

# Project Balance Forward File Layout

**Notes: (These apply to both the header and the transaction records.)**

- All fields with an asterisk are required for the transaction(s) to process.
- Record length is 150.

**Header Record** This must be the first record in the file.

FIELD NAME	FORMA T	RE Q	COL	DESCRIPTION
Transaction Code	A3	*	1 - 3	Value: \$\$#
Batch Reference	A6	*	4 - 9	Six character batch reference that has been approved by FAMIS for this feed. The format may be AAANNN or AAAANN. Certain combinations are reserved for FAMIS and may not be used in a data feed.
Batch Date	N8		10 - 17	Current date in YYYYMMDD format. Must be in the current processing month
Batch Description	A35	*	18 - 52	Description of batch.
List Option	A1	*	53	Y - program will list transactions N – program will not list transactions
User Code	A2	*	54 - 55	Value: FA
Transaction Count	N5		56 - 60	# of transactions in batch (Optional)
Transaction Amount	N9.2		61 - 71	Total amount of transactions in batch. Right justify, zero fill, decimal is implied as the last two digits (EX \$456.22 should be coded as 00000045622) (Optional)
Blank	A12		72 - 83	Blank
Bank	A5	*	84 - 88	Any valid bank.
Hold Flag	A1	*	89	Value: N
Accounting Feed Flag	A1	*	90	Value: Y
Voucher Feed Flag	A1	*	91	Value Y*
Accept Balance Flag	A1	*	92	Value: Y
Override Budget Flag	A1	*	93	Value: Y or N (default - Y if blank)

**Transaction Record** This format is used for all remaining records in the file.

FIELD NAME	FORMA T	RE Q	COL	DESCRIPTION
Transaction Code	A3	*	1 - 3	Value: 098
Account	A6	*	4 - 9	6 digit Debit account
Debit Sub Code	A4	*	10 - 13	4 digit Debit subcode
Ref	A7		14 - 20	Optional reference number.
Trans Date	N8	*	21 - 28	Format YYYYMMDD (will default to current date if not filled in).
Desc	A35	*	29 - 63	Transaction description
Trans Amount	N9.2	*	64 - 74	Amount of Transaction, right justify, zero fill, decimal is implied as last two digits. (Ex. \$456.22 should be coded as 00000045622)
D-C-Indic	A1	*	75	D – Debit C - Credit
Bank	A5	*	76 – 80	Any valid bank
Filler	A8		81 – 88	Leave Blank
Credit Sub Code	A4		89 - 92	Leave Blank Not used for Project balances
ID	A11		93 - 103	Blank
Ref-2	A7		104- 110	Optional reference number.
Ref-3	A7		111 - 117	Optional reference number.
Ref-4	A7		118 - 124	Optional departmental reference.
Support Account	A5		125 - 129	Leave blank if not using support accounts
Cost Ref 1	A7		130 - 136	Optional reference number.
Cost Ref 2	A7		137 - 143	Optional reference number.
Cost Ref 3	A7		144 – 150	Optional reference number.