Tape Record Layout

CPSS : 19.90.002.01

Date Created: 8/31/1995

ARM No: 0

Date Modified: 5/27/2004

ARM Supplement: 0

File Name: Vendor/Misc. Check Payment File

File Id: Enclosure Code O - Designated Agent (Name Only) 12/

Output From: Agency, Electronic Certification System

Input To: VEN99002; Vendor/Miscellaneous Split Run

Record Information
Max Size: 1048
Record Type: Fixed

File Information
Retention: 0 days

Tape Information
Track: 9   Density: 1600
Parity: Odd

Blocking Information
Factor: 1
Max Length: 1048

Field Number	Length	Positions	Type	Description	Notes	Footnote
1	10	1 - 10	A	Segment Number		1
2	1	11	N	Enclosure Code	"0"	2
3	3	12 - 14	A	Overflow Field A	Prefix Field for the TIN	3
4	9	15 - 23	A	Payee or Vendor ID Number - TIN		4
5	9	24 - 32	N	Payment Amount	High-Order Zero Fill	
6	10	33 - 42	A	Agency Identification		5
7	1	43	A	Record Code	"B"	
8	35	44 - 78	A	Payee Name		
9	35	79 - 113	A	Address Line 1		6
10	95	114 - 208	A	Blanks		
11	1	209	A	Type of Payment	For agency use	
12	16	210 - 225	A	Appropriation Code		
13	4	226 - 229	A	Overflow Field B	Suffix Field for the TIN	7
14	1	230	A	TIN Code (Type of Payment Indicator)		8
15	1	231	A	TOP Eligibility	Blank or "Y" = Yes, "N" = No	9
16	12	232 - 243	A	Reserved for FMS		
17	15	244 - 258	A	Reserved for Agency Data	For agency use	
18	1	259	A	Blank		
19	16	260 - 275	A	Blanks		
20	2	276 - 277	N	Number of Payment ID Lines		10
21	40	278 - 317	A	Payment Identification Line 1		11
22	15	318 - 332	A	Blanks		
23	40	333 - 372	A	Payment Identification Line 2		11
24	676	373 - 1048	A	Blanks		

Footnotes:

1   Segment Number is comprised of 10 low-order positions of the schedule number of the accompanying SF 1166. If fewer than 10 positions, right justify and high-order zero fill.

2   Enclosure Code indicates type of enclosure, if any, to accompany check, as follows:
0 = Name-only (Designated Agent) check; no enclosure
1 = Direct mail check, no enclosure
2 = Treasury printed "Notice to Check Recipient" to accompany check
3 = Turn-around payee document to accompany check
4 = Transportation payment (tear-off slip to accompany check)

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Footnotes:

3   This field is reserved for spillover from Field #4, the Vendor ID, when the ID exceeds 9 characters.
This reserved field, if less than three characters, must be right-justified with leading blanks.

4   For TIN compliance, this field must contain 9 digits. For a Vendor ID, the field may contain any
alphanumeric combination. If less than 9 characters, an agency cannot use overflow fields. If more
than 9 characters, the extra characters must be placed as a prefix in field #3 (Overflow Field A).
If more than 12 characters, the excess continues as a suffix in Overflow Field B.

5   Agency Identification (e.g., "VA AUSTIN", "SSA BALT") to be printed on the check.
Agencies have the option to put any type of agency ID they feel pertinent (i.e. vendor numbers).

6   Payee Name and Address - A maximum of five (5) lines may be used for payee name and address.
The last address line must contain City, two-character State abbreviation, and ZIP Code. If fewer
than 5 lines are used for the name and address, blank fill the remaining lines. For Enclosure Code
0 items only, Address Line 1 may contain data useful to the agency, e.g., social security number,
distribution code; otherwise for Enclosure Code 0, this field will be blank.
If an enclosure code 1-4 is processed, the program will validate that at least one fo the 4 address
fields contains information. If all of the address fields contain blanks, the input agency file
will be rejected back to the agency for correction.

7   This field is reserved for spillover, continued from the Overflow Field A, when the
vendor ID exceeds 12 characters. This reserved field, if less than four characters,
must be left-justified with trailing blanks.

8   TIN Codes (Type of Payment Indicators): V = Vendor, M = Miscellaneous, X = Tax,
O = OPM, R = RRB, B = SSA, D = SSI, C = VA

9   This field is to be used for Miscellaneous Paymets only TIN Code 'M').
Agencies are to determine if the Miscellaneous payment is subject to offset and must place the
appropriate code in this field. If the field is left blank, the payment will be subject to offset.

10   Number of Payment ID Lines:
Enclosure Code 0 and 1 - number of Payment ID Lines to be printed on check ("01" or "02").
Enclosure Code 2 - Number of Payment ID Lines to be printed on "Notice to Check
Recipient" ("01" - "14").
Enclosure Codes 3 and 4 - "01" if second Payment ID Line 2 is to be used for explanatory data,
otherwise, "00". (Payment ID Line 1 contains a Treasury-generated legend).

11   Payment ID Lines 1 and 2 - for Enclosure Codes 0 and 1, the agency may use these
fields to indicate reason for payment (e.g., "TRAVEL ADVANCE", "CASH REIMBURSEMENT"),
or these fields may contain vendor invoice numbers. If not used, blank fill.

11   Payment ID Lines 1 - 14 - For Enclosure Code 2, Treasury will print up to 14 lines
of payment identifying data on a "Notice to Check Recipient". If fewer than 14 lines
are needed, blank fill the remaining fields.

Payment ID Line 2 - For Enclosure Code 2, this field is used by the Austin Financial Center as the
payment UNIQUE IDENTIFIER field.

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Footnotes:

11   Payment ID Line 2 - For Enclosure Code 2, Treasury will print up to 14 lines
the check. (Payment ID Line 1 contains a Treasury-generated legend).

12   File sequence is Segment Number/Enclosure Code/Payee or Vendor ID Number.