F-195 Budget Reporting System
Import File Specification (Version 3)
11/10/2020

Introduction:

- These file specifications are for the New F-195 Budget Reporting System that goes live in the 2021-2022 School Year and comply with legislative mandates.
- These specifications supersede the existing F-195 File Import Format.
- These specifications go into effect for the 2021-2022 school year onward.

Summary of Changes:
- Salary Detail Record
    - Annual State and Annual Local Salary Fields are Required.
    - FTE field has been expanded to a total length of 8 (with 3 decimal places) from a total length of 7 (with 3 decimal places).
    - Coded Numeric has been removed

SPI Input File Validations:

1. Files are checked for valid header records.

    a. ESD, CCDDD checked against valid district reference file.

    b. CCDDD checked against districts' existing FILE195.

    c. TYPE must be F (FILE195) or S (Salary).

    d. Fund for S type must be 1, for F type must be 1, 2, 3, 4, or 9.

    e. Multiple funds allowed per file.

    f. System ID for S type must be F195, for F type must be F195

    g. Only one System ID per file.

    h. Data Source for S type must be SAL, for F type must be COA.

    i. Fiscal year must be in format of YYYY-YYYY.

    j. Fiscal year and System ID checked against fiscal year reference file.

    k. A file with duplicate headers will be rejected.

    l. A file missing a header will be rejected.

    m. An invalid header will be rejected.

2. Records in the file will be checked for valid keys and for numeric data fields.

a. ESD, CCDDD will be checked against header record which has been checked against reference file.

b. TYPE will be checked against header record, must be F or S.

c. FUND will be checked against header record.

d. FUND and PPAAO (program/activity/object) or FUND and Revenue or FUND and Item Number checked against reference file.

e. For salary file updated: Object, Program, Activity, and Duty code checked against DUTY code reference file.

f. Invalid records will be rejected with a message displayed in the log.

g. The validation process will stop if the number of records rejected in a file exceeds a specified limit (50).

3. File will be rejected if any records are rejected. An error report will be made available on the F195 System User Interface articulating the issues encountered.

4. Input files will have predefined names and file structures. Any files that do not meet the name and file structure formats will be rejected.

File Name Format

Field Name	Source	Beg.	Len.	Type	Justify Left Tb	Justify Left T0	Justify Right Lb	Justify Right L0	Req.	Exceptions or Constraints
System Identifier		1	3	A					✓	Must Be 'F195'
Underscore Filler		4	1	A					✓	'_'
School Year Code		5	9	A					✓	YYYY-YYYY
Underscore Filler		14	1	A					✓	'_'
District Code		15	5	N				✓	✓	'CCDDD – County District Code'
Underscore Filler		20	1	A					✓	'_'
Date		21	10						✓	'YYYY-MM-DD'
Underscore Filler		31	1	A					✓	'_'
Time		32	8	A					✓	'HH-MM-SS'
Period Filler		40	1	A					✓	Must be '.'
File Extension		41	3	A					✓	Must be 'txt'

Example(s):

F195_2013-2014_34901_2015-12-04_11-25-35.txt

F195_2014-2015_04251_2015-12-03_05-23-55.txt

F195_2013-2014_34901_2015-12-02_10-11-54.txt

Header Record for Chart of Accounts Extract

Field Name	Sources Doc.	Beginning Position	Length	Decimal Places	Alpha	Numeric †	Coded Numeric †‡	Blank Fill	Trailing Blanks	Trailing Zeros	Leading Blanks	Leading Zeros	Required	Exceptions or Constraints
ESD	ESD Number	1	3			✓							✓	Valid = 101, 105, 112, 113, 114, 121, 123, 171, 189, 911, 950
CC	County No.	4	2			✓							✓	Valid county
DDD	District No.	6	3			✓							✓	Valid district within county
T	Type	9	1		✓								✓	Must be 'F'
F	Fund	10	1		✓								✓	Valid = 1, 2, 3, 4, 9
System ID		11	4		✓								✓	Must be 'F195'
Data Source		15	4		✓				✓				✓	Must be 'COA'
Fiscal Year		19	9			✓							✓	Follow format – YYYY-YYYY (Ex. 2021-2022)
District Name		28	20		✓				✓				✓	Cannot be empty.
Filler		48	33					✓						

A properly formatted header record must directly precede a fund change in the detail records.

All funds should be included in a single file.

† Decimal places, where appropriate, will be applied as specified. The value in the record should omit decimals and contain only the digits (and coded character).

‡ See Appendix 1 for details on formatting a Coded Numeric value.

Detail Record for Chart of Accounts Extract

Field Name	Sources Doc.	Beginning Position	Length	Decimal Places	Type Alpha	Type Numeric †	Type Coded Numeric ††	Type Blank Fill	Left Trailing Blanks	Left Trailing Zeros	Right Leading Blanks	Right Leading Zeros	Required	Exceptions or Constraints
ESD	ESD Number	1	3			✓							✓	Valid = 101, 105, 112, 113, 114, 121, 123, 171, 189, 911, 950
CC	County No.	4	2			✓							✓	Valid county
DDD	District No.	6	3			✓							✓	Valid district within county
T	Type	9	1		✓								✓	Must be 'F'
F	Fund	10	1		✓								✓	Valid = 1, 2, 3, 4, 9
IIIII	Item No.	11	5		✓						✓		✓	3-5 characters (PPAAO, ~RRRR, ~~III)
	Expenditure	11	5		✓							✓		PPAAO (Program, Activity, Object) IE: When PP is only one digit add leading zero.
	Revenue	12	4		✓						✓			RRRR (Revenue) IE: '1111' = ' 1111'
	Misc. Items	13	3		✓						✓			III (Item No. assigned by SPI) IE: '001' = ' 001'
Value	Dollar Value	16	11	2			✓				✓		✓	Values for Item numbers (~~III) must be whole numbers. Non-zero decimal amounts will be dropped or truncated.
Filler		27	54					✓						

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Header Record for Salary Extract

Field Name	Sources Doc.	Beginning Position	Length	Decimal Places	Alpha	Numeric †	Coded Numeric †‡	Blank Fill	Trailing Blanks	Trailing Zeros	Leading Blanks	Leading Zeros	Required	Exceptions or Constraints
									Left		Right			
ESD	ESD Number	1	3			✓							✓	Valid = 101, 105, 112, 113, 114, 121, 123, 171, 189, 911, 950
CC	County No.	4	2			✓							✓	Valid county
DDD	District No.	6	3			✓							✓	Valid district within county
T	Type	9	1		✓								✓	Must be 'S'
F	Fund	10	1		✓								✓	Valid = 1
System ID		11	4		✓								✓	Must be 'F195'
Data Source		15	4		✓				✓				✓	Must be 'SAL'
Fiscal Year		19	9			✓							✓	Follow format – YYYY-YYYY (Ex. 2021-2022)
District Name		28	20		✓						✓		✓	Cannot be empty.
Filler		48	33					✓						

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Detail Record for Salary Extract

Field Name	Sources Doc.	Beginning Position	Length	Decimal Places	Alpha	Numeric †	Coded Numeric †‡	Blank Fill	Trailing Blanks	Trailing Zeros	Leading Blanks	Leading Zeros	Required	Exceptions or Constraints
ESD	ESD Number	1	3			✓							✓	Valid = 101, 105, 112, 113, 114, 121, 123, 171, 189, 911, 950
CC	County No.	4	2			✓							✓	Valid county
DDD	District No.	6	3			✓							✓	Valid district
Import Version		9	1			✓							✓	Must be '3'
T	Type	10	1		✓								✓	Must be 'S'
F	Fund	11	1		✓								✓	Fund 1 only
O	Object	12	1		✓								✓	Must be '2' for Certificated or '3' for Classified
PP	Program	13	2		✓						✓		✓	Salary related program
AA	Activity	15	2		✓						✓		✓	Salary related activity
DDD	Duty Code	17	3		✓						✓		✓	Valid duty per state
FTE		20	8	3		✓					✓		✓	
Hours		28	10	2		✓					✓		✓	Valid only for Classified. Zero-fill for Certificated.

Field		Start	Length	Decimals†									Notes
													IE: To enter 100 hours please enter '0000010000'. The last two zeros are the decimal amounts.
High Value		38	7	0 / 4	✓						✓	✓	Decimal Places = 4 if Classified
Low Value		45	7	0 / 4	✓						✓	✓	Decimal Places = 4 if Classified
Total Value		52	11		✓						✓	✓	
Annual State Salary		63	11		✓						✓	✓	
Annual Local Salary		74	11		✓						✓	✓	

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Appendix 1: Coded Numeric Values

If a value is specified as being of type 'Coded Numeric', the final digit of the value should be replaced by a character determined by a combination of the final digit and whether the value is positive or negative.

Use the following table to determine the coded character to use in place of the final digit:

Final Digit of Value	Coded Character for Positive Value	Coded Character for Negative Value
0	{	}
1	A	J
2	B	K
3	C	L
4	D	M
5	E	N
6	F	O
7	G	P
8	H	Q
9	I	R

Example:

For the value -123,456 the last digit is six and the value is negative; referring to the table above, the coded character for this value is 'O'. Replacing the final digit with the coded character, the coded value for -123,456 would be '12345O'.

Note: If a value provided for a field that is specified as a Coded Numeric value contains only digits, the import process will take the value as provided and assume it is a positive number.