



Sample Data Conversion List By Office

General Information

File Formats Accepted: Data files can be transported via the following media (in our preference order): FTP, Email, CD-ROM, LS-120 disks, 3.5" High Density disks, and Iomega Zip disks. Data files can be compressed using WINZIP to fit onto the media, and we kindly ask that all data files are compressed before they are emailed to us. When compressing data files, please use the WINZIP option to Save Extra Folder Info.

Be sure to include: You should include a list of the field names and descriptions for each data file. If using a fixed length format we will also need the starting position and length of each field within each file.

Business Office

When should the data files be created?

All data must be transferred from your current system at the end of a fiscal month. This means after all open invoices have been paid, all student charges have appeared on a statement, all student accounts have been aged and before any postings for the new month have occurred.

What Data Files are required?

General Ledger

Accounts - should include Acct. Number, Name, Type, etc.
Budget - should include any budget related data
Balances - beginning balances
Transactions - details of all postings to support account balances
Department - general ledger departments "optional"

Accounts Payable

Vendors - should include Vendor number, Name, Type, etc.
Paid History - all purchases to support the Vendor totals
Codes - any codes used in Accounts Payable

Accounts Receivable

AR Accounts (Student, Faculty, etc.) - should include all billing accounts with Acct. Number, Name, etc.
Address - all addresses for the AR Accounts file, if not included in the AR Accounts file
Aging - Aged balances if not on AR Accounts file
Transactions - detail of all charges and payments to support the AR balances

Charge Code/Transaction Codes - code, description, GL account number, etc.
Codes - any codes used in Accounts Receivable
Student ID cross reference file (optional: please call for details)

Please include the following reports:

- Trial Balance to support the data files
- An Audit Trail for the last month
- An Aged Trail Balance to support the student balances

Registrar

When should the data files be created?

Data can be transferred from your current system at any time.

What Data Files are required?

Registrar

Students - file should include Student ID number, Name, Grade, etc.

Address - all addresses for each student, if not included in the student file

Courses - all active and inactive courses

Sections - all active sections, if not included with the course file

Faculty - all active faculty and staff, file should include faculty ID number, name department

Student Schedule - entire years schedule

Grades - should include all current year grades for each student

Student ID cross reference list - optional, may be required to implement family relations between students (please call for details)

Academic History

Courses and Grades - all prior year(s) courses and grades for each student

Test Scores - standardized testing PSAT, SAT, AP, etc. (optional)

Student Activities - Honors, Awards, Athletics, etc. (optional)

Dean's Office

Current Year Attendance - all attendance records for each student

Prior Years Attendance - all attendance records for each student

Please include the following reports:

- Transcript for three students
- Master Schedule report
- Grade Report for three students
- Sample Attendance report

Admissions

When should the data files be created?

Data files can be transferred from your current system at any time.

What Data Files are required?

Inquiries - all Inquiries for the current Admissions Year

Applicants - all Applicants for the current Admissions Year

Address - all parent address records for Inquiries and Applicants

History - prior year(s) records

Feeder Schools

Code Files

Please include the following reports:

- Student detail for at least three students

Alumni/Development

When should the data files be created?

Data files can be transferred from your system at any time. A final transmittal report and all pending gift acknowledgments should be completed before conversion.

What Data Files are required?

Constituents - all Constituent/Donor biographical information ID, name, constituency, etc.

Address - all constituent addresses, if not part of the Constituents file

Giving History - all gift details

Pledges - all outstanding pledge information

Relation - constituent relation information include constituent ID, relation type and related constituent ID

Funds - all fund information, include fund #, name, campaign, and General Ledger Account Numbers

Codes - all codes used in the Alumni/Development system

Other - any other files e.g. Events, Honor Memorial, Contacts, etc.

Please include the following reports:

- Constituent Detail for at least three constituents
- Constituent Giving history detail for at least three active donors
- Gift Summary report for the current year
- Outstanding pledges report
- Fund List