

# Calderdale Metropolitan Borough Council

## Payments over £500 - File Formats

### CSV File Format

The table below describes the layout and content of the csv file. This is according to the [latest guidance](#) available, as at 28<sup>th</sup> October 2010.

The 'Additional Information' column shows how Calderdale MBC is complying with the guidelines.

The explanation of the Inclusion Status codes is as follows:

**M** = Mandatory, as per latest guidelines

**D** = Desirable, as per latest guidelines

**A** = Additional data provided by Calderdale MBC

Column	Field Name	What Is Required	Reason For Inclusion	Additional Information	Inclusion status
1	<b>Body</b>	The <a href="http://statistics.data.gov.uk">statistics.data.gov.uk</a> URI that represents the authority, e.g. Lichfield District Council is <a href="http://statistics.data.gov.uk/id/local-authority/41UD">http://statistics.data.gov.uk/id/local-authority/41UD</a>	To allow the file to be self-describing	We comply with this requirement.	<b>M</b>
2	<b>Body name</b>	Name of the authority	Aids readability for casual reading	We comply with this requirement.	<b>M</b>
3	<b>Date</b>	The payment date as recorded in departments' purchase or general ledger.	To identify the date that cost the transaction took place.	We comply with this requirement.	<b>M</b>
4	<b>Transaction number</b>	A unique reference number for each individual expenditure transaction	To act as a reference number when dealing with enquiries or FOI requests.	We comply with this requirement.	<b>M</b>
5	<b>Invoice Number</b>	The reference number for the invoice if it is recorded on the accounts system	To allow matching to invoices (one payment may be for several invoices, and one invoice may be settled by several payments)	We comply with this requirement by showing the supplier's own invoice number.	<b>D</b>

6	<b>Amount</b>	The actual value of the transaction	To identify the full cost of the transaction.	We comply with this requirement. Nb: Amounts are in Sterling, excluding VAT. Where an invoice crosses multiple expense codes, the separate payment lines are published even where they are individually worth less than £500.	<b>M</b>
7	<b>Supplier Name</b>	The full name of the supplier	To identify the recipient of the spend	We comply with this requirement. nb: Payments to any redacted data entry are replaced with the words 'REDACTED PERSONAL DATA' or 'REDACTED COMMERCIAL CONFIDENTIALITY', as per the Guidelines.	<b>M</b>
8	<b>Supplier ID</b>	The internal ID of the supplier in the accounts system	To allow suppliers with same name to be distinguished from each other and allow matching of the same supplier even if the name is changed	We comply with this requirement.	<b>M</b>
9	<b>VAT Registration Number</b>	The supplier's VAT registration number	To identify and aggregate supplier information even if the supplier descriptions are not consistent	not available.	<b>D</b>
10	<b>Expense Area</b>	The Department or Directorate responsible for spending the money	To identify the area within the authority that has spent the money. The description needs to be meaningful and may possibly relate to the department's organisational structure. This may be at directorate level or relate to the cost centre structure.	We comply with this requirement, by showing Directorate Details.	<b>M</b>
11	<b>Expense Type</b>	The description of the type of expenditure	To identify the general nature of the spend	We comply with this by showing the Ledger Code Description	<b>M</b>
12	<b>Expense Code</b>	The internal account code which represents the Expense Type	To allow expense types to be matched even when the wording of the description is changed	We comply with this.	<b>D</b>
13	<b>BVACOP</b>	The BVACOP code for the transaction	To allow comparison of spending by finance category between periods and authorities	not available.	<b>D</b>
14	<b>Proclass</b>	The Proclass code for the transaction	To allow comparison of spending by finance category between periods and authorities, and to aid in connection to procurement data	not available.	<b>D</b>
15	<b>Extended Description</b>	A description in words for the details of the transaction	This might be stored as a commentary in the accounts system, and inclusion will help explain the payment	not available.	<b>D</b>
16	<b>Source</b>	A code for the source of the transaction.		Additional Information	<b>A</b>

17	<b>Subsource</b>	A code that, together with source, identifies the specific source of the transaction to the financial ledger.		Additional Information	<b>A</b>
18	<b>Definition</b>	A description in words for the Source.		Additional information	<b>A</b>
19	<b>Explanation</b>	A description in words for the subsource.		Additional information	<b>A</b>

## Excel File Format

The Excel file is a simpler view on the same data as the csv file, including the following fields :

Column	Field Name	Data description
1	<b>Date</b>	The payment date as recorded in departments' purchase or general ledger.
2	<b>Invoice Number</b>	The reference number for the invoice if it is recorded on the accounts system
3	<b>Amount</b>	The actual value of the transaction
4	<b>Supplier Name</b>	The full name of the supplier
5	<b>Expense Area</b>	The Department or Directorate responsible for spending the money
6	<b>Expense Type</b>	The description of the type of expenditure
7	<b>Definition</b>	A description in words for the Source of the transaction.
8	<b>Explanation</b>	A description in words for the subsource.

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