
Projection-Pro Import File Specifications

Version 1.0

Summary

This document is intended for <insert audience types here>. It conveys information on the process and business rules used for importing the following files into the Projection-Pro system:

- 1) Modified [Standardized Account Code Structure \(SACS\)](#) [Base/Historical Year Import File](#)
- 2) [Charter Alternative \(ChAlt\) Import File](#) [Base/Historical Year](#)
- 3) [Personnel Assumptions Import File](#) [Projected Years](#)

SACS Import File Layout

The SACS financial reporting software's import file format used by LEAs to import data into the SACS reporting system may be used to import MYP base year data into SACS. The SACS financial reporting software also provides LEAs the ability to export .DAT files, which may be used to import SACS data into MYP base years or into LEA level historical unaudited actuals data to Projection-Pro. Depending on the time of year within the budget cycle, users may export "official" or "unofficial" .DAT files from SACS which vary slightly in format.

Data is submitted for a single LEA and multiple data types (i.e., budget and actuals) may be included in a single file. No special file naming is needed; the system will accept any correctly formatted file. Depending upon import file and record type, the records may include between 2 and 6 columns of data.

File/Record Layout –

The file contains these main record types, which vary per File Type:

- 1) Header row/record, one trailer row/record,
- 2) Several Section Header and Section End records
- 3) Repeating transaction detail records within.

Record Type per File Type:

Record Element	SACS .DAT Official Export	SACS .DAT Unofficial Export	SACS Import File*
File Header	X		
Section Header	X	X	X
Transaction Detail	X	X	X
Section End	X	X	X
File End	X	X	

** Import based on the SACS layout, but will accept locally defined codes.*

Field Elements per Record Type

<i>Record Type: File Header or File End</i>			
Field #	Field Type	Imported Field	Description and Validations
1	Text	none	<p>If Content = "" used to indicate a File Header (or File End) record is found and the SACS import file type is SACS .DAT "Official" format</p> <p>If content = "EOF" used to indicate File End (end of file)</p>
2	Text	none	Not Used
3	Text	none	Not Used
4	Text	none	Not Used
5	Text	Section Type	<p>If = "OFFICIAL", indicates this is a File Header record that includes transaction details that are NOT imported:</p> <ul style="list-style-type: none"> • Skip transaction detail record until next Section Header record (after Section End record) is found. <p>If = "OFFICIALEND", indicates this is a File End record that includes transaction details that are NOT imported:</p>
6	Text	None	Not Used

Record Type: Section Header or Section End

Field #	Field Type	Imported Field	Description and Validations
1	Text	Fiscal Year	<p>When Column 1 = Fiscal year (associated with the data to be imported), indication of Section Header:</p> <ul style="list-style-type: none"> • If Projection User imports, system will verify Fiscal Year matches projection Base Year • If LEA Admin imports, the Fiscal Year in section header determines relevant fiscal year for data load. • Format can include "-" or "/" <ul style="list-style-type: none"> ○ For Example: "2014-15" or "2015/16"
2	Text	CDS Code	<p>When Column 2 = "EOD" - indicates Section End, otherwise:</p> <p>When Column 2 = 13-digit CDS Number associated with the LEA data to be imported:</p> <ul style="list-style-type: none"> • If Projection User imports, verify CDS Number matches projection CDS Number • If LEA Admin imports, verify CDS Number matches selected LEA CDS Number.
3	Text	Reporting Period Identifier	<p>Financial Reporting Period associated with the data section</p> <ul style="list-style-type: none"> • If Projection User imports, verify Reporting Period Identifier is "BS1", "I", "I2" or "I3" • If LEA Admin imports, verify Reporting Period Identifier is "BS1" or "A"
4	Text	Column Code Identifier	<p>Column Code indicating the type of data associated with the data section</p> <ul style="list-style-type: none"> • If Projection User import, Column Code Identifier must be "BB" or "IP" • If LEA Admin import, Column Code Identifier must be "BE" or "BA"
5	Text	Section Type	<ul style="list-style-type: none"> • If content in the 5th column is found, indicates the record provides transaction details that are NOT imported. • If Fiscal Year, CDS Number, Reporting Period Identifier and Column Code Identifier field values match criteria identified in columns 1-4 above: <ul style="list-style-type: none"> • Load transaction detail records until End of Section record reached. • Retain Total Section Detail Records found in Section End record.

Record Type: Transaction Detail

Field #	Field Type	Imported Field	Description and Validations
1	Number	Fund Resource Code Object Code	<p>19-digit SACS <i>or locally defined code</i> formatted as follows:</p> <ul style="list-style-type: none"> • Fund – field length 2 • Resource - field length 4 • Project Year - field length 1 • Goal - field length 4 • Function - field length 4 • Object - field length 4 <p>System will Retain list of Funds associated with import (user will select from this list to identify Funds to be imported to MYP/Cash Flow.</p> <p>When Object Code begins with "97" and not "9791", "9793", "9795", the system will skip to the next transaction detail record; Otherwise the system import the Fund, Resource Code and Object Code for the associated LEA.</p>
2	Text	Amount	<p>Up to 15 characters (allowable range: -99,999,999,999.99 to +99,999,999,999.99. Plus and minus signs count as one character; periods count as one character; commas are only shown here for ease of reading.)</p> <ul style="list-style-type: none"> • Import Amount for the associated Resource/Object Code combination • If Projection User, Base Year Value = Imported Amount • If LEA Admin User, Historical Year Value for Selected Fiscal Year = Imported Amount
3	Text	Section Type	<p>If content in this 3rd column is found in a transaction detail record, the system will ignore it at the transaction detail level</p>

Additional Business Rules & Validations

- Users are not prompted for budget type because the reporting period and column code identifier combinations found in the section header records determine the relevant data section to be loaded from the file per the table below
- Once a section header record containing one of the reporting period/column code identifiers shown below, i.e., "BS1", "BB", the transaction details are loaded until the corresponding section end of data "EOD" record is found.

Charter Alternative Import File Layout

The Charter Alternative (ChAlt) Data file format may be used for importing projection data as an alternative to manually entering data in the system. As part of the data import, the system determines the Chart of Accounts (COA) based on the Reporting Format Setting on the LEA Settings screen.

File/Record Layout –

The file should contain one header row record and one or more transaction detail records.

Field Elements per Record Type

<i>Record Type: File Header</i>			
Field #	Field Type	Imported Field	Description and Validations
1	Text	Resource	Column title; data not imported
2	Text	Object	Column title; data not imported
3	Text	Amount	Column title; data not imported

<i>Record Type: Transaction Detail</i>			
Field #	Field Type	Imported Field	Description and Validations
1	Text	Resource Code	Resource Code
2	Text	Object Code	Object Code

Record Type: Transaction Detail			
Field #	Field Type	Imported Field	Description and Validations
			<ul style="list-style-type: none"> • When Object Code begins with "97" and not equal to "9791", "9793", "9795", skip to the next transaction detail record • Otherwise import the Resource Code and Object Code combination
3	Numeric	Amount	<p>Up to 15 characters</p> <ul style="list-style-type: none"> • Allowable range: -99,999,999,999.99 to +99,999,999,999.99. • Plus and minus signs count as one character; • Periods count as one character; <ul style="list-style-type: none"> ○ Commas are only shown here for ease of reading. <p>Import Amount for the associated Resource/Object Code combination</p> <ul style="list-style-type: none"> • When Projection User, Base Year Value = Imported Amount • When LEA Admin User, Historical Year Value for Selected Fiscal Year = Imported Amount

Additional Business Rules & Validations

- No special file naming is needed; the system will accept any correctly formatted file.
- Data is submitted for a single charter school LEA.
- The system will skip all 97xx records except 9791, 9793, 9795.
 - If Object 9791 records do not exist for a resource, the system will create an associated resource-9791 record with an amount defaulted to zero
 - If Object 9793 records do not exist for a resource, the system will create an associated resource-9793 record with an amount defaulted to zero
 - If Object 9795 records do not exist for a resource, the system will create an associated resource-9795 record with an amount defaulted to zero

Personnel Assumption Import File Layout

Users are given the ability to import personnel related assumptions from other systems that provide more detailed salary and benefit projections by resource-object, like a position control system.

File/Record Layout –

The file should contain one header row record and one or more transaction detail records.

Field Elements per Record Type

<i>Record Type: File Header</i>			
Field #	Field Type	Imported Field	Description and Validations
1	Text	Type	Column title; data not imported
2	Text	Resource	Column title; data not imported
3	Text	Object	Column title; data not imported
4	Text	Year 2	Column title; data not imported
5	Text	Year 3	Column title; data not imported
6	Text	Year 4	Column title; data not imported
7	Text	Year 5	Column title; data not imported

Record Type: Transaction Detail

Field #	Field Type	Imported Field	Description and Validations
1	Text	Type	<p>Type codes allowed:</p> <ul style="list-style-type: none"> • S&C <ul style="list-style-type: none"> ○ Assumption Long Title = <i>Imported S&C Adjustments</i> ○ Dynamic Ongoing \$ ○ Displays as “Step & Column Adjustment” on MYP for 1000-2999 • COLA <ul style="list-style-type: none"> ○ Assumption Long Title = <i>Imported COLA Adjustments</i> ○ Dynamic Ongoing \$ ○ Displays as “Cost-of-Living Adjustment” on MYP for 1000-2999 • Other <ul style="list-style-type: none"> ○ Assumption Long Title = <i>Imported Other Adjustments</i> ○ Dynamic Ongoing \$ ○ Displays as “Other Adjustment” on MYP for 1000-2999
2	Text	Resource	Resource Code – 4 digit
3	Text	Object	Object Code – 4 digit
4	Numeric	Year 2	<p>Amount Up to 15 characters</p> <ul style="list-style-type: none"> • Allowable range: -99,999,999,999.99 to +99,999,999,999.99. • Plus and minus signs count as one character; • Periods count as one character; <ul style="list-style-type: none"> ○ Commas are only shown here for ease of reading. <p>Import Amount for the associated Resource/Object Code combination</p> <ul style="list-style-type: none"> • When Projection User, Base Year Value = Imported Amount • When LEA Admin User, Historical Year Value for Selected Fiscal Year = Imported
5	Numeric	Year 3	<p>Amount Up to 15 characters</p> <ul style="list-style-type: none"> • Allowable range: -99,999,999,999.99 to +99,999,999,999.99. • Plus and minus signs count as one character;

Record Type: Transaction Detail			
Field #	Field Type	Imported Field	Description and Validations
			<ul style="list-style-type: none"> • Periods count as one character; <ul style="list-style-type: none"> ○ Commas are only shown here for ease of reading. Import Amount for the associated Resource/Object Code combination <ul style="list-style-type: none"> • When Projection User, Base Year Value = Imported Amount When LEA Admin User, Historical Year Value for Selected Fiscal Year = Imported
6	Numeric	Year 4	Amount Up to 15 characters <ul style="list-style-type: none"> • Allowable range: -99,999,999,999.99 to +99,999,999,999.99. • Plus and minus signs count as one character; • Periods count as one character; <ul style="list-style-type: none"> ○ Commas are only shown here for ease of reading. Import Amount for the associated Resource/Object Code combination <ul style="list-style-type: none"> • When Projection User, Base Year Value = Imported Amount When LEA Admin User, Historical Year Value for Selected Fiscal Year = Imported
7	Numeric	Year 5	Amount Up to 15 characters <ul style="list-style-type: none"> • Allowable range: -99,999,999,999.99 to +99,999,999,999.99. • Plus and minus signs count as one character; • Periods count as one character; <ul style="list-style-type: none"> ○ Commas are only shown here for ease of reading. Import Amount for the associated Resource/Object Code combination <ul style="list-style-type: none"> • When Projection User, Base Year Value = Imported Amount When LEA Admin User, Historical Year Value for Selected Fiscal Year = Imported

Additional Business Rules & Validations

- The import is limited to Object Codes 1000-6999 per SACS reference code values
- Blank values are imported as \$0.00

- Personnel Import can add resources and objects
 - Objects must be between 1000-6999 (inclusive) or custom objects with reference codes between 1000-6999 (inclusive) (to handle exceptions, i.e., 5800)
- Personnel Import cannot delete resources or objects.
- Personnel Import created resource-object combinations that have base year of zero are not deleted by subsequent projection base year imports.