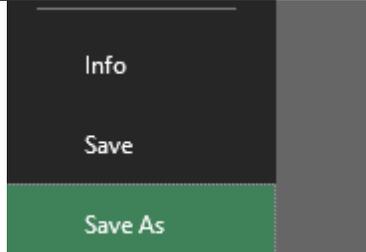




Common CalPERS Review Report Errors and Resolutions

Error Message	Resolution
<i>The filename is invalid. Please use the standard format: <code>yyyymmddhhmiss_sss_p(n).xxx</code></i>	The file naming convention must be formatted correctly. The file must end in <code>_10056</code> to indicate a CalPERS Review Report file and must be a <code>.CSV</code> document.
<i>A file with the same filename has already been processed. Submit a new file.</i>	Duplicate files are not accepted for processing. Rename and upload the file again.
<i>The File is empty.</i>	You formatted the CSV file correctly but there is no data in the file.

How to Change your Excel Document to a CSV Document

Step	Action	Result
1	Open Excel	
2	Select File from the Ribbon, then select Save As. Select where to save the file.	
3	Save the file using the proper naming convention in the File Name space. Select the CSV (Comma delimited) (*.csv) option in the "Save As type" drop-down menu.	