# LEA Accounting LEAPS Financial Upload File Format

Using the LEA Accounting application from the ALSDE Application Portal, you can upload your LEAPS file. The menu option within that application is Upload / Financial Upload.

The LEAPS data file is a comma-delimited collection of quoted values. The format of that file is described below.

## Header Row (Optional)

The first row serves as a header for the file, and it should contain five values. The 3rd column contains the date of approval.

Example: "2016-2017", "888", "02/06/2017", "0", "777"

The header row is optional. When missing, the 'ApprovalDate' is recorded as the date the file was imported into the LEA Accounting application.

## Data Rows

Data is stored as rows with 28 values. The content, type, and length are listed here.

* SystemCode - exactly 3 digits, padded with leading '0' values, if needed
* SSN - exactly 9 digits
* LastName - up to 30 characters, trailing white space is trimmed
* FirstName - up to 20 characters, trailing white space is trimmed
* MiddleName - up to 15 characters, trailing white space is trimmed
* DateOfBirth - exactly 10 characters, a date in the form 'MM/DD/YYYY'
* Gender - exactly 1 character, one of 'M', 'F', or 'N'
* Race - exactly 2 digits, correlating to the table that follows this list \*\*
* Ethnicity - exactly 1 character, one of 'Y' or 'N'
* HighestDegree - exactly 1 character, one of 'N', 'B', 'M', '6', or ‘D’
* AssignedSchool - exactly 4 digits, padded with leading '0' values, if needed
* ContractLength - an integer value, as number of days
* CertExpThisSystem - an integer value, as number of months of experience
* CertExpOthALSystems - an integer value, as number of months experience
* CertExpOthPubSystems - an integer value, as number of months experience
* CertExpOtherPrvSystems - an integer value, as number of months experience
* SupportExpThisSystem - an integer value, as number of months experience
* EmploymentDate - exactly 10 characters, a date in the form 'MM/DD/YYYY'
* Function - exactly 4 digits, padded with leading '0' values, if needed
* ObjectCode - exactly 3 digits, padded with leading '0' values, if needed
* CostCenter - exactly 4 digits, padded with leading '0' values, if needed
* FundSource - exactly 4 digits, padded with leading '0' values, if needed
* Program - exactly 4 digits, padded with leading '0' values, if needed
* FTE - a decimal number indicating the time allotted to the given position (1.00 is full time)
* Salary - a decimal number, the annual salary in dollars for the given position
* Tenure - exactly 1 digit, one of '0', '1', '2' (0 is new, 1 is 1-3 years, 2 is 3+ years)
* PctSalary - a decimal number, the percent of salary from this cost center
* YearMonthOfFile - exactly 6 digits, in the form 'YYYYMM'
* HoursPerDay - a decimal number, the number of hours spent on the given position
* InsuranceCategory – a small integer, one of ‘1’,’2’ ( Tier 1 or Tier 2 – Not TRS report Tier 2)

Partial Example: "180", "444229999", "Hall ", "Joseph ", ...

\*\* The valid codes for Race are:

|  |  |
| --- | --- |
| 01 | White |
| 02 | Black or African American |
| 04 | Asian |
| 16 | Native Hawaiian/Pacific Islander |
| 96 | Two or more races |
| 97 | Hispanic/Latino |
| 98 | American Indian/Alaska Native |
| 99 | Not Specified |

## Malformed Rows

The application appears to gracefully handle malformed row data (by skipping to the next row). We suggest against relying on this feature as it may change in the future to support new types of rows.