SLT INTERFACE EXCEL FILE LAYOUT
TO BE SAVED IN THE COMMA DELIMITED FORMAT (*.csv)

HEADER LINE -   must be the first line of the file

Data Segment	Excel Column	Length	Required Field	Data Description
Control/Detail Indicator	A	1	Required	Use "**C**" to indicate the line is for the transfer header.
Two-sided or single sided indicator	B	1	Required	Use "**2**" to indicate this is a transfer.
Bureau Code	C	2	Required	Use '**14**' for NOAA or '**13**' for BIS
Total Amount	D	17	Required	When used as the CONTROLLED ERROR.: enter **0** If you do not use this Data Segment as the Controlled Error the Total Amount will be: The total amount for the transfer. The number can be left or right justified. NO COMMAS. Examples of valid formats are: 128335.50, 128335, -128335.50, +128335.50
Total Units (These are HOURS for NOAA & BIS)	E	15	Required	If transferring HOURS, this is the total number of hours being transferred. The format is the same as amount above. **If transferring amounts only this field will be 0.**
Suggested Approver (Do not enter data)	F			**Leave this field blank**
Point of Contact	G	80	Required	Free format text for the contact person and phone number
Reason	H	100	Required	Free format text for the reason of the transfer. Please insert enough of a description to identify the organization and type of activity. (E.g. NLSC-CLS Inventory Issues)

DETAIL LINES (Both From and To sides of the transfer): must follow the HEADER LINE

Data Segment	Excel Column	Length	Required Field	Data Description
Control/Detail Indicator	A	1	Required	Use "**D**" to indicate the line is for the transfer detail information
From/To Flag (F or T)	B	1	Required	Use "**F**" to indicate the record is the "from" side, "**T**" for the "to" side.
Fund Code Fiscal Year	C	4	Required	The fund code fiscal year for the detail transfer record. (E.g. 2005)
Project Code	D	7	Required	The CAMS format project code (use only CAPITALS)
Task Code	E	3	Required	The CAMS format task code (use only CAPITALS)
Org1 Code	F	1-2	Required	The level 1 of the org code (e.g. 1,6,10, 20, 30,40,50, etc)
Org2 Code	G	1-2	Required	The level 2 of the org code (e.g. 1, 9, 10, 99)
Org 3 Code	H	4	Required	The level 3 of the org code (e.g. 1, 9, 0010, 0200, 3000)
Org 4 Code	I	2	Required	The level 4 of the org code (e.g. 1, 9, 10, 99)
Org 5 Code	J	2	Required	The level 5 of the org code (e.g. 1, 9, 10, 99)
Org 6 Code	K	2	Required	The level 6 of the org code (e.g. 1, 9, 10, 99)
Org 7 Code	L	2	Required	The level 7 of the org code (e.g. 1, 9, 10, 99)
Object Code 1	M	2	Required	Object Class 1 (e.g. 11, 25, etc...)
Object Code 2	N	2	Required	Object Class 2 (e.g. 11, 25, etc...)
Object Code 3	O	2	Required	Object Class 3 (e.g. **00**)
Object Code 4	P	2	Required	Object Class 4 (e.g. **00**)
User Defined ACCS	Q	6	Required	Enter 6 number 0's: **000000**
Customer/Vendor Flag	R	1	Required	Use "**V**" for Vendor
Customer/Vendor Number	S	10	Required	Use a vendor code that will be set up to indicate that this is a transfer within NOAA. Use '**9999999999**'
Customer Contact or Vendor ID	T	1	Required	Enter number one: **1**
Amount	U	15	Required	The amount of this detail line. Both the from and to will normally be a positive number. However if the amount is negative include a preceding minus sign. The amount can be either left of right justified. **NO COMMAS**
Unit Quantity (This is the number of hours to be transferred. **Enter 0 when hours are NOT being transferred.**)	V	1 - 10	Required	The quantity of HOURS to be transferred. Both the from and to will normally be a positive number. However if the dollar amount is negative include a preceding minus sign for the quantity. The quantity can be either left of right justified. **This cannot be a null value but can be 0**.
Unit Code	W	1 - 4	Optional	The code for the Units. This is required if the Unit Quantity is not 0. **If the UNIT QUANTITY is a value other an 0, then the UNIT CODE must be HOURS.**
Reference Number	X	20	Optional	This is for information purposes only. This could be a tie back to the feeder system (e.g. "NCDC-CSL" or it could tie to a specific feeder system number.

TRAILER LINE - must follow the last DETAIL LINE and be the last line in the file

Column	Starting Position	Length	Required or Optional	Description
Control/Detail Indicator	A	1	Required	Use "**T**" to indicate the line is for the transfer trailer record.
Record Count	B	10	Required	The record count of number of records included in this batch (including the header and detail lines, but not trailer record). Do not show leading zeros'. Examples are: 3, 7, 100, etc. **DO NOT COUNT THE TRAILER LINE.**