

Student Check File Layout Student Check Feed

Depending on the information included in the records, this file format will produce either checks or ACH payments.

It is used for the following FAMIS interface jobs:

- XSTIP (Stipend checks)
- XSATH (Athletic room and board checks)
- XSTFA (Financial Aid checks)
- XSTUV (Refund checks)

It may be used for other interface files whose purpose is to produce payments. It is the equivalent of a Screen 104 voucher and should not be used to enter payments for purchasing documents.

A batch will consist of a single header record and many transaction records. The transactions used in this batch are:

- Trans code 121 – adds / updates the student as a vendor
- Trans code 122 – loads the vendor's street address (lines 1 and 2) and phone
- Trans code 123 – loads the vendor's extended address (lines 3 and 4). This transaction is not required, it can be used only when needed.
- Trans code 127 – loads the vendor's ACH information for electronic payment
- Trans code 141 – creates the voucher for the check

Always send one of each transaction to create a payment for a student. The transactions for a student must be in this order:

121
122
(123 – if needed)
127
141

All fields with an asterisk (*) in the REQ column are required for the transaction(s) to process.

The file should have a record length of 230 characters.

Student ACH Information – Transaction 127

Student ACH information is generally maintained in the student records file rather than by the accounts payable department. Therefore it must be fed to FAMIS with every payment to ensure that it is current.

If a student has requested ACH payment, 127 transaction must contain all the required fields as well as any of the other fields that are applicable.

If the student does not have ACH payment information, the 127 record should only include the transaction code and the student vendor ID. This will reset any previous ACH information that may be on file.

For student check feeds, the OVERRIDE-PRENOTE field on the 127 transaction is set to 'Y'. It takes two weeks to process a pre-note and during this two week pre-note period, all payments will be by check. Since students do not receive payments on a regular basis, requesting a pre-note would mean that most students would receive payment by check rather than ACH.

Setting the Student Vendor ID

The Student Vendor ID is 11 characters long and consists of a prefix character that indicates if the vendor is an individual or a company, nine numeric digits and a suffix character to indicate mailcode.

The prefix is usually 2, if all 36 available mail codes have been used, it may be set to 5 for the next set of mailcodes and then 8 if necessary.

The suffix character (mailcode) ranges in order from 0-9 and then A-Z.

The nine numeric digits may contain the student's SSN or the students UIN number. **You may only use the UIN if it is all numeric.**

If you use the student's UIN in the vendor ID field, you must include the SSN in the Tax ID/SSN field on the 121 transaction record.

HEADER RECORD (this must be the first record in the file)

FIELD NAME	FORMAT	COL	REQ	DESCRIPTION
Transaction Code	A3	1 - 3	*	Value: \$\$#
Batch Reference	A6	4 - 9	*	Six character batch reference that has been approved by FAMIS for this process. The format may be AAANN or AANN. Certain combinations are reserved for FAMIS and may not be used in a data feed.
Batch Date	N8	10 - 17	*	Must be in the current processing month Must contain the batch date in YYYYMMDD format. The date 07/27/2006 would appear as 20060727.
Batch Description	A35	18 - 52	*	Description of batch.
List Option	A1	53	*	Y - program will list transactions N - program will not list transactions ** N is the typical value
User Code	A2	54 - 55	*	Value: AP for accounts payable (Use AP for the Student Check Feeds) or FA for accounting transactions
Transaction Count	N5	56 - 60		# of transactions in batch (Optional)
Transaction Amount	N9.2	61 - 71		Total amount of transactions in batch. Right justify, zero fill, decimal is implied as the last two digits (EX \$456.22 should be coded as 0000045622) (Optional)
Blank	A12	72 - 83		Blank
Bank	A5	84 - 88	*	Any valid bank.
Hold Flag	A1	89	*	Value: N
Accounting Feed Flag	A1	90	*	Value: Y
Voucher Feed Flag	A1	91	*	Value: Y
Accept Balance Flag	A1	92	*	Value: Y
Override Budget Flag	A1	93	*	Value: Y or N (default - Y if blank)

TRANSACTION RECORD 121 (creates / modifies vendor record)

FIELD NAME	FORMAT	REQ	COL	DESCRIPTION
Transaction Code	A3	*	1 - 3	Value: 121
Vendor ID	A11	*	4 - 14	FAMIS vendor ID Format - 2XXXXXXXXX0, where the X's are the student's SSN.
Vendor Name	A50	*	15 - 64	Student name
Vendor City	A20	*	65 - 84	
Vendor State	A2	*	85 - 86	Must be a valid FAMIS state code (i.e. TX = Texas)
Vendor Zip Code	A9		87 - 95	
Vendor Country	A3		96 - 98	May be left blank for USA. Must be a valid FAMIS country code. (i.e. MX = Mexico QA = QATAR)
<i>Blank</i>	A2		99 - 100	<i>Blank</i>
Vendor Type	A2	*	101 - 102	Must be a valid FAMIS vendor type
<i>Blank</i>	A8		103 - 110	<i>Blank</i>
Vendor Retention Months	N2		111 - 112	Number of months vendor will remain on file after last activity. Default is 18 months.
1099 Flag	A1		113	If 'Y', all vouchers paid to this vendor will be reported on the 1099
Tax ID/SSN	A9		114 - 122	SSN used for 1099 reporting. Will default from FAMIS Vendor ID if blank.
<i>Blank</i>	A18		123 - 140	<i>Blank</i>
Disadvantaged Cert. Flag	A1		141	If used, must be a valid disadvantaged certification code on the FAMIS table
Owner Ethnic Origin Code	A3		142 - 144	If used, must be a valid ethnic origin code on the FAMIS table.
Owner Gender Code	A1		145	If used, must be a valid owner gender code on the FAMIS table.
Business Size	A1		146	If used, must be a valid business size code on the FAMIS table.

TRANSACTION RECORD 122 (loads address line 1 and line 2)

FIELD NAME	FORMAT	REQ	COL	DESCRIPTION
Transaction Code	A3	*	1 - 3	Value: 122
Vendor ID	A11	*	4 - 14	FAMIS vendor ID
Vendor Address Line 1	A30	*	15 - 44	Street address - line 1
Vendor Address Line 2	A30		45 - 74	Street address – Line 2
Vendor Phone	A10		75 - 85	
Vendor Phone Ext.	A4		86 - 89	

TRANSACTION RECORD 123 (loads address line 3 and line 4)

FIELD NAME	FORMAT	REQ	COL	DESCRIPTION
Transaction Code	A3	*	1 - 3	Value: 122
Vendor ID	A11	*	4 - 14	FAMIS vendor ID
Vendor Address Line 3	A30		15 - 44	Street address - line 3
Vendor Address Line 4	A30		45 - 74	Street address – Line 4

TRANSACTION 127

FIELD NAME	FORMAT	REQ	COL	DESCRIPTION
Transaction Code	A3	*	1 - 3	Value: 127
Vendor ID	A11	*	4 - 14	Must be a valid FAMIS vendor ID.
ACH Routing	A9	*	15 - 23	This is the bank routing number It must not contain alpha characters or any special characters except dashes
Account number	A17	*	24 - 40	The vendor's account number at the bank
Account type	A1	*	41	Type of account C – for checking S – for savings
ACH- override flag	A1		42	May be Blank or Y Y – all payments to this vendor will be made by check, not just this payment. Blank – ACH payments will be made if bank information is included If this flag is already set to Y, a blank in this record will not update it. It must be changed manually on screen 207.
Pre-note override flag	A1		43	May be blank or Y Blank – will send a pre-note to the bank to verify the account. No ACH payment will be made for two weeks. Y – will pay by ACH immediately, this is the value typically used for student checks interface files
Send ACH to TINS	A1		44	Blank
Filler-1	A1		45	Blank
ACH type	A4	*	46 - 49	PPD – for personal accounts CCD – for commercial accounts
E-Mail Address	A50		50 - 99	Blank E-mail address for future use can be sent

TRANSACTION RECORD 141 (creates the voucher)

FIELD NAME	FORMAT	REQ	COL	DESCRIPTION
Transaction Code	A3	*	1 - 3	Value: 141
Vendor ID	A11	*	4 - 14	Must be a valid FAMIS vendor ID.
Voucher ID	A7	*	15 - 21	Value: enter the numeric prefix for the voucher sequence to get an automatically assigned voucher number (system will assign #). Must be left justified in field.
Account Number	A6	*	22 - 27	6 digit SL to be charged
Object Code	A4	*	28 - 31	4 digit object code to be charged
PO Number	A7		32 - 38	Blank
Invoice Number	A14		39 - 52	Vendor's invoice number.
Description	A30	*	53 - 82	Description of payment
Invoice Date	N8	*	83 - 90	Date of invoice or current date in YYYYMMDD format.
Due Date	N8	*	91 - 98	Date due or current date in YYYYMMDD format.
Amount	N9.2	*	99 - 109	Amount of payment. Right justify, zero fill, decimal is implied as last two digits. (Ex. \$456.22 should be coded as 00000045622)
<i>Blank</i>	<i>A11</i>		<i>110 - 120</i>	<i>Blank.</i>
Bank	A5	*	121 - 125	Any valid bank.
<i>Blank</i>	<i>A7</i>		<i>126 - 132</i>	<i>Blank.</i>
Enclosure Code	A1		133	Must be a valid FAMIS enclosure code
<i>Blank</i>	<i>A11</i>		<i>134 - 144</i>	<i>Blank.</i>
Support Account	A5	*	145 - 149	Support account to be charged. Use '00000' if none.
ACH Override Flag	A1		150	Must be a Y to override ACH info and send a check
Alternate Vendor	A11		151 - 161	Must be a valid FAMIS vendor ID.
<i>Blank</i>	<i>A16</i>		<i>162 - 177</i>	<i>Blank.</i>
USAS Doc Type	A1		178	Required if state bank. Must be a valid FAMIS USAS doc type code.
PCC Code	A1		179	Required if state bank. Must be a valid FAMIS PCC code.
USAS PDT Code	A2		180 - 181	Required if state bank. Must be a valid FAMIS USAS PDT code.
USAS PCA Override	A5		182 - 186	Value to override FAMIS PCA.
Ref 4	A7	*	187 - 193	Departmental reference number.

Other fields included in FBDL14X but not in layout are:

Liquidation indicator	Tax code
Discount amount	Delivery date
Discount type	Order date
Filler check number	Same voucher flag
Hold flag	Comptroller code
Currency code	

NOTE: Similar transactions are created with SIS program - BBA400
Some modifications will need to be made to BBA400.