

Colleague Unidata Common Files

Mnemonics to Use in Colleague for Researching Data Structure

RFEI – Dictionary of Files in Colleague

RDEL – Show individual fields within files

www.clients.datatel.com

(Website for TechDoc Online to view Colleague file structure)

Co-Files (All Keys are Colleague ID)

PERSON

SA.ACYS

APPLICANT

STUDENTS

FACULTY

EMPLOYEE

HRPER

CONSTITUENT

VENDORS

ST Files

APPLICANTS – Applicant/admissions information (Co-File of STUDENTS, PERSON, and FACULTY)

APPLICATIONS – Each application for a program by student. There can be multiple applications for each applicant- sequential computer generated key.

ACAD.CREDENTIALS – graduation/credential information

STUDENTS – student related data

STUDENT.ACAD.CRED (STAC) – Academic credit data (registration in courses, grades, registration status, credits including transfer credit) – sequential computer generated key

STUDENT.COURSE.SEC (SRGD) – Student enrollment in section – sequential computer generated key. One record per student per term per course section (it's basically the same as STUDENT.ACAD.CRED without the transfer credit – so it's just the classes the student has taken while the school has been on Colleague

STUDENT.TERMS – Student registration, grade, gpa, program activity by term and academic level (key is made up of term, student id and program code)

STUDENT.NON.COURSES (TSUM) – Student Testing/Placement or Transfer Credit Information

STUDENT.PROGRAMS –List of academic programs for student or applicant- key is student id and program

PERSON.ST – co-file with PERSON and has a lot of other pointers to other ST files with generated ID's

MAILING – All documents sent to and from individuals. Co-file with PERSON

Financial Aid Files

FIN.AID – financial Aid master file, not by year

ISIR.FAFSA – ISIR information (basically raw FAFSA information) - sequential computer generated key

CS.ACYS – Summary info on need analysis calculations

SA.ACYS – Summary award information by current academic year – key is STUDENT ID #

TA.ACYS – Term info on student's awards – key is (ID,AwardID,TermID)

CORE Files

PERSON – demographic information

FOREIGN.PERSON – immigration status and foreign person information

BUILDINGS – building information

ROOMS – room information

HR Files

HRPER – co-file of PERSON, key is the Colleague ID. Connected to most personnel files – good file to start with.

Demographic info will be in PERSON

PERPOSWG- Wage/salary for a person in a position – sequential computer generated key

PERPOS – position information held by an employee –sequential computer generated key

PERBEN – general info for Benefit/Deductions held by HR person –sequential computer generated key

PERLEAVE- Leave plans held by employees - sequential computer generated key

PERSTAT – Contains service years, benefit years, primary position ID (key to POSITION)

POSPAY- salary/wage info associated with a given position - sequential computer generated key

Financial Files (files come from Core, ST, and CF)

AR.ACCTS – different account receivable records for person based on AR Type – key is made up of ARA.PERSON.ID and ARA.AR.TYPE

AR.CODES – file of codes that represent charges and GL accounts that charges are posted to

AR INVOICES – group of items that represent charges and credits to a person’s AR account

AR.PAYMENTS- groups of payment items that represent payment amounts applied to person’s AR account - sequential computer generated key

BUDGET.ENTRIES –transaction file for all journal entries

BUDGET – budget control file - sequential computer generated key

CHECKS - All checks created within the AP module, both system-generated checks and hand checks, from the time they are created until the time they are reconciled (or voided) and purged.

ENC.FYR – Encumbrances for a fiscal year

FIXED.ASSETS - Master file for fixed assets, containing descriptive information about the asset, as well as cost, value, and use allowance or depreciation dates and amounts. Key is a user-defined asset ID.

GL.ACCOUNTS – authorization file for General Ledger – all GL numbers are defined in this file

GLA.FYR – file suite template for General Ledger Fiscal year activity detail file

GLS.FYR - file suite template for General Ledger Summary file by fiscal year

ITEMS – physical inventory information

JRNL.ENTS – contains a record for each line item on journal entries

PURCHASE.ORDERS – this file contains all purchase order information created through purchase order maintenance - sequential computer generated key

REG.AR.POSTINGS - detail AR posting records of student registration. These records show what was posted to AR accounts and are the basis of postings to the General Ledger.

REG.AR.POSTINGS.ITEMS - These are the detail items for REG.AR.POSTINGS. Each item record represents a student course section record billing entry.

VENDORS - This is the vendor master file; it is a subset of the PEOPLE file. All requisitions, purchase orders, and vouchers must either user a valid vendor from this file.

VOUCHERS – this file is updated when a voucher is created- sequential computer generated key.

Colleague Advancement

CONSTITUENT - These are the person or organization attributes that are specific to Colleague Advancement. This is a co-file to PERSON.

CONTRIBUTIONS - Contains all contributions made to the institution (pledges, gifts, matching gifts, recurring donation, etc.).

CONTRIB.DONOR - Contains donor-specific information about the contribution.

CONTRIB.DONOR.DESIG - Contains information about the contribution made to a particular designation by a specific donor.