DOE Monthly Cash Balance Survey File Layout

as of 5/18/2020

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	
Fiscal Year	4	Fiscal year of data submission ex. 2019	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

- Calculated by adding all deposits made during the month to the beginning cash balance and deducting all disbursements or payments made during the month

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

Example File Record

2019	20002	10	08	456123.22
2019	20002	10	09	333111.88
2019	20002	10	10	98123.45
2019	20002	21	01	11222333.44
2019	20002	21	02	10999888.77
2019	20002	22	03	-14000.98
2019	20002	24	08	29255.67
2019	20002	24	09	31345.36