



**Data Formats: WDE-601 District Annual Financial Report**

**Collection Dates: 07/01/2013 - 08/12/2013**

This document contains all the information needed to manage the data elements for the WDE601 Data Collection

A summary of the information in this document is as follows:

- Data Elements**
- Business Rules**
- CSV format**
- Contact Info**

**Any updates to this document will be sent out to all districts as needed.**

This page explains the code values or keys that are used on the tabs in this document.

**CODE KEYS on the Business Rules Tab:**

Violation Severity	Description
F	Fatal Error
W	Warning
T	Truncate field

Check Levels	Description
1	The error is solely with the form of that field or its content.
2	The error comes from comparing the field to the existence or value of another field in the submission.
3	The error comes from comparing the field to a list or value external to the submission.

## Revenue Data Elements

Field #	Field Name	Length	Valid Values / Format Notes	Definitions
1	DistrictID	7	A valid 7-digit district ID.	The WDE 7-digit district ID for the reporting district
2	FundGroupCode	2	Valid 2-letter code representing the Fund Group Code	2-digit identifier used to account for financial resources from various sources
4	RevenueSourceCode	5	Valid 5-letter code representing the Revenue Source Code	5-digit identifier used to distinguish revenue types
3	FundCode	13	Valid 13-letter code representing the Fund Code	13-Digit Identifier used to distinguish restricted financial resources
5	TargetID	7	A valid 7-digit school or district ID	The WDE 7-digit school or district ID for the record.
6	PaidFrom	50	Text	District or institution tuition revenue received from
7	StudentCount	3	0-999	Number of Students
8	Amount	9,2	Numeric value with optional +/- sign with 0-9 numbers before the decimal and 2 numbers after the decimal.	Amount of the Revenue

## Expenditure Data Elements

Field #	Field Name	Length	Valid Values / Format Notes	Definitions
101	DistrictID	7	A valid 7-digit district ID.	The WDE 7-digit district ID for the reporting district
102	FundGroupCode	2	Valid 2-letter code representing the Fund Group Code	2-digit identifier used to account for financial resources from various sources
104	FunctionCode	4	Valid 4-letter code representing the Function Code	4-digit identifier used to describe the activity for which a service or material object is acquired
105	ObjectCode	3	Valid 3-letter code representing the Object Code	3-digit identifier used to describe the service or commodity obtained as the result of a specific expenditure
103	FundCode	13	Valid 13-letter code representing the Fund Code	13-Digit Identifier used to distinguish restricted financial resources
106	TargetID	7	A valid 7-digit school or district ID	The WDE 7-digit school or district ID for the record.
107	PaidTo	50	Text	District or institution tuition expense paid to
108	StudentCount	3	0-999	Number of Students
109	Amount	9,2	Numeric value with 0-9 numbers before the decimal and 2 numbers after the decimal.	Amount of the Expenditure

## Bond Election Data Elements

Field #	Field Name	Length	Valid Values / Format Notes	Definitions
201	DistrictID	7	A valid 7-digit district ID.	The WDE 7-digit district ID for the reporting district
202	ElectionDate	0 or 8	YYYYMMDD	Date of Bond Election
203	Passed	1	T,F	True, False
204	Amount	9,2	Numeric value with 1-9 numbers before the decimal and 2 numbers after the decimal.	Amount

## Home School Data Elements

Field #	Field Name	Length	Valid Values / Format Notes	Definitions
301	DistrictID	7	A valid 7-digit district ID.	The WDE 7-digit district ID for the reporting district
302	HomeSchools	4	0 - 9999	Number of Home Schools
303	Students	4	0 - 9999	Number of Students

<b>WDE601 - Business Rules</b>						
<b>Rule#</b>	<b>File</b>	<b>Data Element Field#</b>	<b>Severity</b>	<b>Business Rule Description</b>	<b>Detailed Description</b> This description is used on the record detail page. It may contain record specific information.	<b>Summary Description</b> This description is used on the trial summary. It cannot contain record specific information.
R09001	Revenue	1, 2, 4, 5, 8	F	All Revenue fields are required except 3, 6, 7	The Revenue record is missing the fields <i>Fund Code</i>	Missing a required Revenue field
R09002	Expenditure	101, 102, 104, 105, 106, 109	F	All Expenditure fields are required except 103, 107, 108	The Expenditure record is missing the fields <i>Fund Code</i>	Missing a required Expenditure field
R09003	Bond Election	201, 202, 203, 204	F	All Bond Election fields are required	The Bond Election record is missing the fields <i>Fund Code</i>	Missing a required Bond Election field
R09004	Home School	301, 302, 303	F	All Home School fields are required	The Home School record is missing the field <i>Students</i>	Missing a required Home School field
R09005	Revenue	1 - 8	F	The field cannot exceed its length attribute	The <i>DistrictID</i> field exceeds its maximum allowable length of 7 character(s).	Field exceeds its maximum length
R09006	Expenditure	101-109	F	The field cannot exceed its length attribute	The <i>DistrictID</i> field exceeds its maximum allowable length of 7 character(s).	Field exceeds its maximum length
R09009	Revenue	6	W	The field cannot exceed its length attribute	The <i>PaidFrom</i> field exceeds its maximum allowable length of 50 character(s).	Field exceeds its maximum length
R09010	Expenditure	107	W	The field cannot exceed its length attribute	The <i>PaidTo</i> field exceeds its maximum allowable length of 50 character(s).	Field exceeds its maximum length
R09012	Revenue	2	F	Verify <i>FundGroupCode</i> against the list of valid codes	<i>FundGroupCode</i> is not valid	<i>FundGroupCode</i> is not valid
R09013	Revenue	3	F	Verify <i>FundCode</i> against the list of valid codes	<i>FundCode</i> is not valid	<i>FundCode</i> is not valid
R09014	Revenue	4	F	Verify <i>RevenueSourceCode</i> against the list of valid codes	<i>RevenueSourceCode</i> is not valid	<i>RevenueSourceCode</i> is not valid
R09015	Revenue	5	F	Verify <i>TargetID</i> against the list of valid district and school codes	<i>SchoolID</i> or <i>DistrtctID</i> is not valid	<i>SchoolID</i> or <i>DistrtctID</i> is not valid
R09016	Revenue	7	F	Value must be a whole number	Invalid <i>StudentCount</i>	Invalid <i>StudentCount</i>
R09017	Revenue	8	F	Value must be a decimal number that conforms to the format specified for the data element.	Amount is not a valid numeric value. The value must be a decimal number containing 0-9 digits before the decimal point and 2 digits after the decimal point.	Amount is not valid
R09019	Expenditure	102	F	Verify <i>FundGroupCode</i> against the list of valid codes	<i>FundGroupCode</i> is not valid	<i>FundGroupCode</i> is not valid
R09020	Expenditure	103	F	Verify <i>FundCode</i> against the list of valid codes	<i>FundCode</i> is not valid	<i>FundCode</i> is not valid
R09021	Expenditure	104	F	Verify <i>FunctionCode</i> against the list of valid codes	<i>FunctionCode</i> is not valid	<i>FunctionCode</i> is not valid
R09022	Expenditure	105	F	Verify <i>ObjectCode</i> against the list of valid codes	<i>ObjectCode</i> is not valid	<i>ObjectCode</i> is not valid
R09023	Expenditure	106	F	Verify <i>TargetID</i> against the list of valid district and school codes	<i>SchoolID</i> or <i>DistrtctID</i> is not valid	<i>SchoolID</i> or <i>DistrtctID</i> is not valid
R09024	Expenditure	108	F	Value must be a whole number	Invalid <i>StudentCount</i>	Invalid <i>StudentCount</i>
R09025	Expenditure	109	F	Value must be a decimal number that conforms to the format specified for the data element.	Amount is not a valid numeric value. The value must be a decimal number containing 0-9 digits before the decimal point and 2 digits after the decimal point.	Amount is not valid
R09027	Bond Election	202	F	The date must match the YYYYMMDD format and be a valid date. For example: 19953002 is not valid. There was no February 30th, 1995.	<i>ElectionDate</i> is invalid. A date must be in YYYYMMDD format and be a valid date.	Date is not valid
R09028	Bond Election	203	F	Passed must be T or F	Passed must be T or F	Passed must be one of T or F
R09029	Bond Election	204	F	Value must be a decimal number that conforms to the format specified for the data element.	Amount is not a valid numeric value. The value must be a decimal number containing 1-9 digits before the decimal point and 2 digits after the decimal point.	Amount is not valid
R09031	Home School	302	F	Value must be a whole number	Invalid <i>HomeSchools</i>	Invalid <i>HomeSchools</i>
R09032	Home School	303	F	Value must be a whole number	Invalid <i>Students</i>	Invalid <i>Students</i>
R09033	Home School		F	Only one record for the Home School is allowed	Only one record for the Home School is allowed	More than one record for Home School
R09034	Home School	303	F	Students must be greater than or equal to the number of <i>HomeSchools</i>	Students must be greater than or equal to the number of <i>HomeSchools</i>	Students must be greater than or equal to number of <i>HomeSchools</i>
R09035	Home School	304	F	<i>HomeSchools</i> is zero	<i>HomeSchools</i> is zero.	<i>HomeSchools</i> cannot be zero.
R09036	Bond Election	202	F	Election Date must be between July 1 of previous year and June 30 of current year	<i>ElectionDate</i> must be between 07/01/2009 and 06/30/2010	Date is out of range
R09037	Bond Election	204	F	Bond Elections Amount must be greater than 0	Amount must be greater than zero.	Amount must be greater than zero.
R09038	Expenditure	108	F	Student Count must be greater than 0	<i>StudentCount</i> must be greater than zero.	<i>StudentCount</i> must be greater than zero.
R09039	Expenditure	109	W	Amount must be greater than 0	Amount must be greater than zero.	Amount must be greater than zero.
R09040	Revenue	7	F	Revenue Student Count must be greater than 0	<i>StudentCount</i> must be greater than zero.	<i>StudentCount</i> must be greater than zero.
R09041	Revenue	8	W	Amount should be greater than 0 except for <i>RevenueSourceCodes</i> 83111, 81800, 84200, or 85000.	Amount is less than zero, which may be an error. Please verify this value really should be less than zero.	Amount must be greater than zero.
R09042	Revenue	5	F	<i>TargetID</i> must be in this District.	<i>TargetID</i> is a recognized school, but it is not in the district.	The school is not in the district
R09043	Expenditure	106	F	<i>TargetID</i> must be in this District.	<i>TargetID</i> is a recognized school, but it is not in the district.	The school is not in the district
R09044	Revenue	1	F	District ID of the Revenue records must match District of the logged in user.	The field <i>DistrictID</i> does not match the district number of the current user.	Invalid <i>DistrictID</i>

**WDE601 - Business Rules**

Rule#	File	Data Element Field#	Severity	Business Rule Description	Detailed Description This description is used on the record detail page. It may contain record specific information.	Summary Description This description is used on the trial summary. It cannot contain record specific information.
R09045	Expenditure	101	F	District ID of the Expenditure records must match District of the logged in user.	The field DistrictID does not match the district number of the current user.	Invalid DistrictID
R09046	Bond Election	201	F	District ID of the Bond Election records must match District of the logged in user.	The field DistrictID does not match the district number of the current user.	Invalid DistrictID
R09047	Home School	301	F	District ID of the Home School records must match District of the logged in user.	The field DistrictID does not match the district number of the current user.	Invalid DistrictID
R09048	Revenue	n/a	W	FundGroupCode 30 records are missing for the district	No revenue records for FundGroupCode 30.	Revenue FundGroupCode missing for the district
R09049	Revenue	n/a	W	FundGroupCode 40 records are missing for the district	No revenue records for FundGroupCode 40.	Revenue FundGroupCode missing for the district
R09050	Revenue	n/a	F	FundGroupCode 01 records are missing for the district	No revenue records for FundGroupCode 01.	Revenue FundGroupCode missing for the district
R09051	Revenue	n/a	F	FundGroupCode 20 records are missing for the district	No revenue records for FundGroupCode 20.	Revenue FundGroupCode missing for the district
R09052	Revenue	n/a	F	FundGroupCode 50 records are missing for the district	No revenue records for FundGroupCode 50.	Revenue FundGroupCode missing for the district
R09053	Expenditure	n/a	W	FundGroupCode 30 records are missing for the district	No expense records for FundGroupCode 30.	Expenditure FundGroupCode missing for the district
R09054	Expenditure	n/a	W	FundGroupCode 40 records are missing for the district	No expense records for FundGroupCode 40.	Expenditure FundGroupCode missing for the district
R09055	Expenditure	n/a	F	FundGroupCode 01 records are missing for the district	No expense records for FundGroupCode 01.	Expenditure FundGroupCode missing for the district
R09056	Expenditure	n/a	F	FundGroupCode 20 records are missing for the district	No expense records for FundGroupCode 20.	Expenditure FundGroupCode missing for the district
R09057	Expenditure	n/a	F	FundGroupCode 50 records are missing for the district	No expense records for FundGroupCode 50.	Expenditure FundGroupCode missing for the district
R09058	Revenue	1	F	FundCode must be a valid code for the given DistrictID	FundCode must be a valid code for the given DistrictID	Invalid FundCode for DistrictID
R09059	Expenditure	101	F	FundCode must be a valid code for the given DistrictID	FundCode must be a valid code for the given DistrictID	Invalid FundCode for DistrictID
R09060	Expenditure	102, 104	F	FunctionCode is missing or invalid for the selected Fund Group Code	FunctionCode is missing or invalid for FundGroupCode	FunctionCode is not valid for FundGroupCode
R09061	Expenditure	102, 104, 105	F	Object Code is missing or invalid for selected Fund Group Code and Function Code combination	ObjectCode missing or invalid for selected FundGroupCode and FunctionCode combination	Invalid ObjectCode for FundGroupCode and FunctionCode
R09062	Expenditure	102, 104, 105, 106	F	Expenditure Target ID must be valid for selected Fund Group Code and Function Code and Object Code	TargetID must be a valid code for selected FundGroupCode and FunctionCode and Object Code	Invalid TargetID for FundGroupCode and FunctionCode and Object Code
R09063	Expenditure	102, 103	F	Expenditure Fund Code must be a valid code for selected Fund Group Code, Object Code, and Function Code	FundCode must be a valid code for selected FundGroupCode, Object Code, and Function Code	Invalid FundCode for FundGroupCode, Object Code, and Function Code
R09064	Revenue	2, 4	F	Revenue Source Code missing or invalid for selected Fund Group Code	RevenueSourceCode missing or invalid for selected FundGroupCode	Invalid RevenueSourceCode for FundGroupCode
R09065	Revenue	2, 3, 4	F	Fund Code must be a valid code for selected Fund Group Code and Revenue Source Code	FundCode must be a valid code for selected FundGroupCode and RevenueSourceCode	Invalid FundCode for FundGroupCode and RevenueSourceCode
R09067	Revenue	2, 3, 4, 6	F	PaidFrom is required for a given combination of FundGroupCode and RevenueSourceCode	PaidFrom is required for a given combination of FundGroupCode and RevenueSourceCode	PaidFrom is required for the FundGroupCode and RevenueSourceCode
R09068	Expenditure	102, 103, 104, 105, 107	F	PaidTo is required for a given combination of FundGroupCode, FunctionCode and ObjectCode	PaidTo is required for a given combination of FundGroupCode, FunctionCode and ObjectCode	PaidTo is required for FundGroupCode, FunctionCode and ObjectCode
R09069	Revenue	2, 3, 4,5	F	Revenue Target ID must be valid for selected Fund Group Code and Revenue Source Code	TargetID must be a valid code for selected FundGroupCode and RevenueSourceCode	Invalid TargetID for FundGroupCode and RevenueSourceCode
R09070	Revenue	6, 7	F	StudentCount is required for a given combination of FundGroupCode and RevenueSourceCode. (If PaidFrom is required, then StudentCount is required.)	StudentCount is required for a given combination of FundGroupCode and RevenueSourceCode	Student Count is required
R09071	Expenditure	107, 108	F	StudentCount is required for a given combination of FundGroupCode, FunctionCode and ObjectCode. (If PaidTo is required, then StudentCount is required.)	StudentCount is required for a given combination of FundGroupCode, FunctionCode, and ObjectCode.	Student Count is required
R09072	Revenue	3, 6, 7	F	PaidFrom and StudentCount must be blank for the given combination of FundGroupCode and RevenueSourceCode.	PaidFrom and StudentCount must be blank for the given combination of FundGroupCode and RevenueSourceCode.	Field must be blank
R09073	Expenditure	103, 107, 108	F	PaidTo and StudentCount must be blank for the given combination of FundGroupCode, FunctionCode, and ObjectCode.	PaidTo and StudentCount must be blank for the given combination of FundGroupCode, FunctionCode, and ObjectCode.	Field must be blank
R09074	Revenue	1, 2, 4, 3, 5, 6	F	Duplicate Revenue records	The same revenue record is duplicated. Uniqueness is defined by FundGroupCode, RevenueSourceCode, FundCode, TargetID, and PaidFrom combination.	Duplicate revenue record
R09075	Expenditure	101, 102, 104, 105, 103, 106, 107	F	Duplicate Expenditure records	The same expenditure record is duplicated. Uniqueness is defined by FundGroupCode, FunctionCode, ObjectCode, FundCode, TargetID, and PaidTo combination.	Duplicate expenditure record
R09076	Revenue	8	F	Amount cannot be zero.	Amount cannot be zero.	Amount cannot be zero.
R09077	Expenditure	109	F	Amount cannot be zero.	Amount cannot be zero.	Amount cannot be zero.

## WDE601 Data Formats - CSV Submission

These are the file formats that districts will upload and download.

CSV Column #	Field #	Header Name	Length	Valid Values / Format (also see business rules)
<b>file: Revenue.csv</b>				
1	1	DistrictID	7	A valid 7-digit district ID.
2	2	FundGroupCode	2	Valid 2-letter code representing the Fund Group Code
3	4	RevenueSourceCode	5	Valid 5-letter code representing the Revenue Source Code
4	3	FundCode	13	Valid 13-letter code representing the Fund Code
5	5	TargetID	7	A valid 7-digit school or district ID
6	6	PaidFrom	50	Text
7	7	StudentCount	3	0-999
8	8	Amount	9,2	Numeric value with 0-9 numbers before the decimal and 2 numbers after the decimal.

CSV Column #	Field #	Header Name	Length	Valid Values / Format (also see business rules)
<b>file: Expenditure.csv</b>				
1	101	DistrictID	7	A valid 7-digit district ID.
2	102	FundGroupCode	2	Valid 2-letter code representing the Fund Group Code
3	104	FunctionCode	4	Valid 4-letter code representing the Function Code
4	105	ObjectCode	3	Valid 3-letter code representing the Object Code
5	103	FundCode	13	Valid 13-letter code representing the Fund Code
6	106	TargetID	7	A valid 7-digit school or district ID
7	107	PaidTo	50	Text
8	108	StudentCount	3	0-999
9	109	Amount	9,2	Numeric value with 0-9 numbers before the decimal and 2 numbers after the decimal.

CSV Column #	Field #	Header Name	Length	Valid Values / Format (also see business rules)
<b>file: BondElection.csv</b>				
1	201	DistrictID	7	A valid 7-digit district ID.
2	202	ElectionDate	0 or 8	YYYYMMDD
3	203	Passed	1	T,F
4	204	Amount	9,2	Numeric value with 1-9 numbers before the decimal and 2 numbers after the decimal.

## WISE Support Information

CSV Column #	Field #	Header Name	Length	Valid Values / Format (also see business rules)
<b>file: HomeSchool.csv</b>				
1	301	DistrictID	7	A valid 7-digit district ID.
2	302	HomeSchools	4	0 - 9999
3	303	Students	4	0 - 9999

## WDE601 - Contact Info

### Support

\* The WDE is committed to providing districts with the tools and information they need to make the WISE project successful. Any suggestions that could make the process better are welcomed.

\* WDE appreciates all efforts that will make WISE a solution that works for everyone.

\* You are always welcome to contact us directly at any time. Our contact information is below.

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