

EMIS Change 26-79

This change updates Chapter 6 of the EMIS Manual to accommodate the submission of CSV files. There are no updates to Section 6.1; updates for all other sections in Chapter 6 are included below. The change to accept CSV files is further explained by change 26-80, which updates EMIS Manual Section 1.2 General Data Characteristics.

SECTION 6.2: CASH (QC/QS) RECORD

To be provided for each Fund/Special Cost Center. [This record is reported with the QS record type if it is being loaded into EMIS in comma separated value \(CSV\) format. The contents of the QS record type CSV file are defined with element numbers that still begin with QC.](#)

Required Collections

The Cash (QC/QS) Record is to be reported for the Financial (H) Collection.

6.2 CASH (QC/QS) RECORD OVERVIEW FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
QC010	9-10	Sort Type	PIC X(2)
		Always "QC" for fixed length files and "QS" for CSV files	
	11	Filler	PIC X
QC020	12-15	Fiscal Year, e.g., 2020 (CCYY)	PIC X(4)
QC030	16	Data Set	PIC X
		H - Financial	
QC040	17-22	District IRN	PIC X(6)
QC050	23-25	Schedule Sequence (filler to ignore for CSV files)	PIC X(3)
QC060	26-28	Schedule Frequency (filler to ignore for CSV files)	PIC 9(3)
QC070	29-32	Line Number (filler to ignore for CSV files)	PIC 9(4)
QC080	33-35	Schedule Number (filler to ignore for CSV files)	PIC X(3)
	36-37	Filler	PIC X(2)
QC110	38-40	Fund	PIC X(3)
QC120	41-44	Special Cost Center	PIC X(4)
	46-65	Filler	PIC X(21)
QC190	66-151	District Account Description	PIC X(86)
QC200	152	Fund Class	PIC X
QC210	153-164	July 1 Cash Balance	PIC S9(9)V99(s)
QC220	165-176	Fiscal Year Receipts	PIC S9(9)V99(s)
QC230	177-188	Fiscal Year Expenditures	PIC S9(9)V99(s)
QC240	189-200	Current Cash Encumbered	PIC S9(9)V99(s)
QC250	201-212	Current Fund Balance	PIC S9(9)V99(s)
	213-224	Filler	PIC X(12)
	225-300	Filler	PIC X(76)

6.3 EXPENDITURE (QC/QX) RECORD

To be provided for each account number as indicated in the financial detail documentation. [This record is reported with the QX record type if it is being loaded into EMIS in comma separated value \(CSV\) format. The contents of the QX record type CSV file are defined with element numbers that still begin with QC.](#)

Required Collections

The Expenditure (QC/QX) Record is to be reported for the Financial (H) Collection.

6.3 EXPENDITURE (QC/QX) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
QC010	9-10	Sort Type	PIC X(2)
		Always "QC" for fixed length files and "QX" for CSV files	
	11	Filler	PIC X
QC020	12-15	Fiscal Year, e.g., 2020 (CCYY)	PIC X(4)
QC030	16	Data Set	PIC X
		H - Financial	
QC040	17-22	District IRN	PIC X(6)
QC050	23-25	Schedule Sequence (filler to ignore for CSV files)	PIC X(3)
QC060	26-28	Schedule Frequency (filler to ignore for CSV files)	PIC 9(3)
QC070	29-32	Line Number (filler to ignore for CSV files)	PIC 9(4)
QC080	33-35	Schedule Number (filler to ignore for CSV files)	PIC X(3)
	36-37	Filler	PIC X(2)
QC110	38-40	Fund	PIC X(3)
QC120	41-44	Special Cost Center	PIC X(4)
QC130	45-48	Function	PIC X(4)
QC140	49-51	Object	PIC X(3)
QC150	52-57	Subject	PIC X(6)
QC160	58-60	Operational Unit	PIC X(3)
QC170	61-62	Instructional Level	PIC X(2)
QC180	63-65	Job	PIC X(3)
QC270	66-77	Prior Fiscal Year Encumbered (also known as Previous Year Carry-over Appropriation)	PIC S9(9)V99(s)
QC280	78-89	Fiscal Year Total Appropriation	PIC S9(9)V99(s)
QC290	90-101	Fiscal Year Actual Expenditures	PIC S9(9)V99(s)
QC300	102-113	Current Encumbered	PIC S9(9)V99(s)
QC305	114	General Fund Debt-Bond Retire Fund	PIC X
	115-300	Filler	PIC X(186)

6.4 RECEIPT (QC/QR) RECORD

To be provided for each fund/SCC/receipt code as indicated in the financial detail documentation. [This record is reported with the QR record type if it is being loaded into EMIS in comma separated value \(CSV\) format. The contents of the QR record type CSV file are defined with element numbers that still begin with QC.](#)

Required Collections

The Receipt (QC/QR) Record is to be reported for the Financial (H) Collection.

6.4 RECEIPT (QC/QR) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
QC010	9-10	Sort Type	PIC X(2)
		Always “QC” for fixed length files and “QR” for CSV files	
	11	Filler	PIC X
QC020	12-15	Fiscal Year, e.g., 2020 (CCYY)	PIC X(4)
QC030	16	Data Set	PIC X
		H - Financial	
QC040	17-22	District IRN	PIC X(6)
QC050	23-25	Schedule Sequence (filler to ignore for CSV files)	PIC X(3)
QC060	26-28	Schedule Frequency (filler to ignore for CSV files)	PIC 9(3)
QC070	29-32	Line Number (filler to ignore for CSV files)	PIC 9(4)
QC080	33-35	Schedule Number (filler to ignore for CSV files)	PIC X(3)
	36-37	Filler	PIC X(2)
QC110	38-40	Fund	PIC X(3)
QC120	41-44	Special Cost Center	PIC X(4)
QC310	45-48	Receipt	PIC X(4)
QC150	49-54	Subject (optional)	PIC X(6)
QC160	55-57	Operational Unit (optional)	PIC X(3)
	58-65	Filler	PIC X(8)
QC320	66-77	Fiscal Year Estimated Revenue	PIC S9(9)V99(s)
QC330	78-89	Fiscal Year Actual Receipts	PIC S9(9)V99(s)
QC340	90-101	Fiscal Year Receivables (Optional)	PIC S9(9)V99(s)
QC345	102	Debt Retirement/General Fund	PIC X
	103-300	Filler	PIC X(198)

6.5 OPERATIONAL UNIT DESCRIPTION (QC/QU) RECORD

Required Collections

The Operational Unit Description (QC/QU) Record is to be reported for the Financial (H) Collection. [This record is reported with the QU record type if it is being loaded into EMIS in comma separated value \(CSV\) format. The contents of the QU record type CSV file are defined with element numbers that still begin with QC.](#)

6.5 OPERATIONAL UNIT DESCRIPTION (QC/QU) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
QC010	9-10	Sort Type	PIC X(2)
		Always “QC” for fixed length files and “QU” for CSV files	
	11	Filler	PIC X
QC020	12-15	Fiscal Year, e.g., 2020 (CCYY)	PIC X(4)
QC030	16	Data Set	PIC X
		H - Financial	
QC040	17-22	District IRN	PIC X(6)
QC050	23-25	Schedule Sequence (filler to ignore for CSV files)	PIC X(3)
QC060	26-28	Schedule Frequency (filler to ignore for CSV files)	PIC 9(3)
QC070	29-32	Line Number (filler to ignore for CSV files)	PIC 9(4)
QC080	33-35	Schedule Number (filler to ignore for CSV files)	PIC X(3)
QC160	36-38	OPU	PIC X(3)
QC350	39-44	Entity IRN	PIC X(6)
QC360	45-89	Entity Name	PIC X(45)
QC365	90	Entity Type (optional)	PIC X
	91-300	Filler	PIC X(210)

6.7 MISCELLANEOUS FINANCIAL (QC/QE/QH/QD) RECORDS

Required Collections

The Miscellaneous Financial (QC/QE/QH/QD) Records are to be reported in the Financial (H) Collection. [These records are reported with the QE, QH, and QD record types if they are being loaded into EMIS in comma separated value \(CSV\) format. The contents of the QE, QH, and QD record type CSV files are defined with element numbers that still begin with QC.](#)

STATEMENT R: CIVIL PROCEEDINGS - CASE

Number	Position	Name	PIC/Size
	1-35	Filler	PIC X(35)
QC830	36-55	Case Number	PIC X(20)
QC840	56-85	Court Name	PIC X(30)
	86-190	Plaintiff/Defendant (Occurs 5 times— must include 5 pairs of Type and Name values or placeholders in CSV file)	
QC850		Plaintiff/Defendant Type	PIC X
QC860		Plaintiff/Defendant Name	PIC X(20)
QC870	191	Capacity of Board (Either “P” or “D”)	PIC X
QC880	192-203	Total Expense for Proceedings (through current fiscal year)	PIC S9(9)V99(s)
QC890	204-215	Expense for Proceedings (for current fiscal year)	PIC S9(9)V99(s)
	216-300	Filler	PIC X(85)

STATEMENT R: CIVIL PROCEEDINGS - DESCRIPTION

Number	Position	Name	PIC/Size
	1-35	Filler	PIC X(35)
QC830	36-55	Case Number	PIC X(20)
QC900	56-300	Description of Proceedings	PIC X(245)

SCHEDULES

Name	Schedule Number	Schedule Sequence	Schedule Frequency	Line Number
Operational Unit	OPU	AAC	+	*1 to 999
Cash Record	CSH	AAE	+	+
Expenditure Record	EXP	AAL	+	+
Receipt Record	RCT	AAP	+	+
Exhibit 1	EX1	AAZ	+	*1-126,200-299
Statement R – Case	STR	ZBZ	*1 to 999	*1
Statement R – Descrip	STR	ZBZ	*1 to 999	*2 to 999
Capital Assets	CAP	CAC	+	+

See Notes.

NOTES: SCHEDULE FREQUENCY

	Statement R
	1 to 999 (Increase by 1 for each proceeding. Case data and description must have same frequency number for the same proceeding.)
	Operational Unit
	1 to 999 (Increase with each (OPU))
	Exhibit 1
Gross Depository Balance	1 98
Total Depository Balance	99
Adjustments to Bank balances	100-103
Investments	104-108
Cash on hand	109-112
Total balances end-of-year	113
Governmental Fund types	114-119

Proprietary Fund types	120-122
Fiduciary fund types	123-125
Total balances All funds	126
Other depository Balances	200-298
Total other depository	299
	Statement R
Case Data	1
Description	2 - 999 (Increase with each 248 characters of description)

Defining a Unique Record

Each EMIS record has specific fields that must be unique on each row of data reported to the Department. For the Miscellaneous Financial Records, the following field must be unique.

Record Name	Record	Required Fields	Number
Exhibit 1		Line Number (None beyond position 35)	QC070
Statement R (header)		Schedule Frequency (None beyond position 35)	QC060
Statement R (description)		Schedule Frequency Line Number (None beyond position 35)	QC060 QC070

6.7 MISCELLANEOUS FINANCIAL RECORDS FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
QC010	9-10	Sort Type	PIC X(2)
		Always “QC” for fixed length files; for CSV files, “QE” for Exhibit 1, “QH” for Statement R Case, and “QD” for Statement R Description	
	11	Filler	PIC X
QC020	12-15	Fiscal Year, e.g., 2020 (CCYY)	PIC X(4)
QC030	16	Data Set	PIC X
		H - Financial	
QC040	17-22	District IRN	PIC X(6)
QC050	23-25	Schedule Sequence (filler to ignore for all CSV files)	PIC X(3)
QC060	26-28	Schedule Frequency (filler to ignore for QE CSV files)	PIC 9(3)
QC070	29-32	Line Number (filler to ignore for QH CSV files)	PIC 9(4)
QC080	33-35	Schedule Number (filler to ignore for all CSV files)	PIC X(3)
	36-300	Filler	PIC X(265)