



## How to See Fallout Reports (Regular Cadence)

### What Is a Fallout Report?

A Fallout Report lists records that failed validation during import. It helps you identify and correct issues before re-submitting data.

### Where to Find Fallout Reports

If your organization is configured to receive Fallout Reports via SFTP:

- Navigate to the Exceptions folder in your SFTP environment
- Look for the report generated after your file was processed
- Reports appear here when they are too large to email or when SFTP delivery is preferred

### How to Use the Report

1. Open the Fallout Report (usually CSV or TXT)
2. Review each row for:
  - Missing required fields
  - Invalid values
  - Incorrect formatting
3. Correct the issues in your source data
4. Prepare a **Delta file** to re-submit corrected records

### Best Practices

- Always check the Exceptions folder after submitting a file
- Address fallout promptly to avoid delays in processing
- Keep a record of recurring issues to improve data quality