload Request Failed. Please check the file format and verify that it is a comma delimited (CSV) file.	<ul style="list-style-type: none"> Save the file in CSV (*.csv) format and then initiate the upload again. To save a file in CSV format: <ul style="list-style-type: none"> Select File → Save As. Select CSV (Comma delimited)(*.csv) from the <i>Save as type</i> drop-down list. Verify that the file contains all the required columns.
Data File Upload Request Failed.	<ul style="list-style-type: none"> Verify that the file contains all the required columns in the correct order. Try the upload process again.
Error launching the Web-Service Concurrent Request.	Try the upload again later. If you continue to receive this error message, contact the Ameren Service Desk at 888-857-5640.
Logged in user doesn't have the required privilege to upload the timecard.	Contact the Ameren Service Desk at 888-857-5640.
The batch request has failed. Please look at the details and re-upload the file after corrections.	There is an error in the data file. Click the Details icon and review the errors. Refer to the table below for a summary of data file errors.

Time Card Data File Errors – Click the Details icon to view error messages	
Error Messages	Possible Causes/Solutions
The Logged in user has more than one supplier associated with it via securing attributes. Please rectify the same.	The logged in user is registered with two different suppliers. Contact the Ameren Service Desk at 888-857-5640 for assistance.
The entered data type is not valid.	The value entered in the Data Type column (first column) is not one of the allowed values. The value in the first column must be one of the following: LA, EQ, CH, MA, or EX.
The PO Number is not entered. Please enter the same.	The PO number must be entered in the PO Number column in each row in the data file.
The PO Number has been marked for closure. Cannot upload timecard for such PO(s)	The PO Number entered in the time card data file has been closed. You cannot enter time cards for purchase orders which have been closed. Contact the Ameren Service Desk at 888-567-5640 if you have questions.
The PO Source Type is not valid / not entered in the PO Header DFF.	Check to ensure that you are using a valid PO number that is associated with a CCTM Services Time and Materials purchase order. If you are using a valid PO number, contact the Ameren Service Desk at 888-857-5640.

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Job Number cannot be null for EMPRV and DOJM PO(s).	When entering time cards for work that is done for power plants, Energy Delivery or Energy Delivery Technical Services, you must enter the associated Job Number in the Job Number column in each row in the data file. Power Plant and Energy Deliver Technical Services Job Numbers (EMPRV) must include the job/task/step as applicable. For example, JR070341/0, JS301740/16 or JS301753/16/1. Energy Delivery Job Numbers (DOJM) must include the 4 digit District number plus the 6 digit Work Request number; for example, IPMN000123 or 33AL000228.
The Time Card Entry Mode is not valid / not entered in the PO Header DFF.	Check to ensure that you are using a valid PO number that is associated with a CCTM Services Time and Materials purchase order. If you are using a valid PO number, contact the Ameren Service Desk at 888-857-5640 regarding this error.
The PO Type Fixed Price can not be uploaded.	The time card file upload feature is not available for Fixed Price POs. Check the PO Number that is entered in the data file. Ensure that a valid Time and Material purchase order number is entered in the data file.
The PO Number entered is invalid. The PO Number entered may not be a valid CCTM PO or may not have been approved.	Check the PO Number that is entered in the data file to ensure that it has been entered correctly. The PO number must be a CCTM Services Time and Material purchase order number.
The PO Number entered is not accessible to the user logged in.	Check the PO Number that is entered in the data file to ensure that it has been entered correctly. The PO number that you entered is not associated with your company.
The PO Line Number is not entered. Please enter the same.	The PO line number must be entered in the PO Line Number column in each row in the data file. Refer to your purchase order for the correct PO line number to use.
The PO Line Number entered does not exist for PO Number.	The PO line number must be entered in the PO Line Number column in each row in the data file. The PO Line Number that you entered in the data file is not valid for the associated PO number. Check the PO Line Number in the data file to ensure that it has been entered correctly.
The date entered is not a valid week ending date.	The time card period week ending date must be entered in the <i>Time Card Period (Week Ending Date)</i> column in each row in the data file. Check the value in the <i>Time Card Period (Week Ending Date)</i> column in the data file. Ensure that it is a Sunday date and that it has been entered in the correct format; for example, 04/01/2007.
Time Card exists for the PO Number + Submitter ID + Week Ending Date combination.	You have already submitted a time card for this PO number and Week Ending Date. Each user can only submit one time card per PO number for each week ending date.
Cannot upload Timecard for future week ending date. Upload allowed for past dates only.	You cannot upload a time card that includes a future date in the <i>Time Card Period (Week Ending Date)</i> column.

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There are too many contract numbers associated with the PO Number. Please rectify the PO such that there is only one distinct contract number.	Check to ensure that you are using a valid PO number that is associated with a CCTM Services Time and Materials purchase order. If you are using a valid PO number, contact the Ameren Services Desk at 888-857-5640 regarding this error.
No active Rate Card was found for the week ending date. Please ensure that there is an active rate card for the week ending period.	Check the <i>PO Number</i> column and the <i>Time Card Period (Week Ending Date)</i> column in the file. If they are correct, you need to ensure that a valid associated rate card is entered and approved for this time period before you can create a time card.
Neither Badge number nor Consultant name is entered. Please enter either the badge number or the consultant name.	A Badge Number or Consultant Name must be entered for each row that has LA (Labor) entered in the <i>Data Type</i> column.
The Badge Number entered is invalid. Please enter the correct badge number.	The number entered in the <i>Badge Number</i> column must be a valid Ameren Badge Number. If your employees do not have valid Ameren Badge Numbers, leave this field blank and enter the employee name in the <i>Consultant Name</i> column.
Consultant or Badge Number can not be entered for data type CH and EQ.	The Badge Number or Consultant Name cannot be entered for rows which have EQ (Equipment) or CH (Chemical) entered in the <i>Data Type</i> column.
Badge Number or Consultant Name cannot be entered in case of bulk entry.	The PO number entered in the data file is set up for <i>Bulk Daily</i> or <i>Bulk Weekly</i> time entry. Do not enter data in the Badge Number or Consultant Name columns for POs that are set up for <i>Bulk</i> time entry.
The Craft is not entered. Please enter the same.	A value must be entered in the <i>Craft</i> column for rows which have LA (Labor), EQ (Equipment) or CH (Chemical) entered in the <i>Data Type</i> column. The value entered in the <i>Craft</i> column must exactly match a value on the Rate Card for the time period.
The Rate Type is not entered. Please enter the same.	A value must be entered in the <i>Rate Type</i> column for rows which have LA (Labor), EQ (Equipment) or CH (Chemical) entered in the <i>Data Type</i> column. The value entered in the <i>Rate Type</i> column must exactly match the value on the Rate Card for the associated Craft.
The Unit of Measurement is not entered. Please enter the same.	A value must be entered in the <i>Unit of Measurement</i> column for rows which have LA (Labor), EQ (Equipment) or CH (Chemical) entered in the <i>Data Type</i> column. The value entered in the <i>Unit of Measurement</i> column must exactly match the value on the Rate Card for the associated Craft.
The Unit of Measurement is not defined in the lookup AM_CCTM_RATE_CARD_UOM. Please add this in the lookup before using it.	The value entered in the <i>Unit of Measurement</i> column for a row which has LA (Labor), EQ (Equipment) or CH (Chemical) entered in the <i>Data Type</i> column is not an allowed value. The value entered in the <i>Unit of Measurement</i> column must exactly match the value on the Rate Card for the associated Craft.
The Time Card Entry mode is set as Daily and daily hours are not entered for any days in the Time Card Period (week ending date).	A non-zero value must be entered in at least one of the <i>Days</i> columns for each row which has LA (Labor), EQ (Equipment) or CH (Chemical) entered in the <i>Data Type</i> column.

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In case of weekly entry, daily hours cannot be entered.	If the PO is set up for Bulk Weekly time entry, do not enter hours in the <i>Monday thru Sunday</i> columns.
The Total Hours is not entered. Please enter the same.	If the PO is set up for Bulk Weekly time entry, you must enter the total hours worked for each craft in the <i>Total Hours</i> column.
The Total Hours should not be entered.	If the PO is set up for Individual Daily time entry, do not enter a value in the <i>Total Hours</i> column.
No active rates were found for the craft combination and for the week ending period.	For rows which have LA (Labor), EQ (Equipment) or CH (Chemical) entered in the <i>Data Type</i> column, a matching craft combination (Craft, Local, Work Type, Rate Type) was not found in the rate card for the Time Card Period (Week Ending Date).
The Material Description is not entered. Please enter the same.	A value must be entered in the <i>Material Description</i> column for rows which have MA (Material) in the <i>Data Type</i> column.
The Material Quantity is not entered. Please enter the same.	A value must be entered in the <i>Material Quantity</i> column for rows which have MA (Material) in the <i>Data Type</i> column.
The Material Unit of Measurement is not entered. Please enter the same.	A value must be entered in the <i>Material Unit of Measurement</i> column for rows which have MA (Material) entered in the <i>Data Type</i> column. The value which is entered in the <i>Material Unit of Measurement</i> column must be one of the following values: Each, Feet, Gallons, Meters, Pounds, Rolls, Square Feet or Tons.
The Material Unit Price is not entered or has been set to zero. Please enter valid value for material unit price.	A value must be entered in the <i>Material Unit Price</i> column for rows which have MA (Material) entered in the <i>Data Type</i> column.
The Expense Type is not entered. Please enter the same.	A value must be entered in the <i>Expense Type</i> column for rows which have EX (Expense) entered in the <i>Data Type</i> column. The value which is entered in the <i>Expense Type</i> column must be one of the following values: Equipment Rental, Fuel Surcharge, Meals, Car Rental, Hotel Accommodation, Material Handling Charges or Miscellaneous.
The Expense Amount is not entered. Please enter the same.	A value must be entered in the <i>Expense Type</i> column for rows which have EX (Expense) entered in the <i>Data Type</i> column.
Handling charges entered exceed the percent material handling charges defined in the rate card.	<p>This error occurs when a row has:</p> <ul style="list-style-type: none"> • EX (Expense) in the <i>Data Type</i> column. • Material Handling Charges in the <i>Expense Type</i> column. • A value entered in the associated <i>Expense Amount</i> column that is more than the allowed percentage amount which is defined on the rate card. <p>Correct the value which is entered in the <i>Expense Amount</i> column.</p>