

School District Financial Report import file format

Format Comma delimited
Data Validations See validations document
Changes are denoted in bold.

Req	Name	Description	Data Type	Length	Format	Import Comments	
1	Y	Educational Entity	State issued county-district identification number	char	6	99-999	State issued county district identification number
2	Y	SchoolYear	School year of collection	char	4	9999	Fiscal year end year (e.g., July 1, 2007- June 30, 2008 use 2008)
3	Y	AccountType Code	Transaction type code	char	1	9	Account Type 1= Ending Balance 2= Revenue 3= Expenditure
4	Y	FundCode	Fund code	char	2	9	NDSFARM Fund Type 01= General Fund 02= Special Reserve Fund 03= Building Fund 04= Debt Service Fund 05= Food Service Fund 06= Student Activity Fund 07= Trust and Agency/Consortium
5	Y	ProgramCode	Program code	char	3	999	NDSFARM Program Type A plan of activities and procedures designed to accomplish a predetermined set of objectives. 1xx = regular education 2xx = special education 3xx= vocational education 4xx= other instructional (extracurricular)5xx= nonpublic school 6xx= adult/continuing education 7xx= community/junior college 8xx= community service 9xx= enterprise programs 000= undistributed
6	Y	FunctionCode	Function code	char	4	9999	NDSFARM Function Type Describes the action or purpose for which a person or thing is used or exists. 1xxx Instruction 2xxx Support 3xxx Operation of non-educational operations 4xxx Facilities Acquisition/Construction 5xxx Contingencies 6xxx Other Uses/Transfers
7	Y	ObjectCode	Object code	char	3	999	Describes the service or commodity as a result of a specific expenditures. 1xx Personal Services – Salaries 2xx Personal Services – Benefits 3xx Purchases Services4xx Purchased Property Services 5xx Other Purchased Services 6xx Supplies and Materials 7xx Property 8xx Other Objects 9xx Other Uses of Funds
8	Y	Amount	Transaction amount	N		999999999.99	999999999.99

NOTES:

- The precision for the "Amount" field is two decimal places.
- Include all records in the file import:
The district import = 796 records.
 The sped import = 243 records
 The voed import = 162 records
- AccountTypeCode + FundCode + ProgramCode + FunctionCode + ObjectCode form a unique key.
 The import file will be validated against these keys.
- Order is not important.
- Header row is required.