

Appendix 3 Import Specification Document

TALS – Allotment Management and Review – Import Text File Specifications Cheat Sheet - Summary

Field Name	Column Order	Valid Values / Characters	Length	Required for	Optional for	Not Allowed for	Example	Notes
Allotment Type Code	1	EXP, FTE, RES, UNA, REV, CAD, CAR	3	EXP, FTE, RES, UNA, REV, CAD, CAR	none	none	EXP	
Program Index Code	2	A-Z, 0-9	5	EXP, FTE, RES, UNA	REV, CAD, CAR	none	99J14	
Organization Index Code	3	A-Z, 0-9	4	none	EXP, FTE, RES, UNA, REV	CAD, CAR	Z654	
AFRS Project Code	4	A-Z, 0-9	4	none	EXP, FTE, RES, UNA, REV, CAD, CAR	none	00QY	
AFRS Subproject Code	5	A-Z, 0-9	2	none	EXP, FTE, RES, UNA, REV, CAD, CAR	none	3T	Requires AFRS project code if supplied
AFRS Project Phase Code	6	A-Z, 0-9	2	none	EXP, FTE, RES, UNA, REV, CAD, CAR	none	0D	Requires AFRS subproject code if supplied
Budget Unit Code	7	A-Z, 0-9	3	none	EXP, FTE, RES, UNA, REV, CAD, CAR	none	K11	
Budget Activity Code	8	A-Z, 0-9	4	none	EXP, FTE, RES, UNA, REV, CAD, CAR	none	1234	
User Defined Field	9	A-Z, 0-9, <space>	0-12	none	EXP, FTE, RES, UNA, REV, CAD, CAR	none	2 B reviewed	
EA Index Code	10	A-Z, 0-9	3	EXP, RES, UNA	FTE, REV, CAD	CAR	H23	Not allowed for EXP allotment types for option 1 agencies if object code is supplied
Capital Project Number	11	0-9, A-Z	8	none	EXP, FTE, RES, UNA, REV, CAD	CAR	63291855	Only allowed for data imported into capital unanticipated receipt packets with a capital EA index with an EA type of unanticipated receipt
Account Code	12	A-Z, 0-9	3	FTE, REV, CAD, CAR	none	EXP, RES, UNA	09H	Optional for FTE, REV, and CAD allotment types if EA index code is supplied, but must match the account code of the EA index if an EA index code is supplied
Object Code	13	A-Z	1	EXP	FTE	RES, UNA, REV, CAD, CAR	A	Not allowed for EXP allotment types for option 1 agencies if EA index code is supplied

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Field Name	Column Order	Valid Values / Characters	Length	Required for	Optional for	Not Allowed for	Example	Notes
Subobject Code	14	A-Z	1	none	EXP, FTE	RES, UNA, REV, CAD, CAR	T	Requires object code if supplied
Subsubobject Code	15	A-Z, 0-9	4	none	EXP, FTE	RES, UNA, REV, CAD, CAR	F123	Requires subobject code if supplied
Major Source Code	16	0-9	2	REV	CAR	EXP, FTE, RES, UNA, CAD	3	
Source Code	17	A-Z, 0-9	2	REV	CAR	EXP, FTE, RES, UNA, CAD	55	Requires major source code if supplied
Subsource Code	18	A-Z, 0-9	6	none	REV, CAR	EXP, FTE, RES, UNA, CAD	NZ0453	Requires source code if supplied
Interagency FTE Flag	19	Y, N	1	none	FTE	EXP, RES, UNA, REV, CAD, CAR	Y	
Allotments								
Amount	20	0-9, “-”	0-12 digits with no decimal places (excluding negative sign)	none	EXP, RES, UNA, REV, CAD, CAR	FTE	1000000	Blank amounts for optional allotment type codes will be converted to 0
Amounts	21-43	0-9, “-”	0-12 digits with no decimal places (excluding negative sign)	none	EXP, REV, CAD, CAR	FTE, RES, UNA	-425000	Blank amounts for optional allotment type codes will be converted to 0
Adjustment Month Amount	44	0-9, “-”	0-12 digits with no decimal places (excluding negative sign)	none	EXP, REV, CAD, CAR	FTE, RES, UNA	0	Blank amounts for optional allotment type codes will be converted to 0
FTEs								
Amounts	20-43	0-9, “.”, “-”	0-4 digits with 2 decimal places (excluding negative sign)	none	FTE	EXP, RES, UNA, REV, CAD, CAR	-20.5	Blank amounts for optional allotment type codes will be converted to 0.00
Adjustment Month Amount	44	0-9, “.”, “-”	0-4 digits with 2 decimal places (excluding negative sign)	none	FTE	EXP, RES, UNA, REV, CAD, CAR	0	Blank amounts for optional allotment type codes will be converted to 0.00

TALS – Allotment Management and Review – Import Text File Specifications Cheat Sheet for Expenditures

Field Name	Column Order	Valid Values / Characters	Length	Required / Optional / Not Allowed	Example	Notes
Allotment Type Code	1	EXP	3	R	EXP	
Program Index Code	2	A-Z, 0-9	5	R	99J14	
Organization Index Code	3	A-Z, 0-9	4	O	Z654	
AFRS Project Code	4	A-Z, 0-9	4	O	00QY	
AFRS Subproject Code	5	A-Z, 0-9	2	O	3T	Requires AFRS project code if supplied
AFRS Project Phase Code	6	A-Z, 0-9	2	O	0D	Requires AFRS subproject code if supplied
Budget Unit Code	7	A-Z, 0-9	3	O	K11	
Budget Activity Code	8	A-Z, 0-9	4	O	1234	
User Defined Field	9	A-Z, 0-9, <space>	0-12	O	2 B reviewed	
EA Index Code	10	A-Z, 0-9	3	R	H23	Not allowed for option 1 agencies if object code is supplied
Capital Project Number	11	0-9, A-Z	8	O	63291855	Only allowed for data imported into capital unanticipated receipt packets with a capital EA index with an EA type of unanticipated receipt
Account Code	12			NA		
Object Code	13	A-Z	1	R	A	Not allowed for option 1 agencies if EA index code is supplied
Subobject Code	14	A-Z	1	O	T	Requires object code if supplied
Subsubobject Code	15	A-Z, 0-9	4	O	F123	Requires subobject code if supplied
Major Source Code	16			NA		
Source Code	17			NA		
Subsource Code	18			NA		
Interagency FTE Flag	19			NA		
Amounts	20-43	0-9, "-"	0-12 digits with no decimal places (excluding negative sign)	O	-425000	Blank amounts will be converted to 0
Adjustment Month Amount	44	0-9, "-"	0-12 digits with no decimal places (excluding negative sign)	O	0	Blank amounts will be converted to 0

TALS – Allotment Management and Review – Import Text File Specifications Cheat Sheet for FTEs

Field Name	Column	Valid Values / Characters	Length	Required / Optional / Not Allowed	Example	Notes
Allotment Type Code	1	FTE	3	R	FTE	
Program Index Code	2	A-Z, 0-9	5	R	99J14	
Organization Index Code	3	A-Z, 0-9	4	O	Z654	
AFRS Project Code	4	A-Z, 0-9	4	O	00QY	
AFRS Subproject Code	5	A-Z, 0-9	2	O	3T	Requires AFRS project code if supplied
AFRS Project Phase Code	6	A-Z, 0-9	2	O	0D	Requires AFRS subproject code if supplied
Budget Unit Code	7	A-Z, 0-9	3	O	K11	
Budget Activity Code	8	A-Z, 0-9	4	O	1234	
User Defined Field	9	A-Z, 0-9, <space>	0-12	O	2 B reviewed	
EA Index Code	10	A-Z, 0-9	3	O	H23	
Capital Project Number	11	0-9, A-Z	8	O	63291855	Only allowed for data imported into capital unanticipated receipt packets with a capital EA index with an EA type of unanticipated receipt
Account Code	12	A-Z, 0-9	3	R	09H	Optional if EA index code is supplied, but must match the account code of the EA index if an EA index code is supplied
Object Code	13	A-Z	1	O	A	
Subobject Code	14	A-Z	1	O	T	Requires object code if supplied
Subsubobject Code	15	A-Z, 0-9	4	O	F123	Requires subobject code if supplied
Major Source Code	16			NA		
Source Code	17			NA		
Subsource Code	18			NA		
Interagency FTE Flag	19	Y, N	1	O	Y	

TALS – Allotment Management and Review – Import Text File Specifications Cheat Sheet for Reserves

Field Name	Column	Valid Values / Characters	Length	Required / Optional / Not Allowed	Example	Notes
Allotment Type Code	1	RES	3	R	RES	
Program Index Code	2	A-Z, 0-9	5	R	99J14	
Organization Index Code	3	A-Z, 0-9	4	O	Z654	
AFRS Project Code	4	A-Z, 0-9	4	O	00QY	
AFRS Subproject Code	5	A-Z, 0-9	2	O	3T	Requires AFRS project code if supplied
AFRS Project Phase Code	6	A-Z, 0-9	2	O	0D	Requires AFRS subproject code if supplied
Budget Unit Code	7	A-Z, 0-9	3	O	K11	
Budget Activity Code	8	A-Z, 0-9	4	O	1234	
User Defined Field	9	A-Z, 0-9, <space>	0-12	O	2 B reviewed	
EA Index Code	10	A-Z, 0-9	3	R	H23	
Capital Project Number	11	0-9, A-Z	8	O	63291855	Only allowed for data imported into capital unanticipated receipt packets with a capital EA index with an EA type of unanticipated receipt
Account Code	12			NA		
Object Code	13			NA		
Subobject Code	14			NA		
Subsubobject Code	15			NA		
Major Source Code	16			NA		
Source Code	17			NA		
Subsource Code	18			NA		
Interagency FTE Flag	19			NA		
Amounts	20	0-9, “-”	0-12 digits with no decimal places (excluding negative sign)	O	1000000	Blank amounts will be converted to 0
Amounts	21-43			NA		

TALS – Allotment Management and Review – Import Text File Specifications Cheat Sheet for Unallotted

Field Name	Column	Valid Values / Characters	Length	Required / Optional / Not Allowed	Example	Notes
Allotment Type Code	1	UNA	3	R	UNA	
Program Index Code	2	A-Z, 0-9	5	R	99J14	
Organization Index Code	3	A-Z, 0-9	4	O	Z654	
AFRS Project Code	4	A-Z, 0-9	4	O	00QY	
AFRS Subproject Code	5	A-Z, 0-9	2	O	3T	Requires AFRS project code if supplied
AFRS Project Phase Code	6	A-Z, 0-9	2	O	0D	Requires AFRS subproject code if supplied
Budget Unit Code	7	A-Z, 0-9	3	O	K11	
Budget Activity Code	8	A-Z, 0-9	4	O	1234	
User Defined Field	9	A-Z, 0-9,	0-12	O	2 B reviewed	
EA Index Code	10	A-Z, 0-9	3	R	H23	
Capital Project Number	11	0-9, A-Z	8	O	63291855	Only allowed for data imported into capital unanticipated receipt packets with a capital EA index with an EA type of unanticipated receipt
Account Code	12			NA		
Object Code	13			NA		
Subobject Code	14			NA		
Subsubobject Code	15			NA		
Major Source Code	16			NA		
Source Code	17			NA		
Subsource Code	18			NA		
Interagency FTE Flag	19			NA		
Amounts	20	0-9, “-”	0-12 digits with no decimal places (excluding negative sign)	O	1000000	Blank amounts will be converted to 0
Amounts	21-43			NA		

TALS – Allotment Management and Review – Import Text File Specifications Cheat Sheet for Cash Disbursements

Field Name	Column	Valid Values / Characters	Length	Required / Optional / Not Allowed	Example	Notes
	Order					
Allotment Type Code	1	CAD	3	R	CAD	
Program Index Code	2	A-Z, 0-9	5	O	99J14	
Organization Index Code	3			NA		
AFRS Project Code	4	A-Z, 0-9	4	O	00QY	
AFRS Subproject Code	5	A-Z, 0-9	2	O	3T	Requires AFRS project code if supplied
AFRS Project Phase Code	6	A-Z, 0-9	2	O	0D	Requires AFRS subproject code if supplied
Budget Unit Code	7	A-Z, 0-9	3	O	K11	
Budget Activity Code	8	A-Z, 0-9	4	O	1234	
User Defined Field	9	A-Z, 0-9, <space>	0-12	O	2 B reviewed	
EA Index Code	10	A-Z, 0-9	3	O	H23	
Capital Project Number	11	0-9, A-Z	8	O	63291855	Only allowed for data imported into capital unanticipated receipt packets with a capital EA index with an EA type of unanticipated receipt
Account Code	12	A-Z, 0-9	3	R	09H	Optional if EA index code is supplied, but must match the account code of the EA index if an EA index code is supplied
Object Code	13			NA		
Subobject Code	14			NA		
Subsubobject Code	15			NA		
Major Source Code	16			NA		
Source Code	17			NA		
Subsource Code	18			NA		
Interagency FTE Flag	19			NA		
Amounts	20-43	0-9, “-”	0-12 digits with no decimal places (excluding negative sign)	O	-425000	Blank amounts will be converted to 0
Adjustment Month Amount	44	0-9, “-”	0-12 digits with no decimal places (excluding negative sign)	O	0	Blank amounts will be converted to 0

TALS – Allotment Management and Review – Import Text File Specifications Cheat Sheet for Cash Receipts

Field Name	Column	Valid Values / Characters	Length	Required / Optional / Not Allowed	Example	Notes
Allotment Type Code	1	CAR	3	R	CAR	
Program Index Code	2	A-Z, 0-9	5	O	99J14	
Organization Index Code	3			NA		
AFRS Project Code	4	A-Z, 0-9	4	O	00QY	
AFRS Subproject Code	5	A-Z, 0-9	2	O	3T	Requires AFRS project code if supplied
AFRS Project Phase Code	6	A-Z, 0-9	2	O	0D	Requires AFRS subproject code if supplied
Budget Unit Code	7	A-Z, 0-9	3	O	K11	
Budget Activity Code	8	A-Z, 0-9	4	O	1234	
User Defined Field	9	A-Z, 0-9, <space>	0-12	O	2 B reviewed	
EA Index Code	10			NA		
Capital Project Number	11			NA		
Account Code	12	A-Z, 0-9	3	R	09H	
Object Code	13			NA		
Subobject Code	14			NA		
Subsubobject Code	15			NA		
Major Source Code	16	0-9	2	O	3	
Source Code	17	A-Z, 0-9	2	O	55	Requires major source code if supplied
Subsource Code	18	A-Z, 0-9	6	O	NZ0453	Requires source code if supplied
Interagency FTE Flag	19			NA		
Amounts	20-43	0-9, “-”	0-12 digits with no decimal places (excluding negative sign)	O	-425000	Blank amounts will be converted to 0
Adjustment Month Amount	44	0-9, “-”	0-12 digits with no decimal places (excluding negative sign)	O	0	Blank amounts will be converted to 0

TALS – Allotment Management and Review – Import Text File Specifications Cheat Sheet for Revenue

Field Name	Column	Valid Values / Characters	Length	Required / Optional / Not Allowed	Example	Notes
Allotment Type Code	1	REV	3	R	REV	
Program Index Code	2	A-Z, 0-9	5	O	99J14	
Organization Index Code	3	A-Z, 0-9	4	O	Z654	
AFRS Project Code	4	A-Z, 0-9	4	O	00QY	
AFRS Subproject Code	5	A-Z, 0-9	2	O	3T	Requires AFRS project code if supplied
AFRS Project Phase Code	6	A-Z, 0-9	2	O	0D	Requires AFRS subproject code if supplied
Budget Unit Code	7	A-Z, 0-9	3	O	K11	
Budget Activity Code	8	A-Z, 0-9	4	O	1234	
User Defined Field	9	A-Z, 0-9, <space>	0-12	O	2 B reviewed	
EA Index Code	10	A-Z, 0-9	3	O	H23	
Capital Project Number	11	0-9, A-Z	8	O	63291855	Only allowed for data imported into capital unanticipated receipt packets with a capital EA index with an EA type of unanticipated receipt
Account Code	12	A-Z, 0-9	3	R	09H	Optional if EA index code is supplied, but must match the account code of the EA index if an EA index code is supplied
Object Code	13			NA		
Subobject Code	14			NA		
Subsubobject Code	15			NA		
Major Source Code	16	0-9	2	R	3	
Source Code	17	A-Z, 0-9	2	R	55	
Subsource Code	18	A-Z, 0-9	6	OO	NZ0453	Requires source code if supplied
Interagency FTE Flag	19			NA		
Amounts	20-43	0-9, "-"	0-12 digits with no decimal places (excluding negative sign)	O	1000000	Blank amounts will be converted to 0
Adjustment Month Amount	44	0-9, "-"	0-12 digits with no decimal places (excluding negative sign)	O	0	Blank amounts will be converted to 0