



**Addendum 4**  
**Parking Enforcement System**

**Parking Ticket Import**  
**File Layout Specification**

Munis – a Tyler ERP Solution

## Munis Parking Ticket Import File Layout Specification

### Overview

This format provides the ability to import a large number of Parking Tickets produced external to Munis (e.g. Police Department system, handheld vendor, etc). The process that produces this set of parking tickets must format the data in the specified file format. The produced file is then processed into Munis through Parking Ticket Import by selecting the produced file as the import file.

### Usage

The layout consists of a single line for each ticket to be imported. The lines are comprised of a record identifier ("T") and various parking ticket details.

## Munis Parking Ticket Import File Layout Specification

### Layout Type 1: Munis Standard Parking Ticket Import Layout

Field Name	Positions	Type	Comments
Record Identifier	1	Alphanumeric	Record Identifier. Always set to "T"
Ticket Number	4-11	Numeric	The ticket number
Badge	14-19	Alphanumeric	The badge number
Issue Date	20-25	Date (MMDDYY)	The date the ticket was issued.
Issue Time	26-29	Alphanumeric (HHMM)	The time the ticket was issued.
Expiration Date	31-34	Date (MMYY)	The date the ticket will expire.
Filler	35	Alphanumeric	Unused.
Plate State	36-37	Alphanumeric	The state on the vehicle.
Plate	38-47	Alphanumeric	The plate numbers on the vehicle.
Location	48-67	Alphanumeric	
Location Reference	68-87	Alphanumeric	
Filler	88-89	Alphanumeric	Unused.
Violation	90-95	Alphanumeric	
Filler	96-98	Alphanumeric	Unused.
Violation Amount	99-105	Numeric	
Filler	106-171	Alphanumeric	Unused.
Meter Number	172-177	Alphanumeric	
Filler	178-183	Alphanumeric	Unused.
Vehicle Make	184-187	Alphanumeric	
Vehicle Color	188-190	Alphanumeric	
Vehicle Style	191-192	Alphanumeric	
Filler	193-194	Alphanumeric	Unused.
Plate Type	195-197	Alphanumeric	
Comment	198-217	Alphanumeric	
VIN	218-242	Alphanumeric	
Filler	243-282	Alphanumeric	Unused.
Prefix	283-284	Alphanumeric	Optional.
Plate Color	285	Alphanumeric	Optional.

## Munis Parking Ticket Import File Layout Specification

### Layout Type 2: Enforcement Technology Parking Ticket Import Layout

Field Name	Positions	Type	Comments
Record Identifier	1	Alphanumeric	Record Identifier. Always set to "T"
Ticket Number	4-11	Numeric	The ticket number
Badge	14-19	Alphanumeric	The badge number
Issue Date	20-25	Date (MMDDYY)	The date the ticket was issued.
Issue Time	26-29	Alphanumeric (HHMM)	The time the ticket was issued.
Expiration Date	31-34	Date (MMYY)	The date the ticket will expire.
Plate	38-45	Alphanumeric	The plate numbers on the vehicle.
Location	46-65	Alphanumeric	
Location Reference	66-85	Alphanumeric	
Filler	86-87	Alphanumeric	Unused.
Violation	88-93	Alphanumeric	
Filler	94-96	Alphanumeric	Unused.
Violation Amount	97-103	Numeric	
Filler	104-169	Alphanumeric	Unused.
Meter Number	170-175	Alphanumeric	
Filler	176-181	Alphanumeric	Unused.
Vehicle Make	182-185	Alphanumeric	
Vehicle Color	186-188	Alphanumeric	
Vehicle Style	189-190	Alphanumeric	
Filler	191-192	Alphanumeric	
Plate Type	193-195	Alphanumeric	Class
Comment	196-215	Alphanumeric	
Filler	216-280	Alphanumeric	
Prefix	281-282	Alphanumeric	Optional.
Plate Color	283	Alphanumeric	Optional.