

FIRMS Data Submission Guide

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1 File Transmission Schedule:

1.1 FIRMS Overview

Campuses are required to submit accounting data to FIRMS on a quarterly basis: for the periods ending September 30, December 31, March 31 and June 30. Quarterly submissions are due no later than the 10th business day following the end of the quarter. Budget submissions, are due on dates as specified by the Systemwide Budget Department. The Systemwide Financial Standards and Reporting Department is responsible for maintaining up-to-date information on all FIRMS submission deadlines at their website --- see FIRMS Submission Dates & Guidelines at CSYou.calstate.edu>Tools & Services>Finanical Tools>FIRMS

2 Naming Conventions:

2.1 Input Naming Convention

The FIRMS data file must be properly named and formatted for the edit process to execute successfully. The appropriate names for the FIRMS files are as follows:

Accounting:	FIRMS_yyaa.DAT
Auxiliary Organizations:	FIRMS_yy06.AUX
Budget:	FIRMS_yy08.DAT
IPEDS:	FIRMS_yy10.IPD

Where:

yy = last two digits of the applicable year
aa = activity period

Activity Period	Description
09 =	1st quarter accounting
12 =	2nd quarter accounting
03 =	3rd quarter accounting
06 =	4th quarter accounting pre closing Auxiliary Organizations
08 =	Annual Budget
14 =	4th quarter accounting post closing
16 =	GAAP pre closing
17 =	GAAP closing
18 =	GAAP post closing

Examples:

FIRMS_0409.DAT

FIRMS_0412.DAT

2.2 Output Naming Convention

The output file follows the naming convention similar to the input file. The only difference is the campus code is appended to the output file.

Example:

FIRMS_0409.DAT_cc_10.doc

Where:

cc = two digit campus code

3 FIRMS Data Submissions:

3.1 Overview of Campus Data Submissions

The Financial Information Record Management System (FIRMS) is used to transmit a variety of financial information from CSU campuses to the Chancellor's Office. Quarterly accounting reports, annual budget data, federal Integrated Postsecondary Education Data System (IPEDS) data, and auxiliary accounting data are transmitted to the Chancellor's Office via FIRMS. The transmission process includes file transfers, edit processes, and quality assurance report generation.

In brief, each campus is expected to extract appropriate data from its local financial systems and format them in a FIRMS compatible electronic data file format. For a list of FIRMS data elements and related definitions, please visit the following site:

CSYou.calstate.edu>Tools & Services>Finanical Tools>FIRMS

A campus FIRMS coordinator then uses an electronic secure file transfer process (sftp) to transfer the FIRMS data to a server operated by the Chancellor's Office. Once the data is transferred to the Chancellor's Office server, the campus FIRMS coordinator executes a standard editing program to check for a variety of possible errors. The errors are listed in an automated report on the Chancellor's Office server and is available to the campus FIRMS users. If no errors are identified, the campus FIRMS coordinator notifies the Chancellor's Office that the data are ready for final submission. The Systemwide Financial Operations, at the Chancellor's Office verifies the campus file and loads the campus-submitted data into the corporate FIRMS data table maintained in an Oracle database. In the event that errors are encountered, the campus is expected to correct the errors, transmit a new file, and edit the revised financial data extract. The FIRMS data submitted by the campus are stored in a working table which can be viewed via Hyperion queries to investigate data problems. The cycle of file transmission, editing, report

review, and data revision continues until the campus provides a FIRMS data file that is error-free.

3.2 Data Submission Procedures - Accounting & Budget

As of the 3rd quarter of 2017/18, FIRMS data transmission and editing procedures are accessible using the CMS CITRIX portal. All FIRMS activity will flow through this Oracle Forms Desktop. If you do not have the Citrix Receiver setup on your system, please contact systemwide CMS support for help with the installation.

Refer to the file “**Accessing Oracle Firms App Using the Citrix Server**” in the [Resources](#) section for tips on how to set up your instance of CITRIX.

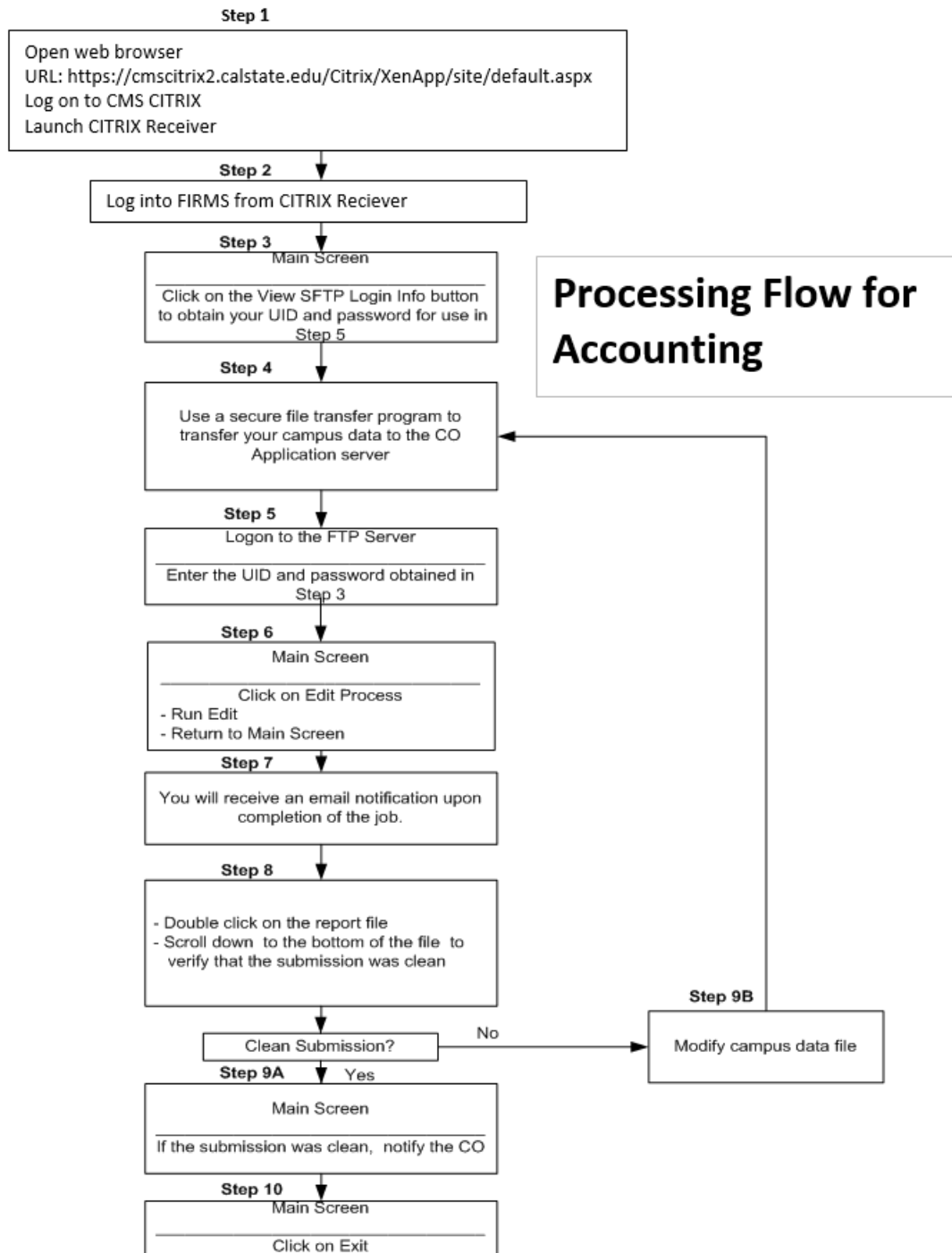
The step-by-step process for submitting FIRMS data using the web-accessible system is as follows:

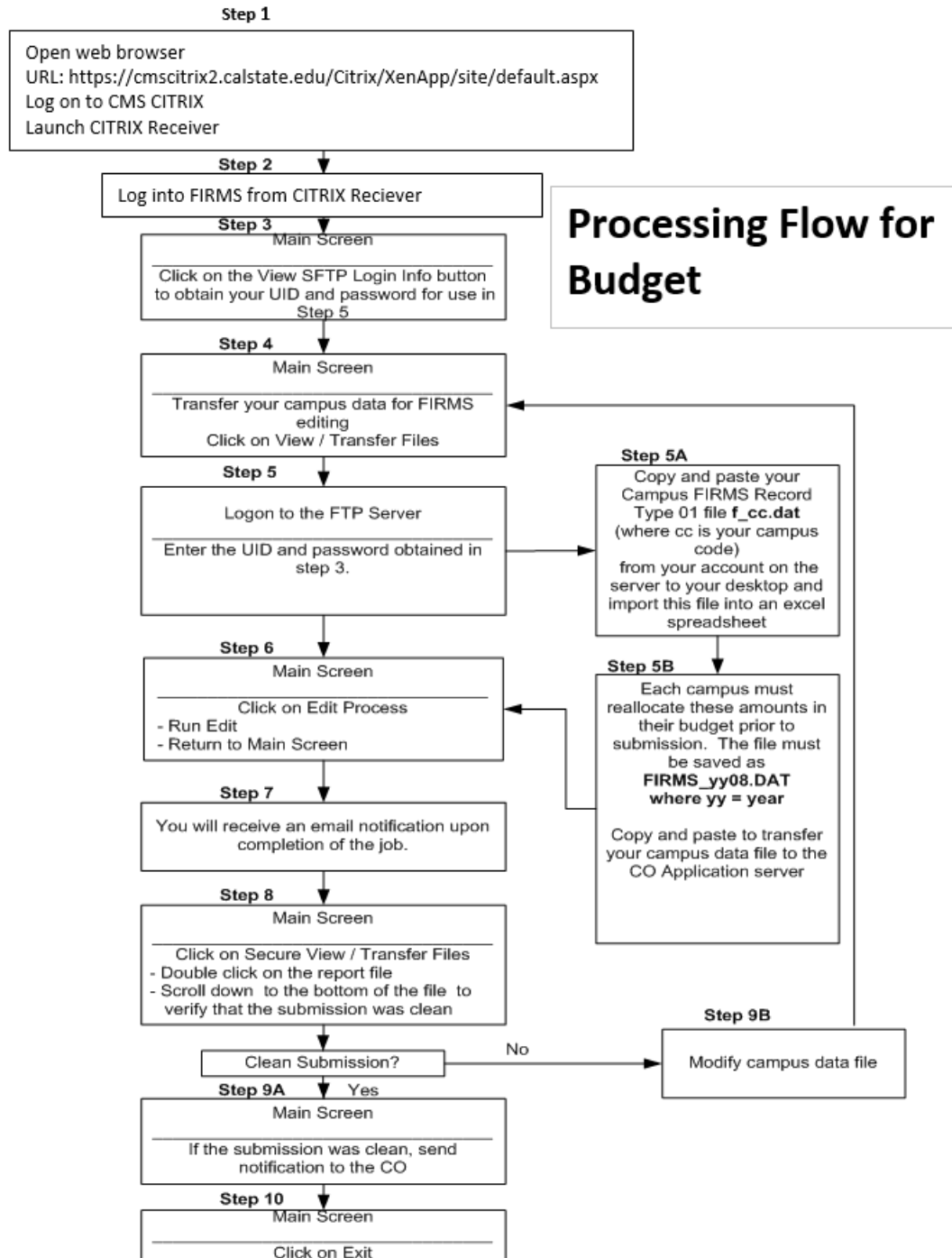
- 1 Open your web browser
Go to site : CSYou.calstate.edu>[Tools & Services](#)>[Financial Tools](#)>[FIRMS](#) and select the **FIRMS Login** button. Log on to CMSCITRIX with your user name and password. Click on **Desktops** and launch the Oracle Receiver. In the Oracle Receiver, follow the link to the FIRMS login.
- 2 Log in using FIRMS user ID and password. Click on the **Connect** button. NOTE: you will be required to change your password for the initial log on.
- 3 On the FIRMS Processing Main Screen, click on the **View SFTP Login Info** button to obtain the Unix Identifier (UID) and password. This password will change every seventy days, so it will be necessary to obtain new passwords on a regular basis.
- 4 If your FIRMS file is on your local computer, you will need to transfer your file to your prod directory on ‘coweusftp101.calstate.edu’ using a secure file transfer program of your choice. The secure transfer program will be opened independently of the FIRMS form.

If your FIRMS file is on a server, open a connection to ‘coweusftp101.calstate.edu’ using the campus account number and the password displayed by the View SFTP Login Info button. Transfer the required file to your prod directory.

- 5 Enter the User ID and password in the sftp logon screen (see item 3). Click on the **OK** button. Steps 5.1 through 5.3 are for Budget submission only
 - 5.1 Copy and paste your campus FIRMS record type 01 file to your desktop and import into an Excel spreadsheet. The file name is f_cc.dat. For example, the file name for East Bay is f_05.dat. This file contains last year’s adjusted budget + allocations for the new year.

- 5.2 Each campus must reallocate these amounts in their budget prior to submission. The file must be saved as FIRMS_YY08.DAT (YY = year).
- 5.3 Copy and paste the FIRMS file to be transmitted into the file transfer window. The file transfer window can be left open for further use, or it can be closed.
- 6 Return to the FIRMS Processing Main Screen and click on the **Edit Process** button. Select the **Process Type** and **Activity Period** to which the FIRMS file applies. Select the appropriate **Data File Format**. Enter an email address to receive notification when the edit process completes. Click on the **Run Edit** button.
- 7 When the edit run is complete, an email message will be sent to the address entered in the FIRMS Edit screen.
- 8 To review the edit report, open a new sftp session or return to an open sftp window. Click on **Refresh** in server window of the secure transfer program to see a current catalog of the campus FIRMS directory. The report file can be copied to a local computer folder and opened with Notepad or Word. Note that the report can also be viewed by double-clicking on it in the server window of most secure transfer applications; a text viewer will be opened that will display the report results. It is important to refresh the server report window to display the current copy of the report.
- 9 There are two options depending on the outcome listed in the edit report.
 - a. If the edit report indicates that no errors were encountered, return to the FIRMS Processing Main Screen and click on the **Notify CO** button. In the next window, select the appropriate process type and activity period and click on the **Send Notification** button.
 - b. If errors were encountered, download the report file by copying the file from the sftp window and pasting it into a folder on the desktop computer. The report can be viewed using Notepad or Word. Word is the preferred tool because it preserves more of the formatting in the report file. Correct any errors in the FIRMS data file and repeat the process until all errors are corrected and eliminated.
- 10 To close the FIRMS application, click on **Exit** button from the FIRMS Processing Main Screen.





4 Campus Transaction Record Layout:

4.1 Accounting

Record Format: Fixed, Tab Delimited ASCII

Record Length: 100

The FIRMS data file must be properly named and formatted for the edit process to execute successfully. For a list of the valid input file names, refer to the section titled Input File Naming Convention.

Data Element Name	Element Type	Size	Starting Position	Ending Position
Activity_Period_Number	Char	6	1	6
FIRMS_Record_Type_Code	Char	2	7	8
State_Agency_Code	Char	4	9	12
CSU_Sub_Agency_Code	Char	3	13	15
Organization_Code	Char	6	16	21
State_Legal_Entity_Code	Char	4	22	25
Appropriation_Reference_Number	Char	3	26	28
CSU_Fund_Code	Char	3	29	31
Appropriation_Year_Date	Char	4	32	35
Budget_Year_Date	Char	4	36	39
Project_Code	Char	5	40	44
Program_Code	Char	4	45	48
Object_Code	Char	6	49	54
FIRMS_Amount	Number	16 + or - (12.2)	55	70
FIRM_FTE_Position_Count	Number	8 + (4.2)	71	78
Net_Asset_Cat	Char	3	79	81
Filler	Char	22	82	100

4.2 Budget

Record Format: Fixed, Tab Delimited ASCII

Record Length: 100

The FIRMS data file must be properly named and formatted for the edit process to execute successfully. For a list of the valid input file names, refer to the section titled Input File Naming Convention.

Data Element Name	Element Type	Size	Starting Position	Ending Position
Activity_Period_Number	Char	6	1	6
FIRMS_Record_Type_Code	Char	2	7	8
State_Agency_Code	Char	4	9	12
CSU_Sub_Agency_Code	Char	3	13	15
Organization_Code	Char	6	16	21
State_Legal_Entity_Code	Char	4	22	25
Appropriation_Reference_Number	Char	3	26	28
CSU_Fund_Code	Char	3	29	31
Appropriation_Year_Date	Char	4	32	35
Budget_Year_Date	Char	4	36	39
Project_Code	Char	5	40	44
Program_Code	Char	4	45	48
Object_Code	Char	6	49	54
FIRMS_Amount	Number	16 + or - (12.2)	55	70
FIRM_FTE_Position_Count	Number	8 + (4.2)	71	78
Filler	Char	22	79	100

4.3 Budget Submissions

4.3.1 Record Type 01 File Record for Budget

This file can be retrieved from your campus file transfer account as f_cc.dat (cc is the two digit campus code) and copied to an EXCEL spreadsheet where the amounts will be reallocated. To

reallocate the amounts in your budget, the following data element values should be changed where necessary:

Data Field	Length	Format
Activity_Period_Number	6	YYYYXX
CSU_Sub_Agency_Code	4	
Appropriation_Reference_Number	3	
CSU_Fund_Code	3	
Appropriation_Year_Date	4	
Budget_Year_Date	4	
Project_Code	5	
Program_Code	4	
Object_Code	6	
FIRMS_Amount	16	(+/-000000000000.00)
FIRM_FTE_Position_Count	8	(+ 4.2) zero filled

After reallocating the amounts, save and name this file FIRMS_yy08.DAT (yy is the last two digits of the submission year) before you transfer this file to the Chancellor’s Office Application server.

The CSU system Budget Office will provide all the budget year changes relative to the campus base budget in their Final Budget Allocation Memorandum. The system Budget Office will input budget year changes for each campus into FIRMS Record Type 01, Program Code 9001 Provisions for Allocation that generally include:

- The change in State University Grants (SUG) that includes:
 - Base Budget SUG adjustment
 - Current Year SUG adjustment
- Remaining Gross State Support Expenditure Adjustment; and,
- State University Fee Revenue Increase / State Support Offset

These amounts when combined with the prior final budget will comprise the total general fund expenditure budget for the current budget year.

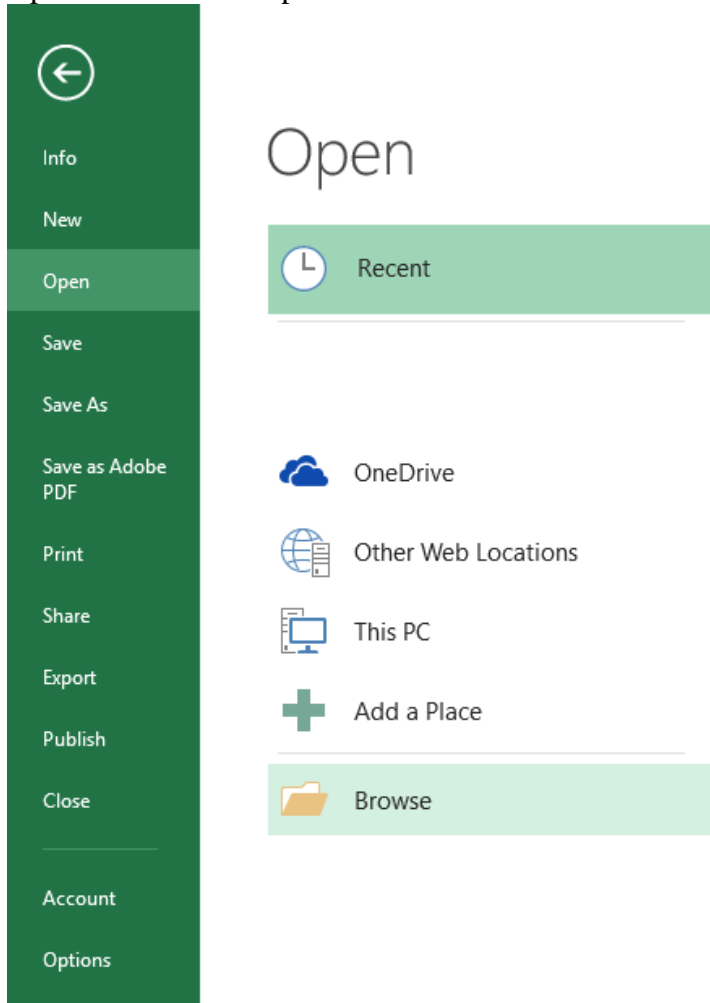
Campuses must reallocate these amounts in their budget prior to FIRMS final budget submission. The change in campus SUG amounts will be posted to FIRMS Object Code 609002 - State University Grants. The balance of the incremental increased general fund allocation will be posted

to FIRMS Object Code 660090 - Expenses Other, and the State University Fee Revenue increase will be posted to FIRMS Object Code 501001.

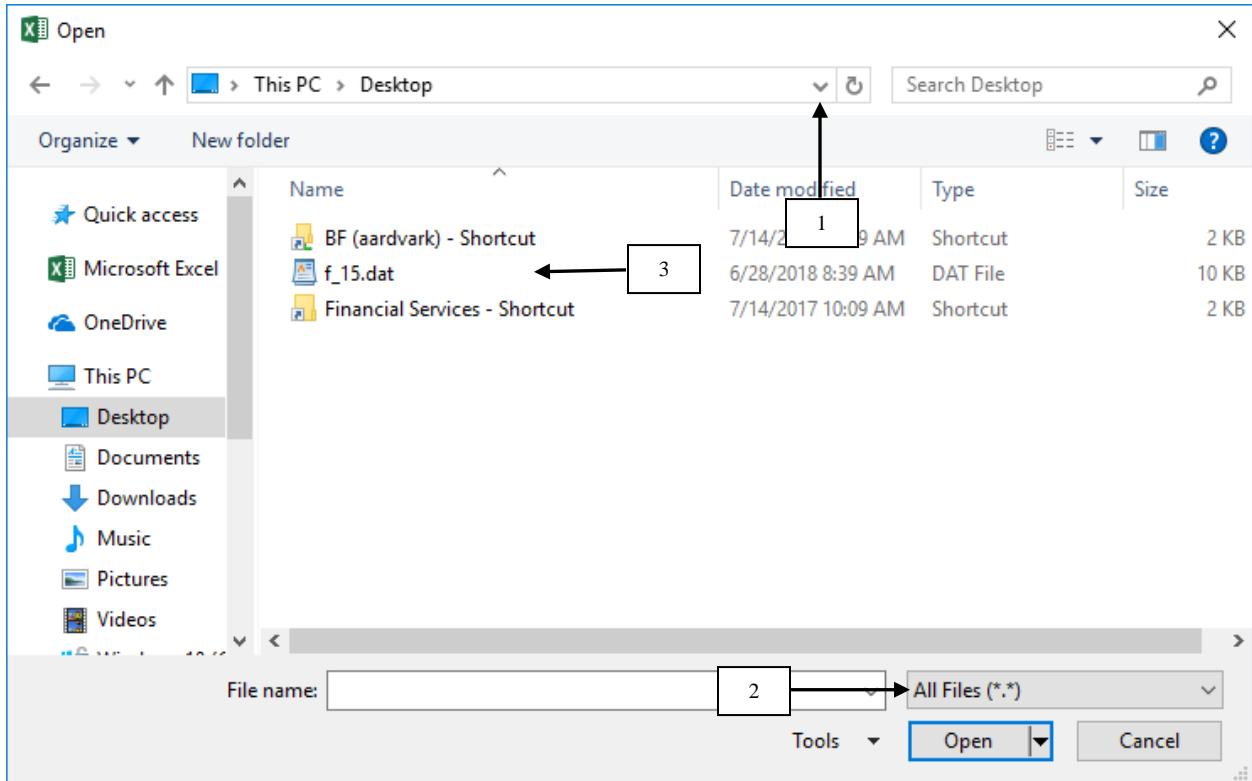
When submitting the campus Final Budget, there should be no remaining dollar values in Program Code 9001, Provisions for Allocation. For further information, see campus final budget submission instructions on the Budget Office web page (<https://csyou.calstate.edu/Tools/Budget/ReportingInstructions/Pages/Final-Budget-Submission-Instructions.aspx>).

4.3.2 How to copy your budget data to an Excel spreadsheet:

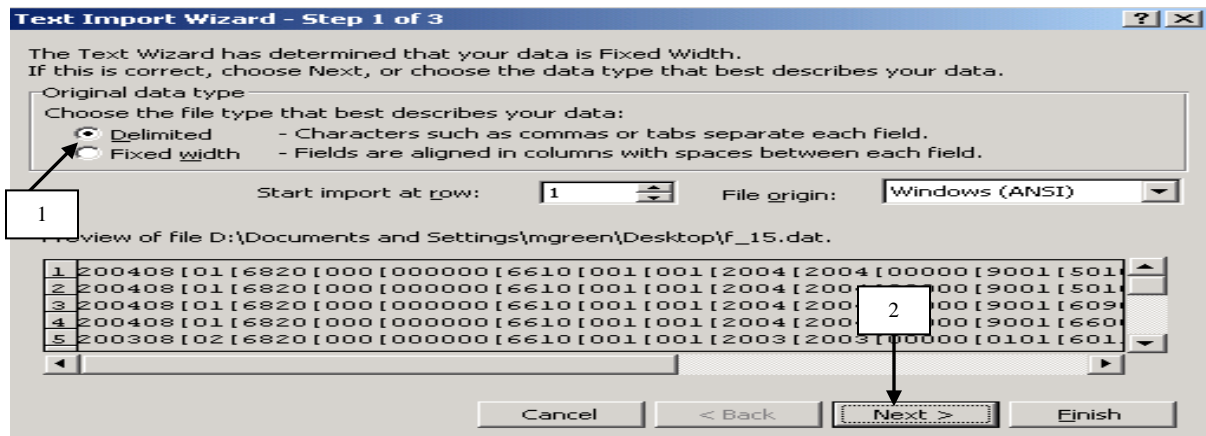
Open Excel. Click Open from the File Menu.



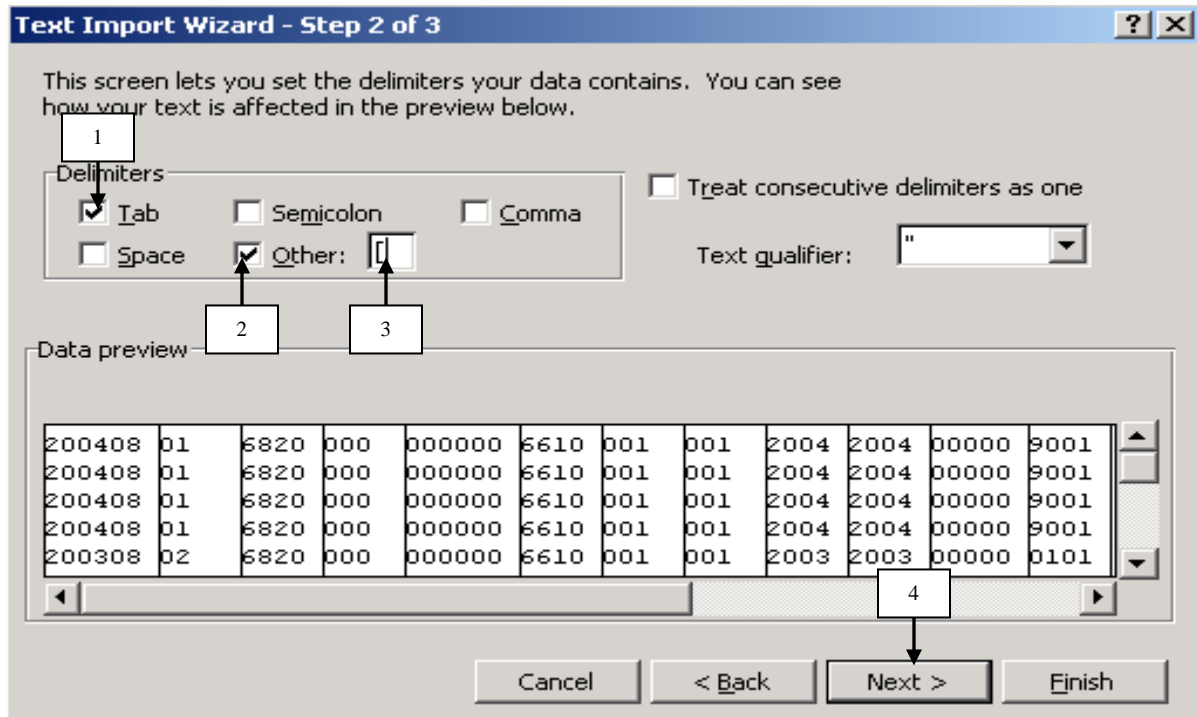
The Open dialog box will display. Click on the **Browse** option to select where your file is located. Click on the **File type** list box and select **All Files (*.*)**. Once you've located your file, double click on the file to open it.



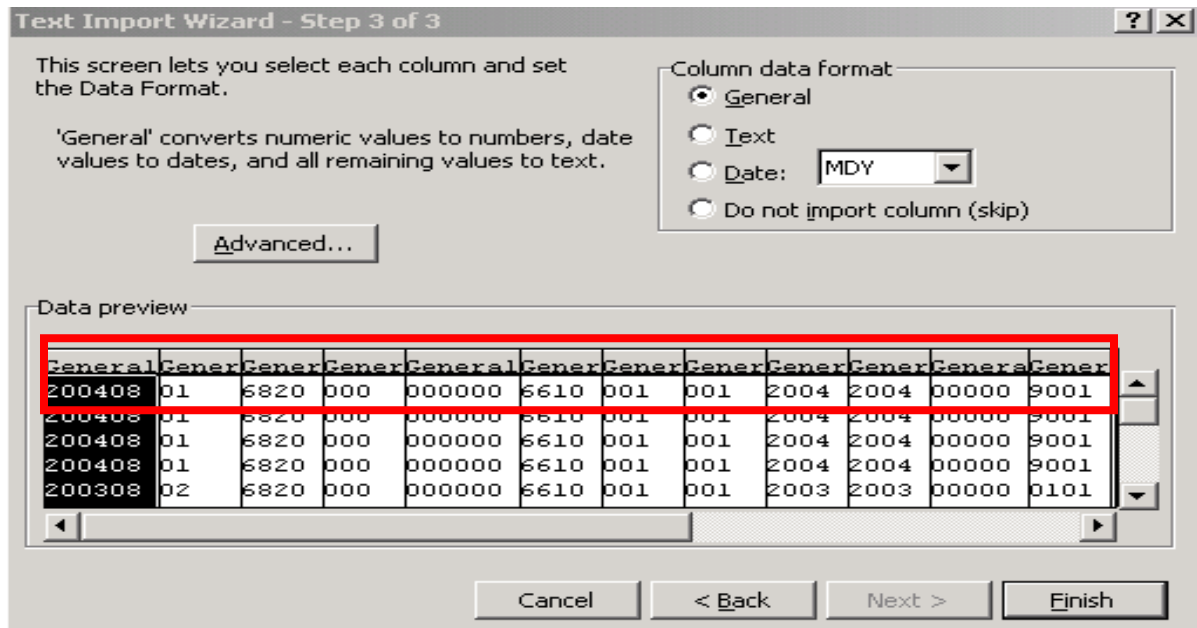
The Text Import Wizard box will display. Click on **Delimited** > **Next**.



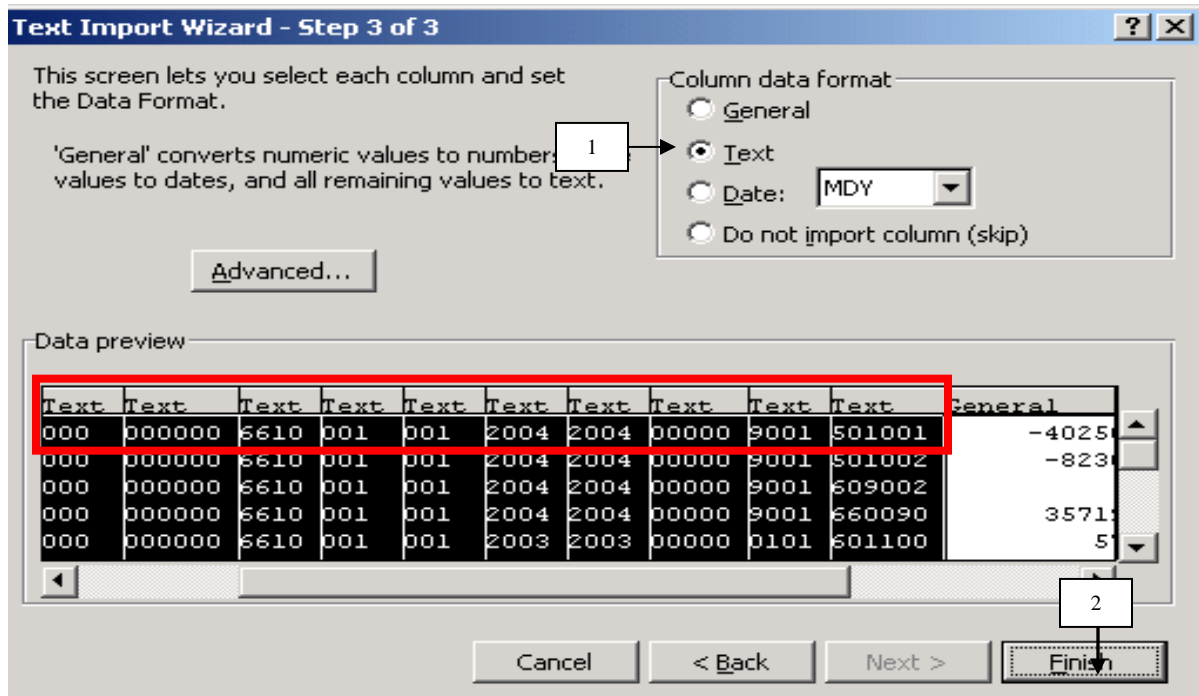
Click on **Tab** > **Other** > enter [> **Next**.



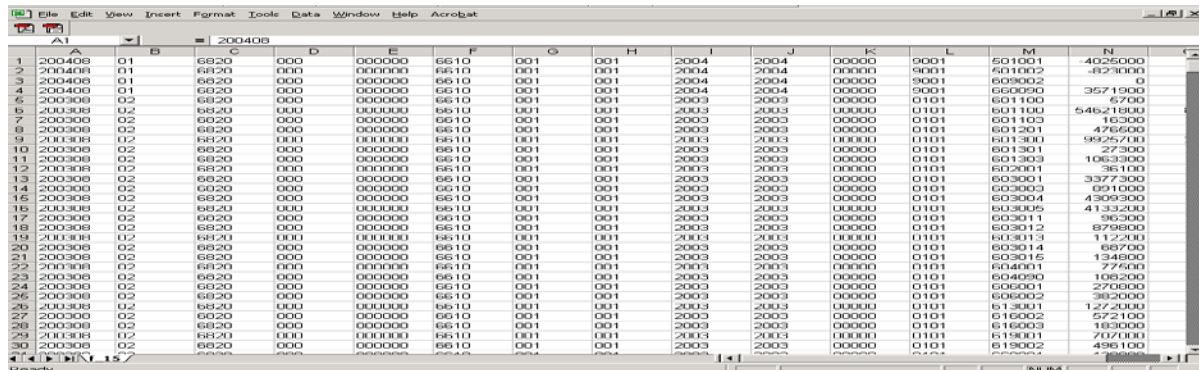
Hold down your Shift key and left click to select the following columns: Activity Period Number, CSU Sub Agency Code, Appropriation Reference Number, CSU Fund Code, Appropriation Year Date, Budget Year Date, Project Code, Program Code and, Object Code. The column data format should be Text.



Click on **Text** > Click on the **Finish** button.



You can now reallocate the amounts. No additional columns can be added to this spreadsheet and all amount fields must contain a value (where blank, use 0 zero).



After reallocating the amounts, save and name this file **FIRMS_yy08.DAT** (yy is the last two digits of the submission year) before you transfer this file to the Chancellor's Office Application server. To save your file, select **Save As** from the File Menu.

	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	6820	000	000000	6610	001	001	2004	2004	00000	9001	501001	-4025000		
2	6820	000	000000	6610	001	001	2004	2004	00000	9001	501002	-823000		
3	6820	000	000000	6610	001	001	2004	2004	00000	9001	609002	0		
4	6820	000	000000	6610	001	001	2004	2004	00000	9001	660090	3571900		
5	6820	000	000000	6610	001	001	2003	2003	00000	0101	601100	5700		
6	6820	000	000000	6610	001	001	2003	2003	00000	0101	601100	54621800	84	
7	200308	02	6820	000	000000	6610	001	001	2003	2003	00000	0101	601103	16300
8	200308	02	6820	000	000000	6610	001	001	2003	2003	00000	0101	601201	476500
9	200308	02	6820	000	000000	6610	001	001	2003	2003	00000	0101	601300	9925700
10	200308	02	6820	000	000000	6610	001	001	2003	2003	00000	0101	601301	27300
11	200308	02	6820	000	000000	6610	001	001	2003	2003	00000	0101	601303	1063300
12	200308	02	6820	000	000000	6610	001	001	2003	2003	00000	0101	602001	36100

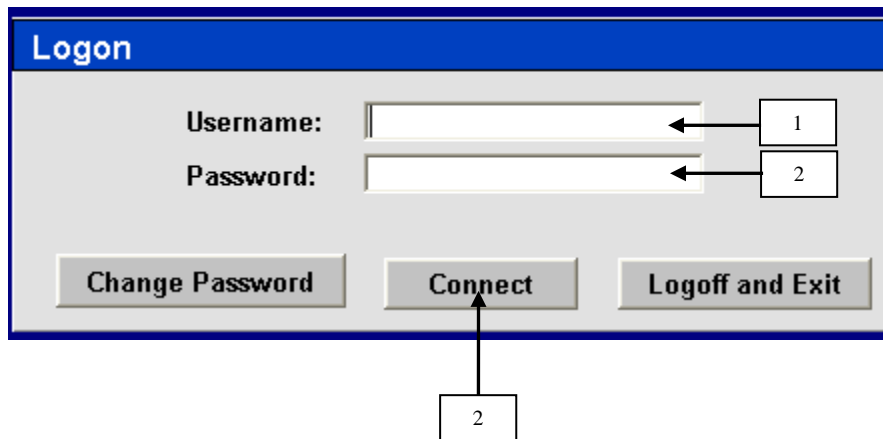
The Save As dialog box will display. This file must be saved as a text tab delimited file and transfer to the Chancellor’s Office application server ‘coweusftp101.calstate.edu’.

5 Logon Screens

5.1 Oracle

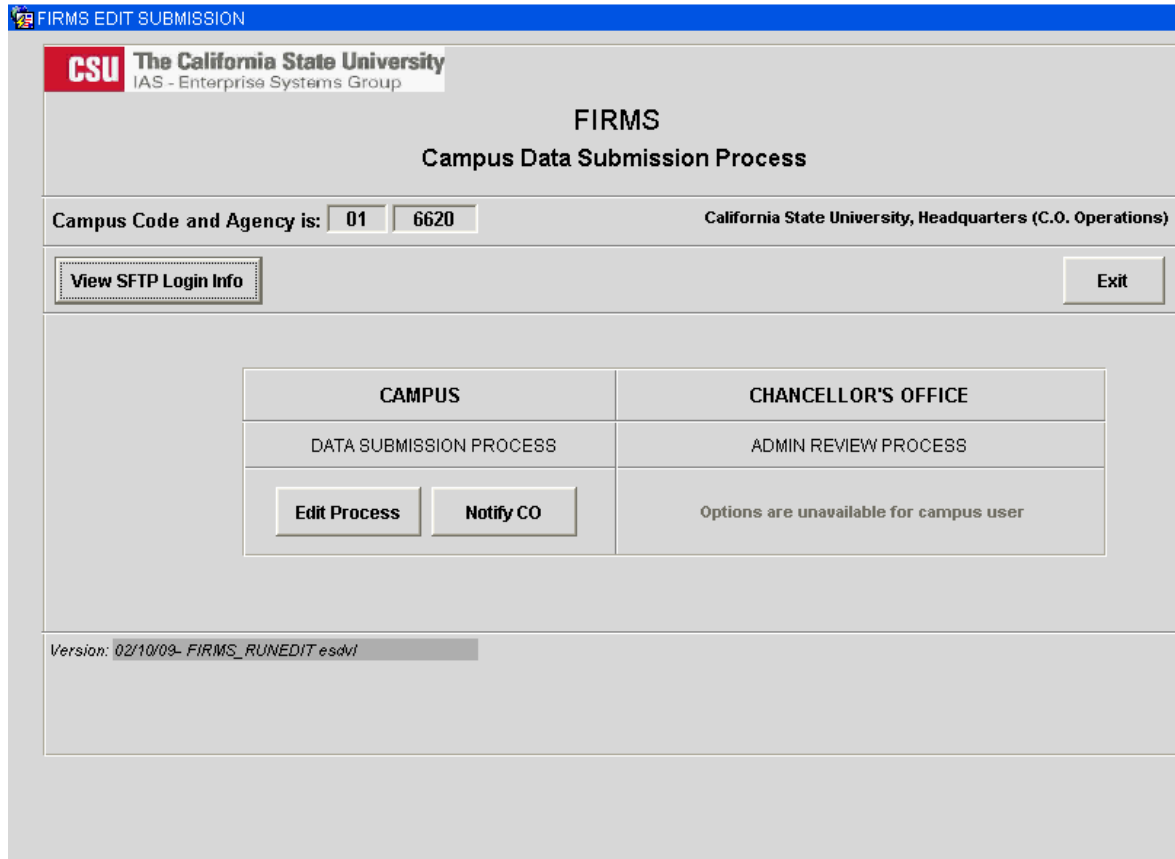
A logon window will open and prompt you for your Oracle Username and Password. Enter your **FIRMS user ID** and **password**. Click on the **Connect** button.

NOTE: The first time you log on, you will be asked to change your password.



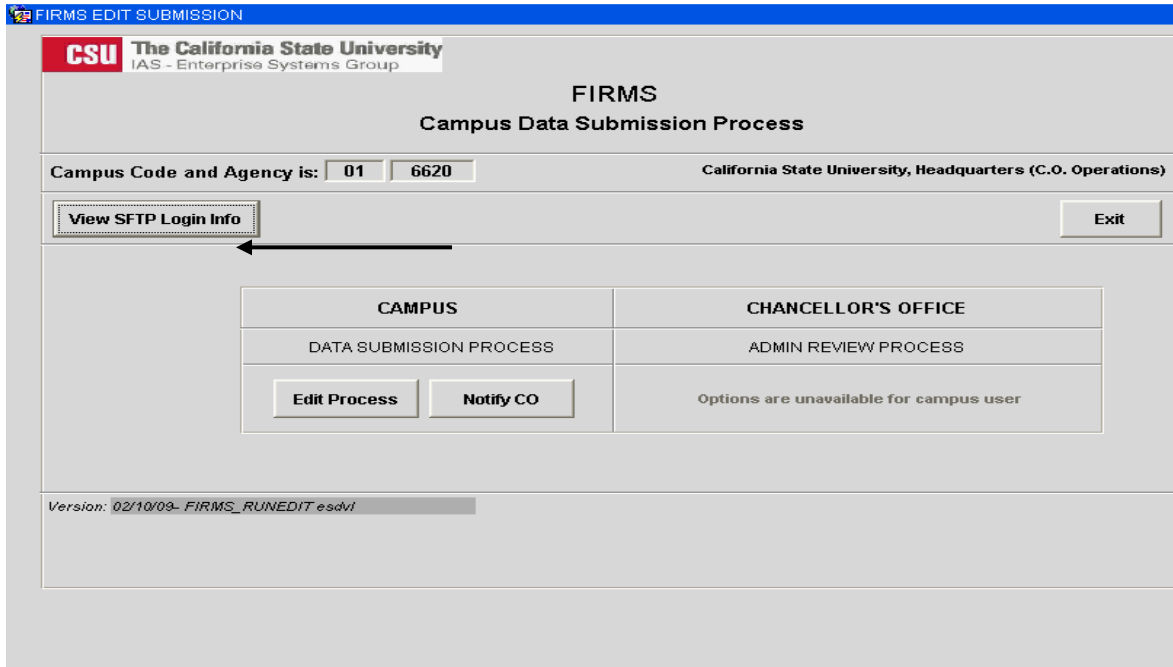
5.2 FIRMS Submission Screen

The FIRMS Campus Data Submission screen will enable you to access your file transfer logon information, edit your campus file, and send an email to notify the Chancellor’s Office that your file is ready for review.

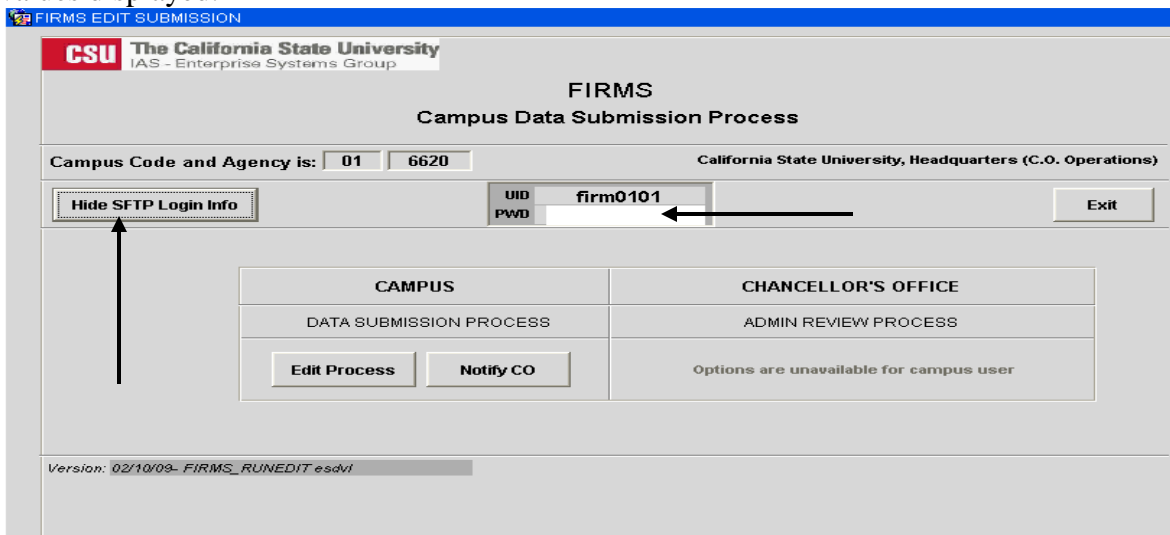


5.3 UNIX Login

To access your campus account on the Chancellor’s Office server (i.e., to view or transfer files) you must identify yourself as a valid user. Click on the **View SFTP Login Info** button to display the password and user ID associated with your account. Please note that a new password will be generated every seventy days.

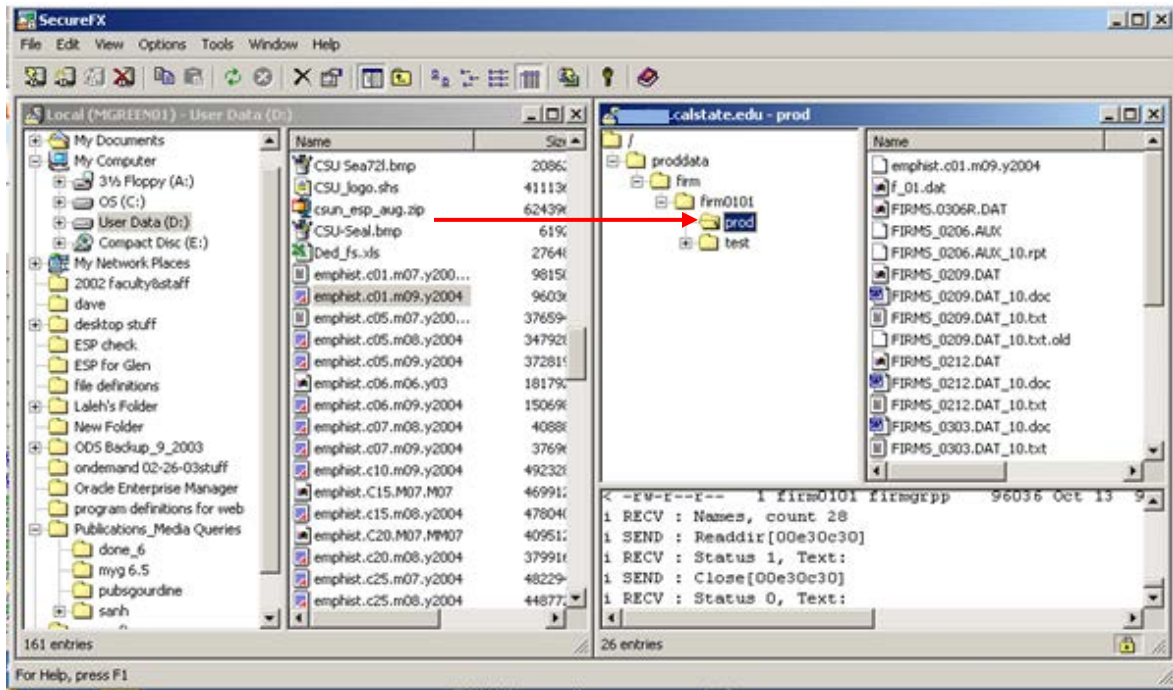


Your user ID and password will display. Click on the **Hide SFTP Login Info** button to clear the values displayed.



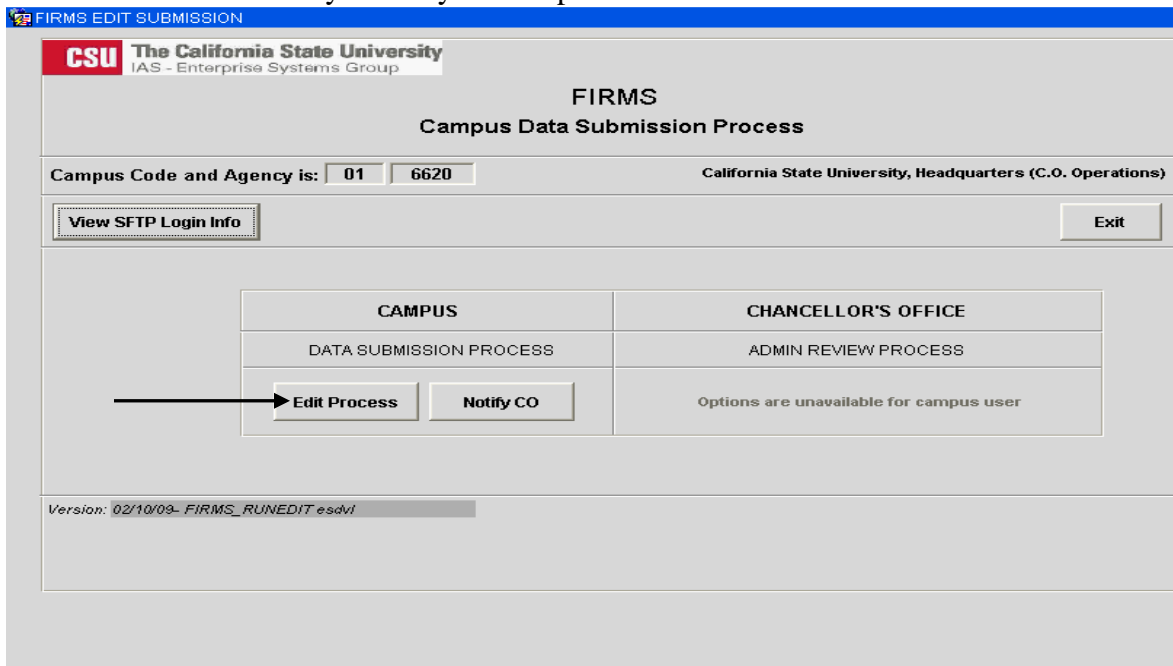
5.3.1 Transfer Your File To The CO Server:

Before you can edit your file, you must move it to the prod folder on 'coweusftp101.calstate.edu' using a secure file transfer program. The secure transfer program will be opened independently of the FIRMS form to transfer the file.



5.4 Edit a FIRMS Submission:

This selection will allow you to edit your campus FIRMS file. Click on the **Edit Process** button.



The Edit Screen will display.

FIRMS EDIT SUBMISSION

Campus FIRMS Data Submission - Edit Process

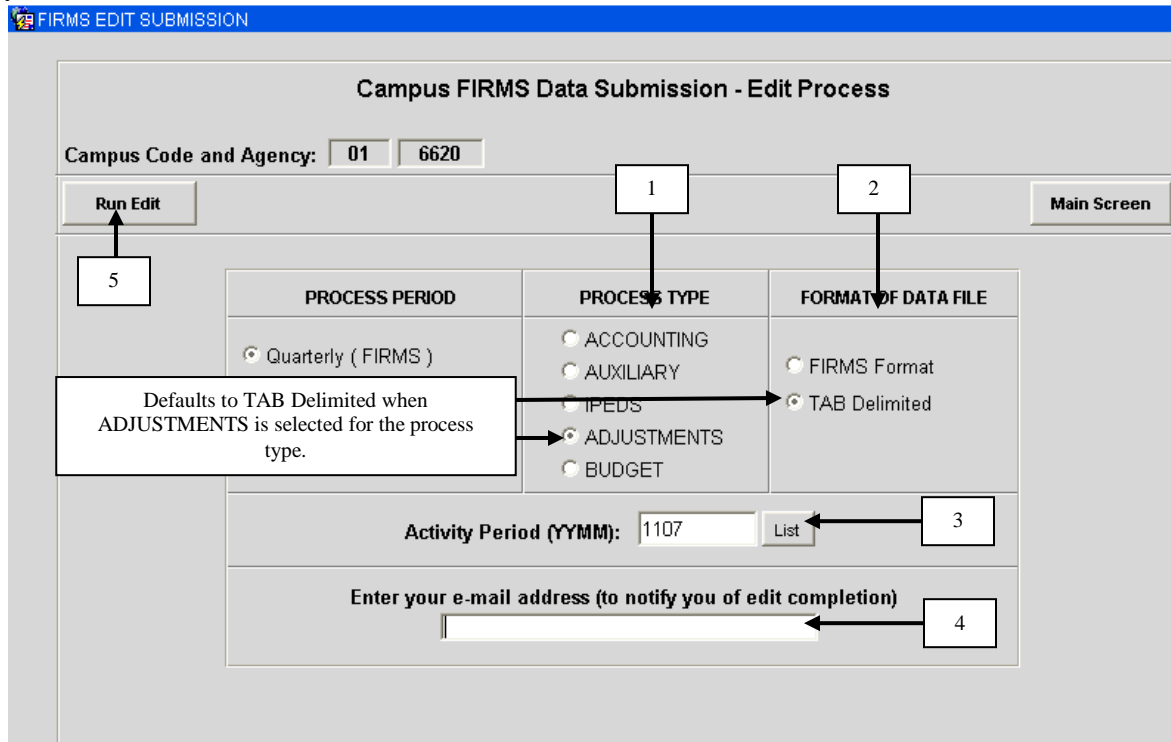
Campus Code and Agency:

PROCESS PERIOD	PROCESS TYPE	FORMAT OF DATA FILE
<input checked="" type="radio"/> Quarterly (FIRMS) <input type="radio"/> Monthly (Cash Flow)	<input checked="" type="radio"/> ACCOUNTING <input type="radio"/> AUXILIARY <input type="radio"/> IPEDS <input type="radio"/> ADJUSTMENTS <input type="radio"/> BUDGET	<input checked="" type="radio"/> FIRMS Format <input type="radio"/> TAB Delimited

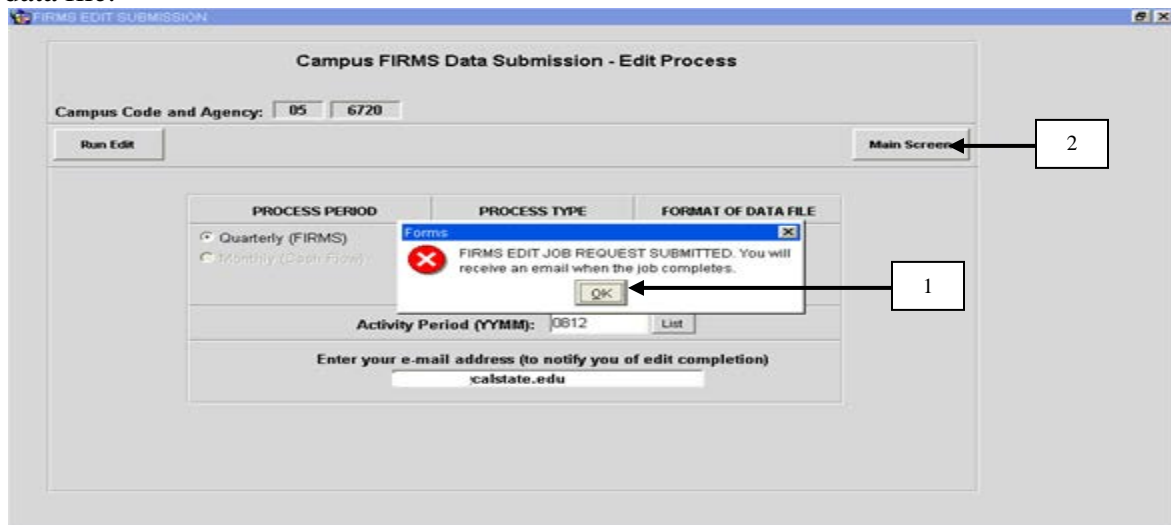
Activity Period (YYMM):

Enter your e-mail address (to notify you of edit completion)

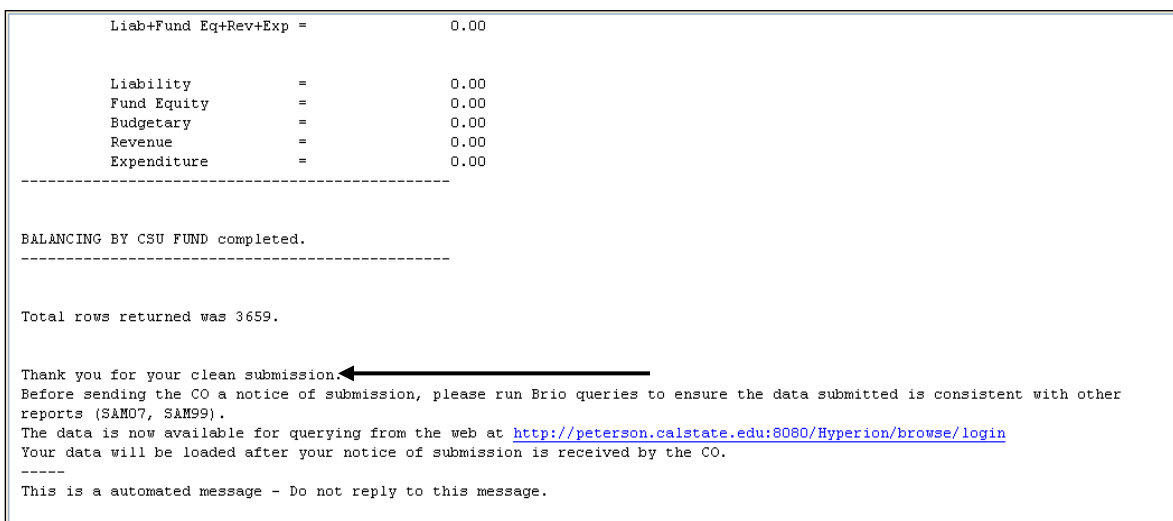
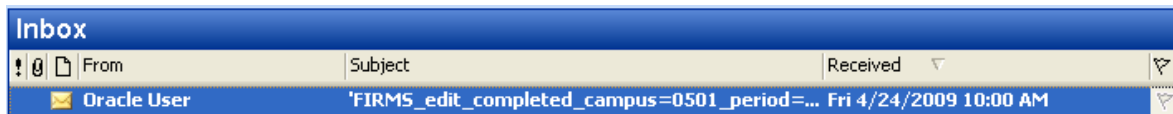
To edit your campus data file, select a process type and data file format. Click on the **List** button to select the activity period. The system requires an email address so that the appropriate campus contact will be notified when the edit has completed processing (the edit can take up to half an hour to complete). Click on the **Run Edit** button to run your edit.



You will receive a message when the job has been submitted. Click on the **OK** button to clear this message then click on the **Main Screen** button. Should you receive an error message, correct the problem by selecting the proper process type, format of the data file, the activity period, or FIRMS data file.



An email message indicating the status of the edit run will be mailed to the email address entered. A successful edit will generate a report file available for viewing and/or downloading. The naming convention for all reports, except budget, is the FIRMS data file name suffixed by 'cc_10.doc'. For budget, the report file is suffixed by 'cc_02.doc' and the budget adjustment is suffixed by 'cc_07.doc'.



For example:

data file name FIRMS_yyaa.DAT
 report file name FIRMS_yyaa.DAT_cc_10.doc

where:

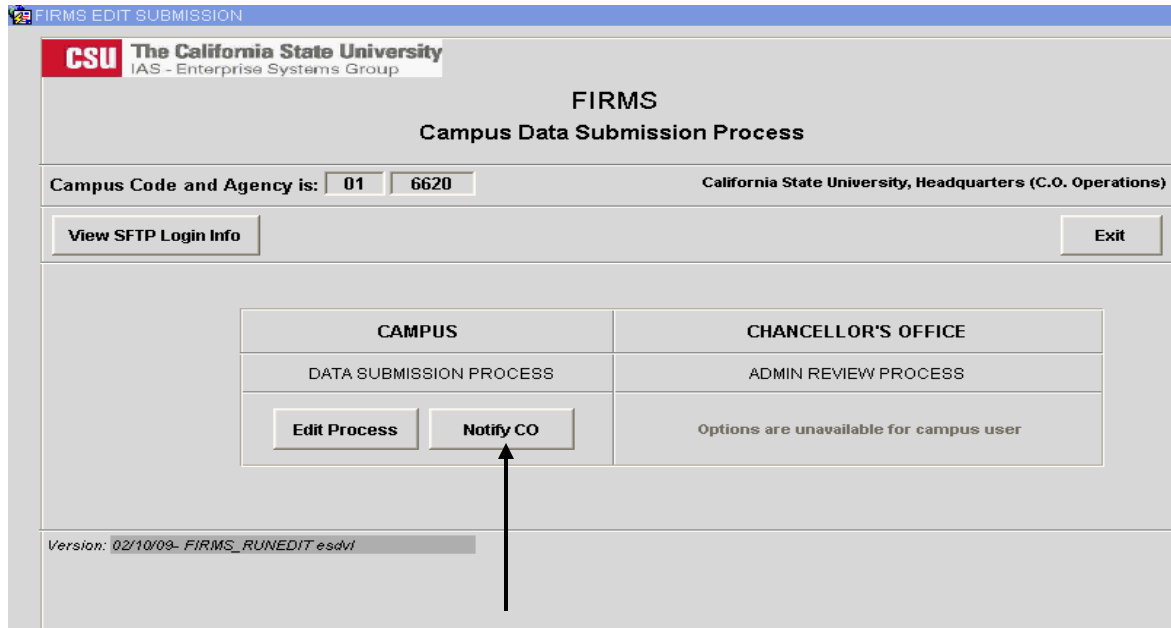
yy = last two digits of the applicable year
 aa = activity period
 cc = two digit campus code

6 FIRMS Operation:

6.1 Notify CO of the FIRMS Submission

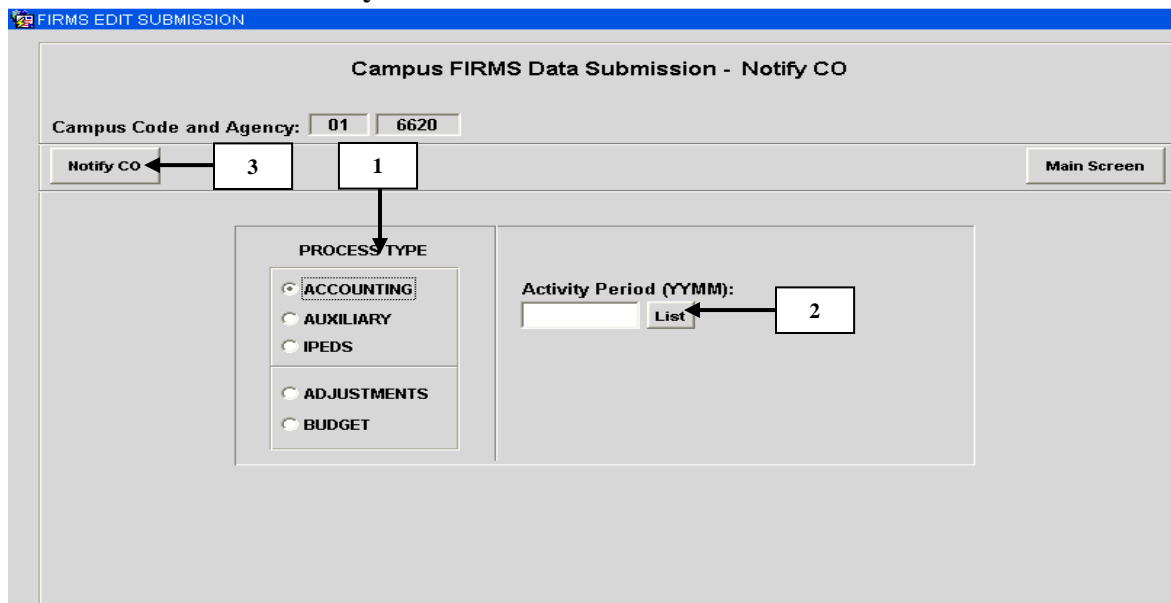
You are ready to notify the Chancellor’s Office (CO) when your FIRMS edit report is error-free. The CO, upon notification, will move the campus data from the Work Table to the FIRMS Review

Table and notify you when this occurs. To send notification, click on the **Notify CO** button from the FIRMS Processing Main Screen.



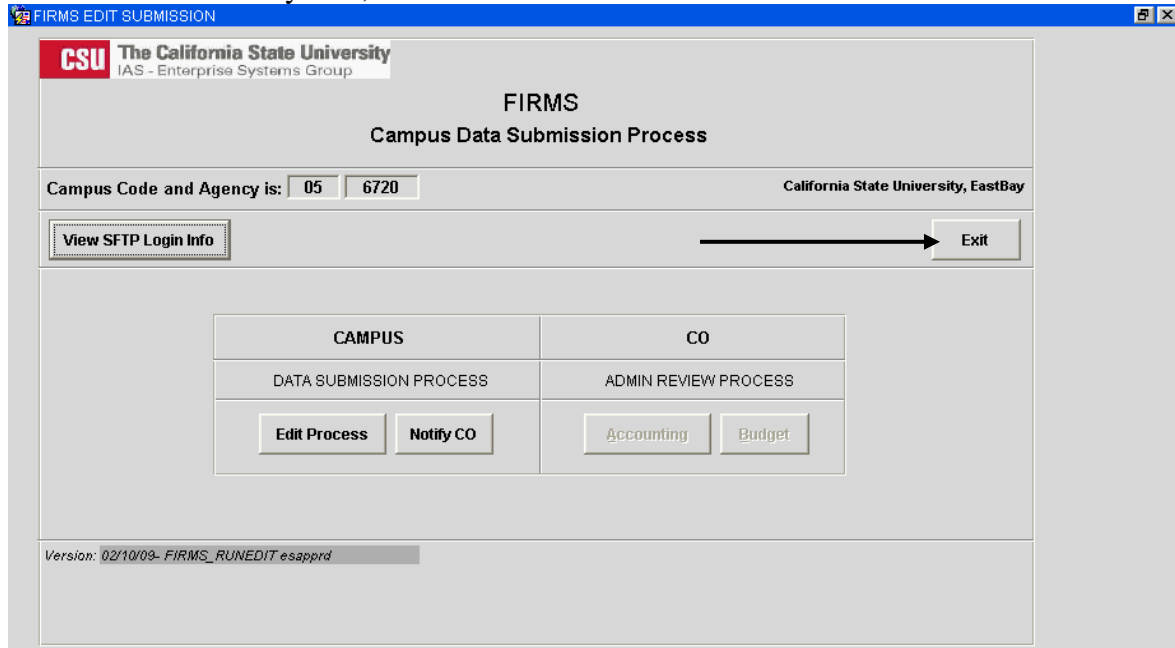
6.1.1 Accounting and Budget

The Notify CO of your FIRMS Submission screen will display. Select the Process Type and Activity Period for the adjustments. An automated email message will be sent to the Chancellor Office staff when the 'Notify CO' button is selected.

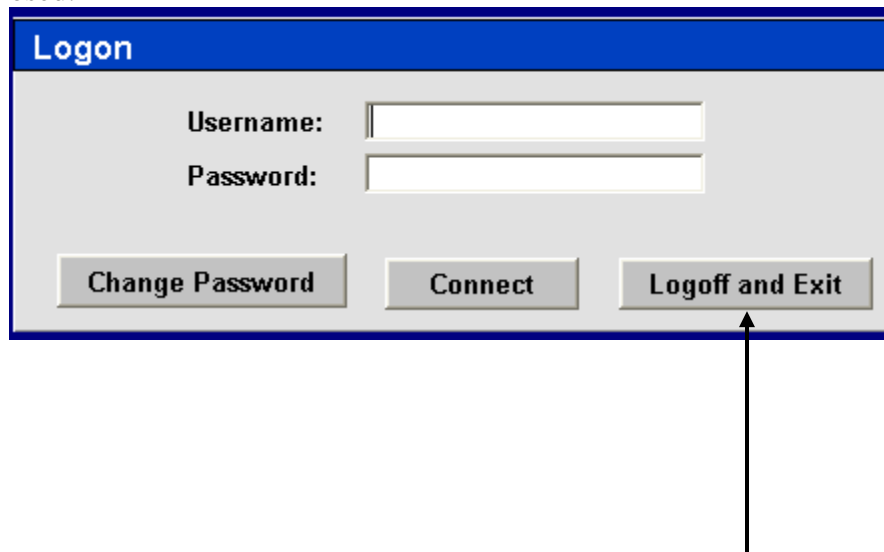


6.2 Closing the FIRMS System

To close the FIRMS system, click on the **Exit** button.

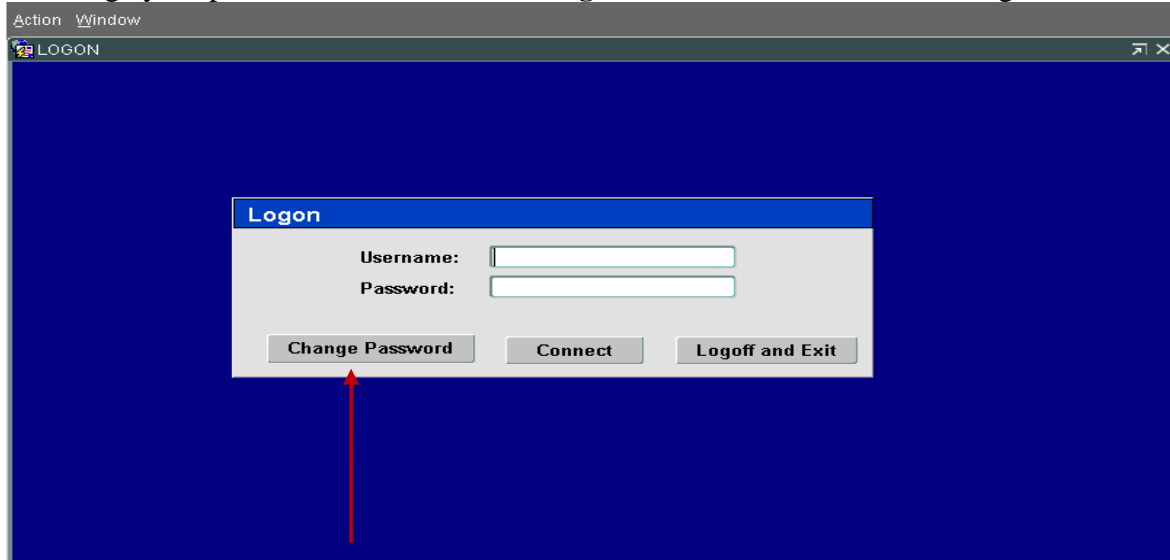


The logon screen will display. Click on the **Logoff and Exit** button. The browser window should not be closed before the Logon screen is closed. Once the Logon screen closed, the browser can then be closed.



6.3 Change Password

To change your password, click on the **Change Password** button from the Logon window.

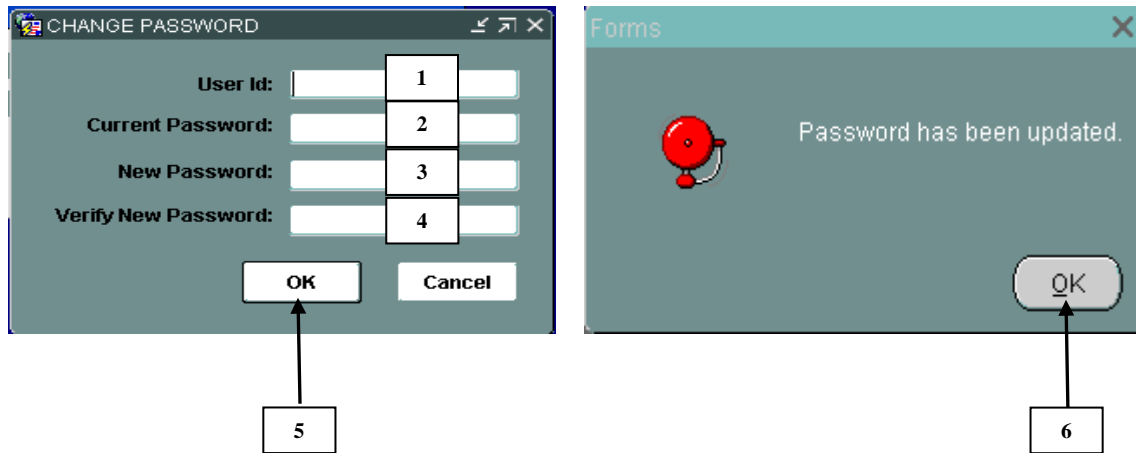


The Change Password dialog box will display. Enter your Oracle User Id > current password > a new password. Re-enter the new password to confirm your entry.

The password must adhere to the following requirements:

- Must be different from the old password by at least 3 characters
- Must contain at least three (3) out of the four (4) following character types:
 - At least one uppercase alphabetic character (A-Z)
 - At least one lowercase alphabetic character (a-z)
 - At least one special character. The special character should be an underscore ‘_’
 - At least one number (0-9)

Click on the **OK** button. If the two new password entries agree a confirming message will be displayed when the password is successfully changed. Click the **OK** button on the message. The Logon window will display for you to logon with your user name and new password.



7 Data Validation:

7.1 Instruction on reading error messages

The FIRMS programs edit each campus submission by checking the required data elements for valid values, data integrity and compliance with established business rules. An invalid value will either cause a reject or warning message for the submission. The system will print a 'reject' error message for values not accepted by the edit program, or a 'warning' message for values that will be defaulted or passed as determined by the business rules.

Currently, there are two types of validation edits: validation of codes and the validation of the business rules for both the accounting and the budget departmental processes. The format of the error code is as follows:

XNNNNN-DD

where:

- X** Identifies the message type
- E** = Reject
- W** = Warning

NNNNN The number associated with the error code

DD Identifies the department/process for which the message is applicable

- A** = Accounting Error
- B** = Budget Error
- AB** = Accounting and Budget Error

Examples:

E0003-AB = This reject code applies to both accounting and budget

W0009-A = This warning code applies only to accounting

W0097A-A = This warning code applies only to accounting

See “[FIRMS_Data_Validation](#)” file in [Resources](#) section for information regarding current edits

8 Resources:



Accessing Oracle Forms App Using the



FIRMS_Data_Validation_Rules_Workingf

REVISION CONTROL

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Throughout	Created new guide	N. Bryant	S. Pickering	S. Pickering	8/13/18