**GENUS01 (Distribution Activity) details:**

1. Name: GENUS01
2. Description: DST GENUS01 - Distribution Activity
3. Delimiter: Fixed-width
4. Data enclosed in quotes (Y/N): N
5. Header: Yes
   1. Each file is grouped into sections and sub-sections.  The top level section has a Header Record (RHR).  Header Records separate each Request Number.
   2. The next sub-section begins with a Distribution Activity Header Record (CGH/DVH).  Distribution Activity Header Records separate activity by security.
6. Footer/Trailer:
   1. The top level section ends with a Trailer Record (RTR)
   2. Note: there is no trailer/footer record for the Distribution Activity sub-section
7. Detail Records:
   1. Each Distribution Activity Header Record will have sets of Detail Records (CGR/DVR).  The Detail Records always come in sets of two: CGR001/CGR002 or DVR001/DVR002.  There will be one or more sets of Detail Records per Distribution Activity Header Record.

The format for the Distribution Activity (GENUS01) file is as follows:

**Header Record (RHR):**

* Record Type [char 3]:
  + Hardcode “RHR”
* Sequence Number [numeric 3]:
  + Hardcode “001”
* File Type (Description) [char 15, left-justified and padded with trailing spaces]:
  + Hardcode “DISTRIBUTION”
* Super Sheet Date [date formatted as CCYYMMDD]:
  + Business date – use current date
* Processed Date [date formatted as CCYYMMDD]:
  + Processed date – use current date
* Processed Time [time formatted as HHMMSSDD]:
  + Processed time – use current time
* Job Name [char 8]:
  + Hardcode “GNDMU384”
* File Format Code [numeric 3]:
  + Hardcode “018”
* Request Number [numeric 7, right-justified and padded with leading zeroes]:
  + Agent DST Request Number – use REQUEST\_NUMBER field
* Asterisk [char 1]:
  + Hardcode “\*”
* System ID [char 3]:
  + Hardcode “GEN”
* Management Code [char 2]:
  + Hardcode “US”
* Asterisk [char 1]:
  + Hardcode “\*”
* Unused [char 88]:
  + 88 spaces

**Distribution Activity Header Record (CGH/DVH):**

* Record Type [char 3]:
  + If TRANSACTION\_CODE = “DIV”, set value to “DVH”
  + Else if TRANSACTION\_CODE in (“LGAIN”, “SGAIN”), set value to “CGH”
  + Else if TRANSACTION\_CODE = "RDIV," set value to "DVH"
  + Else if TRANSACTION\_CODE in ("RLCP", "RSCP"), set value to "CGH"
* Sequence Number [integer, 3]:
  + Hardcode to “001”
* Distribution Date [date format as CCYYMMDD]:
  + Use field DISTRIBUTION\_DATE
* CUSIP Number [char 9, right-justified with leading zeroes]:
  + Use field CUSIP
* Fund Code [char 7, right-justified and padded with leading zeroes]:
  + Use field SEC\_NO
* Fund Expense Rate [Numeric 15, 10 decimal places]:
  + Hardcode “000000000000000”
* Distribution Type Code [Numeric 1]:
  + If TRANSACTION\_CODE = “DIV”, set value to “0”
  + Else if TRANSACTION\_CODE = “LGAIN” set value to “2”
  + Else if TRANSACTION\_CODE = “SGAIN”, set value to “1”
  + Else if TRANSACTION\_CODE = “RDIV”, set value to “0”
  + Else if TRANSACTION\_CODE = “RLCP”, set value to “2”
  + Else if TRANSACTION\_CODE = “RSCP”, set value to “1”
* Reinvestment Share Price [Numeric 9, 4 decimal places from transaction price]
  + Use field PRICE
* Penalty Withholding Rate [Numeric 15]
  + Hardcode with “000000000000000”
* Unused [char 59]
  + 59 spaces

**Detail Record 1 (DVR001/CGR001):**

* Record Type [char, 3]:
  + If TRANSACTION\_CODE = “DIV”, set value to “DVR”
  + Else if TRANSACTION\_CODE in (“LGAIN”, “SGAIN”), set value to “CGR”
  + Else if TRANSACTION\_CODE = "RDIV," set value to "DVR"
  + Else if TRANSACTION\_CODE in ("RLCP", "RSCP"), set value to "CGR"
* Sequence Number [Integer, 3]:
  + Hardcode “001” (as first detail record)
* Dealer Number [char 7, right-justified and padded with leading zeroes]:
  + If SUBSCRIBER\_TYPE = Account Type then
    - set value to "IADST"
  + Else use field APLID
* Dealer/Branch Number [char 9]
  + Hardcode “000000000”
* Customer Account Number [char 20]:
  + The first 11 characters are ACCT\_NO, right-justified with leading zeroes
  + The next 9 characters are spaces
  + For example, account number 12345678 would be "00012345678         "
* Account Number Code [char 1]
  + Hardcode “F” (F = fund account number)
* Fund Expense Amount [Numeric 15]
  + Hardcode “000000000000000”
* Fund Expense Allocation Code [char 1]
  + Hardcode as a single space - “ “
* Social Security Number (SSN) [ Numeric 9, no dashes]
  + TAX\_ID
* Share Balance After Distribution [Numeric 15, four decimal places with leading zeroes]
  + Set value to PSTN\_QTY
* Issued Shares/Units [Numeric 15, four decimal places with leading zeroes]
  + Hardcode “000000000000000”
* Distribution Amount [Numeric 15, two decimal places with leading zeroes]
  + NET\_AMT
* Subaccounting Fee Amount [Numeric 9, two decimal places with leading zeroes]
  + Hardcode “000000000”
* Other Fees Amount [Numeric 9, two decimal places with leading zeroes]:
  + Hardcode “000000000”
* NSCC Trust Company Number [Numeric 4]
  + Hardcode “0000”
* NSCC Third Party Administrator Number [Numeric 4]
  + Hardcode “0000”
* Unused [char 2]
  + Hardcode as 2 spaces

**Detail Record 2** **(DVR002/CGR002):**

* Record Type [char 3]
  + If TRANSACTION\_CODE = “DIV”, set value to “DVR”
  + Else if TRANSACTION\_CODE in (“LGAIN”, “SGAIN”), set value to “CGR”
  + Else if TRANSACTION\_CODE = "RDIV," set value to "DVR"
  + Else if TRANSACTION\_CODE in ("RLCP", "RSCP"), set value to "CGR"
* Sequence Number [Numeric 3]
  + Hardcode “002” (as second detail record)
* Foreign Tax Withholding Rate [Numeric 3, three decimal places with leading zeroes]
  + Hardcode “000”
* Foreign Tax Withholding Amount [Numeric 15, two decimal places with leading zeroes]
  + Hardcode “000000000000000”
* US Withholding Amount [Numeric 15, two decimal places with leading zeroes]
  + Hardcode “000000000000000”)
* Cumulative Discount Number [Numeric 9]
  + Hardcode “000000000”
* Dealer Control Level Code [Numeric 1]
  + Hardcode “0”
* Representative Number [char 9, left-justified with lagging spaces]
  + If Subscriber Type = Account Type then
    - set value to "IMPASST"
  + Else use field APLID
* Representative Name [char 30, left-justified with lagging spaces]
  + If Subscriber Type = Account Type then
    - set value to "Impact Assets"
  + Else concatenate (FIRST\_NAME + <Space> + MIDDLE\_NAME + <Space> + LAST\_NAME)
* External Fund ID [char 9]
  + Hardcode to 9 spaces
* Fund From/To [Numeric 7]
  + Hardcode to 7 spaces
* Wire Transaction Group Number [Numeric 7]
  + Hardcode to 7 spaces
* Balance Indicator [char, 1]
  + Hardcode to 1 space
* Transaction Code [Numeric 3]
  + Hardcode to 3 spaces
* Transaction Code Suffix [Numeric 3]
  + Hardcode to 3 spaces
* Voluntary Transaction Description [char 26]
  + Hardcode to 26 spaces
* Trust/Custodian ID Number [Numeric 7]
  + Hardcode to 7 spaces
* Third Party Administrator ID [Numeric 7]
  + Hardcode to 7 spaces

**File Trailer Record (RTR):**

* Record Type [char 3]:
  + Hardcode “RTR” (RTR = Request Trailer)
* Sequence Number [Numeric 3]:
  + Hardcode “001”
* File Type (Description) [char 15, left-justified with lagging spaces]
  + Hardcode “DISTRIBUTION”
* Trailer Record Count [Numeric 9, right-justified with leading zeroes]
  + Record count including header, detail and trailer records for all content associated with the top level section (advisor) associated with the accompanying Header Record (RHR)
* Unused [char 128]
  + Hardcode to 128 spaces