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Overview

Introduction Many data elements have been defined for use by the various systems and sub-systems comprising the State's financial management information system. The Commonwealth Accounting and Reporting System (CARS) accounts for and reports a major portion of the Commonwealth's financial activity.

CARS Data Elements

Element	Description
1-ADD-SUB 2-ADD-SUB 3-ADD-SUB	Series of one-digit data elements in the Transaction Code Table in turn recorded in the history record used to indicate if the posting activity has a positive or negative impact on the file. Valid codes are:

	Value	Definition
	+	Add to file
	-	Subtract from file
	Blank	No update

Element	Description
ACCESS DATE	Date *(YYYYMMDD)* on which the record was last accessed.
AGENCY	Three-digit code indicating the agency to which the transaction applies.
AGENCY EDIT INDICATOR	Indicator on the Transaction Code Table, defining the edit criteria for agency code in an accounting transaction. Valid codes are:

	Value	Definition
	R	Required element on input
	Blank	Optional element on input
	N	Not allowed on input

Element	Description
AGENCY LIST NO	Eight-digit number assigned by an agency to identify each batch of accounting transactions.
AGENCY REFERENCE	This data element provides reference identifier for the submitting agency. This data element is defined by the agency (AKA Agency Use Field).
AGENCY VOUCHER NO	Eight-digit control number that references an agency's voucher in the input transaction.
AGENCY VOUCHER DATE	The date submitted by the agency, giving the year, month, and day of the voucher *(YYYYMMDD)*.

CARS Data Elements, Continued

Element	Description
AGENCY VOUCHER NO EDIT IND	On the Transaction Code Table indicated the edit criteria for agency voucher number for each transaction ode. Valid codes are:

	Value	Definition
	R	Required element on input
	Blank	Optional element on input
	N	Not allowed on input

Element	Description
ALLOTMENTS QTR 1 ALLOTMENTS QTR 2 ALLOTMENTS QTR 3 ALLOTMENTS QTR 4	On the Appropriations file, the amount of appropriation approved for expending during each quarter of the funding fiscal year. (Currently, an annual allotment occurs for most appropriations, and appears in Allotments QTR1.)
AMOUNT	The amount of the transaction being entered in the system.
AP INDICATORS AP-1 AP-2 AP-3	Group of indicators on the Transaction Code Table, inclusive of ADD-SUB-X, INDEX-X, and FILE-CNTL-X, which instructs the posting of transactions to the Appropriation (AP) file.
APPN CNTL LEVEL	One digit data element in the D03 Program Descriptor Table used to define the level at which controls will be applied to transactions that affect the Appropriation file. Valid codes are:

	Value	Definition
	1	Program level
	2	Program/sub-program level
	3	Program/sub-program/element level
	9	No controls applied

Element	Description
APPROPRIATION-DEFICIT	Financial data element in the Appropriation file that defines the amounts of an agency/program that receives a deficit appropriation.
APPROPRIATION-ORIGINAL	Financial data element in the Appropriation file that indicates the amount of the original appropriation for a particular program/capital project.
APPROPRIATION-REVERSIONS	Financial data element in the Appropriation file that defines amounts reverted into the General Fund for appropriations with an unexpended balance or an appropriation that is negated by the General Assembly.
APPROPRIATION-SUBSEQUENT EXECUTIVE/APPROPRIATION SUBSEQUENT LEGISLATIVE	Financial data elements in the Appropriation file that define additional amounts appropriated by the Governor and/or the Legislature.

CARS Data Elements, Continued

Element	Description
APPROPRIATION-TRANSFER	Amount of appropriations transferred into a particular appropriations account in the Appropriations file.
BANK CODE	For deposit certificate: The code identifying the bank account into which a deposit is made. For disbursements: The code identifying the bank account from which the disbursements were made.
BATCH AGENCY	Three-digit data element in the BATCH ID that indicates the agency responsible for compiling the batch of input transactions. For DC's, the batch agency must equal the deposit (credit) agency.
BATCH AMOUNT	Total amount of all distribution coding grids. (This is an absolute total, so credit transactions must be added, not subtracted.)
BATCH COUNT	Total number of all transaction coding grids entered in the distribution coding section of the documents.
BATCH DATE	*Eight-digit data element* in the BATCH ID that reflects the date *(YYYYMMDD)* a batch was prepared for entry to the system. For a batch of DC's, the batch date must equal the date of deposit of all DC's in the batch.
BATCH ID	Consists of Data Type, Batch Agency, Batch Date, Batch Type and Batch Number. These elements uniquely identify each batch of accounting transactions entered into the system.
BATCH NO	Three-digit number assigned by the agency to each batch of accounting transactions. It is used to uniquely identify each batch prepared for entry into the system.
BATCH STATUS	On the Batch Status File, this element identifies the current status of the batch. Valid codes are:

Value	Definition
1	Agency Release
2	Pre-Audit Release
3	Agency Hold
4	Pre-Audit Hold
7	Batch on Error Suspense File
8	Batch on History File
9	Batch on Error Suspense and History File

CARS Data Elements, Continued

Element	Description
BATCH TYPE	One character data element used to indicate the category of accounting transaction. Valid codes are:

Value	Definition
2	Travel
3	Vendor Payments
4	Interagency Transactions
5	DOA Journal Entries
6	Agency Transaction Vouchers
7	Deposit Certificates
8	Budget Transaction
9	Payrolls
A	Tax Advices
D	Debit Memos
F	FAACS
O	Agency Operating Expenditure Plan
P	Petty Cash
R	Revenue Refunds
X	Vendor Coupons

Element	Description
BATCH TYPE INDICATORS	Indicators on the Transaction Code Table which show the valid batch types in which the transaction code can be included.
BEGINNING BALANCE	Financial data element that reflects the balance in an individual record/account at the start of the accounting period.
CAPITAL ITEM NUMBER	Number assigned within the Appropriations Act to capital projects.
CARRY FORWARD INDICATOR	Indicator in the D03 Program Descriptor Table if the balance in the account will be carried forward into the next fiscal year. Valid codes are:

Value	Definition
Y	Carry Balance Forward
Blank	Balance not carried forward

Element	Description
CASH CNTL POST LEVEL	One-digit data element in the D18 Project Descriptor Table used to define if the project code is used in the key of the Cash Control File. Valid codes are:

Value	Definition
0	Project code not in key
1	Project code included in key

CARS Data Elements, Continued

Element	Description
CASH CONTROL TYPE	Indicates the type of cash control applied to the transaction. Valid codes are:

	Value	Definition
	0	Perform absolute cash controls
	1	No cash control edits

Element	Description
CC INDICATORS CC-1 CC-2 CC-3	Group of indicators, inclusive of ADD-SUB-X, INDEX-X, and FILE-CNTL-X on the Transaction Code Table, which instructs the posting of transactions to the Cash Control (CC) file.
CERTIFIED AMOUNT	The net dollar amount of transactions within a specific document. This amount may be coded on any or all transactions within a document voucher, but must be coded on the last line of the document and appear on the transmittal listing.
CHECK DATE	*Date (YYYYMMDD)* of a disbursement.
CHECK ID	Group of data elements consisting of Bank Code and Check Number used for disbursement transactions.
CHECK ID EDIT INDICATOR	Data element on the Transaction Code Table used to indicate the edit criteria for check ID for each transaction code. Valid codes are:

	Value	Definition
	R	Required element on input
	Blank	Optional element on input
	N	Not allowed on input

Element	Description
CHECK WRITE DATE OVERRIDE	Date field on the System Management File used to override the due date selection process of payments. Valid codes are:

	Value	Definition
	Date	*Date (MMDDYYYY)* for which transactions are to be selected for check processing
	A	All Transactions selected for check processing.
	N	No Transactions are selected for check processing
	Y	All Transactions for a prior fiscal year are selected for check processing

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CARS Data Elements, Continued

Element	Description
CHECK WRITING INDICATOR	Indicator on the Transaction Code Table used to indicate the check writing impact of each transaction code. Valid codes are:

	Value	Definition
	0	Non-check writing transaction
	1	CARS automated check generated
	2	Check produced other than CARS automated check
	3	Reduction of net amount of check

Element	Description
CLOSE INDICATOR	On Descriptor Table D14, GLA, indicates if the General Ledger account is real or nominal. Valid codes are:

	Value	Definition
	1	Real-Balance carried into new FY
	2	Nominal-Closed at end of FY
	Blank	Not applicable

Element	Description
CLOSING DATE	*Date (YYYYMMDD)* of closing. (AKA Close Date)
CM-0	Amount field containing the "current month" balance of a record.
CM-1	Amount field containing the balance of an account as of the end of the prior month.
CM-2	Amount field containing the balance of an account as of the end of the second previous month.
COMPUTED BATCH AMOUNT	Total (sum) amount of all transactions included in a single batch as computed by the CARS Edit/Update programs.
COMPUTED BATCH COUNT	Total number of transactions included in a single batch as computed by the CARS Edit/Update programs.
CONTACT NAME	Reference field on the Vendor Edit File containing the name of the agency's vendor contact.
CONTROL AGENCY	Data element which identifies the controlling agency to which an agency reports.
CONTROL NUMBER	Current or Reference Document number.
CONTROL KEYS	Group of data elements utilized to specifically or uniquely identify individual records within a file.
CORRECTION DATA	Input field on the Error Correction transactions used to modify selected fields of transactions that are on the error file.
COST CODE	Three-digit data element identifying the organizational breakdown within the agency.

CARS Data Elements, Continued

Element	Description
COST CODE EDIT INDICATOR	On the Transaction Code Table used to indicate the edit criteria for cost code on each accounting entry. Valid codes are:

	Value	Definition
	R	Required element on input
	Blank	Optional element on input
	N	Not allowed on input

Element	Description
CR INDICATORS CR-1 CR-2 CR-3	Group of indicators, inclusive of ADD-SUB-X and INDEX-X, on the Transaction Code Table that indicates the posting of transactions to the cash reconciliation (CR).
CREATE DATE	*Date (YYYYMMDD)* a record was created.
CREDIT AGENCY/ DEPOSIT AGENCY	For IAT transactions, the agency number of the agency supplying the goods and/or services. For deposit certificates, the agency making the deposit.
CUR DOC EDIT IND	One-digit data element used to indicate the edit criteria for a current document number on each transaction code. Valid codes are:

	Value	Definition
	R	Required element on input
	Blank	Optional element on input
	N	Not allowed on input

Element	Description
CURRENT DOCUMENT NO	An eight-digit data element that reflects the unique original identification assigned to an accounting document such as a deposit certificate number.
CURRENT DOCUMENT NO. SUFFIX	A two-digit data element, utilized to subdivide a Current Document No. Required to be sequentially numbered on each line within a document, when current Document No. is used.
CUSTOMER ACCOUNT NUMBER	A fifteen-digit data element that is used to provide billing information to vendors. Prints on the check stub and is included in electronic remittance.
DATA ELEMENT NAME	Twenty-digit data element, on the error correction transaction, which indicates the particular field of a transaction being corrected in the error correction process. 'D', 'DEL' or 'DELETE' can be entered into this field to delete transactions from the error file.
DATA TYPE	One-digit prefix to the Transaction ID. Always an 'A'.
DEBIT AGENCY	For IAT transactions, the agency number of the agency receiving the goods and/or services.
DEL COUNT	Number of transactions in the batch flagged for deletion.

CARS Data Elements, Continued

Element	Description
DETAIL INDICATOR	Indicator on the D09 Agency Descriptor Table indicating the level of data submitted by the agency for the FAACS system. Valid codes are:

Value	Definition
D	Detail transactions only
S	Summary transactions only
B	Both Detail and Summary
Space	Non-FAACS user

Element	Description
DF INDS DF-1 DF-2 DF-3	Group of indicators, inclusive of ADD-SUB-X, INDEX-X, FILE-CNTL-X, GL-ACCT-X, and PDN on the Transaction Code Table that instructs the posting of transactions to the Document (DF) file.
DOCUMENT AMOUNT	Financial data element maintained in the Document file which reflects the original amount of a particular document record (i.e., the original amount of a purchase order or travel advance).
DOCUMENT CONTROL INDICATOR	On the Transaction code Table indicates at what level, if any, document control is applied. The valid codes are:

Value	Document Controlled by:
0 or Blank	Document Control not used
1	Current Document Number
2	Reference Document Number
3	Agency Voucher Number
4	Agency List Number

Element	Description
DOCUMENT DATE	The *eight-digit date (YYYYMMDD)* associated with the Current Document Identification (ID).
DR-CR INDICATOR	Data element on the D14 General Ledger Account Descriptor Table used to indicate whether the record has a normal debit or credit balance. Valid codes are:

Value	Definition
D	Debit
C	Credit

Element	Description
DUE DATE	The *eight-digit payment due date (YYYYMMDD)* shall be: (1)the date on which payment is due under the terms of the contract or purchase order for the provision of such goods or services; or (2)if such date is not established by contract, thirty days after receipt of a proper invoice for the amount of payment due, or thirty days after receipt of the goods or services, whichever is later.

CARS Data Elements, Continued

Element	Description
DUE DATE EDIT INDICATOR	Indicates the edit criteria for due date on each accounting transaction. Valid codes are:

Value	Definition
R	Required element on input
Blank	Optional element on input
N	Not allowed on input

Element	Description
DUP RECORD INDICATOR	One-digit data element used to differentiate in the History File between duplicate records entered into the system. For magnetic media input, this should always be zero.
ELEMENT	Two-digit code that identifies the element to which the detailed accounting transaction applies.
ENCUMBRANCES	Financial data element that reflects the outstanding obligations/encumbrances in the appropriation and project files. Not currently used in CARS.
END DATE	The *ending date (YYYYMMDD)* of a code.
ENTERED BATCH AMOUNT	Total dollar amount of all transactions included in a batch as entered by the batch agency on input.
ENTERED BATCH COUNT	Total number of line items included in a single batch as entered by the batch agency on input.
ENTRY DATE	The *date (YYYYMMDD)* a batch was entered into the system. This is not necessarily the posting date.
ENTRY SOURCE	Indicates the medium by which the batch was entered. Valid codes are:

Value	Definition
O	On-Line Data Entry
I	Interface Transaction

Element	Description
ERROR CODE	Three-digit data element that indicates the specific error that has been detected in an accounting transaction or file maintenance transaction during the edit process.
ERROR CORRECTION LEVEL	One-digit data element in the D52 Error Element Descriptor Table that instructs the system to what level, i.e., batch, transaction, or both, the correction transaction is to be applied. Valid codes are:

Value	Definition
B	Correct Header and all transactions in batch
D	Correct detail records only
G	Correct all records even though header does not exist
H	Correct Headers Only

Continued on next page

CARS Data Elements, Continued

Element	Description
ERROR COUNT	Number of transactions in the batch on the Error Suspense File.
ERROR FLAG	Three-digit data element in the internal accounting transactions that indicates the specific errors that were detected during the edit process.
ERROR FLAG SEGMENT	Group of fields that encompasses the severity index and all error flags in the internal accounting record.
EXPENDITURE-DISBURSEMENTS	Reflects the cumulative expenditures recorded against an appropriations record.
FFY (Funding Fiscal Year)	*Four-digit data element* for the funding fiscal year indicates to what year a transaction applies.
FILE-CNTL-1 FILE-CNTL-2 FILE-CNTL-3	Instructs system as to whether a match must be found on the referenced file. Valid codes are:

Value	Definition
M	Match should be found on file
N	No Match should be found

Element	Description
FILE POSTING INDICATORS	Segment of the Transaction Code Table that is used to indicate the effect of that transaction code upon each financial master file.
FINANCIAL ELEMENTS	Segment of all master files to which accounting transactions are posted or financial data is maintained.
FIPS	Three-digit data element identifying the geographic location.
FIPS EDIT INDICATOR	Data elements on the Transaction Code Table used to indicate the edit criteria for FIPS code on accounting transactions. Valid codes are:

Value	Definition
R	Required element on input
Blank	Optional element on input
N	Not allowed on input

Element	Description
FISCAL MONTH (FM)	Two-digit data element indicating the specific fiscal month to which the transaction relates.
FISCAL YEAR (FFY)	A *four-digit data element* indicating to which fiscal year the transaction applies.
FUNCTION	Two-digit data element that reflects the highest classification within the program coding structure.
FUND	Four-digit data element comprised of Fund Group and Fund Detail.

CARS Data Elements, Continued

Element	Description
FUND CONTROL OVERRIDE	Used to override the normal system edits that prevent transaction posting if a fund control error exists. Valid codes are:

	Value	Definition
	W	Override Fund control edits
	Space	No override

Element	Description
FUND DETAIL	Two-digit data element that further identifies the specific fund to be recorded with the detail accounting transaction being submitted.
FUND EDIT INDICATOR	Data element on the Transaction Code Table used to indicate the edit criteria for a fund code on accounting transactions. Valid codes are:

	Value	Definition
	R	Required element on input
	Blank	Optional element on input
	N	Not allowed on input

Element	Description
FUND GROUP	Two-digit data field that identifies the Fund group to be recorded with the detail accounting transaction being submitted.
FUND INDICATOR	Indicator on the D09 Agency Descriptor Table indicating the fund groups an agency can use for FAACS transactions. Valid codes are:

	Value	Definition
	G	Allows Fund 15 only
	N	Does not allow Fund 15
	A	Allows all Funds
	Blank	Non-FAACS user

Element	Description
FFY EDIT INDICATOR	Data element on the Transaction Code Table used to indicate the edit criteria for funding fiscal year for each transaction code. Valid codes are:

	Value	Definition
	R	Required element on input
	Blank	Optional element on input
	N	Not allowed on input

Element	Description
GENERAL LEDGER ACCOUNTS	The three-digit data element identifying the general ledger account (GLA) to which the transaction should be recorded. This GLA will offset the associated account specified within the transaction code. (To be used on input only when required by the transaction code.)

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CARS Data Elements, Continued

Element	Description	
GLA EDIT INDICATOR	Data element on the Transaction Code Table used to indicate the edit criteria for a General Ledger Account on each Transaction code. Valid codes are:	
	Value	**Definition**
	R	Required element on input
	Blank	Optional element on input
	N	Not allowed on input
GL-ACCT-1 GL-ACCT-2 GL-ACCT-3	Data element maintained in the Transaction Code Table that points to the specific general ledger accounts supported by record(s) in the document, operating or subsidiary file. Valid codes are:	
	Value	**Definition**
	1	General Ledger Account in DR-1
	2	General Ledger Account in CR-1
	3	General Ledger Account in DR-2
	4	General Ledger Account in CR-2
	5	General Ledger Account in DR-3
	6	General Ledger Account in CR-3
	7	General Ledger Account in DR-4
	8	General Ledger Account in CR-4
HISTORY COUNT	Number of transactions in the batch on the History File.	
INFO ELEMENTS	Group of informational only data elements that are maintained in the various systems' files.	
INVOICE DATE	*Date (YYYYMMDD)* of the vendor's invoice. Not the due date.	
INVOICE DESCRIPTION	Description of the invoice, or accounting event.	
INVOICE NUMBER EDIT INDICATOR	Data element on the Transaction code Table indicating the edit criteria for an invoice number on accounting transactions. Valid codes are:	
	Value	**Definition**
	R	Required element on input
	Blank	Optional element on input
	N	Not allowed on input
LAST UPDATE DATE	*Date (YYYYMMDD)* of the last update to a record within a file.	
LETTER OF CREDIT ID	Identification number assigned by a Federal agency to a Letter of Credit	

CARS Data Elements, Continued

Element	Description
LIQUIDATION	Financial data element maintained in the document file that indicates the cumulative amount of liquidations that have been posted on the individual record.
LOCATION CODE (PSD)	A three-digit code indicating store, branch, or office.
MAJOR OBJECT	Two-digit data element defining the major object classification for expenditure.
MINOR OBJECT	Two-digit data element defining the third and fourth digits of the object code.
MINORITY BUSINESS INDICATOR	Indicator on the Vendor Edit Table signifying that the vendor is a qualified minority business, as defined by the Department of Purchasing and Supply. This data element is not passed on to the history file. Valid codes are:

Value	Definition
Y	Qualified Minority Business
Blank	Not applicable

Element	Description
MODIFIER	One position code used to supplement the Transaction Code for special situations. Not currently used.
MODIFIER EDIT INDICATOR	Data element on the Transaction Code Table indicating the edit criteria for a modifier on accounting transactions. Valid codes are:

Value	Definition
R	Required element on input
Blank	Optional element on input
N	Not allowed on input

Element	Description
MODIFIER INDICATOR	Indicator on the security file which authorizes an on-line data entry user to use a Modifier. Valid codes are:

Value	Definition
Y	Modifier allowed
N/Space	Modifier not allowed

Element	Description
MULTI-PURPOSE CODE	A six-digit code to be used as defined by the agency, except for deposit certificates. For deposit certificates, indicates the type of deposit.

CARS Data Elements, Continued

Element	Description	
MULTI-PURPOSE CODE EDIT IND	Data element on the Transaction Code Table indicating the edit criteria for a multi-purpose code on each Transaction Code. Valid codes are:	
	Value	**Definition**
	R	Required element on input
	Blank	Optional element on input
	N	Not allowed on input
OBJECT	Four-digit data element identifying the particular object of expenditures with which a record is identified.	
OBJECT EDIT INDICATOR	Data element on the Transaction Code Table indicating the edit criteria for an object code on accounting transactions. Valid codes are:	
	Value	**Definition**
	R	Required element on input
	Blank	Optional element on input
	N	Not allowed on input
OF INDICATORS OF-1 OF-2 OF03	Group of indicators, inclusive of ADD-SUB-X, INDEX-X, and GL-ACCT-X on the Transaction code Table, which instruct the posting of transactions to the Operating (OF) file.	
ORGANIZATIONAL LEVEL 1 ORGANIZATIONAL LEVEL 2 ORGANIZATIONAL LEVEL 3 ORGANIZATIONAL LEVEL 4	Data elements associated with the cost code representing a different organizational level within an agency. Level 1 is the highest level within an agency's organization; level 4 is the lowest organizational unit.	
OVER-EXPENDED DATE	*Date (YYYYMMDD)* on which appropriation was over expended.	
PARTNERSHIP/ESTATE/ TRUST NAME	This field on the Vendor Edit Table must contain the name of the partnership, estate, or trust, and not the business trading name, for Vendor Types A, B, C, or D.	
PAYMENTS	Financial element in the Document file that indicates the cumulative amount of payments that have been made against a document record.	

CARS Data Elements, Continued

Element	Description
PAYMENT STATUS	Indicates the current status of a payment on the vendor payments file. Valid codes are:

Value	Definition
1	Awaiting due date for disbursement
2	Warrant writing in process
3	Warrant written & check # returned
4	Deleted
5	Manually selected for next cycle
6	Manual warrant
7	Matched for CDS

Element	Description
PDN	(Posting Document Number) Indicator on the Transaction Code Table instructing the system as to which document number to use to post to the document file. Valid values are:

Value	Definition
1	Current Document Number
2	Reference Document Number

Element	Description
PF INDICATORS PF-1 PF-2 PF-3	Group of indicators, inclusive of ADD-SUB-X, and INDEX-X on the Transaction Code Table, which instruct posting of transactions to the Project (PF) file. *NOT CURRENTLY USED*.
PHASE	Two-digit data element used to differentiate between units for a given project, such as time oriented periods.
POSTING SEQUENCE INDICATOR	Indicates on the Transaction Code Table the sequence in which transactions are posted within a batch to the CARS financial files. Valid codes are:

Value	Definition
1	Transactions posted first
2	Transactions posted second
3	Transactions posted third
4	Transactions posted fourth
5	Transactions posted fifth
6	Transactions posted sixth
7	Transactions posted seventh
8	Transactions posted eighth
9	Transactions posted ninth

CARS Data Elements, Continued

Element	Description
PRE-AUDIT TYPE	Indicator in the D30 Pre-Audit Descriptor Table identifying the data element which is the criteria for selection in the automated pre-audit process. Valid codes are:

Value	Definition
A	Agency
B	Batch Type
C	Transaction Code
D	GLA
E	Object
F	Program
G	Fund
H	Project
I	Revenue Source
J	Transaction Amount
K	Fiscal Year
L	Certified Amount
M	Fund/Fund Detail
N	Vendor Indicator
O	Vendor Number

Element	Description
PRE-AUDIT HOLD VALUE	Value on which the automated pre-audit process will select items for review.
PROGRAM	A three-digit code that identifies the program to which the detail accounting transaction applies. If Program is not applicable, blanks must be present.
PROGRAM DETAIL INDICATOR	Indicates to what level Programmatic coding must extend. Valid codes on the D03 Program Descriptor Table are:

Value	Definition
Y	Sub-Program required on input
N	Sub-Program not allowed on input
Space	Sub-Program optional

Valid codes on the D04 Subprogram Descriptor Table are:

Value	Definition
Y	Element required on input
N	Element not required on input
Space	Element optional

CARS Data Elements, Continued

Element	Description
PROGRAM EDIT INDICATOR	Data element on the Transaction Code Table indicating the edit criteria for a program code on accounting transactions. Valid codes are:

Value	Definition
R	Required element on input
Blank	Optional element on input
N	Not allowed on input

Element	Description
PROCESS DATE	*Eight-digit number* identifying the *date (YYYYMMDD)* that a transaction has been processed by the edit program. This date is reset by the system each time the transaction goes through the edit process. The PROCESS (PROC) Date maintained on the History File indicates the date that the transaction passed the edit process.
PROCESS TIME	The time (hour and minute) that a transaction has been processed through the edit program. All transactions within a single run will have the same PROCESS (PROC) TIME.
PROJECT	Five-digit code identifying capital outlay and other projects. This data element is required for Capital Outlay and statewide project transactions.
PROJECT EDIT INDICATOR	Data element indicating the edit criteria for a project code on accounting transaction code. Valid codes are:

Value	Definition
R	Required element on input
Blank	Optional element on input
N	Not allowed on input

Element	Description
PROJECT TYPE	One-digit element on the D18 Project Descriptor Table indicating the specific type of project. Valid codes are:

Value	Definition
1	Federal Grant
2	Contracts
3	Capital Project
4	Other

Element	Description
PDS (LOCATION CODE)	Three-digit code indicating the store, branch or other agency subdivision.

CARS Data Elements, Continued

Element	Description	
PSD EDIT INDICATOR	Data element on the Transaction Code Table indicating the edit criteria for a PSD (Location) code on each transaction code. Valid codes are:	
	Value	**Definition**
	R	Required element on input
	Blank	Optional element on input
	N	Not allowed on input
PY or PY-0	Amount field containing the cumulative balance of a particular record as of June 30, excluding FM 13 closing transactions.	
PY-13	Amount field containing the cumulative balance of posting activity that has been recorded against a record inclusive of SM 13 closing transactions.	
RE-APPROPRIATION	Financial data element on the Appropriation file that holds the balance of an appropriation carried into a subsequent fiscal year.	
REF DOC EDIT INDICATOR	Data element on the Transaction Code Table indicating the edit criteria for a reference document number on each transaction code. Valid codes are:	
	Value	**Definition**
	R	Required element on input
	Blank	Optional element on input
	N	Not allowed on input
REFERENCE DO NO	An eight-digit data element that refers to a document previously recorded in CARS. The Reference Document No. must be identical to the Current Document No. entered on the original document.	
REFERENCE DOCUMENT NO. SUFFIX	A two-digit data element to subdivide a Reference Document No.	

CARS Data Elements, Continued

Element	Description
REGISTER TYPE	Data element used to group similar transactions for financial reporting. Valid codes are:

Value	Definition
1	Receipt Transaction
2	Disbursement Transaction
4	Budgetary Transaction
5	Agency Transfers
6	Payroll transactions
7	Miscellaneous Transactions
8	Tax Assessments
9	Journal Entries
D	Debit Memo Transactions

Element	Description
REPORTING ENTITY CODE	Nine-digit field in the D09 Agency Descriptor Table which contains the federal tax reporting number (FIN) used by an agency or control agency to report 1099 information to the IRS.
REQUEST NUMBER	Three-digit data element on the D30 Pre-Audit and D35 CDS Descriptor Tables that allows for identification of transactions based upon a single or a combination of data elements. Entries with the same request numbers will be grouped together in order to select transactions based on a combination of items.
REVENUE CLASS	Two-digit codes indicating the major categories of revenues.
REVENUE COLLECTIONS	Group of financial elements in the Appropriation (AP) file that reflects revenues collected.
REVENUE FUND GROUPS	Informational elements on D17 Revenue Source Descriptor Table indicating the fund groups into which revenue can be deposited.
REVENUE SOURCE	Five-digit code identifying the specific type of revenue being affected by the detail transaction.
REVENUE SOURCE EDIT INDICATOR	One-digit data element on the Transaction Code Table used to indicate the edit criteria for a revenue source code in each transaction. Valid codes are:

Value	Definition
R	Required element on input
Blank	Optional element on input
N	Not allowed on input

Element	Description
REVERSE CODE	Indicator used in conjunction with a Transaction code to reverse the specific posting effects of a transaction by changing the sign of the posting indicator.

CARS Data Elements, Continued

Element	Description
REVERSE EDIT INDICATOR	Data element on the Transaction code Table used to indicate the edit criteria for a reverse code in accounting transaction. Valid codes are:

	Value	Definition
	R	Required element on input
	Blank	Optional element on input
	N	Not allowed on input

Element	Description
REVERSE INDICATOR	Indicator on the security file that authorizes an on-line data entry user to user Reverse Codes. Valid codes are:

	Value	Definition
	Y	Reverse codes allowed
	N/Space	Reverse codes not allowed

Element	Description
SECRETARIAL AREA	Two-digit data element identifying the Secretary to which an agency reports.
SEQUENCE NO	Five-digit data element identifying the sequence number of each transaction within a batch. (Re: Transaction ID)
SEVERITY IND	Used to indicate whether individual errors detected during the edit process are serious enough to cause the transaction to be rejected or whether the message is only a warning. Valid codes are:

	Value	Definition
	B	Batch level
	E	Edit Errors
	F	Fund Control Error
	W	Warning
	O	Override

Element	Description
SF INDICATORS SF-1 SF-2 SF-3	Group of indicators, inclusive of ADD-SUB-X, INDEX-X, and GL-ACCT-X on the Transaction Code Table, which instructs the posting of transactions to the referenced Subsidiary (SF) file. *NOT CURRENTLY USED*.
SMALL BUSINESS INDICATOR	Field on the Vendor Edit File indicating that the vendor is a qualified small business, as defined by the Division of Purchasing and Supplies. This indicator is not passed to the history file. Valid codes are:

	Value	Definition
	Y	Qualified Small Business
	Blank	Not applicable

CARS Data Elements, Continued

Element	Description
SOLE PROPRIETOR'S NAME	This field on the Vendor Edit Table must contain the individual owner's name and not the company name, in accordance with IRS regulations for Vendor Type 1.
SORT NAME	Field on the Vendor Edit File that can be utilized for alternate sorting of the vendors.
SOY	Financial accumulator maintained to record the start of year (SOY) balances.
START DATE	The *start date (YYYYMMDD)* of a code.
SUBFUNCTION	Two-digit data element that reflects the second highest classification within the program structure.
SUBOBJECT	Two-digit data element defining the subobject classification of the expenditures within a major object.
SUBPROGRAM	Two-digit data element indicating a subprogram to which the detailed accounting transaction applies.
SUBSIDIARY ACCOUNT EDIT IND	One-digit element used to indicate the edit criteria for a subsidiary account number in each transaction. Valid codes are:

	Value	Definition
	R	Required element on input
	Blank	Optional element on input
	N	Not allowed on input

Element	Description
SUBSIDIARY ACCOUNT NO	Five-digit data element used to further define GLA's. This feature is presently unavailable in CARS.
SUBSIDIARY INDICATOR	Field in the D14 GLA Descriptor Table that indicates whether records are maintained on the Subsidiary file for a particular general ledger account (GLA). Valid codes are:

	Value	Definition
	Y	Subsidiary records maintained
	N	No Subsidiary records

Element	Description
TASK	Two-digit code used to differentiate between units of a project.
TRANSACTION CODE (TC)	A three-digit data element that identifies the type of accounting event represented by each record. Transaction codes designate the edit criteria the transaction must pass before posting can take place, and the general ledger accounts and files to which accounting entries will be posted.
TRANSACTION AMOUNT	The dollar amount of an input transaction.

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CARS Data Elements, Continued

Element	Description
TRANSACTION EDIT INDICATORS	Series of fields in the Transaction Code Table indicating the data elements that must be present in accounting transactions utilizing that transaction code. Valid codes are:

	Value	Definition
	R	Required element on input
	Blank	Optional element on input
	N	Not allowed on input

Element	Description
TRANSACTION ID	Uniquely identifies transactions input to the system. It includes BATCH ID, BATCH SEQ NO, and DUP RECORD IND.
TRANS REG SEQ	Data element on the Transaction Code Table indicating on which of the daily transaction registers a particular transaction will be reported. Valid codes are:

	Value	Definition
	1	Receipt Transaction
	2	Disbursement Transaction
	4	Budgetary Transaction
	5	Agency Transfers
	6	Payroll Transactions
	7	Miscellaneous Transactions
	8	Tax Assessments
	9	Journal Entries
	D	Debit Memo Transactions

Element	Description
TRANS YR	*Four-digit data element* defining the fiscal year of an accounting transaction.
USER TYPE	Data element on the security table indicating the level of on-line capabilities assigned to the user ID. Valid codes are:

	Value	Definition
	1	Pre-Audit authority
	2	DOA system update authority
	3	DOA data entry authority
	4	DOA inquiry
	5	Agency inquiry
	6	Agency data entry or correction
	7	Agency approval
	8	Agency data entry and approval

Element	Description
VENDOR ADDR 1	First line of a vendor (payee) address.
VENDOR ADDR 2	Second line of a vendor (payee) address.

CARS Data Elements, Continued

Element	Description
VENDOR ADDRESS EDIT INDICATOR	One-digit data element used to indicate the edit criteria for a vendor address on each transaction code. Valid codes are:

Value	Definition
R	Required element on input
Blank	Optional element on input
N	Not allowed on input

Element	Description
VENDOR CITY	City or postal area for the vendor.
VENDOR FILE INDICATOR	One-digit indicator in the D09 Agency Descriptor Table that designates the agency's source for vendor name/address information. Valid codes are:

Value	Definition
C	Retrieve the vendor names from the agency's Vendor Edit Table.
L	Do not retrieve the vendor names from the agency's Vendor Edit Table.
R	Retrieve the vendor names from the control agency's Vendor Edit Table.

Element	Description
VENDOR INVOICE NO	Identification number appearing on the vendor's invoice.
VENDOR NAME	Vendor's/Payee's name.
VENDOR NAME EDIT INDICATOR	One-digit data element used to indicate the edit criteria for a vendor name on each transaction code. Valid codes are:

Value	Definition
R	Required element on input
Blank	Optional element on input
N	Not allowed on input

Element	Description
VENDOR IDENTIFICATION	A nine-digit data element identifying a vendor or other payee. This field is intended to be used for a Federal Employer Identification Number (EIN) or a Social Security Number (SSN). This number is right justified. If the agency is defined in the D09 Agency Descriptor Table as a table user, this number is used to reference vendor name, address and EIN or SSN from the CARS Vendor Edit table.
VENDOR IDENTIFICATION SUFFIX	A two-digit element defining a further breakdown of Vendor identification (i.e., multiple locations).

CARS Data Elements, Continued

Element	Description
VENDOR NO INDICATOR	A one-character data element which indicates the type of Vendor Identification Number. Valid codes are:

	Value	Definition
	E	Employer Identification Number
	F	Foreign Entity – having no EIN or SSN
	G	Governmental – state and federal, not locality
	O	Other
	P	Prepayment
	S	Social Security Number
	T	Vendor Edit Table – vendor to be accessed

Element	Description
VENDOR PHONE NO	The vendor's phone number.
VENDOR POST INDICATOR	One-digit indicator on the Project Control Table indicating if the project is posted by Vendor ID. Valid codes are:

	Value	Definition
	Y	Posted by vendor numbers
	N	Not posted by vendor numbers

Element	Description
VENDOR STATE	Two-digit element identifying the state applicable to the vendor (payee) address. When a foreign vendor whose address is outside of the U.S. is the payee, state is coded with "**".
VENDOR STATUS	One-digit data element maintained in the Vendor Edit Table to indicate the status of a vendor. Valid codes are:

	Value	Definition
	I	Inactive
	Blank	Active

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CARS Data Elements, Continued

Element	Description	
VENDOR TYPE	One-digit field in the Vendor Edit Table which denotes the type of vendor.	
	Value	**Definition**
	0	Other Vendors
	1	State Employee
	2	Federal Agency
	3	State Agency
	4	Local Government
	5	Political Subdivision
	6	Corporation
	7	Sole Proprietors and Reportable Individuals
	8	Medical Corporation
	9	Individual payment that is not reportable
	A	Partnerships
	B	Estates
	C	Trusts
	D	Limited Liability Company
VENDOR ZIP CODE	The applicable ZIP Code (5 or 9 characters) for the vendor address.	
VOUCHER DATE	*Eight-digit data input element* identifying the date *(YYYYMMDD)* a voucher is prepared by the agency.	
1099 INDICATOR	One-digit indicator which identifies the payment transaction as a 1099 reportable transaction.	
	Value	**Definition**
	Y	This is a 1099 reportable transaction.
	N or Blank	This is not a 1099 reportable transaction.

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CARS Data Elements, Continued

Element	Definition	
1099 BOX INDICATOR	A two-digit field in the D16 Minor Object Code Descriptor Table, used to identify the reporting box number for the appropriate 1099 form.	
	Value	**Definition**
	1	Reportable payments Box 1
	2	Reportable payments Box 2
	3	Reportable payments Box 3
	4	Reportable payments Box 4
	5	Reportable payments Box 5
	6	Reportable payments Box 6
	7	Reportable payments Box 7
	8	Reportable payments Box 8
	9	Reportable payments Box 9
	10	Reportable payments Box 10
	11	Reportable payments Box 11
	12	Reportable payments Box 12
1099 MAILING ADDRESS	The 1099 Mailing-Address field on the Vendor Edit Table contains the vendor's "business mailing" address. An address should be entered in this field whenever the remittance address differs from the business mailing address.	
1099 PARTICIPATION INDICATOR	A one-digit field in the D09 Agency Descriptor Table, used to identify an agency or a control agency as a participant in the 1099 Reporting program.	
	Value	**Definition**
	Y	The agency or control agency has elected to participate.
	N	The agency or control agency has elected not to participate.

CARS Data Elements, Continued

Element	Description
1099 TYPE INDICATOR	A one-digit field in the D16 Minor Object Code Descriptor Table, used to identify the type of 1099 reportable payment and the type of 1099 reporting form. Only those object codes designated as 1099 reportable are coded with a 1099 Type Indicator.

Value	Definition
1	Acquisition or abandonment of secured property and filed with the IRS on a 1099-A form.
2	Miscellaneous non-employee compensation, royalties, or board member fees and filed with the IRS on a 1099-M form.
3	State income tax refund, taxable grant, discharge of indebtedness, or unemployment compensation benefits and filed with the IRS on a 1099-G form.
4	Retirement plan payment and filed with the IRS on a 1099-R form.
5	Proceeds from the sale of real estate and filed with the IRS on a 1099-S form
6	Interest payment made to an individual and filed with the IRS on a 1099-INT form.
7	Dividend payment made to an individual and filed with the IRS on a 1099-DIV form.

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