PROCESSING OF PAYMENT ORDER/REMITTANCE ADVICE DATA

1. General.

   a. The **Defense Integrated Subsistence Management System (DISMS)** electronically transmits payments and remittance advice information using the standards for Electronic Data Exchange (EDI) Payment Order/Remittance Advice Transaction Set (820) in Version 004010 of the American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12.

   b. Electronic funds transfer (EFT) payments and remittance information are sent to the Federal Reserve through the Automated Clearing House (ACH) network. The Federal Reserve passes the payment and remittance information to the vendor's financial institution.

   c. **DISMS** uses the National Automated Clearing House Association (NACHA) format for Corporate Trade Exchange (CTX) to transmit the 820 Transaction Set.

      (1) The CTX payment format has multiple entry detail addenda records that will contain the 820 transaction set data.

      (2) The CTX format allows **DISMS** to consolidate multiple invoices, due on the same day to a vendor unique remit to address, into one payment.

   d. Remittance advice information will be sent to the vendor's (contractor) bank via the CTX transmission and may be sent directly to the vendor via a Value Added Network (VAN). The option to send the remittance advice information directly to the vendor is **set during the Central Contractor Registration (CCR) process**.

2. NACHA Record Structure Using The CTX Payment Format. All records are fixed length 94 character records. DISMS uses the following record structure:

   a. File Header Record (Type 1) – Only one per file.

   b. Company/Batch Header (Type 5) – Only one per file.

   c. Entry Detail Record (Type 6) – One per CAGE.

   d. Entry Detail Addenda Record (Type 7) – Multiple Type 7 records will contain all of the 820 Payment Order/Remittance Advice information applicable for all invoices being paid on a Type 6 for a specific Commercial and Government Entity (CAGE).

   e. Company/Batch Control Record (Type 8) – Only one per file.

   f. File Control Record (Type 9) – Only one per file.

3. Sample of NACHA Entry Detail Record (Type 6) and associated Entry Detail Addenda Records (Type 7).

   Refer to attachment "CTX 820 Example – DISMS"

4. Generic Sample of NACHA Records and Addenda Segment Structure using CTX Payment Format.

Type 1
Type 5

Type 6 (CAGE # 1)
Type 7
  ISA / GS / ST / BPR / TRN / N1 / N1 / PER / ENT /

  RMR (Invoice #1) /
    REF GC (PIIN #1) / REF DO (Delivery Order) / REF C7 (CLIN #1) /.../
      REF C7 (CLIN #N) /
    REF GC (PIIN #2) / REF C7 (CLIN #1) /.../ REF C7 (CLIN #N) /
    DTM /
    ADX L6 (Interest) / REF GC (PIIN #1) / REF DO / REF C7 (CLIN #1) /
      REF RB (Rate) / REF TD (Code) / REF XX (Days) /
    ADX L6 (Interest) / REF GC (PIIN #2) / REF DO / REF C7 (CLIN #1) /
      REF RB (Rate) / REF TD (Code) / REF XX (Days) /

  RMR (Invoice #2) /
    REF GC (PIIN #1) / REF C7 (CLIN #1) / REF C7 (TRANSP) /.../
      REF C7 (CLIN #N) /
    REF GC (PIIN #2) / REF C7 (CLIN #1) /.../ REF C7 (CLIN #N) /
    DTM /
    ADX SF (Transportation) / REF GC (PIIN #1) / REF C7 (TRANSP)

  SE / GE / IEA /

Type 6 (CAGE # 2)
Type 7
  ISA / GS / ST / BPR / TRN / N1 / N1 / PER / ENT /

  RMR (Invoice #1) /
   .
    .
     .
  RMR (Invoice #N) /

  SE / GE / IEA /

Type 8
Type 9

5. NACHA Record Layouts.

   a. The Field Inclusion Requirement Description (REQ) shown on the following NACHA Record Layouts is as follows:

     (1) M (Mandatory) – Any mandatory field not included in an ACH record will cause that entry, batch, or file to be rejected by the ACH Operator.

     (2) R (Required) – The omission of a required field will cause an entry reject at the ACH Operator, but not cause a reject at the Receiving Depositary Financial Institution (RDFI).

     (3) O (Optional) - The inclusion or omission of an optional data field is at the discretion of the Originator Depositary Financial Institution.

b. <u>FILE HEADER RECORD</u>. Only one Type 1 record per file.

DATA ELEMENT NAME	LENGTH	POSITION	REQ	DESCRIPTION
Record Type Code	1	01	M	Enter 1.
Priority Code	2	02-03	R	Enter 01.

Immediate Destination	10	04-13	M	Enter American Bankers Association (ABA) number of the Federal Reserve Bank (FRB) – Cleveland:
				  Pos. 4 = space.
				  Pos. 5-8 = 0410
				    Fed Reserve District.
				  Pos. 9-12 = 0001
				    Institution.
				  Pos. 13 = 4
				    Check Digit.

Immediate Origin	10	14-23	M	Enter Defense Finance and Accounting Service (DFAS) Routing Transit Number (RTN).
				  Pos. 14 = space.
				  Pos. 15-22 = 04403620.
				  Pos. 23 = 5.

File Creation Date	6	24-29	M	Cycle Date: YYMMDD. Use computer run date.
File Creation Time	4	30-33	O	Cycle Time: HHMM. Use computer run time.
File Identification (ID) Modifier	1	34	M	Enter A. A - Active
Record Size	3	35-37	M	Enter 094.
Blocking Factor	2	38-39	M	Enter 10.
Format Code	1	40	M	Enter 1.
Immediate Destination Name	23	41-63	O	Name of Automated Clearing House (ACH). Enter FRB CLEVELAND. Left-Justify.
Immediate Origin Name	23	64-86	O	Enter, based on Commodity: **DFAS-CO SUBSISTENCE** Left-Justify.
Reference Code	8	87-94	O	Enter **DODDISMS**.

c. <u>COMPANY/BATCH HEADER RECORD</u>. Only one Type 5 record per file.

DATA ELEMENT NAME	LENGTH	POSITION	REQ	DESCRIPTION
Record Type Code	1	01	M	Enter 5.
Service Class Code	3	02-04	M	Enter 220. 220 – ACH Credits Only
Company Name (Sending)	16	05-20	M	Enter, based on Commodity: **S33150 SUBSISTAN** Left-Justify.
Company Discretionary Data	20	21-40	O	Enter, based on Commodity: **DSSN 6355 DPSC H** Left-Justify.
Company ID (Sending)	10	41-50	M	Enter DFAS RTN preceded by ID Code Designator (ICD). Pos. 41 = 9. 9 – User Assigned Number. Pos. 42-49 = 04403620. Pos. 50 = 5.
Standard Entry Class Code	3	51-53	M	Enter CTX. CTX – Corporate Trade Exchange.
Company Entry Description	10	54-63	M	Enter FEDINVOICE.
Company Descriptive Date	6	64-69	O	Cycle Date: YYMMDD. Use computer run date.
Effective Entry Date	6	70-75	R	Cycle Date + 2: YYMMDD. Add two days to computer date.
Settlement Date (Julian)	3	76-78	N/A	Leave blank.
Originator Status Code	1	79	M	Enter 2.
Originating Depository Financial Institution (DFI) ID	8	80-87	M	Enter DFAS RTN number, does not include check digit. Pos. 80-87 = 04403620.
Batch Number	7	88-94	M	Note: Since **DISMS** deals with only one Disbursing Station Symbol Number (DSSN), the batch number will always be 0000001.

d. <u>CTX ENTRY DETAIL RECORD</u>. One Type 6 record will be created for each Vendor Commercial and Government Entity (CAGE).

DATA ELEMENT NAME	LENGTH	POSITION	REQ	DESCRIPTION
Record Type Code	1	01	M	Enter 6.

Transaction Code	2	02-03	M	If vendor's account type from input record is 22 and if Total Amount in pos. 30-39 is greater than zero, enter 22; otherwise, enter 24. Demand Credit Record for Checking
				  22 - Automated deposit.
				  24 - Zero dollar with
				     remittance data.
				If vendor's account type from input record is 32 and if Total Amount in pos. 30-39 is greater than zero, enter 32; otherwise, enter 34. Savings Account Credit Record
				  32 - Automated deposit.
				  34 - Zero dollar with
				     remittance data.
				If vendor's account type from input record is not 22 or 32, enter 22 if Total Amount in pos. 30-39 is greater than zero; otherwise, enter 24.

Receiving DFI ID	8	04-11	M	Use vendor's bank Routing Transit Number (RTN) from input record.
Check Digit	1	12	M	Numeric. Use vendor's check digit from input record.
DFI Account Number	17	13-29	R	Use vendor's bank account number from input record. Left-Justify.

DATA ELEMENT NAME	LENGTH	POSITION	REQ	DESCRIPTION
Total Amount	10	30-39	M	Total amount (net) of the disbursing check amount. Dollars and cents with assumed decimal. Include leading zeros.
Identification Number	15	40-54	O	Pos. 40-49 = CAGE CODE- Pos. 50-54 = Use Vendor's CAGE from input record.
Number of Addenda Records	4	55-58	M	Number of addenda records (Type 7 records). Include leading zeros.
Receiving Company Name/ ID Number	16	59-74	R	Use vendor's name from input record. Left-Justify.
Reserved	2	75-76	N/A	Leave blank.
Discretionary Data	2	77-78	O	Leave blank.
Addenda Record Indicator	1	79	M	Enter 1 to indicate the presence of one or more addenda records. If there are no addenda records, enter 0.
Trace Number	15	80-94	M	Pos. 80-87 is the DFAS RTN number 04403620. Same as pos. 80-87 of the Type 5 record. Pos. 88-90 is the Julian day (DDD) from computer date. Pos. 91-94 is a four digit sequence number. Start with 0001. Increment by one for each new Type 6 record. To avoid rollover of trace numbers, when the sequence number reaches 9999, move a 4 to the first position (pos. 88) of the Julian day.

e. <u>CTX ENTRY DETAIL ADDENDA RECORD</u>. Multiple Type 7 records will be created for each vendor CAGE Code.

     (1) Version 004010 of the 820 Transaction Set will be used.

     (2) Addenda Records (Type 7) will contain all of the 820 Payment Order/Remittance Advice information applicable for all invoices being paid on an Entry Detail Record (Type 6) for a specific CAGE Code.

<u>DATA ELEMENT NAME</u>	<u>LENGTH</u>	<u>POSITION</u>	<u>REQ</u>	<u>DESCRIPTION</u>
Record Type Code	1	01	M	Enter 7.
Addenda Type Code	2	02-03	M	Enter 05.
PAYMENT RELATED INFORMATION (See Notes 1 thru 4)	80	04-83	O	See paragraphs 7, 8 and 9 for the following Data Segment layouts: Heading - ISA, GS, ST, BPR, TRN, N1, PER, Detail - ENT, RMR, REF, DTM, ADX, REF. Summary - SE, GE, IEA.
Addenda Sequence Number	4	84-87	M	Number is consecutively assigned to each addenda record (Type 7) following an entry detail record (Type 6). Start with 0001 and increment by 1. Reset to 0001 whenever a new Type 6 is created.
Entry Detail Sequence Number	7	88-94	M	Trace number. Same as pos. 88-94 of the associated Type 6 record. Pos. 88-90 = Julian Day Pos. 91-94 = Sequence No.

NOTE 1: Transaction Set 820 Segment data goes in positions 04-83 of the Type 7 record. Segment data will wrap around from one Type 7 record to the next Type 7 record until all segment data is moved.

NOTE 2: A back slash \ will be used as a data segment terminator. The back slash will immediately follow the last data element to be transmit-ted in each data segment. If the terminator of the last segment (IEA segment) goes in a position prior to pos. 83, space fill from the back slash through pos. 83.

NOTE 3: An asterisk * will be used as a data element separator within a segment. When there is no data being transmitted for a defined data element, the asterisk is transmitted to preserve the data element count unless the blank elements are in the last of the segment. In that case, transmission of the data segment terminator \ indicates that all non-transmitted elements are blank.

NOTE 4: If any segment data element contains a backslash \, asterisk * or question mark ?, it will be converted to a pound sign #, forward slash / or exclamation point !, respectively.

f. <u>COMPANY/BATCH CONTROL RECORD</u>. Only one Type 8 record per file.

DATA ELEMENT NAME	LENGTH	POSITION	REQ	DESCRIPTION
Record Type Code	1	01	M	Enter 8.
Service Class Code	3	02-04	M	Enter 220. 220 – ACH Credits Only.
Entry/Addenda Count	6	05-10	M	Enter the total number of Type 6 and 7 records.
Entry Hash (by DSSN)	10	11-20	M	Add contractor's RTN numbers, not including the check digits. Add together all of the RTN numbers (pos. 4-11 in Type 6 record) in all the Type 6 records, by DSSN. If the total is more than 10 digits, truncate left-most digit(s).
Total Debit Entry Dollar Amount	12	21-32	M	Enter zeros.
Total Credit Entry Dollar Amount	12	33-44	M	Enter total amount of disbursements (pos. 30-39 in Type 6 record) of all Type 6 records, by DSSN. Dollars and cents with assumed decimal. Include leading zeros.
Company Identification	10	45-54	R	Enter DFAS RTN preceded by ID Code Designator. Pos. 45 = 9. 9 - User Assigned Number. Pos. 46-53 = 04403620. Pos. 54 = 5.
Message Authentication Code	19	55-73	O	Leave blank.
Reserved	6	74-79	N/A	Leave blank.
Originating DFI ID	8	80-87	M	DFAS RTN number, without check digit. Enter 04403620.
Batch Number	7	88-94	M	Same as batch number in the Type 5 record. Note: **DISMS** will always be 0000001.

g. <u>FILE CONTROL RECORD</u>. Only one Type 9 record per file.

DATA ELEMENT NAME	LENGTH	POSITION	REQ	DESCRIPTION
Record Type Code	1	01	M	Enter 9.
Batch Count	6	02-07	M	Enter the total number of Type 5 records. For **DISMS**, enter 000001.
Block Count (See Note below)	6	08-13	M	Enter the number of blocks in the file (total number of records divided by 10).
Entry/Addenda Count	8	14-21	M	Enter the total number of all Type 6 and 7 records.
Entry Hash	10	22-31	M	Total of the Entry Hash field (pos. 11-20) on all Type 8 records. Since **DISMS** will only have one Type 8 record per file, this total will be the same as the Entry Hash in the Type 8 record.
Total Debit Entry Dollar Amount in File	12	32-43	M	Enter zeros.
Total Credit Entry Dollar Amount in File	12	44-55	M	Enter total amount of disbursements on all of The Type 6 records. Dollars and cents with assumed decimal. Include leading zeros.
Reserved	39	56-94	N/A	Leave blank.

NOTE: The file must contain enough records to be evenly divisible by 10. If the number of records (including the File Control Record) is not divisible by 10, records (containing 9s in pos. 1-94) must be added to the file to create enough records to be evenly divisible by 10. For example, if the File Control Record was the 102 record, then eight additional records must be added to make a total of 110 records, and the number of blocks would be 11. If the File Control Record was the 100 record, no additional records would be added, and the number of blocks would be 10.

6. Payment Order/Remittance Advice Transaction Set Data Segments.

   a. Version 004010 of the Payment Order/Remittance Advice (820) Transaction Set will be used.

   b. The following data segments will be used in building the Payment Order/Remittance Advice (820) Transaction Set.

      (1) Heading – ISA, GS, ST, BPR, TRN, N1 (Payee), N1 (Payer).

      (2) Detail – ENT, RMR, REF, DTM, ADX, REF.

      (3) Summary – SE, GE, ISA.

   c. Segment data goes in positions 04-83 of the Type 7 record.

   d. Segment data will wrap around from one Type 7 record to the next Type 7 record until all segment data is moved.

   e. A back slash \ will be used as a data segment terminator. The back slash will immediately follow the last data element to be transmitted in each data segment. If the terminator of the last segment (IEA segment) goes in a position prior to pos. 83, space fill from the back slash through pos. 83.

   f. An asterisk * will be used as a data element separator within a segment. When there is no data being transmitted for a defined data element, the asterisk is transmitted to preserve the data element count unless the blank elements are in the last of the segment. In that case, transmission of the data segment terminator \ indicates that all non-transmitted elements are blank.

   g. If any segment data element contains a backslash \, asterisk *, or question mark ?, it will be converted to a pound sign #, forward slash /, or exclamation point !, respectively.

   h. The Data Element Number (Data #) shown on the following Segment Layouts refers to the Data Element Dictionary code found in the ASC X12 EDI Standards Publication.

   i. The Field Inclusion Requirement Description (REQ) shown on the following Data Segment Layouts is as follows:

      (1) M (Mandatory) – Any mandatory field not included in an ACH record will cause that entry, batch, or file to be rejected by the ACH Operator.

      (2) R (Required) – The omission of a required field will cause an entry reject at the ACH Operator, but not cause a reject at the Receiving Depositary Financial Institution (RDFI).

      (3) O (Optional) – The inclusion or omission of an optional data field is at the discretion of the Originator Depositary Financial Institution.

      (4) X (Conditional) – Conditional upon the type of invoice, contract terms, etc.

7. Heading Segments.

   a. ISA SEGMENT. Only one ISA segment per Type 7 record.

REF DES (DATA #)	NAME	ATTRIBUTES LENGTH	REQ	DESCRIPTION
ISA	Interchange Control Header	3	M	Enter ISA.
ISA01 (I01)	Authorization Information Qualifier	2	M	Enter 00 for no authorization info present.
ISA02 (I02)	Authorization Information	10	M	Enter NV and 8 blanks.
ISA03 (I03)	Security Information Qualifier	2	M	Enter 00 for no security info present.
ISA04 (I04)	Security Information	10	M	Enter NV and 8 blanks.
ISA05 (I05)	Interchange ID Qualifier	2	M	Enter ZZ for mutually defined.
ISA06 (I06)	Interchange Sender ID	15	M	Enter **DFAS-CO/DISMS** followed by 2 blanks.
ISA07 (I05)	Interchange ID Qualifier	2	M	Enter ZZ for mutually defined.
ISA08 (I07)	Interchange Receiver ID	15	M	Enter vendor CAGE Code followed by 10 blanks.
ISA09 (I08)	Interchange Date	6	M	Enter computer run date: YYMMDD.
ISA10 (I09)	Interchange Time	4	M	Enter computer run time: HHMM.
ISA11 (I10)	Interchange Control Standards Identifier	1	M	Enter U for U.S. EDI Community of ASC X12.
ISA12 (I11)	Interchange Control Version Number	5	M	Enter 00401 for Version Number 004, Release 01.
ISA13 (I12)	Interchange Control Number	9	M	Enter 000000000.
ISA14 (I13)	Acknowledgment Requested	1	M	Enter 0 for no acknowledgement requested.
ISA15 (I14)	Usage Indicator	1	M	Enter P for production data.
ISA16 (I15)	Component Element Separator	1	M	Enter ?.

NOTE: This is the description for the ISA segment created for the file that
is sent to the vendor's financial institution. If the vendor elects to have
the Payment Order/Remittance Advice information sent directly to them, using
their Value Added Network (VAN), the INX translator will create an ISA
segment with values based on the trading partner agreement with the vendor.

    b. <u>GS SEGMENT</u>. Only one GS segment per Type 7 record.

REF DES (DATA #)	NAME	LENGTH	REQ	DESCRIPTION
GS	Functional Group Header	2	M	Enter GS.
GS01 (479)	Functional Identifier Code	2	M	Enter RA for Payment Order/Remittance Advice.
GS02 (142)	Application Sender's Code	13	M	Enter **DFAS-CO/DISMS**.
GS03 (124)	Application Receiver's Code	5	M	Enter vendor CAGE Code.
GS04 (373)	Date	8	M	Enter computer run date: CCYYMMDD.
GS05 (337)	Time	4	M	Enter computer run time: HHMM.
GS06 (28)	Group Control Number	1	M	Enter 0.
GS07 (455)	Responsible Agency Code	1	M	Enter X for Accredited Standards Committee X12.
GS08 (480)	Version/Release/Industry Identifier Code	6	M	Enter 004010 for Version Number 004, Release 01, Subrelease 0.

The ATTRIBUTES heading spans the LENGTH and REQ columns.

NOTE: This is the description for the GS segment created for the file that
is sent to the vendor's financial institution. If the vendor elects to have
the Payment Order/Remittance Advice information sent directly to them, using
their Value Added Network (VAN), the INX translator will create a GS segment
with values based on the trading partner agreement with the vendor.

c. ST SEGMENT. Only one ST segment per Type 7 record.

Position: 010   Loop: Level: Heading   Usage: Mandatory   Max use: 1

Purpose:

   (1) To indicate the start of a transaction set and to assign a control number.

   (2) ST01 will be used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 820 selects the Payment Order/Remittance Advice Transaction Set).

REF DES (DATA #)	NAME	ATTRIBUTES LENGTH	REQ	DESCRIPTION
ST	Transaction Set Header	2	M	Enter ST.
ST01 (143)	Transaction Set Identifier Code	3	M	Enter 820. 820 – Payment Order/ Remittance Advice.
ST02 (329)	Transaction Set Control No.	9	M	Enter sequential nine digit control number for the transaction set. Begin with number 1 and indicate leading zeros. Increment by 1 whenever a new Type 6 record is created. This same number is carried in SE02.

d. <u>BPR SEGMENT</u>. Only one BPR segment per Type 7 record.

<u>Position</u>: 020   <u>Loop</u>:   <u>Level</u>: Heading   <u>Usage</u>: Mandatory   <u>Max Use</u>: 1

<u>Purpose</u>: To indicate the beginning of a Payment Order/Remittance Advice Transaction Set and total payment amount, or to enable related transfer of funds and/or information from payer to payee to occur.

REF DES (DATA #)	NAME	ATTRIBUTES LENGTH	REQ	DESCRIPTION
BPR	Beginning Segment for Payment Order/Remittance Advice	3	M	Enter BPR.
BPR01 (305)	Transaction Handling Code	1	M	Enter C or I. C – Payment accompanies remittance advice (use when sending to the vendor's financial Institution). I – Remittance Informa-tion Only (use when sending directly to the vendor).
BPR02 (782)	Monetary Amount	14	M	Enter total amount paid. Include decimal point and two decimal places. Truncate leading zeros.
BPR03 (478)	Credit/Debit Flag Code	1	M	Enter C. C – Credit.
BPR04 (591)	Payment Method Code	3	M	Enter ACH. ACH - Automated Clearing House.
BPR05 (812)	Payment Format Code	3	O	Enter CTX. CTX – Corporate Trade Exchange.
BPR06 (506)	(DFI) ID Number Qualifier	2	X	Enter 01. 01 – ABA Transit Routing Number (TRN) including check digits
BPR07 (507)	(DFI) Identification Number	9	X	Enter 044036205. The originating disbursing office nine digit RTN.
BPR08 (569)	Account Number Qualifier	3	O	Enter ALC. ALC – Agency Location Code.

```
REF DES                                 ATTRIBUTES
(DATA #)    NAME                         LENGTH REQ   DESCRIPTION

BPR09       Account Number                  8     X    Enter 00006355.
(508)                                                  The Agency Location
                                                       Code (ALC) of the
                                                       paying agency.  Use
                                                       four digit DSSN
                                                       preceded by zeros.

BPR10       Originating Company             1     O    Enter *.  This field is
(509)       Identifier                                 not used. An * is still
                                                       required to mark the
                                                       end of this field.

BPR11       Originating Company             1     O    Enter *.  This field is
(510)       Supplemental Code                          not used. An * is still
                                                       required to mark the
                                                       end of this field.
```

NOTE 1: BPR09 should be followed by three asterisks. The first to mark the
end of BPR09. The second to mark the end of BPR10. The third to mark the
end of BPR11.

NOTE 2: BPR12 through BPR15 relate to the receiving DFI and account.

```
BPR12       (DFI) ID Number Qualifier       2     X    Enter 01.
(506)                                                  01 – ABA TRN including
                                                       check digits

BPR13       (DFI) Identification            9     X    Enter the nine digit
(507)       Number                                     RTN of the receiving
                                                       financial institution
                                                       (Vendor's RTN). Same as
                                                       pos. 4-12 of Type 6,
                                                       except trailing spaces
                                                       are truncated.

BPR14       Account Number Qualifier        2     O    Enter type of bank
(569)                                                  account used by Payee.
                                                       If input record account
                                                       type is 22, move DA –
                                                       Demand Deposit.  If
                                                       input record account
                                                       type is 32, move SG –
                                                       Savings.  If none of
                                                       the above, move DA.

BPR15       Account Number                 17     X    Enter the receiver's
(508)                                                  (i.e., contractor's)
                                                       bank account number.
                                                       Same as pos. 13-29 of
                                                       Type 6, except trailing
                                                       spaces are truncated.

BPR16       Date                            8     O    Enter the computer run
(373)                                                  date.  Format:
                                                       CCYYMMDD

BPR17       Business Function Code          3     O    Enter VEN.
(1048)                                                 VEN – Vendor Payment.
```

e. TRN SEGMENT. Only one TRN segment per Type 7 record.

Position: 035   Loop: Level: Heading   Usage: Optional   Max use: 1

Purpose: To uniquely identify a transaction to an application. Must use trace number when submitting an ACH to a financial institution.

REF DES (DATA #)	NAME	ATTRIBUTES LENGTH	REQ	DESCRIPTION
TRN	Trace	3	M	Enter TRN.
TRN01 (481)	Trace Type Code	1	M	Enter 1. 1 – Current Transaction Trace Numbers.
TRN02 (127)	Reference Identification	15	M	Enter the same trace number used in pos. 80-94 of the Type 6 record. Pos. 1-8 = DFAS RTN w/o Check Digit Pos. 9-11 = Julian Day Pos. 12-15 = Sequence Number

   f. N1 SEGMENT. There will be two N1 loops. The first loop will contain the N1 segment for the Payee. The second loop will contain the N1 segment and the PER segment for the Payer.

      (1) N1 SEGMENT (Payee). Only one N1 segment (Payee) per Type 7 record.

Position: 070   Loop: N1   Level: Heading   Usage: Optional   Max Use: 1

Purpose: To identify a party by type of organization, name, and code.

REF DES (DATA #)	NAME	ATTRIBUTES LENGTH	REQ	DESCRIPTION
N1	Name	2	M	Enter N1.
N101 (98)	Entity Identifier Code	2	M	Enter PE. PE – Payee.
N102 (93)	Name	28	X	Enter the name of the contractor receiving the payment. Truncate trailing spaces.
N103 (66)	Identification Code Qualifier	2	X	Enter 33. 33 – Commercial and Government Entity (CAGE).
N104 (67)	Identification Code	5	X	Enter the CAGE of the Contractor receiving the Payment. Truncate trailing spaces.

(2) <u>N1 SEGMENT (Payer)</u>. Only one N1 segment (Payer) per Type 7 record.

<u>Position</u>: 070   <u>Loop</u>: N1   <u>Level</u>: Heading   <u>Usage</u>: Optional   <u>Max use</u>: 1

<u>Purpose</u>: To identify a party by type of organization, name, and code.

REF DES (DATA #)	NAME	ATTRIBUTES LENGTH	REQ	DESCRIPTION
N1	Name	2	M	Enter N1.
N101 (98)	Entity Identifier Code	2	M	Enter PR. PR – Payer.
N102 (93)	Name	1	X	Enter *. This field is not used. An * is still required to mark the end of this field.
N103 (66)	Identification Code Qualifier	2	X	Enter 10. 10 – Department of Defense Activity Address Code (DoDAAC).
N104 (67)	Identification Code	6	X	Enter the DoDAAC of the paying office as follows:

<u>DoDAAC</u>   <u>COMMODITY</u>

S33150 for Subsistence

g. PER SEGMENT. Only one PER segment per Type 7 record.

Position: 120 Loop: N1 Level: Heading Usage: Optional Max Use: >1

Purpose: To identify a person or office to which administrative communications should be directed. The PER/120 segment is used to identify a contact that applies to all of the line items.

REF DES (DATA #)	NAME	ATTRIBUTES LENGTH	REQ	DESCRIPTION
PER	Administrative Communications Contact	3	M	Enter PER.
PER01 (366)	Contact Function Code	2	M	Enter IC. IC – Information Contact.
PER02 (93)	Name	13	O	Enter the organization in DFAS-CO that is responsible for answering contractor's questions. Based on Commodity Code, enter: ORGANIZATION **DFAS-CO-LSCBB for Subsistence**
PER03 (365)	Communication Number Qualifier	2	X	Enter TE. TE – Telephone.
PER04 (364)	Communication Number	10	X	Enter the telephone number of the organization in DFAS-CO responsible for answering contractor's questions. Do not use spaces or dashes in the phone number. PHONE **8006682703 for Subsistence**

8. Detail Segments.

   a. ENT SEGMENT. Only one ENT segment per Type 7 record.

Position: 010 Loop: ENT   Level: Detail   Usage: Optional   Max Use: 1

Purpose: To designate the entities which are parties to a transaction and
specify a reference meaningful to those entities. **DISMS** will use the
Single/Single grouping; a single entity (the sending master) communicating
with a single entity (the receiving master).

REF DES (DATA #)	NAME	ATTRIBUTES LENGTH	REQ	DESCRIPTION
ENT	Entity	3	M	Enter ENT.
ENT01 (554)	Assigned Number	1	O	Enter 1.

   b. RMR SEGMENT. One RMR segment for each Invoice (Invc and Suffix).

Position: 150 Loop: RMR   Level: Detail   Usage: Optional   Max Use: 1

Purpose: To specify the accounts receivable open item(s) to be included in
the cash application and to convey the appropriate detail.

REF DES (DATA #)	NAME	ATTRIBUTES LENGTH	REQ	DESCRIPTION
RMR	Remittance Advice Accounts Receivable Open Item Reference	3	M	Enter RMR.
RMR01 (128)	Reference Identification Qualifier	2	X	Enter OI. OI – Original Invoice Number.
RMR02 (127)	Reference Identification	10	X	Enter Invoice Number, including Suffix. If Suffix is present, insert dash (-) between Invoice Number and Suffix. If Suffix is not present, enter Invoice Number and truncate trailing spaces.
RMR03 (482)	Payment Action Code	2	O	Enter PI. PI – Pay Item
RMR04 (782)	Monetary Amount	14	O	Enter Net Amount paid on the invoice speci- fied in RMR02 (i.e., gross amount minus discounts taken, or gross amount plus penalties paid). Include decimal point and two decimal places. Truncate leading zeros.

REF DES (DATA #)	NAME	ATTRIBUTES LENGTH REQ		DESCRIPTION
RMR05 (782)	Monetary Amount	14	O	Enter Gross Amount of the specified invoice. Include decimal point and two decimal places. Truncate leading zeros.
RMR06 (782)	Monetary Amount	14	O	Enter Discount Amount taken, when applicable, on the specified invoice. The discount amount will be supported by one or more ADX loops for discounts taken (Adj Reason Code L2) or lump sum recoupments taken (Adj Reason Code E1). Include decimal point and two decimal places. Truncate leading zeros.
RMR07 (426)	Adjustment Reason Code	2	X	Enter MC. MC – Miscellaneous Costs.
RMR08 (782)	Monetary Amount	14	X	Enter Penalty Amount charged, when applicable, on the specified invoice. The penalty amount will be supported by one or more ADX loops for interest owed to the vendor (Adj Reason Code L6) or for shipping and freight charges (Adj Reason Code SF). Shipping and freight charges (transportation) will also be included in the Gross Amount (RMR05). Include decimal point and two decimal places. Truncate leading zeros.

NOTE 1: If there is no RMR06 (Discount) and no RMR08 (Penalty), end the RMR segment after RMR05.

NOTE 2: If there is an RMR06 and no RMR08, end the RMR segment after RMR06.

NOTE 3: If there is no RMR06 but there is an RMR08, enter * for RMR06, enter MC for RMR07 and the penalty amount for RMR08.

c. REF SEGMENT. One or more REF segments for each PIIN/CLIN being paid under the Invoice Number cited in the preceding RMR01/02 data elements.

Position: 170 Loop: RMR Level: Detail   Usage: Optional   Max Use: >1

Purpose: To specify identifying information.

(1) REF SEGMENT (PIIN).

REF DES (DATA #)	NAME	ATTRIBUTES LENGTH	REQ	DESCRIPTION
REF	Reference Identification	3	M	Enter REF.
REF01 (128)	Reference Identification Qualifier	2	M	Enter GC. GC – Government Contract Number.
REF02 (127)	Reference Identification	13	X	Enter the PIIN for the payment order/ remittance advice. Truncate ending spaces.

(2) REF SEGMENT (Delivery Order).

REF DES (DATA #)	NAME	ATTRIBUTES LENGTH	REQ	DESCRIPTION
REF	Reference Identification	3	M	Enter REF.
REF01 (128)	Reference Identification Qualifier	2	M	Enter DO. DO – Delivery Order Number.
REF02 (127)	Reference Identification	4	X	Enter the delivery order associated with the referenced PIIN. Truncate ending spaces.

(3) REF SEGMENT (CLIN).

REF DES (DATA #)	NAME	ATTRIBUTES LENGTH	REQ	DESCRIPTION
REF	Reference Identification	3	M	Enter REF.
REF01 (128)	Reference Identification Qualifier	2	M	Enter C7. C7 – Contract Line Item Number (CLIN).
REF02 (127)	Reference Identification	6	X	Enter the CLIN associated with the referenced PIIN. Truncate ending spaces.
REF03 (352)	Description	14	X	Enter Gross Dollar Amount of CLIN. Include decimal point and two decimal places. Truncate leading zeros.

d. DTM SEGMENT. One DTM segment for each Invoice (Invoice Number and Suffix).

Position: 180 Loop: RMR Level: Detail   Usage: Optional   Max Use: >1

Purpose: To specify pertinent dates and times.

Note: Cite the date of the document specified in the preceding RMR segment.

REF DES (DATA #)	NAME	ATTRIBUTES LENGTH	REQ	DESCRIPTION
DTM	Date/Time Reference	3	M	Enter DTM.
DTM01 (374)	Date/Time Qualifier	3	M	Enter 003. 003 – Invoice
DTM02 (373)	Date	8	X	Enter the date of the vendor's invoice receipt date. Format CCYYMMDD.

e. ADX SEGMENT. One ADX loop for each PIIN/CLIN receiving a discount or penalty. Each ADX loop will contain multiple REF segments (refer to paragraphs c and f) to describe the PIIN/CLIN receiving the discount or penalty.

Position: 210 Loop: ADX Level: Detail Usage: Optional Max Use: 1

Purpose: To convey accounts-payable adjustment information for the purpose of cash application, including payer-generated debit/credit memos.

Notes:

     (1) When payment amount (Net, RMR04) varies from invoice amount (Gross, RMR05), use multiple iterations of the ADX loop as needed to identify one or more adjustments to the current invoice number (RMR02) indicated in the corresponding RMR loop.

     (2) If the ADX supports a discount monetary amount (RMR06), either Adjustment Reason Code EI or L2 will be used.

     (3) If the ADX supports a penalty monetary amount (RMR08), either Adjustment Reason Code L6 or SF will be used.

REF DES (DATA #)	NAME	ATTRIBUTES LENGTH	REQ	DESCRIPTION
ADX	Adjustment	3	M	Enter ADX.
ADX01 (782)	Monetary Amount	14	M	Enter the amount of the disbursement adjust-ment. Use a minus sign to indicate a debit. Include decimal point and two decimal places. Truncate leading zeros.
ADX02 (426)	Adjustment Reason Code	2	M	Enter the code correlating to the adjustment identified in ADX01. CODE DESCRIPTION E1 Recoupment (CLIN 9953) L2 Discount. The dollar value of the discount applied which reduces the payment amount due to the payee. L6 Interest Owed. The dollar value of interest owed a business entity for a past due payment. (penalty) SF Shipping and Freight Charge (CLIN TRANSP).

f. REF SEGMENT. If an ADX loop is for interest owed (Adjustment Reason
Code L6), the ADX loop will contain one or more of the REF segments listed in
paragraph c (to describe the PIIN/CLIN) followed by the three REF segments
listed below (to describe the interest information).

Position: 240   Loop: REF   Level: Detail   Usage: Optional   Max Use: 1

Purpose: To specify identifying information.

    (1) REF SEGMENT (Interest Rate).

REF DES (DATA #)	NAME	ATTRIBUTES LENGTH	REQ	DESCRIPTION
REF	Reference Identification	3	M	Enter REF.
REF01 (128)	Reference Identification Qualifier	2	M	Enter RB. RB – Rate Code Number.
REF02 (127)	Reference Identification	5	X	Enter interest rate used to calculate the interest paid in the preceding ADX segment. Include decimal point. Pos. 1-2 = Integer Pos. 3 = Decimal Pos. 4-5 = Fraction

    (2) REF SEGMENT (Late Payment Code).

REF DES (DATA #)	NAME	ATTRIBUTES LENGTH	REQ	DESCRIPTION
REF	Reference Identification	3	M	Enter REF.
REF01 (128)	Reference Identification Qualifier	2	M	Enter TD. TD – Reason for Change.
REF02 (127)	Reference Identification	2	X	Enter late payment Code under the Prompt Payment Act. Truncate trailing spaces.

    (3) REF SEGMENT (Number of Days).

REF DES (DATA #)	NAME	ATTRIBUTES LENGTH	REQ	DESCRIPTION
REF	Reference Identification	3	M	Enter REF.
REF01 (128)	Reference Identification Qualifier	2	M	Enter XX. XX – Rating Period.
REF02 (127)	Reference Identification	3	X	Enter number of days used to calculate the interest paid. Truncate trailing spaces.

9. Summary Segments.

   a. SE SEGMENT. Only one SE segment per Type 7 record.

Position: 010 Loop: Level: Summary   Usage: Mandatory   Max Use: 1

Purpose: To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments).

Note: SE is the last segment of each transaction set.

REF DES (DATA #)	NAME	ATTRIBUTES LENGTH	REQ	DESCRIPTION
SE	Transaction Set Trailer	2	M	Enter SE.
SE01 (96)	Number of Included Segments	6	M	Enter the total number of segments included in the transaction set, including the ST and SE segments. Truncate leading zeros.
SE02 (329)	Transaction Set Control Number	9	M	Begin with number 1 and indicate leading zeros. Note: This same number appears in ST02.

   b. GE SEGMENT. Only one GE segment per Type 7 record.

REF DES (DATA #)	NAME	ATTRIBUTES LENGTH	REQ	DESCRIPTION
GE	Functional Group Trailer	2	M	Enter GE.
GE01 (97)	Number of Transaction Sets Included	1	M	Enter 1.
GE02 (28)	Group Control Number	1	M	Enter 0.

   c. IEA SEGMENT. Only one IEA segment per Type 7 record.

REF DES (DATA #)	NAME	ATTRIBUTES LENGTH	REQ	DESCRIPTION
IEA	Interchange Control Trailer	3	M	Enter IEA.
IEA01 (I16)	Number of Included Functional Groups	1	M	Enter 1.
IEA02 (I12)	Interchange Control Number	9	M	Enter 000000000.

10. <u>Sending Remittance Information To The Vendor</u>.

   a. If the vendor elects to have remittance information sent directly to their system, the remittance information will be written to a User Defined File (UDF). The UDF, produced by **DISMS**, will contain the ST segment data elements through the SE segment data elements. Refer to DLAM 4745.2, Part 2, Chapter 7 for UDF layout. The UDF will be used by the EDI translator to produce the 820 transaction set for dissemination to the vendor.

   b. The option to sent remittance advice information directly to the vendor (as well as the vendor's bank) is **set during the Central Contractor Registration (CCR) process** by answering yes to SPLIT EFT/EDI REQUESTED.

11. <u>Reporting Requirements</u>. **The Electronic Funds Transfer Listing (F-2-42) will list the EFT payments made using the CTX payment method**.