

2017 FBMS .CSV Upload Instructions

*R - Required

*C - Central Office Budget

*O - Optional

Excel Column	Field Name	R/O/C *	Description
A	Process	R	Characterizes the "process" that is used to post a budget entry document. There are three budget process: TRAN – Transfer (Use 99.9% of the time) ENTR– To be used by Central Office Only. RETN– Return - To be used by Central Office Only.
B	Doc Type	C	Defines or classifies the source of funds. Example: 4119 - To be used by Budget Staff Only.
C	Fiscal Yr	R	The fiscal year in FBMS is the federal fiscal year, Oct.-Sept, with Oct. being period 1. Example: 2017
D	Version	R	Budget Version 0 is the production operating version. Budget Version 1 is used for financial plan/fund targets. Example: (V0) 000
E	Doc Date	R	Date on which the transaction took place in FBMS Example: 00/00/0000
F	Posting Date	R	Date that the transaction was posted. In FBMS, Posting Date determines the Posting Period. Example: 00/00/00000
G	Posting Period	C	The month in which the transaction is recorded. The Posting Period in FBMS is the federal fiscal month where, October is period 001 and September is period 012. Example: 010
H	Person Resp (Responsible)	C	The person responsible for the transaction being created. Example: JDOE - Usually a program manager.
I	Header Text	O	Text for the budget entry document, not to exceed 50 characters. Example: Budget Transfer
J	Yr Cohort	C	The cohort identifies a group of loans made that have similar characteristics. It is a two-digit numeric field that is reported to Treasury through the FACTS II process.
K	Public Law	C	The Public Law associated with the budget entry.
L	Legislation	R	This flag is used to identify special legislation scenarios. For transactions identified as Reprogrammings. It is a REQUIREMENT to use one of the following codes listed below . Non-reprogrammings will be left blank. The following codes should be used for Reprogrammings: R= Regular Reprogramming S=Self Governance Reprogrammings T=Tribal Priority Allocation (TPA) Reprogrammings Example: R

2017 FBMS .CSV Upload Instructions

*R - Required

*C - Central Office Budget

*O - Optional

Excel Column	Field Name	R/O/C *	Description
M	Transfer Agency	C	This is the two-character Treasury department code for the agency receiving funds through an allocation transfer.

2017 FBMS .CSV Upload Instructions

*R - Required

*C - Central Office Budget

*O - Optional

Excel Column	Field Name	R/O/C *	Description
N	Transfer Acct	C	The Treasury Main Account Code of the other Federal entity involved in transactions with the reporting entity. Used in conjunction with Direct Transfer Agency.
O	Trading Partner	C	Trading Partner identifies a federal agency office
P	Sign	R	Use – the Minus sign to identify a Sender line (decrease) Use + the P sign to identify a Receiver line (increase)
Q	Budget Type	R	Budget Type determines the availability of funds. Example: SALT
R	Fund	R	Fund is a 10 digit character code used to track budgetary resources received through appropriations from the general fund at Treasury, revenues, and other budgetary authority. Example: 178A2100DD
S	Funds Center	R	The Funds Center (FC) is a 10 character code that identifies the Division/Region responsible for execution and spending. Example: AAK2000000
T	Commitment Item	R	FBMS budgeting standard is to always use ALLOBJ (all objects). Example: ALLOBJ
U	Functional Area	R	The Functional Area (FA) is a 16 character code that identifies the program activity. Example: A0A340000.000000
V	Funded Program	R	Funded Programs identifies the agreement or project. A WBS number is MANDATORY at the V1 level ONLY. The V0 level will default to FPDEFAULT. Do not use periods. Example: V0 FPDEFAULT Example: V1 WBS NUMBER
W	Amount	R	Enter budgeted amount. No commas, dollar sign, or currency symbols. Example: 65000.55
X	Item Text	O	Explanatory text on the line item, not to exceed 50 characters.