Interface: Vouchers From Remote Agencies (OCP_0012_AP)

Interface Type: Inbound – Submitted by agencies

Path: CORE Interfaces
         Inbound
               Miscellaneous Claims

Frequency: Daily – throughout the day

Interface Description:
Agencies submit claim/warrant information that will be loaded into PeopleSoft. They will receive a report identifying successful/bypassed claims.

Location: This file will be retrieved from the IBM mainframe.

Filename:	CORE.BUXXXXX.AP.E999999.RECEIVD
Record length:	400
Blocksize:	27600

Instructions:

Revision Date: April 10, 2003

Vendor File Processing:

For a payment to be made, the vendor must be set-up in PeopleSoft. Each vendor may have one or more locations and each location will have a 'remit to' address. The address from the vendor file will be retrieved when processing payments. Therefore, we will no longer be able to print the address that is submitted on the EDT layout.

Vendors are being converted from the current ICS and Adpics systems. As a part of the conversion to PeopleSoft we are trying to clean-up the vendor file. Where duplicate FEI's and addresses exist, we are trying to consolidate them into a single vendor id and location.

For claims processing, agencies should attempt to provide the vendor id and vendor location in order to assure that the correct address will be printed on the warrant. This is particularly important for those agencies that use window envelopes to mail their payments.

Miscellaneous claims processing:
If the vendor id and vendor location are not provided, the claim load program will:
(1)   Match the fei/ssn number to find the vendor id. If the vendor id cannot be determined (the fei/ssn does not exist in the system), the claim will be rejected.

(2) If the vendor id is found, the program will search the vendor addresses to match on the zip code submitted.
- If the zip code is matched to an address, then the first 'remit to' location with that address will be used. It is preferable for agencies to submit the nine digit zip code to assure a match.
- If a match cannot be made based on zip code, the claim will be rejected.
- For those claims submitted with only a 5-digit zip code, the claim edit report will print the vendor/name address submitted by the agency and the vendor name/address selected and printed on the check.

Inter/Intra Agency Payments:

There is no longer a 15B record layout for inter/intra agency payments. In PeopleSoft, each agency will be set-up as a vendor and the vendor id will equal the agency number. For example, the vendor id for the Department of Transportation will be 345.

Each agency may have several vendor locations. The default location for payments is vendor location 1.

The following revisions have been made to the EDT layout.

General Information page:
- The definition of record types says there are 'five' record types and then lists only four record types. There are only four record types.

Header Record layout:
- Added new field 'Orders not encumbered through PeopleSoft' – column 176. For agencies reporting expenditures against an order that has not been encumbered in PeopleSoft, use this order number field as a reference.
- Changed 'filler' at end of record to 215.

Funding Record layout:
- The layout shows that the Invoice Date starts in column 92. The Invoice Date should start in column 91.
- Changed 'filler' at end of record to 258.

Payee Record layout:
- In PeopleSoft, the payee address information must come from the vendor id/vendor location information. For the fields address, address1, city, state and zip – the verbiage stating 'If supplied, will appear on the warrant' has been removed.
- Added 2 byte filler in columns 206-207.
- Bank Routing information (column 222) and Bank Account Number (column 231) had been listed on the layout twice. The duplicate references have been removed from the layout.
- The filler at the end of the record has been adjusted to '22'

Withholding Record layout:
- The filler at the end of the record has been adjusted to '368'.

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Memo – February 25, 2003 – CORE Interface Update

We have received feedback from some agencies on the claims layout that was distributed in December. The item in question deals with payments on purchase orders and the new requirement to provide the funding information at the purchase order line level.

The 'type 2' funding record has two new fields called 'PO Line Nbr' and 'PO Schedule Nbr'. In PeopleSoft, the purchase orders are funded at the line (commodity) level. This is a change in how the state currently funds purchase orders. The two new fields that were added to the claims layout allow the payment to be tied back to the PO line that was received and is being paid. Some EDT agencies have indicated that they will be unable to make the required system changes in time for integration testing which begins in March and even for go-live in July. Therefore, the requirement that agencies submit the PO Line Nbr and PO Schedule Nbr by July has been suspended and the fields may be left blank on the claims interface.

If the PO Line Nbr and PO Schedule Nbr are left blank on the claims interface, the claim funding will be applied to the purchase order lines using a 'top-down' approach. The load program will search the purchase order and find the first PO Line with a remaining balance that contains the corresponding funding, and it will reduce that PO Line by the claim funding dollar amount. Once that funding line has been exhausted, the load program will find the next PO Line Nbr that contains that same funding. For example, if PO Line 1 and PO Line 4 contain the same funding and Line 4 items were received but the line number is not provided on the claim file, the program will exhaust the funding on Line 1 first and then the funding on Line 4 to the extent of the claim amount.

This top-down approach will work appropriately for single-line purchase orders. However, for multi-line purchase orders, the consequences need to be fully understood by all involved. First, for the EDT agencies that do not provide the two new PO fields, the items marked paid in the system will be by default. This virtually negates some of the more important features of the new system regarding receiving and payment data and duplicate invoice checking. Further, the system information and reports regarding which items were actually received and paid and which items are still pending will likely be inaccurate. It is necessary that all parties that may have access to such system information and reports including legislative oversight bodies, agency department managers, directors, etc. understand this fact.

Secondly, this top-down funding process will likely impact the daily purchasing and payment activity for an agency. In the example above, if a change order is needed on Line 1, the system will not allow it since the funding for that line has already been exhausted. Although there could be various work-around processes, additional work will be created at the agency level. Examples of manual work-around processes include holding invoices for partial shipments until all items are received or until it is known whether any change orders are needed for a particular order (while complying with the 45 day payment requirement); cancel the order for the remaining Line 4 items that appear to be unpaid and issue a new purchase order for the additional Line 1 items that are needed; also in the case of increases, change orders may need to add a new line if the corresponding one has been previously paid in full. Agencies may devise other work-around processes that are better integrated with current business processes.

Each agency must weigh these effects carefully to determine the impact on the system users and agency policies, procedures and staff that will result from not making the requested changes to the EDT claim file. Although the requirements for the PO Line Nbr and PO Schedule Nbr will not be enforced for the initial 'go-live' timing, agencies should plan to make these changes to the legacy systems as quickly as possible.

Revision Date: November 2002

Modifications for PeopleSoft

This document provides an overview of the changes to the miscellaneous claims layout. With the implementation of any new software, changes are inevitable but we have tried to keep the changes to a minimum. The revisions listed below reflect the modifications required to interface with the PeopleSoft product.

In some cases, we have left space for new fields that may be needed in the future, or, we have left space for PeopleSoft fields that agencies may want to use in their in-house systems. We have also adjusted some field sizes to equate with PeopleSoft field sizes. Although we have changed our layout, these changes may not require changes in your in-house systems.

General PeopleSoft processing considerations:

☒ PeopleSoft does not process 'claims' as we know them. The agency's claim number will become one or more vouchers within PeopleSoft. Typically, a voucher relates to an invoice. In the alltrans file, we will return both the claim number and the voucher number(s) assigned by PeopleSoft.

☒ PeopleSoft tools cannot handle NULL ascii characters; fields must be filled with spaces.

☒ When transmitting files to OSF, agencies have been able to choose between a mainframe or a pc layout, the difference being how the amount fields were input. In PeopleSoft, all amount fields will have a leading sign and an imbedded decimal. For example, +00000009232.13

☒ The purchase order number has expanded from 7 digits to 10 digits. However, the first three digits are the agency number.

☒ The warrant number has remained 9 digits. However, the first two digits will no longer be the fiscal year.

☒ PeopleSoft has the ability to combine payments within a Business Unit (agency). The 'separate check flag' may be used by the agency to ensure that a separate check is generated for the specified invoice.

☒ PeopleSoft uses a vendor ID to identify a payee rather than an FEI number. It then uses a vendor location to determine the payee address. This layout accomodates the FEI number and the vendor id/location numbers. If you pass the fei number and address information to OSF, we will try to determine the appropriate vendor id and location. If we cannot determine this information, the claim will be rejected.

☒ Claim funding and invoice information: the funding line has been modified to include the invoice number and invoice date. If the invoice information is provided, it will be printed on the check stub. A funding line may appear mulitple times as it relates to each invoice.

☒ Funding information for non-encumbered claims - The agency must submit the normal funding information - columns 13 through 60.

☒ Funding information for encumbered claims - PeopleSoft purchase order funding is by commodity line and schedule. Each purchase order contains commodities (lines) and the user may schedule deliveries for each commodity. The purchase order funding (distribution line) is attached to each purchase order line and schedule. Through this interface, we must receive the information required to pay the vendor, as well as, liquidate the order and provide the information that Central Purchasing needs for contract administration.

☒ The payment of encumbered claims will require more work on the agency end but will provide more accurate information. The agency must submit the purchase order line number and schedule number relating to the payment - this information may be uploaded from interface files that will be provided. The purchase order line number and schedule number will provide the details required to liquidate the correct purchase order funding (distribution) line. If available, the agency may also submit the quantity received (column 125) in order to provide receiving information on the purchase order.

This document describes the claim record layout to accomplish the task of electronic data transmission of miscellaneous claims to the Office of State Finance. Miscellaneous claims include all the non-payroll claims. The data must be in the following described format . Numeric data items in this layout which do not apply to your claim should be filled with zeroes. Alphabetic or alphanumeric data items in this layout which do not apply to your claim should be filled with ' blanks'. Record types that do not apply to your claim can be omitted from the transmission.

The columns are described are as follows:

Column From/To	This identifies the beginning and ending position of the data for the particular fields
Field Size	The number of characters in the field
Field Name	This column will describe in short what the data item will be labeled
Field Description	This column will contain a general definition of the Field Name column
Value/Data Type	This column will reflect the valid values for the data field and its format. For example, a field may be Alphanumeric with values of "Y" or "N".
Optional/Required	This column will indicate on which type of claim the field is required. For example, if the values in this column are T,N then this would indicate that this field is required for Travel and Non-encumbered claims. If this column does not have a value, then this field is optional for all claim types.
Comments	This column is reserved for any special requirements that may apply to the respective field

Transaction Types
1. A - Agency Special Account Information - '700 Funds' only
2. M - Miscellaneous Claim Information

Record Types
Four different record types are described:
1. Header Record Layout
2. Funding Record Layout
3. Payee Record Layout
4. Withholding Layout

Claim Types
The Optional/Required column contains the types of claims for which the particular field is required. The six types of miscellaneous claims are:
T - Travel Claim
N - Non-encumbered Claim
E - Encumbered Claim
P - Petty Cash Reimbursement Claim
I - Interagency Claim (15B Form)
W - Withholding
C - 9B Petty Cash Claim

Data Types and Alignment

Alphabetic	Characters A...Z
	Left Justified
	Unused positions are filled with SPACES
Alphanumeric	Characters A...Z, 0...9 and any printable special character
	Left Justified
	Unused positions are filled with SPACES unless otherwise specified
Numeric	Characters 0...9
	Unused positions are zero filled.
	Signed fields have their picture clauses with the sign leading
	Example: +9(09).99

Dataset Characteristics

Each record is a fixed length 400 bytes. If the record does not have 400 bytes, then place a filler at the end of the record to complete the 400 character requirement.

File Layout:

Header Record Layout

Column From/To	Field Size	Field Name	Field Description	Values/ Data Type	Optional/ Required	Comments
1-1	1	Transaction Type	Denotes the type of information to follow.	A - ASA M - Misc. Claim	T,N,E,P,I,W, C	
2-2	1	Record Type	Type of record. A '1' indicates that this is a Header Record.	1 Alpha-Numeric	T,N,E,P,I,W, C	
3-5	3	Agency Number	The unique 3 digit agency number identifying the agency which is submitting the claim.	Numeric	T,N,E,P,I,W, C	
6-12	7	Claim Number	The unique number assigned by the agency to identify the claim.	Numeric	T,N,E,P,I,W, C	
13-22	10	Order Number	The encumbrance document number. This number will be assigned by PeopleSoft. This 10-digit field consists of the three-digit agency number followed by the seven digit order number.	Alpha-Numeric	E,T,P,I,C	For orders not encumbered through PeopleSoft, use column 176
23-24	2	Fiscal Year	The fiscal year in which the claim was submitted to the Office of State Finance	Numeric	T,N,E,P,I,W, C	
25-25	1	Partial/Final Flag	A flag used to mark the claim as final or partial	P or F Alphabetic	T,N,E,P,I,W, C	P - Partial F - Final Non-encumbered and Travel claims are considered final.
26-34	9	Vendor Number	The vendors Taxpayer Identification Number (TIN). If the TIN is not known, then use the payee's social security number (SSN). If the number is not used, or if there are multiple payees then prefill this field with zeroes. For travel claims, this will most generally be the SSN.	Numeric	T,N,E,P,I,W, C	
35-49	15	Total Amount of Claim	This amount should be the sum of all funding records for the designated claim.	Numeric Picture: +9(11).99	T,N,E,P,I,W, C	
50-62	13	Discount Amount	This field should contain the discount amount(s) taken on this claim. If not used, prefill with zeroes.	Numeric Picture: +9(09).99	Optional	
63-63	1	Assignment Flag	A vendor may assign the rights to the proceeds of a claim by completing the assignment section of the claim document. If the vendor assigns the claim to another person or vendor, then this flag needs a value of "Y"es. Otherwise, the value will be "N"o. If this is a multiple payee payment, an "N" should be used.	Y or N Alphabetic		Optional and only required if a vendor authorizes the assignment. Y - assigned payment N - vendor payment
64-64	1	Claim Type	This field is used to identify the type of claim being processed.	Alphabetic T,N,E,P,I,W	T,N,E,P,I,W, C	T - Travel N - Non Encumbered E - Encumbered P - Petty Cash I - Inter/Intra Agency W - Withholding C - 15B Petty Cash

Header Record Layout - Continued

Column From/To	Field Size	Field Name	Field Description	Values/ Data Type	Optional/ Required	Comments
65-104	40	Vendor Name	Name of the vendor from whom the goods or services were received. If an assignment is made this must still be the name of the original vendor. If there are multiple payees, then this field can be prefilled with spaces.	Alpha-Numeric	T,N,E,P,I,W,C	
105-105	1	Disbursement Code	Used to identify the type of withholding disbursement. 1 - Supplemental insurance & 2% fee to be assessed 2 - Supplemental insurance & 1% fee to be assessed 3 - Fee excluded authorized payroll disbursement 4 - A refund or an over withholding	Alpha-Numeric 1,2,3,4	W	Only required on withholding claims
106-150	45	Name Continuation	This field can be used as a second line for the payee name if the forty (40) character limit if 'Vendor Name" space is not sufficent.	Alpha-Numeric		
151-155	5	Vendor Business Unit	The five digit business unit relating to the vendor.	Alpha-Numeric		Default = '00000'
156-165	10	Vendor ID	The ten digit vendor id assigned by PeopleSoft.	Alpha-Numeric		Right-justified and zero filled to the left.
166-175	10	Vendor Loc	Designates a location for the specified vendor.	Alpha-Numeric		Left justified and filled with spaces to the right.
176-185	10	Order Number	Non-PeopleSoft order number	Alpha-Numeric		Order number for orders not encumbered through PeopleSoft.
186-400	215	Filler	Reserved for future use	Alpha-Numeric		Filler spaces.

Funding Record Layout

Column From/To	Field Size	Field Name	Field Description	Values/ Data Type	Optional/ Required	Comments
1-1	1	Transaction Type	Denotes the type of information to follow.	A - ASA M - Misc. Claim	T,N,E,P,I,W, C	
2-2	1	Record Type	Type of record. A '2' indicates that this is a funding record.	2 - Alpha-Numeric	T,N,E,P,I,W, C	
3-5	3	Agency Number	The unique 3 digit agency number identifying the agency which is submitting the claim.	Numeric	T,N,E,P,I,W, C	
6-12	7	Claim Number	The unique number assigned by the agency to identify the claim.	Numeric	T,N,E,P,I,W, C	
13-15	3	Fund (old) Class (new)	The fund to be charged for the expenditure	Alpha-Numeric	T,N,E,P,I,W, C	This is now the first three digits of the 'class' field.
16-17	2	Account (old) Class (new)	The first two digits of the old "account" which identifies the appropriation line number.	Numeric	T,N,E,P,I,W, C	This is now the last two digits of the 'class' field.
18-19	2	Account (old) Budget ref (new)	The middle two digits of the old "account" which identifies the fiscal year of the expenditure.	Alpha-Numeric	T,N,E,P,I,W, C	This is now the budget ref field.
20-21	2	Account (old) Dept (new)	The last two digits of the old "account" which identifies the budget activity number.	Alpha-Numeric	T,N,E,P,I,W, C	This is now the first two digits of the 'dept' field.
22-26	5	Sub Activity (old) Dept (new)	The five digit sub activity code that will be charged for the expenditure. This is assigned by agencies who need to separate accounts into subgroups.	Numeric	T,N,E,P,I,W, C	This is now the last five digits of the 'dept' field.
27-27	1	Account (new)	First digit of object code.	Numeric		Value = 5
28-31	4	Object Code (old) Account (new)	The four digit object code to be charged for the expenditure.	Numeric	T,N,E,P,I,W, C	Only the first 4 digits are required
32-32	1	Account (new)	Last digit of object code	Numeric		Value = 0
33-34	2	Object Code agency use (old) Product (new)	The last two digits of the object code which are reserved for agency use and will not be edited but will be maintained for historical tracking by the Office of State Finance.	Alpha-Numeric	T,N,E,P,I,W, C	
35-44	10	CFDA Number (old) Chartfield1 (new)	The Catalog of Federal Domestic Assistance Project Code (CFDA). The first five digits are defined by the Feds; the last four digits are defined by OSF.	Alpha-Numeric Picture: 9(9)X		Required on the expenditure of federal monies. This number should be left justified with a space at the end.
45-45	1	Funding Type	The type of expenditure being reported. This field will determine whether the funding will be charged as non-encumbered, encumbered, credit, discount, or an added expenditure.	1,2,3,4,5 Alpha-Numeric	T,N,E,P,I,W, C	4 - Added Expenditure (i.e. handling, freight) ** 5 - Discounts **
46-60	15	Amount Funded	The amount of money to be charged against the fund, agency, account, sub-activity, object code, and CFDA number and invoice designated on this record.	Numeric Picture +9(11).99	T,N,E,P,I,W, C	
61-90	30	Invoice Number	Thirty-digit invoice number.	Character		Expanded from 20 digits. If using remote check printing, you may only use the 20 characters previously provided.
91-98	8	Invoice Date	Invoice Date Format: YYYYMMDD	Character		
99-103	5	PO Line Nbr	The PO line number within PeopleSoft that is affected by this receiving information.	Numeric		*Encumbered claims only
104-106	3	PO Schedule Nbr	The PO schedule within PeopleSoft that is affected by this receiving information	Numeric		*Encumbered claims only

Funding Record Layout

1. 107-124	1. 18	1. Item Code	1. The PO item code (commodity code) associated with the PO Line nbr	1. Character	1.	1. *Encumbered claims only
1. 125-140	2. 16	2. Item Quantity Received	2. The quantity received for the associated PO line nbr and PO Schedule nbr	2. 9(11).9999	2.	2. *Encumbered claims only
1. 141-141	3. 1	3. Separate Check Flag	3. Indicates whether this invoice should be printed on a separate check or combined with other payments to this vendor. NOTE: Payments will only be combined for your business unit.	3. Character	3. T,N,E,P,I, W,C	3. Y = Yes, separate check 4. N = No, combine pymt if possible
1. 142-142	4. 1	4. 1099 Flag	4. Denotes if this expenditure is 1099 reportable	4. Character	4. T,N,E,P,I, W,C	5. Y = Yes 6. N = No
1. 143-400	5. 258	5. Filler	5. Reserved for future use.	5. Alpha- 6. Numeric	5.	7. Filler - spaces.
2.	6.	6.	6. * These fields are used to identify the PO detail to post receiving information on the order. 7. 8. ** Only identify discounts, and added expenditures to purchase orders. 9. 10. NOTE: 11. All claims submitted to the Office of State Finance should contain at least one funding (type 2) record. If the claim has multiple payees, there may only be one funding record for the claim. 12.	7.	6.	8.
3.	7.	7.	13.	8.	7.	9.
4.	8.	8.	14.	9.	8.	10.

Payee Record Layout

Columns From/To	Field Size	Field Name	Field Description	Values/ Data Type	Optional/ Required	Comments
1-1	1	Transaction Type	Denotes the type of information to follow.	A - ASA M - Misc. Claim	T,N,E,P,I,W, C	
2-2	1	Record Type	Type of record. A '3' indicates that this record contains payee information.	Alpha-Numeric	T,N,E,P,I,W, C	
3-5	3	Agency Number	The unique 3 digit agency number identifying the agency which is submitting the claim.	Numeric	T,N,E,P,I,W, C	
6-12	7	Claim Number	The unique number assigned by the agency to identify the claim.	Numeric	T,N,E,P,I,W, C	
13-21	9	Payee Number	This field will contain the payee's Tax Identification Number (TIN). It will either be the Federal Employer Identification (FEI) number or a social security number (SSN). Travel claims will almost always contain the claimant's SSN.	Numeric	T,N,E,P,I,W, C	
22-61	40	Payee Name	This field should contain the individual or vendor to whom the warrant is to be issued.	Alpha-Numeric	T,N,E,P,I,W, C	
62-106	45	Payee Address Line 1	The first line of the payee's address.	Alpha-Numeric	Optional	
107-151	45	Payee Address	The second line of the payee's address.	Alpha-Numeric	Optional	
152-153	2	Payee State	The payee's state.	Alpha-Numeric	Optional	
154-178	25	Payee City	The payee city's address.	Alpha-Numeric	Optional	
179-183	5	Payee Zip Code (5 digits)	The first five (5) digits of the payee's zip code. If supplied, will appear on the warrant.	Alpha-Numeric	Optional	
184-187	4	Payee Zip Code	The last four (4) digits of the payee's zip code. If supplied, will appear on the warrant.	Alpha-Numeric	Optional	
188-202	15	Amount Paid to Payee	The amount of money to be paid to this particular payee.	Numeric Picture +9(11).99	T,N,E,P,I,W, C	
203-205	3	Vendor Suffix	Three digit vendor suffix which denotes location.	Alpha	Optional	
206-207	2		Filler	Alpha		Value Spaces
208-208	1	Warrant Type	Designates the type of warrant to be issued.	Alpha	Required on '700 Funds'.	E - EFT payment (ACH) I - 15B Warrant N - Issue Notice P - Print Warrant
209-219	11	Warrant Number	The warrant number issued for this payment. First four digits of warrant number is fiscal year.	Numeric		Only allowed on '700 funds'
220-220	1	Pre-Note Flag	A flag which alerts OST whether they need to perform a pre-note on the bank account.	Alpha	Required on EFT payment.	Y - Yes N - No
221-221	1	Bank Account Type	A code to denote whether the payment will go to a checking or savings account.	Alpha	Required on EFT payments.	C - Checking S - Savings
222-230	9	Bank Routing Information	A nine-digit number which provides payee bank routing infomration.	Numeric	Required on EFT payments.	
231-252	22	Bank Account Number	The payee's bank account to which the payment will be deposited.	Numeric	Required on EFT payments.	

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Payee Record Layout - Continued

253-267	15	Participant Number	A number assigned by OST to identify payee as an enrolled EFT participant.	Alpha-Numeric	Required on EFT payments.	
268-275	8	EFT Effective Date	The effective date for the electronic payment transaction.	Numeric	Required on EFT payment.	Format: YYYYMMDD
276-280	5	Vendor Business Unit	The five digit business unit relating to the vendor	Alpha-Numeric		Default = '00000'
281-290	10	Vendor ID	The ten digit vendor id assigned by PeopleSoft.	Alpha-Numeric		Right-justified and zero filled to the left.
291-300	10	Vendor Loc	Designates a location for the specified vendor.	Alpha-Numeric		Left justified and filled with spaces to the right.
301-339	39	Message 1	Message to be printed on the check stub for this payee.	Character		Filler - spaces.
340-378	39	Message 2	Message to be printed on the check stub for this payee.	Character		Filler - spaces.
379-400	22	Filler	Reserved for future use.	Alpha-Numeric		Filler - spaces.
			NOTE: For a multiple payee claim, there may only be one funding record. The vendor number in the header record should contain zeroes and the vendor information should be supplied on the payee record. For an assignment, the header record should contain a "Y" in the assignment flag field. There should only be one payee record containing the assignee information.			