SEEMYDATA

TABLE DEFINITIONS

RELEASE 2.0

SeeMyData
tenant interactive

INDEX

DOCUMENT HISTORY

Version	Status	Issue Date	Description	Edited By
1.0	Draft	14-Jul-2009	Initial draft of table definitions for Release 2.0 of SeeMyData.	Matt Terroni
2.0	Draft	10-Sep-2009	Expansion of detail to include overview, file markers etc. Also includes initial graphical view of relationships.	Matt Terroni
3.0	Release	28-Sep-2009	First release of table definition specification for Release 2.0 of the SeeMyData software.	Matt Terroni
11.0	Draft	07-Sep-2011	Modular guidance added	Tommy Kelly
11.2	Release	21-Sep-2011	Modular guidance completed	Tommy Kelly

DOCUMENT PURPOSE

This document has been drawn up to provide an overview of the core tables required to make SeeMyData function.

The primary purpose of this document is to clearly identify the minimum level of information required in order to implement the SeeMyData system.

Most customers adopt a phased approach to implementation. That is, the customer may choose to only implement certain screens at the initial go-live date. The initial implementation of SeeMyData for an organisation is referred to as Phase 1.

DOCUMENT SCOPE

The scope of this document is for the initial deployment of SeeMyData at Release 2.0. This is most often treated as a phase 1 release for our customers and typically involves screens in the following areas:

- Registration Processes
- Log on/off Processes
- Accounts

- Repairs
- Transfers

Other areas of SeeMyData Release 2.0 such as Property details, Planned Repairs etc are documented separately. The choice of screens that Phase 1 comprises is determined by the customer but we recommend the approach documented here as we feel this offers a good level of initial functionality within a fairly straightforward set of table structures.

FILE MARKERS

In order to eliminate any issues that may arise through commas or other characters being included with your data files we recommend that the following set of file markers are created within the data.

Below is an example file layout showing the style of file markers utilised by SeeMyData. Note that line numbers are included for reference only and are not part of the data file.

```
 1.  #BOF#Ver 1.0 as at 12-Dec-2008
 2.  #BOL##FS#AUTH#FS#Authorised#EOL#
 3.  #BOL##FS#CANC#FS#Cancelled#EOL#
 4.  #BOL##FS#CLOS#FS#Closed#EOL#
 5.  #BOL##FS#COMP#FS#Complete#EOL#
 6.  #BOL##FS#VAR#FS#Variation#EOL#
 7.  #BOL##FS#HELD#FS#Held#EOL#
 8.  #BOL##FS#ISS#FS#Issued#EOL#
 9.  #BOL##FS#RAIS#FS#Raised#EOL#
10.  #EOF#
```

Each file should begin with a #BOF# marker as shown on line 1. This group of characters should be the first five characters within your file. Any data contained on this line is treated as comments and ignored by the SeeMyData loading process. This opening line is often used to include version numbers, system details such as identifying whether data is from a live system or a demo system and the date that the information was output.

Each file should end with a #EOF# marker as shown on line 10. This group of characters should be the last five characters within your data file as it is used as a check that a complete file has been received. Any data contained on this line is treated as comments and ignored by the SeeMyData loading process.

Each row of data that is to be loaded should commence with the characters #BOL# and be terminated by the characters #EOL# as shown on lines 2 through 9.

Each field to be loaded into SeeMyData should be separated by a #FS# marker. Again this is shown on lines 2 through 9.

Taking the example file listed above line 1 is treated as comments and ignored. Lines 2 through 9 are taken as data and loaded into SeeMyData. Line 10 is also treated as a comment and would be ignored.

DATA TYPES

In order to load your information into SeeMyData we need to ensure the data is formatted in an agreed manner in order to keep the correct context. This is especially important for dates so that we can be sure that a date of 2009-06-09 represents the 6th September 2009 and not the 9th June 2009.

Char in the table definitions indicates the field is of type Character. Character fields may contain a maximum of 255 characters and can be any combination of letters or numbers.

Text in the table definitions indicates the field is of type Text. Text fields may contain significantly more characters than a Character field with a limit in excess of thirty thousand characters.

Choice fields should only contain text matching one of the specified choices. Any other supplied values will be ignored and may cause issues with data matching. Valid choices are displayed within the field Type column.

Integer fields may contain any whole number.

Currency fields are standard monetary format to two decimal places. No currency indicator is necessary. For example 1234.56 equates to one thousand two hundred and thirty four pounds and fifty six pence.

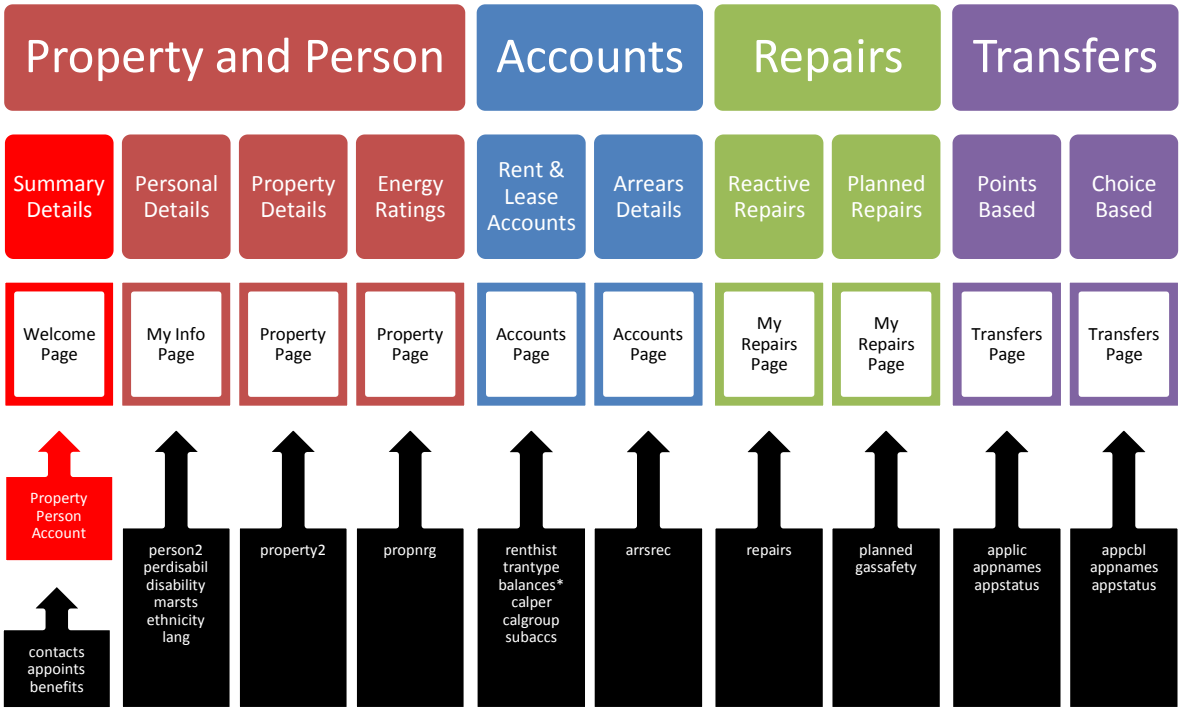
Fraction fields are to the specified number of decimal places as details within the field description. For example 12.345 equates to twelve point three four five.

Ideally we would like Dates to be provided in the format YYYY-MM-DD such as 2009-06-09 to represent a date of 9th June 2009. If this is difficult please output the dates in an easier format and let us know the format that has been used for output.

Yes/No values should ideally contain either the word “Yes” or the Word “No”. We can also accept a value of zero to represent “No” and a 1 to represent “Yes”.

DATABASE STRUCTURE

SeeMyData has been designed around a set of core tables that hold information relating to key objects within a housing environment. The diagram below shows this structure and how objects interact with each other.



General Criteria

Only transactions for current tenancies and current leaseholder accounts should be included in the files.

Only repair jobs for the period of the current tenancy for the tenant's property are to be included in the Repairs file.

For customers that hold a separate balances table an extra table, rent_bals, has been included to hold information on account balances. If you do not store separate balances you will not need this table. Instead, the rent balance is held in the balance field of the rent_hist table (further details can be found in the table definition).

The tenants table has been expanded to hold more categories of personal information. This information can be updated by the tenant using the controls in the Welcome page.

Table Definitions

The following table definitions document the minimum level of information that is needed to make SeeMyData operate at a base level. Once the following information has been provided in the correct format to SeeMyData the following functionality will be operational.

Registration processes
Signon processes
Welcome screen
My Information screen
Property screen (excluding energy ratings)
Accounts screen
Repairs screen
Transfers screen.

This base level of display is often used by Housing organisations to achieve a phase 1 implementation of SeeMyData. Future implementation phases would then extend this functionality to include additional screens and functions such as planned repairs, energy ratings, physical production of Rent Statements, resident letters such as arrears chasing as well as the ability for interactive text messaging.

Page, Function and Parameter Guidance

The following table has been included in this document to allow you to fast track to the data extraction definitions that are applicable for your site.

Page, Function, Parameter	Extract	Page
Welcome Page		
To show the **Rent Account Snippet** on the Welcome Page,	you will need to extract **allaccs.txt**	on page **18**
To show the **Housing Benefit Snippet** on the Welcome Page,	you will need to extract **allaccs.txt**	on page **18**
To show the **Gas Safety Snippet** on the Welcome Page,	you will need to extract **gascheck.txt**	on page **26**
To show the **Repairs Snippet** on the Welcome Page,	you will need to extract **repairs.txt**	on page **27**
To show the **Appointments Snippet** of the Welcome Page,	you will need to extract **appoint.txt**	on page **36**
My Information Page		
To show **Personal Information** on the My Information Page,	you will need to extract **persons.txt**	on page **20**
To show **Person Disability** on the My Information Page,	you will need to extract **perdis.txt**	on page **38**
To show **Disability Information** on the My Information Page,	you will need to extract **disabil.txt**	on page **55**
To show **Ethnicity Information** on the My Information Page,	you will need to extract **eth.txt**	on page **56**
To show **Main Languages Spoken and Read** on the My Information Page,	you will need to extract **lang.txt**	on page **58**
To show **Marital Status** on the My Information Page,	you will need to extract **mastatus.txt**	on page **59**
To show **Method of Communication** on the My Information Page,	you will need to extract **method.txt**	on page **60**
To show **Nationality** on the My Information Page,	you will need to extract **nation.txt**	on page **62**
To show **Relationship Information** on the My Information Page,	you will need to extract **rel.txt**	on page **63**
To show **Religion** on the My Information Page,	you will need to extract **religion.txt**	on page **64**
To show **Sexual Orientation** on the My Information Page,	you will need to extract **sorient.txt**	on page **68**
My Home Page		
To show the **Property Address** on the My Home Page,	you will need to extract **property.txt**	on page **11**
To show the **Property Details** on the My Home Page,	you will need to extract **propdtl.txt**	on page **16**
My Accounts Page		
To show **Multiple, Subsidiary / Ancillary accounts** on the My Accounts Page,	you will need to extract **allaccs.txt**	on page **18**
To show **Accounts History** on the My Accounts Page,	you will need to extract **allaccs.txt**	on page **18**
To show the **Account Charges Snippet** on the My Accounts Page,	you will need to extract **allaccs.txt**	on page **18**
To show the **Account Balance Snippet** on the My Accounts Page,	you will need to extract **allaccs.txt**	on page **18**
To show **Summary, Detail or Both Views** on the My Accounts Page,	you will need to extract **allaccs.txt**	on page **18**
To show **Transaction History** on the My Accounts Page,	you will need to extract **trans.txt**	on page **24**
To show **Transaction Type** on the My Accounts Page,	you will need to extract **trantype.txt**	on page **73**
To show **Payment Method** on the My Accounts Page,	you will need to extract **paymeth.txt**	on page **61**
To show **Sub Accounts** on the My Accounts Page,	you will need to extract **subacc.txt**	on page **69**
To show **Tenure Class** on the My Accounts Page,	you will need to extract **tenclass.txt**	on page **70**
To show **Tenure Types** on the My Accounts Page,	you will need to extract **tenure.txt**	on page **71**
To show **Calendar periods for statements** on the My Accounts Page,	You will need to extract **calendar.txt**	on page **76**

Continued on next page/...

Page, Function and Parameter Guidance (cont'd)

Page, Function, Parameter	Extract	Page
My Repairs Page		
To show **Repairs History** on the My Repairs Page,	you will need to extract **repairs.txt**	on page **27**
To show **Communal Repairs History** on the My Repairs Page,	you will need to extract **repairsc.txt**	on page **29**
To show **Contractors** on the My Repairs Page,	you will need to extract **contr.txt**	on page **54**
To show **Repair Job Type** on the My Repairs Page,	you will need to extract **jobtype.txt**	on page **65**
To show **Repair Priority** on the My Repairs Page,	you will need to extract **priority.txt**	on page **66**
To show **Repair Status** on the My Repairs Page,	you will need to extract **repstatu.txt**	on page **67**
Planned Maintenance Page		
To show **Planned Maintenance** on the My Planned Maintenance Page,	you will need to extract **planned.txt**	on page **30**
My Transfers Page		
To show **Points-Based Applications** on the My Transfers Page,	you will need to extract **applic.txt**	on page **30**
To show **Choice-Based Applications** on the My Transfers Page,	you will need to extract **applic.txt**	on page **33**
To show **Application Area Choices** on the My Transfers Page,	you will need to extract **apparea.txt**	on page **49**
To show **Application Types** on the My Transfers Page,	you will need to extract **apptypes.txt**	on page **39**
To show **Application Bands** on the My Transfers Page,	you will need to extract **appband.txt**	on page **40**
To show **Application Categories** on the My Transfers Page,	you will need to extract **appcat.txt**	on page **41**
To show **Application Qualifications** on the My Transfers Page,	you will need to extract **appqual.txt**	on page **42**
To show **Application Status** on the My Transfers Page,	you will need to extract **appstat.txt**	on page **43**
To show **Application Household Type** on the My Transfers Page,	you will need to extract **hhtypes.txt**	on page **57**
My Contacts Page		
To show **Housing Office and/or Housing Officer** on the My Contacts Page,	you will need to extract **contacts.txt**	on page **50**
To show **Multiple Contacts for Property Areas** on the My Contacts Page,	you will need to extract **proparea.txt**	on page **14**
To show **Contacts Hierarchy** on the My Contacts Page,	you will need to extract **area.txt**	on page **44**
To show **Enhanced Management Area Descriptions** on the My Contacts Page,	you will need to extract **areatype.txt**	on page **48**

Property

Output Name: property.txt

All properties excluding those that have been demolished.

This table is mandatory. The base SeeMyData system will not function without this table.

Table: Properties			
Field	Element	Type	Description
1	**Unique Reference**	**Char**	**A unique reference for this property.**
2	Block Reference	Char	A link between a property and an associated block. The reference entered into this field should match a pre existing property record with the value used here being used as the Reference on the other record. This field is optional and only needed if blocks are stored as individual records within your property file.
3	**Status**	**Choice** **RENT** **LEASE**	**Must be set to one of:** **RENT** **LEASE** **This setting is used to determine whether the property is leased or rented so that appropriate text can be displayed on screen. For example, we might display "rent account" to a resident who is renting but a leaseholder will need a different display.**
4	House Number	Integer	A numeric value representing a property number. For example, in "10 Downing Street" this would be the "10" part of the text. This field is used solely for the purpose of sorting addresses.
5	Suffix	Char	Any suffix, typically used for designation of flats. For example, in "221b Baker Street" the "b" part of the text is the suffix. This field is used solely for the purpose of sorting addresses.

Table: Properties			
Field	Element	Type	Description
6	**Address Line 1**	**Char**	**Free format text for the first line of address. This should include the house number and any suffix as this field is used for display and printing.**
7	Address Line 2	Char	Free format text for the second line of address.
8	Address Line 3	Char	Free format text for the third line of address.
9	Address Line 4	Char	Free format text for the fourth line of address.
10	Address Line 5	Char	Free format text for the fifth line of address.
11	**Postcode**	**Char**	**Free format text for the postcode.**
12	Estate Reference	Char	An optional reference to the Estate that the property belongs to.
13	Ward Reference	Char	An optional reference to the Ward that the property belongs to.
14	UPRN	Char	An optional Unique Property Reference Number.
15	**Property Class**	**Choice** **F** **H** **G**	**Used for organising information for display (such as ensuring garage accounts do not display text relating to rent accounts). Must be one of the following values:** **F(lat)** **H(ouse)** **G(arage)**
16	User Defined Code	Char	An optional free format field for any information. Often used by organisations to hold a reference to a previous housing system for cross referencing data.
17	Property Type	Char	Typically used to determine type of property. Definitions are held in the “Property Types” table. Examples would be “House”, “Flat”, “Maisonette”, “Bedsit” etc.
18	Dwelling Type	Char	An optional field to allow further breakdown of properties typically used to display information such as “End of Terrace”, “Mid Terrace” etc.
19	Single Beds	Integer	Number of single bedrooms

Table: Properties			
Field	Element	Type	Description
20	Double Beds	Integer	Number of double bedrooms
21	Total Beds	Integer	Total number of bedrooms. This field is useful as some systems store only a total rather than the number of single and double bedrooms.

Property Areas

Output Name: proparea.txt

All properties excluding those that have been demolished.

This optional table is used to link contact details between properties and areas where multiple contact information is in use.

Table: Property Areas			
Field	Element	Type	Description
1	**Unique Reference**	**Char**	**A unique reference for this property.**
2	Common Area Code	Char	The management area code for the housing officer that manages this property. SeeMyData has the ability to display different contact information depending on the context of the page content. For example, you may display contact details specific to an arrears officer within the Account Balance Summary on the welcome page. If you leave any of the following area codes blank then SeeMyData will display contact information associated with the common area code.
3	Repairs Area Code	Char	The management area code for the repairs officer that manages this property.
4	Transfers Area Code	Char	The management area code for the allocations officer that manages this property.
5	Rents Area Code	Char	The management area code for the rents officer that manages this property.
6	Property Attributes Area Code	Char	The management area code for the officer that manages the attributes of this property.
7	Planned Repairs Area Code	Char	The management area code for the planned repairs officer that manages this property.
8	Arrears Area Code	Char	The management area code for the arrears recovery officer that manages this property.

Table: Property Areas			
Field	Element	Type	Description
9	Appointments Area Code	Char	The management area code for the appointments or visiting officer that manages this property. This is usually only used when an organisation has a dedicated visiting section.
10	Homeless Area Code	Char	The management area code for the Homeless Officer that manages this property. Most of our clients do not deal directly with Homeless persons and therefore leave this field blank.
11	Service Charges Area Code	Char	The management area code for the person or section that deals with service charges. This is usually only used when an organisation has a dedicated section for service charges.
12	Complaints Area Code	Char	The management area code for the person or section that deals with complaints. This is usually only used when an organisation has a dedicated section for complaints.

Note that all Area Code fields must link to a leaf level area code of the "Area" table. Further details on creating area structures can be found on page 45.

Property Details

Output Name: propdtl.txt

This optional table extends the property information. It is used as the basis of the "My Property" page.

Table: Property Details			
Field	Element	Type	Description
1	**Unique Reference**	**Char**	**A unique reference for this property.**
2	Year Built	Integer	The year that the property was constructed.
3	Living Rooms	Integer	The number of living rooms within the property.
4	Suitable for Disabled	Yes / No	Is the property suitable for a person with disabilities?
5	Adapted for Disabled	Yes / No	Have any adaptations been made to the property that are designed specifically for use by a person with disabilities?
6	Suitable for Pets	Yes / No	Is the property suitable for keeping pets?
7	Resident Warden	Yes /No	Is there a resident warden who looks after this property.
8	Internal Garage	Yes / No	Does the property have an internal garage?
9	External Attached Garage	Yes / No	Does the property have a garage attached (whether physically or not). If this property has a garage that is let with the property such as a high rise flat with a garage in a block nearby then the answer would be Yes. If the dwelling is in a block and there is an option to let a garage but it is not part of the dwelling charges then the answer should be No.
10	Heating Type Code	Char	A code that identifies the type of heating within the dwelling.
11	Dwelling Type Code	Char	A code that identifies the type of dwelling. This is an extension of the Property Type code held against the Property file. The purpose of these two fields is so that you could set the Property Type to something like "Bungalow" whereas the Dwelling Type code could be more descriptive such as "2 Bed Bungalow".

Table: Property Details			
Field	Element	Type	Description
12	Occupancy Level	Integer	The maximum number of people who may live in the property.
13	Sheltered	Yea / No	Is the accommodation part of a sheltered scheme.

Accounts

This table holds details of all accounts within the system for both tenants and leaseholders.

Output Name: allaccs.txt

If it is not easy to output information for both tenants and leaseholders into one table then we can accept two output files named as follows.

Output Name1: rntaccs.txt
Output Name2: lshaccs.txt

Table: Accounts			
Field	Element	Type	Description
1	**Person Reference**	**Char**	**A reference to a resident. This field links to the "Unique Reference" field within the "Persons" table.**
2	Property Reference	Char	A reference to a property. This field links to the "Unique Reference" field within the "Properties" table. Ideally, we would like the property reference for this account to be supplied with the accounts data. If this is difficult to achieve then you may alternatively leave this field blank and supply us with the "Rent Property" cross reference file detailed at page 78.
2	**Account Reference**	**Char**	**A reference to an account whether that account is for a tenant or a leaseholder.**
3	**Sub Account Number**	**Integer**	**If sub accounts are in use then this will be a zero to represent a main account and a non zero value to represent the sub account. This field links to the "Sub Accounts" table.** **If your organisation does not use sub accounts then you should set this field to be a 0 (zero) value. Please do not leave this field blank.**

Table: Accounts			
Field	Element	Type	Description
4	Alternative Account Ref	Char	This optional field may be used where sub accounts are held as separate accounts to the main account rather than having the same main account number.
5	Start Date	Date	The account commencement date.
6	Calendar Group	Char	The code that identifies the calendar group. Calendar groups are defined within the table “Calendar Periods". Calendar groups identify charging periods and typically identify year and period numbers for raising debits.
7	Account Type	Char	Typically used to hold a tenure type code. This field links to the “Tenure Types” table.
8	Balance	Currency	The current balance on this account. If your housing system keeps a separate balance file then you may output balance information to the file “Rent Balances” instead and leave this field blank.
9	Balance Date	Date	The date that this balance applies to or blank if balance information is stored within the “Rent Balances” file.
10	Gross Charge	Currency	The gross rent charge **for this account. If this value is not easily output** then you may wish to output the information for the “Account Charges” table as this will allow us to calculate the Gross Charge for you.
11	Housing Benefit	Currency	The amount of Housing Benefit that is paid onto this account. This value should be the total amount of Housing Benefit paid into the account and not the amount paid per resident. This value is deducted from the net rent to arrive at a net charge value if one is not supplied in the next field.
12	Net Charge	Currency	The Net Charge is calculated as being the amount of the Gross Charge less any amount of Housing Benefit paid onto the account.

Persons

This file holds details of the people who are associated with the accounts. Where both tenant and leaseholder data is stored in a single file then information should be output as follows.

Output Name: persons.txt

On the other hand, if you need to output tenant and leaseholder details separately then the following file names should be used.

Output Name1: rntpers.txt
Output Name2: lshpers.txt

Table: Persons

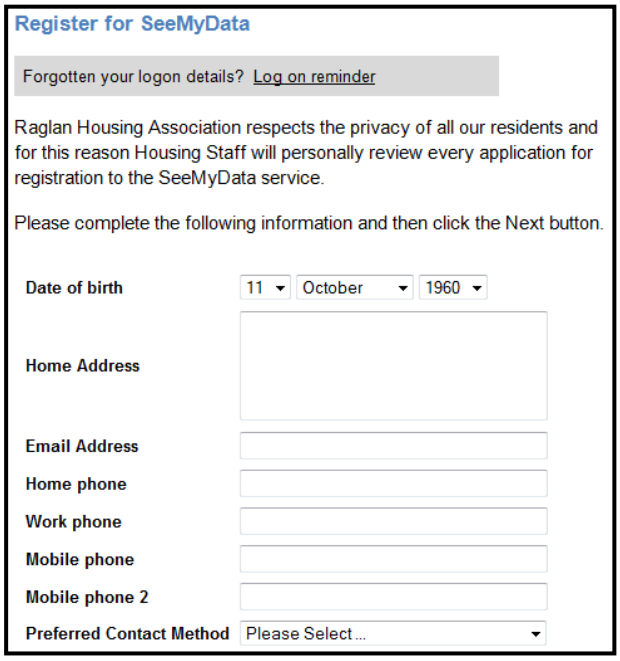
Field	Element	Type	Description
1	**Unique Reference**	**Char**	**A unique reference for this person record used specifically for the purpose of linking the various tables of information. This links the Person record to other tables of information. For example, the "Account Reference" field within the "Accounts" table.**
2	Unique ID	Char	This field is used as a means of providing a unique reference to a person. This field differs to the Person Reference described at field 1 as this field is intended to hold a value that is known by the resident and can be provided at the point of registration as an extra security check. Many organisations will use this field to store a payment reference such as an AllPay number.
3	Title	Char	The person title, typically Mr, Mrs, Ms etc.
4	Initials	Char	The person's initials. We can calculate this if preferred by taking the first character of each word.
5	Forename	Char	The forenames for this person.
6	**Surname**	**Char**	**The surname for this person.**
7	Date of Birth	Date	Date the person was born.

Table: Persons			
Field	Element	Type	Description
8	Gender	Choice M F Y 1 N 0	This should be a value of either M or F representing Male or Female respectively. We can also accept a value of Yes or 1 (indicating Male) or No or 0 (indicating Female).
9	Date of Death	Date	Used as a safety net to try to ensure that any resident who is deceased is not included on display screens or rent statements.
10	Marital Status	Char	A code identifying the residents' marital status. This information must link to a valid entry within the Marital Status file.
11	Ethnicity	Char	A code identifying the residents' ethnicity. This information must link to a valid entry within the Ethnicity file.
12	Main Language - Spoken	Char	A code identifying the residents' main language for speaking. This information must link to a valid entry within the "Languages" file.
13	Main Language - Read	Char	A code identifying the residents' main language for reading. This information must link to a valid entry within the "Languages" file.
14	Religion	Char	A code identifying the residents' religion. This information must link to a valid entry within the "Religions" file.
15	Sexual Orientation	Char	A code identifying the residents' sexual orientation. This information must link to a valid entry within the "Sexual Orientation" file.
16	Preferred Communication	Char	A code identifying the residents' preferred method of communication, typically something like Post, Home Phone, Email etc. This information must link to a valid entry within the "Method of Communication" file.
17	Home Telephone	Char	The home telephone number.
18	Work Telephone	Char	A work telephone number.
19	Mobile Telephone	Char	Mobile telephone number.

Table: Persons			
Field	Element	Type	Description
20	Mobile Telephone 2	Char	A second mobile telephone number.
21	NI Number	Char	The persons National Insurance Number.

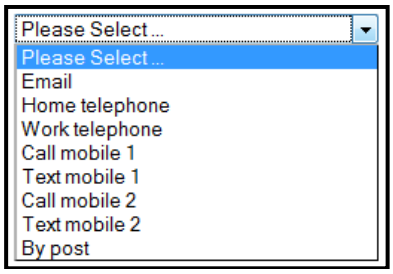
The person details are utilised at various stages of the SeeMyData system but are key to the registration process. These details are used by Housing Staff to authenticate the request for access to SeeMyData. The details can also be used as a check against the information stored within the Customers Housing Management System to ensure that they are up to date.

The image below shows the default configuration of personal information requested to register for access to the system.



The information is also used to drive the My Information page that is displayed to residents. This page typically replicates the information shown above and allows for a resident to supply updated information in the event that any part of the information is out of date.

The preferred method of contact defaults to a drop down list comprising an initial entry titled “Please Select…”. The remaining items will be a list that matches the items of information being requested by the resident.



Typical examples of the methods of contact are shown above. If your organisation does not already hold this information then it may be collected by SeeMyData and passed through to your organisation for storage.

Transactions

This table holds details of all transactions within the system for both tenants and leaseholders.

Output Name: trans.txt

If it is not easy to output information for both tenants and leaseholders into one table then we can accept two output files named as follows.

Output Name1: rnttrans.txt
Output Name2: lshtrans.txt

Table: Transactions			
Field	Element	Type	Description
1	**Account Reference**	**Char**	**A reference to an account whether that account is for a tenant or a leaseholder.**
2	**Sub Account Reference**	**Integer**	**Either a zero value to indicate a main account or alternatively a non zero value associated with a sub account number.**
3	Calendar Group	Char	The code that identifies the calendar group. Calendar groups are defined within the table "Calendar Periods". Calendar groups identify charging periods and typically identify year and period numbers for raising debits.
4	Financial Year	Integer	The Financial Year that this transaction relates to.
5	Financial Period	Integer	The Financial period that this transaction relates to.
6	Sequence	Integer	An optional value indicating the sequence that this transaction was generated in. May be left blank if not available.
7	Posting Date	Date	The date the transaction was added to the account.
8	**Transaction Type**	**Char**	**The type of transaction. This links to the "Transaction Types" table.**
9	**Transaction Amount**	**Currency**	**The value of this transaction.**

Table: Transactions			
Field	Element	Type	Description
10	Account Type	Char	An optional field that can hold an account type indicator. This is used by organisations who do not have sub accounts built in but have some other form of identifier to indicate a non “main” type of account. Typical values would be “COURT”, “RECHARGE” or “INSURE”.
11	Comment	Char	Free format text that allows further details of the reason for the transaction to be recorded.

Gas Safety

This table holds details of gas inspections. Information may be stored so that historical data is displayed or alternatively future service dates may be stored. Clients decide the text that is associated with this date so it is possible to store any date within this table in a single field.

Gas Safety details may also optionally be stored against a property or a tenancy depending on the manner in which this information is stored on your housing system.

Output Name: gascheck.txt

Table: Gas Safety			
Field	Element	Type	Description
1	**Property Reference**	**Char**	**The reference number for the property. This links to the "Unique Reference Number" within the "Persons" table.**
2	**Account Reference**	**Char**	**The reference number for this account.**
3	**Gas Safety Check Date**	**Date**	**The date associated with the gas safety check, which can be either the date of the last safety check or the date when the next safety check is due.**

Repairs

This table holds details of all repairs raised within the system for both tenants and leaseholders. Information on current and completed repairs should be included.

Output Name: repairs.txt

Some organisations prefer to exclude repairs that have been cancelled and we sometimes find that organisations do not include repairs that have not yet been passed to a contractor.

If it is not easy to output information for both tenants and leaseholders into one table then we can accept two output files named as follows.

Output Name1: repairs.txt
Output Name2: replease.txt

Table: Repairs History			
Field	Element	Type	Description
1	**Repair Job Reference**	**Char**	**This must be the unique reference allocated to the repair.**
2	**Property Reference**	**Char**	**A reference to a property. This field links to the "Unique Reference" field within the "Properties" table.**
3	Job Details	Text	Free format text. This is intended to be a short description of the type of repair.
4	Create Date	Date	The date the repair was reported.
5	Priority	Char	The priority that has been assigned to this repair. For example, Emergency, 20 days etc. Links to the parameter table "Repair Priority".
6	Target Date	Date	The date that the repair is due to be completed by.
7	Completion Date	Date	The date the repair was completed.
8	**Job Status**	**Char**	**The current status of the repair. This is typically something like "Issued", "Completed" etc.** Links to the parameter table "Repair Status".

Table: Repairs History			
Field	Element	Type	Description
9	**Issue Date**	**Date**	**The date that the repair was passed to the contractor.**
10	Job Type	Char	An optional field that can hold an additional Work Type indicator such as the trade. Most organisations leave this blank. Links to the parameter table "Job Type".
11	Status Date	Date	The date that the repair information was last updated.
12	Status Person	Char	The name of the person who last updated the repair record.
13	Comments	Text	Free format text field that can hold any comments or user input field if you have this and would like to display this information.
14	Appointment Date	Date	Now obsolete - Use appointments file instead.
15	Recharge	Yes / No	An indicator to show whether this repair will be recharged to the resident.
16	Abandoned	Yes / No	An indicator to show if the repair was abandoned.
17	Contractor ID	Char	The Code for the Contractor who will be carrying out this repair. Links to the Unique Contractor Code field within the Contractors file.
18	Appointment Slot	Char	Now obsolete - Use appointments file instead.
19	Survey Done	Yes / No	Now obsolete - New graphical survey collects information independently.

Repairs (Communal)

If your communal repairs are stored separately to your dwelling repairs then you can use this table to output the information to us.

Output Name: repairsc.txt

Table: Repairs (Communal)			
Field	Element	Type	Description
1	**Repair Job Number**	Char	Unique Job Reference Number
2	**Block Reference**	Char	Property Block reference
3	Property Reference	Char	Property Reference
4	job_details	Text	Repair Job Details
5	create_date	Date	Creation Date
6	priority_code	Char	Repair Priority Code
7	target_date	Date	Repair Target Date
8	date_finished	Date	Date Repair Finished
9	job_status	Char	Repair status
10	issue_date	Date	Repair Issue Date
11	job_type	Char	Repair Job Type
12	job_status_date	Date	Repair Job Status Date
13	job_status_person	Char	?????
14	job_status_comm	Char	?????
15	appoint_date	Date	Appointment Date
16	Rechargable	Yes / No	Is the repair rechargeable?
17	abandoned	Yes / No	Repair abandoned?
18	contractor_id	Char	Contractor Identity
19	appoint_slot	Char	Appointment Slot
20	survey_done	Yes / No	Survey Complete

Planned Maintenance

This table holds details of all Planned Works within the system for both tenants and leaseholders.

Output Name: planned.txt

Table: Planned			
Field	Element	Type	Description
1	Property Reference	Char	The associated property that the account is linked to.
2	Code	Char	A code identifying the Planned Works. This field can be left blank if a Description is provided
3	Description	Char	A description identifying the Planned Works. This field can be left blank if a Code is provided.
4	Target Date	Date	The date that the Planned Work is due to be completed by.

Applications (Points Based)

This table holds details of all applications for housing and should be used where an organisation uses a Points based approach to rehousing.

Output Name: applic.txt

Table: Applications			
Field	Element	Type	Description
1	**Application Number**	**Char**	**A reference to an application.**
2	Date of Application	Date	The date that the application was made.
3	Current Property Reference	Char	Holds the property reference that the person presently resides at. This links to the "Uniqu Reference" field within the Properties table.
4	Application Type Code	Char	An optional field that may hold a code that links to a description of the type of application if wished. This field links to the "Unique Code" field within the "Application Types" table.
5	Single Beds Required	Number	An integer value representing the number of single bedrooms required by the applicant. Note that this is the number required and not the number of bedrooms that the applicant has presently. SeeMyData will then display "Total Single Bedrooms Required" together with the number contained in this field.
6	Double Beds Required	Number	An integer value representing the number of double bedrooms required by the applicant. Note that this is the number required and not the number of bedrooms that the applicant has presently. SeeMyData will then display "Total Double Bedrooms Required" together with the number contained in this field.
7	Beds Required	Number	If your Housing Management System does not break down bedroom requirements into single and double rooms then you may use this field to store the number of bedrooms required. SeeMyData will then display "Total Bedrooms Required" together with the number contained in this field.

Table: Applications			
Field	Element	Type	Description
8	Total Points	Number	The total number of points that have been allocated to this application.
9	Reinstatement Date	Date	This field may be used to hold the date that an application was reinstated. This is an optional field and may be left blank.
10	Application Status	Char	An optional description of the status of the application. This field may be left blank if not used.
11	Status Date	Date	The date that the Application Status became effective. If the Application Status is blank then this field will also be blank even if a date is entered here.

Applications (Choice Based)

The following table contains details of applications and should be used where an organisation uses a choice based approach to rehousing.

Output Name: apps_cbl.txt

Table: Contractors			
Field	Element	Type	Description
1	Application Reference	Char	Application Reference
2	Person (Applicant) Reference	Char	The Reference of the person making the application for rehousing.
3	Current Property Reference	Char	The property reference for the address where the applicant currently resides.
4	Application Date	Date	The date that the application was made.
5	Application Type	Char	The type of Application. Links to the Application Type parameter file.
6	Household Type	Char	The type of household. Links to the Household Type parameter table.
7	Band	Char	The Category that this application falls into. Links to the Application Categories parameter table. Leave blank if bands are not used.
8	Band Date	Date	The date that the Band was applied to this application.
9	Category	Char	The Category that this application falls into. Links to the Application Categories parameter table. Leave blank if categories are not used.
10	Category Date	Date	The date that the Category was applied to this application.
11	Qualification	Char	The Qualification for rehousing. Links to the Application Qualifications parameter table.
12	Preferred Property Type	Char	The type of property that the applicant prefers to move to. Links to the Application Preferred Property Types parameter table
13	Single Beds Required	Integer	The number of single bedrooms required
14	Double Beds Required	Integer	The number of double bedrooms required
15	Beds Required	Integer	The total number of bedrooms required.

16	Status	Char	The status of the application. This links to the Application Status parameter file.
17	Status Date	Date	The date that the current application status was applied.
18	Area Choices/Preferences	Text	The areas of preference for this application. This is a free format text field that can be populated with a string of information such as "North East, North West". If your Housing System contains a separate file of area preferences then please refer to the table definition for "Application Areas".
19	Associated Person Number	Char	The Person Number that identifies a partner of the person making the application.

Appointments

This table holds details of all active appointments within the system for both tenants and leaseholders.

Output Name: appoint.txt

Table: Transactions			
Field	Element	Type	Description
1	Job Reference	Char	A reference to a repair job. This field links to the “Unique Reference” field within the “Repairs” table. If this appointment does not relate to a repair then this field should be left blank.
2	Property Reference	Char	A reference to a property. This field links to the “Unique Reference” field within the “Properties” table. If this field is completed then the appointment will be displayed to all residents within this property.
3	Appointment Type Code	Char	This links to the "Unique Reference" within the "Appointment Types" parameter file. This field is typically used to display "Pre Inspection", "Post Inspection" type of information. Alternatively, it can display more generic descriptions such as "Home Visit" or "Office Appointment".
4	Repair Trade Code	Char	An optional trade type indicator used for repair appointments. This could be used to signify that the person calling will be a plumber, electrician etc.
5	Comment	Text	Free format text that can be used as the basis of displaying the reason for an appointment when the fields described previouly do not meet requirements.
6	Appointment Date	Date	The date of the appointment.

Table: Transactions			
Field	Element	Type	Description
7	Appointment Time	Time	The time of the appointment.
8	**Appointment Slot**	**Char**	**A time slot such as "8am to 1pm".**

Person Disabilities

The actual disabilities associated with a person are contained within this table.

The table that holds the descriptions of disabilities that can be associated with a person is named "Disability" and can be found on page 56.

Output Name: perdis.txt

Table: Person Disabilities			
Field	Element	Type	Description
1	**Person Reference**	**Char**	**The reference number for the person. This link to the "Unique Person Reference Number" within the "Persons" table.**
2	**Disability Type Code**	**Char**	**The Disability Code that identifies a type of disability for this person.**

Information on disabilities is stored separately to the persons table in order that multiple disabilities may be associated with a person.

For example, if we have a resident with a Person Reference of 12345 and that resident is both a wheelchair user and hearing impaired then two records would be added to this table, one representing the Hearing Impaired disability type and a second representing the Wheelchair User disability type.

Note that the combination of Person Reference and Disability Type Code form a unique index. This means that a person should not have the same disability listed twice. If an occurrence of duplicated data is found then the second and subsequent occurrences are discarded during the data load process.

PARAMETERS AND CROSS REFERENCES

The following tables contain the descriptions for parameters within the core SeeMyData tables and cross reference files to facilitate the joining of information between tables. The majority of these files contain a simple structure containing typically two fields. The first field tends to be a code that is used to uniquely identify the parameter value. The second field then holds the description that is associated with that code.

SeeMyData has been designed in such a way as to allow Housing Organisations the ability to over ride the descriptions that have been set within their parameter tables. This makes it possible to maintain all table data within your Housing organisation as it exists whilst providing an alternative description that is display to residents through SeeMyData.

Perhaps the best example to help explain this is that of Transactions Types. Most organisations we work with will have a transaction type of "RENT" or "DEBIT" or something similar that represents a debit charge on your Housing Management system. Within your Housing Management System this will often appear as a simple description perhaps of "Rent" or quite often it is displayed as "Debit".

In order to display a more meaningful description to your residents it is possible to provide alternative descriptions to those held within your Housing Management System.

Application Types

The following table contains details of application types.

Output Name: apptypes.txt

Table: Contractors			
Field	Element	Type	Description
1	**Unique Code**	**Char**	**A unique code that identifies an Application Type.**
2	**Description**	**Char**	**The description that is associated with the above Unique Code.**

Application Bands

The following table contains details of application bands.

Output Name: appband.txt

Table: Application Band			
Field	Element	Type	Description
1	**Unique Code**	**Char**	**A unique code that identifies an Application Band.**
2	**Description**	**Char**	**The description that is associated with the above Unique Code.**

Application Categories

The following table contains details of application Categories.

Output Name: appcat.txt

Table: Application Categories			
Field	Element	Type	Description
1	**Unique Code**	**Char**	**A unique code that identifies an Application Category.**
2	**Description**	**Char**	**The description that is associated with the above Unique Code.**

Application Qualifications

The following table contains details of application qualificatins.

Output Name: appqual.txt

Table: Application Qualifications			
Field	Element	Type	Description
1	**Unique Code**	**Char**	**A unique code that identifies an Application Qualification.**
2	**Description**	**Char**	**The description that is associated with the above Unique Code.**

Application Status

The following table contains details of application Status.

Output Name: appstat.txt

Table: Application Status			
Field	Element	Type	Description
1	**Unique Code**	**Char**	**A unique code that identifies an Application Status.**
2	**Description**	**Char**	**The description that is associated with the above Unique Code.**

Area

The following table contains details of management areas and allows a hierarchy to be created. Areas link to the "Area Code" on the "Property" table.

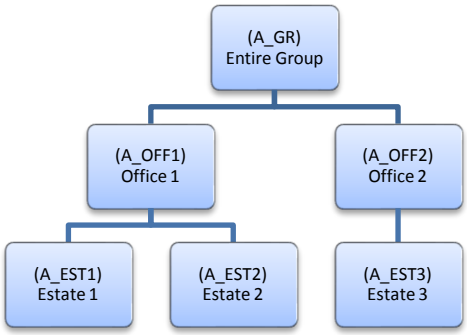
Areas are typically used as a method of linking different management structures for different purposes. For example, you may wish to display different contact details for repairs information to that displayed for rents or arrears.

An example of how to create the area table follows the table definition.

Output Name: area.txt

Table: Contractors			
Field	Element	Type	Description
1	**Unique Area Code**	**Char**	**A unique code that identifies a management area.**
2	**Parent Code**	**Char**	**The Unique Area Code of the management area that this area is a child of. If this area represents a top level of the area tree structure then this field should be left blank.**
3	Area Description	Char	A description of the management area.
4	Area Type	Char	The type of management area. Links to the "Unique Type Code" field within the "Area Types" table.
5	Module Code	Integer	The module number that this area relates to. 1 - Common 2 - Repairs 3 - Planned Repairs 4 - Voids and Letting 5 - Rents 8 - Arrears These are the codes commonly used. Other management are module codes are available please ask for further details.
6	Leaf Level	Yes / No	If this area is the bottom level of the structure then this should be set to Yes. Otherwise, set to No.

Below is an example of a basic management area structure. This example assumes that a group organisation comprises two regional offices and that the first regional office contains two estates and the second regional office contains a single estate.



The data that would be entered into the area table to replicate the above structure would look like the following table.

Area Code	Parent Code	Description	Type	Module	Leaf
A_GR		Entire Group	GR	1	No
A_OFF1	A_GR	Office 1	OFF	1	No
A_OFF2	A_GR	Office 2	OFF	1	No
A_EST1	A_OFF1	Estate 1	EST	1	Yes
A_EST2	A_OFF1	Estate 2	EST	1	Yes
A_EST3	A_OFF2	Estate 3	EST	1	Yes

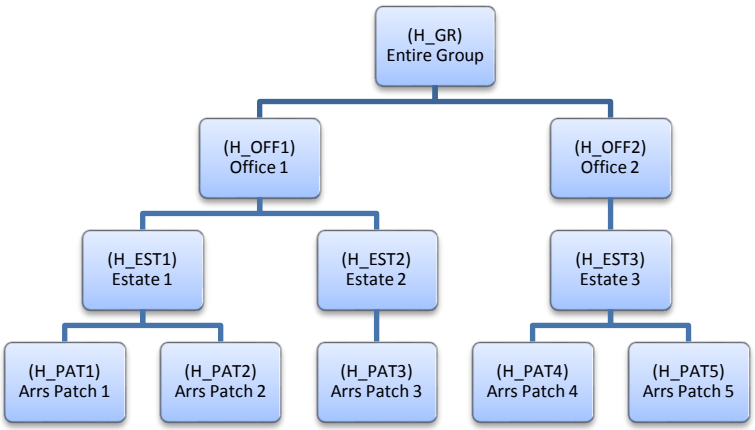
Note that the Type displayed above links to the "Area Types" table and is simply a code that defines your preferred description of the type of area. In the example above we would expect a Type of GR to have a matching description of "Entire Group" within the "Area Types" table and the "OFF" type to have a matching entry of "Office" or perhaps "Regional Office" or something similar.

Here we have used a module code of 1. Module 1 is referred to as the "common" module. The "common" module is used as a fall back when information on another specific module cannot be found. For example, if you did not define specific areas for the "arrears" module (module 8) then we would use the links within the common module instead. By allowing different area structures to be defined at a module level it becomes possible to display different outcomes based on specific functions.

The most common use of the area structures is to display Housing Staff contact information to residents. If it is the case that your organisation has one member of staff who manages all aspects of a residents tenancy then you will only need to define the area structure for the

"common" module. However, many organisations split functions into dedicated groups. In that case you will need a different area structure to cover each officers functions.

The following example shows how you can create a separate structure that applies to the arrears areas. In this example the estates are broken down into further areas based on arrears patches.



Now our area table would look as follows.

Area Code	Parent Code	Description	Type	Module	Leaf
A_GR		Entire Group	GR	1	No
A_OFF1	A_GR	Office 1	OFF	1	No
A_OFF2	A_GR	Office 2	OFF	1	No
A_EST1	A_OFF1	Estate 1	EST	1	Yes
A_EST2	A_OFF1	Estate 2	EST	1	Yes
A_EST3	A_OFF2	Estate 3	EST	1	Yes
H_GR		Entire Group	GR	8	No
H_OFF1	H_GR	Office 1	OFF	8	No
H_OFF2	H_GR	Office 2	OFF	8	No
H_EST1	H_OFF1	Estate 1	EST	8	No
H_EST2	H_OFF1	Estate 2	EST	8	No
H_EST3	H_OFF2	Estate 3	EST	8	No
H_PAT1	H_EST1	Patch 1	PAT	8	Yes
H_PAT2	H_EST1	Patch 2	PAT	8	Yes
H_PAT3	H_EST2	Patch 3	PAT	8	Yes
H_PAT4	H_EST3	Patch 4	PAT	8	Yes
H_PAT5	H_EST3	Patch 5	PAT	8	Yes

Now when you come to create Housing Officer Contact Details it is possible to display contact information on the "My Property" page linked to an area code of "A_EST1" whereas when displaying arrears officer contact details you could link to "H_PAT1" instead thus allowing different contact information to be displayed.

Area Types

Allows the management areas defined within the table "Area" to be assigned a more meaningful type description. This is useful to group the different types of management area into their respective functions such as "Office" or "Estate" etc.

Output Name: areatype.txt

Table: Marital Status			
Field	Element	Type	Description
1	**Unique Area Type Code**	**Char**	**This field links to the "Type Code" field within the "Area" table.**
2	**Description**	**Char**	**The description that is associated with the Unique Code described at field 1. Some examples might be:** **Group, Estate, Office, Patch etc**

Area Choices

The following table contains details of the preferred areas of choice for an application.

This table is expected to contain one record per application per area of choice. In other words if an applicant wishes to be considered for housing and expresses preferences for a dwelling in the "North West" area or the "North East" area then we would expect to receive two records for this applicant within this file.

The combination of "Application Reference" and "Area of Choice Code" must form a unique index.

Output Name: apparea.txt

Table: Application Categories			
Field	Element	Type	Description
1	**Application Reference**	**Char**	**The reference number for this application. Links back to the Unique Reference for the application.**
2	**Area of Choice Code**	**Char**	**Area Code that identifies one area of choice for this application. There must be a matching entry within the Module 4 level of the Area table.**

Contact Details

The following table contains details of Housing Officer details and/or Housing Office details. The table is designed such that you may also add details of offices if wished or departments. For example, you may want to simply list a single contact for all your residents or you can break down the contact details to an individual officer if preferred.

Where possible this information should be supplied on a regular basis as part of the standard data extract. However, we recognise that some organisations do not hold this level of detail within their Housing Management system. For this reason we have designed this file with extra descriptive fields that allow organisations to manually update these details and pass the file to us on an ad-hoc basis.

Output Name: contacts.txt

Table: Contacts			
Field	Element	Type	Description
1	Scheme Code	Char	The Scheme Code that this contact is associated with.
2	Scheme Description	Char	The description that is associated with the above Scheme. This field is only used where this .
3	Patch Code	Char	The Patch code that this contact is associated with.
4	Patch Description	Char	The description that is associated with the above Patch.
5	Area Code	Char	The Area Code that this contact is associated with.
6	Area Description	Char	The description that is associated with the above Area.
7	Officer Name	Char	Housing Officer name.
8	Officer Telephone Number	Numeric	The telephone number associated with this Housing Officer.
9	Officer Mobile Number	Numeric	The mobile telephone number associated with this Housing Officer.
10	Officer Email	Char	The email address associated with this Housing Officer.

11	Office Name	Char	The name of the office that is associated with this contact.
12	Office Address1	Char	First line of the office address.
13	Office Address2	Char	Second line of the office address.
14	Office Address3	Char	Third line of the office address.
15	Office Address4	Char	Fourth line of the office address.
16	Office Address5	Char	Fifth line of the office address.
17	Office Postcode	Char	Office Postcode
18	Office Telephone Number	Numeric	The telephone number associated with the office.
19	Office Mobile Number	Numeric	If your organisation has a mobile number that is assigned to the office for general use then enter it here.
20	Office Emails	Char	The email address associated with the Housing Office. This is normally a general purpose email address typically monitored by the office as a whole or a group of individuals.
21	Office Open Hours	Text	A free format text field that allows for opening hours to be displayed. Typically used to display text such as: Our office opening hours are: Monday 9am to 5pm Tuesday 9am to 5pm Wednesday Noon to 8pm Thursday 9am to 5pm Friday 8am to 3pm
22	Repairs Telephone Number	Char	The dedicated repairs help line number.
23	Repairs Emergency Telephone Number	Char	A dedicated emergency repairs help line number for organisations that use a different telephone number to their general repair line.
24	Out of Hours Repair Telephone Number	Char	An out of hours repairs telephone number for organisations that use a separate number for residents to report repairs out of normal working hours.
25	Repairs Mobile Number	Char	The dedicated repairs mobile number. Typically used if your organisations allows residents to report repairs by text message.

26	Repairs Opening Hours	Text	A free format text field that allows for opening hours of the repairs help line to be displayed. Typically used to display text such as: You can report repairs to us: Monday 9am to 5pm Tuesday 9am to 5pm Wednesday Noon to 8pm Thursday 9am to 5pm Friday 8am to 3pm Outside of these hours please use the Out of Hours telephone line 01234 5678902.

Contractors

Most Housing Organisations prefer to display only the contractor name to their residents. If wished, you may add any of the optional elements below and choose to include these extra pieces of information in the display of contractor information. For example, if you include the contractor address within this file then the address may be displayed on screen at the repair detail level.

This table should include every contractor used by your Housing System, even if that contractor is no longer used by you. This is because SeeMyData will display historical information to your residents and some older contractor details may be missing otherwise.

Output Name: contr.txt

Table: Contractors			
Field	Element	Type	Description
1	**Unique Contractor Code**	**Char**	**This field links to the "Marital Status" field within the "People" table.**
2	**Contractor Name**	**Char**	**The contractor name that is associated with the Unique Code described at field 1.**
3	Address Line 1	Char	First line of the contractors address.
4	Address Line 2	Char	Second line of the contractors address.
5	Address Line 3	Char	Third line of the contractors address.
6	Address Line 4	Char	Fourth line of the contractors address.
7	Address Line 5	Char	Fifth line of the contractors address.
8	Postcode	Char	Contractors postcode.
9	Phone Number	Char	The contractors main phone number.
10	Contact Name	Char	An optional field to hold a contact name if one is available.
11	Contact Email	Char	An optional field to hold a contact email address if one is available.

Disability

This table holds the descriptions of disabilities that can be associated with a person. The actual data associated with person disabilities is contained within the table "Person Disabilities". It should be noted that it is possible to associate multiple disabilities with each person.

Output Name: disabil.txt

Table: Disability			
Field	Element	Type	Description
1	**Unique Disability Code**	**Char**	**This field links to the Disability field within the "Person Disabilities" table.**
2	**Description**	**Char**	**The description that is associated with the Unique Code described at field 1. Some examples might be:** **Hearing Impaired, Vision Impaired, Wheelchair User etc**

Ethnicity

Output Name: eth.txt

Table: Ethnicity			
Field	Element	Type	Description
1	**Unique Ethnicity Code**	**Char**	**This field links to the Ethnicity field within the "Person" table.**
2	**Description**	**Char**	**The description that is associated with the Unique Code described at field 1. Some examples that have been used by other customers include:** **White British, White Irish, Black British etc**

Household Types

The following table contains details of Household Types as used by Applications.

Output Name: hhtypes.txt

Table: Application Categories			
Field	Element	Type	Description
1	**Unique Code**	**Char**	**A unique code that identifies a Household Type**
2	**Description**	**Char**	**The description that is associated with the above Unique Code.**

Languages

This file contains the descriptions of the languages that a person either speaks or reads. The file links to two separate fields within the Persons table being "Main Language - Spoken" and "Main Language - Read".

Output Name: lang.txt

Table: Tenure Types			
Field	Element	Type	Description
1	**Unique Language Type Code**	**Char**	**This field links to both the "Language - Spoken" and "Language - Read" field within the "Persons" table.**
2	**Description**	**Char**	**The description that is associated with the Unique Code described at field 1. Some examples that have been used by other customers include:** **"Bengali", English", "French", "Spanish", "Refused", "Not Known" etc.**

Marital Status

Output Name: mastatus.txt

Table: Marital Status			
Field	Element	Type	Description
1	**Unique Marital Status Code**	**Char**	**This field links to the "Marital Status" field within the "People" table**
2	**Description**	**Char**	**The description that is associated with the Unique Code described at field 1. Some examples might be:** **Single, Married, Living with Partner etc.**

Method of Communication

The following table contains details of communication methods.

This information can be displayed on the My Information page.

Typically, this file is intended to hold values such as Letter, Phone, Mobile etc. It is intended to provide the preferred method by which the resident would like to be contacted.

Output Name: method.txt

Table: Method of Communication			
Field	Element	Type	Description
1	**Unique Code**	**Char**	**A unique code that identifies a sexual orientation.**
2	**Description**	**Char**	**The description that is associated with the above Unique Code.**

Method of Payment

This file contains the descriptions of the various ways in which a person can pay their account charges. Note that these descriptions are intended to show the way that a person intends to make their payments. There is a separate parameter table named “Transaction Types” that holds parameter values for descriptions that are displayed for transactions made by a person.

Output Name: paymeth.txt

Table: Usual Method of Payment

Field	Element	Type	Description
1	**Unique Method of Payment Code**	**Char**	**This field links to the "Method of Payment" field within the “Person” table.**
2	**Description**	**Char**	**The description that is associated with the Unique Code described at field 1. Some examples that have been used by other customers include:** **Direct Debit, Standing Order etc.**

Nationality

The following table contains details of Nationality.

Output Name: nation.txt

Table: Application Status			
Field	Element	Type	Description
1	**Unique Code**	**Char**	**A unique code that identifies a Nationality.**
2	**Description**	**Char**	**The description that is associated with the above Unique Code.**

Relationships

The following table contains details of relationships.

This table is intended to hold the relationships between people. Typical examples would include "Husband", "Wife", "Partner", "Son", "Daughter". Other items we have seen organisations create have included "No Relation", "Friend", "Lodger" etc.

This information can be displayed on the My Information page or the Applications Page if your organisations has decided to display other household members.

Output Name: rel.txt

Table: Relationships			
Field	Element	Type	Description
1	**Unique Code**	**Char**	**A unique code that identifies a relationship.**
2	**Description**	**Char**	**The description that is associated with the above Unique Code.**

Religion

The following table contains details of religions.

This information can be displayed on the My Information page or the Applications Page if your organisations has decided to display other household members.

Output Name: religion.txt

Table: Religion			
Field	Element	Type	Description
1	**Unique Code**	**Char**	**A unique code that identifies a religion.**
2	**Description**	**Char**	**The description that is associated with the above Unique Code.**

Repair Job Type

The following table contains details of Repair Job Types. The job type of a repair is an optional value that is typically used to provide additional informtion as to the type of work that is being undertaken. Some organisations have used this field to store trade information.

Output Name: jobtype.txt

Table: Repair Job Type			
Field	Element	Type	Description
1	**Unique Code**	**Char**	**A unique code that identifies a Repair Job Type. This links to the Job Type Code field within the Repairs table.**
2	Description	Char	The description that is associated with the above Unique Code.

Repair Priority

The following table contains details of Repair Priority.

Output Name: priority.txt

Table: Repair Priority			
Field	Element	Type	Description
1	**Unique Code**	**Char**	**A unique code that identifies a Repair Priority. This links to the Priority Code field within the Repairs table.**
2	Description	Char	The description that is associated with the above Unique Code.
3	Days	Integer	The target number of days that this job should be completed within.
4	Hours	Integer	The target number of hours that this job should be completed within.

Repair Status

The following table contains details of Repair Status. The status of a repair is typically a value such as Pending, Sent to Contractor, In Progress, Invoiced, Paid etc. These descriptions can be over-ridden within SeeMyData to display resident friendly descriptions instead if wished.

Output Name: repstatu.txt

Table: Repair Status			
Field	Element	Type	Description
1	**Unique Code**	**Char**	**A unique code that identifies a Repair Status. This links to the Status Code field within the Repairs table.**
2	Description	Char	The description that is associated with the above Unique Code.

Sexual Orientation

The following table contains details of sexual orientation.

This information can be displayed on the My Information page or the Applications Page if your organisations has decided to display other household members.

Output Name: sorient.txt

Table: Sexual Orientation			
Field	Element	Type	Description
1	**Unique Code**	**Char**	**A unique code that identifies a sexual orientation.**
2	**Description**	**Char**	**The description that is associated with the above Unique Code.**

Sub Accounts

The following table contains details of Sub Accounts.

Sub Accounts allow account charges to be split into multiple accounts thus making it possible to display items such as Court Costs as a separate accounts to a main rent account. Sub Accounts typically retain a common account number and then have a code to identify separate accounts. Some common examples of sub accounts would be:

1234560 - Main Rent Account for Account 123456
1234561 - Court Cost Account for Account 123456

In the above example there is an account reference of 123456 and this account contains a main rent account (sub account 0) and a court costs sub account (sub account 1).

If your organisation uses separate accounts but those accounts are linked in some manner then we will need to discuss your exact requirements in order to determine the best methd of displaying your data.

If sub accounts are not used at your organisation then you may leave this table empty.

Output Name: subacc.txt

Table: Sub Accounts			
Field	Element	Type	Description
1	**Unique Code**	**Char**	**A unique code that identifies a sub account.**
2	**Description**	**Char**	**The description that is associated with the above Unique Code.**

Tenure Class

The following table contains details of Tenure Classes.

Output Name: tenclass.txt

Table: Tenure Class			
Field	Element	Type	Description
1	**Unique Code**	**Char**	**A unique code that identifies a Tenure Class.**
2	**Description**	**Char**	**The description that is associated with the above Unique Code.**

Tenure Types

This file contains the descriptions of the type of tenure that a person holds. The information contained in this file will typically be descriptions such as "Assured", "Leaseholder" etc.

Output Name: tenure.txt

Table: Tenure Types			
Field	Element	Type	Description
1	**Unique Tenure Type Code**	**Char**	**This field links to the "Tenure Type Code" field within the "Accounts" table.**
2	**Description**	**Char**	**The description that is associated with the Unique Code described at field 1. Some examples that have been used by other customers include:** **"Assured", "Secure", "Garage", "Lease" etc.**

Transaction Types

This table holds the descriptions and other information relating to transactions.

Only the unique code and description are mandatory fields within the transaction types table. Whether you use fields "Charge Type", "Rent Charge" and "Charge Category" depends on the layout you adopt for your rent statement. Unless you wish us to use some alternative layout SeeMyData will be set up to replicate the style of your rent statement.

In the case of a basic rent statement where transactions are split into two columns based on credit or debit values you do not need to provide any additional information for "Charge Type", "Rent Charge" or "Charge Category" and those fields may be left blank. An example of a basic layout is shown below.

Date	Description	Charges	Receipts	Balance	Status
	Opening Balance			0.00	
06-Sep-09	Rent Charge	99.80		99.80	Arrears
06-Sep-09	Housing Benefit		78.60	21.20	Arrears
13-Sep-09	Rent Charge	99.80		121.00	Arrears
13-Sep-09	Housing Benefit		78.60	42.40	Arrears
15-Sep-09	Cash payment - thank you		75.00	- 32.60	Credit
20-Sep-09	Rent Charge	99.80		67.20	Arrears
20-Sep-09	Housing Benefit		78.60	- 11.40	Credit
27-Sep-09	Rent Charge	99.80		88.40	Arrears
27-Sep-09	Housing Benefit		78.60	9.80	Arrears
				9.80	Arrears

When using the basic layout we will separate the transactions into charges and receipts based on the value of the transaction. If the transaction represents a debit to an account then the amount will appear in the column headed Charges. Alternatively, if the amount represents a credit to an account then it will appear under the column headed receipts. Note that column descriptions may be changed if wished.

It is also possible to split the transactions into columns of associated types of transaction. For example, some organisations prefer to use a display as shown below.

Date	Description	Rent	Benefit	Payments	Adjusts	Balance	Status
	Opening Balance					0.00	
06-Sep-09	Rent Charge	97.64				97.64	Arrears
06-Sep-09	Water & Sewerage	2.16				99.80	Arrears
06-Sep-09	Housing Benefit		78.60			21.20	Arrears
13-Sep-09	Rent Charge	97.64				118.84	Arrears
13-Sep-09	Water & Sewerage	2.16				121.00	Arrears
13-Sep-09	Housing Benefit		78.60			42.40	Arrears
15-Sep-09	Cash payment - thank you			75.00		- 32.60	Credit
20-Sep-09	Rent Charge	97.64				65.04	Arrears
20-Sep-09	Water & Sewerage	2.16				67.20	Arrears
20-Sep-09	Housing Benefit		78.60			- 11.40	Credit
27-Sep-09	Rent Charge	97.64				86.24	Arrears
27-Sep-09	Water & Sewerage	2.16				88.40	Arrears
27-Sep-09	Housing Benefit		78.60			9.80	Arrears
	Closing Balance					9.80	Arrears

In order to split transactions into columns of information when displaying the statements SeeMyData uses up to six categories to group transactions. These are:

A - Adjustments
B - Housing Benefit
C - Service Charges
O - Other Transactions
P - Payments
R - Rent Charges

Output Name: trantype.txt

Table: Transaction Types			
Field	Element	Type	Description
1	**Unique Transaction Type Code**	**Char**	**A reference to a type of transaction.**
2	**Description**	**Char**	**The description associated with this transaction.**
3	Charge Type	Choice B C O P	The type of this charge. This should be one of the following choices. B – Housing Benefit C – Charge O - Other Type of Charge P – Payment
4	Rent Charge?	Yes / No	If this transaction is of charge type "C" then this field allows a further breakdown between what is deemed a rent type of charge and what is deemed a other type of charge. For example, Rent Debit would be a Yes (it is a rent charge) whereas Insurance would be No as it is not part of the rent charge but rather a service charge or element.
5	Charge Category	Choice A B C P R O	This field further breaks down the charges into categories that are used to determine the display columns within the rent statement screen. This information is used to match the transactions to their associated columns within the Rent Statement display

CROSS REFERENCES

The following table definitions define links between tables .

Calendar Periods

The following table holds the calendar that drives the financial periods for creating and allocating charges.

Some organisations find that this information is not stored directly in their Housing Management System. If this proves to be the case then we will create this file manually for you.

Output Name: calendar.txt

Table: Calendar Periods			
Field	Element	Type	Description
1	**Calendar Group**	**Char**	**The Calendar Group allows a grouping of properties to be performed in order that a specific charge period may be used. For this reason this field is sometimes referred to as a Charge Group or a Property Group.**
2	**Financial Year Number**	**Integer**	**The Financial Year Number that the calendar relates to. This is often set to the first Monday in April for weekly and monthly charge groups and to the 1st January for yearly charge groups.**
3	Period Number	Integer	The Period Number
4	Period Start Date	Date	The Period Start Date
5	Period End Date	Date	The Period End Date
6	Period Interval	Char	The Period Interval identifies the frequency of the charge. Typical period intervals would be "Weekly", "Fortnightly", "Monthly", "Annually" etc.
7	Sub Account	Char	If you have separate calendar groups for sub accounts then enter the sub account reference here that this calendar record relates to.

Rent Property

If you have already supplied both a "Property Reference" and an "Account Reference" as part of the "Accounts" table data as documented on page 19 then you do not need to supply this table to us.

If you are unable to supply a Property Reference as part of the Accounts table information then this table will allow SeeMyData to build a link between accounts and their associated properties. This is a many to one relationship whereby there will often be many accounts but each account can only be linked to a single property.

Output Name: rentprop.txt

Field	Element	Type	Description
1	**Account Reference**	**Char**	**A reference to an account whether that account is for a tenant or a leaseholder.**
2	**Property Reference**	**Char**	**The associated property that the account is linked to.**