

# Transamerica Assurance Company

<b>System:</b> PAYCAPTURE (Payment Capture)	<b>Revision Date:</b> 3/18/98
<b>Document:</b> PAYC_ISD.DOC	<b>Author:</b> L Dunlap
<b>Version:</b> 1.5.2	<b>Page:</b> 1

Internal System Documentation (view as outline)

## PAYMENT CAPTURE An EDM Application

### 1. System Purpose and Overview

*PAYCAPTURE*'S purpose is to receive payment information from TAC's banking source(s), prepare this information for importing into TAC files and databases, and then process the information into those files.

#### 1.1. Document approach

The approach of this document is Process oriented

#### 1.2. Functionality (What is the software supposed to do?)

##### 1.2.1. Particular attributes - summary of major functions

- Receive two Premium Payment Information files, which the bank identifies as
  - Individual payments - Dept 1 - Lockbox 5910 & 5911
  - Group Operations - Dept 2 - Lockbox 5936 & 5937...from the banking source where the payments have been received and deposited daily. As well as deposit information, these files include the Scan Line information from the bill coupon (See Appendix I). This information arrives electronically via modem in two (2) files each business day as:
  - LXMMDDYY.TXT - Universal Life premium payment information
  - GRMMDDYY.TXT - non-Universal Life premium payment information
- Process the premium payment information for that day by parsing these files and updating and populating the **GLTransactions** table of the **Lockbox** database.
- Match payments to bills previously sent to customers and send the non-matching transaction information to the **Suspense** database for manual reconciliation.
- Create files for premium payments for uploading to the General Ledger of the LIPAS accounting system.
  - YYYYMMDD.PSD - Universal Life premium payment information
  - YYYYMMDD.GLX - non-Universal Life premium payment information
- Update the **Commissions** database for payments that are matched to bills (Term payments only).
- Create Reports of Payment Detail.
  - DAILY PAYMENT CAPTURE - FOR UL AND COMBO BUSINESS
  - PAY CAPTURE - GROUP TERM
  - CONTROL REPORT FOR KANSAS CITY
  - CONTROL REPORT FOR TAC
  - SUCCESSFUL OPERATION PAGE

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## 1.2.2.Design constraints

### 1.2.2.1.Regulatory policies

N/A

### 1.2.2.2.Hardware limitations

N/A

### 1.2.2.3.External interfaces

PayCap interfaces with banking sources that receive payments for TAC by modem over POTS. The Direct Line number to the TAC workstation is 213-741-7573.

The application also e-mails reports at the end of its process and e-mails its maintenance personnel upon the successful completion of all of its processes.

### 1.2.2.4.Parallel operations

N/A

### 1.2.2.5.Audit functions

See Below

### 1.2.2.6.Control functions

Bank sends data electronically for fast data accessibility but duplicates that data with hard copy "Greenbar" report, which is the digital information printed out on greenbar, line printer paper and a data disk which duplicates the information sent by modem.

### 1.2.2.7.Signal handshake protocols

Z-modem

### 1.2.2.8.Reliability

CRC Checking and other normal modem error checking procedures are used during transmission.

### 1.2.2.9.Application criticality

100%

### 1.2.2.10.Safety and security considerations

## 1.2.3.Integrity policies

N/A

## 1.2.4.Resource limits

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N/A

## 1.2.5.Required Standards

While there is no specific required standards, there is awareness that this program is dealing with highly confidential data from the banking sources.

## 1.2.6.Assumptions and dependencies

**PAYCAPTURE** is dependent upon and assumes that the transmitted data will follow a particular format:

- Plain text
- Carriage Return at End-of-Line
- Fixed length records
- Individual data in **LXMMDDYY.TXT** format
- Group Operations data in **GRMMDDYY.TXT** format.

The program also assumes that the data is correct for the date that it was sent.

## 1.2.7.Other considerations

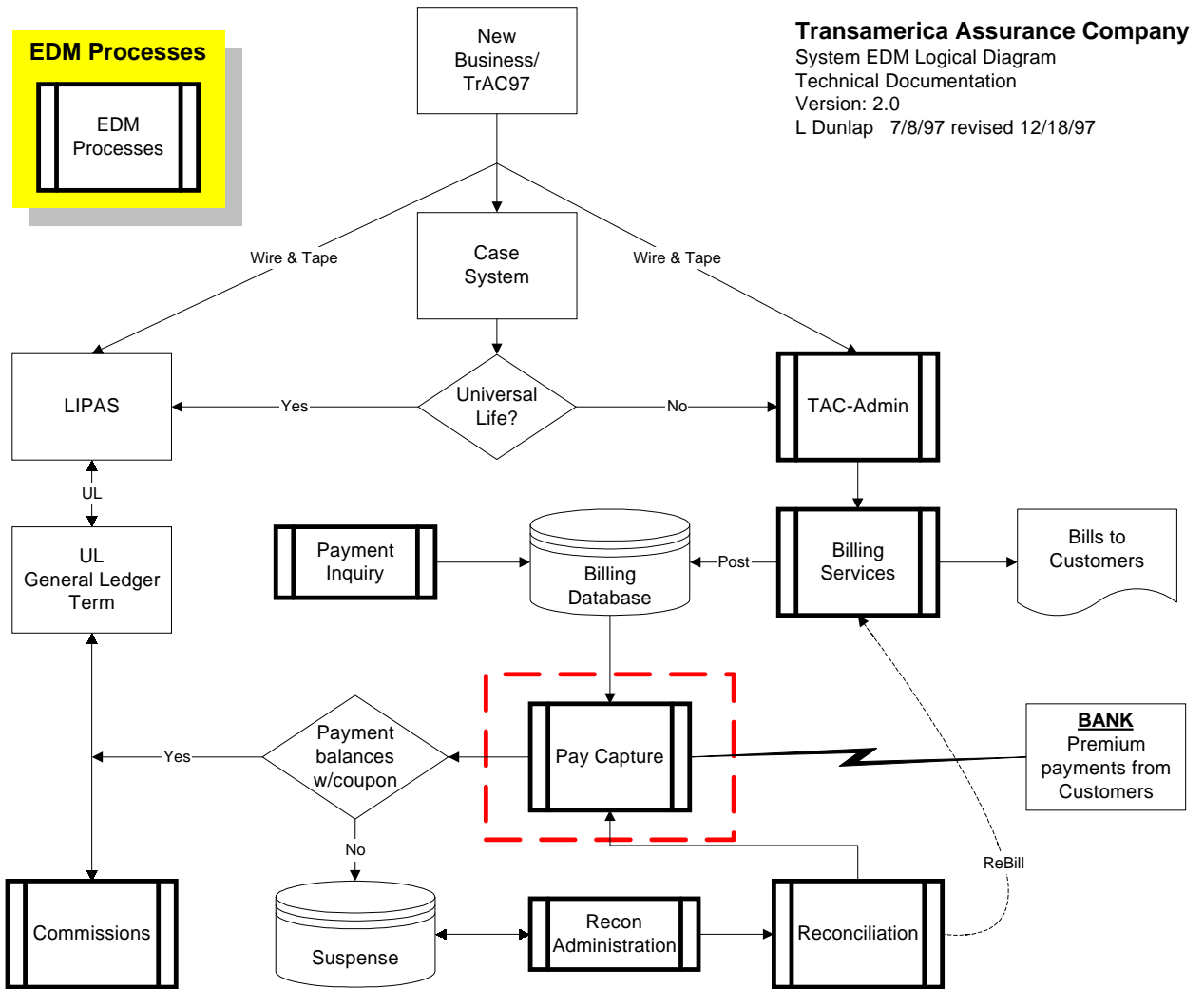
Premium payment records that are sent to the **Suspense** database and on to **RECON** for manual reconciliation are updated in the Lockbox database by **RECON Admin**. At each daily pass through the **Lockbox** database as **PAYCAPTURE** creates the files for uploading to LIPAS and the mainframe GL, it picks up the newly reconciled premium information. This is also true when the Commission database, **Rates.mdb**, is updated by **PAYCAPTURE**.

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## 1.3. Diagrams

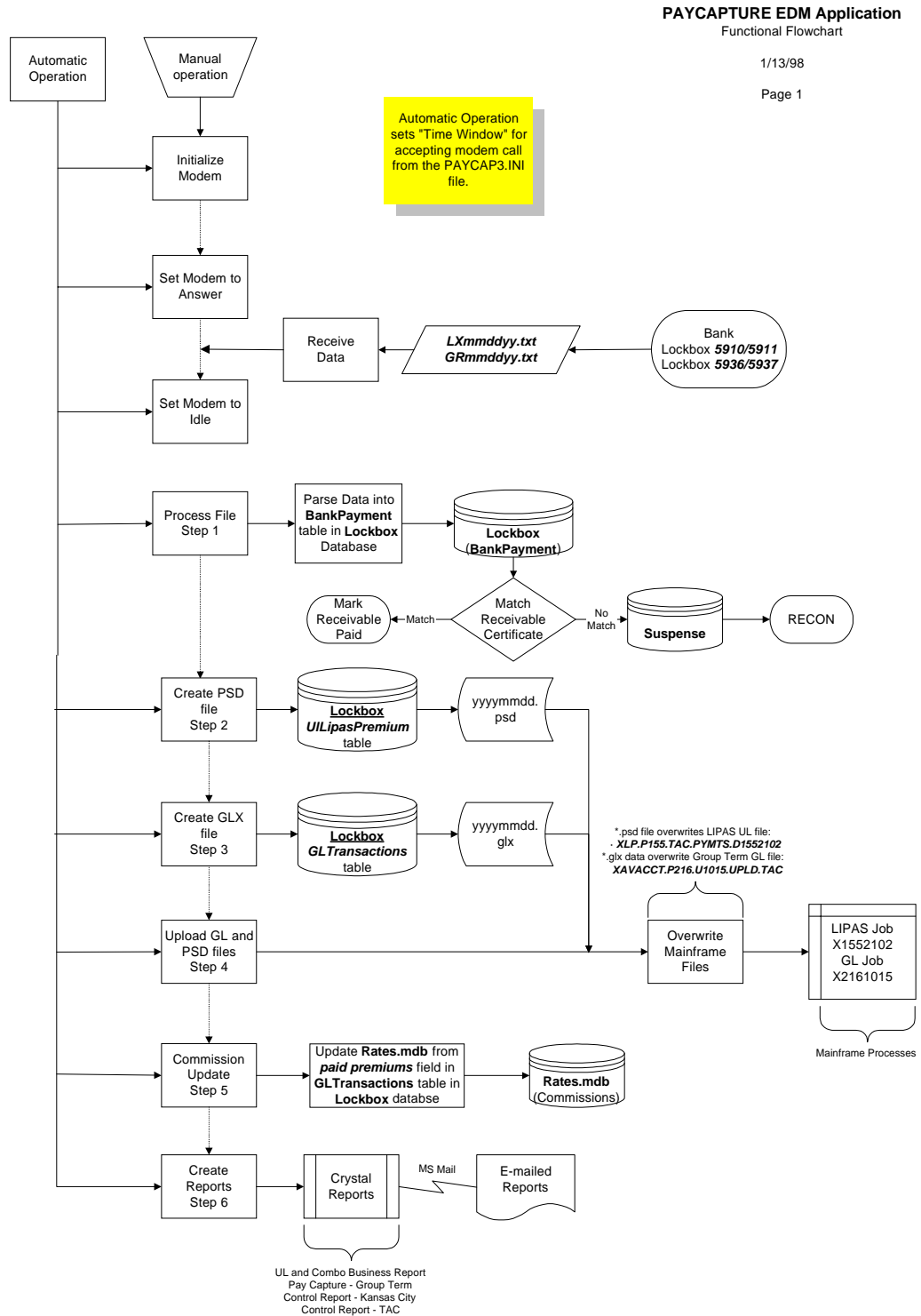
### 1.3.1. EDM Flow



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## 1.3.2.Data-flow



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## **1.4. References to other Documents**

Business Recovery  
Problem Management  
Change Control Management  
Standard Workstation document

## **2. Administrative Information**

### **2.1. Responsible Parties**

#### 2.1.1. Developer

Ahmad Salem

#### 2.1.2. Maintenance

Joe Alarcon, Jason Noble, Jim Phelps  
The automated process will report daily reception of the bank files to the above noted e-mail accounts which will then be instructed to page the recipients of a successful file transfer.

#### 2.1.3. Change Control

Jan Pingleton

#### 2.1.4. Security

Joe Alarcon, Jan Pingleton, Jim Phelps

### **2.2. Security**

#### 2.2.1. Physical Security

##### **2.2.1.1. Servers**

The *PAYCAPTURE* workstation is attached to the TAC\_NT\_PRD\_06 server.

##### **2.2.1.2. Media**

Standard fixed drive media

##### **2.2.1.3. Location**

Tower 3, Systems Offices, Joe Alarcon's workstation.

###### 2.2.1.3.1. Who has location access

Developer access and others with access to Joe Alarcon's workstation.

#### 2.2.2. Logical Security

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## 2.2.2.1. User authorization

No specific User authorization is required. However, the *PAYCAPTURE* application must be set to “on” from Joe Alaracon’s workstation and the modem used is directly connected to this machine by direct line. Once information is received, Application works as a back office application, updating and placing information in various database locations.

## 2.2.2.2. Usage log

N/A

## 2.2.2.3. Audit trails

N/A

## 2.2.2.4. Encryption

No

## 2.2.2.5. Data integrity check

None

## 2.2.2.6. Communications restrictions

### 2.2.2.6.1. Internal

None

### 2.2.2.6.2. External

Only Joe Alarcon, or his backups, Jim Phelps or Jason Noble are authorized at this time to receive PayCap information from the banking source.

## 2.2.3. Backup Files/Programs

### 2.2.3.1. Frequency

No special backup procedures are used for Payment Capture or the data which it processes. The normal backup procedures provide this function. Also, PayCap is dynamic, in the sense that it receives information, processes it and then ends.

The LAN Administrator is responsible for assuring that system and file backups are done on a regular basis. Currently the TAC Novell servers and NT/SQL servers are backed up, differentially, nightly from Monday through Thursday nights, using the program BACKUP EXEC (Version 7.0) by Arcada. Full back ups of these servers are performed nightly Friday and Saturday, also using Arcada backup software.

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## 2.2.3.2. Medium

Standard TAC procedures using 8mm Dat tape.

## 2.2.3.3. Documentation Backup

Refer to the LanMan.doc system document stored in the SourceSafe document directory for more specific documentation regarding systems backup

### 2.2.3.3.1. Physical

## 2.2.4. Problem Management

### 2.2.4.1. Detection

See Problem Management document (To Be Completed)

### 2.2.4.2. Identification

See Problem Management document (To Be Completed)

### 2.2.4.3. Containment

See Problem Management document (To Be Completed)  
(as in the case of a virus)

### 2.2.4.4. Correction

See Problem Management document (To Be Completed)

### 2.2.4.5. Tracking

See Problem Management document (To Be Completed)

### 2.2.4.6. Logging

See Problem Management document (To Be Completed)

### 2.2.4.7. Other issues,

Currently, none

## 2.2.5. Change Control & Management

Refer to Change Control document (currently under development 8/25/97)

### 2.2.5.1. File copies

Company Policy

### 2.2.5.2. Test versions

Company Policy



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## 2.2.5.3. Testing of changes and enhancements

Company Policy

## 2.2.5.4. Version identification

Company Policy

## 2.2.5.5. Change log, audit trail

Company Policy

## 2.2.5.6. Change authority

Those individuals noted in paragraph 2.1.3 Change Control, page 6, must approve changes that will effect users.

### 2.2.5.6.1. Change process

Company Policy

### 2.2.5.6.2.2. Communication of Changes

Company Policy

## 2.2.5.7. Identification

See Problem Management document (To Be Completed)

## 2.2.5.8. Containment

See Problem Management document (To Be Completed)  
(as in the case of a virus)

## 2.2.5.9. Correction

See Problem Management document (To Be Completed)

## 2.2.5.10. Tracking

See Problem Management document (To Be Completed)

## 2.2.5.11. Logging

See Problem Management document (To Be Completed)

## 2.2.5.12. Other issues,

Currently, none

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### 2.2.6.3.Testing of changes and enhancements

Company Policy

### 2.2.6.4.Version identification

Company Policy

### 2.2.6.5.Change log, audit trail

Company Policy

### 2.2.6.6.Change authority

Those noted in paragraph 2.1.3. *System Purpose and Overview* must approve changes that will effect users.

### 2.2.6.7.Change process

#### 2.2.6.7.1.2. Communication of Changes

Company Policy

## 2.2.7.Business Recovery

Refer to the BusRecv.doc document in the SourceSafe documentation directory for procedures during catastrophic interruption of TAC services. A copy of this plan is in the LAN administrator's office and in any other area specified by our Business Recovery coordinator. Recovery for this application will follow procedures in this document. Where there is specific deviations from that plan, they will be written below.

### 2.2.7.1.Data protection

Billing Server does not contain data but uses data from databases. For further information regarding database protection, refer to the Database Administrator.

### 2.2.7.2.Critical equipment

Windows NT server and printer as described in this document.

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## 2.2.7.3.Off-site storage

Company Policy

## 2.2.7.4.Recovery plan

Company Policy

## 2.2.7.5.Process

## 2.2.7.6.Location

## 2.3. System Documentation

This document is essential to problem resolution, and can be helpful in identifying and isolating recurring problems. Specific procedures documented here and elsewhere regarding this application should be stored conveniently for immediate access, but should also be on file with the Central Technology Line (CTL) and stored off-site (e.g., at Arcus) for disaster recovery purposes.

Insure that up-to-date copies of this document and all critical system files are located:

- in the *TAC EDM Documentation* binder in the TAC LAN Administrator's office
- at Arcus
- with the CTL Helpline
- with the CTL Network Services Team
- Data Systems Project Manager's Office

## 3. System Environment

### 3.1. Hardware Requirements (supported)

#### 3.1.1.Workstation

Standard Workstation as defined in (address for *STD Workstation.doc*)

##### 3.1.1.1.Special peripherals

A Hayes standard modem, 9600 baud or better and a POTS telephone line.

##### 3.1.1.2.Special system configurations

#### 3.1.2.Server

Standard Back Office server

### 3.2. Mainframe relationship

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After updating the **Lockbox** database, *PAYCAPTURE* prepares the following two (2) files for uploading to the mainframe:

- YYYYMMDD.PSD – Universal Life premium payment information. Prepared from the UILipasPremium table in Lockbox.
- YYYYMMDD.GLX – non-Universal Life premium payment information. Prepared from the GLTransactions table in Lockbox.

These files are copied into the following two static Mainframe files which reside in a Library accessed daily by the LIPAS Batch process d1552102:

- XLP.P155.TAC.PYMTS.D1552102 – from the .PSD file, for mainframe job X1552102.
- XAVACCT.P216.U1015.UPLD.TAC – from the .GLX file, for mainframe job X216/015

**Note:** All files sent to the Mainframe General Ledger must follow the *General Ledger Feeder System Specifications* listed in Section 7 on page 21.

### 3.3. Network Considerations

None

### 3.4. Operating System(s)

#### 3.4.1. OS's which support application

Application will run minimally on a Windows 95 workstation but Windows NT 4.0 or above is recommended.

#### 3.4.2. Support needed

Company Policy

### 3.5. Source Code

#### 3.5.1. Language(s)

The *PAYCAPTURE* application is a Visual Basic 4.0, 32 bit application, with RDO/OBDC.

#### 3.5.2. Security

TAC uses a Microsoft software management tool called SourceSafe. Documents may only be checked out and changed by authorized users and information regarding the last user who changed the document is stored in the system. All Source Code is stored in designated SourceSafe Directories that are in turn backed up during the standard TAC Systems back-up procedures.

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## 3.5.3.Location

Source Code for Billing Server is stored in the SourceSafe directories in the \Dev\Admin directory. (Locally, during testing and data conversion, it is also being stored in \\tac\_nt\_salema\c\$Tac Dev Cycle\Prod\Admin).

### 3.5.3.1.Source Code

SourceSafe

### 3.5.3.2.Shared Components

None

### 3.5.3.3.Executable

The *paycap.exe* file resides on the workstation that answers the phone and receives the files transmitted from the bank.

### 3.5.3.4.INI

The *paycap3.ini* file resides on the same workstation as the executable. It contains the following three variables for automating the **PAYCAPTURE** application:

- Start: Sets time modem will be set to receive. Currently set for 9:00 AM
- Stop: Sets time modem will be shut down. Currently set for 9:30 AM
- Lastrun: Checks to see if a transmission has been received for today's date.

### 3.5.3.5.Reports

The following four reports are produced automatically and stored in the Reports directory. The *paycap3.ini* file is set to automatically e-mail them to the appropriate party or can be set to print them.

- DAILY PAYMENT CAPTURE - FOR UL AND COMBO BUSINESS
- PAY CAPTURE – GROUP TERM
- CONTROL REPORT FOR KANSAS CITY
- CONTROL REPORT FOR TAC

### 3.5.3.6.Documentation

This document and the **PAYCAPTURE** User's Guide are the only two documents concerning this application.

## 3.6. Site Requirements

None

## 4. Applications System

### 4.1. Input - where does input come from?

Input, consisting of premium payment information is received from TAC's current banking institution. It is delivered electronically by modem the morning of every business day.

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## 4.2. Output - where does output go?

Output goes to four places:

1. All UL premium payments that match previously sent bills are sent to LIPAS daily under the file name **xlp.p155.tac.pymts.d1552102**.
2. All non-UL premium payments that match the previously sent bills are sent to LIPAS under the file name **xabacct.p216.ul015.upld.tac**.
3. **PAYCAPTURE** calculates from all transactions that match the previously sent bills, commission information that is sent to update the **Rates.mdb** (Commissions) database.
4. All payments that DO NOT match the previously sent bill are sent to the **Suspense** database for individual handling.

## 4.3. External Interfaces (Perspective - standalone or dependent)

### 4.3.1. People - (who uses it?)

Joe Alarcon is responsible for receiving bank data, with Jason Noble and Jim Phelps acting as backup when Joe is not available. Both are developers in the Systems department.

#### 4.3.1.1. Departments

None other than 4.3.1

#### 4.3.1.2. Databases changed by Application

##### 4.3.1.2.1. Databases used - List databases and/or tables and impact

Database	Change description
Lockbox	Reads, writes and updates
EmployerMaster	Reads
Rates.mdb	Updates

##### 4.3.1.2.2. Other systems changed

#### 4.3.1.3. Applications changed by Systems

None

#### 4.3.1.4. Transaction

Name	Function
D1552102	Send Balanced Bill Payments to LIPAS

### 4.3.2. External communications

#### 4.3.2.1. Enterprise (In-company)

PayCap sends two (2) files to LIPAS on the Mainframe and sends information updating the Commissions database. The two Mainframe files are General Ledger information files regarding

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payment information for Universal Life premiums and non-Universal Life premiums. These files are:

- Xlp.p155.tac.pymts.d1552102* – daily UL payment information
- Xabacct.p216.ul015.upld.tac* – daily non-UL payment information

## 4.3.2.2.External

Reception of data files **GR\*.txt** and **LX\*.txt** from bank source.

## 4.4. Data structures

### 4.4.1.Directory Structure

Local Machine Directory Structure	
C:\TAC\Paycap\Paycap 300\	
C:\TAC\Paycap\Paycap 300\Archive\	
C:\TAC\Paycap\Paycap 300\Archive\Receive\	
C:\TAC\Paycap\Paycap 300\Archive\Send\	
C:\TAC\Paycap\Paycap 300\Receive\	
C:\TAC\Paycap\Paycap 300\Send\	
C:\Windows\Tac\	
Network Directory Structure	
<a href="#">\\TAC_NT_DEV_01\STD\Prod\Reports\PayCap.300\</a>	
<a href="#">\\TAC_NT_DEV_01\STD\Prod\Archive\PayCap.300\Receive\</a>	
<a href="#">\\TAC_NT_DEV_01\STD\Prod\Archive\PayCap.300\Send\</a>	

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## 4.4.2. Local Machine Files Map (C:\TAC\Paycap\)

Relative Directory	Files	(Contents)
\Paycap 300	Error.txt	Error log for Error Tracker screen
	Modems.dat	Modem settings for <i>Receive.dll</i> program
	Paycap3.exe	Executable for <b>PAYCAPTURE</b>
	Paycap3.ini	Automation file for <b>PAYCAPTURE</b>
	Receive.ini	Settings for <i>Receive.dll</i> program
\Paycap 300\Archive\Send		Directory for local development and testing work.
\Paycap 300\Archive\Receive		Directory for local development and testing work.
\Windows\TAC	Modems.dat	Copy of above modem file
	Receive.dll	3 <sup>rd</sup> party modem program placed in .dll format. Controls modem functions.
	Receive.ini	Copy of above file.
	Upload.exe	VB4 – 16 bit program which takes outputted .PSD and .GLX files and overwrites the Mainframe files.

## 4.4.3. Network Files Map ([\\TAC\\_NT\\_DEV\\_01\STD\Prod\](#))

Relative Directory	Files	(Contents)
\Prod\Reports\Paycap.300	*.txt	Reports
<a href="#">\Prod\Archive\Paycap.300</a> \Receive	LX*.txt, GR*.txt	Archived copies of files received from bank source.
\Prod\Archive\Paycap.300 \Send	*.GLX, *.PSD	Archived copies of files sent for Mainframe upload.

## 4.4.4. Reports

Reports	E-mailed to:
Spreadsheet Report	Group Ops Mail Group
CONTROL REPORT FOR KANSAS CITY	Lockbox KC Mail Group
CONTROL REPORT FOR TAC	Lockbox TAC Mail Group
UL AND COMBO BUSINESS	PayCapUL Mail Group
Successful Operation Report	Pages thru e-mail at TAC mail-hub to operator upon successful completion of all processes



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## **4.5. Processing notes**

### 4.5.1. How the application executes

See paragraph 1.2.1 on page 1

### 4.5.2. Job Steps

Set Modem ON  
Receive Files  
Set Modem IDLE  
Process Files  
Prepare YYYYMMDD.PSD File  
Prepare YYYYMMDD.GLX File  
Overwrite Mainframe static file with prepared files  
Update Rates.mdb (Commissions) database  
Generate and e-mail reports

## **4.6. Schedules, if any**

### 4.6.1. External schedules

Must run in the morning of each business day.

### 4.6.2. Internal schedules

PayCap3.ini sets times for setting modem to receive and setting modem to not receive. Currently those settings are for 9:00 AM On and 9:30 AM Off.

## **5. Glossary, (Definitions, Acronyms, and abbreviations)**

LIPAS – Life Insurance Policy Accounting System (Mainframe System)

AES – Agency E System

APD – Agency Production D

POTS – Plain Old Telephone System

OS – Operating System

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## 6. Pay Capture Scan Line

Type 00  
Version 00  
Total Length to Not exceed: 74

MstGroupID: 10  
BillingFlags: 6  
BillDate: 8  
BillAmount: 9  
DepartmentID: 2  
Unused: 34  
Type: 2  
Version: 2  
CheckDigit: 1

Comes back from bank:  
RemitDate: 8  
RemitAmount: 9  
BatchNumber: 4  
LockBoxNumber: 4

Version 01  
9/11/96 5:23:16 PM

Total Length to Not exceed: 74

BillGroupID: 8  
GroupNo: 8  
GroupExt: 3  
BillDate: 8  
BillAmount: 9  
DepartmentID: 2  
Unused: 31  
Type: 2  
Version: 2  
CheckDigit: 1

Comes back from bank:  
RemitDate: 8  
RemitAmount: 9  
BatchNumber: 4  
LockBoxNumber: 4

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Type 01  
Version 00  
9/20/96 2:13:42 PM

Total Length to Not exceed: 74

BillGroupID: 8  
BillDate: 8  
BillAmount: 9  
CompanyID: 2  
Unused: 42  
Type: 2  
Version: 2  
CheckDigit: 1

Comes back from bank:  
RemitDate: 8  
RemitAmount: 9  
BatchNumber: 4  
LockBoxNumber: 4

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If **Scantype** = '00' <==== Pre-EDM

MstGroupID	= Column 1	Length 10
BillingFlags	= Column 11	Length 6
BillDate	= Column 17	Length 8
BillAmount	= Column 25	Length 9
DepartmentID	= Column 34	Length 2
Ver0Unused	= Column 36	Length 35
<b>Scantype</b>	= Column 71	Length 2
Version	= Column 73	Length 2
RemitDate	= Column 75	Length 8
RemitAmount	= Column 83	Length 9
BatchNumber	= Column 92	Length 4
LockBoxNumber	= Column 96	Length 4

If **Scantype** = '01' <==== EDM

GroupNo	= Column 1	Length 8
GroupExt	= Column 9	Length 3
BillDate	= Column 12	Length 8
BillAmount	= Column 20	Length 9
DepartmentID	= Column 29	Length 2
BillGroupID	= Column 31	Length 10
Ver1Unused	= Column 41	Length 30
<b>Scantype</b>	= Column 71	Length 2
Version	= Column 73	Length 2
RemitDate	= Column 75	Length 8
RemitAmount	= Column 83	Length 9
BatchNumber	= Column 92	Length 4
LockBoxNumber	= Column 96	Length 4

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## 7. General Ledger Feeder System Specifications

A standard input format has been designed to handle the information from the many systems that feed the General Ledger. This format is used both for the batch feeder files as well as from the on-line General Ledger. The format is a fixed length 825-byte record. Since the General Ledger is a mainframe system written in Cobol, the layout is presented in Cobol copy code format. The layout is available in 'XCORP.PROD.COPYLIB(X216HIST)'

This format produces vouchers from the data that is input. The vouchers use Xerox overlays to show the information for each balanced entry. There are three types of vouchers: Miscellaneous Accounting Entry, Commission/Pension Adjustments and Dormant Funds Voucher. These vouchers are produced on hard copy and/or Infopac and may be printed at any location.

The following pages show the layout of the input file. The last column shows the input validation and the (E)rror or (W)arning message produced if the field is invalid. A warning message shows up on the detail edit of the input file. An error message also shows up on the detail edit, however, an error message will result in the entire file being rejected from the General Ledger, even if other records in the file are valid..

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Field Name	Size	Position	Description	Contents	Input Validation
01 HIST-G-L-INTRFCE-RCRD.			History Record		
02 HIST-G-L-INTRFCE-RCRD-KEY.			Record Key		Complete Key required
04 HIST-CD-TRNSCTN-G-L-ID.			Entry ID		*
06 HIST-CD-TRNSCTN-G-L-ALPHBTC	XX	001-002	Entry ID (alphabetic)	Currently assigned by Financial Systems	Not = spaces, Unique for each area (W-265)
06 HIST-CD-TRNSCTN-G-L-NMRC	9(8)	003-010	Entry ID (numeric)	Must be unique unsigned numeric for each group of transactions (total debits must = total credits). The feeder system is responsible for keeping this unique.	Numeric (W-266)
04 HIST-NU-TRNSCTN-G-L-LEG-SQNC	999	011-013	Leg Sequence Number	Used to sort the entries on the Voucher. Need not be sequential. Voucher will print the items in ascending order.	Numeric (W-267)
02 HIST-G-L-CLLCTN-HDR-DATA.			Header Data		
04 HIST-CD-TRNSCTN-G-L-STTS	X	014	Status	"V" (Automated) or "P"(Online Pending)	* Must be "V" (W-268)
04 HIST-CD-TRNSCTN-G-L-STTS-ORGNL	X	015	Original Status (Online only)	Space	
04 HIST-CD-SBSYSTEM.	X(3)	016-018	Batch Number (Sub System)	Assigned by Accounting Operations - used to identify the source of the input.	* Required, no spaces (W-269)
04 HIST-CD-CMPNY-G-L.			Company	Four position Ledger Code plus one position Currency Code.	* (W-272)
06 HIST-CD-LDGR-CMPNY-GRP.			Ledger Code		

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Field Name	Size	Position	Description	Contents	Input Validation
08 HIST-CORPORATION-CODE	X	019	Corporation Code		
08 HIST-BUSINESS-TYPE-IND	X	020	Business Indicator		
08 HIST-CD-LDGR-CMPNY	XX	021-022			
06 HIST-CD-CRRNCY-LDGR	X	23	Currency	"1"= U.S. dollar "2"=Canadian dollar "3"=Hong Kong dollar	* (W-273)
04 HIST-CD-SCRN-TYPE	XXX	024-026	Screen Type	Determines the Voucher Format. There are three formats: 400 (Miscellaneous Accounting Entry) 408 (Commission / Pension Adjustments) 444 (Dormant Funds)	Valid values are : 1)Voucher Format 400 - Screen Type 400, 403, 409, 410, 416, SEC, DEP, CLO, FIN 2)Voucher Format 408 - Screen Type 408,CLC, PEN, CLP 3)Voucher Format 444 -Screen Type 444 (W-274)
04 HIST-CD-OPRTR-LGN-ID	X(8)	027-034	Operator Logon ID	Can be Logon ID of the Operator/User, or spaces. Positions 5 & 7 are used for Clerk Code Spaces	*
04 HIST-CD-OPRTR-LGN-ID-ORGNL	X(8)	035-042	Original Operator Logon ID (Online only)		
04 HIST-DT-TRNSCTN-G-L-RUN.	9(6)	043-048	Run Date	Zeroes (the system assigns the current date)	* Cannot exceed the current date. Format MMDDYY
04 HIST-DT-TRNSCTN-G-L-PSTNG.	X(4)	049-052	Posting Date	Spaces	b Numeric or spaces, Cannot be greater than current month and year. Format YYMM (W-261,262,263)
04 HIST-CD-SBSYSTEM-PSTNG	X	053	Posting	Assigned by Accounting	b

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Field Name	Size	Position	Description	Contents	Input Validation
			Indicator	Operations: E - current month R - 24th closing C - 15th closing B - prior month Zeroes	
04 HIST-DT-TRNSCTN-G-L-LOAD.	9(6)	054-059	Load Date (Online only, MMDDYY)		
04 HIST-NU-TRNSCTN-G-L-LOAD-JOB	X(8)	060-067	Load Job	Name of the feeder job or program creating this file.	
04 HIST-CD-DPRTMNT-RSPNSBLE.			Responsible Department Code	The Cost Center Code of the department responsible for the batch.	(W-702)
06 HIST-CD-DPRTMNT-RSPNSBL-1THRU1	9	068		leading zero	
06 HIST-CD-DPRTMNT-RSPNSBL-2THRU6	X(5)	069-073		Cost Center (numeric)	
04 HIST-SW-TRNSCTN-G-L-UNBLNCD	X	074	Unbalanced Transaction Indicator	"N" (debits and credits must balance).	(W-703)
04 HIST-TX-TRNSCTN-G-L-DSCRPTN	X(20)	075-094	General Ledger Description	Optional text passed to the General Ledger	*
04 HIST-QU-COPY-VCHR	9	095	Number of Voucher Copies	"0" thru "9" Determines how many paper copies of the Vouchers will be printed	Numeric (E-200)
04 HIST-AM-TRNSCTN-G-L-DBT	S9(13) )V99 COM P-3	096-103	Total Debits (Online only)	Total debits for a unique Entry ID; packed zeroes (spaces if PC program)	
04 HIST-AM-TRNSCTN-G-L-CRDT	S9(13) )V99 COM P-3	104-111	Total Credits (Online only)	Total credits for a unique Entry ID; packed zeroes (spaces if PC program)	



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Field Name	Size	Position	Description	Contents	Input Validation
04 HIST-TX-TRNSCTN-ACCNTNG-RMRK.			Voucher Remarks	Optional text, prints on Vouchers	
06 HIST-TX-TRNSCTN-ACCNTNG-RLN1	X(72)	112-183	Voucher Remarks	“	
06 HIST-TX-TRNSCTN-ACCNTNG-RLN2	X(80)	184-263	Line 1 Voucher Remarks	“	
06 HIST-TX-TRNSCTN-ACCNTNG-RLN3	X(80)	264-343	Line 2 Voucher Remarks	“	
04 HIST-CD-SPRVSR	XX	344-345	Supervisor Code	Initials of the Supervisor.	
04 HIST-CD-CLRK	XX	346-347	Clerk Code	Initials of the operator entering the data, or spaces	
04 HIST-CD-TRNSCTN-G-L-RFRNCE	XX	348-349	Reference Code (Bank Reconcilements Only)	Spaces	
04 HIST-DPST-TCKT-NU	9(10)	350-359	Deposit Ticket Number	Numeric Deposit Ticket Number or zeroes.	* Required if Screen Type is “416” or “DEP” (W-257)
04 HIST-SW-SBSYSTEM-TME-LCK-OVRRDE	X	360	Time Lock Override Indicator (Online only)	Space or “N”. Only certain Financial Reporting Batches are allowed to use “Y”	
04 HIST-CD-SORT-ORDER	9(01)	361	Sort Order Code	Spaces. This is assigned by General Ledger programs so vouchers can be printed in a specific order.	
04 HIST-TX-RSRVD-HDR-FLD1	X(42)	362-403	Header	Spaces	

\* = Passed to General Ledger (W-warning)  
b = used in batch control card (E-error)

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Field Name	Size	Position	Description	Contents	Input Validation
			Reserved Field 1 (unused)		
04 HIST-TX-RSRVD-HDR-FLD2	X(50)	404-453	Header	Spaces	
			Reserved Field 2 (unused)		
02 HIST-G-L-CLLCTN-LEG-DATA.			Accounting Leg Data		
04 HIST-NU-ACCNT.					
06 HIST-NU-ACCNT-1THRU7.	X(7)	454-460	Seven digit General Ledger Account Number	Valid General Ledger Accounts must be used.	* See Accounting Manual - Section 4500 (W-209)
06 HIST-NU-ACCNT-8THRU15	X(8)	461-468	(unused)	Spaces	*
04 HIST-AM-TRNSCTN-G-L-LEG	S9(10) )V99	469-480	Leg Amount	Unsigned or positive amount with two assumed decimal places	* Required (E-211)
04 HIST-SW-ACCNT-AMNT-DBT-CRDT	X	481	Debit/Credit Indicator	"D" for Debit, "C" for Credit	* "D" or "C";(E-213)
04 HIST-CN-ACCNT-SSPNSE	XX	482-483	Suspense Code	Spaces or Suspense Code	* See Accounting Manual - Section 4300
04 HIST-CD-STTE	XX	484-485	State Code		* Space or numeric (W-241)
04 HIST-CD-AGNT-GNRL-PRCSSNG	X(4)	486-489	General Agent Code	Required if Account is "0081000"	* Spaces, numeric, "DNPE" or "DROP" (W-227)
04 HIST-CD-SBAGNT	X(6)	490-495	Sub Agent Code	Required if Account is "0081000" unless General Agent Code is "DNPE" or "DROP"	* Space or numeric (W-242)
04 FILLER	X(6)	496-501	(unused)	spaces	
04 HIST-NM-AGNT	X(20)	502-521	Agent's Name	Agent's Name or spaces	
04 HIST-CD-SSPNSE-PRTL-KEY.			Policy Number	Used in Match Key for Outstanding Suspense	* (W-704)

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Field Name	Size	Position	Description	Contents	Input Validation
				Accounts	
06 HIST-CD-SSPNSE-PRTL-KEY-1THRU8	9(8)	522-529		Policy Number or zeroes	*
06 HIST-CD-SSPNSE-PRTL-KEY-9THR10	99	530-531		“00”	*
04 HIST-NU-CHCK.			Check Number		* Numeric (E-221,W-701)
06 HIST-NU-CHCK-1THRU2	99	532-533		“00”	*
06 HIST-NU-CHCK-3THRU10	9(8)	534-541		Numeric Check Number or zeroes	*
04 HIST-CD-CNTR-COST-G-L-1THRU10.			Cost Center Code	Required for accounts beginning with “069” and “079”	
06 HIST-CD-CNTR-COST-G-L-1THRU6.					*
08 HIST-CD-CNTR-COST-G-L-1THRU1	X	542		Leading zero if Cost Center entered, else space	
08 HIST-CD-CNTR-COST-G-L-2THRU6.	X(5)	543-547	Cost Center	Cost Center or spaces	Space or numeric - See Accounting Manual - Section 4100 (W-222)
06 HIST-CD-CNTR-COST-G-L-7THRU10	X(4)	548-551	(Unused)	Spaces	
04 HIST-CN-LINE-SBLNE-BSNSS.					
06 HIST-CD-LINE-BSNSS	XX	552-553	Line of Business	Spaces or valid Line of Business	* See Accounting Manual - Section 4000
06 HIST-CD-SBLNE-BSNSS	XX	554-555	Sub Line of Business	Spaces or valid Sub Line of Business	*
04 HIST-CD-EXPNSE-ID	X(11)	556-566	Expense Identification	Expense Identification or Spaces	*
04 HIST-TX-EXPNSE-DSCRPTN	X(21)	567-587	Expense Description	Must be spaces if Agent’s License Count is not zeroes	*
04 HIST-TX-AGNT-ACCNT-DSCRPTN	X(15)	588-602	Account Description	Required if Account is “0081000”, else spaces.	*
04 HIST-CD-AGNT-ACCNT-RFRNCE	XXX	603-605	Reference	Required if Account is “0081000”, else spaces.	* Space or numeric (W-247)

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Field Name	Size	Position	Description	Contents	Input Validation
04 HIST-AM-AGNT-ACCNT-PRMM	S9(7) V99	606-614	Premium	Required if Account is "0081000", else zeroes..	* = Passed to General Ledger (W-warning) b = used in batch control card (E-error) * Numeric (W-246)
04 HIST-QU-AGNT-ACCNT-PLCY-VLME	S9(9)	615-623	Volume	Required if Account is "0081000", else zeroes..	* Numeric (W-250)
04 HIST-QU-AGNT-ACCNT-PLCY	S99V 99	624-627	Policy Count	Required if Account is "0081000", else zeroes.	* Numeric (W-245)
04 HIST-CD-INSRNCE-KIND	X(4)	628-631	Kind Code	Required if Account is "0081000". Kind Code (numeric) or spaces.	* Space or numeric (W-229)
04 HIST-CD-OFFCE-FLD-ALLWNCE	X	632	Field Office Allowance Indicator (OAI)	Required if Account is "0081000", else space.	*
04 HIST-CD-LINE-BSNSS-PNSN	XXX	633-635	Pension Line of Business	Pension Line of Business or spaces	* Used in screen type "PEN"
04 HIST-NU-ACCNT-ORGNL.					
06 HIST-NU-ACCNT-ORGNL-1THRU7	X(7)	636-642	Original Account	If Screen Type is "444" (dormants), use Original Account. All others use spaces.	*
06 HIST-NU-ACCNT-ORGNL-8THRU15	X(8)	643-650	(unused)	Spaces	
04 HIST-CD-STTE-ORGNL	XX	651-652	Original State Code	If Screen Type is "444" (dormants), use Original State Code. All others use spaces.	*
04 HIST-DT-TRNSCTN-G-L-ORGNL.	9(6)	653-658	Original Date	If Screen Type is "444" (dormants), use Original Date. All others use zeroes.	* Zeroes or date. Format MMDDYY
04 HIST-SW-TRNSCTN-DRMNT-PAY	X	659	Dormant Pay Indicator	If Screen Type is "444" (dormants), use Dormant	*

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Field Name	Size	Position	Description	Contents	Input Validation
				Pay Indicator. All others use spaces.	
04 HIST-CD-TRNSCTN-DRMNT-KIND	XX	660-661	Dormant Kind Code	If Screen Type is "444" (dormants), use Dormant Kind Code, All others use spaces.	*
04 HIST-TX-TRNSCTN-DRMNT-DSCRPTN	X(7)	662-668	Dormant Description	If Screen Type is "444" (dormants), use Dormant Description. All others use spaces.	*
04 HIST-CD-TRNSCTN-G-L-ERRR	X(11)	669-679	Error Codes (unused)	Spaces	
04 HIST-CD-TRNSCTN-G-L	XXX	680-682	Transaction Code (unused)	Spaces	
04 HIST-CD-EXPNSE-ALLCTN-INDX	X(15)	683-697	Expense Allocation Index (unused)	Spaces	
04 HIST-CD-EXPNSE-CTGRY-FNCTN	XXX	698-700	Expense Category (unused)	Spaces	
04 HIST-CD-ACCNT-SSPNSE-MTCH	X(15)	701-715	Suspense Account Match Code /Suspense Match Key (unused)	Spaces	
04 HIST-CD-EXPNSE-ALLCTN-PYMNT	XXX	716-718	Expense Allocation Code (unused)	Spaces	
04 HIST-QU-LCNSE-AGNT	9(5)	719-723	Agent,s License Count	Must be zeroes if Expense Description is not spaces	* Required for Screen Type = 403, 409 or CLO (E-220)
04 HIST-DPST-DSCRPTN-TX	X(20)	724-743	Deposit Detail	Optional text field to	*

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			Description	describe an accounting record	* = Passed to General Ledger (W-warning) b = used in batch control card (E-error)
04 HIST-TX-RSRVD-LEG-FLD1	X(50)	744-793	Reserved Leg Field 1 (unused)	Spaces	
04 HIST-TX-RSRVD-LEG-FLD2	X(32)	794-825	Reserved Leg Field 2 (unused)	Spaces	