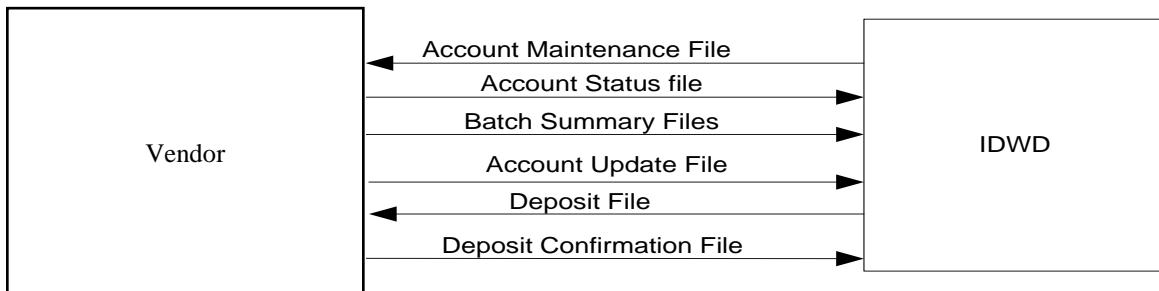


## Table of Contents

<b>1</b>	<b>INTERFACE RELATIONSHIP OVERVIEW</b>	<b>2</b>
1.1	FILE LAYOUT DESCRIPTIONS.....	2
<b>2</b>	<b>INCOMING FILES TO VENDOR</b>	<b>3</b>
2.1	ACCOUNT MAINTENANCE FILE .....	4
2.1.1	<i>Account Maintenance Processing Rules</i> .....	4
2.1.2	<i>Account Maintenance File Functional Processes</i> .....	5
2.1.2.1	<i>Create VENDOR Account</i> .....	5
2.1.2.2	<i>Update VENDOR Account</i> .....	6
2.1.3	<i>Military Addresses and Formatting Rules</i> .....	6
2.1.4	<i>Account Maintenance File Header Record</i> .....	7
2.1.5	<i>Account Maintenance Detail Record</i> .....	8
2.1.6	<i>Account Maintenance File Trailer Record</i> .....	11
2.2	DEPOSIT FILE .....	12
2.2.1	<i>Deposit File Processing Rules</i> .....	12
2.2.2	<i>Deposit File Business Rules</i> .....	12
2.2.2.1	<i>VENDOR Functionality to Support Funding using a Wire Transfer</i> .....	13
2.2.2.2	<i>Transfer of Funds to Vendor for Deposits</i> .....	13
2.2.3	<i>Deposit Header</i> .....	14
2.2.4	<i>Deposit Detail Record</i> .....	15
2.2.5	<i>Deposit Trailer</i> .....	16
<b>3</b>	<b>RETURN FILES TO THE STATE</b> .....	<b>17</b>
3.1	BATCH PROCESSING SUMMARY FILE.....	18
3.1.1	<i>Account Maintenance Batch Processing Summary File</i> .....	19
3.1.1.1	<i>Account Maintenance Error Codes</i> .....	20
3.1.2	<i>Deposit Batch Processing Summary file</i> .....	21
3.1.2.1	<i>Deposit Error Codes</i> .....	22
3.2	ACCOUNT STATUS FILE .....	23
3.2.1	<i>Account Status Processing Rules</i> .....	23
3.2.2	<i>Account Status File Header Record</i> .....	24
3.2.3	<i>Account Status File Detail Record</i> .....	25
3.2.4	<i>Account Status File Trailer Record</i> .....	26
3.3	DEPOSIT CONFIRMATION FILE.....	27
3.3.1	<i>Deposit Confirmation Processing Rules</i> .....	31
3.3.2	<i>Deposit Confirmation Header Record</i> .....	32
3.3.3	<i>Deposit Confirmation Detail Record</i> .....	33
3.3.4	<i>Deposit Confirmation Trailer Record</i> .....	34
	<b>APPENDIX A: OPEN ISSUES</b> .....	<b>35</b>
	<b>APPENDIX B: RESERVED SPECIAL CHARACTERS</b> .....	<b>36</b>

**Interface Relationship Overview**

This document explains the data exchange and processing necessary to implement and administer a Program for the Indiana Department of Workforce Development (IDWD). The core of the program is the VENDOR electronic payment processing information control system (VENDOR). This system interfaces with the IDWD to provide the electronic disbursement of payments via a recipient selected payment method . Interfaces are described herein for electronic transmissions of data files, processing rules, and required sequence of data to manage theses services.



## 1.1 File Layout Descriptions

The files exchanged in the IDWD interface to VENDOR are detailed in the following chapters of this document. Each file layout uses the same convention to describe the physical file and the data contained in the file.

The attributes represent the data type and length of the data element in the file layouts. Both the data type and length information are abbreviated in the message structure charts. The following is the legend for the abbreviations used in the Type/Length columns of the message structure chart.

Item	Description	Attribute	Position	Comment
1.	Field Content/Name	02 S	001-002	Customize information for specific field

**Table 1 – File Layout Legend**

All fixed length numeric data elements are assumed to be right justified with leading zeros. All other fixed length data elements are left justified with trailing spaces.

The data element status provides additional information regarding the completion of the data element. The message structure chart contains an abbreviation of the status for each data element.

The following table depicts the different data element status codes and a description of each.

Status Indicator	Definition	Comment
M	Mandatory	The data element is mandatory.
C	Conditional	The data element is required when specific conditions are satisfied.
O	Optional	The data element is optional and may be provided at the option of the originator of the record. If the data element is present in the record, it will be processed
I	Ignore	The data element is ignored.

**Table 2 – Element Legend**

## **2 Incoming Files to VENDOR™**

This chapter describes the business rules, the data elements, and the file layouts used to exchange claimant account setup and account maintenance data transmitted through an automated interface to the VENDOR transaction processing environment. Interfaces between the IDWD and the VENDOR support the electronic interface.

IDWD will be connecting to VENDOR via an individual site-to-site connection. IDWD will send their own Account Maintenance add and update records when their respective systems are updated. This section will describe the details of this process.

## 2.1 Account Maintenance File

The following table summarizes the interface for the Account Maintenance File.

Account Maintenance File Interface		
Item	File Data Title	File Data
1.	File Name	<b>Account Maintenance File Test/Production DSN:</b> INPP_YYYYMMDD_YYYYMMDDhhmmssSSS_ACCTMAINT PP represents program type: UI – Unemployment Issuance SSS represents milliseconds i.e. INUI_20060703_20060704000543110_ACCTMAINT
2.	System Source	IDWD
3.	System Destination	VENDOR
4.	Data Description	Account information
5.	Primary Data Transfer Method	S/FTP
6.	Timing Requirements	Transmitted as needed prior to 02:00 AM Eastern

Table 3 – Account Maintenance File Interface Summary

### 2.1.1 Account Maintenance Processing Rules

Each new account being established on the VENDOR database will require an Account Setup record to be sent through the batch interface between the IDWD and VENDOR. The following rules are invoked:

- Account Maintenance Files are processed at the batch level and return files generated at the end of each batch processed.
- VENDOR File Processing will perform a pre-processing view of the file to determine fatal file errors. Files are rejected in their entirety when criteria described in the pre-processing steps fail.
- Once the pre-processing pass/fail criteria are validated, individual records are processed. Within this processing phase, individual records are rejected when the defined edit criteria is not met.
- Each Account on the VENDOR system will have only one claimant with a unique identification number (primary account number or PAN) and personal identification number (PIN).
- Account Record must be established prior to receipt of any deposit records.
- Account Record name/address changes do not trigger a new issuance of an account, only an update to the Account Record. The Claim Issuance Indicator should be set to '0' on '02' Claimant Action Codes.
- Account Record changes ('02' Claimant Action Code) should include all fields, not just the data elements that have changed. VENDOR will overlay the data on the database.

- The SSN and Date-of-Birth fields are identified as mandatory in the Account Maintenance File.
- The Address fields 1 and 2 are set to optional. However, if both address fields are blank the record will reject. When the State sends VENDOR address 1 and address 2, if address 1 is blank VENDOR will move address 2 into address 1 on the database. If address 1 and address 2 are both populated VENDOR will move them into the database as sent. If address 1 and address 2 are blank VENDOR will reject the record.
- The Country Code field is conditional based on the mailing address of the Claimant. The field should be populated to a valid ISO Standard Country Code as identified in Appendix A when an international address is sent for processing.
- Military addresses must be formatted as domestic mailings using postal standards for military type mailings, state (military geography), and zip code.

## **2.1.2 Account Maintenance File Functional Processes**

The Account Maintenance File will support the following functions:

- Create VENDOR Accounts and assign unique identification number.
- VENDOR Accounts Maintenance and demographic updates

The details of each function are described in the following sub-sections.

### **2.1.2.1 Create VENDOR Account**

The initial Account Setup record will include all of the mandatory data elements identified in the Account Maintenance File detail record layout. Add records will be received from each State Agency as a Claimant is added to the State's individual systems. When processing an Account Setup record from any agency, the database will be checked to ensure that the SSN and Date of Birth fields do not exist. The following identify the actions of VENDOR when certain conditions are encountered:

- If the SSN field (9) and DOB field (10) do not exist on VENDOR, then the record will be processed and added to the database as a new account.
- If the SSN and DOB do exist on VENDOR, then VENDOR will check the agency of the Add record being sent in and compare it to the agency already on the system for that SSN & DOB. If the agency already exists on VENDOR for the incoming SSN & DOB, the Account Setup record will not be processed and an error will be written to the Batch Processing Summary File.
- If the SSN & DOB does exist, and VENDOR determines that the agency in the Add record does not already exist on the account for that SSN & DOB, VENDOR will add that program to the Claimant's account. In other words if a Claimant has SSN = 123456789 & DOB 03-31-1980 with an existing VENDOR account for State Agency 1 and then VENDOR receives an add record for State Agency 2 for SSN = 123456789, & DOB 03-31-1980 VENDOR will add the State Agency 2 program to the existing account. When adding the additional program to the existing account VENDOR will do the following:
  1. Add the new program to the existing account.
  2. VENDOR will not modify demographic data (fields 9-26) with the add record of the new agency. Regardless of whether or not the data is different.
  3. Generate an account number for the new program being added to the account. Each program will have a separate ACH Account Number on the VENDOR system.

4. Ignore the Claimant Issuance Flag for the new program being added to the account. The Claimant issuance flag will not be treated as an initial issue or a reissue when adding an additional program to an existing account regardless of how the flag is set.

The Account Maintenance File will also be used by the State to instruct VENDOR to generate an account creation on the initial program add. The Create Account/Claimant record should have the Claimant Issuance Indicator set to "1". This will instruct VENDOR to generate an account.

#### **2.1.2.2 Update VENDOR™ Account**

Updates to Claimant's demographic information will be triggered by Account Maintenance File records containing a Claimant Action Code of "02". When sending an update to the Claimant demographic information, the State should send all the demographic information in the record. The VENDOR system will overlay the information on the database for the Claimant with the information in the record.

Similar to the process for add records, the State may send an update record from each agency when a modification is made to a particular system. Each update record will be treated independently. The update will be an overlay, processed as they are received; one program does not take precedence over another.

If an update to an Account is sent in the same file as the Account Setup record, the Account Setup record must precede the update record in the Account Maintenance File.

The updateable data in the Account Maintenance File detail record includes Field Numbers 9 through 27. The Program Number field, Access Type, Account Access, nor Program can be changed by a "02" Claimant Action code.

Accounts do not close on the VENDOR system when an account is closed on the State system. This is mainly because the Claimant may have deposits on the VENDOR system that are still being accessed. If a Claimant was on the Indiana VENDOR Program, left the Program and then came back to the Program, it will only be necessary to redirect deposits to the VENDOR account. However, if the Claimant does not still have the original account, the Claimant must call the VENDOR Customer Service Call Center and request account recovery.

#### **2.1.3 Military Addresses and Formatting Rules**

In January 2004, the US Postal Service issued revised standards for presenting military mailing addresses. For e-disbursement claimant issuance, military addresses must be formatted in accordance with the standards and marked as domestic mail, country code "USA" and mail type code "D" for domestic. If the country code is blank, VENDOR will default to USA.

Three fields are edited in the account maintenance record to ensure that military addresses conform to the new postal standards. These fields include the City, field item #20, and State field item #21, and zip code, item #22. All three of these fields must be populated in accordance with the postal guidelines.

## 2.1.4 Account Maintenance File Header Record

Record Length 227 -- File Header Record (All Fields are Mandatory)

Item	Description	Attribute	Position	Comment
1.	File Type Indicator	02 S	001-002	Valid Value: 02
2.	Record Type Indicator	01 S	003-003	"A" – Indicates header record
3.	Sent Year	04 I	004-007	Year value when the file was sent Min: 1900, Max: 2999
4.	Sent Month	02 I	008-009	Month value when the file was sent Min: 01, Max: 12
5.	Sent Date	02 I	010-011	Date value when the file was sent Min: 01, Max: 31
6.	Sent Hour	02 I	012-013	Hour value when the file was sent Min: 00, Max: 23
7.	Sent Minute	02 I	014-015	Minute value when the file was sent Min: 00, Max: 59
8.	Sent Second	02 I	016-017	Second value when the file was sent Min: 00, Max: 59
9.	Record Count	09 I	018-026	Record count of the total number of detail records in the file. Min: 000000001 Max: 999999999
10.	Filler	201 S	026-227	Filler for the header record. Alphanumeric or spaces.

Note: Attributes are defined as:

- S is String – Alphabetic and numeric characters, and/or spaces
- I is Integer – Numeric digits only
- C is Character

## 2.1.5 Account Maintenance Detail Record

Item	Description	Attribute	Position	Comment	Action
1.	Record ID	01 S	001-001	"D" – Indicates detail record	M
2.	Agency ID	02 I	002-003	Agency ID for Case.  <b>11</b> - CSE <b>12</b> - Payroll <b>14</b> - UI	M
3.	Claimant Action Code	02 I	004-005	Identifies the Claimant operation type.  <b>01</b> – Create Account and add access to Account.  <b>02</b> – Update person demographic data	M
4.	Account Processing Code	01 C	006-006	Account processing code of detail record. Identifies the Account operation type.  <b>0</b> – No Operation on Account - (State should use when Claimant Action Code is not 01).  <b>1</b> – Open Account - (State should use when Claimant Action Code is 01).	M
5.	Access Type	02 S	007-008	Flag indicating whether Claimant is primary account holder, first alternate or second alternate account access.  <b>00</b> – Primary	M
6.	Account Access	04 I	009-012	Bit-wise indicator to turn access on/off for each Account in the account.  <b>0002</b> – Cash only access	M
7.	Program	02 S	013-014	Program ID for the record.  (C*) - CSE (P*) - Payroll (U*) - UI  *Note that the second character must be a space.	M
8.	Program Number	12 S	015-026	The Program Number for each agency will be different and cannot be used for combining account. If the State assigned Program number is less than 12 digits in length then the field will be left-justified, right space filled. Field can be alphanumeric	M
9.	SSN	09 S	027-035	Claimant Social Security Number. <b>(Note: will be validated and used to match and combine account with SSN matching account with another agency ID.)</b>  <b>Matching criteria SSN &amp; DOB.</b>	M
10.	Birth Date – Year	04 I	036-039	Year of birth <b>(used to match and combine account with other agency)</b>  Min: 1880, Max: 2999  Field will meet the above min/max criteria or be sent as all 9s.	M
11.	Birth Date – Month	02 I	040-041	Month of birth  Min: 01, Max: 12  Field will meet the above min/max criteria or be sent as all 9s.	M

**VENDOR - IDWD Interface Control**

---

<b>Item</b>	<b>Description</b>	<b>Attribute</b>	<b>Position</b>	<b>Comment</b>	<b>Action</b>
12.	Birth Date – Date	02 I	042-043	Date of birth Min: 01, Max: 31 Field will meet the above min/max criteria or be sent as all 9s.	M
13.	Sex	01 C	044-044	Gender of the Claimant Valid values include: <b>M</b> - male <b>F</b> - female <b>U</b> – unknown	M
14.	Last Name	25 S	045-069	Last Name of the Claimant. Uppercase Only – See Appendix B for Special Character Exclusions.	M
15.	First Name	25 S	070-094	First Name of the Claimant. Uppercase Only. - See Appendix B for Special Character Exclusions.	M
16.	Middle Initial	01 C	095-095	Middle Initial of the Claimant. Uppercase Only.	O
17.	Office Codes	03 S	096-098	The office code will be set to 000 on the incoming file.	M
18.	Mailing Street Address 1	30 S	099-128	Street address. Uppercase only. Note that this field should not include city, state or zip code. See Appendix B for Special Character Exclusions. If Address 1 and 2 are blank, the record will reject.	O
19.	Mailing Street Address 2	30 S	129-158	Street address. Uppercase only. Note that this field should not include city, state or zip code. See Appendix B for Special Character Exclusions. If Address 1 and 2 are blank, the record will reject.	O
20.	City	20 S	159-178	Upper Case Only. See Appendix B for Special Character Exclusions.	M
21.	State	02 S	179-180	Upper Case Only. Mandatory if Country Code is USA	C
22.	Zip	09 S	181-189	Use 0000 if last 4 digits are unavailable. Mandatory if Country Code is USA	C
23.	Country Code	03 S	190-192	This field will contain the Country Code for international addresses. Use valid ISO 3166-1 alpha-3 values.	M
24.	Telephone Number	10 S	193-202	This field should not include extraneous characters such as ( ) or – Includes area code and preceding 1.	O
25.	Special Needs Indicator	01 S	203-203	Special Needs field. Valid Values: Y, N If set to 'Y' signifies a violence indicator, the Claimant address will not display on Administrative Terminal. This field will be ignored if the Program (field 7) is not "C".	M
26.	Language ID	02 S	204-205	Language ID. This field is currently unused but exists for compatibility purposes. Valid value is numeric "00".	M
27.	Claimant Issuance Indicator	01 I	206-206	Flag indicating if a card should be issued. The PAN will be generated in the creation process. Valid Values: <b>1</b> – Issue account <b>0</b> - Do Not Issue account VENDOR will ignore field on Claimant Action Code 02.	M

<b>Item</b>	<b>Description</b>	<b>Attribute</b>	<b>Position</b>	<b>Comment</b>	<b>Action</b>
29.	Filler	21S	207-227	Spaces	M

*Record Length 227*

Note: Attributes are defined as:

- S is String – Alphabetic and numeric characters, and/or spaces
- I is Integer – Numeric digits only
- C is Character

## 2.1.6 Account Maintenance File Trailer Record

### Record Length 227 -- File Trailer Record (All Fields are Mandatory)

Item	Description	Attribute	Position	Comment
1.	File Type Indicator	02 S	001-002	Valid Value: 02
2.	Record Type Indicator	01 S	003-003	"T" – Indicates Trailer record
3.	Sent Year	04 I	004-007	Year value when the file was sent Min: 1900, Max: 2999
4.	Sent Month	02 I	008-009	Month value when the file was sent Min: 01, Max: 12
5.	Sent Date	02 I	010-011	Date value when the file was sent Min: 01, Max: 31
6.	Sent Hour	02 I	012-013	Hour value when the file was sent Min: 00, Max: 23
7.	Sent Minute	02 I	014-015	Minute value when the file was sent Min: 00, Max: 59
8.	Sent Second	02 I	016-017	Second value when the file was sent Min: 00, Max: 59
9.	Record Count	09 I	018-026	Record count of the total number of detail records in the file. Min: 000000001 Max: 999999999 Should match value of Header Record
10.	Filler	201 S	026-227	Filler for the Trailer Record. Alphanumeric or spaces.

Note: Attributes are defined as:

- S is String – Alphabetic and numeric characters, and/or spaces
- I is Integer – Numeric digits only
- C is Character

## 2.2 Deposit File

The following table summarizes the Deposit File interface.

Deposit File Interface		
Item	File Data Title	File Data
1.	File Name	<p><b>Deposit File Test/Production DSN:</b> INPP_YYYYMMDD_YYYYMMDDhhmmssSSS_DEPOSIT</p> <p>PP represents program type: UI – Unemployment Issuance</p> <p>SSS represents milli-seconds</p> <p>i.e. INUI_20060703_20060704000543110_DEPOSIT</p>
2.	System Source	IDWD
3.	System Destination	VENDOR
4.	Data Description	Deposit information
5.	Primary Data Transfer Method	S/FTP
6.	Timing Requirements	Transmitted at 03:00 AM Eastern (after receipt of Account Status file)

Table 4 – Deposit File Interface Summary

### 2.2.1 Deposit File Processing Rules

The following business/processing rules apply to the Deposit File:

- Account Deposit files are processed at the batch level and return files generated at the end of each batch processed.
- VENDOR File Processing will perform a pre-processing view of the file to determine fatal file errors (defined in Chapter 3). Files are rejected in their entirety when criteria described in the pre-processing steps fail.
- Once the pre-processing pass/fail criteria are validated, individual records are processed. Within this processing phase, individual records are rejected when the defined edit criteria is not met. Error conditions for record level rejections are defined in Chapter 3.
- The Account must be established on VENDOR prior to receipt of any deposit records.
- After each Deposit File transmitted to the VENDOR system is processed the Batch Processing Summary Report is generated. The Batch Processing Summary Report communicates receipt of each valid file received, providing a summary of the file records processed, identification of records not processed, and the reason code for the rejection. This Batch Processing Summary Report will be sent to the VENDOR Report Server and be available to system users immediately after the completion of the batch process/update.

### 2.2.2 Deposit File Business Rules

The wire processing window at Vendor Bank is available between the hours of 8:00 a.m. and 5:30 p.m., EDT, on banking business days only. Vendor Bank follows the US Treasury's (FED) calendar days of operations.

### **2.2.2.1 VENDOR Functionality to Support Funding using a Wire Transfer**

For each incoming IDWD Deposit File, VENDOR will generate a Batch Summary Processing Report identifying the count and dollar value of the deposit records posted in VENDOR and the count and dollar value of the records rejected. The information is placed on a Report Server accessible by authorized financial and operations staff supporting the deposit flow. VENDOR is prepared to notify the IDWD Comptroller's of wire actions to be performed and confirm completion, or provide access to VENDOR for their own monitoring of Deposit Files and initiation of wire transmissions.

The following daily process flow is envisioned:

- The IDWD system(s) creates deposit files daily at 2:00 AM Eastern. Each deposit file contains an availability date and time. The availability date of each deposit will coincide with the day of transmission and the available time will be set to 10:00 AM Eastern.
- At 3:00 AM Eastern the IDWD staff transmits the days deposit file to VENDOR for posting Claimant accounts.
- By 4:00 AM Eastern VENDOR posts the deposit records to Claimant account, creates the Deposit File Processing Summary Report and places the information on the Report Server for access by the Comptroller Office along with an email notification.
- Users in the IDWD Comptroller's office will have secured ID's and passwords assigned by the VENDOR Security Officer to allow access to these online reports to support the Deposit file/wire process.
- By 10:00 AM Eastern IDWD reviews the VENDOR Funding Report(s) and performs the wire(s) from treasury to Vendor Bank's DDA account to fund Claimant deposits.
- By 10:30 AM Eastern The wire is received at Vendor Bank and processed. Funds posted to the Indiana DDA account are confirmed by the standard wire Confirmation Advisement. The VENDOR Financial Office has access to the intra-day activity posts, viewed through the online banking service.
- By 11:00 AM Eastern VENDOR receives the wire Confirmation Advisement and loads the report to the Report Server for immediate viewing by the Comptroller's Office. The Comptroller confirms completion of the wire and balancing to funding totals posted to the Indiana DDA account.
- By 11:30 AM Eastern, IDWD files appropriate documentation in support of the days' VENDOR funding activity.
- By 11:30 AM Eastern, IDWD reviews the VENDOR Funding Reports, the Deposit File Processing Summary Report(s) from VENDOR, and the wire confirmation report(s) from VENDOR to verify/reconcile the days' VENDOR funding activity.
- Claimant's have access at 10:00 AM Eastern (or the effective date and time set within the deposit file) to the posted funds.

### **2.2.2.2 Transfer of Funds to vendor Bank for Deposits**

As indicated above, VENDOR will generate a Batch Summary Processing Report identifying the number of records processed and the rejects. As the deposit funds are posted to the vendor's Bank account by IDWD through the wire process, the wire to the vendor Bank account must be equal to the value of the successfully processed deposits. IDWD must review the VENDOR Batch Summary Processing Report timely to ensure the funds are wired to the account as close as possible to the time the funds are posted and made available to the Claimant by VENDOR. Procedures will be established with the agency to ensure that this process is performed timely.

### **2.2.3 Deposit Header**

<b>#</b>	<b>Position</b>	<b>Description</b>	<b>Length</b>	<b>Type</b>	<b>Comments</b>	<b>M/C/O/I</b>
1.	001-002	Record Type	2	S	“HB”	M
2.	003-006	Filler	4	S	Spaces	M
3.	007-012	Batch ID	6	S	“INVENDORU”- Daily IDWD Deposits File	M
4.	013-020	File Create Date	8	I	CCYYMMDD	M
5.	021-026	File Create Time	6	I	HHMMSS	M
6.	027-106	Filler	80	S	Spaces	I

*Record Length – 106*

Note: All batch transmissions are one logical file per physical file.

## 2.2.4 Deposit Detail Record

#	Position	Description	Length	Type	Comments	M/C/O/I fields for Action Codes:
						01
1.	001-002	Record Type	2	S	"DT"	DT
2.	003-004	Action Code	2	S	"01" – Deposit Add	01
3.	005-016	Program ID	12	S	Program ID is a length of 12. Left-justified, right space filled.	M
4.	017-020	Agency Deposit Type	4	S	Deposit Type. Valid value – "UI" – Unemployment	M
5.	021-027	Deposit Amount	7	I	\$\$\$\$\$\$CC Amount of Deposit	M
6.	028-036	Deposit Document ID Number	9	S	The Deposit Document ID Number must be unique for each deposit.	M
7.	037-044	Deposit Available Date	8	I	CCYYMMDD	M
8.	045-050	Deposit Month	6	I	CCYYMM - Month of Deposit Payment	M
9.	051-056	Deposit Available Time	6	I	HHMMSS	M
10.	057-106	Filler	50	S	Spaces	I

Record Length – 106

## 2.2.5 Deposit Trailer

#	Position	Description	Length	Type	Comments	M/C/O/I
1.	001-002	Record Type	02	S	“TB”	M
2.	003-008	Batch ID	06	S	Must match header.	M
3.	009-017	Total Detail Records	09	I	Total Number of Detail records.	M
4.	018-026	Number of Deposit Adds	09	I	Count of Add records in the batch.	M
5.	027-035	Filler	09	I	Spaces or zeros	M
6.	036-045	Amount of Adds	10	I	\$\$\$\$\$\$\$CC Total Dollar Value of Add Records in the batch.	M
7.	046-106	Filler	61	S		I

*Record Length – 106*

### 3 Return Files to the State

Daily files sent to VENDOR are processed and the outcome is communicated back to the IDWD as a returned file. VENDOR will generate the following:

**Batch Processing Summary File** – The file is generated for each incoming file processed. The file provides a summary of the file processed; identifies any records not processed and the reason code for the rejection.

**Account Status File** – This file identifies newly added accounts. This file will be sent back to the State for each account set-up. The State will receive a record for each program added to an account.

**Account Update File** – This file identifies changes to a client's demographic data record on an account initiated via the VENDOR Administrative Terminal.

**Deposit Confirmation File** – This file contains the details of deposits posted to VENDOR.

The IDWD is responsible for reviewing, updating, and resubmitting rejected records to VENDOR for processing. The resubmitted records may be sent to VENDOR in the next day file, or sent in a separate error-correction file. The VENDOR system will process resubmitted records as new data.

### 3.1 Batch Processing Summary File

To conduct a data integrity review before posting external files, VENDOR performs preprocessing validation and may reject the entire batch file. During this process, the structure and syntax of the file and detail records are validated before business rules are applied or editing against the database. This process validates header and trailer fields, including totals.

The first step in processing a batch file from the IDWD is a file-preprocessing step. During this process, the structure and syntax of the file and detail records are validated prior to any business rule editing against the database. This process validates header and trailer fields, including totals. The preprocessing step will also identify severe syntax errors detected by the parser. These include such errors as invalid spacing in a record. For example, if record #14 of a 180 record Account Maintenance File is a length of 12 instead of the correct length of 227, the entire file will reject. Any error discovered during preprocessing will result in the entire file being rejected and preprocessing to be discontinued. When a file rejects during preprocessing no update is made to the online database. If there is a preprocessing error identified in the Batch Processing Summary File, the IDWD will know that the file rejected and no records were updated on the database.

The following table describes the interface for the Batch Processing Summary File.

Batch Processing Summary File Interface		
Item	File Data Title	File Data
1.	File Name	<p><b>Batch Processing File Test/Production DSN:</b></p> <p>INPP_YYYYMMDD_YYYYMMDDhhmmssSSS_&lt;file processed&gt;.summary</p> <p>PP represents program type: UI – Unemployment Issuance SSS represents milliseconds</p> <p>i.e. INUI_20060703_20060704193209234_ACCTMAINT.summary INUI_20060703_20060704193209234_DEPOSIT.summary</p>
2.	System Source	VENDOR
3.	System Destination	IDWD
4.	Data Description	Batch Processing Results
5.	Primary Data Transfer Method	FTP / Report Server
6.	Timing Requirements	Posted after each batch is processed.

Table 5 – Batch Processing Summary File Interface

The Batch Processing Summary File is transmitted to the IDWD as well as stored on the VENDOR Report Server, available for viewing through the Administrative Terminal. The file is generated for each Account Maintenance File and Deposit file processed. The file provides a summary of processing; identifies any records not processed and the reason code for the rejection. The file is available immediately following the completion of the input file processing.

### 3.1.1 Account Maintenance Batch Processing Summary File

The following is a sample of the Batch Processing Summary File for Account Maintenance File processing. The report has a record length of 132 characters. The report identifies 3 error records, record #6 and record #10 and record #22 of the incoming file (highlighted). The reason for the error is identified as error code 6223 (highlighted). The report also provides a description of the error code – “Claimant already has an account opened for this program.”

```
=====
VENDOR EXFILE SERVER 01           External File Processing Report
Filename: INUI_20060703_20060704193438456_ACCTMAINT
Date/Time: Wed Jun 04 2006 19:45:24 CST
=====

-----
Error : Record #(6) - Unit: amrecords - Phase: process
Exception : General error
Server msg : ExtFileServer processing error: com(tps.Vendor.VendorExceptions:
com(tps.Vendor.VendorException Error code:6223
com(tps.Vendor.VendorException: Claimant already has this program opened.
record num = 6
Reject time Wed Jun 04 2006 19:44:24 CST

-----
Error : Record #(10) - Unit: amrecords - Phase: process
Exception : General error
Server msg : ExtFileServer processing error: com(tps.Vendor.VendorExceptions:
com(tps.Vendor.VendorException Error code:6223
com(tps.Vendor.VendorException: Claimant already has this program opened.
record num = 10
Reject time Wed Jun 04 2006 19:44:34 CST

-----
Error : Record #(22) - Unit: amrecords - Phase: process
Exception : General error
Server msg : ExtFileServer processing error: com(tps.Vendor.VendorExceptions:
com(tps.Vendor.VendorException Error code:6223
com(tps.Vendor.VendorException: Claimant already has this program opened.
record num = 22
Reject time: Wed Jun 04 2006 19:44:35 CST
-----

----- VENDOR EXFILE PROCESSING SUMMARY -----
Total records pre-processed      : 28
Total records processed          : 25
Total records rejected during preprocessing : 0
Total records rejected          : 3
File processing start time      : Wed Jun 04 2006 19:44:24 CST
File processing end time        : Wed Jun 04 2006 19:45:24 CST
File processing total time (seconds) : 67
Processing rate records/second   : 0

----- VENDOR EXFILE PROCESSING SUMMARY -----
=====
```

### 3.1.1.1 Account Maintenance Error Codes

Errors encountered, 9000 grouping, result in rejection of the total file. In order not to have an overabundance of error codes, - 9051 to – 9055 encompass the parsing errors generated. The record and field that caused the error will be reported along with the error code.

Error Code	Description
-9001 File Not Found	Infrequent occurrence if batch processing was interrupted, then resumed, but file was mistakenly deleted by operator manually
-9011 Filename too long	Current upper limit is 255 characters for filename
-9012 File Type invalid	Filename determines type of file (account or deposit); filename does not indicate a valid file type
-9013 Duplicate Filename	Filename is duplicate of a file that has already been processed
-9051 Invalid Input	IO error or any errors that not covered by the below errors
-9052 Too Short	The file is too short
-9053 Min Violated	For fields with a minimum, the value is below minimum
-9054 Max Violated	For fields with a maximum, the value is above maximum

Table 6 – File Level Error codes

NOTE: Edit Checks – blank for String type means spaces; blank for Integer type means 0's

Error Code	Description
-6050 No last name	Last name is blank
-6051 No first name	First name is blank
-6052 Invalid SSN	SSN is blank or non-numeric
-6053 Invalid DOB	DOB is blank or not possible date
-6054 Invalid Gender	Sex is blank or not M,F, or U
-6055 No address	Address1 is blank
-6056 No City	City is blank
-6057 Invalid State	State is blank or not valid
-6214 Invalid Program Number	Program number does not conform to format
-6066 No Such Person	Claimant does not exist
-6070 Internal Error	Claimant could not be added
-6071 Internal Error	Claimant could not be updated
-6205 Internal Error	Account could not be opened
-6209 No Such Case	Program number does not exist
-6223 Duplicate Program	A sub-account for program has already been opened for this primary account holder
-6224 Duplicate Program Number	Account with that program number already exist in the system

Table 7 – Record Level Error codes

### 3.1.2 Deposit Batch Processing Summary file

For each incoming Deposit File, VENDOR will generate a Batch Summary Processing File identifying the count and amount of the records processed and the count and amount of the records rejected. Because the State will utilize multiple funding sources, the report will also provide the total dollar amounts of records processed by deposit type.

The following is a sample of the Deposit Batch Processing Summary Report. The report has a record length of 132 characters. The sample report identifies 1 error record, record #1035 of the incoming file (highlighted). The reason for the error is identified as error code 6272 (highlighted). The report also provides a description of the error code – “No Such Account”. (Please Note: Report example below does not include deposit type totals.

```
=====
VENDOR EXFILE SERVER 01          External File Processing Report
Filename: INUI_07032006_07042006141432357_Deposit
Date/Time: Wed JUL 04 14:16:26 EDT 2006
=====

-----
Error   : Record #(- 1035) - Unit: bmrecords - Phase: process
Exception : General error
Server msg : ExtFileServer processing error: com(tps.Vendor.VendorExceptions:
com(tps.Vendor.VendorException Error code:-6272
com(tps.Vendor.VendorException: No Such Account.

Record: [D01C CS000000000000400322251  20050413000000193200504
| Reject time: Wed JUL 04 14:16:26 EDT 2006
| -----
|----- VENDOR EXFILE PROCESSING SUMMARY -----
| Total records pre-processed      : 1721
| Total records processed          : 1720
| Total records rejected during preprocessing : 0
| Total records rejected          : 1
| File processing start time     : Wed JUL 04 14:16:26 EDT 2006
| File processing end time       : Wed JUL 04 14:19:17 EDT 2006
| File processing total time (seconds) : 171
| Processing rate records/second   : 10
| Total Deposit Amount Processed   : $00183208.50
| Total Deposit Amount Rejected    : $00000001.92
|----- VENDOR EXFILE PROCESSING SUMMARY -----
=====
```

When VENDOR creates a Deposit Batch Processing Summary File, an email will be sent to IDWD designated individuals. This will inform the IDWD that the Deposit File has been processed and the IDWD must send the wire. The IDWD wires the “Total Deposit Amount Processed”.

### **3.1.2.1 Deposit Error Codes**

The following table identifies the errors for the Deposit File.

Error Code	Description
-6253 Invalid Effective Date	Effective Date is blank or an improbable date
-6254 Invalid Deposit Date	Deposit Date is blank or an improbable date
-6264 Invalid Deposit Auth Number	Auth number does not conform to format
-6261 Invalid Program	Program does not match account type
-6263 Invalid Subprogram	Subprogram is not available under given program
-6269 Invalid Account Status	Account is in a status that does not allow for deposit issuance/cancel
-6271 Duplicate Deposit Auth	Authorization number used by existent deposit (for issuance)
-6272 No Such Account	Account does not exist

**Table 8 – Deposit Error codes**

NOTE: Edit Checks – blank for String type means spaces; blank for Int type means 0's

### 3.2 Account Status File

The following table summarizes the interface for the Account Status File:

Account Status File Interface		
Item	File Data Title	File Data
1.	File Name	<b>Account Status File Test/Production DSN:</b> INPP_YYYYMMDD_YYYYMMDDhhmmssSSS_ACCTSTAT PP represents program type: UI – Unemployment Issuance SSS represents milliseconds i.e. INUI_20060703_20060704000543110_ACCTSTAT
2.	System Source	VENDOR
3.	System Destination	IDWD
4.	Data Description	New account adds
5.	Primary Data Transfer Method	S/FTP
6.	Timing Requirements	02:00 AM Eastern

Table 9 – Account Status Interface

#### 3.2.1 Account Status Processing Rules

VENDOR will create a daily Account Status Update File. The file includes the following account activity information:

- A detail record, code “01” is returned to the IDWD when a new Account record is successfully setup on VENDOR™. When the IDWD receives the “01” record from VENDOR, this will identify to the State that the account is ready to receive deposits.

### 3.2.2 Account Status File Header Record

<b>Item</b>	<b>Description</b>	<b>Attribute</b>	<b>Position</b>	<b>Comment</b>
1.	File Type Indicator	02 S	001-002	Valid Value: SU
2.	Record Type Indicator	01 S	003-003	"A" – Indicates header record
3.	Sent Year	04 I	004-007	Year value when the file was sent Min: 1900, Max: 2999
4.	Sent Month	02 I	008-009	Month value when the file was sent Min: 01, Max: 12
5.	Sent Date	02 I	010-011	Date value when the file was sent Min: 01, Max: 31
6.	Sent Hour	02 I	012-013	Hour value when the file was sent Min: 00, Max: 23
7.	Sent Minute	02 I	014-015	Minute value when the file was sent Min: 00, Max: 59
8.	Sent Second	02 I	016-017	Second value when the file was sent Min: 00, Max: 59
9.	Record Count	09 I	018-026	Record count of the total number of detail records in the file. Min: 000000001 Max: 999999999
10.	Filler	54 S	027-080	Filler for the header record. Alphanumeric or spaces.

*Record Length = 80*

Note: Attributes are defined as:

- S is String – Alphabetic and numeric characters, and/or spaces
- I is Integer – Numeric digits only
- C is Character

### 3.2.3 Account Status File Detail Record

Item	Position	Description	Length	Type	Comment
1.	001-001	Record ID	01	S	“D” – Indicates detail record
2.	002-003	Record Type	02	I	“SU”
3.	004-015	Program Number	12	S	Program Number is a length of 12. Left-justified, right space filled.
4.	016-017	Transaction Type	02	I	Identifies the client operation type. 01 – New account has been set-up on VENDOR™
5.	018-026	Social Security Number	09	S	Client Social Security Number
6.	027-080	Filler	54	S	Spaces

*Record Length = 80*

Note: Attributes are defined as:

- S is String – Alphabetic and numeric characters, and/or spaces
- I is Integer – Numeric digits only
- C is Character

### 3.2.4 Account Status File Trailer Record

#### Record Length 80 -- File Trailer Record (All Fields are Mandatory)

Item	Description	Attribute	Position	Comment
1.	File Type Indicator	02 S	001-002	Valid Value: 02
2.	Record Type Indicator	01 S	003-003	“T” – Indicates Trailer record
3.	Sent Year	04 I	004-007	Year value when the file was sent Min: 1900, Max: 2999
4.	Sent Month	02 I	008-009	Month value when the file was sent Min: 01, Max: 12
5.	Sent Date	02 I	010-011	Date value when the file was sent Min: 01, Max: 31
6.	Sent Hour	02 I	012-013	Hour value when the file was sent Min: 00, Max: 23
7.	Sent Minute	02 I	014-015	Minute value when the file was sent Min: 00, Max: 59
8.	Sent Second	02 I	016-017	Second value when the file was sent Min: 00, Max: 59
9.	Record Count	09 I	018-026	Record count of the total number of detail records in the file. Min: 000000001 Max: 999999999 Should match value of Header Record
10.	Filler	54 S	027-080	Filler for the Trailer Record. Alphanumeric or spaces.

*Record Length = 80*

Note: Attributes are defined as:

- S is String – Alphabetic and numeric characters, and/or spaces
- I is Integer – Numeric digits only
- C is Character

### 3.3 Account Update File

The following table summarizes the interface for the Account Update File:

Account Update File Interface		
Item	File Data Title	File Data
1.	File Name	<b>Account Update File Test/Production DSN:</b> INPP_YYYYMMDD_YYYYMMDDhhmmssSSS_ACCTCHG PP represents program type: UI – Unemployment Issuance SSS represents milliseconds i.e. INUI_20060703_20060704000543110_ACCTCHG
2.	System Source	VENDOR
3.	System Destination	IDWD
4.	Data Description	Updated account information
5.	Primary Data Transfer Method	SFTP
6.	Timing Requirements	03:00 AM Eastern

Table 10 – Deposit Confirmation Interface

#### 3.3.1 Account Update Processing Rules

VENDOR creates a daily file to report back to the IDWD any demographic updates made to accounts on the VENDOR system through the Administrative Terminal. Data records contained in this file are transmitted to the IDWD as a result of reported changes in addresses or telephone numbers by clients. Changes are typically captured from calls received by the Customer Service Center for card replacement requests. This file is used only for one-way reporting of Account Changes, VENDOR to IDWD. Account Changes will not be included in the file that was a result of an Account Maintenance Record from IDWD updating an account's demographics on VENDOR™.

- To send Account Change records from VENDOR, the Account Record must be established prior to input of the Account Change information.
- VENDOR will produce the file daily and send the file back to IDWD.
- Any change to client demographic data (fields 9 through 24 of the account maintenance detail record) will result a record being included in the Account Change file.

### 3.3.2 Account Change File Header Record

<b>Item</b>	<b>Description</b>	<b>Attribute</b>	<b>Position</b>	<b>Comment</b>
1.	File Type Indicator	02 S	001-002	Valid Value: 02
2.	Record Type Indicator	01 S	003-003	“A” – Indicates header record
3.	Created Timestamp	14 I	004-017	Date/Time value when the file was Created CCYYMMDDHHMMSS
4.	Record Count	09 I	018-026	Record count of the total number of detail records in the file. Min: 000000001 Max: 999999999
5.	Filler	201 S	027-227	Filler for the header record. Alphanumeric or spaces.

Note: Attributes are defined as:

- S is String – Alphabetic and numeric characters, and/or spaces
- I is Integer – Numeric digits only
- C is Character

### 3.3.3 Account Change Detail Record

Item	Description	Attribute	Position	Comment	Action
1.	Record ID	01 S	001-001	“D” – Indicates detail record	M
2.	Agency ID	02 I	002-003	“12” = Child Support Enforcement “15”= Division of Economic Assistance	M
3.	Program ID	12 S	004-015	Program ID is a length of 12. Left-justified, right space filled.	M
4.	SSN	09 S	016-024	Social Security Number. Must be numeric.	M
5.	Birth Date	08 I	025-032	Client Date of Birth	M
6.	Filler	01 S	033-033	Space	M
7.	Last Name	25 S	034-058	Last Name of the client Uppercase Only	M
8.	First Name	25 S	059-083	First Name of the client. Uppercase Only.	M
9.	Middle Initial	01 C	084-084	Middle Initial of the client Uppercase Only.	M
10.	Mailing Street Address 1	30 S	085-114	Street address. Uppercase only. .	M
11.	Mailing Street Address 2	30 S	115-144	Street address. Uppercase only.	M
12.	City	20 S	145-164	Upper Case Only.	M
13.	State	02 S	165-166	Upper Case Only.	M
14.	Zip	09 S	167-175	Use 0000 if last 4 digits are unavailable.	M
15.	Country Code	03 S	176-178	This field will contain the Country Code for international addresses.	M
16.	Telephone Number	10 S	179-188	This field should not include extraneous characters such as ( ) or – Includes area code and preceding 1.	M
17.	Filler	39 S	189-227	Spaces	M

Note: Attributes are defined as:

- S is String – Alphabetic and numeric characters, and/or spaces
- I is Integer – Numeric digits only
- C is Character

### 3.3.4 Account Change File Trailer Record

<b>Item</b>	<b>Description</b>	<b>Attribute</b>	<b>Position</b>	<b>Comment</b>
1.	File Type Indicator	02 S	001-002	Valid Value: 02
2.	Record Type Indicator	01 S	003-003	“T” – Indicates Trailer record
3.	Created Timestamp	14 I	004-017	Date/Time value when the file was Created CCYYMMDDHHMMSS
9.	Record Count	09 I	018-026	Record count of the total number of detail records in the file. Min: 000000001 Max: 999999999 Should match value of Header Record
10.	Filler	201 S	026-227	Filler for the Trailer Record. Alphanumeric or spaces.

Note: Attributes are defined as:

- S is String – Alphabetic and numeric characters, and/or spaces
- I is Integer – Numeric digits only
- C is Character

### 3.4 Deposit Confirmation File

The following table summarizes the interface for the Deposit Confirmation File:

Deposit Confirmation File Interface		
Item	File Data Title	File Data
1.	File Name	<b>Deposit Confirmation File Test/Production DSN:</b> INPP_YYYYMMDD_YYYYMMDDhhmmsssSSS_DVENDORONF PP represents program type: UI – Unemployment Issuance SSS represents milliseconds i.e. INUI_20060703_20060704000543110_DVENDORONF
2.	System Source	VENDOR
3.	System Destination	IDWD
4.	Data Description	New account adds
5.	Primary Data Transfer Method	SFTP
6.	Timing Requirements	07:00 AM Eastern

Table 11 – Deposit Confirmation Interface

#### 3.4.1 Deposit Confirmation Processing Rules

Every calendar day, VENDOR will transmit to the IDWD a Deposit Confirmation File that contains the details of deposits posted to VENDOR. Each file contains deposit activity that occurred during the settlement day, 7:00 AM Eastern to 7:00 AM Eastern.

### 3.4.2 Deposit Confirmation Header Record

<b>Item</b>	<b>Position</b>	<b>Description</b>	<b>Length</b>	<b>Type</b>	<b>Comment</b>
1.	001-002	File Type Indicator	02	S	Valid Value: DC
2.	003-008	Batch ID	06	S	Must Match Trailer
3.	009-009	Record Type Indicator	01	S	"A" – Indicates header record
4.	010-023	Created Timestamp	14	I	Date/Time value when the file was Created CCYYMMDDHHMMSS
5.	024-032	Record Count	09	I	Record count of the total number of detail records in the file. Min: 000000001 Max: 999999999
6.	033-237	Filler	205	S	Filler for the header record. Alphanumeric or spaces.

Note: Attributes are defined as:

- S is String – Alphabetic and numeric characters, and/or spaces
- I is Integer – Numeric digits only
- C is Character

### 3.4.3 Deposit Confirmation Detail Record

#	Position	Description	Length	Type	Comments	M/C/O/I
1.	001-002	Record Type	2	X	“DT”	M
2.	003-014	Program Number	12	X	Program Number	M
3.	015-030	Filler	16	9	Spaces	M
4.	031-032	Primary Indicator	2	X	Default - “01”	M
5.	033-038	County Code	6	X	Eligibility office number	M
6.	039-040	Program Type	2	X	“CA” – Cash	M
7.	041-044	Transaction Type	4	9	Values: 6000 – Deposit Added through batch	M
8.	045-052	Transaction Date	8	9	CCYYMMDD – Trans Log Date	M
9.	053-058	Transaction Time	6	9	HHMMSS – Transaction Log Time	M
10.	059-062	Benefit Type	4	X	“UI” – Unemployment Payments	M
11.	063-063	Credit/Debit Indicator	1	X	“C” = Credit	M
12.	064-069	Host Approval Code	6	9	Approval Code generated by the host for the transaction.	C
13.	070-076	Transaction Amount	7	9(5)v99	Amount of transaction.	C
14.	077-083	Completed Amount	7	9(5)v99	Completed amount of transaction impacting this Benefit Document ID.	M
15.	084-090	Remaining Balance on Deposit Document ID Number	7	9(5)v99	Amount of funds available on authorization after transaction.	M
16.	091-099	Deposit Document ID Number	9	X	State generated unique number	M
17.	100-105	Deposit Month	6	9	Benefit Month of benefit auth.	M
18.	106-113	Settlement Date	8	9	CCYYMMDD – Posting day for transaction. Matches switch day cutoff.	M
19.	114-197	Filler	84	X	Spaces	I
20.	198-233	Claimant Name	36	X	Claimant Name	I
21.	234-237	Filler	4	X	Spaces	I

Record Length = 237

### 3.4.4 Deposit Confirmation Trailer Record

#	Position	Description	Length	Type	Comments	M/C/O/I
1.	001-002	Record Type	2	X	"TD"	M
2.	003-008	Batch ID	6	X	Must match header	M
3.	009-017	Total Detail Records	9	9	Total Number of Detail Records	M
4.	018-027	Total Credits	10	9(8)V99	Total dollar value of Credits	M
5.	028-037	Total Debits	10	9(8)V99	zeros	M
6.	038-237	Filler	200	X	Spaces	I

*Record Length = 237*

## **Appendix A: Open Issues**

<b>Item</b>	<b>Date</b>	<b>Issue</b>	<b>Owner</b>	<b>Status / Update</b>

## Appendix B: Reserved Special Characters

The characters listed below are used within the machine-ready record layout that controls functions on the equipment used to emboss a plastic. These characters cannot be part of the embossing and encoding information of an individual Claimant.

\$	Dollar Sign	Start Embossing
*	Asterisk	Emboss Line 1
)	Close Parenthesis	Emboss Line 2
#	Pound Sign	Emboss Line 3
@	At Sign	Emboss Line 4
,	Comma	Flying V for Visa
}	Rt Brace	Flying M for M/C
:	Colon	Indent
"	Quotation Mark	Start Encoding
%	Percent Sign	Used in the mag stripe
^	Caret	Used in the mag stripe
;	Semicolon	Used in the mag stripe
+	Plus Sign	Used to indicate start of carrier data

Information that is to be used on a card or carrier should be restricted to letters and numbers only.