

State of Utah Transparency Website
File Layout
Revised 03/15/2011

1. Optional fields must be null if not used.
2. Required fields are highlighted in yellow.
3. The file must be a pipe (|) delimited .txt file.
4. New data is loaded in a separate file and appended to the database.
5. Revenue and Expense data must be submitted at least quarterly.
6. Employee Compensation data must be submitted annually.
7. Entity administrators will upload the file.

Data Name	Size	Description
Record number	Varchar (16)	Required. Must be unique for each record in the batch
Fiscal year	Varchar (4)	Required. Must be year only – <i>i.e.</i> 2009, 2010 Also called Fiscal Period.
Entity name	Varchar (60)	Required. Used to define the entity. For example: Davis County.
Fund 1 name	Varchar (60)	Required. This is the top level in the fund hierarchy. A fund is a series of self-balancing accounts and may match the funds shown in your financial statements.
Fund 2 name	Varchar (60)	Optional. This is the 2nd level in the fund hierarchy.
Fund 3 name	Varchar (60)	Optional. This is the 3rd level in the fund hierarchy.
Fund 4 name	Varchar (60)	Optional. This is the 4th level in the fund hierarchy.
Organization level 1 name	Varchar (60)	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)	Optional. This is the 2nd level in the organization hierarchy.
Organization level 3 name	Varchar (60)	Optional. This is the 3rd level in the organization hierarchy.
Organization level 4 name	Varchar (60)	Optional. This is the 4th level in the organization hierarchy.
Organization level 5 name	Varchar (60)	Optional. This is the 5th level in the organization hierarchy.
Organization level 6 name	Varchar (60)	Optional. This is the 6th level in the organization hierarchy.
Organization level 7 name	Varchar (60)	Optional. This is the 7th level in the organization hierarchy.
Organization level 8 name	Varchar (60)	Optional. This is the 8th level in the organization hierarchy.
Organization level 9 name	Varchar (60)	Optional. This is the 9th level in the organization hierarchy.
Organization level 10 name	Varchar (60)	Optional. This is the 10th level in the

		organization hierarchy.
Transaction type	Varchar (2)	Required. Defines the type of monies being reported. <i>i.e.</i> Expenditures = EX, Employee Compensation = PY, Revenue = RV, Budget = BG
Category level 1 name	Varchar (60)	Required. Further defines the transaction type.
Category level 2 name	Varchar (60)	Optional. Further defines the type of transaction type. Usually hierarchical
Category level 3 name	Varchar (60)	Optional. Further defines the type of transaction type. Usually hierarchical
Category level 4 name	Varchar (60)	Optional. Further defines the type of transaction type. Usually hierarchical
Category level 5 name	Varchar (60)	Optional. Further defines the type of transaction type. Usually hierarchical
Category level 6 name	Varchar (60)	Optional. Further defines the type of transaction type. Usually hierarchical
Category level 7 name	Varchar (60)	Optional. Further defines the type of transaction type. Usually hierarchical
Payee/Customer/Vendor name	Varchar (60)	Required. Enter the payee, customer or vendor name. Choose one of the options below to populate this field: <ul style="list-style-type: none"> For transactions without a payee, customer or vendor (like a journal voucher), enter "Not Applicable" For transactions with payees, customers or vendors that are private (protected by GRAMA, HIPPA, FERPA, etc.) and will <u>always</u> remain private, enter "Not Provided". 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 <u>all</u> 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	Varchar (60)	Optional. Payee 'Doing Business As' name

Vendor ID code	Varchar (60)	<p>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>Required in the following 2 instances:</p> <ol style="list-style-type: none"> For Employee Compensation records (transaction type = PY). 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. For expenditure records (transaction type = EX) when using the Protection Indicator field to temporarily protect the vendor name and gender. <p>Recommended for all expenditure payment records and other expenditure transactions where a vendor number is attached to the transaction.</p>
Posting date	Date (mm/dd/yyyy)	Required. In the case of revenues and expenditures, the date the financial transaction was posted to the entity's general ledger.
Transaction description	Varchar (255)	Required. Used to further describe the transaction. Do not include private information. Must be at least 2 characters in length. We recommend using the lowest category name if actual description contains private information.
Transaction ID	Varchar (255)	Required. Normally the tran ID from the entity's general ledger system. Must be unique.
Transaction reference ID	Varchar (255)	Optional. 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)	Required if record is for a payment on a contract, otherwise null.
Contract number	Varchar (50)	Required if record is for a payment on a contract, otherwise null.
Position title	Varchar (50)	Required and used only for Transaction type = PY (employee compensation).
Hourly rate	Num (16,2)	Required for those positions that are paid hourly and used only for Transaction type = PY

		(employee compensation). Do not report hourly rates for benefit transactions or other transactions that aren't related to hourly rate such as incentive awards, etc.
Gender	Char (1)	Required, if available on the entity's payroll system, and used only with Transaction type = PY (employee compensation). M=Male F= Female If vendor name is permanently protected leave blank. If vendor is temporarily protected (using the Protection Indicator field, send either M or F and the system will protect the gender along with the vendor name.
Amount	Num (16,2)	Required. For Transaction type = EX (expenditure) or PY (employee compensation), 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 will be negative numbers*.
Protection Indicator	Char (1)	Optional. Enter "P" for payee, customer and vendor records that are temporarily protected, for example: undercover officers or an employee with a protective order. There is a procedure that can be used on the Administrative website to unprotect the Payee/Customer/Vendor and Gender at a later date should they become unprotected. This same procedure can be used to protect data at a later date if necessary. 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.

* 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 should be multiplied by -1.