

## File Layout

- The file must be a .csv file.
- 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 <b>"Not Applicable"</b> . For transactions with payees, customers or vendors that are legally protected or confidential, enter <b>"Name Redacted"</b> . 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	<p>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.</p> <p><b>Required in the following 2 instances:</b></p> <p>1. For Employee Compensation records (transaction type = RM). 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.</p> <p>2. For expenditure records (transaction type = EX) when using the Protection Indicator field to temporarily protect the vendor name and gender.</p>
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	Varchar	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	Varchar	255	Y	Required. Typically the transaction ID from the entity's general ledger system.
Transaction reference ID	Varchar	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	Varchar	255	N	Optional. Null if not used. Used only if record is for a payment on a contract, otherwise null.
Contract number	Varchar	50	N	Optional. Null if not used. Used only if record is for a payment on a contract, otherwise null.
Position title	Varchar	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	<p>Optional. Null if not used. Enter “P” for payee, customer and vendor records that are <b>temporarily</b> Protected.</p> <p>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.</p> <p>For transactions with payee/customer/vendor that are protected (such as by GRAMA, HIPPA, FERPA, etc.) and will always remain protected, <b>DO NOT</b> use this field and redact the payee/customer/vendor before uploading files to OpenBooks.</p> <p>For transactions with payee/customer/vendors that are legally protected when the file is created but <b>could become unprotected at some time in the future</b>, this coding can be used. All transactions for the payee/customer/vendor have to be coded with a “P” in this field. <b>Once a transaction is coded as Null, all transactions for the payee/customer/vendor will then be displayed.</b></p>
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## Field by Field

**Record number (32)** - A unique sequence of characters to identify each transaction.

This field is NOT displayed on Arizona OpenBooks website.

**CANNOT be NULL. MUST be UNIQUE.**

The State of Arizona uses transaction batch information along with FY and FM to create field.

**Fiscal year (4)** - An accounting period of 12 months. The State of Arizona government operates on a fiscal year that begins on July 1 and ends on the following June 30.

This field is a filter option in the “Get Started” (initial) search on Arizona OpenBooks website. This field is also displayed on the last pop-up tier of the Arizona OpenBooks website.

**CANNOT be NULL.**

The fiscal year used in this field will determine what year the record/transaction is displayed under.

**Entity name (60)** - A name corresponding to the entity

This field is a filter option in the “Get Started” (initial) search on Arizona OpenBooks website.

**CANNOT be NULL.**

The entities will be established by the GAO.

**Fund 1 name (60)** - A self-balancing set of accounts recording assets, liabilities, and equity. A fund is used to segregate financial information for carrying on specific activities or attaining certain objectives. This field is the first level in the search results when the Fund filter is selected from the tabs. This field is also displayed on the last pop-up tier of the Arizona OpenBooks website.

**CANNOT be NULL.**

The State of Arizona uses the statewide fund title for this field.

### **Fund 2 name (60)**

This field is the second set of results displayed when a “Fund 1 name” is clicked on Arizona OpenBooks website. This field is also displayed on the last pop-up tier of the Arizona OpenBooks website.

**Can be NULL.**

The State of Arizona uses the agency fund title for this field.

### **Fund 3 name (60)**

This field is the third set of results displayed when a “Fund 2 name” is clicked on Arizona OpenBooks website. This field is also displayed on the last pop-up tier of the Arizona OpenBooks website.

**Can be NULL.**

The State of Arizona does NOT use this field.

### **Fund 4 name (60)**

This field is the fourth set of results displayed when a “Fund 3 name” is clicked on Arizona OpenBooks website. This field is also displayed on the last pop-up tier of the Arizona OpenBooks website.

**Can be NULL.**

The State of Arizona does NOT use this field.

**Organization level 1 name (60)** – A level of the entity, such as department, division, section, region, etc. Could also be the entity itself.

This field is the first level in the search results by default or when the Organization filter is selected from the tabs. This field is also displayed on the last pop-up tier of the Arizona OpenBooks website.

**CANNOT be NULL.**

The State of Arizona uses the State agency title for this field.

**Organization level 2 name (60)**

This field is the second set of results displayed when an “Organization 1 name” is clicked on Arizona OpenBooks website. This field is also displayed on the last pop-up tier of the Arizona OpenBooks website.

**Can be NULL.**

The State of Arizona does NOT use this field.

**Organization level 3 name (60)**

This field is the third set of results displayed when an “Organization21 name” is clicked on Arizona OpenBooks website. This field is also displayed on the last pop-up tier of the Arizona OpenBooks website.

**Can be NULL.**

The State of Arizona does NOT use this field.

**Organization level 4 name (60)**

This field is the fourth set of results displayed when an “Organization 3 name” is clicked on Arizona OpenBooks website. This field is also displayed on the last pop-up tier of the Arizona OpenBooks website.

**Can be NULL.**

The State of Arizona does NOT use this field.

**Organization level 5 name (60)**

This field is the fifth set of results displayed when an “Organization 4 name” is clicked on Arizona OpenBooks website. This field is also displayed on the last pop-up tier of the Arizona OpenBooks website.

**Can be NULL.**

The State of Arizona does NOT use this field.

**Organization level 6 name (60)**

This field is the sixth set of results displayed when an “Organization 5 name” is clicked on Arizona OpenBooks website. This field is also displayed on the last pop-up tier of the Arizona OpenBooks website.

**Can be NULL.**

The State of Arizona does NOT use this field.

**Organization level 7 name (60)**

This field is the seventh set of results displayed when an “Organization 6 name” is clicked on Arizona OpenBooks website. This field is also displayed on the last pop-up tier of the Arizona OpenBooks website.

**Can be NULL.**

The State of Arizona does NOT use this field.

**Organization level 8 name (60)**

This field is the eighth set of results displayed when an “Organization 7 name” is clicked on Arizona OpenBooks website. This field is also displayed on the last pop-up tier of the Arizona OpenBooks website.

**Can be NULL.**

The State of Arizona does NOT use this field.

**Organization level 9 name (60)**

This field is the ninth set of results displayed when an “Organization 8 name” is clicked on Arizona OpenBooks website. This field is also displayed on the last pop-up tier of the Arizona OpenBooks website.

**Can be NULL.**

The State of Arizona does NOT use this field.

**Organization level 10 name (60)**

This field is the tenth set of results displayed when an “Organization 9 name” is clicked on Arizona OpenBooks website. This field is also displayed on the last pop-up tier of the Arizona OpenBooks website.

**Can be NULL.**

The State of Arizona does NOT use this field.

**Transaction type (2)** – A code used to identify the type of transaction.

This field is a filter option in the “Get Started” (initial) search on Arizona OpenBooks website. The long description for the code is also display on the last pop-up tier of the Arizona OpenBooks website.

**CANNOT be NULL.**

Codes available for use:

EX = Expense

RV = Revenue

PC = Purchasing Card

RM = Employee Reimbursement

**Category level 1 name (60)** - A brief title that further identifies the transaction type and transaction.

This field is the first level in the search results when the Category filter is selected from the tabs. This field is also displayed on the last pop-up tier of the Arizona OpenBooks website.

**CANNOT be NULL.**

The State of Arizona uses the Object title for this field.

**Category level 2 name (60)**

This field is the second set of results displayed when a “Category 1 name” is clicked on Arizona OpenBooks website. This field is also displayed on the last pop-up tier of the Arizona OpenBooks website.

**Can be NULL.**

The State of Arizona uses the Comptroller Source Group title for this field.

**Category level 3 name (60)**

This field is the third set of results displayed when a “Category 2 name” is clicked on Arizona OpenBooks website. This field is also displayed on the last pop-up tier of the Arizona OpenBooks website.

**Can be NULL.**

The State of Arizona uses the Comptroller Object title for this field.

**Category level 4 name (60)**

This field is the fourth set of results displayed when a “Category 3 name” is clicked on Arizona OpenBooks website. This field is also displayed on the last pop-up tier of the Arizona OpenBooks website.

**Can be NULL.**

The State of Arizona does NOT use this field.

**Category level 5 name (60)**

This field is the fifth set of results displayed when a “Category 4 name” is clicked on Arizona OpenBooks website. This field is also displayed on the last pop-up tier of the Arizona OpenBooks website.

**Can be NULL.**

The State of Arizona does NOT use this field.

**Category level 6 name (60)**

This field is the sixth set of results displayed when a “Category 5 name” is clicked on Arizona OpenBooks website. This field is also displayed on the last pop-up tier of the Arizona OpenBooks website.

**Can be NULL.**

The State of Arizona does NOT use this field.

**Category level 7 name (60)**

This field is the seventh set of results displayed when a “Category 6 name” is clicked on Arizona OpenBooks website. This field is also displayed on the last pop-up tier of the Arizona OpenBooks website.

**Can be NULL.**

The State of Arizona does NOT use this field.

**Payee/Customer/Vendor name (60)** - The name of the business/individual paid or who remitted money to a government entity.

This field is a filter option in the “Get Started” (initial) search on Arizona OpenBooks website. This field is also displayed on the last pop-up tier of the Arizona OpenBooks website.

**CANNOT be NULL.**

At this time, the State of Arizona is only displaying Vendor/Payee/Customer names for expenditure transactions.

This is due to inconsistency in the vendor field for Revenues and difficulty identifying confidential vendors (such as those for certain Donations).

If the vendor name is not available for a transaction, (transfer is an example), then the State of Arizona uses “N/A” in this field.

If the transaction has been determined to be a confidential transaction, the State of Arizona uses “Name Redacted” in this field instead of displaying the true vendor name.

The State of Arizona redacts the vendor name prior to uploading the file on the Arizona OpenBooks website.



**Payee DBA name (60)** – Payee “Doing Business As” name.

This field is displayed on the last pop-up tier of the Arizona OpenBooks.

**Can be NULL.**

The State of Arizona does NOT use this field due to the inconsistent location of the DBA name in the financial system.

**Vendor ID code (60)** – Code referencing the Payee/Customer/Vendor.

This field is NOT displayed on Arizona Openbooks website.

**Can be NULL, ONLY if Payee/Customer Vendor name is “Not Applicable” or “Not Provided”**

The State of Arizona uses the AFIS vendor number for this field.

The State of Arizona populates with "00000000000000" for confidential transactions.

**Posting date (8)** – The date the transaction was posted to the financial system.

This field is displayed on the last pop-up tier of the Arizona OpenBooks website.

**CANNOT be NULL.**

Must be a valid calendar date.

Must be in the format: YYYYMMDD. Dates should NOT have any slashes, hyphens, or other special characters.

The State of Arizona uses the “effective date” from the financial system for this field.

The State of Arizona has an adjustment period for fiscal year end, called “13<sup>th</sup> month”. These transactions have a date of 06/31/xx-06/99/xx. Since these are invalid calendar dates and cannot be accepted for the file, we converted all of these dates to 07/01/(xx +1). This will give these transactions a posting date in the next fiscal year, however the fiscal year field will be the current/correct fiscal year(yxxx). This will allow the transactions to display under the correct fiscal year and easily be determined to be the “adjustment period” transactions due to the posting date.

**Transaction description (350)** - Describes the nature of the transaction.

This field is displayed on the last pop-up tier of the Arizona OpenBooks website.

**CANNOT be NULL.**

The State of Arizona has a free-form description field in their financial system. Since there are not any controls as to what agencies may input in this field (may contain confidential information, it was decided to take a detail category description instead.

**Transaction ID (255)** - A unique sequence of characters to identify each transaction.

This field is displayed on the last pop-up tier of the Arizona OpenBooks website.

**CANNOT be NULL. MUST be UNIQUE.**

The State of Arizona uses the same information as the Record Number field to populate this field. The only difference between these fields is the Record Number field is NOT displayed on Arizona OpenBooks website, however the Transaction ID field is.

The State of Arizona used information in this field to easily identify the transaction in the financial system if an inquiry from Arizona OpenBooks referenced the Transaction ID.

**Transaction reference ID (255)** – An identification to identify related transactions, such as for reversals or corrections. If this field is used, there should also be a record with this field as the Transaction ID.

This field is displayed on the last pop-up tier of the Arizona OpenBooks website.

**Can be NULL.**

The State of Arizona does NOT use this field because some reference numbers used in the financial system relate to NON- Revenue or Expense transactions.

**Contract name (255)** – A name for the contract related to the transaction.

This field is displayed on the last pop-up tier of the Arizona OpenBooks website.

**Can be NULL.**

The State of Arizona currently does NOT use this field.

**Contract number (50)** – The number related to the contract name and transaction.

This field is displayed on the last pop-up tier of the Arizona OpenBooks website.

**Can be NULL.**

The State of Arizona currently does NOT use this field.

**Position title (50)** – Used only for Payroll/Employee Compensation transactions to describe a position.

This field is NOT displayed on Arizona Openbooks website.

**Can be NULL.**

The State of Arizona currently does NOT display Payroll/Employee Compensation information at the detail level and therefore does NOT use this field.

**Hourly rate (19)** - Used only for Payroll/Employee Compensation transactions to state the hourly rate of pay.

This field is NOT displayed on Arizona Openbooks website.

**Can be NULL.**

The State of Arizona currently does NOT display Payroll/Employee Compensation information at the detail level and therefore does NOT use this field.

**Gender (1)** - Used only for Payroll/Employee Compensation transactions to identify the employees gender.

This field is NOT displayed on Arizona Openbooks website.

**Can be NULL.**

The State of Arizona currently does NOT display Payroll/Employee Compensation information at the detail level and therefore does NOT use this field.

Codes that can be used are:

M = Male

F = Female

**Amount (19)** – The amount corresponding to the individual transaction.

This field is displayed on all Tiers of the search results. This field is also displayed on the last pop-up tier of the Arizona OpenBooks website.

Amounts should be in the format 9999.99 or -9999.99. Amounts should NOT include commas, a dollar sign or any “packed” information. Negative amounts should have a leading minus sign.

Expenses and Revenues should be shown as positive numbers. Corrections, reversals, refunds or reductions should be shown as negative numbers.

Revenue collected is normally shown as a credit (negative) in accounting. To keep the general public from perceiving the negative number as revenue lost, the amount for all revenue transactions may need to be multiplied by -1.

Should NOT have any zero dollar transaction amounts (\$0).

**CANNOT be NULL.**

The State of Arizona uses the amount field based on the GL accounts from the financial system.

**Payment method (20)** – The method used to process each expense transaction.

This field is displayed on the last pop-up tier of the Arizona OpenBooks website.

**Can be NULL.**

The State of Arizona uses the following codes:

**Credit Card** – Payment made with the State Purchasing Card or Travel Card.

**Warrant** - Payment type for a written authorization for payment, payable upon presentation to the State Treasurer.

**ACH** – Electronic payment made via “Automated Clearing House”.

**Transfer** - Payment type for the movement of funds between State organizations.

**Journal Voucher** – Transaction involving a journal entry, affecting expenditures.

**Cost Allocation** – Transaction involving cost allocation, affecting expenditures.

**Other** – Any expense transaction not meeting the other categories.

The State of Arizona uses “N/A” for all Revenue transactions.

This is a free-form field for Entities to use and the State of Arizona codes are NOT required.

**Protection indicator (1)** – Indicator used to *temporarily* mask the Payee/Customer/Vendor name, Payee DBA name, and Gender fields.

This field is NOT displayed on Arizona OpenBooks website.

**Can be NULL.**

The State of Arizona does NOT use this field, as it does NOT meet the needs for masking Confidential information for the State of Arizona.

A vendor does not necessarily need to be masked for ALL State of Arizona agencies for ALL transactions.

- For transactions with payee/customer/vendor that are protected (such as by GRAMA, HIPPA, FERPA, etc.) and will always remain protected, **DO NOT** use this field and redact the payee/customer/vendor before uploading files to OpenBooks.
- For transactions with payee/customer/vendors that are legally protected when the file is created but **could become unprotected at some time in the future**, this coding can be used. All transactions for the payee/customer/vendor have to be coded with a “P” in this field.

**Once a transaction is coded as Null, all transactions for the payee/customer/vendor will then be displayed.**