F-195 Budget Reporting System
Import File Specification (Version 2)
1/4/2021

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. However, these specifications also support the existing F195 Format used in the 2020-2021 school year (i.e., Backwards Compatibility).
- These specifications allow for the submission of the New Annual State and Annual Local Salary Amounts on the Salary Detail Record.
- To support backwards compatibility these new fields are '*optional*', NOT '*required*'.
- These File Specifications Expires after the 2021-2022 School Year Submission is complete and will not be accepted for the 2022-2023 School Year.

Summary of Changes:
- File name format has been updated to provide more specific information to assist in troubleshooting file import issues. See page 3 for updated file name format. **NOTE: There are no changes to the file contents.**

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). All collected messages will be in the log even if this exceeds the limit (50).

      i   Example: If 49 invalid records are identified the processor will evaluate the 'next set' of records. If 11 additional records are identified by the processor in the 'next set' as invalid the log will contain all 60 collected messages.

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				Req.	Exceptions or Constraints
					Left		**Right**			
					Tb	**T0**	**Lb**	**L0**		
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 | Type | | | | Justification Left | | Right | | Required | Exceptions or Constraints |
					Alpha	Numeric †	Coded Numeric †‡	Blank Fill	Trailing Blanks	Trailing Zeros	Leading Blanks	Leading Zeros		
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	Alpha	Numeric †	Coded Numeric †‡	Blank Fill	Trailing Blanks	Trailing Zeros	Leading Blanks	Leading Zeros	Required	Exceptions or Constraints
									Left (Justification)		Right (Justification)			
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
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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‡ See Appendix 1 for details on formatting a Coded Numeric value.

Detail Record for Salary Extract

Field Name	Sources Doc.	Beginning Position	Length	Decimal Places	Type — Alpha	Type — Numeric †	Type — Coded Numeric †‡	Type — Blank Fill	Justification Left — Trailing Blanks	Justification Left — Trailing Zeros	Justification Right — Leading Blanks	Justification Right — Leading Zeros	Required	Exceptions or Constraints
ESD	ESD Number	1	3			✓							✓	Valid = 101, 105, 112, 113, 114, 121, 123, 171, 189
CC	County No.	4	2			✓							✓	Valid county
DDD	District No.	6	3			✓							✓	Valid district
Import Version		9	1			✓							✓	Must be '2'
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	7	3			✓					✓	✓	
Hours		27	10	2			✓					✓	✓	Valid only for Classified. Zero-fill for Certificated.

Field		Position	Length	Decimal†											Notes
High Value		37	7	0 / 4			✓						✓	✓	Decimal Places = 4 if Classified
Low Value		44	7	0 / 4			✓						✓	✓	Decimal Places = 4 if Classified
Total Value		51	11				✓						✓	✓	
Annual State Salary		62	11			✓							✓		Optional – If not provided will reset all values to zero when imported.
Annual Local Salary		73	11			✓							✓		Optional – If not provided will reset all values to zero when imported.

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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.