

OFFICE of FINANCIAL MANAGEMENT

INFORMATION SERVICES DIVISION

Agency Financial Reporting System

Batch Interface

July 2008

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Table of Contents

TABLE OF CONTENTS	3
REVISION HISTORY	4
AFRS BATCH INTERFACE	5
WHAT IS THE AFRS BATCH INTERFACE	5
INTERFACE GUIDELINES	5
METHODS OF INTERFACING TO AFRS	5
REQUIREMENTS	5
THE INTERFACE METHODS	6
<u>Regular</u>	6
<u>Pre-edit</u>	6
FIXED NAME DATASETS	8
CHECKING IF YOUR JOB COMPLETES	8
Figure 1 – Batch Interface Log	8
OFM INPUT RECORD LAYOUT	10
FIELD GUIDELINES:	10
BATCH HEADER RECORD LAYOUT	11
SIZE	11
DESCRIPTION	11
POSITION	11
TRANSACTION RECORD LAYOUT	13
SIZE	13
DESCRIPTION	13
POSITION	13
APPENDICES	18
APPENDIX 1-A: COPYBOOK IHYREC (BATCH HEADER)	18
APPENDIX 1-B: COPYBOOK IHYREC (TRANSACTION)	19
APPENDIX 2: IMPLEMENTING THE AFRS BATCH INTERFACE	22
APPENDIX 3: INTERFACE FILE SHARING AGREEMENT	23
NOTES:	25

Revision History

January 2, 2003

- Interface record length extended to 950 characters; see pages 6 & 10.
- New and expanded fields; see page 16.
 - Invoice Number expanded to 30 positions bytes 609-638
 - Invoice Date added, CCYYMMDD bytes 639-646
 - Account Number added, 30 positions bytes 647-676

March 20, 2003

- Corrected field length for new expanded record information.
- Removed the 2-byte 'filler' at the end of the record and added two new 1-byte fields.
- Replaced the IINREC2 copybook with IINREC3.

February 15, 2007

- Added Provider 1 Payment ID to new location of 129-139.
- Added additional OC=Origin Codes to listing of IA for Interagency Payments, FT for Financial Toolbox, WC for Warrant Cancellation (Automated) and WS for SOL Cancellation (Automated).
- Added Packet Purpose Type for TALS
- Agreement ID for Contracts, Grants & Loans System

April 17, 2008

- Changed the text for Agreement ID and added Order ID as the Grants, Contracts and Loans Management System now uses. Agreement ID was 16 bytes and now is 11, so Order ID can be 5 bytes.

July 7, 2008

- Added information about the Interface Control (AD.4) table

AFRS Batch Interface

What is the AFRS Batch Interface

The AFRS Batch Interface is an automated process which is available to any agency wishing to send AFRS data to the OFM AFRS system. The interfacing agency can send multiple unique batches to OFM AFRS at different times of the business day; also, multiple batches can be sent in one interface.

Interface Guidelines

The Office of Financial Management (OFM) will provide each agency financial transaction input unit with a uniquely named dataset. Each time the unit creates their unique dataset it will trigger an OFM interface job ('I' job for short) that will interface the data to AFRS. The AFRS daily process (8:00 p.m. each business day) will pick up the over-night AFRS interface dataset(s), and any online data which has been released for processing, and process them.

The batch interface may contain multiple batches identified by Batch Type, Batch Number, and Batch Date. Each batch must contain only one batch header and one or many detail transactions which follow the record layouts contained in this document. Each batch of detail records and associated batch header will have the same Agency, Batch Type, Batch Number and Batch Date. The sequence number will be the only difference.

The submitting agency is responsible for making a backup of the agency dataset used to create the specially named AFRS dataset, in case the agency dataset is lost for any reason during the creation of the interface file. The submitting agency is responsible for re-submitting any lost or rejected dataset(s). OFM will backup the unique dataset once it has been received and made available for processing.

If the AFRS batch interface is executed more than once a day or multiple batches are in the file, a different batch identifier (Batch Type, Batch Number, and Batch Date) must be used for each batch. Not using a different identifier will cause a duplicate batch condition, resulting in both batches being moved to the AFRS Reject file.

OFM staff will not accept tapes or cartridges as interfacing mediums. If you wish to send interfaced files to AFRS on these media, you are responsible for setting up job(s) to produce the files and for coordinating with DIS Help Desk staff (360-753-2454) to handle any staging.

Methods of Interfacing to AFRS

Requirements

All records entering the AFRS Batch Interface must be **950 characters in length**. Records must be formatted using the attached record layout information, see Appendix 1-A and Appendix 1-B.

The Interface Methods

Agencies have choices to make on how they want the interfaces batch to process. OFM uses the Interface Control Table (AD.4) to maintain these controls. When an agency sets up a new interface they will need to let OFM know how they want the interface to be controlled so that this table record can be created for the interface.

There are two methods to interface financial transactions into the AFRS Batch Interface:

Regular (BH)

The first is the traditional Over-Night interface (BH), which will process interface batches during the AFRS 8:00 pm process. The daily AFRS process will pick up this intermediate file and the interface records will go to the intermediate (FOURDAY) data file. Any errors in these records will not be available for correction until the business day following the interface, at which time online corrections may be performed; the corrections will then be processed in the next daily AFRS run.

Pre-edit (FA)

The batch interface records are processed through a 'pre-edit' and placed in the (FA) online AFRS system for immediate review, correction, and release. Depending on the agency's requested method of 'error-free batch processing', the records will be input to the nightly process after being manually released by the user, or automatically released if the agency's batch is error-free.

There was a third choice (BC) which was an older interface methodology that is being phased out therefore is no longer available to be chosen.

```
=== AFRS =(AD.4)===== INTERFACE CONTROL ===== C105P108 ===
TR: _____ LAST UPDATE: ..... AGENCY: 0000

FUNCTION: _ (A=Add, C=Change, D=Delete, V=View, N=Next, B=Back, P=Print)

INTERFACE JOB NAME: _____
SUBMITTING AGENCY: _____
POSTING AGENCY: _____
BILOG RETENTION DAYS: _____
DESCRIPTION: _____
INTERFACE PROCESS: _ (FA,BH,BC)
VALID BATCHES: _ (H=Hold, R=Release,
O=Override-Release with errors)
```

Agencies may also control what status valid batches are placed in when interfaced to AFRS. The choice are: H = Hold, R = Release, O = Override-Release with errors. If Override-Release with errors is chosen, all valid transactions will clear in the nightly processing; any transactions with errors will be returned to the FA on line file for correction.

The status of a Batch Interface can be confirmed on the AFRS BI Log screen. See **Checking If Your Job Completes** for instructions. Any agency batch interface received after 8:00 pm will be processed in the following day OFM AFRS system run. The BI log screen shows the first batch of a multiple batch interface file. It will not report all batches in on interface file.

See *Appendix 2: Implementing the AFRS Batch Interface* for a 'cheat-sheet' on implementing the AFRS Batch Interface.

For assistance please contact the AFRS Helpline at 360-664-7725 or e-mail your questions to AFRSHELPDESK@OFM.WA.GOV.

Fixed Name Datasets

It is very important to name datasets exactly as directed by OFM staff. These datasets will trigger specific OFM jobs, which will process the agency Batch Interface file via one of the two methods described in the previous section.

Agencies performing Batch Interfaces will be provided a file name, by the OFM staff, with the following naming convention:

FSMG105.AFY2KT.AGYxxxx.I??AF105.DATA - for initial controlled test phase
FSMG105.AFTEST.AGYxxxx.I??AF105.DATA - for the acceptance testing phase
FSMG105.#AFQUAL.AGYxxxx.I??AF105.DATA - for the quality testing phase
FSMG105.AFPROD.AGYxxxx.I??AF105.DATA - for production processing

Where 'xxxx' is the submitting agency/sub-agency, and '??' is a unique OFM assigned code.

ANY CHANGES TO OFM ASSIGNED DATASET NAME, WITHOUT FIRST CONTACTING OFM AND RECEIVING APPROVAL WILL CAUSE YOUR BATCH INTERFACE JOB(S) TO FAIL!!!

Checking if your Job Completes

Figure 1 shows the Batch Interface Log. To get to this screen, enter 'BI' on the AFRS Primary Menu screen. This screen lists batches by posting agency, and is in latest batch order. The BI log screen shows the first batch of a multiple batch interface file. It will not report all batches in on interface file.

```
=== AFRS ==(BI)===== BATCH INTERFACE LOG ===== C105P070 ===
TR: _____ POSTING AGENCY: 1400

PAGE 0001 OF 0010

BATCH --RECEIVED- ----- BATCH -----
AGY   DATE  TIME  DATE TYP  NUM BN  FM  COUNT    AMOUNT    RC OC  MESSAGE
1400 021501 1837 010215 R1 428 01 20  ..10  ....1200.17 00 AF ONLINE.....
1400 021501 1834 010215 01 353 01 20  ..273  ....673149.00 00 AF ONLINE.....
1400 021401 1837 010214 R1 427 01 20  ....8  ....1698.16 00 AF ONLINE.....
1400 021401 1824 010214 04 402 01 20  ..336  ....113976.15 .. AF .....
1400 021401 1824 010214 04 403 01 20  ..168  ....42627.80 .. AF .....
1400 021401 1823 010214 01 352 01 20  ..953  ....203980.94 00 AF ONLINE.....
1400 021401 1457 010214 0A 004 01 20  ....4  ....1200000.00 .. AP .....
1400 021301 1837 010213 R1 426 01 20  ....40  ....8715.44 00 AF ONLINE.....
1400 021301 1822 010213 04 400 01 20  ..244  ....67143.25 .. AF .....

PF3=RETURN, PF7=PAGE UP, PF8=PAGE DOWN, PF12=MESSAGE, CLEAR=EXIT
```

Figure 1 – Batch Interface Log

The information contained on the **Batch Interface Log** screen can be described as follows:

Posting Agency: The agency to whom the financial transactions are posted.

Batch Agy: Agency submitting the batch on behalf of the posting Agency. Received:

Date: Date the batch was received into the AFRS system for processing.

Time: Time (in military format) the batch was received into the AFRS system for processing.

Batch:

Date: The batch date, contained in the batch header record.

Type: The batch type, contained in the batch header record.

Num: The batch number, contained in the batch header record.

BN: The batch biennium, contained in the batch header record.

FM: The batch fiscal month, contained in the batch header record.

Count: The number of detail records in the batch, contained in the batch header record.

Amount: The system calculated amount of the batch.

RC: A field containing the return code of the job which processed the submitting agency's batch to the AFRS system. Should be either blank or '00' if everything went well. If the submitting agency is processing their batches through the **Pre-edit** process and any errors occur, this field will contain 'ER'.

OC: Origin code which identifies where the batches originate:

AF=AFRS Batch Interface

AO=AFRS Online

AP=APS system

AR=Account Receivable

BA=BASS

BC=Biennium Close

IA=Interagency Payment

FT=Financial Toolbox

TA=TAPS system

TM=Time Management System

TS=Treasurer (OST)

TV=Travel system

WC=Warrant Cancellation

WS=SOL Cancellation

Message: An area used to contain descriptive text on the outcome of a batch. If the submitting agency is processing their batches through the pre-edit, this field will contain 'ONLINE'.

OFM Input Record Layout

Field Guidelines:

When viewing the copybook layout, and creating the actual detail transaction records, the following guidelines should be met:

- **The batch header record is composed of the first 50 bytes of the record** with the remainder of the record filled with spaces.
- The field 'DATA-TYPE' contains an 'A' in all records.
- The 'BATCH-TYPE' field has the following conditions:
 1. The following reserved letters should **not be used** for the first position: **P, Q, T, W, Y, or Z**
 2. Using an **X** for the first position will automatically reverse the batch in the next fiscal month as a Batch Type **Y**. Warrant write transactions will **not** automatically reverse.
 3. The following Batch Types are reserved for Treasurer batches: **0A, 0B, 0C, 0D, 0E** (first digit is a zero).
- The 'BATCH-SEQ-NO' must be all zeroes on the batch header record. All other transaction records should be sequenced, starting with 00001.
- The 'BIENNIUM' (used in both the batch header record and the transaction records) must be the last two digits of the ending biennium year.
- Valid values for the 'FISCAL-MONTH' (used in the batch header record), and 'FM' (used in the transaction records) are 01 through 24, 99 is a continuation of 12, and 25 is a continuation of 24.
- 'DUE-DATE' (used in the transaction records) is for warrant producing transactions. If no date exists, the 'DUE-DATE' from the header record will be used. If no date exists in the header record, the system enters the current date.
- 'ENTERED-BATCH-COUNT' and 'ENTERED-BATCH-AMT' **must be right aligned and zero-filled to left**. Do not use decimal points, commas, or dollar signs.

Batch Header Record Layout

The BATCH INTERFACE header record is composed of the first 50 bytes (characters) of a 950-byte record. The remaining bytes (900) **must be** filled with spaces in order to be consistent with the length of a regular 950-byte BATCH INTERFACE data record.

The following table lists field names, from the copybook IHYREC, used in the creation of the batch header record. The data element names are the same as those used in the copybook IHYREC documentation, but without the preceding **:HY:-** designator. The column heading **R, O, NU** is used to indicate if a data element is '**R**'equired, '**O**'ptional, or '**N**'ot-**U**'sed. Any field listed as '**O**' or '**NU**' does not need to be filled in by the submitting agency and *must have spaces* placed in it if not used. **NO LOW VALUES ARE ALLOWED.**

<u>DATA ELEMENT NAME</u>	<u>SIZE</u>	<u>DESCRIPTION</u>	<u>R, O, NU</u>	<u>POSITION</u>
DATA-TYPE	1	The DATA-TYPE must always be 'A'.	R	001
BATCH-AGENCY	4	Both BATCH-AGENCY and BATCH-SUB-AGENCY are used to indicate the agency submitting the batch.	R	002-005
BATCH-YR	2	The date the batch is created.	R	006-007
BATCH-MO	2	(see BATCH-DATE YY)	R	008-009
BATCH-DAY	2	(see BATCH-DATE YY)	R	010-011
BATCH-TYPE	2	Type of source documents and/or identifies the section and/or location where the batch originates. The first letter of the BATCH-TYPE should not be P, Q, T, W, Y, or Z. If the first letter of BATCH-TYPE is an X it will create a reversing batch in the next fiscal month (a Y batch). In batch interface with multiple same-date dataset executions, identify batches by a unique BATCH-No to avoid the DUP-REC-IND being set.	R	012-013
BATCH-NO	3	For batch interfacing, begin the batch numbering with 001 and increment for successive batches. In a batch interface with multiple same-date dataset executions, identify each batch by a unique BATCH-NO to avoid the DUP-REC-IND being set.	R	014-016
BATCH-SEQ-NO	5	This is the transaction sequence number. For a BATCH HEADER record this field will be all zeroes (i.e., 00000).	R	017-021
DUP-RECORD-IND	1	System assigned and incremented when a duplicate transaction is found by the interfacing process. Please leave this field blank.	NU	022
BIENNIUM	2	The biennium in which the transaction is posted (the biennium in which the financial information is recognized as occurring). Biennium is the ending year of the funding biennium.	R	023-024
FISCAL-MONTH	2	Fiscal month the transaction is input to the interface file.	R	025-026

Transaction Record Layout

The following table indicates the fields that are used in the creation of a BATCH-INTERFACE transaction record. The data element names are the same as those shown in the copybook **IHYREC** documentation, but without the preceding **:HY:-** designator. The column heading **'R, O, NU, TC'** is used to indicate if a data element is **'Required'**, **'Optional'**, **'Not-Used'** or controlled by the **'Transaction Code'**. Any field listed as **'O'** or **'NU'** does not need to be filled in by the submitting agency and must have spaces placed into it.

<u>DATA ELEMENT NAME</u>	<u>SIZE</u>	<u>DESCRIPTION</u>	<u>R, O, NU, TC</u>	<u>POSITION</u>
DATA-TYPE	1	Same as HEADER RECORD CODING ELEMENTS.	R	001
BATCH-AGENCY	3	Same as HEADER RECORD CODING ELEMENTS.	R	002-004
BATCH-SUB-AGENCY	1	Same as HEADER RECORD CODING ELEMENTS.	R	005
BATCH-YR	2	Same as HEADER RECORD CODING ELEMENTS.	R	006-007
BATCH-MO	2	Same as HEADER RECORD CODING ELEMENTS.	R	008-009
BATCH-DAY	2	Same as HEADER RECORD CODING ELEMENTS.	R	010-011
BATCH-TYPE	2	Same as HEADER RECORD CODING ELEMENTS.	R	012-013
BATCH-NO	3	Same as HEADER RECORD CODING ELEMENTS.	R	014-016
BATCH-SEQ-NO	5	This is the transaction sequence number. DO NOT use all zeroes (00000), as this specifies a batch header. This number usually starts at '00001' and increments by 1 for each record. Do not repeat sequence numbers in a given batch.	R	017-021
INTERNAL USE ONLY	1	Please leave this area blank.	NU	022
TRANS-CODE	3	A pre-defined code to record an accounting event.	R	023-25
MODIFIER	1	Pertains only to encumbrance document liquidation as full (F) or partial (P).	TC	026
REVERSE	1	Reverse (R) the account code. The general ledger accounts are not reversed, but the posting sign for the transaction amount is reversed	O	027
BIENNIUM	2	Biennium the transactions posted (biennium the financial information is recognized as occurring). Biennium is the ending year of the funding biennium.	R	028-029
FM – Batch Header	2	Fiscal month the transaction is input	R	030-031
OPS-POST-FM	2	Fiscal month the transaction is posted (fiscal month the financial information is recognized as occurring; this is optional in the interface, but required when entered online).	O	032-033
ORG	3	Agency to which the financial information is posted or recorded.	R	034-036

SUB-ORG	1	(see AGENCY, above)	R	037
MASTER-INDEX	8	An input coding reduction technique to extract predefined combinations of coding elements from the master index table.	O	038-045
APPN-INDEX	3	An input coding reduction technique to extract predefined combinations of coding elements from the appropriation index table.	TC	046-048
FUND	3	A fiscal entity to identify financial information for specific activities or for attaining certain objectives.	R	049-051
INTERNAL USE ONLY	2	Please leave this area blank.	NU	052-053
PROG-INDEX	5	An input coding reduction technique to extract program coding elements from the program index table.	TC	054-058
INDEX	4	An input coding reduction technique to extract organizational coding elements from the organizational index table.	O	059-062
PROJ-NO	4	Identifies an operating, capital, or federal project/grant.	O	063-066
SUB-PROJ	2	Identifies sub-projects within a single grant or project.	O	067-068
PROJ-PHASE	2	Identifies project phases within a single sub-project.	O	069-070
SUB-OBJECT	2	Further refinement of an object of expenditure.	TC	071-072
SUB-SUB-OBJECT	4	Further refinement of a sub-object of expenditure.	TC	073-076
MAJOR-GROUP	2	Highest level of classifying revenues. Primary types or groups of revenue.	TC	077-078
MAJOR-SOURCE	2	Further refinement of the major group of revenue. Major sources of revenue.	TC	079-080
SUB-SOURCE	6	Further refinement of major source of revenue.	TC	081-086
GL-ACCT-NO	4	Enter if the transaction code requires a variable general ledger account.	TC	087-090
SUBSID-ACCT-NO-A	8	Further refinement of a debit general ledger account.	TC	091-098
SUBSID-ACCT-NO-B	8	Further refinement of a credit general ledger account.	TC	099-106
WORKCLASS	3	Financial information by an activity or a group of activities.	O	107-109
BUDGET-UNIT	3	Financial information for appropriation expenditures.	O	110-112
COUNTIES	3	Financial information for geographic location.	O	113-115
CITIES-AND-TOWNS	4	Financial information for geographic location.	O	116-119
USE-TAX	1	Identifies subsequent Washington sales tax reporting (T) or no subsequent reporting (blank).	O	120
MOS-YY	2	Date of service delivery for a disbursement. Year portion. Data will not post to the Month-of-Service file unless prior arrangements have been made with the OFM Statewide Systems Manager.	O	121-122
MOS-MM	2	(See MOS-YY, above). Month portion.	O	123-124
ALLOCATION-CODE	4	Identification to an agency's allocation process.	O	125-128
PI PAYMENT ID (DSHS ONLY)	11	Payment ID created by Provider 1 system that appears on Remittance. (DSHS ONLY)	O	129-139
INTERNAL USE ONLY	1	Please leave this area blank.	NU	140
PROMPT-PAY-DATE	6	Date for future use to support the accounts payable process and prompt payment survey in YYMMDD format.	O	141-146

DOC-DATE	6	Date the accounting event occurred in YYMMDD format. If blank the current date is used.	O	147-152
CUR-DOC-NO	8	Uniquely identifies an input document for tracking. The field is left justified, blank filled.	R	153-160
CUR-DOC-NO-SUFFIX	2	Further describes, or sub-categorizes, the current document number.	O	161-162
REF-DOC-NO	8	Identifies a previously entered current document number. The field is left justified, blank filled.	TC	163-170
REF-DOC-NO-SUFFIX	2	Further describes, or sub-categorizes, the reference document number.	O	171-172
DUE-DATE	6	Date the warrant producing transaction is to print a warrant. In YYMMDD format. If the transaction is warrant producing and the agency does not enter a date, the date is system assigned as the current processing date. This means that the warrant will be produced in the next AFRS nightly run.	O	173-178
INTERNAL USE ONLY	1	Please leave this area blank.	NU	179
TRANS-AMT	13	The amount of the transaction.	R	180-192
OMWBE-PAYMNT-FLAG	1	Identifies a disbursement for OMWBE reporting. (See Notes at end of table.)	O	193
INTERNAL USE ONLY	2	Please leave this area blank	NU	194-195
OMWBE-AGENCY-FLAG	2	Valid codes are: blank, 0 - 9, A - Z. The codes are agency defined. It is provided solely for agency use to tag vendor payment transactions, as necessary, for agency defined purposes. Agency flags should be registered in Descriptor Table 94 with a leading zero.	O	196-197
OMWBE-CONTRACT-NO	8	A contract number is required if the OMWBE Payment tag is coded 'K', otherwise contract number is optional. Valid characters are alphanumeric, dash (-), and blanks. General Administration contract numbers are 8 digits with no dashes. The acceptable contract number for Central Stores is CS or C.S.	O	198-205
INTERNAL USE ONLY	28	Please leave this area blank.	NU	206-233
US-FOREIGN INDICATOR	1	'U' for US; 'F' for Foreign (See notes at end of table.)	O	234
INTERNAL USE ONLY	13	Please leave this area blank.	NU	235-247
VENDOR-NO	10	An input coding technique to extract vendor data elements from the vendor edit table. (See Notes at end of table.) Vendor numbers that contain the vendor's PIN are not encouraged.	O	248-257
VENDOR-SUFFIX	2	Identifies multiple breakdowns for a vendor. If VENDOR-NO entered, you must enter this field.	O	258-259
UBI	10	The State of Washington vendor registration number uniquely identify a business entity.	O	260-269
UBI-SUFFIX	2	Identifies multiple breakdowns for a UBI.	O	270-271
VENDOR-TYPE	1	Identifies the type of vendor. Codes 0-4 are defined: 0-Vendor; 1-Employee; 2-Federal Agency; 3-State Agency; 4-Local government. Codes A, C, M, P, S, U, W, X are: A-Attorneys, C-Corporation, M-Corporation from which medical services are purchased, P-Partnership, S-Sole Proprietor/Individual, V-LLC Sole Proprietor, V-LLC Partnership, W-LLC Corporation, X-Other.	O	272

INTERNAL USE ONLY	2	Please leave this area blank.	NU	273 - 274
TAXPAYER-ID-NO	11	Taxpayer Identification Number (TIN) is used by the Internal Revenue Service (IRS) to associate and verify amounts reported to the IRS with corresponding amounts on tax returns. TIN types are Social Security Number (SSN), Employer Identification Number (EIN) or Individual Taxpayer Identification Number (ITIN). The TIN is required when the OMWBE-PAYMNT-FLAG is coded 'E', 'S', 'N', or 'K'. The TIN must be nine characters beginning in position 275. Positions 284 and 285 must be blank.	O	275-285
IRS-BOX	1	The ten boxes used to record the amount for IRS Form 1099 reporting. 'Blank' or 0 indicates the IRS Box is not selected (some agencies prefer to use '0' for internal purposes). Use of '0' instead of 'blank' is encouraged because it indicates a decision was made about what code the file should contain. The boxes are defined as: 1-Rents; 2-Royalties; 3-Other Income; 4-Federal Income Tax Withheld; 5-Fishing Boat Proceeds; 6-Medical and Health Care Payments; 7-Non-employee Compensation; 8-Substitute Payments in Lieu of Dividends or Interest; A-(represents Box 10) Crop Insurance Proceeds; and C-(represents Box 13) Gross Proceeds Paid to an Attorney.	O	286
TAX-TYPE	1	Identifies the Taxpayer Identification Number (TIN) as a Social Security Number (SSN) 'S', an Employer Identification Number (EIN) 'T', or Individual Taxpayer Identification Number (ITIN) 'R'.	O	287
VENDOR-TRAILER	25	A message area for information that will appear on the remittance advice.	O	288-312
VENDOR-NAME	32	Name of the vendor. (For this, and the remaining fields see the note dealing with VENDOR-NO at the end of this table.)	TC	313-344
VENDOR-ADDR-1	32	First line of the vendor address.	TC	345-376
VENDOR-ADDR-2	32	Second line of the vendor address.	O	377-408
VENDOR-ADDR-3	32	Third line of the vendor address. This field is not usable in the IRS 1099-MISC reporting process.	O	409-440
VENDOR-CITY	19	City of the vendor address.	O	441-459
VENDOR-STATE	2	State of the vendor address.	O	460-461
VENDOR-ZIP	9	Zip code of the vendor address. The complete nine digit Zip+4 is encouraged for U.S. vendors. The minimum zip for U.S. vendors is five numeric in record positions 462-466.	O	462-470
INTERNAL USE ONLY	138	Please leave this area blank.	NU	471-608
EXPANDED INVOICE NUMBER	30	Enter Invoice Number supplied by vendor.	O	609-638
INVOICE DATE	8	Enter Invoice Date supplied by vendor. Format is CCYYMMDD, where CC is century, YY is year, MM is month and DD is Day. Example: 20031231.	O	639-646
ACCOUNT NUMBER	30	Enter Account Number supplied by vendor.	O	647-676
INTERNAL USE ONLY	18	Please leave this area blank.	NU	677-694

AGREEMENT ID	11	Agreement ID for the GRANTS, CONTRACTS & LOANS MENAGEMENT SYSTEM only.	O	695-705
ORDER ID	5	Order ID for the GRANTS, CONTRACTS & LOANS MENAGEMENT SYSTEM only.	O	706-710
PACKET PURPOSE TYPE (TALS ONLY)	2	Packet Purpose Type for Budge submittal. (TALS ONLY)	O	711-712
INTERNAL USE ONLY	238	Please leave this area blank.	NU	713-950

Notes:

OMWBE-PAYMNT-FLAG: identifies a disbursement for OMWBE reporting as:

- E-Exception, per the OMWBE guidelines
- S-Sheltered Workshop
- N-Not for Profit Organization
- K-Mandatory Use Contract

Use of the OMWBE-PAYMNT-FLAG will also require a TAXPAYER-ID-NO. Use of a 'K' requires a contract number. Other codes can be used in this field. Other alpha codes or codes 6-0 is agency defined. Agencies are encouraged to define Codes 1-5 as:

- 1-Employee
- 2-Federal Agency
- 3-State Agency
- 4-Local Government
- 5-Grants
- 'Blank' is also a valid code

VENDOR-NO: if a valid vendor number is entered, the vendor fields will be filled in from the Vendor Table. If using a pseudo-vendor number, you must enter in the vendor information.

US-FOREIGN INDICATOR: is controlled by the agency. Generally, the US or Foreign indicator is established by the Vendor record. However, a pseudo vendor record can be established by an interface and this field needs to be set for edits.

Appendices

Appendix 1-A: Copybook IHYREC (BATCH HEADER)

```
*****
* COPY MEMBER : IHYREC *
* USE : CREATE BATCH HEADER RECORD *
* RECORD LENGTH: 950 *
*****
```

		<u>POSITIONS</u>
01	RECORD.	
02	DATA-TYPE	PIC X(01). 001
02	TRANSACTION-ID.	
03	BATCH-ID.	
04	BATCH-ORG-CODE.	
05	BATCH-AGENCY	PIC X(03). 002-004
05	BATCH-SUB-AGENCY	PIC X(01). 005
04	BATCH-DATE.	
05	YY	PIC X(02). 006-007
05	MM	PIC X(02). 008-009
05	DD	PIC X(02). 010-011
04	BATCH-TYPE	PIC X(02). 012-013
04	BATCH-NO	PIC X(03). 014-016
03	BATCH-SEQ-NO	PIC X(05). 017-021
03	DUP-RECORD-IND	PIC X(01). 022
02	INPUT-DATA-SEGMENT.	
03	BATCH-REC-DATA.	
04	BIENNIUM	PIC X(02). 023-024
04	FISCAL-MONTH	PIC X(02). 025-026
04	DUE-DATE	PIC X(06). 027-032
04	ENTERED-BATCH-COUNT	PIC 9(05). 033-037
04	ENTERED-BATCH-AMT	PIC 9(11)V99. 038-050
04	FILLER	PIC X(900). 051-950

Appendix 1-B: Copybook IHYREC (TRANSACTION)

```
*****
*   COPY MEMBER   : IHYREC                               *
*   USE           : CREATE TRANSACTION RECORDS           *
*   RECORD LENGTH: 950                                   *
*****
```

1

POSITIONS

```
01 RECORD.
  02 DATA-TYPE                PIC X(01).                001
  02 TRANSACTION-ID.
    03 BATCH-ID.
      04 BATCH-ORG-CODE.
        05 BATCH-AGENCY        PIC X(03).                002-004
        05 BATCH-SUB-AGENCY    PIC X(01).                005
      04 BATCH-DATE.
        05 YY                   PIC X(02).                006-007
        05 MM                   PIC X(02).                008-009
        05 DD                   PIC X(02).                010-011
      04 BATCH-TYPE            PIC X(02).                012-013
      04 BATCH-NO              PIC X(03).                014-016
    03 BATCH-SEQ-NO           PIC X(05).                017-021
    03 DUP-RECORD-IND         PIC X(01).                022
02 INPUT-DATA-SEGMENT.
  03 TRANS-CODE               PIC X(03).                023-025
  03 MODIFIER                 PIC X(01).                026
  03 REVERSE                  PIC X(01).                027
  03 BIENNIUM                 PIC X(02).                028-029
  03 FM                       PIC X(02).                030-031
  03 OPS-POST-FM              PIC X(02).                032-033
  03 ORG-CODE.
    04 AGENCY                 PIC X(03).                034-036
    04 SUB-AGENCY             PIC X(01).                037
  03 MASTER-INDEX             PIC X(08).                038-045
  03 APPN-INDEX               PIC X(03).                046-048
  03 FUND-DATA.
    04 FUND                   PIC X(03).                049-051
    04 FUND-DETAIL            PIC X(02).                052-053
  03 PROG-INDEX               PIC X(05).                054-058
  03 INDEX                    PIC X(04).                059-062
  03 PROJ-DATA.
    04 PROJ-NO                PIC X(04).                063-066
    04 SUB-PROJ               PIC X(02).                067-068
    04 PROJ-PHASE             PIC X(02).                069-070
  03 OBJECT-DATA.
    04 SUB-OBJECT             PIC X(02).                071-072
    04 SUB-SUB-OBJECT         PIC X(04).                073-076
  03 SOURCE-DATA.
    04 MAJOR-GROUP            PIC X(02).                077-078
    04 MAJOR-SOURCE           PIC X(02).                079-080
    04 SUB-SOURCE             PIC X(06).                081-086
  03 GL-ACCT-NO               PIC X(04).                087-090
  03 SUBSIDIARY-ACCT-NO-A.
    04 SUBSID-ACCT-NO-A      PIC X(06).                091-096
    04 FILLER                 PIC X(02).                097-098
```

			<u>POSITIONS</u>
03	SUBSIDIARY-ACCT-NO-B.		
	04	SUBSID-ACCT-NO-B	PIC X(06). 099-104
	04	FILLER	PIC X(02). 105-106
03	WORKCLASS	PIC X(03).	107-109
03	BUDGET-UNIT	PIC X(03).	110-112
03	COUNTIES	PIC X(03).	113-115
03	CITIES-AND-TOWNS	PIC X(04).	116-119
03	USE-TAX	PIC X(01).	120
03	MONTH-OF-SERVICE.		
	04	MOS-YY	PIC X(02). 121-122
	04	MOS-MM	PIC X(02). 123-124
03	ALLOCATION-CODE	PIC X(04).	125-128
03	P1 PAYMENT ID (DSHS ONLY)	PIC X(11).	129-139
03	FILLER	PIC X(01).	140
03	PROMPT-PAY-DATE	PIC X(06).	141-146
03	DOC-DATE	PIC X(06).	147-152
03	CURRENT-DOC.		
	04	CUR-DOC-NO	PIC X(08). 153-160
	04	CUR-DOC-NO-SUFFIX	PIC X(02). 161-162
03	REFERENCE-DOC.		
	04	REF-DOC-NO	PIC X(08). 163-170
	04	REF-DOC-NO-SUFFIX	PIC X(02). 171-172
03	DUE-DATE	PIC X(06).	173-178
03	FUND-CTL-ORD	PIC X(01).	179
03	TRANS-AMT	PIC 9(11)V99.	180-192
03	OMWBE-INFORMATION.		
	04	OMWBE-PAYMNT-FLAG	PIC X(01). 193
	04	OMWBE-CLASS	PIC X(02). 194-195
	04	FILLER	PIC X(01). 196
	04	OMWBE-AGENCY-FLAG	PIC X(01). 197
	04	OMWBE-CONTRACT-NO	PIC X(08). 198-205
03	TAPS-INFORMATION.		
	04	TAPS-ORIGIN	PIC X(01). 206
	04	TAPS-STATUS	PIC X(01). 207
	04	TAPS-PACKET	PIC X(04). 208-211
03	WARRANT-INFORMATION.		
	04	WARRANT-NO	PIC X(07). 212-218
	04	WARRANT-ISSUE-DATE	PIC X(05). 219-223
03	WARRANT-BATCH-NUMBER.		
	04	WARR-BATCH-FM	PIC X(02). 224-225
	04	WARR-BATCH-TYPE	PIC X(02). 226-227
	04	WARR-BATCH-NO	PIC X(03). 228-230
03	MASTER-INDEX-EXP-IND	PIC X(01).	231
03	MASTER-PCT-NO	PIC S9(3) COMP-3.	232-233
03	US-FOREIGN	PIC X.	234
03	ONLINE-RECORD-SW	PIC X.	235
03	ORDER-NUMBER.		
	04	ORDER-NO	PIC X(08). 236-243
	04	ORDER-NO-SUF	PIC X(02). 244-245
03	PAY-PROCESS-TYPE	PIC X(01).	246
03	VENDOR-SOURCE	PIC X(01).	247
03	VENDOR-INFORMATION.		
	04	VENDOR-NUMBER.	
		05	VENDOR-NO PIC X(10). 248-257
		05	VENDOR-SUFFIX PIC X(02). 258-259
	04	UNIFIED-BUSINESS-ID.	
		05	UBI PIC X(10). 260-269

05	UBI-SUFFIX	PIC X(02).	270-271
			<u>POSITIONS</u>
04	TABLE-INFORMATION.		
05	VENDOR-TYPE	PIC X(01).	272
05	MINORITY-IND	PIC X(01).	273
05	SMALL-BIZ-IND	PIC X(01).	274
05	TAXPAYER-ID-NO	PIC X(11).	275-285
04	IRS-BOX	PIC X(01).	286
04	TAX-TYPE	PIC X(01).	287
03	NAME-AND-ADDRESS.		
04	VENDOR-TRAILER	PIC X(25).	288-312
04	VENDOR-NAME	PIC X(32).	313-344
04	VENDOR-ADDRESS.		
05	VENDOR-ADDR-1	PIC X(32).	345-376
05	VENDOR-ADDR-2	PIC X(32).	377-408
05	VENDOR-ADDR-3	PIC X(32).	409-440
05	VENDOR-CITY	PIC X(19).	441-459
05	VENDOR-STATE	PIC X(02).	460-461
05	VENDOR-ZIP	PIC X(09).	462-470
03	INTERNAL-DATA-SEGMENT.		
04	FILLER	PIC X(138).	471-608
04	INV-NO-EXP	PIC X(30).	609-638
04	INV-DATE	PIC X(08).	639-646
04	ACCOUNT-NO	PIC X(30).	647-676
04	FILLER	PIC X(18).	677-694
04	AGREEMENT ID	PIC X(11).	695-705
04	ORDER ID	PIC X(05).	706-710
04	PACKET PURPOSE TYPE	PIC X(02).	711-712
04	FILLER	PIC X(238).	713-950

Appendix 2: Implementing the AFRS Batch Interface

The following is a checklist for getting your agency started using the AFRS Batch Interface. Just follow the items in sequential order.

1. Contact OFM AFRS HELPDESK, Office of Financial Management, Accounting Division at 360-664-7725. An AFRS Statewide Consultant will set up a meeting time and place, for the interfacing agency and OFM staff, to discuss the use of a batch interface. Attendees to this meeting should be:
 - AFRS Statewide Consultant – representing the customer contact for OFM and knowledge base for the AFRS process.
 - OFM Programming staff member(s) – to offer their expertise regarding AFRS and the batch interface process. Usually this will be the Interface Administrator.
 - Interfacing Agency Fiscal Accountant representative(s) – to represent the agency’s accounting interests.
 - Interfacing Agency Programming staff member(s) – The individual(s) who will be responsible with creating needed programming elements on the behalf of the interfacing agency.
 - Other members of either agency as needed.
 - This meeting will be used to discuss items pertinent to the processing of the interfacing agency’s data.
2. Contact your agency Information Services staff - to prepare the agency processing unit’s records using the AFRS batch header record and transaction record layouts provided in this document.
3. Contact OFM programming staff – to verify times for testing. And to verify test results.
4. When you, the interfacing agency, are satisfied with the results of testing, you need to notify the assigned Statewide Consultant of your intentions to go into production status. The OFM programming staff will require three (3) working days in order to complete this task.
5. For the first three (3) to four (4) times the interfacing agency has produced a production run, they should contact the assigned Statewide Consultant, or a member of the OFM AFRS Batch Interface programming staff, so production verification may be done.
6. That’s it!!! This agency is now producing AFRS Batch Interfaces.

Appendix 3: Interface File Sharing Agreement

The following document is an **Interface File Sharing Agreement**. It is used to indicate an agreement between an agency, who has established a Batch Interface process, and the Office of Financial Management. It will allow the agency to delete and create the appropriate batch interface file for their agency.

This document must be filled out by the submitting agency and signed by an Assistant Director, or higher, of that agency. It should then be mailed to:

Interface Administrator
OFM - Statewide Financial Systems
PO Box 43113
Olympia, WA 98504-3113

Interface File Sharing Agreement

Agency Name/Number: _____

Agreement Effective Date: _____

Contact Name: _____ Phone #: _____

Contact Fax #: _____

E-mail Address: _____

Interface Dataset Names

Interface Frequency: _____

Access Logonid: _____ Access Type: Read _____ Alter _____ Delete _____

Special Instructions: _____

Approving Authority (Assistant Director or higher):

(Print) (Signature) (Date)

