

# Tape Record Layout

CPSS : 08.90.017.04

Date Created: 5/20/1998

ARM No: 28

Date Modified: 3/10/2004

ARM Supplement: 15

File Name: Vendor/Misc Agency ACH Payment File
File Id: Control Header Record
Output From: Agency or Electronic Certification System
Input To: TOP Pre-Validation, RFC ACH Payment Application

<u>Record Information</u>	<u>File Information</u>	<u>Tape Information</u>	<u>Blocking Information</u>
Max Size: 160	Retention: 0 days	Track: 0	Density: 0
Record Type: Fixed		Parity: None	Factor: 10
			Max Length: 1600

Field Number	Length	Positions	Type	Description	Notes	Footnote
1	4	1 - 4	A	Record Identification	"DHDR"	1
2	16	5 - 20	A	Blanks		
3	10	21 - 30	A	File Identification		2
4	5	31 - 35	N	Creation Date	YYDDD	
5	5	36 - 40	A	Blanks		
6	20	41 - 60	A	Agency Name	Optional (may be blank)	
7	12	61 - 72	A	Agency Telephone Number	Optional (may be blank)	
8	6	73 - 78	A	Agency ID		3
9	11	79 - 89	A	Schedule Number	Left Justified.	4
10	20	90 - 109	A	Federal Employer Identification Number (FEIN)	Left Justified (Agency EIN or DUNS)	5
11	51	110 - 160	A	Blanks		

## Footnotes:

All characters in file must be = or > HEX '40'

1 This DHDR Record is the first record of each Schedule on the file.  
DHDR record must be the first record of file. For multiple schedule/batch files, no record is to be between the preceding schedule/batch 'DEOR' record and the next schedule/batch 'DHDR' record.

2 File Identification field positions 21 - 24 are for an abbreviated agency identification (i.e., AGR, IRS, EPAL, etc.); left justified.  
This data is carried in the Batch Header Record which is provided to the receiving Financial Institution in subsequent processing.  
Care should be taken to assure that agency identifications are meaningful.

PPD+ Payment Format \*\*\*\*\*Prearranged Payment and Deposit \*\*\*\*\*

Field Position 25 - 30 "SALARY" Salary  
 "TRAVEL" Travel  
 "PADPPD" Preauthorized Debit  
 "ANNUIT" Annuity  
 "THRIFT" Thrift Saving  
 "VAINSR" VA Insurance/Due Date  
 "MISPPD" Miscellaneous PPD  
 "PRENOT" Prenotification

CCD+ Payment Formats \*\*\*\*\* Cash Concentration Disbursement \*\*\*\*\*

Field Position 25 - 30 "VENMIS" Vendor/Miscellaneous  
 "MISCCD" Miscellaneous CCD  
 "PADCCD" Preauthorized Debit  
 "PRENOT" Prenotification

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## Footnotes:

"PRENOT" indicates that the file is to be used to generate Prenotification Records, which must have zeros in the amount field and must be on a separate file from other payments.

Preauthorized Debit (PAD) payments must be on a separate file from other payments.

### 3 PPD+ Payment Format \*\*\*\*\* Prearranged Payment and Deposit \*\*\*\*\*

Field Position 73 - 78 "FEDSAL" Salary  
"FEDTVL" Travel  
"FEDPPD" Preauthorized Debit  
"FEDANN" Annuity  
"FEDTSP" Thrift Saving  
"FEDVAI" VA Insurance  
"MISPPD" Miscellaneous PPD

### CCD+ Payment Format \*\*\*\*\* Cash Concentration Disbursement \*\*\*\*\*

Field Position 73 - 78 "VENMIS" Vendor/Miscellaneous  
"MISCCD" Miscellaneous CCD  
"FEDCCD" Preauthorized Debit

The following are valid File ID (pos 25-30), Agency ID (pos 73-78), and Line Code (from data record) combinations:

"VENMIS"	"VENMIS"	"M" or "V"
"MISCCD"	"MISCCD"	"M" or "V"
"PADCCD"	"FEDCCD"	"P"
"SALARY"	"FEDSAL"	"S" or "A"
"TRAVEL"	"FEDTVL"	"T"
"PADPPD"	"FEDPPD"	"P"
"ANNUIT"	"FEDANN"	"A" or "S"
"THRIFT"	"FEDTSP"	"S"
"VAINSR"	"FEDVAI"	"I"
"MISPPD"	"MISPPD"	"M", "X", "O", "R", "B", "D", or "C"

("PRENOT" would replace the above File ID (25-30) for prenotifications)

- 4 Schedule Number must be unique per ALC per Fiscal Year.  
Schedule Number needs to be left justified, can not be all blanks, 0's, or 9's.  
Embedded spaces and leading 0's do not make schedule numbers unique.  
Schedule must contain at least 1 data record.

- 5 For VENMIS/MISCCD Child Support Payments only. Precede FEIN / EIN / DUN or other unique identification number with the appropriate ANSI one digit Identification Code Designator (ICD).  
The ANSI ICD are as follows:  
"1" - IRS Employer Identification Number (EIN) or Federal Employer Identification Number (FEIN)  
"3" - Data Universal Numbering Systems (DUNS)  
"9" - User Assigned Number