

File Layout

- The file must be either .csv or .xlsx format.
- File format is Tab delimited (NO text qualifier).
- All fields must be included. Null 'Optional' fields if not used.
- Header is required (column names), sample can be provided.
- NO Footer.
- NO end of file marker, hard return, or blank last line.
- Special Characters cannot be used.
- New data must be loaded as a separate file. (files are NOT cumulative)
- For standardization, fields should be in ALL CAPS.
- File Name should be kept short and cannot contain spaces or special characters, except for dash (-) or underscore (_).

Field Name	Data Type/ Format	Max Length	Required	Additional Information
Record number	Varchar	32	Y	Required. Must be unique.
Fiscal year	Num YYYY	4	Y	Required. Must be year only (e.g., 2013)
Entity name	Varchar	60	Y	Required. Used to define the entity (e.g., City of Rolling Hills)
Fund 1 name	Varchar	60	Y	Required. This is the top level in the fund hierarchy.
Fund 2 name	Varchar	60	N	Optional. Null if not used. This is the 2nd level in the fund hierarchy.
Fund 3 name	Varchar	60	N	Optional. Null if not used. This is the 3rd level in the fund hierarchy.
Fund 4 name	Varchar	60	N	Optional. Null if not used. This is the 4th level in the fund hierarchy.
Organization level 1 name	Varchar	60	Y	Required. This is the top level in the organization hierarchy. It would typically be the next level down from the Entity.
Organization level 2 name	Varchar	60	N	Optional. Null if not used. This is the 2nd level in the organization hierarchy.
Organization level 3 name	Varchar	60	N	Optional. Null if not used. This is the 3rd level in the organization hierarchy.
Organization level 4 name	Varchar	60	N	Optional. Null if not used. This is the 4th level in the organization hierarchy.
Organization level 5 name	Varchar	60	N	Optional. Null if not used. This is the 5th level in the organization hierarchy.
Organization level 6 name	Varchar	60	N	Optional. Null if not used. This is the 6th level in the organization hierarchy.
Organization level 7 name	Varchar	60	N	Optional. Null if not used. This is the 7th level in the organization hierarchy.

Organization level 8 name	Varchar	60	N	Optional. Null if not used. This is the 8th level in the organization hierarchy.
Organization level 9 name	Varchar	60	N	Optional. Null if not used. This is the 9th level in the organization hierarchy.
Organization level 10 name	Varchar	60	N	Optional. Null if not used. This is the 10th level in the organization hierarchy.
Transaction type	Varchar	2	Y	Required. Defines the type of financial transactions being reported. EX = Expense, RV = Revenue, PC = Purchasing Card, RM = Employee Reimbursement.
Category level 1 name	Varchar	60	Y	Required. Further defines the type of transaction (e.g., Professional Services).
Category level 2 name	Varchar	60	N	Optional. Null if not used. Further defines the type of transaction. Usually hierarchical
Category level 3 name	Varchar	60	N	Optional. Null if not used. Further defines the type of transaction. Usually hierarchical
Category level 4 name	Varchar	60	N	Optional. Null if not used. Further defines the type of transaction. Usually hierarchical
Category level 5 name	Varchar	60	N	Optional. Null if not used. Further defines the type of transaction. Usually hierarchical
Category level 6 name	Varchar	60	N	Optional. Null if not used. Further defines the type of transaction. Usually hierarchical
Category level 7 name	Varchar	60	N	Optional. Null if not used. Further defines the type of transaction. Usually hierarchical
Payee/Customer/Vendor name	Varchar	60	Y	Required. Enter the payee, customer or vendor name, or choose one of the following options to populate this field: For transactions without a payee customer or vendor (e.g., an internal transfer) enter "Not Applicable". For transactions with payees, customers or vendors that are legally protected or confidential, enter "Name Redacted". For transactions with payees, customers or vendors that are legally protected when the file is created but could become unprotected at some time in the future, do all of the following: 1) enter the actual name of the payee, customer or vendor into this field; 2) enter a "P" into the Protection Indicator field (described below); 3) Enter a Vendor ID that is unique to this payee, customer vendor.
Payee DBA name	Vachar	60	N	Optional. Null if not used. Payee 'Doing Business As' name.

Vendor ID code	Vachar	60	Y	Required. In conjunction with the vendor name, this vendor ID code is used by the website to properly summarize transactions. This field is not displayed or downloadable on the website. Required in the following 2 instances: 1. For Employee Compensation records (transaction type = PY). A code that uniquely identifies each employee is needed for the website to properly summarize each employee. Without this code, all employees with the name of "NOT PROVIDED" will be summarized as 1 employee. 2. For expenditure records (transaction type = EX) when using the Protection Indicator field to temporarily protect the vendor name and gender.
Posting date	Num YYYYMMDD	8	Y	Required. The date the financial transaction was posted to the entity's accounting system/general ledger. Must be a valid calendar date.
Transaction description	Vachar	350	Y	Required. Further describes the transaction. Should not include private information. Must be at least 2 characters in length (i.e. may be lowest category name, if actual description contains private information).
Transaction ID	Vachar	255	Y	Required. Typically the transaction ID from the entity's general ledger system.
Transaction reference ID	Vachar	255	N	Optional. Null if not used. If transactions are related to each other (reversals, corrections, etc.) this ID connects them. If populated, there should also be a record with this field as the Transaction ID.
Contract name	Vachar	255	N	Optional. Null if not used. Used only if record is for a payment on a contract, otherwise null.
Contract number	Vachar	50	N	Optional. Null if not used. Used only if record is for a payment on a contract, otherwise null.
Position title	Vachar	50	N	Optional. Null if not used.
Hourly rate	Num	16,2	N	Optional. Null if not used.
Gender	Char	1	N	Optional. Null if not used.
Amount	Num 9999.99 -9999.99	16,2	Y	Required. For Transaction type = EX (expenditure), primarily a positive number unless the transaction is a correction, reversal, refund, or reduction. For Transaction type = RV (revenue), this is also a positive number even though revenues are normally negative numbers in a ledger. Revenue corrections, reversals, refunds, or reductions may be negative numbers.
Payment method	Char	20	N	Optional. Null if not used. Describes payment method (e.g. Credit Card, Warrant, Check, ACH, etc.)

Protection indicator	Char	1	N	Optional. Null if not used. Enter "P" for payee, customer and vendor records that are temporarily Protected. For example, undercover officers or an employee with a protective order. If this field is "P", the values in the Payee/Customer/Vendor field, the Payee DBA Name field and Gender fields will NOT be displayed on the website.
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