



## Office of Financial Management

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### *Agency Financial Reporting System*

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#### BATCH INTERFACE

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For additional information about Agency Financial Reporting Systems (AFRS) contact the OFM Help Desk.



[HereToHelp@ofm.wa.gov](mailto:HereToHelp@ofm.wa.gov) 360.407.9100

## AFRS Batch Interface

### PROCESSING OF BATCHES IN AFRS

Agencies that submit their interfaces into AFRS for processing outside of the Financial Toolbox, can see when their batches were received by AFRS in the Batch Interface (BI) log screen in AFRS. Batches will be available on the Online Screen of IN.3 if your agency has requested that your batches are required to go there before processing.

The last pull of Batch data into AFRS for nightly processing is 7:50 p.m., Monday through Friday, excluding Holidays. Batches submitted after 7:50 p.m. will wait until the following working day to be received, logged on the BI screen and processed that night at 8 p.m.

Batches submitted to AFRS during the weekend or holidays will be processed on the night of the following business day.

### What are the MQ Batch Interface, Managed Transfer (MFT) batch interface and AFRS Batch Interface?

The MQ Batch interface, MFT batch interface and AFRS batch interface are automated processes, which is available to any agency wishing to send data to the AFRS system. The interfacing agency can send multiple unique batches to AFRS at different times of the business day; also, multiple batches can be sent in one interface.

### MQ Interface Guidelines

**(Note: Only current agency MQ users can request MQ interfaces.)**

The AFRS daily process (8 p.m. each business day) will pick up the overnight AFRS interface dataset(s), and any online data which has been released for processing, and process them.

The batch interface may contain multiple batches that must be identified by:

- Batch Type
- Batch Number
- Batch Date

Each batch must contain at least one or more detail transactions, which follow the record layouts contained in this document.

Each batch of detail records will have the same Agency, Batch Type, Batch Number and Batch Date. The sequence number will be the only difference.

Each batch may contain a batch header. The batch header is an optional field within MQ. If the batch header is omitted, all transactions will be sent to our overnight process (4-day for short) and a system generated batch header will be created. If a batch header is sent, it must be the first transaction in the batch.

A field in the header is available to direct the AFRS batch to send the batch to one of the following:

- Over Night Process
- On Line with one of the following statuses
  - Hold
  - Release
  - Override – release with errors

Only the first header is checked for this indicator.

The submitting agency is responsible for making a backup of the agency data before sending to AFRS in case the agency data is lost for any reason. The submitting agency is responsible for resubmitting any lost or rejected data. OFM will back-up the data 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 for online interfaces will cause a duplicate batch condition, resulting in both batches being moved to the AFRS Reject File.

## **Managed File Transfer (MFT) Interface Guidelines**

The Office of Financial Management (OFM) IT staff will work with each agency on setup a MFT folder for the agency to use for sending batches of transactions to AFRS. When creating a flat file on the MFT folder, the file name cannot exceed 15 characters. The file name length includes any extensions to the file name, such as the automatic extension of date and time to the file name. The OFM Help Desk staff will setup the new folder in MFT under the accounting domain.

The OFM Help Desk will work with each agency on setting up an account and password that will be used to get flat file(s) to the MFT folder. Each agency is responsible for making sure they keep their account password up to date. The following information is needed when setting up the new account and password:

- Email distribution list to be used to notify the agency when the password is getting close to expiring.
- Agency authorizing person for resetting passwords for this new account.
- The OFM Help Desk will provide the folder location of the new account that was setup for the requesting agency only.

As part of the setup, the agency needs to decide how many times, they would like a pull of batches from the MFT folder and at what times. (For example, it could be scheduled to run at 9 a.m., noon, and 6 p.m. each working day)

The batch interface may contain multiple batches that must be identified by:

- Batch Type
- Batch Number
- 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 in the key.

The submitting agency is responsible for making a backup of the agency data before sending to AFRS in case the data is lost for any reason. **The submitting agency is responsible for resubmitting any lost or rejected data.** OFM will back-up the data 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 for online interfaces will cause a duplicate batch condition, resulting in both batches being moved to the AFRS Reject File.

## OTHER 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 p.m. each business day) will pick up the overnight AFRS interface dataset(s) that were submitted to AFRS prior to 8 p.m, and any online data which has been released for processing, and process them.

**Batches should NOT be submitted between 8 pm and 10 pm while AFRS is processing.**

The batch interface may contain multiple batches that must be identified by:

- Batch Type
- Batch Number
- 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 data before sending to AFRS in case the agency data is lost for any reason. The submitting agency is responsible for resubmitting any lost or rejected data. OFM will back-up the data 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 for online interfaces will cause a duplicate batch condition, resulting in both batches being moved to the AFRS Reject File.

## **METHODS of INTERFACING with AFRS**

### **Requirements**

Agencies have choices to make on how they want the interface batch to process. When an agency sets up a new interface, they will need to work with OFM on how they want the interface to be controlled. (See **Appendix 1-Implementing the AFRS Batch Interface & Appendix 2-Interface File Sharing Agreement**)

All records entering the AFRS batch Interface must be **950 characters in length**. Records must be formatted using the attached record layout information. (See **Batch Header & Transaction Record Layout**)

Agencies may choose to make use of either of two batch interface methodologies:

- Over-Night Interface – which will process interface batches during the AFRS 8 pm process;  
or
- On-Line Interface – this will edit the interface data and place it into the online system for correction and/or release.

## MQ Interface Methods including Pre-Edit

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

### **Regular**

The batch interface records go to an intermediate data file when the batch header has a “B” in **position 70**. The daily AFRS process will pick up this intermediate file. Any errors in the 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.

### **Online**

The batch interface records are processed through AFRS edits and placed in the online AFRS system for immediate review, correction, and release when the batch header has been populated with the proper designation in **position 70**. One of the following designations can be requested as their online method by the agency.

1. ‘H’ batches with “hold” status are put on the online file with hold status waiting for manual release. If the edits found any errors the status in AFRS is set to ‘E’ instead of ‘H’ and all corrections must be done before the batch can be released.
2. ‘R’ batches with release status are put on the online file with release status. If the edits found any errors the status in AFRS is set to ‘E’ instead of ‘H’ and all corrections must be done before the batch can be released.
3. ‘O’ batches with release status of override are put on the online file with override status. All errors are ignored. During the nightly processing ALL VALID transactions will clear; any transactions with errors will be returned to the FA on line file for correction.

The AFRS MQ batch interface also allows for an automated process, which will allow a pre-edit of the file that sends back an error report to the sending remote QUEUE.

### **Pre-edit & Messaging**

The batch interface records are processed through the AFRS edits and a report is returned via MQ back to the submitting agency.

The status of a Batch Interface can be confirmed on the AFRS BI (Batch Interface) 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 AFRS system run.

## OTHER Interface Methods

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

### **Regular (BH)**

The batch interface records go to an intermediate data file. The daily AFRS process will pick up this intermediate file. Any errors in the 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.

### **On-Line 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 agencies requested method.

1. ‘H’ batches with “hold” status are put on the online file with hold status waiting for manual release. If the edits found any errors the status in AFRS is set to ‘E’ instead of ‘H’ and all corrections must be done before the batch can be released.
2. ‘R’ batches with release status are put on the online file with release status. If the edits found any errors the status in AFRS is set to ‘E’ instead of ‘H’ and all corrections must be done before the batch can be released.
3. ‘O’ batches with release status of override are put on the online file with override status. All errors are ignored. During the nightly processing ALL VALID transactions will clear; 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 (Batch Interface) 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 AFRS system run. The BI log screen shows the first batch of a multiple interface file. It will not report all batches that are within an interface file. If you do not find the batch you are looking for, wait 30 minutes and check again. If you are still unable to locate the batch, please contact the OFM Helpdesk via e-mail at: [Heretohelp@ofm.wa.gov](mailto:Heretohelp@ofm.wa.gov) or call (360) 407-9100.

## **FIXED NAME DATASETS**

### **MQ QUEUE**

It is very important to send the data through the appropriate AFRS QUEUE. Interface and Pre-edit must come through different QUEUE names.

All interfaces using MQ must use the GROUPING option. When GROUPING using MQ Web sphere the option LOGICAL ORDER must be used to keep all in the same order that they are being sent.

If a batch header is sent, it must be the first transaction in the batch.

Agencies performing Batch Interfaces will send the file across the QUEUE dependent on region. The following conventions will be used:

#### **REGION/QUEUE MANAGER/QUEUE NAME**

- TEST/MQT1/OFM.MF.AFRS.INTERFACE.TRANS – for initial controlled test phase.
- QUAL/MQA1/OFM.MF.AFRS.INTERFACE.TRANS – for the quality-testing phase.
- QAQE/MQA2/OFM.MF.AFRS.INTERFACE.TRANS – for the quality-testing phase.
- PROD/MQP1/OFM.MF.AFRS.INTERFACE.TRANS – for production processing.



## Managed File Transfer (MFT) DATASETS

It is very important to name each file on the MFT folders with 15 characters or less. The file name includes any extensions, such as .txt. The MFT process will automatically append a date and time stamp to the end of the file name, such as batch.txt.D161211.T111203. You can use the same root file name since the date and time stamp will make the file name unique. Recommended file name is AFRS.txt, which would be changed updated to AFRS.txt.D#####.T#####

## OTHER 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.AFY2KT.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

To verify the Agency’s Batch Interface has made it into AFRS, look at the Batch Interface Log (BI) within the Agency Financial Reporting System (AFRS). From the AFRS primary menu, enter the letters ‘BI’ on the “SELECT FUNCTION” line and press enter.

=== AFRS ===== PRIMARY MENU ===== C105P05A ===	
TM -- TABLES	IN -- INPUT/CORRECTION
MI -- MASTER FILE INQUIRY	VE -- VENDOR/PAYMENT/CANCELLATION
RD -- ON-DEMAND REPORTING	RR -- REPORT REQUEST
BI -- BATCH INTERFACE LOG	CL -- HELP PHONE LIST
SS -- SYSTEM SECURITY	
AGENCY: 9990	
SELECT FUNCTION: BI	
PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT	

The BI log screen will show all batches of a multiple batch interface file. This screen lists batches in the following descending order:

- Posting Agency, Received Date, Received Time, Batch Date, Batch Type, Batch Number, Biennium, Fiscal Month

#### **FUNCTION:**

F – First  
N – Next  
B – Back

#### **Search Type:**

BT=BATCH TYPE AND NUMBER

BD=BATCH DATE (YYMMDD)

RD=RECEIVED DATE (YYMMDD)

#### **Limit To:**

Enter Batch Type & Number or Batch Date or Received Date. Any search can end with a wildcard (\*)

*Note: The order of the search results will vary based on what is input here. Received Date could be Ascending vs Descending.*

```

=== AFRS == (BI)===== BATCH INTERFACE LOG ===== C105P070 =====
TR: _____ POSTING AGENCY: 1050

FUNCTION: N (F=FIRST, N=NEXT, B=BACK) PAGE 0001 OF 0044
SEARCH TYPE: ____ (BT=BATCH TYPE AND NUMBER, BD=BATCH DATE, RD=RECEIVED DATE)
LIMIT TO: _____ (* ALLOWED AT END OF LIMIT TO)

--RECEIVED-- ----- BATCH -----
DATE TIME DATE TYPE NUM BN FM COUNT AMOUNT RC OC STATUS
230906 0908 230906 MF 063 25 02 ....4 .....3644.00 .. FT ONLINE.HOLD.....
230905 1847 230905 01 082 25 02 ....2 .....75.00 .. GI POSTED.TO.AFRS..
230905 1847 230905 08 083 25 02 ....1 .....184075.00 .. GI POSTED.TO.AFRS..
230905 1847 230905 13 084 25 02 ....4 .....665.80 .. GI ONLINE.RELEASE..
230905 1445 230905 SC 078 25 02 ...24 .....325342.64 .. FT POSTED.TO.AFRS..
230905 1438 230905 MF 062 25 02 ....6 .....3381.16 .. FT POSTED.TO.AFRS..
230905 1408 230905 SC 077 25 02 ...86 .....168467.75 .. FT POSTED.TO.AFRS..
230905 1336 230905 SC 076 25 03 ....3 .....2525.96 .. FT POSTED.TO.AFRS..
230905 1335 230905 MF 061 25 03 ....7 .....250750.00 .. FT POSTED.TO.AFRS..
230905 1330 230905 MF 060 25 03 ....4 .....28666.64 .. FT POSTED.TO.AFRS..
230905 1225 230905 LH 075 25 02 ...35 .....32276.78 .. FT ONLINE.HOLD.....

PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT

```

The information contained on the **Batch Interface Log** screen is defined below:

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

Received:                   Date: Date the batch was received into the AFRS system for processing.  
                                   Time: Time (in military format) the batch was received in 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. This field 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 originated.

AF=AFRS Batch Interface	AO=AFRS Online
AR=Account Receivable	BA=BASS
BC=Biennium Close	BI=MQ Interface to 4-day or IN.3
CI=MQ Interface to IN.3	ER=Error generated
FT=Financial Toolbox	GI=Generic Interface to 4-day or IN.3
HR= Payroll from HRMS	IA=Interagency Payment
LS= FPMT system (retired)	PR=Payroll (Includes BVFF)
P1=Provider One (HCA/DSHS)	QS= Account Receivable
QT=TALS Allotments	TA=Bass Allotment
TM=Time Management System	TS=Treasurer (OST)
TV=TEMS system	WC=Warrant Cancellation (VE.7), Transactions with payment indicator C or D, & ACH Payment returns
WS=SOL AFRS and Non-AFRS Cancellation	<i><b>*Payroll and Warrant wraps do not appear on the BI Log</b></i>

Status:                    An area used to contain descriptive text on the last action taken on a batch. If the submitting agency is processing batches through the pre-edit, the field will contain one of the following:

<b>ONLINE.HOLD</b>	Interface that came into AFRS and is on hold status in IN.3
<b>ONLINE.RELEASE</b>	Interface that came into AFRS and is in release status in IN.3 if no errors.
<b>ONLINE.OVERRIDE</b>	Interface that came into AFRS and is in release status in IN.3 even with errors.

<b>BATCH.INTERFACE</b>	Interface that came into AFRS and will not be visible in IN.3 but instead go to the AFRS FourDay file to be directly posted to AFRS.
<b>IN.3.DELETED</b>	Interface that came into AFRS and was deleted from IN.3 by someone with the correct security.
<b>ERRS.&amp;.POST</b>	Batch errors were discovered during the nightly AFRS NAPS process, although some transactions may have posted. Batch is currently in IN.3.
<b>POSTED.TO.AFRS</b>	All transactions in the batch successfully posted to AFRS.
<b>IN.1.-.CREATED</b>	Batch was created in AFRS using the IN.1 Create Batch Header.
<b>AFRS.REJECT</b>	A batch that rejected during the AFRS overnight NAPS process. Please review your AFRS Error Report (DWP8002) for more details.

If you do not find the batch you are looking for, wait 30 minutes and check again. If you are still unable to locate the batch, please contact the OFM Helpdesk via e-mail to [Heretohelp@ofm.wa.gov](mailto:Heretohelp@ofm.wa.gov) or call (360) 407-9100.

## 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 'TRANSACTION-TYPE' is a one character/alpha/numeric field that designates what state that the transaction is in.
  1. Below are the values for INBOUND transactions:
    - 'A' in all records
  2. Below are the values that would be received for OUTBOUND transactions:
    - 'A' for all originating transactions records
    - 'B' for all payment wrap transaction records
    - 'G' for automated payment cancellation (VE.7) & Transactions with Payment indicator C or D
    - 'H' for automated SOL AFRS and non-AFRS payment cancellation transaction records & ACH Return transaction records
    - 'K' for the monthly GL Balance for Enterprise Reporting
    - 'L' for the monthly Project Balance for Enterprise Reporting

- The 'BATCH-TYPE' field has the following conditions:
  1. The following reserved letters should **not be used** for the first position as they are used by specific systems or agencies:
    - **P** – payroll batches from HRMS.
    - **Q** – restricted per OFM Statewide Accounting (QT: OFM Allotment System-Allotment Management & Review (TALS-AMR))
    - **T** – batches from the Office of State Treasurer (OST).
    - **W** – prior Warrant Cancellation process.
    - **Y** – automated reversal of X batch types in the next fiscal month  
or
    - **Z** – designated for batches used in fiscal year closing transactions by OFM.
  2. Using an **X** for the first position will automatically reverse the batch in the next fiscal month as a Batch Type **Y**. Payment write transactions will not automatically reverse. Batch type **X** cannot be used in FM 24 or FM 25.
  3. DSHS ONLY: Batch Type **A\*** cannot be added or deleted by agency. Contact the OFM Helpdesk at [HereToHelp@ofm.wa.gov](mailto:HereToHelp@ofm.wa.gov).
- 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 (odd 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 payment 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, assumed decimal. DO NOT USE DECIMAL POINTS, COMMAS, OR DOLLAR SIGN**
- *S.( i.e. enter 12345 to represent \$123.45)*

## 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 billed 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 column heading **R, O, & NU** is used to indicate if a data element is **R**quired, **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 but *must have spaces* placed in it if not used. **NO LOW VALUES OR NULLS ARE ALLOWED.**

<u>Data Element Name</u>	<u>Size</u>	<u>Description</u>	<u>R, O, NU</u>	<u>Position</u>	<u>KEY</u>
BATCH-AGENCY	4	Both BATCH-AGENCY AND BATCH-SUB-AGENCY are used to indicate the agency submitting the batch.	R	001-004	*
BATCH-YR	2	The year (YY) the batch is created. (See BATCH-DATE)	R	005-006	*
BATCH-MO	2	The month (MM) the batch is created. (See BATCH-DATE)	R	007-008	*
BATCH-DAY	2	The day (DD) the batch is created. (See BATCH-DATE)	R	009-010	*
BATCH-TYPE	2	Type of source documents and/or identifies the section and/or location where the batch originates. See Field Guidelines for additional information. <b>In batch interface with multiple same date dataset executions, identify batches by a unique BATCH –NO to avoid the batches from being rejected.</b>	R	011-012	*
BATCH-NO	3	For batch interfacing, begin the batch numbering with 001 and increment for successive batches. <b>In a batch interface with multiple same date dataset executions, identify each batch by a unique BATCH-NO to avoid the batched from being rejected.</b>	R	013-015	*
DUP-RECORD-IND	1	System assigned and incremented when a batch exceeds the 99999 limit during processing. <b>Please leave this field blank.</b>	NU	016	*
TRANSACTION-TYPE	1	The TRANSACTION-TYPE must always be 'A'.	R	017	*
BATCH-SEQ-NO	5	This is the transaction sequence number. <b>For a BATCH HEADER record this field will be all zeroes (i.e., 00000).</b>	R	018-022	*
BIENNIUM	2	The biennium in which the transaction is posed (the biennium in which the financial information is recognized as occurring). Biennium is the ending year of the funding biennium. (See BIENNIUM)	R	023-024	

FISCAL-MONTH	2	Fiscal Month the transaction is input to the interface file. (see FISCAL-MONTH)	R	025-026
BATCH-DUE-DATE	6	Date the warrant producing transaction is to print a warrant, in YYMMDD format. If the agency does not enter a date for a warrant producing transaction, the date is system assigned as the current processing date (this will result in immediate production of the payment).	O	027-032
BATCH-COUNT	5	Number of items in the batch <b>NOT counting the batch header record.</b>	R	033-037
BATCH-AMOUNT	13	The user entered total of all detail transaction dollar amounts from the TRANS-AMT field. If the user enters a penny (0000000000001) as the amount, the system will calculate and enter the correct amount. Anything other than a penny will be checked against the system-calculated amount.	R	038-050
(OTHER FIELDS NOT ENTERED BY THE USER)	900	The remainder of the record must be filled with spaces. <b>PLEASE LEAVE THIS AREA BLANK.</b>	NU	051-950

#### Example Batch Header Record:

```

BATCH      BATCH      BIEN
AGENCY     TYPE      FM      BATCH AMOUNT
/  \      ^ ^      ^ ^ ^ ^      /  \
4610200115BA501 A00000 21010701200002000000000098765
\  /      \ /      \  /      \  /
  ^        ^ ^    ^        ^        ^
|          | |    |          |      | -- BATCH COUNT
|          | |    |          |      | +---- BATCH DUE DATE (YYMMDD)
|          | |    |          |      |
|          | |    |          |      | +---- BATCH SEQUENCE NUMBER
|          | |    |          |      | (ALL ZEROES INDICATED HEADER RECORD)
|          | |    |          |      |
|          | |    |          |      | +---- TRANSACTION TYPE (INBOUND ALWAYS AN 'A')
|          | |    |          |      |
|          | |    |          |      | +---- DUPLICATE BATCH INDICATOR
|          | |    |          |      | (MUST LEAVE BLANK)
|          | |    |          |      |
|          | |    |          |      | +---- BATCH NUMBER
|          | |    |          |      |
+---- BATCH DATE (YYMMDD)

```

## 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 found in the copybook **IHYREC**. The column heading **R, O, NU, & TC** is used to indicate if a data element is **R**Required, **O**Optional, **NU**Not Used or controlled by the **T**ransaction **C**ode. Any field listed as '**O**' or '**NU**' does not need to be filled in by the submitting agency but *must have spaces* placed in it if not used.

<u>Data Element Name</u>	<u>Size</u>	<u>Description</u>	<u>R, O, NU</u>	<u>Position</u>	<u>Key</u>
BATCH-AGENCY	4	Both BATCH-AGENCY AND BATCH-SUB-AGENCY are used to indicate the agency submitting the batch.	R	001-004	*
BATCH-YR	2	The year (YY) the batch is created. (See BATCH-DATE)	R	005-006	*
BATCH-MO	2	The month (MM) the batch is created. (See BATCH-DATE)	R	007-008	*
BATCH-DAY	2	The day (DD) the batch is created. (See BATCH-DATE)	R	009-010	*
BATCH-TYPE	2	Type of source documents and/or identifies the section and/or location where the batch originates. See Field Guidelines for additional information. <b>In batch interface with multiple same date dataset executions, identify batches by a unique BATCH-NO to avoid the batches from being rejected.</b>	R	011-012	*
BATCH-NO	3	For batch interfacing, begin the batch numbering with 001 and increment for successive batches. <b>In a batch interface with multiple same date dataset executions, identify each batch by a unique BATCH-NO to avoid the batched from being rejected.</b>	R	013-015	*
DUP-RECORD-IND	1	System assigned and incremented when a batch exceeds the 99999 limit during processing. <b>Please leave this field blank.</b>	NU	016	*
TRANSACTION-TYPE	1	The TRANSACTION-TYPE must always be 'A'. <i>(NOTE: Agencies that receive outbound data will see other values and they are: A=Original Transactions, B=Payment Wrap, G=Payment Cancellation, H=Payment SOL, K=Monthly GL Balance, L=Monthly Project Balance)</i>	R	017	*
BATCH-SEQ-NO	5	This is the transaction sequence number. <b>DO NOT</b> use all zeroes (00000), as this specifies a batch header. This number usually starts at '00001' and increments by 1 for each record. Do <b>not</b> repeat sequence numbers in a given batch.	R	018-022	*
TRANS-CODE Numeric	3	A pre-defined code to record an accounting event.	R	023-025	
MODIFIER Alpha	1	Pertains only to encumbrance document liquidation as full (F) or partial (P).	TC	026	



REVERSE Alpha	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 Numeric	2	Biennium the transactions posted (biennium the financial information is recognized as occurring). Biennium is the ending year of the funding biennium (odd year).	R	028-029
FM – BATCH HEADER Numeric	2	Fiscal Month the transaction is input.	R	030-031
OPS-POST-FM Numeric	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 (Posting Agency)	3	Agency to which the financial information is posted or recorded.	R	034-036
SUB-ORG (Posting Agency)	1	Sub-Agency to which the financial information is posted recorded.	R	037
MASTER-INDEX Alphanumeric	8	An input coding reduction technique to extract predefined combinations of coding elements from the master index table.	O	038-045
APPN-INDEX (EXPENDITURE AUTHORITY) Alphanumeric	3	An input coding element from the appropriation index table.	TC	046-048
FUND (ACCOUNT) Alphanumeric	3	A fiscal entity to identify financial information for specific activities or for attaining certain objectives.	R	049-051
INTERNAL USE ONLY	2	<b>Please leave this area blank.</b>	NU	052-053
PROG-INDEX Alphanumeric	5	An input coding element from the program index table.	TC	054-058
ORGN INDEX Alphanumeric	4	An input coding element from the organization index table.	O	059-062
PROJ-NO Alphanumeric	4	Identifies an operating, capital, or federal project/grant.	O	063-066
SUB-PROJ Alphanumeric	2	Identifies sub-projects within a single grant or project.	O	067-068
PROJ-PHASE Alphanumeric	2	Identifies project phases within a single sub-project.	O	069-070
SUB-OBJECT Alpha	2	Further refinement of an object of expenditure.	TC	071-072
SUB-SUB-OBJECT Alphanumeric	4	Further refinement of a sub-object of expenditure.	TC	073-076
MAJOR-GROUP (MAJOR SOURCE) Numeric	2	Highest level of classifying revenues. Primary types or groups of revenue.	TC	077-078
MAJOR-SOURCE (SOURCE) Alphanumeric	2	Further refinement of the major group of revenue. Major sources of revenue.	TC	079-080
SUB-SOURCE Alphanumeric	6	Further refinement of major source of revenue.	TC	081-086
GL-ACCT-NO Numeric	4	Enter if the transaction code requires a variable general ledger account.	TC	087-090
SUBSID-ACCT-NO-A Alphanumeric	6	Further refinement of a debit general ledger account.	TC	091-096

INTERNAL USE ONLY	2	<b>Please leave this area blank.</b>	NU	097-098
SUBSID-ACCT-NO-B Alphanumeric	6	Further refinement of a credit general ledger account.	TC	099-104
INTERNAL USE ONLY	2	<b>Please leave this area blank.</b>	NU	105-106
WORKCLASS Alphanumeric	3	Financial information by an activity or a group of activities.	O	107-109
BUDGET-UNIT Alphanumeric	3	Financial information for appropriation expenditures.	O	110-112
COUNTIES Numeric	3	Financial information for geographic location.	O	113-115
CITIES-AND-TOWNS Numeric	4	Financial information for geographic location.	O	116-119
USE-TAX Alpha	1	Identifies subsequent Washington sales tax report (T) or no subsequent reporting (blank).	O	120
MOS-YY Numeric	2	Date of service delivery for a disbursement Year portion.	O	121-122
MOS-MM Numeric	2	(See MOS-YY, above) Month portion.	O	123-124
ALLOCATION-CODE Alphanumeric	4	Identification to an agency's allocation process.	O	125-128
P1 PAYMENT ID (DSHS ONLY)	11	Payment ID created by Provider 1 system that appears on the Remittance. <b>(DSHS ONLY)</b>	O	129-139
WARRANT-TYPE-OVERRIDE	1	This field allows Agencies the ability to Request Regular Warrant (Warrant-Type-Override) when used in conjunction with a Statewide Vendor number. The field only allows blank ' ' (default), R=Regular (summarized) Warrant, or S=Single (transaction) Warrant.	O	140
PROMPT-PAY-DATE Numeric	6	Date for future use to support the accounts payable process and prompt payment survey in YYMMDD format. <b>(NO LONGER VALID – DO NOT ENTER)</b>	O	141-146
DOC-DATE Numeric	6	Date the accounting event occurred in YYMMDD format. If blank, the current date is used.	O	147-152
CUR-DOC-NO Alphanumeric	8	Uniquely identifies an input document for tracking. The field is left justified, blank filled.	R	153-160
CUR-DOC-NO-SUFFIX Alphanumeric	2	Further describes, or sub-categorizes, the current document number.	O	161-162
REF-DOC-NO Alphanumeric	8	Identifies a previously entered current document number. <b>The field is left justified, blank filled.</b>	TC	163-170
REF-DOC-NO-SUFFIX Alphanumeric	2	Further describes, or sub-categorizes, the reference document number	O	171-172
DUE-DATE Numeric	6	Date the warrant producing transaction is to print a warrant. In YYMMDD format. If 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	<b>Please leave this area blank.</b>	NU	179
TRANS-AMT Numeric	13	The amount of the transaction	R	180-192

OMWBE-PAYMNT-TYPE	1	Please leave this area blank.	NU	193
INTERNAL USE ONLY	2	Please leave this area blank.	NU	194-195
OMWBE-AGENCY-FLAG	2	Please leave this area blank.	NU	196-197
OMWBE-CONTRACT-NO	8	Please leave this area blank.	NU	198-205
INTERNAL USE ONLY	18	Please leave this area blank.	NU	206-223
PAYMENT CATEGORY RECORD Numeric	2	Payment Category identifies what the ACH payment is for on transaction detail that is sent to the bank. Three categories currently exist and currently are only for batch interface files.  Contact OFM Help Desk for more information at: <a href="mailto:HereToHelp@ofm.wa.gov">HereToHelp@ofm.wa.gov</a> <b>360.407.9100</b> .	O	224-225
ACH ADDENDA TYPE RECORD Numeric	3	ACH Addenda Type Record is used in conjunction with certain Payment Categories for ACH payments. This information is sent to the bank. One addenda type currently exists and currently is only for batch interface files. For more information contact the OFM Helpdesk at: <a href="mailto:Heretohelp@ofm.wa.gov">Heretohelp@ofm.wa.gov</a> or call (360) 407-9100	O	226-228
INTERNAL USE ONLY	5	Please leave this area blank.	NU	229-233
US-FOREIGN INDICATOR Alpha	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 Alphanumeric	10	An input coding technique to extract vendor data elements from the vendor edit table. (See notes at end of table.)	O	248-257
VENDOR-SUFFIX Alphanumeric	2	Identifies multiple breakdowns for a vendor. If VENDOR-NO entered, you <b>must</b> enter this field.	O	258-259
UBI Alphanumeric	10	The State of Washington vendor registration number to uniquely identify a business entity.	O	260-269
UBI-SUFFIX Alphanumeric	2	Identifies multiple breakdowns for a UBI <b>(NO LONGER VALID – DO NOT ENTER)</b>	O	270-271
VENDOR-TYPE Alphanumeric	1	Identifies the type of vendor. Codes are defined as: 0=Refunds 1=Employee 2=Federal Agency 3=State Agency 4=Local Government 5=Volunteers 6=Boards/Councils/ Committee Members S=Sole Proprietor/ Individual 7=Tax Exempt Organization 8=Foreign Vendor A=Attorneys (non-Corp) C=Corporations M=Corporation-Medical N=Clients-Legal Resident P=Partnerships T=Trust/Estate X=Non-Profit Y=Clients-Non Resident Alien Z=Clients-Resident Alien	O	272
INTERNAL USE ONLY	2	Please leave this area blank.	NU	273-274

TAXPAYER-ID-NO Numeric	11	The TIN must be nine characters beginning in position 275. Positions 284 and 285 must be blank. 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) Individual Taxpayer Identification Number (ITIN)	O	275-285
IRS-BOX Alphanumeric	1	Agency can leave field blank or enter appropriate code.  'Blank' = System will use the D78 to assign the IRS Box based on Sub-Object.  Agency can enter one of the following: 0=Indicates the transaction is not reportable.  Reportable IRS boxes are defined as: 1=Rents                                 2=Royalties 3=Other Income                      4=Federal Tax Withheld 5=Fishing Boat Proceeds   6=Medical & Health Care Payments 7 (represents box 1) = Non-Employee Compensation see new 2020 1099NEC form. 8=Substitute Payments in Lieu of Dividends or Interest A (represents box 10) =Crop Insurance Proceeds C (represents box 14) =Gross proceeds Paid to Attorneys	O	286
Tax-Type Alpha	1	Identifies the TIN as: ‘S’ – SSN ‘T’ – EIN ‘R’ – ITIN	O	287
VENDOR-TRAILER Alphanumeric	25	A message area for information that will appear on the remittance advice.	O	288-312
		<b>Fields 313 through 470 see the note dealing with VENDOR-NO at the end of this table.</b>		
VENDOR-NAME Alphanumeric	32	Name of the vendor.	TC	313-344
VENDOR-ADDR-1 Alphanumeric	32	First line of the vendor address.	TC	345-376
VENDOR-ADDR-2 Alphanumeric	32	Second line of the vendor address.	O	377-408
VENDOR-ADDR-3 Alphanumeric	32	Third line of the vendor address.	O	409-440
VENDOR-CITY Alphanumeric	19	City of the vendor address. (See Notes at end of table.)	O	441-459
VENDOR-STATE Alpha – US Alphanumeric - Foreign	2	State of the vendor address. (See Notes at end of table.)	O	460-461
VENDOR-ZIP Numeric – US	9	Zip code of the vendor address. The complete nine digit Zip=4 is encouraged for US vendors. The	O	462-470

Alphanumeric – Foreign		minimum zip for US vendors is five in record positions 462-466. (See Notes at end of table.)		
INTERNAL USE ONLY	138	<b>Please leave this area blank.</b>	NU	471-608
EXPANDED INVOICE NUMBER Alphanumeric	30	Invoice Number supplied by vendor.	O	609-638
INVOICE DATE Numeric	8	Invoice Date supplied by vendor. Format is CCYYMMDD. Example: 20200701	O	639-646
ACCOUNT NUMBER Alphanumeric	30	Account number supplied by vendor.	O	647-676
INTERNAL USE ONLY	7	<b>Please leave this area blank.</b>	NU	677-683
PROVIDER NUMBER (DSHS USE ONLY)	9		O	684-692
INTERNAL USE ONLY	2	<b>Please leave this area blank.</b>	NU	693-694
AGREEMENT ID Alphanumeric	11	Agreement ID for Grants, Contracts & Loans	O	695-705
ORDER ID Alphanumeric	5	Order ID for Grants, Contracts & Loans	O	706-710
PACKET PURPOSE TYPE (TALS ONLY)	2	Packet Purpose Type for Budget submittal. (TALS ONLY)	O	711-712
INTERNAL USE ONLY	88	<b>Please leave this area blank.</b>	NU	713-800
PAYMENT EXCEPTION CODE	2	The Payment Exception Code are currently being used by agencies to make non-IRS reportable payments and Revenue Refunds. These Exception Codes can be used for payments when defined conditions exist.  Agencies can enter one of the following: 01 – Revenue Refunds 02 – Emergency Payroll 03 – Non-Employee Reimbursements 04 – Direct Grant Payments 05 – Other Payees with No Taxpayer ID 06 – Reissue Federally-Funded Payroll SOL (DSHS)	O	801-802
INTERNAL USE ONLY	148	<b>Please leave this area blank.</b>	NU	803-950

## **Notes:**

### **VENDOR-NO**

If a valid vendor number is entered, the Vendor-Addr, TIN, Tax Type, City/St/Zip and US/For Addr fields will be filled in from the Statewide Vendor Table.

### **US-FOREIGN INDICATOR**

This indicator is controlled by the agency. Generally, the US or Foreign indicator is established by the vendor record. However, an Exception Code record can be established by an interface and this field needs to be set for the edits.

**VENDOR-CITY, VENDOR-STATE, AND VENDOR-ZIP**

If payment is being made using an Exception Code and the payee is for a US address you are required to enter the city, state and zip in the appropriate fields.

## **APPENDIX**

### **Add a New AFRS Batch Interface or Change an Existing AFRS Batch Interface**

AFRS Batch Interface:

Complete the [AFRS Testing Services Request form](#) and send via e-mail to: [Heretohelp@ofm.wa.gov](mailto:Heretohelp@ofm.wa.gov)