

Center for Educational Performance and Information

Financial Information Database Uploading Files

Last Updated: 6/19/2019

Questions:

Email: cepi@michigan.gov

Phone: 517-335-0505 x3



Contents

Introduction	3
Record Layout.....	3
File Naming Convention.....	3
File Layouts.....	4
Balance Sheet Layout.....	4
Revenue Layout	4
Expenditure Layout.....	4
Education Service Provider Layout	5
Creating CSV FID Files in Excel	6
What is a CSV file?	6
How do I use Excel to create a CSV file?.....	6
XML Schema	8

Introduction

The purpose of this document is to provide a guide to aid Financial Information Database users in developing files to upload into the database system.

Record Layout

All records submitted by districts for the FID upload must conform to the following ASCII record layout. That is, records cannot exceed the allowable number of characters in length, and the data variables must conform to the specifications in this document.

Fields that are labeled "Optional" are those that are included in the Michigan School Accounting Manual Chart of Accounts but are not required for the FID collection. Authorized staff may submit these fields either with blanks or with data from the district's accounting system if these fields are used. However, programming edits (error checks) will not be placed on these fields, and the data will be disregarded.

File Naming Convention

If files are submitted in CSV or TXT formats, use the following file naming convention. File names can be up to 20 characters long. However, the first 10 characters have special meaning within the FID application as listed below.

- Position 1 denotes the transaction type (B – Balance Sheet, R – Revenue, E – Expenditure, P – Education Service Provider)
- Positions 2 – 6 denote the school district for which the corresponding data (Balance Sheet, Revenue, Expenditure, ESP) is being submitted.
- Positions 7 – 10 denote the fiscal year for which the financial data are being submitted.
- Positions 11 – 20 are optional and may or may not be used.

The file extension should denote whether the file is a CSV or TXT file.

If files submitted are in XML format, there is no standard naming convention as the data for transaction type, school district and fiscal year are contained in the record tags within the file. The file extension should be ".XML". Note that XML files support multiple school districts and multiple transaction types in one file.

File Layouts

Balance Sheet Layout

Field Name	Max. Size (Bytes)	Position	Specification
Fund Code	2	1 - 2	Alphanumeric
Balance Sheet Major Class	3	3 - 5	Alphanumeric
Suffix Code (*Optional)	4	6 - 9	Alphanumeric
Not Used (*Optional)	16	10 - 25	Alphanumeric
Ending Balance	14	26 - 39	Numeric

*Optional fields must be included in the layout. The optional piece is providing data at this level.

Revenue Layout

Field Name	Max. Size (Bytes)	Position	Specification
Fund Code	2	1 - 2	Alphanumeric
Revenue Major Class	3	3 - 5	Alphanumeric
Suffix Code	4	6 - 9	Alphanumeric
Not Used (*Optional)	16	10 - 25	Alphanumeric
Amount	14	26 -39	Numeric

*Optional fields must be included in the layout. The optional piece is providing data at this level.

Expenditure Layout

Field Name	Max. Size (Bytes)	Position	Specification
Fund Code	2	1 - 2	Alphanumeric
Function Code	3	3 - 5	Alphanumeric
Object Code	4	6 - 9	Alphanumeric
Program Code	3	10 - 12	Alphanumeric
Grant Code ⁺	4	13 - 16	Alphanumeric
School (Facility/Building)	5	17 - 21	Alphanumeric
Other (*Optional)	4	22 - 25	Alphanumeric
Amount	14	26 - 39	Numeric

*Optional fields must be included in the layout. The optional piece is providing data at this level.

†This field was formerly referred to as the State code.

Education Service Provider Layout

Field Name	Max. Size (Bytes)	Position	Specification
ESP Function Code	3	1 - 3	Alphanumeric
ESP Object Code	4	4 - 7	Alphanumeric
Amount	14	8 - 21	Numeric

Creating CSV FID Files in Excel

What is a CSV file?

CSV stands for comma separated values, which sometimes is also called comma delimited. A CSV file is a specially formatted plain text file that stores spreadsheet or basic database-style information in a very simple format with one record on each line, and each field within that record is separated by a comma. This offers the advantage of not having to fill empty spaces as you would with fixed-length text files.

How do I use Excel to create a CSV file?

1. Review the FID record layout information in Appendix A to determine what specific information and formatting are required for FID uploading.
2. You will need to create three separate files: balance sheet, revenue, and expenditure. Because you will be saving these documents as CSV files, do not use the multiple worksheet option of Excel.
3. Set up your Excel file so there is a column for each field. You may create a header for each column using the "Field Name" for your reference. However, this header cannot be included in the file you upload into the FID. Be sure to remove it before saving, otherwise your file will be rejected.
4. At this point, you can begin entering your data. The following example is based on a balance sheet file. Be aware that cells must be set as text only. Otherwise, Excel automatically places commas in numbers larger than three digits. These extra commas are considered illegal characters and will cause the file to be rejected by the system.

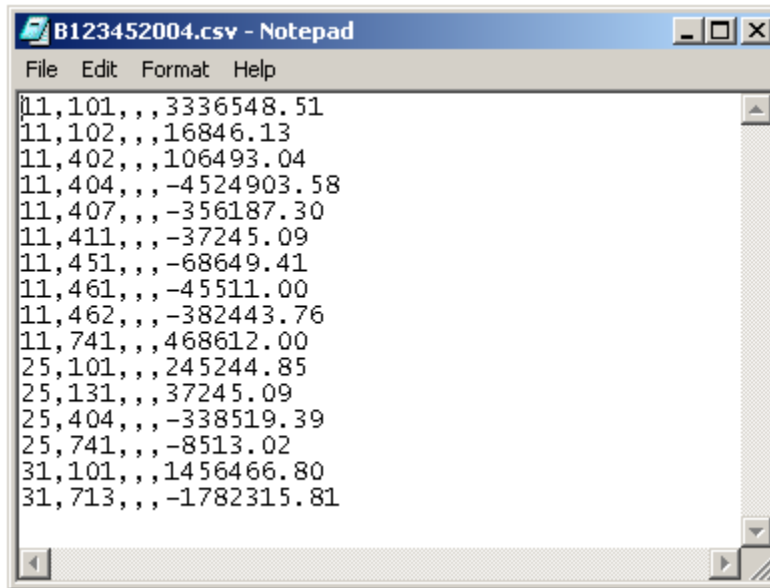
	A	B	C	D	E	F
	Fund Code	Balance Sheet Major Class	Suffix Code (Optional)	Not Used (Optional)	Ending Balance	
1						
2	11	101			1000	
3	11	102			1500	
4	11	103			2000	
5						
6						

5. Once all the data has been entered, save the file as a CSV file. This option is available under "**File ► Save As.**" You will first be prompted to enter a name for your new file. After this is completed, select the option "CSV (Comma delimited *.csv)" from the drop-down box.

FID Uploading Files

When entering a file name, remember that it must conform to the FID file-naming convention. Please refer to file naming convention in the FID Data Upload section.

6. You can now use this CSV file to upload to the FID. If you use Notepad (located in the Accessories folder on your PC) to look at the new file, you will see that the file appears as below:



```
B123452004.csv - Notepad
File Edit Format Help
11,101,,3336548.51
11,102,,16846.13
11,402,,106493.04
11,404,,-4524903.58
11,407,,-356187.30
11,411,,-37245.09
11,451,,-68649.41
11,461,,-45511.00
11,462,,-382443.76
11,741,,468612.00
25,101,,245244.85
25,131,,37245.09
25,404,,-338519.39
25,741,,-8513.02
31,101,,1456466.80
31,713,,-1782315.81
```

This is the correct formatting for a CSV file.

7. Please note: These directions only cover the basics of using Excel to create a file to upload to FID. For information regarding what specifically should be included and other formatting issues, please consult the FID FAQs and Appendix A of the FID User Guide. These documents are located on the FID website and within the application. If you have further questions, please contact CEPI customer support at 517-335-0505 x3, or email CEPI@michigan.gov.

XML Schema

```

<?xml version="1.0" ?>
<Schema name="Root" b:root_reference="Root" b:standard="XML"
  xmlns="urn:schemas-microsoft-com:xml-data" xmlns:b="urn:schemas-
  microsoft-com: BizTalkServer" xmlns:d="urn:schemas-microsoft-
  com:datatypes">
  <ElementType name="Root" content="eltOnly" model="open">
    <element type="FiscalYear" maxOccurs="1" minOccurs="0" />
    <element type="District" maxOccurs="*" minOccurs="0" />
    <ElementType name="District" content="eltOnly" model="open">
      <AttributeType name="ReLoad" d:type="string" />
      <AttributeType name="Code" d:type="string" />
      <attribute type="Code" required="no" />
      <attribute type="ReLoad" required="no" default="No" />
      <element type="BalanceSheet" maxOccurs="1" minOccurs="0" />
      <element type="Revenue" maxOccurs="1" minOccurs="0" />
      <element type="Expenditure" maxOccurs="1" minOccurs="0" />
      <element type="EducationServiceProvider" maxOccurs="1"
        minOccurs="0" />
    </ElementType>
  </ElementType>
  <ElementType name="BalanceSheet" content="eltOnly" model="open">
    <element type="BRecord" maxOccurs="*" minOccurs="0" />
    <ElementType name="BRecord" content="eltOnly" model="open">
      <element type="FundCode" maxOccurs="1" minOccurs="0" />
      <element type="MajorClass" maxOccurs="1" minOccurs="0" />
      <element type="Suffix" maxOccurs="1" minOccurs="0" />
      <element type="NotUsed" maxOccurs="1" minOccurs="0" />
      <element type="EndingBalance" maxOccurs="1" minOccurs="0" />
    </ElementType>
  </ElementType>
  <ElementType name="Revenue" content="eltOnly" model="open">
    <element type="RRecord" maxOccurs="*" minOccurs="0" />
    <ElementType name="RRecord" content="eltOnly" model="open">
      <element type="FundCode" maxOccurs="1" minOccurs="0" />
      <element type="MajorClass" maxOccurs="1" minOccurs="0" />
      <element type="Suffix" maxOccurs="1" minOccurs="0" />
      <element type="NotUsed" maxOccurs="1" minOccurs="0" />
      <element type="Amount" maxOccurs="1" minOccurs="0" />
    </ElementType>
  </ElementType>
  <ElementType name="Expenditure" content="eltOnly" model="open">
    <element type="ERecord" maxOccurs="*" minOccurs="0" />
    <ElementType name="ERecord" content="eltOnly" model="open">
      <element type="FundCode" maxOccurs="1" minOccurs="0" />
      <element type="FunctionCode" maxOccurs="1" minOccurs="0" />
      <element type="ObjectCode" maxOccurs="1" minOccurs="0" />
      <element type="ProgramCode" maxOccurs="1" minOccurs="0" />
      <element type="StateCode" maxOccurs="1" minOccurs="0" />
      <element type="School" maxOccurs="1" minOccurs="0" />
      <element type="Other" maxOccurs="1" minOccurs="0" />
    </ElementType>
  </ElementType>

```



```
<element type="Amount" maxOccurs="1" minOccurs="0" />
</ElementType>
</ElementType>
<ElementType name="EducationServiceProvider" content="eltOnly"
  model="open">
  <element type="PRecord" maxOccurs="*" minOccurs="0" />
  <ElementType name="PRecord" content="eltOnly" model="open">
    <element type="FunctionCode" maxOccurs="1" minOccurs="0" />
    <element type="ObjectCode" maxOccurs="1" minOccurs="0" />
    <element type="Amount" maxOccurs="1" minOccurs="0" />
  </ElementType>
</ElementType>
<ElementType name="FiscalYear" content="textOnly" model="open"
  d:type="string" />
<ElementType name="FundCode" content="textOnly" model="open"
  d:type="string" />
<ElementType name="MajorClass" content="textOnly" model="open"
  d:type="string" />
<ElementType name="Suffix" content="textOnly" model="open"
  d:type="string" />
<ElementType name="NotUsed" content="textOnly" model="open"
  d:type="string" />
<ElementType name="EndingBalance" content="textOnly" model="open"
  d:type="number" />
<ElementType name="FunctionCode" content="textOnly" model="open"
  d:type="string" />
<ElementType name="ObjectCode" content="textOnly" model="open"
  d:type="string" />
<ElementType name="ProgramCode" content="textOnly" model="open"
  d:type="string" />
<ElementType name="StateCode" content="textOnly" model="open"
  d:type="string" />
<ElementType name="School" content="textOnly" model="open"
  d:type="string" />
<ElementType name="Other" content="textOnly" model="open"
  d:type="string" />
<ElementType name="Amount" content="textOnly" model="open"
  d:type="number" />
</Schema>
```