

FETS | Troubleshooting Tips

FILE UPLOAD

1. Ensure that the user uploading the file has Finance permissions in MSIS.
2. Ensure the file is saved as #####Finance.FETS.xml.
3. Upload the file in MSIS. If the file fails to upload, the user will see an error message on the file upload screen indicating that the file was not uploaded.



4. If the user receives the error pictured above, please visit the Submission Status page (Data Submission > Submission Status) to see a list of the errors within the file. All possible file errors are listed below for reference. If users have reviewed the possible problems and resolutions and still cannot upload the FETS file successfully, please email mdeapps@mdek12.org for additional support.

Possible problem:	Resolution:
File header row has missing and/or incorrect values.	Ensure column headers have not been changed.
Improperly formatted field.	Please download your file from your financial vendor again and do not make any changes to the field values. Ensure your file is named correctly like 0123Finance.FETS.xml.
The District is a required field.	The District is a required field. Ensure the district is a district you have access to and is 4 digits. Example: 0099 or 0100 and not 100 or 99.
The Year is blank or invalid.	The Year is a required field. Ensure the value is a 4-digit fiscal year. The value should be like 2025 instead of 2024-2025.
The Fund Number is blank or invalid.	The Fund Number must be 4 digits.

The SCHOOLNUM is blank or invalid.	The School Number is a required field. Ensure the value is a school you have access to and is the district number plus 3 digit school number separated by hyphen including leading zeros. Example: 0099-001 or 0100-024 and not 99-1 or 0099-01.
The General Ledger Code is invalid.	The General Ledger Code must be 3 digits and a valid general ledger code.
The Function Number is invalid.	The Function Code must be 4 digits and a valid function code.
The Program Code is invalid.	The Program Code must be 3 digits and a valid program code.
The Object Code is invalid.	The Object Code must be 3 digits and a valid object code.
The value entered for the Amount is invalid.	Ensure the value for the Amount is a number and up to 2 decimal places. It can contain numbers, numbers with plus (+) sign or numbers minus sign (-). Example: 1234.00, +1234.00 or -1234.00, not \$1234, 1234+ or 1234-.
The Account Description is too long.	The Account Description may include numbers, letters, symbols, spaces, or be blank. The max length is 256 characters.

5. Make necessary adjustments in your finance package and re-export the FETS file.
6. Repeat steps 2-4 as necessary until the file successfully uploads.