

**CAMPUS INTERFACE SPECIFICATIONS
FOR
CORE FINANCIAL SYSTEMS**

**IFIS
ACCOUNTS PAYABLE
BATCH CHECK WRITE
PROCESS**

FINAL

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University of California

San Diego

ACT

Table of Contents

1	INTRODUCTION.....	1
1.1	OBJECTIVE.....	1
1.2	OVERVIEW.....	1
1.3	TESTING AND APPROVAL PROCEDURES.....	2
1.4	CONTACTS.....	3
1.5	RESPONSIBILITIES.....	4
1.6	PROCESSING OF INTERFACE FILES.....	6
1.7	INPUT.....	6
1.8	POTENTIAL PROBLEM AREAS.....	7
1.9	OUTPUT.....	7
2	PHYSICAL FILE CHARACTERISTICS.....	8
3	FILES.....	10
4	RECORD DESCRIPTIONS.....	11
4.1	FIXED KEY.....	11
4.2	VARIABLE KEY.....	11
4.3	RECORD TYPE.....	11
4.4	VARIABLE DATA.....	12
4.5	SEQUENCE.....	12
4.6	ACCOUNTING DISTRIBUTION.....	12
	AP Batch Check Write File.....	13
	AP Batch Check Write File Cont'd	14
5	DATA ELEMENT DICTIONARY.....	16
1099	INDICATOR.....	17
1099	REPORT ID.....	18
	ACCOUNT CODE.....	19
	ACCOUNT INDEX CODE.....	20
	ACTIVITY CODE.....	21
	ADDITIONAL CHARGE.....	22
	ADDITIONAL CHARGES RULE.....	23
	ADDRESS TYPE.....	24
	ADJUSTMENT CODE.....	25
	APPROVED AMOUNT.....	26
	APPROVED AMOUNT RULE.....	27
	CHART OF ACCOUNTS CODE.....	28
	CREDIT BALANCE AMOUNT.....	29
	DEBIT BALANCE AMOUNT.....	30
	DEBIT BALANCE INDICATOR.....	31
	DISCOUNT AMOUNT.....	32
	DISCOUNT RULE.....	33
	DOCUMENT NUMBER.....	34
	DOCUMENT REFERENCE NUMBER.....	35
	DOCUMENT TYPE SEQUENCE NUMBER.....	36
	FEDERAL WITHHOLDING PERCENTAGE.....	37
	FUND CODE.....	38
	GROUPING INDICATOR.....	39
	INVOICE DATE.....	40
	ITEM NUMBER.....	41
	LIQUIDATION INDICATOR.....	42
	LOCATION CODE.....	43
	ORGANIZATION CODE.....	44
	ORIGIN CODE.....	45
	PROGRAM CODE.....	46
	PROGRAM NAME.....	47

PROJECT CODE.....	48
RECORD TYPE.....	49
RECURRING INDICATOR.....	50
SEQUENCE NUMBER.....	51
STATE WITHHOLDING PERCENTAGE.....	52
TAX AMOUNT.....	53
TAX INDICATOR.....	54
TAX RATE CODE.....	55
TAX RULE.....	56
UNIVERSITY CODE.....	57
USER ID.....	58
VENDOR CODE.....	59
VENDOR INVOICE NUMBER.....	60
6 CONVERSION.....	61
7 ARCHIVE/RECOVERY/RESTART.....	61
7.1 ARCHIVE.....	61
7.2 RECOVERY.....	61
7.3 RESTART.....	61
FILE TRANSMITTAL SHEET.....	62

Interface Specifications

Accounts Payable Batch Check Write

1 INTRODUCTION

1.1 OBJECTIVE

This document describes the interface specifications for submitting Check Request transactions to the University's IFIS (Integrated Financial Information System) Accounts Payable (AP) module. This is a technical reference for users creating Check Requests Computer file(s) for input into the IFIS AP module.

1.2 OVERVIEW

The University has embarked on replacement of hardware and software for core administrative data processing. An IBM mainframe computer is the hardware "platform" for administrative data processing, replacing existing Prime and Burroughs administrative computing facilities.

New Integrated Financial Information System (**IFIS**) and Integrated Student Information System (**ISIS**) administrative software modules embody an integrated administrative information database for the campus.

The purpose of the Accounts Payable Batch Check Write Process is to provide the following benefits:

- o Provide the means for campus departments approved by the Disbursements Division of the Accounting Office to submit batch input computer files to the IFIS Accounts Payable Batch Check Write process.
- o Support concepts of data editing and data completeness by performing edits at the file and field level.
- o Provide control reports to the Disbursements Division of the Accounting Office, ACT Production Control and the submitting client department which reports the data loaded to the database and any errors that resulted from processing.

The Accounts Payable Batch Check Write Process is a series of programs which:

1. Create check requests
2. Create checks
3. Post to the general ledger
4. Create check registers
5. Create vendor registers
6. Post to operating ledger

Interface Specifications

Accounts Payable Batch Check Write

A complete Accounts Payable Batch submittal consists of a single input file and a correctly completed Transmittal file form. All tape submittals must be submitted in IBM OS Standard Tape Label format and must be accompanied by a correctly completed tape transmittal form.

All files will be processed utilizing the edit criteria established by the Accounts Payable Check Write Process.

The Accounts Payable Check Write Process may continue only if there are no errors encountered during the request generation phase of processing.

In order for a AP Batch Check Write Request to be valid, the object (i.e., Payee) of the payment , must already be established on the database as an Entity or Person. If the object of a payment is not on the database at the time the payment transaction is processed, the transaction will be rejected as an error. Addition and maintenance of persons or entities for payment is under the control of the Disbursements Division of the Accounting Office.

The Accounts Payable Check Write Process will process, load and report statistics and errors on all files encountered during processing.

The Accounts Payable Check Write Process input files must adhere to the formatting requirements defined within this document.

1.3 VALIDATION AND APPROVAL PROCEDURES

The Help Desk and Production Control coordinates the validation of newly approved and revised files. Validation results are reviewed by the Disbursements Division of the Accounting Office.

Based on review of the validation results, the Disbursements Division of the Accounting Office authorizes the department's batch interface with the AP module into the production environment.

ACT Production Control is responsible for placing the new/revised departmental AP Parameter File into production. This installation includes incorporating any parameter additions/changes for each departmental submittal into the run decks that perform the AP Batch Check Write Process.

The Disbursements Division of the Accounting Office and the Help Desk require adequate lead time (approximately three to five working days) to establish the Origin Code (a code which identifies the department that generated the check request), validate the submitted file, and review and approve the results. Submitting departments are expected to adhere to established

Interface Specifications

Accounts Payable Batch Check Write

Check Writing process cycle deadlines, and to initiate their validation requests well in advance of those deadlines.

1.4 CONTACTS

Initial inquiries concerning interfacing with the AP Batch Check Write process should be directed to the Disbursements Division of the Accounting Office Contact or the Help Desk contact listed below. The Disbursements Division of the Accounting Office and Production Control work with the staff of the submitting department through the validation and approval phase of the establishing the interface. They meet with the staff of the submitting department to establish the Origin Code, discuss procedures for validation and put the interface into production.

Once the interface is approved for production, ACT Production Control staff and the Disbursements Division of the Accounting Office Contact Person are the prime contacts for the department for production-related issues. ACT Production Control is part of the Operations Division of Information Systems. This group handles all production files submitted by departments for processing into the core financial system.

After the interface is approved, the Help Desk role is to answer questions about the technical specifications and to re-test the interface as required.

Each submitting department must specify a Contact Person for each separate interface file requested. This person will receive and maintain all documentation and correspondence concerning each interface file, and will coordinate with the Disbursements Division of the Accounting Office, ACT Operations, ACT Production Control, and ACT Services.

Accounting Office - Disbursements Division

Alicia Cole
Mail Code: 0955
Extension: 40541

Help Desk

Ext: 41853

ACT Production Control

Paul Sermak / Beverly Oregon
Mail Code: 0903
Extension: 42443 / 42447

Departments should consult with Help Desk about compatibility of the IFIS/IBM environment with their department's hardware and communications. Questions concerning electronic data transfer between the department's system and ACT's IBM mainframe computer should be directed to the Help Desk.

Interface Specifications

Accounts Payable Batch Check Write

1.5 RESPONSIBILITIES

Responsibilities under the IFIS AP Batch Check Write Process are summarized below:

SUBMITTING CLIENT DEPARTMENT

- o Implement the AP Batch Check Write input file specifications as delineated in this document.
- o Support on-going data transmittals as specified.
- o Correct software as needed.
- o Regenerate AP Batch Check Write input file(s) as required.
- o Review all client reports produced by the AP Batch Check Write process.
- o Archive files and software according to UC policy and data retention guidelines.

ACCOUNTING OFFICE - DISBURSEMENTS DIVISION

- o Establish and approve Origin Codes on the IFIS Systems Data (SYSDAT) table.
- o Review all reports produced by the AP Batch Check Write process.

ACT PRODUCTION CONTROL

- o Verify each Job Summary and Control report.
- o Resolve computer errors/rerun situations and notify the Disbursements Division of the Accounting Office and submitting client departments of error conditions.

ACT PRODUCTION CONTROL

- o Validate and approve new/revised AP Batch Check Write input submissions.
- o Assist departments on technical issues pertaining to the interface.
- o Distribute and maintain AP Batch Check Write interface documents.

Interface Specifications

Accounts Payable Batch Check Write

HELP DESK

- o Provide technical information to campus departments about hardware and communications compatibility issues between the IFIS/IBM environment and departmental hardware and communications, including electronic data transfers to the ACT IBM mainframe computer.

Interface Specifications

Accounts Payable Batch Check Write

1.6 PROCESSING OF INTERFACE FILES

Once the AP interface has been validated by Production Control and has been approved by the Disbursements Division of the Accounting Office, the client department may submit batch transactions according to a schedule agreed to by the Disbursements Division of the Accounting Office and ACT Production Control.

The production cycle begins when a department submits a transmittal file and corresponding transmittal sheet to ACT Production Control. Production Control validates the information provided on the File Transmittal Sheet, loads the AP batch check write input files to the production area on the IBM mainframe and initiates the AP Batch Check Write Process.

The specific processing steps in this AP batch process are summarized below:

- The Origin Code must have been established within the Sysdat Table by the Disbursements Division of the Accounting Office prior to processing the department's input file. This same Origin Code must be reflected within the Fixed Key data of each record. (See Data File Layout.)
- The Check Request input file is processed. Any errors are published.

The Check Register and Vendor Register from the process are forwarded to the Disbursements Division of the Accounting Office and the submitting client department for review. Production Control cannot edit or correct input transactions submitted by departments.

1.7 INPUT

The AP Batch Check Write Process requires the following input:

- o A correctly completed File Transmittal Sheet with each submission.
- o A submittal with an input file containing at least one file containing Detail Transaction record(s).

The submitting department is responsible for creating the AP Batch input file(s) and the accompanying File Transmittal Sheet(s). The File Transmittal Sheet must accompany each AP Batch input file submittal, and it must be complete. There are important items on the form that are used for verification purposes during the processing of the file. (See Sample File Transmittal Sheet.) ACT Production Control will reject a submittal that does not have a File Transmittal Sheet or a File Transmittal Sheet that has missing information. They will also

Interface Specifications

Accounts Payable Batch Check Write

reject submittals when information on the transmittal does not match that on the input files, for example, record counts that do not match.

The AP Batch input file consists of records submitted for processing into the IFIS database. Detail Transaction record formats for each AP input file are described in the Record Layout section.

Individual data elements are described in the Data Dictionary.

1.8 POTENTIAL PROBLEM AREAS

The submitting department must be cognizant of the procedures for establishing and modifying the contents of the AP Batch input file.

Possible transmittal errors are:

- o Data Exception Errors
 - For all input data submitted to IFIS, all numeric fields should be initialized to zeros and all alphanumeric fields should be initialized to spaces. If non-numeric characters are entered in field defined as numeric, a data exception error will be generated and processing of the input file will stop.
- o Tape parity errors.
- o Tapes lost or damaged in transit.
- o Telecommunications failure.
- o Failure to translate recording modes (i.e., ASCII to EBCDIC).
- o File rejection due to edit errors.

1.9 OUTPUT

The integrity of the system relies on the manual verification of report output from the AP Batch Check Write Process. The Disbursements Division of the Accounting Office, ACT Production Control and the client each have specific responsibilities in an on-going effort of quality assurance.

The AP Batch Check Write Process reports will assist offices in the performance of their responsibilities. Two copies of each report are generated, one for the submitting department and one for the Disbursements Division of the Accounting Office. All reports are saved to disk. ACT Production Control must ensure

Interface Specifications

Accounts Payable Batch Check Write

that all reports are successfully printed before removing the files from disk.

- o Check Register (FAOOK07D)
(distributed with each check write)
- o Vendor Register (FAPP501D)
(distributed as needed)

2 PHYSICAL FILE CHARACTERISTICS

IFIS AP Batch submissions on magnetic tape will be accepted from authorized client departments according to the following specifications.

Label type: IBM OS Standard
Density: 1600 or 6250 bpi
Track: 9 track
Data Set Name(s):

- o AP Batch Check Write Input File:

FISP.FAPXJ1.FAPXK00.nnnnnnnn.Dyyddd

where: 'nnnnnnnn' is an 8-character identifier that tells which department generated the transaction and 'Dyyddd' is the Julian date indicating when the tape was generated by the submitting department.

File Format: Fixed block
Record size: 201 characters
Block size: 4020 characters
External Label: To specify:
Data Set Name
Volume Serial Number
Creation Date
Record Count
Block Count
Reel Number

All tapes submitted by departments are required to be IBM OS Standard Labelled tapes. Contact ACT Production Control about issues creating IBM OS Standard Labelled tapes.

ACT Production Control may accept files through electronic file transfer or by submitting DOS format files on diskettes. ACT Production Control will work with individual departments to establish procedures for submitting files in these two alternative methods of data transfer. Contact ACT Production Control for more information about methods of transferring between departmental systems and ACT's IBM mainframe computer.

Interface Specifications
Accounts Payable Batch Check Write

3 FILES

The Accounts Payable Check Write Process will consist of the following data files:

- o AP Batch Check Write Parameter File:
- o AP Batch Check Write Input File:

FISP.FAPXJ1.FAPXK00(nnnnnnnnn)
where: 'nnnnnnnnn' is an 8-character identifier
that tells which department generated
the transaction.

The use of the IBM OS standard label should provide further assurance that:

1. The correct file is being processed based upon the OS label file identifier.
2. The file has been completely processed based upon reaching the OS label trailer record.
3. All records within the file have been processed based upon a comparison of OS trailer label record count with that of the transmittal.

Interface Specifications

Accounts Payable Batch Check Write

4 RECORD DESCRIPTIONS

The AP Batch Check Write input file contains:

1. Fixed Key which supports file control, insuring that the correct file is being processed.
2. Variable Key which supports sorting the file.
3. Record Type which supports the types of data.
4. Variable data which supports the data at the payee, document header and document detail levels.

The record layouts describe two categories which are applied to all fields: Required and Optional. "Required" indicates that valid, non-blank values must be supplied for that field. "Optional" indicates that a given field may be blank or non-blank depending on the rules established for that field.

Please refer to the Data Element Dictionary in Section 5 for additional information about the individual data elements.

4.1 FIXED KEY

The Fixed Key portion of the AP Batch Check Write record contains information which provides controls at the file level by identifying the file to the AP Check Write Batch Input process. It contains information that identifies a "batch" of transactions. It contains the following fields: UNIVERSITY CODE, PROGRAM NAME, USER ID, and ORIGIN CODE.

4.2 VARIABLE KEY

The Variable Key portion of the AP Batch Check Write record contains information which supports sorting the file. It contains the following fields: VENDOR CODE, DOCUMENT TYPE SEQUENCE NUMBER, CHECK GROUPING INDICATOR, DOCUMENT NUMBER, ITEM NUMBER and ACCOUNT SEQUENCE NUMBER.

4.3 RECORD TYPE

The Record Type indicator of the AP Batch Check Write record contains information which identifies the type of data within the file.

Interface Specifications

Accounts Payable Batch Check Write

<u>Record Type</u>	<u>Variable Data</u>
N	External Request (Payee)
O	External Request (Doc Header)
P	External Request (Doc Detail)

This structure allows for the payment of many documents against the Payee and allows for the multiple line item / account distributions within a document.

4.4 VARIABLE DATA

The Variable Data portion of the AP Batch Check Write record contains the principle data of the transaction whose format is determined by the value of the Record Type indicator. Data must be provided at the Payee, Document Header and Document Detail levels. Please refer to the Variable Data record layouts for each Record Type Indicator for descriptions of these records. This data will be edited, loaded to the IFIS data base, and reported in the output reports.

4.5 SEQUENCE

Transactions must be sorted in ascending order by the Record Sort Key (refer to File Layout). Transactions will be sorted based upon the Sort Key area of the AP Batch Check Write record.

4.6 ACCOUNTING DISTRIBUTION

Departments will be required to supply valid values for the IFOAPAL fields contained within the variable data portion of the AP Batch Check Write record.

For more information about IFOAPAL codes, refer to the interface document "IFIS IFOAPAL Extract File". This document may be obtained from the Help Desk listed in this document.

Interface Specifications

Accounts Payable Batch Check Write

Data File Layout

Title.....**AP Batch Check Write File**

Data Set Name.....FISP.FAPXJ1.FAPXK00(nnnnnnnn)

Data Element Name	Position	Length	Format	Remarks

--				
Record Sort Key				
Fixed Key				
University Code	1 - 2	2	X(02)	
Program Name	3 - 10	8	X(08)	
User ID	11 - 18	8	X(08)	
Origin Code	19 - 22	4	X(04)	
Variable Key				
Vendor Code	23 - 32	10	X(10)	First character is a space.
Address Type	33 - 34	2	X(02)	Assigned by Disbursements.
Document Type				
Sequence Number	35 - 38	4	9(04)	Must be non-blank
Grouping Indicator	39 - 39	1	X(01)	Must be blank for Record Type "N"
Document Number	40 - 47	8	X(08)	Must be blank for Record Type "N"
Item Number	48 - 51	4	9(04)	Must be zeros for Record Type "N"
Account Sequence Number	52 - 55	4	9(04)	Must be zeros for Record Type "N"
Record Type	56 - 56	1	X(01)	
Record Body				
Vendor Level Data (Record Type N)				
Debit Balance Indicator	57 - 57	1	X(01)	Must be spaces. For internal use only.
Debit Balance Amount	58 - 69	12	9(10)V99	Must be zeros. For internal use only.
Credit Balance Amount	70 - 81	12	9(10)V99	Must be zeros. For internal use only.
Vendor Code	82 - 91	10	X(10)	
Federal Withholding Percentage	92 - 97	6	9(03)V999	Must be zeros.
State Withholding Percentage	98 - 103	6	9(03)V999	Must be zeros.
Filler	104 - 206	103	X(103)	

Interface Specifications

Accounts Payable Batch Check Write

Title.....AP Batch Check Write File Cont'd

Data Set Name.....FISP.FAPXJ1.FAPXK00(nnnnnnnnn)

Data Element Name	Position	Length	Format	Remarks

--				
Document Level Data (Record Type O)				
Document Number	57 - 64	8	X(08)	
Document Type Sequence				
Number	65 - 68	4	9(04)	
Grouping Indicator	9 - 69	1	X(01)	
Recurring Indicator	70 - 70	1	X(01)	
1099 Indicator	71 - 71	1	X(01)	value = 'N'
1099 Report ID	72 - 80	9	X(09)	value = spaces
Address Type	81 - 82	2	X(02)	assigned by Disbursements
Invoice Date	83 - 90	8	9(08)	
Vendor Invoice Number	91 - 99	9	X(09)	
Adjustment Code	100 - 101	2	X(02)	value = spaces
Filler	102 - 206	105	X(105)	value = spaces
Document Detail Level Data (Record Type P)				
Item Number	57 - 60	4	9(04)	
Sequence Number	61 - 64	4	9(04)	
Chart of Accounts Code	65 - 65	1	X(01)	
Account Index Code	66 - 75	10	X(10)	left-justified
Fund Code	76 - 81	6	X(06)	
Organization Code	82 - 87	6	X(06)	
Account Code	88 - 93	6	X(06)	
Program Code	94 - 99	6	X(06)	
Activity Code	100 - 105	6	X(06)	value = spaces
Location Code	106 - 111	6	X(06)	value = spaces
Approved Amount	112 - 123	12	S9(10)V99	
Discount Amount	124 - 135	12	S9(10)V99	
Tax Amount	136 - 147	12	S9(10)V99	
Additional Charge	148 - 159	12	S9(10)V99	value = zeros
Approved Amount				
Rule	160 - 163	4	X(04)	
Discount Rule	164 - 167	4	X(04)	
Tax Rule	168 - 171	4	X(04)	
Additional Charges	172 - 175	4	X(04)	value = spaces
Rule				
Document Reference				
Number	174 - 183	10	X(10)	
Liquidation Indicator	184 - 184	1	X(01)	value = spaces
Project Code	185 - 192	8	X(08)	value = spaces
Sales Use Tax				
Indicator	193 - 193	1	X(01)	value = 'S', 'U' or blank
Tax Rate Code	194 - 196	3	X(03)	If not blank, must be a valid table value
Filler	197 - 206	8	X(08)	value = spaces

Interface Specifications
Accounts Payable Batch Check Write

5 DATA ELEMENT DICTIONARY

This section is comprised of detail information about the data elements contained on the Record Descriptions in Section 4.

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name: **1099 INDICATOR**

Synonym(s):

Data Type: Alpha
Length: 1 Character
Format: X(01)

Records used by: AP Batch Input

General Description: An indicator to signify the invoicing party
 is a 1099 vendor.

Validation Rules:

"N" : No - the invoicing party is not a 1099
 vendor.

Coding Structure:

Remarks:

For purposes of implementation, the value for
this element will equal "N".

Interface Specifications

Accounts Payable Batch Check Write

Data Element Description

Data Element Name: **1099 REPORT ID**

Synonym(s):

Data Type: Alpha
Length: 9 Characters
Format: X(09)

Records used by: AP Batch Input

General Description: A unique identifier used to identify a vendor for tax purposes. Will contain Social Security Number (SSN) or the Federal Taxpayer ID.

Validation Rules:

Coding Structure: Will be blank if 1099 Indicator equals "N".

Remarks: This element will not be implemented at start-up.

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	ACCOUNT CODE
Synonym(s):	
Data Type:	Alpha
Length:	6 Characters
Format:	X(06)
Records used by:	AP Batch Input
General Description:	A record of additions, deductions and balances of assets, liabilities, equity, revenue and expenses.
Validation Rules:	
Coding Structure:	For purposes of Accounts Payable Batch Check Write, the expenditure series of accounts (6XXXXX) is the only valid coding structure.
Remarks:	

Interface Specifications

Accounts Payable Batch Check Write

Data Element Description

Data Element Name: **ACCOUNT INDEX CODE**

Synonym(s):

Data Type: Alpha
Length: 10 Characters
Format: X(10)

Records used by: AP Batch Input

General Description: The Account Index Code represents a short code for a FOAPAL distribution from the Chart of Accounts. An Index will include default values for FUND, ORGANIZATION and PROGRAM Codes which cannot be overridden.

Validation Rules: Must be a valid value on the Chart of Accounts when the input file is processed.

Coding Structure: Even though the field is defined for ten characters, at implementation the coding structure will be seven or eight characters. This field must be left-justified and blank-filled.

Remarks: Departments are required to supply values for the IFOAPAL Codes (Account Index, Fund, Organization, Account, Program, Activity, Location) where applicable.

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	ACTIVITY CODE
Synonym(s):	
Data Type:	Alpha
Length:	6 Characters
Format:	X(06)
Records used by:	AP Batch Input
General Description:	A classification code which is being held in reserve for future use to be determined by the Accounting Office.
Validation Rules:	Must be a valid value on the Chart of Accounts when the input file is processed.
Coding Structure:	Spaces
Remarks:	Not to be used for batch feed.

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	ADDITIONAL CHARGE
Synonym(s):	
Data Type:	Numeric
Length:	12 Digits
Format:	S9(10)V99
Records used by:	AP Batch Input
General Description:	Miscellaneous dollar amount associated with a document.
Validation Rules:	
Coding Structure:	Must be zeros.
Remarks:	Must also provide an Additional Rule Class. This field not used for batch feed.

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	ADDITIONAL CHARGES RULE
Synonym(s):	
Data Type:	Alpha
Length:	4 Characters
Format:	X(04)
Records used by:	AP Batch Input
General Description:	Additional charges rule class code.
Validation Rules:	
Coding Structure:	Must be spaces.
Remarks:	Required only when an Additional Charge Amount is provided, otherwise this field is blank. Not used by batch feeder systems.

Interface Specifications

Accounts Payable Batch Check Write

Data Element Description

Data Element Name: **ADDRESS TYPE**

Synonym(s):

Data Type: Alpha
Length: 2 Characters
Format: X(02)

Records used by: AP Batch Input

General Description: Indicates the type of address associated with a Person or Entity, i.e, permanent address, p.o. address, etc.)

Validation Rules: Must be established as a valid Address Type on the Address Type Table. Address associated with the Address Type for the payee must also have been established within the General Person module. Responsibility for establishing addresses belongs to the Accounting Office.

Coding Structure: To be provided by the Disbursements Division of the Accounting Office.

Remarks: This element is required.

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	ADJUSTMENT CODE
Synonym(s):	
Data Type:	Alpha
Length:	2 Characters
Format:	X(02)
Records used by:	AP Batch Input
General Description:	A code that uniquely identifies the type of adjustment that occurred.
Validation Rules:	
Coding Structure:	This element will not be used at implementation and for that reason should be space-filled.
Remarks:	

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	APPROVED AMOUNT
Synonym(s):	INVOICE AMOUNT
Data Type:	Numeric
Length:	12 Digits
Format:	S9(10)V99
Records used by:	AP Batch Input
General Description:	The commodity amount that has been approved for payment. Does not include tax or discount amounts.
Validation Rules:	
Coding Structure:	
Remarks:	Rule Class Code must also be provided in conjunction with this element.

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	APPROVED AMOUNT RULE
Synonym(s):	
Data Type:	Alpha
Length:	4 Characters
Format:	X(04)
Records used by:	AP Batch Input
General Description:	A code used to determine how the Approved Amount will be posted to a ledger. Many processes and edits can be associated with one rule class code. This code is also synonymous with the journal type associated when journal transactions are created. Rule class determines what actions must be taken by the posting process on behalf of a transaction.
Validation Rules:	
Coding Structure:	To be provided by the Disbursements Division of the Accounting Office.
Remarks:	Required.

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	CHART OF ACCOUNTS CODE
Synonym(s):	COA CODE
Data Type:	Alpha
Length:	1 Character
Format:	X(01)
Records used by:	AP Batch Input
General Description:	IFIS allows multiple Charts of Accounts to be set up. This code references a specific Chart.
Validation Rules:	
Coding Structure:	To be provided by the Accounting Office.
Remarks:	

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	CREDIT BALANCE AMOUNT
Synonym(s):	
Data Type:	Numeric
Length:	12 Digits
Format:	S(10)V99
Records used by:	AP Batch Input
General Description:	This field will not be used. The submitting department must supply zeros in this field to avoid a data exception error.
Validation Rules:	
Coding Structure:	Must be zeros.
Remarks:	For internal AP module use only.

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	DEBIT BALANCE AMOUNT
Synonym(s):	
Data Type:	Numeric
Length:	12 Digits
Format:	S(10)V99
Records used by:	AP Batch Input
General Description:	This field will not be used. The submitting department must supply zeros in this field to avoid a data exception error.
Validation Rules:	
Coding Structure:	Must be zeros.
Remarks:	For internal AP module use only.

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	DEBIT BALANCE INDICATOR
Synonym(s):	
Data Type:	Alpha
Length:	1 Character
Format:	X(01)
Records used by:	AP Batch Input
General Description:	This field will not be used. The submitting department must supply a space in this field.
Validation Rules:	
Coding Structure:	Must be spaces.
Remarks:	For internal AP module use only.

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	DISCOUNT AMOUNT
Synonym(s):	
Data Type:	Numeric
Length:	12 Digits
Format:	S(10)V99
Records used by:	AP Batch Input
General Description:	The discount dollar amount associated with a document.
Validation Rules:	
Coding Structure:	Must be a discount amount or zeros.
Remarks:	Discount Rule Code must be provided.

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	DISCOUNT RULE
Synonym(s):	
Data Type:	Alpha
Length:	4 Characters
Format:	X(04)
Records used by:	AP Batch Input
General Description:	Discount rule class code.
Validation Rules:	
Coding Structure:	To be provided by the Disbursements Division of the Accounting Office.
Remarks:	Required only when a Discount Amount is provided.

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	DOCUMENT NUMBER
Synonym(s):	
Data Type:	Alpha
Length:	8 Characters
Format:	X(08)
Records used by:	AP Batch Input
General Description:	A number assigned to an invoice to identify it as a unique document within IFIS.
Validation Rules:	
Coding Structure:	Required. The starting number will be assigned by the Accounting Office.
Remarks:	

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	DOCUMENT REFERENCE NUMBER
Synonym(s):	DCMNT REF NUMBER
Data Type:	Alpha
Length:	10 Characters
Format:	X(10)
Records used by:	AP Batch Input
General Description:	A unique identifier assigned as a reference number to the document against which the departmental invoice was created (i.e., purchase order).
Validation Rules:	
Coding Structure:	
Remarks:	

Interface Specifications

Accounts Payable Batch Check Write

Data Element Description

Data Element Name: **DOCUMENT TYPE SEQUENCE NUMBER**

Synonym(s):

Data Type: Numeric
Length: 4 Digits
Format: 9(04)

Records used by: AP Batch Input

General Description: A number used to define the transaction as a check disbursement or a credit memo.

Validation Rules:

Coding Structure: Check Disbursement = 0008
Credit Memo = 0011

Remarks: These codes are assigned by the Accounting Office.

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	FEDERAL WITHHOLDING PERCENTAGE
Synonym(s):	
Data Type:	Alpha
Length:	6 Digits
Format:	9(03)V999
Records used by:	AP Batch Input
General Description:	The percentage of a 1099 income that is to be withheld for this person or entity for Federal tax purposes.
Validation Rules:	
Coding Structure:	
Remarks:	Must be zero-filled when not used. Not used by batch feeder systems.

Interface Specifications

Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	FUND CODE
Synonym(s):	
Data Type:	Alpha
Length:	6 Characters
Format:	X(06)
Records used by:	AP Batch Input
General Description:	The number assigned by the Accounting Office that identifies the Accounting purpose or source of funds.
Validation Rules:	Must be a valid value on the Chart of Accounts when the input file is processed.
Coding Structure:	
Remarks:	

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	GROUPING INDICATOR
Synonym(s):	CHECK GROUPING INDICATOR
Data Type:	Alpha
Length:	1 Character
Format:	X(01)
Records used by:	AP Batch Input
General Description:	Check grouping indicator for Accounts Payable invoices. A code used to determine how many checks should be written when multiple invoices are entered for a single vendor.
Validation Rules:	
Coding Structure:	"Y" - Group invoices and pay with one check.
Remarks:	

Interface Specifications

Accounts Payable Batch Check Write

Data Element Description

Data Element Name: **INVOICE DATE**

Synonym(s):

Data Type: Numeric
Length: 8 Digits
Format: 9(08)

Records used by: AP Batch Input

General Description: Date of the vendor's invoice.

Validation Rules:

Coding Structure: "ccyyymmdd" where:
"cc" is the century
"yy" is the year
"mm" is month
"dd" is the day

Remarks:

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	ITEM NUMBER
Synonym(s):	
Data Type:	Numeric
Length:	4 Digits
Format:	9(04)
Records used by:	AP Batch Input
General Description:	A number assigned to an item to identify it as a unique item associated with a document.
Validation Rules:	
Coding Structure:	0001
Remarks:	For this process there can be only one item.

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	LIQUIDATION INDICATOR
Synonym(s):	
Data Type:	Alpha
Length:	1 Character
Format:	X(01)
Records used by:	AP Batch Input
General Description:	An indicator to signify whether the payment of an invoice should result in partial or total liquidation of a PO created encumbrance within IFIS.
Validation Rules:	
Coding Structure:	
Remarks:	Not used. This field should be blank for batch records.

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	LOCATION CODE
Synonym(s):	
Data Type:	Alpha
Length:	6 Characters
Format:	X(06)
Records used by:	AP Batch Input
General Description:	Provides for identification of physical location within the institution. Allows for the definition of each location and its description.
Validation Rules:	Must be a valid value on the Chart of Accounts when the input file is processed.
Coding Structure:	
Remarks:	Does not relate to the University Location Code currently in use which identifies a particular campus.

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	ORGANIZATION CODE
Synonym(s):	
Data Type:	Alpha
Length:	6 Characters
Format:	X(06)
Records used by:	AP Batch Input
General Description:	A department, office or budget unit within the institution.
Validation Rules:	Must be a valid value on the Chart of Accounts when the input file is processed.
Coding Structure:	
Remarks:	

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	ORIGIN CODE
Synonym(s):	
Data Type:	Alpha
Length:	4 Characters
Format:	X(04)
Records used by:	AP Batch Input
General Description:	The code identifying the source which a check request has originated.
Validation Rules:	
Coding Structure:	Disbursements Division of the Accounting Office will provide the code to the submitting department.
Remarks:	

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	PROGRAM CODE
Synonym(s):	
Data Type:	Alpha
Length:	6 Characters
Format:	X(06)
Records used by:	AP Batch Input
General Description:	A classification which defines the operation of the institution as they relate to institutional objectives. Used to define functional categories for reporting and analysis purposes.
Validation Rules:	Must be a valid value on the Chart of Accounts when the input file is processed.
Coding Structure:	
Remarks:	

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	PROGRAM NAME
Synonym(s):	
Data Type:	Alpha
Length:	8 Characters
Format:	X(08)
Records used by:	AP Batch Input
General Description:	Identifies the software program which created this file for purposes of internally identifying the file.
Validation Rules:	
Coding Structure:	
Remarks:	

Interface Specifications

Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	PROJECT CODE
Synonym(s):	
Data Type:	Alpha
Length:	8 Characters
Format:	X(08)
Records used by:	AP Batch Input
General Description:	Code that uniquely identifies a project established on the Cost Accounting module against which costs are accumulated.
Validation Rules:	
Coding Structure:	Must be spaces.
Remarks:	Not used by batch feeder systems.

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	RECORD TYPE
Synonym(s):	
Data Type:	Alpha
Length:	1 Character
Format:	X(01)
Records used by:	AP Batch Input
General Description:	Identifies what type of Accounts Payable information is being provided by the record. A request for payment will always consist of at least one record for each type.
Validation Rules:	
Coding Structure:	"N": Vendor "O": Document Header "P": Document Detail
Remarks:	This field is required.

Interface Specifications

Accounts Payable Batch Check Write

Data Element Description

Data Element Name: **RECURRING INDICATOR**

Synonym(s): REUSABLE INDICATOR

Data Type: Alpha
Length: 1 Character
Format: X(01)

Records used by: AP Batch Input

General Description: An indicator to signify whether an invoice may be reused. For example, an invoice for a lease payment is for the same amount every month; therefore, the invoice can be reused.

Validation Rules:

Coding Structure: "N" : No - invoice cannot be reused. This is the only valid code for batch input transactions.

Remarks:

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	SEQUENCE NUMBER
Synonym(s):	
Data Type:	Numeric
Length:	4 Digits
Format:	9(04)
Records used by:	AP Batch Input
General Description:	A number used to order the breakdown of accounting distributions. May be transitional at times.
Validation Rules:	
Coding Structure:	0001 - 9999
Remarks:	Applicable to Record Type "P" only.

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	STATE WITHHOLDING PERCENTAGE
Synonym(s):	
Data Type:	Numeric
Length:	6 Digits
Format:	9(03)V999
Records used by:	AP Batch Input
General Description:	The percentage of the State 599 Income that is to be withheld for this person or entity for state tax purposes.
Validation Rules:	
Coding Structure:	Must be zeros.
Remarks:	Must be zero-filled when not used. Not used by external batch feeder systems.

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name: **TAX AMOUNT**

Synonym(s):

Data Type: Numeric
Length: 12 Digits
Format: S9(10)V99

Records used by: AP Batch Input

General Description: The amount of tax applied to the document.
May be applied multiple times in association
with multiple account distributions. Used in
association with a tax rule.

Validation Rules:

Coding Structure:

Remarks:

Must be zero-filled.

Tax Amount will be calculated by the system,
based upon the Tax Rate Code of the record or
the AP Vendor. Note the Tax Rate Code data
element description.

Interface Specifications

Accounts Payable Batch Check Write

Data Element Description

Data Element Name: **TAX INDICATOR**

Synonym(s):

Data Type: Alphanumeric
Length: 1 Character
Format: X(01)

Records used by: AP Batch Input

General Description: The Tax Indicator is used to determine the Tax Rule for the document. May be applied at the item or account distribution level. Used in association with Document type Sequence Number.

Validation Rules: Must be S, U or blank.

Coding Structure:

Remarks: The Sales/Use Tax Indicator associated with an AP Vendor will be used by the system to determine the Rule Class Code for tax.

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name: **TAX RATE CODE**

Synonym(s):

Data Type: Alphanumeric
Length: 3 Characters
Format: X(03)

Records used by: AP Batch Input

General Description: The Tax Rate Code used to calculate the Tax Amounts(s) for the document. The rounded Tax Amount will be calculated based upon the multiplication of Approved Amount minus Discount Amount by Tax Rate Code. Additional Charges are not taxed. May be applied at the item or account distribution level. Used in association with the Sales/Use Tax Indicator.

Validation Rules:

Coding Structure:

Remarks: The Tax Rate Code associated with an AP Vendor will be used by the system to calculate the Tax Amount if a valid AP Vendor is used by the transaction.

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	TAX RULE
Synonym(s):	
Data Type:	Alpha
Length:	4 Characters
Format:	X(04)
Records used by:	AP Batch Input
General Description:	Tax rule class code.
Validation Rules:	
Coding Structure:	To be provided by the Disbursements Division of the Accounting Office.
Remarks:	Required only when a Tax Amount is provided.

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	UNIVERSITY CODE
Synonym(s):	
Data Type:	Alpha
Length:	2 Characters
Format:	X(02)
Records used by:	AP Batch Input
General Description:	Code that identifies the institution. For purposes of IFIS start-up, this code will always be '01' for UCSD.
Validation Rules:	
Coding Structure:	Value = '01' for UCSD.
Remarks:	

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name: **USER ID**

Synonym(s):

Data Type: Alpha
Length: 8 Characters
Format: X(08)

Records used by: AP Batch Input

General Description: This element contains the data necessary to uniquely identify a software product user. User-ID is usually the key value used to sign on to an on-line software system.

Validation Rules:

Coding Structure:

Remarks:

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name:	VENDOR CODE
Synonym(s): RECIPIENT ID	PAYEE
Data Type:	Alpha
Length:	10 Characters
Format:	X(10)
Records used by:	AP Batch Input
General Description:	The identification code for the vendor involved in a transaction. For vendors who are Persons, the Vendor Code may be the Social Security Number of the person or a system-assigned number. For Entities, the code may be the Taxpayer ID or a system-assigned number.
Validation Rules:	Must be established as a valid code on the General Person module of the system.
Coding Structure:	First character is a space.
Remarks:	

Interface Specifications
Accounts Payable Batch Check Write

Data Element Description

Data Element Name: **VENDOR INVOICE NUMBER**

Synonym(s):

Data Type: Alpha
Length: 9 Characters
Format: X(09)

Records used by: AP Batch Input

General Description: A number used by the vendor to identify the
 vendors' own invoice number.

Validation Rules:

Coding Structure: Right-justify and zero-fill

Remarks:

Interface Specifications
Accounts Payable Batch Check Write

6 CONVERSION

Not applicable.

7 ARCHIVE/RECOVERY/RESTART

7.1 ARCHIVE

It is the responsibility of the submitting department to backup the Accounts Payable input file to established requirements for data retention. Once submitted files are edited, accepted and processed, they are deleted from the system.

Submitting departments must be prepared to re-send or replace previously accepted submittals. Departments will be expected to maintain file archives in accordance with the Campus Data Retention Policy. Each Vice Chancellor area has a Records Coordinator who should be able to supply information regarding data retention requirements for a particular department. Refer to PPM 480-3 for the Records Coordinator for a department's Vice Chancellor area.

All output produced by this process will be archived to standards established by the Campus Data Retention Policy. Reports will be backed up to disk to aid in the recovery of lost or destroyed printed output.

7.2 RECOVERY

It is the responsibility of the submitting department to resubmit Accounts Payable input files upon demand by the Disbursements Division of the Accounting Office and/or ACT Production Control.

Transactions loaded to the IFIS data base cannot be deleted - there is no automated method of correcting batch input transactions erroneously loaded to the data base. If input files were loaded to the data base in error, the submitting department must contact the Disbursements Division of the Accounting Office for resolution.

7.3 RESTART

The AP Batch Check Write process possesses restart capability. In cases where the process has halted before the completion, processing will resume based upon the last check request processed.

Interface Specifications

Accounts Payable Batch Check Write

FILE TRANSMITTAL SHEET

ACT

ADMINISTRATIVE COMPUTING CENTER

FILE TRANSMITTAL SHEET

TAPE ID NUMBER _____

DATE VERIFIED BY SENDER _____

DATE SENT _____

DATE RECEIVED _____

DATE VERIFIED BY RECIPIENT _____

TO: _____ FROM: _____

ATTENTION: _____ PREPARED BY: _____

FILE DESCRIPTION: _____

HOW TO PROCESS TAPE: _____

EXTERNAL LABEL: _____

LABEL TYPE: _____ INTERNAL LABEL: _____

DATA SET NAME: _____

DENSITY: _____ bpi TRACK: _____ PARITY: _____

MODE: () EBCDIC () ASCII () OTHER: _____

FORMAT: _____ RECORD LENGTH: _____ BLOCK LENGTH: _____

RECORD COUNT: _____ BLOCK COUNT: _____

PROBLEM DESCRIPTION/COMMENTS: _____
