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# **Import & Export File Specifications**

## **Operating Budget Management System**

**Version 2.1.4**

**New Mexico Public Education Department  
Ped.state.nm.us**

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# Revision History

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2.1.1	7-21-2022	Revised to add sections for UCOA upload and Audited Actuals.	Added some missing Tables to the Table index. Added UCOA and Audited actuals sections
2.1.2	3-10-2023	Revised Audited Actuals	Fixed Audited Actuals file upload tables to reflect the correct format being Entity/Location instead of Location/Entity along with other table description additions.
2.1.3	4-13-2023	Revised Budget & Actuals Fixed length records	Adjusted Budget Estimated and Projected amount from 10 to 14, Est/Proj FTE from 9 to 10 in Budget Fixed length records after removing whole dollar restrictions in OBMS.
2.1.4	12-16/2023	Revised BAR Upload section.	Corrected many mistakes and mis-references. Added fixed length sample.

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# 1. PURPOSE

## 1.1. *Specification of Interfaces*

The purpose of this document is to specify the interfaces used between the State of New Mexico (NM) Public Education Department (PED) Operating Budget Management System (OBMS) and other systems that need to exchange data with it. These interfaces are described from the point of view of OBMS as either exports (data out of OBMS) or imports (data into OBMS). Table 1 shows the various interfaces and which data file formats can be used.

<b>Interface</b>	<b>Direction</b>	<b>File Formats</b>
Budget Export	Export	Budget fixed length records file
Budget As Adjusted Export	Export	Budget fixed length records file
Budget Import	Import	Budget fixed length records file
Budget Import	Import	Budget comma-separated values (CSV) records file
Actuals Import	Import	Actuals fixed length records file
Actuals Import	Import	Actuals comma-separated values (CSV) records file
BAR Import	Import	BAR fixed length records file
BAR Import	Import	BAR comma-separated values (CSV) records file
RfR Import	Import	RfR fixed length records file
RfR Import	Import	RfR comma-separated values (CSV) records file

**Table 1 – Interfaces**

## 2. OVERVIEW

### **2.1. *Statement of Intent***

By specifying the interfacing formats to be used with OBMS, it will be possible to exchange data with all of the school districts, charter schools and regional education cooperatives (RECs) no matter which system they use internally to keep track of their budget or actual revenues and expenditures. Establishing a means of electronic upload of data into the web application from the various district, charter school and REC systems allows more timely data entry as well as a reduction in transcription errors.

### **2.2. *Scope***

PED has approved several file formats for use by OBMS for the purpose of exchanging budget and budget line data, and for reporting actuals data. If additional functionality is required in the future, new file formats may be defined.

### **2.3. *Standard***

The file formats defined in this document will be the standard for communicating with OBMS. Due to the wide variation of systems and technologies in use in the school districts, charter schools and RECs, PED selected the lowest common denominator of fixed length and comma-separated value (CSV) file formats for use in these interfaces.

### **2.4. *Security***

The files used to communicate with OBMS will be created or read from the system from which the web application is used. The upload mechanism provides encryption and compression of the data as it is transferred across the Internet. Once stored on local user computers, the security of the data is the responsibility of the user.

### 3. FILE FORMATS

#### 3.1. Budget Imports and Exports

OBMS supports imports and exports of budgets and associated budget lines using two formats: fixed length records and CSV records.

##### 3.1.1. Budget Fixed Length Records

The format shown in Table 2 is used to import/export budget lines. Each record has a fixed length and is terminated with a carriage return <CR> and linefeed <LF> pair. Each record is composed of multiple fields that may or may not be valued depending upon the interface used. The first column is the starting position of the field within the record and the second column is the field length. The third column is the field name. The record length is 74 (72 for the data plus 2 for the <CR><LF>).

Position	Length	Field Name
1	2	Status Code
3	3	Entity Code
6	4	Budget Year
10	5	COA Fund
15	4	COA Function
19	5	COA Object
24	4	COA Program
28	3	Location
31	4	COA Job Class
35	14	Estimated Amount
49	14	Projected Amount
63	10	Estimated FTE
73	10	Projected FTE

**Table 2 – Budget Fixed Length Record Format**

The field descriptions shown in Table 3 document what OBMS expects in each field of a budget import line record. Conversely, the table also shows what each field will contain during an export.

Field Name	Description	Characters Allowed
Status Code	The status of each budget line. Note: Only the code 'IB' is allowed for the Budget Import interface.	Upper case letters 'A' thru 'Z'. Valid values are shown in Table 4 and Table 5.
Entity Code	The entity code is the unique numeric code used by PED to identify the school district.	Digits '0' thru '9'.
Budget Year	The budget's fiscal year.	Digits '0' thru '9'.
COA Fund	Valid fund codes from the chart of accounts (COA) published separately by PED.	Digits '0' thru '9'.
COA Function	Valid function codes from the chart of accounts (COA) published separately by PED.	Digits '0' thru '9'.
COA Object	Valid object codes from the chart of accounts (COA) published separately by PED.	Digits '0' thru '9'.
COA Program	Valid program codes from the chart of accounts (COA) published separately by PED.	Digits '0' thru '9'.
Location	The location code is the unique numeric code used by PED to identify the specific school or office.	Digits '0' thru '9'.
COA Job Class	Valid job class codes from the chart of accounts (COA) published separately by PED. of accounts (COA) published separately by PED. <b>Note: If the Object does not require Job class, this field must contain '0000' for the Budget Import Interface.</b>	Digits '0' thru '9'.
Estimated Amount	The estimated dollar amount for this budget line.	Digits '0' thru '9'.
Projected Amount	The projected dollar amount for this budget line.	Digits '0' thru '9'.



Estimated FTE	The estimated number of FTEs for this budget line, if applicable. <b>Note: If the Object does not require Job Class, this field must contain '0000.0000' for the Budget Import Interface</b>	Digits '0' thru '9' except for position 59 which must be a decimal point '.'.
Projected FTE	The projected number of FTEs for this budget line, if applicable. <b>Note: If the Object does not require Job Class, this field must contain '0000.0000' for the Budget Import Interface</b>	Digits '0' thru '9' except for position 68 which must be a decimal point '.'.

**Table 3 – Budget Fixed Length Field Descriptions**

The valid budget status codes are shown in Table 4 and Table 5.

<b>Code</b>	<b>Description</b>
AB	Approved Budget
AO	Approval Overridden Budget
BA	Budget Analyst Approved Budget
BE	Budget Exported
BS	Adjusted Budget
BT	Budget Template
DA	Budget Director Approved Budget
FB	Finalized Budget
IB	Imported Budget
NC	Not Created
PB	Pending Budget
SA	Budget Supervisor Approved Budget
SB	Submitted Budget
SC	Schedule Created
TP	Template Pending
VA	Valuations Assessed

**Table 4 – Budget Statuses (Ordered by Code)**

<b>Code</b>	<b>Description</b>
BS	Adjusted Budget
AB	Approved Budget
AO	Approval Overridden Budget
BA	Budget Analyst Approved Budget
DA	Budget Director Approved Budget
BE	Budget Exported
SA	Budget Supervisor Approved Budget
BT	Budget Template
FB	Finalized Budget

IB	Imported Budget
NC	Not Created
PB	Pending Budget
SC	Schedule Created
SB	Submitted Budget
TP	Template Pending
VA	Valuations Assessed

**Table 5 – Budget Statuses (Ordered by Description)**

The following is an example fixed length record file that may be generated by the ‘Budget Export’ or ‘Budget as Adjusted Export’ interfaces in OBMS.

FB001202411000000011111000000000000000000000000000000.0000805535164.00000000.0000000000.0000  
 FB001202411000000043101000000000000805535164.00000000000000.00000000.0000000000.0000  
 FB0012024152000000411100000000000000000000000000.0000006252714.00000000.0000000000.0000

If we examine the first record (highlighted in color) of the file more closely, Table 6 explains the record’s content.

Position	Length	Field Name	Value / Description
1	2	Status Code	‘FB’ – Finalized Budget
3	3	Entity Code	‘020’ – Carlsbad
6	4	Budget Year	‘2006’ – 2006 Fiscal Year
10	5	COA Fund	‘11000’ – Fund 11000: Operational Sub-Fund
15	4	COA Function	‘1000’ – Function 1000: Instruction
19	5	COA Object	‘51100’ – Object 51100: Salaries Expense
24	4	COA Program	‘0000’ – Program 0000: Other Programs
28	3	Location	‘000’ – Location 000: District Office
31	4	COA Job Class	‘1411’ – Job Class 1411: Teachers – Grades 1-12
35	10	Estimated Amount	‘0145240476’ – \$145,240,476
45	10	Projected Amount	‘0149971786’ – \$149,971,786
55	9	Estimated FTE	‘0856.7500’ – 856.75 FTE

64	9	Projected FTE	'0865.7500' – 865.75 FTE
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**Table 6 – Budget Fixed Length Export Record Example**

The following is an example fixed length record file that may be supplied to the 'Budget Import' interface in OBMS.

IB072202421000000041603000000000000000048960000.00000000005000.000000.00000000.0000

If we examine the second record (highlighted in color) of the file more closely, Table 7 explains the record's content.

Position	Length	Field Name	Value / Description
1	2	Status Code	'IB' – Imported Budget
3	3	Entity Code	'032' – Eunice
6	4	Budget Year	'2006' – 2006 Fiscal Year
10	5	COA Fund	'31700' – Fund 31700: Capital Improvement SB-9
15	4	COA Function	'0000' – Function 0000: Revenue/Balance Sheet
19	5	COA Object	'41510' – Object 41510: Interest on Investments
24	4	COA Program	'0000' – Program 0000: Other Programs
28	3	Location	'000' – Location 000: District Office
31	4	COA Job Class	'0000' – Job Class 0000: N/A
35	14	Estimated Amount	'00000145240476' – \$145,240,476
49	14	Projected Amount	'00000149971786' – \$149,971,786
63	10	Estimated FTE	'00000.0000' – N/A FTE
73	10	Projected FTE	'00000.0000' – N/A FTE

**Table 7 – Budget Fixed Length Import Record Example**

### 3.1.2. Budget CSV Records

The format shown in Table 8 is used to import budget lines. Each record has a variable length and is terminated with a carriage return <CR> and linefeed <LF> pair. Each record is composed of multiple fields that may or may not be valued depending upon the interface used. The record length is variable but each field must be separated from the next with a comma. In Table 8, the first column is the field number within the record. The second column is the field name. A dollar sign '\$' may precede the values for fields 10 and 11. In the event these fields contain a large numeric value, these fields may contain commas as long as the entire field is contained within double quotes. For example, either \$123456789 or "\$123,456,789" is acceptable. Note that the Status Code field must be valued as defined in Table 4 and Table 5 above.

Field	Field Name
1	Status Code
2	Entity Code
3	Budget Year
4	COA Fund
5	COA Function
6	COA Object
7	COA Program
8	Location
9	COA Job Class
10	Estimated Amount
11	Projected Amount
12	Estimated FTE
13	Projected FTE

**Table 8 – Budget CSV Record Format**

The field descriptions shown in Table 9 document what OBMS expects in each field of a budget import line record.

Field Name	Description	Characters Allowed
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Status Code	The status of each budget line. Note: Only the code 'IB' is allowed for the Budget Import interface.	Upper case letters 'A' thru 'Z'. Valid values are shown in Table 4 and Table 5.
Entity Code	The entity code is the unique numeric code used by PED to identify the school district.	Digits '0' thru '9'.
Budget Year	The budget's fiscal year.	Digits '0' thru '9'.
COA Fund	Valid fund codes from the chart of accounts (COA) published separately by PED.	Digits '0' thru '9'.
COA Function	Valid function codes from the chart of accounts (COA) published separately by PED.	Digits '0' thru '9'.
COA Object	Valid object codes from the chart of accounts (COA) published separately by PED.	Digits '0' thru '9'.
COA Program	Valid program codes from the chart of accounts (COA) published separately by PED.	Digits '0' thru '9'.
Location	The location code is the unique numeric code used by PED to identify the specific school.	Digits '0' thru '9'.
COA Job Class	Valid job class codes from the chart of accounts (COA) published separately by PED. Note: This field must contain '0' if the budget line does not support FTE for the Budget Import interface.	Digits '0' thru '9'.
Estimated Amount	The estimated dollar amount for this budget line.	Digits '0' thru '9' and the special characters '+', '-', '\$', and ' '.
Projected Amount	The projected dollar amount for this budget line.	Digits '0' thru '9' and the special characters '+', '-', '\$', and ' '.

Estimated FTE	The estimated number of FTEs for this budget line, if applicable, from - 9999.9999 to 99999.9999.	Digits '0' thru '9' and the special characters '+', '-', '.', and ','.
Projected FTE	The projected number of FTEs for this budget line, if applicable, from - 9999.9999 to 99999.9999.	Digits '0' thru '9' and the special characters '+', '-', '.', and ','.

**Table 9 – Budget CSV Field Descriptions**

The following is an example CSV file that may be supplied to the 'Budget Import' interface in OBMS.

**IB,32,2006,11000,0,41110,0,0,0,100000,20000,,  
 IB,32,2006,31700,0,43215,0,0,0,"\$145,240,476","149971786",0,0  
 IB,32,2006,11000,4000,57112,0,0,0,12345,678,100,50  
 IB,32,2006,31700,4000,54315,0,0,0,9876,5432,100.5,50.5**

If we examine the second record (highlighted in color) of the file more closely, Table 10 explains the record's content.

Position	Field Name	Value / Description
1	Status Code	'IB' – Imported Budget
2	Entity Code	'32' – Eunice
3	Budget Year	'2006' – 2006 Fiscal year
4	COA Fund	'31700' – Fund 31700: Capital Improvement SB-9
5	COA Function	'0000' – Function 0000: Revenue/Balance Sheet
6	COA Object	'43215' – Object 43215: Inter-Governmental Contract Rev
7	COA Program	'0000' – Program 0000: Other Programs
8	Location	'000' – Location 000: DISTRICT OFFICE
9	COA Job Class	'0000' – Job Class 0000: N/A
10	Estimated Amount	""\$145,240,476"" – \$145,240,476
11	Projected Amount	""149971786"" – \$149,971,786

12	Estimated FTE	'0' – N/A FTE
13	Projected FTE	'0' – N/A FTE

**Table 10 – Budget CSV Import Record Example**

### 3.2. Actuals Imports

School Districts, Local Charter Schools, State Charter Schools, Regional Education Cooperatives, and State-Supported Schools are required by PED to submit summary reports of actual revenues and expenditures for each reporting period (monthly or quarterly, as appropriate to the organization). As a summary, each actuals report rolls up the transactions for that period into a single line for each uniform chart of account line.

OBMS supports imports of actual expenditures and revenues for each reporting period for valid uniform chart of accounts (UCOA) budget lines using two formats: fixed length records and CSV records. OBMS validates the submitted data to ensure that the file format is correct and that the submitted lines are for valid entities, budget years, and UCOA budget lines. The required end of year report is reported by OBMS using the submitted data for the last reporting period of the year (twelfth month or fourth quarter). **NOTE:** PED and OBMS only allows reporting for UCOA funds less than 50000; Funds 50000 and greater should not be submitted. **NOTE:** Negative values cannot be reported in the Year To Date or Encumbrance fields for periods Q04 or M12 unless the Object is marked Allows Negative.

#### 3.2.1. Actuals Fixed Length Records

The format shown in Table 11 is used to import actuals. Each record has a fixed length and is terminated with a carriage return <CR> and linefeed <LF> pair. Each record is composed of multiple fields that may or may not be valued depending upon the interface used. The first column is the starting position of the field within the record and the second column is the field length. The third column is the field name and if that field is restricted to only contain certain values, the fourth column refers to an appendix of this document that documents all allowable values and their meaning. The record length is 86 (84 for the data plus 2 for the <CR><LF>).

Position	Length	Field Name
1	3	Period Code
4	3	Entity Code
7	4	Budget Year
11	5	COA Fund
16	4	COA Function

20	5	COA Object
25	4	COA Program
29	3	Location
32	4	COA Job Class
36	14	Actual Amount
50	14	Encumbrance Amount
64	10	Actual FTE
74	14	Year-To-Date Amount

**Table 11 – Actuals Fixed Length Record Format**

The field descriptions shown in Table 12 document what OBMS expects in each field of an actuals import line record.

Field Name	Description	Characters Allowed
Period Code	The submission period of each actuals line. Note: The submission period must be the same for all lines in a file.	Upper case letters 'M' or 'Q' and Digits '0' thru '9'. Valid values are shown in Table 13.
Entity Code	The entity code is the unique numeric code used by PED to identify the parent entity.	Digits '0' thru '9'.
Budget Year	The budget's fiscal year.	Digits '0' thru '9'.
COA Fund	Valid fund codes from the Chart of Accounts (COA) for the Budget Year.	Digits '0' thru '9'.
COA Function	Valid function codes from the Chart of Accounts (COA) for the Budget Year.	Digits '0' thru '9'.
COA Object	Valid object codes from the Chart of Accounts (COA) for the Budget Year.	Digits '0' thru '9'.
COA Program	Valid program codes from the chart of accounts (COA).	Digits '0' thru '9'.
Location	The location code is the unique numeric code used by PED to identify the specific school.	Digits '0' thru '9'.



COA Job Class	Valid job class codes from the chart of accounts (COA) for the Budget Year. <b>Note: If the Object does not require Job Class, this field must contain '0000' for the Actuals Import Interface</b>	Digits '0' thru '9'.
Actual Amount	The actual dollar amount for this budget line for this period.	Digits '0' thru '9', except for position 46 which must be a decimal point '.'. If this is a negative number, position 36 can contain the "-" sign.
Encumbrance Amount	The currently encumbered dollar amount for this budget line.	Digits '0' thru '9', except for position 60 which must be a decimal point '.'. If this is a negative number, position 49 can contain the "-" sign.
Actual FTE	The estimated number of FTEs for this budget line, if applicable. <b>Note: This field must contain '00000.00' if the budget line does not support FTE for the Budget Import interface.</b>	Digits '0' thru '9', except for position 68 which must be a decimal point '.'. If this is a negative number, position 63 can contain the "-" sign.
Year-To-Date Amount	The dollar amount for this budget line for the year to date.	Digits '0' thru '9', except for position 82 which must be a decimal point '.'. If this is a negative number, position 71 can contain the "-" sign.

**Table 12 – Actuals Fixed Length Field Descriptions**

The valid period codes are shown in Table 13.

Code	Description
Q01	First Quarter reporting period (July thru September)
Q02	Second Quarter reporting period (October thru December)
Q03	Third Quarter reporting period (January thru March)
Q04	Fourth Quarter reporting period (April thru June)
M01	First Month reporting period (July)
M02	Second Month reporting period (August)
M03	Third Month reporting period (September)
M04	Fourth Month reporting period (October)
M05	Fifth Month reporting period (November)
M06	Sixth Month reporting period (December)
M07	Seventh Month reporting period (January)
M08	Eighth Month reporting period (February)
M09	Ninth Month reporting period (March)
M10	Tenth Month reporting period (April)
M11	Eleventh Month reporting period (May)
M12	Twelfth Month reporting period (June)

**Table 13 – Period Codes**

The following is an example fixed length record file that may be supplied to the 'Actuals Import' interface in OBMS.

Q0102020071100010005110000000014111452404760.21-1499717860.2201856.75-3477929970.12  
 Q010202007110001000511000000001412-529580870.8900531220570.2501415.4100498461668.33  
 Q0102020071100010005110000000014130117229630.3300135010800.48-0330.5000616528912.29

If we examine the first record (highlighted in color) of the file more closely, Table 14 explains the record's content.

Position	Length	Field Name	Value / Description
1	3	Status Code	'Q01' – Actuals for quarter #1 (July through September)
4	3	Entity Code	'020' – Carlsbad
7	4	Budget Year	'2007' – 2007 Fiscal Year (2006-2007 school year)
11	5	COA Fund	'11000' – Fund 11000: Operational Sub-Fund

16	4	COA Function	'1000' – Function 1000: Instruction
20	5	COA Object	'51100' – Object 51100: Teachers - Grades 1-12
25	4	COA Program	'0000' – Program 0000: Other Programs
29	3	Location	'000' – Location 000: District Office
32	4	COA Job Class	'1411' – Job Class 1411: Teachers – Grades 1-12
36	13	Actual Amount	'1452404760.21' – \$1,452,404,760.21
49	14	Encumbrance Amount	'-1499717860.22' – -\$1,499,717,860.22
63	8	Actual FTE	'01856.75' – 1,856.75 FTE
71	14	Year-To-Date Amount	'-3477929970.12' – -\$3,477,929,970.12

**Table 14 – Actuals Fixed Length Record Example**

### 3.2.2. Actuals CSV Records

The format shown in Table 15 is used to import budget lines. Each record has a variable length and is terminated with a carriage return <CR> and linefeed <LF> pair. Each record is composed of multiple fields that may or may not be valued depending upon the interface used. The record length is variable but each field must be separated from the next with a comma. In Table 15, the first column is the field number within the record. The second column is the field name. A dollar sign '\$' may precede the values for fields 10, 11 and 13. In the event these fields contain a large numeric value, these fields may contain commas as long as the entire field is contained within double quotes. For example, either \$123456789 or "\$123,456,789" is acceptable.

Field	Field Name
1	Period Code
2	Entity Code
3	Budget Year
4	COA Fund
5	COA Function

6	COA Object
7	COA Program
8	Location
9	COA Job Class
10	Actual Amount
11	Encumbrance Amount
12	Actual FTE
13	Year-To-Date Amount

**Table 15 – Actuals CSV Record Format**

The field descriptions shown in Table 16 document what OBMS expects in each field of an actuals import line record.

Field Name	Description	Characters Allowed
Period Code	The submission period of each actuals line. Note: The submission period must be the same for all lines in a file.	Upper case letters 'M' or 'Q' and Digits '0' thru '9'. Valid values are shown in Table 13.
Entity Code	The entity code is the unique numeric code used by PED to identify the parent entity.	Digits '0' thru '9'.
Budget Year	The budget's fiscal year.	Digits '0' thru '9'.
COA Fund	Valid fund codes from the Chart of Accounts (COA) for the Budget Year.	Digits '0' thru '9'.
COA Function	Valid function codes from the Chart of Accounts (COA) for the Budget Year.	Digits '0' thru '9'.
COA Object	Valid object codes from the Chart of Accounts (COA) for the Budget Year.	Digits '0' thru '9'.
COA Program	Valid program codes from the chart of accounts (COA) for the Budget Year. <b>Note: This field must contain '0000' if the budget line does not support FTE for the Budget Import Interface</b>	Digits '0' thru '9'.

Location	The location code is the unique numeric code used by PED to identify the specific school.	Digits '0' thru '9'.
COA Job Class	Valid job class codes from the chart of accounts (COA) for the Budget Year. <b>Note: This field must contain '0000' if the budget line does not support FTE for the Budget Import interface.</b>	Digits '0' thru '9'.
Actual Amount	The actual dollar amount for this budget line for this period.	Digits '0' thru '9' and the special characters '-', '\$', and ','.
Encumbrance Amount	The currently encumbered dollar amount for this budget line.	Digits '0' thru '9' and the special characters '-', '\$', and ','.
Actual FTE	The estimated number of FTEs for this budget line, if applicable, from -9999.9999 to 99999.9999.	Digits '0' thru '9' and the special characters '-', and ','.
Year-To-Date Amount	The dollar amount for this budget line for the year to date.	Digits '0' thru '9' and the special characters '-', '\$', and ','.

**Table 16 – Actuals CSV Field Descriptions**

The following is an example CSV file that may be supplied to the 'Actuals Import' interface in OBMS.

```
M11,20,2007,11000,1000,51100,0,0,1411,"$145,240,476.00",$149971786.25,856.75,-612251159.33
M11,20,2007,11000,1000,51100,0,0,1412,-2958087.34,-31220571.00,415.5,"$751984625.28"
M11,20,2007,11000,1000,51100,0,0,1413,1722963.67,350108.95,-330.5,"$995,948,621.64"
```

If we examine the first record (highlighted in color) of the file more closely, Table 17 explains the record's content.

Position	Field Name	Value / Description
----------	------------	---------------------

1	Status Code	'M11' – Actuals for month #11 (May)
2	Entity Code	'20' – Carlsbad
3	Budget Year	'2007' – 2007 Fiscal Year (2006- 2007 school year)
4	COA Fund	'11000' – Fund 11000: Operational Sub-Fund
5	COA Function	'1000' – Function 1000: Instruction
6	COA Object	'51100' – Object 51100: Teachers - Grades 1-12
7	COA Program	'0' – Program 0000: Other Programs
8	Location	'0' – Location 000: District Office
9	COA Job Class	'1411' – Job Class 1411: Teachers – Grades 1-12
10	Actual Amount	""\$145,240,476.00"" – \$145,240,476.00
11	Encumbrance Amount	'\$149971786.25' – \$149,971,786.25
12	Actual FTE	'856.75' – 856.75 FTE
13	Year-To-Date Amount	-612251159.33 – -\$612,251,159.33

**Table 17 – Actuals CSV Record Example**

### 3.1 Audited Actuals Introduction

Starting in Fiscal Year 2022, Audited Actuals must be submitted by all Budget entities similarly to Q1, Q2, Q3, and Q4 Actuals data. The difference between the quarterly and audit-reported data is that the audit-reported data will only be reported on the Fund, Function, and Object levels. This ensures that the submitted audit data in OBMS matches the Budget Entity’s audited data. It ensures consistency and accountability in calculating indirect costs and is **required by the federal government**. Therefore, the alternative to reconcile the submitted actual data with the audited data was dismissed as a much higher administrative burden.

PED offers two columns to upload - “Audit Data YTD” and “Cash Basis” columns.

#### Audit Data YTD:

The budget entity **must** submit in this column the same data on the Fund Function Object level it had submitted to its auditor.

#### Cash Basis:

The budget entity **can** submit in this column the data on a cash basis as it is on its general ledger.

*PED recommends using the (likely Excel) file prepared for a budget entity’s auditor to create the OBMS audit upload file to ensure that the data the auditor reviews and PED receives are the same. PED will report to the federal government that all budget entities submit the audited data to PED, and PED uses the data to determine the indirect costs.*

### 3.3.1 Audited Actuals Fixed Length Records

The format shown in Table 18 is used to import audited actuals. Each record has a fixed length and is terminated with a carriage return <CR> and linefeed <LF> pair. Each record is composed of multiple fields that may or may not be valued depending upon the interface used. The first column is the starting position of the field within the record and the second column is the field length. The third column is the field name. The record length is 44 (42 for the data plus 2 for the <CR><LF>).

Position	Length	Field Name
1	3	Period Code
4	3	Entity Code
7	3	Location Code
10	4	Budget Year

14	5	COA Fund
19	4	COA Function
23	5	COA Object
28	14	Audited YTD
42	14	Cash Basis

**Table 18 – Audited Actuals Fixed Length Record Format**

Please remember, the column Cash Basis is **OPTIONAL**. All other columns are **mandatory**.

The field descriptions shown in Table 18 document what OBMS expects in each field of an actuals import line record.

Field Name	Description	Characters Allowed
Period Code	The Audit is applied to the Year-To-Date period. Note: The submission period must be 'YTD' for all lines in a file.	Upper case letters 'YTD'.
Entity Code	The entity code is the unique numeric code used by PED to identify the parent entity.	Digits '0' thru '9'.
Location Code	The location code is the unique numeric code used by PED to identify the child entity.	Digits '0' thru '9'.
Budget Year	The budget's fiscal year.	Digits '0' thru '9'.
COA Fund	Valid fund codes from the Chart of Accounts (COA) for the Budget Year.	Digits '0' thru '9'.
COA Function	Valid function codes from the Chart of Accounts (COA) for the Budget Year.	Digits '0' thru '9'.
COA Object	Valid object codes from the Chart of Accounts (COA) for the Budget Year.	Digits '0' thru '9'.



Audited YTD	The dollar amount for this chart line for the Audited YTD value.	Digits '0' thru '9', except for position 36 which must be a decimal point '.'. If this is a negative number, position 25 can contain the "-" sign if this is a negative number.
Cash Basis	The dollar amount for this chart line for the Cash Basis value.	Digits '0' thru '9', except for position 82 which must be a decimal point '.'. If this is a negative number, position 39 can contain the "-" sign if this is a negative number.

**Table 19 – Audited Actuals Fixed Length Field Descriptions**

### 3.3.2 Audited Actuals Upload Fixed Length File Format Example

The following is an example fixed length record file that may be supplied to the 'Audited Actuals Upload' interface in OBMS.

YTD02020221100010005110001452404760.21-3477929970.12  
 YTD020202211000100051100-0529580870.8900498461668.33  
 YTD02020221100010005110000117229630.3300616528912.29

If we examine the first record (highlighted in color) of the file more closely, Table 20 explains the record's content.

Position	Length	Field Name	Value / Description
1	3	Period Code	'YTD' – Indicates Audited Actuals
4	3	Entity Code	'020' – Carlsbad
7	4	Location Code	'000' District Office
11	5	Budget Year	'2022' – 2022 Fiscal Year (2021-2022 school year)
16	4	COA Fund	'11000' – Fund 11000: Operational Sub-Fund

20	5	COA Function	'1000' – Function 1000: Instruction
25	14	COA Object	'51100' – Object 51100: Teachers - Grades 1-12
39	14	Audited YTD	'01452404760.21' – \$1,452,404,760.21
53	14	Cash Basis	'-3477929970.12' – -\$3,477,929,970.12

**Table 20 – Audited Actuals Fixed Length Record Example**

### 3.3.3 Audited Actuals CSV Records

The format shown in Table 21 is used to import audited actuals. Each record has a variable length and is terminated with a carriage return <CR> and linefeed <LF> pair. Each record is composed of multiple fields that may or may not be valued depending upon the interface used. The record length is variable, but each field must be separated from the next with a comma. In Table 21, the first column is the field number within the record. The second column is the field name. A dollar sign '\$' may precede the values for fields 8 and 9. In the event these fields contain a large numeric value, these fields may contain commas as long as the entire field is contained within double quotes. For example, either \$123456789 or "\$123,456,789" is acceptable.

Field	Field Name
1	Period Code
2	Entity Code
3	Location Code
4	Budget Year
5	COA Fund
6	COA Function
7	COA Object
8	Audited YTD
9	Cash Basis

**Table 21 – Audited Actuals CSV Record Format**

The field descriptions shown in Table 22 document what OBMS expects in each field of an audited actuals import line record.

Field Name	Description	Characters Allowed
Period Code	The Audit is applied to the Year-To-Date period. Note: The submission period must be 'YTD' for all lines in a file.	Upper case letters 'YTD'.
Entity Code	The entity code is the unique numeric code used by PED to identify the parent entity.	1-3 Digits '0' thru '9'.
Location Code	The location code is the unique numeric code used by PED to identify the child entity.	3 Digits '0' thru '9'.
Budget Year	The budget's fiscal year.	4 Digits '0' thru '9'.
COA Fund	Valid fund codes from the Chart of Accounts (COA) for the Budget Year.	5 Digits '0' thru '9'.
COA Function	Valid function codes from the Chart of Accounts (COA) for the Budget Year.	1-4 Digits '0' thru '9'.
COA Object	Valid object codes from the Chart of Accounts (COA) for the Budget Year.	5 Digits '0' thru '9'.
Audited YTD	The dollar amount for this chart line for the Audited YTD value.	Digits '0' thru '9' and the special characters '-', '\$', and ','.
Cash Basis	The dollar amount for this chart line for the Cash Basis value.	Digits '0' thru '9' and the special characters '-', '\$', and ','.

**Table 22 – Audited Actuals CSV Field Descriptions**

### 3.3.4 Audited Actuals Upload .CSV File Format Example

The following is an example for an Excel csv. file. The file must be saved as a .csv to be uploadable to OBMS.

	Period Code	Entity Code	Location Code	Budget Year	COA Fund	COA Function	COA Object	Audited YTD	Cash Basis (Optional)
	A	B	C	D	E	F	G	H	I
1	YTD	46	0	2022	11000	0	41110	39567.05	39567.05
2	YTD	46	0	2022	11000	0	41113	465.79	465.79
3	YTD	46	0	2022	11000	0	41500	2841.19	2841.19
4	YTD	46	0	2022	11000	0	41705	7936	7936
5	YTD	46	0	2022	11000	0	41910	1200	1200
6	YTD	46	0	2022	11000	0	41953	83563.7	83563.7
7	YTD	46	0	2022	11000	0	41980	195.02	195.02
8	YTD	46	0	2022	11000	0	43101	3802339.32	3802339.32
9	YTD	46	0	2022	11000	0	43202	47779.06	47779.06
10	YTD	46	0	2022	11000	0	45304	4176.3	4176.3
11	YTD	46	0	2022	11000	1000	51100	12789	12789
12	YTD	46	0	2022	11000	1000	51300	7794.5	7794.5
13	YTD	46	0	2022	11000	1000	52111	239544.06	239544.06
14	YTD	46	0	2022	11000	1000	52112	31622.41	31622.41
15	YTD	46	0	2022	11000	1000	52210	91058.3	91058.3
16	YTD	46	0	2022	11000	1000	52220	21296.09	21296.09
17	YTD	46	0	2022	11000	1000	52311	207795.55	207795.55
18	YTD	46	0	2022	11000	1000	52312	1693.84	1693.84
19	YTD	46	0	2022	11000	1000	52313	9330.61	9330.61

The following is an example CSV file that may be supplied to the ‘Audited Actuals Upload’ interface in OBMS.

**YTD,20,2022,11000,1000,51100,"\$145,240,476.00",-612251159.33**  
**YTD,020,2022,11000,1000,51100,-2958087.34,"\$751984625.28"**  
**YTD,20,2022,11000,1000,51100,1722963.67,"\$995,948,621.64"**

If we examine the first record (highlighted in color) of the file more closely, Table 23 explains the record’s content.

Position	Field Name	Value / Description
1	Period Code	‘YTD’ – Indicates Audited Actuals
2	Entity Code	‘20’ – Carlsbad
3	Location Code	‘000’ – District Office

4	Budget Year	'2022' – 2022 Fiscal Year (2021-2022 school year)
5	COA Fund	'11000' – Fund 11000: Operational Sub-Fund
6	COA Function	'1000' – Function 1000: Instruction
7	COA Object	'51100' – Object 51100: Teachers - Grades 1-12
8	Audited YTD	""\$145,240,476.00"" – \$145,240,476.00
9	Cash Basis	-612251159.33 – -\$612,251,159.33

**Table 23 – Audited Actuals CSV Record Example**

### 3.4 BAR Imports

School Districts and Charter Schools may upload BARs (Budget Adjustment Requests) to OBMS. A BAR file that contains revenues and expenditures may be uploaded for each BAR for valid uniform chart of accounts (UCOA) budget lines using one of two formats: fixed length records or CSV records. OBMS validates the submitted data to ensure that the file format is correct and that the submitted lines are for valid districts, charter schools, budget years, and UCOA budget lines.

**NOTE:** Negative values cannot be reported in the Flowthrough fields. The Adjustment Amount and the Adjustment FTE fields may contain negative numbers.

#### 3.4.1 BAR Uploads

When a BAR is uploaded to OBMS, the user first selects a BAR file. Next, the user selects one or more attachments. An attachment may be in most any format such as .doc, .txt or in pdf format. The maximum size of an attachment is 50 MB, while the maximum size for the BAR file plus the attachments is 300 MB.

#### 3.4.2 BAR Fixed Length Records

The format shown in Table 24a and Table 24b is used to import BARs. In each import file, there is one header record followed by one or more line records. The header record is identified by a Status Code of UBH (Upload Bar Header). The line record is identified by a Status Code of UBL (Upload Bar Line). Table 24a is the format of the header record. Table 24b is the format of a line record. The header record has a variable length of 142 to 397 (140 for the data, up to 255 for the Justification, plus 2 for the <CR><LF>). A line record has a fixed length of 52 and is terminated with a carriage return <CR> and linefeed <LF> pair. Each record is composed of multiple fields, each of fixed length except Justification, which is variable. Some header fields may be a string of blanks, indicated as optional in the table, but must be the length given in the table. The first column is the starting position of the field within the record and the second column is the field length. The third column is the field name and if that field is optional. The maximum record length is 397 (140 for the data, up to 255 for the Justification, plus 2 for the <CR><LF>).

Position	Length	Field Name
1	3	Status Code
4	3	District or Parent Entity Code
7	4	Budget Year
11	5	Chart Fund
16	2	BAR Type

18	20	Contact First Name (optional)
38	20	Contact Middle Name (optional)
58	20	Contact Last Name (optional)
78	10	Budget From Date (optional)
88	10	Budget To Date (optional)
98	1	Flowthrough Change Scope (optional)
99	14	Flowthrough Approved Carryover (optional)
113	14	Flowthrough Current Year Allocation (optional)
127	14	Flowthrough Total Approved Budget
141	Less than or equal to 255	Justification (optional)

**Table 24a – BAR Fixed Length Header Record Format**

Position	Length	Field Name
1	3	Status Code
4	5	Chart Fund Code
9	4	Chart Function Code
13	5	Chart Object Code
18	4	Chart Program Code
22	3	Entity Location Code
25	4	Chart Job Class Code
29	14	Adjustment Amount
43	9	Adjustment FTEs

**Table 24b – BAR Fixed Length Line Record Format**

The field descriptions shown in Table 25a describe what OBMS expects in each field of a BAR import header record. The first column is the column name, the second column describes the data, the third column documents all allowable values.

Field Name	Description	Characters Allowed
Status Code	Designates that the file contains BAR Header data for upload	UBH
District or Parent Code	The entity code is the unique numeric code used by PED to identify the School District or parent entity.	Digits '0' thru '9'.
Budget Year	The 4 digit end year budget's fiscal year.	Digits '0' thru '9'.
Chart Fund Code	Valid Fund codes from the Chart of Accounts (CoA) configured in OBMS.	Digits '0' thru '9'.
BAR Type	'IB' (Initial Budget), 'T' (Transfer), 'M' (Maintenance), 'I' (Increase), 'D' (Decrease)	'IB', 'T', 'M', 'I', 'D'
Contact First Name (optional)	BAR contact person's middle name	Alpha characters
Contact Middle Name (optional)	BAR contact person's middle name	Alpha characters
Contact Last Name (optional)	BAR contact person's first name	Alpha characters
Budget From Date (optional)	<b>Flowthrough fund only.</b> Typically, the beginning of the Budget Year in the format of mm/dd/yyyy	Digits '0' thru '9' and the special character '/'.
Budget To Date (optional)	<b>Flowthrough fund only.</b> Typically, the end of the Budget Year in the format of mm/dd/yyyy	Digits '0' thru '9' and the special character '/'.
Flowthrough Change Scope (optional)	<b>Flowthrough fund only.</b> Yes or No to indicate a change. If not a Flowthrough Fund, leave as one space.	Y or N
Flowthrough Approved Carryover (optional)	<b>Flowthrough fund only.</b> The dollar amount for Flowthrough Approved Carryover. If not a Flowthrough Fund, leave as 14 spaces.	Digits '0' thru '9' and the special characters '\$', ',', ''.



Field Name	Description	Characters Allowed
Flowthrough Current Year Allocation (optional)	<b>Flowthrough fund only.</b> The dollar amount for Flowthrough Current Year Allocation. If not a Flowthrough Fund, leave as 14 spaces.	Digits '0' thru '9' and the special characters '\$', ',', ''.
Flowthrough Total Approved Budget (optional)	<b>Flowthrough fund only.</b> The dollar amount for Flowthrough Total Approved Budget. If not a Flowthrough Fund, leave as 14 spaces.	Digits '0' thru '9' and the special characters '\$', ',', ''.
Justification (optional)	Description needed to justify the BAR. No embedded pipes, " ".	Alpha characters

**Table 25a – BAR Fixed Length Field Descriptions for a Header Record**

The field descriptions shown in Table 25b document what OBMS expects in each field of a BAR import data record.

Field Name	Description	Characters Allowed
Status Code	Designates that the file contains BAR Line data for upload	UBL
Chart Fund Code	Valid Fund codes from the Chart of Accounts (CoA) configured in OBMS.	Digits '0' thru '9'.
Chart Function Code	Valid Function codes from the Chart of Accounts (CoA) configured in OBMS.	Digits '0' thru '9'.
Chart Object Code	Valid Object codes from the Chart of Accounts (CoA) configured in OBMS.	Digits '0' thru '9'.
Chart Program Code	Valid Program codes from the Chart of Accounts (CoA) configured in OBMS.	Digits '0' thru '9'.
Entity Location Code	The entity code is the unique numeric code used by PED to identify the Location within the School District or parent entity.	Digits '0' thru '9'.

Field Name	Description	Characters Allowed
Chart Job Class Code	Valid Job Class codes from the Chart of Accounts (CoA) configured in OBMS.	Digits '0' thru '9'.
Adjustment Amount	The requested adjustment amount for this BAR line.	Digits '0' thru '9' and the special characters '-', '\$', and ',', '.'.
Adjustment FTEs	The requested adjustment number of FTEs for this BAR line, if applicable. Note: This field must contain '0000.0000' if the chart line does not support FTEs.	Digits '0' thru '9' and the special characters '-', and ',', '.'.

**Table 25b – BAR Fixed Length Field Descriptions for a Line Record**

The following is an example fixed length record file that may be supplied to the 'BAR Upload' interface in OBMS.

UBH079202324106I Amber M Pena 07/01/202206/30/2023N \$23,615.00 100,406 83828.00Final allocation for IDEA-B.

UBL24106000044500000000000000000000040192.000000.0000

UBL24106210053212200000000000000000020000.000000.0000

UBL24106210053213200000000000000000020192.000000.0000

If we examine the first record of the file (highlighted in color), which continues on the second line due to the format of this document, Table 26a explains the record's content.

Position	Length	Field Name	Value / Description
1	3	Status Code	'UBH' indicating that it is a BAR Upload Header record.
4	3	District or Parent Code	'070' indicating Questa Independent Schools.
7	4	Budget Year	'2023' indicating the Budget Year 2022-2023.
11	5	Chart Fund Code	'24106' which is a valid fund configured in the Chart of Accounts in OBMS for the Budget Year.
16	2	BAR Type	'I' indicating an Increase BAR.
18	20	Contact First Name	'Amber ' which is the first name of the contact person for Questa BARs.

Position	Length	Field Name	Value / Description
38	20	Contact Middle Name	'M ' which is the middle name given for the contact person for Questa BARs.
58	20	Contact Last Name	'Pena ' which is the last name of the contact person for Questa BARs.
68	10	Budget From Date	'07/01/2022' is the first day of the Budget Year.
78	10	Budget To Date	'06/30/2023' is the last day of the Budget Year.
79	1	Flowthrough Change Scope	'N' meaning No.
93	14	Flowthrough Approved Carryover	' \$23,615.00' which is the dollar amount for Flowthrough Approved Carryover, \$23,615.00.
107	14	Flowthrough Current Year Allocation	' 100,406' which is the dollar amount for Flowthrough Current Year Allocation, \$100,406.00.
121	14	Flowthrough Total Approved Budget	' 83828.00' which is the dollar amount for Flowthrough Total Approved Budget, \$83,828.00.
135	255	Justification	'Final allocation for IDEA-B.' which is the justification for the BAR.

**Table 26a – BAR Fixed Length Header Record Example**

If we more closely examine the second record of the file, Table 26b explains the record's content.

Position	Length	Field Name	Value / Description
1	3	Status Code	'UBH' indicating that it is a BAR Upload Line record.
4	5	Chart Fund Code	'24106' which is a valid fund configured in the Chart of Accounts in OBMS for the Budget Year.
9	4	Chart Function Code	'0000' which is the valid function for Revenue.

Position	Length	Field Name	Value / Description
13	5	Chart Object Code	'44500' which is a valid revenue object.
18	4	Chart Program Code	'0000' which is the valid code for no program.
22	6	Entity Location Code	'000' which is the valid entity code for Questa's central office.
28	4	Chart Job Class Code	'0000' which is the valid code for no job class.
32	14	Adjustment Amount	'00040192.00' which is the requested amount for this BAR line.
46	9	Adjustment FTEs	'0000.0000' which is the requested FTEs for this BAR line.

**Table 26b – BAR Fixed Length Line Record Example**

### 3.4.3 BAR CSV Records

The format shown in Tables 27a and 27b is used to import BARs. Each record has a variable length and is terminated with a carriage return <CR> and linefeed <LF> pair. Each record is composed of multiple fields that may or may not be valued depending upon the BAR. Each field must be separated from the next with a comma. If a field is not included, the commas must remain with nothing between them. In Tables 27a and 27b, the first column is the field number within the record. The second column is the typical length. The third column is the field name. Table 27a is the format for the header record and 27b is the format for the data record. A dollar sign '\$' may precede the values for fields 12, 13 and 14. In the event these fields contain a large numeric value, these fields may contain commas if the entire field is contained within double quotes. For example, acceptable values may be 123456789.00, \$123456789.00 or "\$123,456,789.00".

Position	Length	Field Name
1	3	Status Code
2	3	District or Parent Code
3	4	Budget Year
4	5	Chart Fund Code
5	2	Adjustment Type
6	20	Contact First Name (optional)

Position	Length	Field Name
7	20	Contact Middle Name (optional)
8	20	Contact Last Name (optional)
9	10	Budget From Date (optional)
10	10	Budget To Date (optional)
11	1	Flowthrough Change Scope (optional)
12	14	Flowthrough Approved Carryover (optional)
13	14	Flowthrough Current Year Allocation (optional)
14	14	Flowthrough Total Approved Budget (optional)
15	255	Justification

**Table 27a – BAR CSV Header Record Format**

Position	Length	Field Name
1	3	Status Code
4	5	Chart Fund Code
9	4	Chart Function Code
13	5	Chart Object Code
18	4	Chart Program Code
22	3	Entity Location Code
25	4	Chart Job Class Code
29	14	Adjustment Amount
43	9	Adjustment FTEs

**Table 27b – BAR CSV Line Record Format**

The field descriptions shown in Table 28a document what OBMS expects in each field of a BAR import header record. Note that quotation marks (") are not allowed between the quotes that define the beginning and the end of the text in the Justification field.

Field Name	Description	Characters Allowed
Status Code	Designates that the record contains BAR header data for upload	UBH

Field Name	Description	Characters Allowed
District or Parent Code	The entity code is the unique numeric code used by PED to identify the School District or parent entity.	Digits '0' thru '9'.
Budget Year	The 4 digit end year of the budget year.	Digits '0' thru '9'.
Chart Fund Code	Valid Fund codes from the Chart of Accounts (CoA) configured in OBMS.	Digits '0' thru '9'.
BAR Type	'IB' (Initial Budget), 'T' (Transfer), 'M' (Maintenance), 'I' (Increase), 'D' (Decrease)	'IB', 'T', 'M', 'I', 'D'
Contact First Name (optional)	BAR contact person's middle name	Alpha characters
Contact Middle Name (optional)	BAR contact person's middle name	Alpha characters
Contact Last Name (optional)	BAR contact person's first name	Alpha characters
Budget From Date (optional)	<b>Flowthrough fund only.</b> Typically, the beginning of the Budget Year in the format of mm/dd/yyyy	Digits '0' thru '9' and the special character '/'.
Budget To Date (optional)	<b>Flowthrough fund only.</b> Typically, the end of the Budget Year in the format of mm/dd/yyyy	Digits '0' thru '9' and the special character '/'.
Flowthrough Change Scope (optional)	<b>Flowthrough fund only.</b> Yes or No to indicate a change. If not a Flowthrough Fund, do not include.	Y or N
Flowthrough Approved Carryover (optional)	<b>Flowthrough fund only.</b> The dollar amount for Flowthrough Approved Carryover. If not a Flowthrough Fund, leave as 14 spaces.	Digits '0' thru '9' and the special characters '\$', ',', ''.
Flowthrough Current Year Allocation (optional)	<b>Flowthrough fund only.</b> The dollar amount for Flowthrough Current Year Allocation. If not a Flowthrough Fund, do not include.	Digits '0' thru '9' and the special characters '\$', ',', ''.

Field Name	Description	Characters Allowed
Flowthrough Total Approved Budget (optional)	<b>Flowthrough fund only.</b> The dollar amount for Flowthrough Total Approved Budget. If not a Flowthrough Fund, do not include.	Digits '0' thru '9' and the special characters '\$', ',', ''.
Justification (optional)	Description needed to justify the BAR. No embedded pipes, " ".	Alpha characters

**Table 28a – BAR CSV Header Field Descriptions**

The field descriptions shown in Table 25b document what OBMS expects in each field of a BAR import data record.

Field Name	Description	Characters Allowed
Status Code	Designates that the file contains BAR Line data for upload	UBL
Chart Fund Code	Valid Fund codes from the Chart of Accounts (CoA) configured in OBMS.	Digits '0' thru '9'.
Chart Function Code	Valid Function codes from the Chart of Accounts (CoA) configured in OBMS.	Digits '0' thru '9'.
Chart Object Code	Valid Object codes from the Chart of Accounts (CoA) configured in OBMS.	Digits '0' thru '9'.
Chart Program Code	Valid Program codes from the Chart of Accounts (CoA) configured in OBMS.	Digits '0' thru '9'.
Entity Location Code	The entity code is the unique numeric code used by PED to identify the Location within the School District or parent entity.	Digits '0' thru '9'.
Chart Job Class Code	Valid Job Class codes from the Chart of Accounts (CoA) configured in OBMS.	Digits '0' thru '9'.
Adjustment Amount	The requested adjustment amount for this BAR line.	Digits '0' thru '9' and the special characters '-', '\$', and ',', ''.
Adjustment FTEs	The requested adjustment number of FTEs for this BAR line, if applicable.	Digits '0' thru '9' and the special characters '-', and ',', ''.

**Table 28b – BAR CSV Line Field Descriptions**

The following is an example CSV file that may be supplied to the ‘BAR Import’ interface in OBMS. If we examine the first record (highlighted in color) of the file, Table 29a explains the record’s content.

UBH,040,2022,21000,I,Jamie,,Shepperd,7/1/2021,6/30/2022,,,,,Test BAR with Locations  
 UBL,21000,0000,41604,0000,000,0000,2350,0  
 UBL,21000,3100,56116,0000,033,0000,800,0  
 UBL,21000,3100,56116,0000,034,0000,900,0  
 UBL,21000,3100,56116,0000,036,0000,650,0

Upload BAR Header/Status	Ending Budget Year	BAR Type (I for Increase)	BAR Period	Justification field comment					
UBH,	040	,2022	,21000	,I ,Jamie,,Shepperd, 7/1/2021,6/30/2022 ,,,,, Test BAR with Locations					
Parent Location Code	Fund Code	Contact	Blank Fields, only used during Flowthrough BARS						
Upload BAR Line	FUND	FUNCTION	OBJECT	PROGRAM	LOCATION	JOB CLASS	AMOUNT	FTE	
UBL,	21000,	0000,	41604,	0000,	000,	0000,	2350,	0	- Revenue
UBL,	21000,	3100,	56116,	0000,	033,	0000,	800,	0	- Expenditures
UBL,	21000,	3100,	56116,	0000,	034,	0000,	900,	0	
UBL,	21000,	3100,	56116,	0000,	036,	0000,	650,	0	

Position	Field Name	Value / Description
1	Status Code	‘UBH’ indicating that it is a BAR Upload Header record.
2	District or Parent Code	‘040’ indicating Capitan Municipal Schools.
3	Budget Year	‘2022’ indicating the Budget Year 2022-2023.
4	Chart Fund Code	‘21000’ which is a valid fund configured in the Chart of Accounts in OBMS for the Budget Year.
5	BAR Type	‘I’ indicating an Increase BAR.
6	Contact First Name	‘Jamie’ which is the first name of the contact person for Capitan BARs.
7	Contact Middle	“ indicating there is no middle name given for the contact person for Capitan BARs.
8	Contact Last Name	‘Shepperd’ which is the last name of the contact person for Capitan BARs.
9	Budget From Date	‘07/01/2021’ is the first day of the Budget Year. This will be ignored because it is not a flowthrough Fund.



Position	Field Name	Value / Description
10	Budget To Date	'06/30/2022' is the last day of the Budget Year. This will be ignored because it is not a flowthrough Fund.
11	Flowthrough Change Scope	" because it is not a flowthrough Fund.
12	Flowthrough Approved Carryover	" because it is not a flowthrough Fund.
13	Flowthrough Current Year Allocation	" because it is not a flowthrough Fund.
14	Flowthrough Total Approved Budget	" because it is not a flowthrough Fund.
15	Justification	'Test BAR with Locations' which is the justification for the BAR.

**Table 29a – BAR CSV Header Record Example**

If we more closely examine the second record of the file, Table 29b explains the record's content.

Position	Field Name	Value / Description
1	Status Code	'UBH' indicating that it is a BAR Upload Line record.
4	Chart Fund Code	'21000' which is a valid fund configured in the Chart of Accounts in OBMS for the Budget Year.
9	Chart Function Code	'0000' which is the valid function for Revenue.
13	Chart Object Code	'41604' which is a valid revenue object.
18	Chart Program Code	'0000' which is the valid code for no program.
22	Entity Location Code	'000' which is the valid entity code for Capitan's central office.
25	Chart Job Class Code	'0000' which is the valid code for no job class.
29	Adjustment Amount	'2350' which is the requested amount for this BAR line, \$2350.00.
43	Adjustment FTEs	'0' which is the requested FTEs for this BAR line.

**Table 29b – BAR CSV Line Record Example**

### 3.5 RfR Imports

School Districts and Charter Schools have the option to submit RfRs through OBMS. RfRs may be submitted with fixed length records or CSV records. OBMS validates the submitted data to ensure that the file format is correct and that the submitted line is for valid districts, charter schools, budget year, fund, period to date, year-to-date expenditures, the project number, the contact's name and a comment. **NOTE:** Negative values cannot be reported in the Year To Date Expenditures field.

#### 3.5.1 RfR Uploads

When an RfR is uploaded to OBMS, the user first selects an RfR file. Next, the user selects one or more attachments that provide supporting documentation for the RfR. An attachment may be in .doc, .txt or in pdf format. The maximum size of an attachment is 50 MB, while the maximum size for the BAR file plus the attachments is 300 MB.

#### 3.5.2 RfR Modified Fixed Length Records

The format shown in Table 30 is used to import RfRs. Each record has a variable length from 117 to 372 and is terminated with a carriage return <CR> and linefeed <LF> pair. Each record is composed of multiple fields, each of fixed length except Justification, which is variable, that may or may not be valued depending upon the interface used. The first column is the starting position of the field within the record and the second column is the field length. The third column is the field name and if that field is restricted to only contain certain values, the fourth column refers to an appendix of this document that documents all allowable values and their meaning. The record length is 255 (115 for data, 255 length for Justification, plus 2 for the <CR><LF>).

Position	Length	Field Name
1	3	Status Code
4	3	District Code
7	3	Location Code
10	4	Budget Year
14	5	COA Fund
19	14	YTD Expenditures
33	20	Contact First Name (optional)
53	20	Contact Middle Name (optional)

73	20	Contact Last Name (optional)
93	4	Bank Account No. (optional)
97	10	Period To Date (optional)
107	8	Project No. (optional)
115	255	Comment (optional)

**Table 30 – RfR Fixed Length Record Format**

The field descriptions shown in Table 31 document what OBMS expects in each field of an RfR Fixed Length file.

Field Name	Description	Characters Allowed
Status Code	Only URR is allowed for the RfR import interface.	URR
District Code	Unique numeric code used by PED to identify the specific district.	Digits '0' thru '9'.
Location Code	Unique numeric code used by PED to identify the specific school or office.	Digits '0' thru '9'.
Budget Year	The budget's ending fiscal year.	Digits '0' thru '9'.
COA Fund	Valid fund code from the Chart of Accounts (COA) published separately by PED.	Digits '0' thru '9'.
YTD Expenditures	The dollar amount for this budget line for the year to date.	. Digits '0' thru '9' and the special characters '-', '\$', and ' '.
Contact First Name (optional)	Contact person's first name.	Characters 'A' thru 'Z'.
Contact Middle Name (optional)	Contact person's middle name.	Characters 'A' thru 'Z'.
Contact Last Name (optional)	Contact person's last name.	Characters 'A' thru 'Z'.

Last 4 Digits of Bank Account No. (optional)	Only the last 4 digits of the bank account number.	Digits '0' thru '9'.
Period To Date (optional)	Date that is the last date of the current period, but not greater than today's date.	Digits '0' thru '9' and '/'.
Project No. (optional)	The 7 digits that indicate the specific project number.	Digits '0' thru '9'.
Comment (optional)	Description needed to justify the RfR.	Characters 'A' thru 'Z', or digits '0' thru '9'.

**Table 31 – RfR Fixed Length Field Descriptions.**

The following is an example fixed length record file that may be supplied to the 'RfR Import' interface in OBMS.

URR0200002010110001452404760.21John Larry Doe  
1234061920091234567Initial Claim for 2008-09. Beginning Cash Balance as of June 19, 2009 is -\$471,831.78.  
Approved. Jane S. Doe 09/19/09.

URR0200002010110001452404760.21Jane Sally Doe  
1234061920091234567Initial Claim for 2008-09. Beginning Cash Balance as of June 19, 2009 is -\$355,426.03.  
Approved. Jane S. Doe 09/19/09.

URR0200002010110001452404760.21Jane Sally Doe  
1234061920091234567Initial Claim for 2008-09.

If we examine the first record (highlighted in color) of the file more closely, Table 32 explains the record's content.

Position	Length	Field Name	Value / Description
1	3	Status Code	Only the code 'URR' is permitted for the RfR import interface.
4	3	District Code	'020' – Carlsbad
7	4	Location Code	'000' – District Office
11	5	Budget Year	'2010' Fiscal Year (2009-2010 school year)
16	4	COA Fund	'11000' – Fund 110000 Operational sub-fund.
20	5	YTD Expenditures	'3477929970.12' – \$3,477,929,970.12

25	4	Contact First Name (optional)	20 characters
29	3	Contact Middle Name (optional)	20 characters
32	4	Contact Last Name (optional)	20 characters
36	13	Last 4 Digits of Bank Account No. (optional)	1234
49	14	Period To Date (optional)	06/11/2009
63	8	Project No. (optional)	1234567
71	14	Comment (optional)	Description needed to justify the RfR.

**Table 32 – RfR Fixed Length Record Example**

### 3.5.3 RfR CSV Records

The format shown in Table 33 is used to import RfR lines. Each record has a variable length and is terminated with a carriage return <CR> and linefeed <LF> pair. Each record is composed of multiple fields that may or may not be valued depending upon the interface used. The record length is variable but each field must be separated from the next with a comma. In Table 33, the first column is the field number within the record. The second column is the field name. A dollar sign '\$' may precede the values for field 6. In the event these fields contain a large numeric value, these fields may contain commas as long as the entire field is contained within double quotes. For example, either \$123456789 or "\$123,456,789" is acceptable.

Field	Field Name
1	Status Code
2	District Code
3	Location Code
4	Budget Year
5	COA Fund

6	YTD Expenditures
7	Contact First Name
8	Contact Middle Name
9	Contact Last Name
10	Bank Account No.
11	Period To Date
12	Project No.
13	Comment

**Table 33 – RfR CSV Record Format**

The field descriptions shown in 34 document what OBMS expects in each field of an RfRs import line record.

Field Name	Description	Characters Allowed
Status Code	The status of each RfR line. Note: Only the code 'URR' is allowed for the RfR Import interface.	Upper case letters 'M' or 'Q' and Digits '0' thru '9'.
District Code	The district code is the unique numeric code used by PED to identify the school district.	Digits '0' thru '9'.
Location Code	The location code is the unique numeric code used by PED to identify the specific school.	Digits '0' thru '9'.
Budget Year	The budget's fiscal year.	Digits '0' thru '9'.
COA Fund	Valid fund code from the chart of accounts (COA) published separately by PED.	Digits '0' thru '9'.
YTD Expenditures	The dollar amount spent up to the current period.	Digits '0' thru '9'.
Contact First Name (optional)	First name of the contact person.	Digits '0' thru '9'.
Contact Middle Name (optional)	Middle name of the contact person.	Digits '0' thru '9'.
Contact Last Name (optional)	Last name of the contact person.	Digits '0' thru '9'.

Bank Account No. (optional)	The last 4 digits of the bank account number.	Digits '0' thru '9'.
Period To Date (optional)	The date that indicates the last day of the current period.	Digits '0' thru '9'.
Project No. (optional)	The 7 digits that indicate the unique project number.	Digits '0' thru '9'.
Comment (optional)	Description used to justify the RfR.	Digits '0' thru '9' and the special characters '-', '\$', and ' '.

**Table 34 – RfR CSV Field Descriptions**

The following is an example CSV file that may be supplied to the 'Actuals Import' interface in OBMS.

URR,020,0,2010,11000,1452404760.21,John,Larry,Doe,1234,"06/19/2009",1234567,"Initial Claim for 2008-09. Beginning Cash Balance as of June 19, 2009 is -\$471,831.78. Approved. John L. Doe 09/19/09."  
 URR,020,0,2010,11000,1452404760.21,Jane,Sally,Doe,1234,"06/19/2009",1234567,"Initial Claim for 2008-09. Beginning Cash Balance as of June 19, 2009 is -\$492,121.40. Approved. Jane S. Doe 09/19/09."  
 URR,020,0,2010,11000,1000004760.21,Jane,Sally,Doe,1234,"06/19/2009",1234567,"Initial Claim for 2008-09. Beginning Cash Balance as of June 19, 2009 is -\$470,001.44. Approved. Jane S. Doe 09/19/09."

If we examine the first record (highlighted in color) of the file more closely, Table 35 explains the record's content.

Position	Field Name	Value / Description
1	Status Code	'M11' – Actuals for month #11 (May)
2	District Code	'20' – Carlsbad
3	Location Code	'10000' -
4	Budget Year	'2007' – 2007 Fiscal Year (2006-2007 school year)

5	COA Fund	'11000' – Fund 11000: Operational Sub-Fund
6	YTD Expenditures	\$4760.21
7	Contact First Name (optional)	'Jane' – contact person's first name
8	Contact Middle Name (optional)	'Sally' – contact person's middle name
9	Contact Last Name (optional)	'Doe' – contact person's last name
10	Bank Account No. (optional)	'1234' – bank account, last 4 digits
11	Period To Date (optional)	06/19/2009
12	Project No. (optional)	'1234567'
13	Comment (optional)	

**Table 35 – RfR CSV Record Example**

### 3.6 Uniform Chart of Accounts Fixed Length Records

The format shown in Table 36 is used to import the Uniform Chart of Accounts. Each record has a fixed length and is terminated with a carriage return <CR> and linefeed <LF> pair. Each record is composed of multiple fields that may or may not be valued depending upon the interface used. The first column is the starting position of the field within the record and the second column is the field length. The third column is the field name. The record length is 55 (53 for the data plus 2 for the <CR><LF>).

Position	Length	Field Name
1	3	Status
4	50	COA Name
54	100	Account Type
154	5	Fund Code
159	100	Fund Name
259	4	Function
263	100	Function Name
363	5	Object Code



368	100	Object Name
468	4	Program Code
472	100	Program Name
572	4	Job Class Code
576	100	Job Class Name
676	100	Modify User
776	100	Modify Date

**Table 36 – UCOA Fixed Length Record Format**

The field descriptions shown in Table 37 document what OBMS expects in each field of a UCOA import line record.

Field Name	Description	Characters Allowed
Status	CLN “Chart Line”	Upper case letters ‘CLN’
COA Name	Chart Name	Digits ‘0’ thru ‘9’. Letters ‘A’ thru ‘Z’
Account Type	Type of account	Letters ‘A’ thru ‘Z’
Fund Code	Valid 5-digit fund code from the Chart of Accounts (COA) for the Budget Year.	Digits ‘0’ thru ‘9’.
Fund Name	Valid fund name from the Chart of Accounts (COA) for the Budget Year.	Letters ‘A’ thru ‘Z’
Function	Valid 4-digit function code from the Chart of Accounts (COA) for the Budget Year.	Digits ‘0’ thru ‘9’
Function Name	Valid function name from the Chart of Accounts (COA) for the Budget Year.	Letters ‘A’ thru ‘Z’
Object Code	Valid 5-digit object code from the Chart of Accounts (COA) for the Budget Year.	Digits ‘0’ thru ‘9’
Object Name	Valid Object name from the Chart of Accounts (COA) for the Budget Year.	Letters ‘A’ thru ‘Z’
Program Code	Valid 4-digit program code from the Chart of Accounts (COA) for the Budget Year.	Digits ‘0’ thru ‘9’

Program Name	Valid Program name from the Chart of Accounts (COA) for the Budget Year.	Letters 'A' thru 'Z'
Job Class Code	Valid 4-digit job class code from the Chart of Accounts (COA) for the Budget Year.	Digits '0' thru '9'
Job Class Name	Valid name from the Chart of Accounts (COA) for the Budget Year.	Digits '0' thru '9' Letters 'A' thru 'Z'
Modify User	Name of the user who modified the UCOA	Digits '0' thru '9' Letters 'A' thru 'Z'
Modify Date	Date of when the UCOA was modified	Digits '0' thru '9'

**Table 37 – UCOA Upload Fixed Length Field Descriptions**

If we examine the first record (highlighted in color) of the file more closely, Table 38 shown below explains the record's content.

Position	Length	Field Name	Value / Description
1	3	Status	'CLN' – Indicates Chart Line
4	50	COA Name	'PED Uniform 20xx-20xx' – Replace x with desired budget year
54	100	Account Type	<b>Revenue</b> or <b>Expenditure</b>
154	5	Fund Code (5-digit)	5-digit Fund Code. Example: '10000'
159	100	Fund Name	Fund Name. Example: "General Funds"
259	4	Function (4-digit)	4-digit Function Code. Example: '1000'
263	100	Function Name	Function Name. Example: 'Instruction'
363	5	Object Code (5-digit)	5-digit Object Code. Example: '11000'
368	100	Object Name	Object Name. Example: 'Cash Assets'
468	4	Program Code (4-digit)	4-digit Program Code. Example: '2000'
472	100	Program Name	Program Name. Example: 'Special Programs'
572	4	Job Class Code (4-digit)	4-digit Job Class Code. Example: '1111'
576	100	Job Class Name	Job Class Name. Example: 'Principals'

676	100	Modify User	Name of User that did the upload.
776	100	Modify Date	Date the upload was done.

**Table 38 – UCOA Upload Fixed Length Record Example**

### 3.6.1 Uniform Chart of Accounts CSV Records

The format shown in Table 39 is used to import the Uniform Chart of Accounts. Each record has a variable length and is terminated with a carriage return <CR> and linefeed <LF> pair. Each record is composed of multiple fields that may or may not be valued depending upon the interface used. The record length is variable, but each field must be separated from the next with a comma. In Table 15, the first column is the field number within the record. The second column is the field name.

Field	Field Name
1	Status
2	COA Name
3	Account Type
4	Fund Code (5-digit)
5	Fund Name
6	Function (4-digit)
7	Function Name
8	Object Code (5-digit)
9	Object Name
10	Program Code (4-digit)
11	Program Name
12	Job Class Code (4-digit)
13	Job Class Name
14	Modify User
15	Modify Date

**Table 39 – UCOA Upload CSV Record Format**

The field descriptions shown below in Table 39 document what OBMS expects in each field of a UCOA import line record.

Field Name	Description	Characters Allowed
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Status	CLN "Chart Line"	Upper case letters 'CLN'
COA Name	Chart Name	Digits '0' thru '9'. Letters 'A' thru 'Z'
Account Type	Type of account	Letters 'A' thru 'Z'
Fund Code	Valid 5-digit fund code from the Chart of Accounts (COA) for the Budget Year.	Digits '0' thru '9'.
Fund Name	Valid fund name from the Chart of Accounts (COA) for the Budget Year.	Letters 'A' thru 'Z'
Function	Valid 4-digit function code from the Chart of Accounts (COA) for the Budget Year.	Digits '0' thru '9'
Function Name	Valid function name from the Chart of Accounts (COA) for the Budget Year.	Letters 'A' thru 'Z'
Object Code	Valid 5-digit object code from the Chart of Accounts (COA) for the Budget Year.	Digits '0' thru '9'
Object Name	Valid Object name from the Chart of Accounts (COA) for the Budget Year.	Letters 'A' thru 'Z'
Program Code	Valid 4-digit program code from the Chart of Accounts (COA) for the Budget Year.	Digits '0' thru '9'
Program Name	Valid Program name from the Chart of Accounts (COA) for the Budget Year.	Letters 'A' thru 'Z'
Job Class Code	Valid 4-digit job class code from the Chart of Accounts (COA) for the Budget Year.	Digits '0' thru '9'
Job Class Name	Valid name from the Chart of Accounts (COA) for the Budget Year.	Digits '0' thru '9' Letters 'A' thru 'Z'
Modify User	Name of the user who modified the UCOA	Digits '0' thru '9' Letters 'A' thru 'Z'
Modify Date	Date of when the UCOA was modified	Digits '0' thru '9'

**Table 40 – UCOA Upload CSV Field Descriptions**

The following example shown below is a CSV excel file that may be supplied to the UCOA Upload interface in OBMS.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	CLN	PED Uniform 2021-2022 Revenue	11000	Operational	0	Revenue-	11111	Unrestricted Cash	0	No Program	0	No Job Class	OBMS Administration	03/28/2022 20:18:36:913
2	CLN	PED Uniform 2021-2022 Revenue	11000	Operational	0	Revenue-	41110	Ad Valorem Taxes – School District	0	No Program	0	No Job Class	OBMS Administration	03/28/2022 20:18:36:913
3	CLN	PED Uniform 2021-2022 Revenue	11000	Operational	0	Revenue-	41113	Oil and Gas Taxes	0	No Program	0	No Job Class	OBMS Administration	03/28/2022 20:18:36:913
4	CLN	PED Uniform 2021-2022 Revenue	11000	Operational	0	Revenue-	41114	Copper Production	0	No Program	0	No Job Class	OBMS Administration	03/28/2022 20:18:36:913
5	CLN	PED Uniform 2021-2022 Revenue	11000	Operational	0	Revenue-	41280	Revenue In Lieu Of Taxes	0	No Program	0	No Job Class	OBMS Administration	03/28/2022 20:18:36:913
6	CLN	PED Uniform 2021-2022 Revenue	11000	Operational	0	Revenue-	41310	Tuition from Foreign Nationals	0	No Program	0	No Job Class	OBMS Administration	03/28/2022 20:18:36:913
7	CLN	PED Uniform 2021-2022 Revenue	11000	Operational	0	Revenue-	41331	Tuition From School Districts outside the State	0	No Program	0	No Job Class	OBMS Administration	03/28/2022 20:18:36:913
8	CLN	PED Uniform 2021-2022 Revenue	11000	Operational	0	Revenue-	41500	Investment Income	0	No Program	0	No Job Class	OBMS Administration	03/28/2022 20:18:36:913

Table 41 shown below explains the record’s content.

Column	Field Name	Value / Description
A	Status	‘CLN’ – Indicates Chart Line
B	COA Name	‘PED Uniform 20xx-20xx’ – Replace x with desired budget year
C	Account Type	<b>Revenue</b> or <b>Expenditure</b>
D	Fund Code (5-digit)	5-digit Fund Code. Example: ‘1000’
E	Fund Name	Fund Name. Example: “ <b>General Funds</b> ”
F	Function (4-digit)	4-digit Function Code. Example: ‘1000’
G	Function Name	Function Name. Example: ‘ <b>Instruction</b> ’
H	Object Code (5-digits)	5-digit Object Code. Example: ‘11000’
I	Object Name	Object Name. Example: ‘ <b>Cash Assets</b> ’
J	Program Code (4-digit)	4-digit Program Code. Example: ‘2000’
K	Program Name	Program Name. Example: ‘ <b>Special Programs</b> ’
L	Job Class Code (4-digit)	4-digit Job Class Code. Example: ‘1111’
M	Job Class Name	Job Class Name. Example: ‘ <b>Principals</b> ’
N	Modify User	Name of User that did the upload.
O	Modify Date	Date the upload was done.

**Table 41 – UCOA Upload CSV Record Example**