# DOE Monthly Cash Balance Survey File Layout

File to be uploaded must be in comma delimited format with a .CSV file extension and no header row

| Field | Maximum Length | Explanation and Examples | Balance Sheet Required |
|---|---|---|---|
| Fiscal Year | 4 | Fiscal year of data submission ex. 2013 | Required |
| District Number | 5 | EX. 02001, 50003, 23002, 05201 | Required |
| Fund | 2 | 10, 21, 22, 24 | Required |
| Month | 2 | numeric 2 digit (July - May) | Required |
| Amount | 12 | (9 w/2 decimal)    no leading blanks 999999999.99 | Required |

Accounts to be included in the amount field are:  101-108 and 180

File will upload data for months of July through May, June to be taken from balance sheet financial upload

Example File Record

| | | | | |
|---|---|---|---|---|
| 2016 | 20002 | 10 | 08 | 456123.22 |
| 2016 | 20002 | 10 | 09 | 333111.88 |
| 2016 | 20002 | 10 | 10 | 98123.45 |
| 2016 | 20002 | 21 | 01 | 11222333.44 |
| 2016 | 20002 | 21 | 02 | 10999888.77 |
| 2016 | 20002 | 22 | 03 | -14000.98 |
| 2016 | 20002 | 24 | 08 | 29255.67 |
| 2016 | 20002 | 24 | 09 | 31345.36 |

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