



# Transaction Record Reporting & Processing QuickStart

NFIP IT Services User Guide

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**FEMA**

# TRANSACTION RECORD REPORTING & PROCESSING

## ASYNCHRONOUS MACHINE-TO-MACHINE (BATCH) TRANSMISSION METHOD

The Transaction Record Reporting & Processing (TRRP) QuickStart is a mini guide to help you get started with the NFIP IT Services TRRP application. TRRP is an application that supports the validation, processing and storage of Write Your Own (WYO) company flood insurance transactional data in the NFIP Enterprise Data Warehouse.

This guide provides information for technical personnel involved in the setup of TRRP submissions, including the data elements that must be sent, how the input and output files are formatted and how to transmit and receive files.

For a complete listing of NFIP IT Services QuickStarts and additional help, please refer to <http://www.NFIPBureau.FEMA.gov/help.html>.

## OBJECTIVES AND PREREQUISITES

After reading this guide, users should possess the following skills and knowledge.

- Users should be able to format input files for batch transaction processing.
- Users should be able to receive output files with processed transaction data.

## SYSTEM REQUIREMENTS

- Ability to generate formatted batch input files.

## RESTRICTED ACCESS

TRRP access is limited to authorized NFIP stakeholders. Contact NFIP IT Services to request an account at <http://www.NFIPBureau.FEMA.gov/NGMyProfile/accountRequest.do>. In order to safeguard NFIP information that is protected by the Privacy Act, every account request must be approved by the FEMA Information Systems Security Officer (ISSO) and the designated Point of Contact (POC) from the user's organization (e.g., WYO company, vendor, state, etc.). Requests may take up to ten business days to be approved, based up on the timeliness of approvals from the appropriate individuals.

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## NFIP IT SERVICES TRRP

The Transaction Record Reporting & Processing application was re-engineered as part of the NextGen modernization effort. The TRRP cycle has been transformed using industry proven and state-of-the-art database applications and development techniques. In addition to taking advantage of new technologies, NFIP IT TRRP accommodates daily submissions, which will increase the timeliness of NFIP data submitted by Write Your Own (WYO) companies and/or their vendors.

The underlying technology has changed, but the NFIP IT Daily TRRP adheres to the standards set in the TRRP Plan and the NFIP Edit Specifications for the WYO Program.

This means that the layout of the TRRP records submitted by WYO companies and vendors will not need to be altered, except to add a header and footer to the existing file layout. TRRP will be available in a batch mode, similar to the current TRRP operations.

### TRRP COMPARISON: NFIP DAILY TRRP VS. LEGACY MONTHLY TRRP

From the operational perspective of WYO companies and vendors, a review of the transition from the traditional monthly TRRP Cycle to the new NFIP IT daily TRRP Cycle reveals few significant changes. The changes are listed below.

- TRRP submission files will be submitted to a different location—FTP/G2B Server.
- TRRP submission files must incorporate the year, month, date and time in their naming convention.
- TRRP submission files must be generated daily by WYO companies and/or vendors and be processed daily by the NFIP IT (formerly NextGen) system.
- Reports and feedback will be provided on a daily basis via the FTP/G2B Server and SQANet.
- New optional TRRP transaction types are available for use by stakeholders—such as TRRP Quotes (11Q), Batch Location Validation files, etc. Information regarding optional TRRP transaction validations, including layouts and procedures are available from Jack Way (jack.way@dhs.gov or (703) 605-0750).

## TRRP BATCH FILE FORMAT

TRRP transactions submitted by WYO companies and vendors must continue to use the same record format specified in the TRRP Plan. Three modifications must be made to TRRP files to ensure that they are successfully processed.

- 1 The file naming convention must be modified to include the submission date and time, as well as the month and year. Information on this change is provided below.
- 2 The file must include automated header, trailer and front-end balancing and reconciliation data to facilitate processing with minimal human interaction. Information on this change is provided on the following pages.
- 3 Every file submitted through the TRRP Cycle must have a unique file name. Re-submissions of prior files and new files must have a file name that is different from all previous submissions and that follows the proposed naming convention. Submissions with duplicate file names will be suspended by the TRRP Cycle and will not be processed. The submitter will be notified of the error.

The TRRP file naming convention should be modified to meet the following specifications.

F<WYO Prefix><YYYYMMDDHHMMSS>.DAT

WYO companies may send more than one TRRP file per day. For each new file, the time fields should be updated. For instance, if a company with the WYO Prefix Code of 56789 sends two files on February 1, 2007 at 10am and 1pm, the files would be named as follows.

- F5678920070201100000.DAT
- F5678920070201130000.DAT

Files must continue to be compressed using the ZIP file format. Starting May 5, 2008, all files must be encrypted.

## TRRP FILE TRANSMISSION

NFIP IT TRRP files will continue to be transmitted by FTP, but the server location will change. The FEMA ISSO will provide each WYO company and vendor technical POC with their credentials to access the FTP/G2B Server. Contact Jack Way to request the credentials for your company at jack.way@dhs.gov or (703) 605-0750.

### TRRP Note

Each TRRP transaction record **must** be terminated by a carriage return (linefeed character) in order to ensure correct processing.

## TRRP AUTOMATED FRONT-END BALANCING AND RECONCILIATION

The transition from monthly to daily processing of TRRP records necessitates the automation of the front-end balancing process in order to reduce processing delays introduced by the need for human interaction. TRRP files must include additional records containing front-end balancing information for the transactions submitted in each file. Specifically, there will be three new types of records – Header Records, Reconciliation Records and Trailer Records. A description of each record type is provided below.

- **Header Records** – Contain the financial period for the TRRP submission, contact information for the submitter and summary information for the TRRP file, including total record counts for all reconciliations types and the associated dollar amounts.
- **Reconciliation Records** – Contain a formatted version of the monthly reconciliations that are currently submitted with the monthly TRRP files, reconciling the TRRP submissions with the financial data for Net Federal Policy Fee, Net Written Premium, Net Paid Losses, and Special Allocated Loss Adjustment Expense (LAE).
- **Trailer Records** – Contain the total file record count.

The front-end balancing records will be placed before and after the TRRP Transaction Records that are currently submitted. The Header and Reconciliation Records will be placed at the beginning of the file and the Trailer Records should be placed at the end after the TRRP transactions. Refer to the image below for a depiction of the location of each record type within the submission file.

### Daily TRRP Cycle Submission

Header Record (new)
Reconciliation Records (Net Federal Policy Fee, Net Written Premium, Net Paid Loss; SALAE) (new)
TRRP Transaction Records (existing)
Trailer Record (new)

The Daily TRRP Cycle will analyze the information provided in these new records. The record counts and transaction amounts will be compared to the information submitted in the TRRP transactions. If the summarized data balances properly, the TRRP transactions will be processed; if there are errors, the TRRP file will be suspended and the BSA personnel will work with the submitter to identify the cause of the problem and resolve the issue.

## TRRP FRONT-END BALANCING RECORD LAYOUTS

This section provides a description of the record layout for the automated front-end balancing and reconciliation record layouts. TRRP transactions should continue to use the record layouts described in the TRRP Plan for the WYO Program. The following description includes the field length, record position and any notes on the field.

### HEADER RECORD LAYOUT

Data Element	Field Length	Position	Notes
Record Identifier	3	1-3	Header records should be identified with the characters <b>HR</b> in the Record Identifier field.
WYO Prefix Code	5	4-8	Company Number
Financial Period	6	9-14	Year/Month (YYYYMM)
Submission Date/Time	14	15-28	Date Submitted Timestamp (YYYYMMDDHHMMSS)
Total Record Count – Net Written Premium	12	29-40	
Total Premium Amount - Net Written Premium	12	41-52	
Total Record Count – Net Federal Policy Fee	12	53-64	
Total Premium Amount - Net Federal Policy Fee	12	65-76	
Total Record Count - Net Paid Losses	12	77-88	
Total Loss/Paid Recoveries -Net Paid Losses	12	89-100	
Total Record Count - Special Allocated LAE	12	101-112	
Total Premium Amount - Special Allocated LAE	12	113-124	
Total Amount of Reserves - Case Loss Reserve	12	125-136	
Total TRRP Transaction Record Count	12	137-148	This should include the total TRRP record count (excluding header, trailer and reconciliation records).
Contact Name	50	149-198	IT Contact Information
Contact Telephone Number	10	199-208	
Contact E-mail Address	50	209-258	

## TRRP FRONT-END BALANCING RECORD LAYOUTS (CONTINUED)

### RECONCILIATION RECORD LAYOUT – NET FEDERAL POLICY FEE

Data Element	Field Length	Position	Notes
Record Identifier	3	1-3	Reconciliation records should be identified with the characters <b>RC</b> in the Record Identifier field.
WYO Prefix Code	5	4-8	Company Number
Reconciliation Type Identifier	3	9-11	Net Federal Policy Fee reconciliations should be identified with the characters <b>NFP</b> in the Reconciliation Type Identifier field.
Record Count (11)	12	12-23	
Premium Amount(11)	12	24-35	
Record Count (15)	12	36-47	
Premium Amount(15)	12	48-59	
Record Count (17)	12	60-71	
Premium Amount(17)	12	72-83	
Record Count (20)	12	84-95	
Premium Amount (20)	12	96-107	
Record Count (23)	12	108-119	
Premium Amount (23)	12	120-131	
Record Count (26)	12	132-143	
Premium Amount (26)	12	144-155	
Record Count (29)	12	156-167	
Premium Amount (29)	12	168-179	

## TRRP FRONT-END BALANCING RECORD LAYOUTS (CONTINUED)

### RECONCILIATION RECORD LAYOUT – NET WRITTEN PREMIUM

Data Element	Field Length	Position	Notes
Record Identifier	3	1-3	Reconciliation records should be identified with the characters <b>RC</b> in the Record Identifier field.
WYO Prefix Code	5	4-8	Company Number
Reconciliation Type Identifier	3	9-11	Net Written Premium reconciliations should be identified with the characters <b>NWP</b> in the Reconciliation Type Identifier field.
Record Count (11)	12	12-23	
Premium Amount(11)	12	24-35	
Record Count (15)	12	36-47	
Premium Amount(15)	12	48-59	
Record Count (17)	12	60-71	
Premium Amount(17)	12	72-83	
Record Count (20)	12	84-95	
Premium Amount(20)	12	96-107	
Record Count (23)	12	108-119	
Premium Amount(23)	12	120-131	
Record Count (26)	12	132-143	
Premium Amount(26)	12	144-155	
Record Count (29)	12	156-167	
Premium Amount(29)	12	168-179	
Record Count (14)	12	180-191	
Record Count (81)	12	192-203	
Record Count (99)	12	204-215	
Record Count (12)	12	216-227	



## TRRP FRONT-END BALANCING RECORD LAYOUTS (CONTINUED)

### RECONCILIATION RECORD LAYOUT – NET PAID LOSSES

Data Element	Field Length	Position	Notes
Record Identifier	3	1-3	Reconciliation records should be identified with the characters <b>RC</b> in the Record Identifier field.
WYO Prefix Code	5	4-8	Company Number
Reconciliation Type Identifier	3	9-11	Net Paid Losses reconciliations should be identified with the characters <b>NPL</b> in the Reconciliation Type Identifier field.
Record Count (31)	12	12-23	
Loss/Paid Recoveries (31)	12	24-35	
Record Count (34)	12	36-47	
Loss/Paid Recoveries (34)	12	48-59	
Record Count (37)	12	60-71	
Record Count (40)	12	72-83	
Loss/Paid Recoveries (40)	12	84-95	
Record Count (43)	12	96-107	
Loss/Paid Recoveries (43)	12	108-119	
Record Count (46)	12	120-131	
Record Count (61)	12	132-143	
Record Count (49)	12	144-155	
Loss/Paid Recoveries (49)	12	156-167	
Record Count (64)	12	168-179	
Loss/Paid Recoveries (64)	12	180-191	
Record Count (84)	12	192-203	
Record Count (87)	12	204-215	
Record Count (52 Recovery)	12	216-227	
Loss/Paid Recoveries (52 Recovery)	12	228-239	
Loss/Paid Recoveries (52 Salvage)	12	240-251	
Loss/Paid Recoveries (52 Subrogation)	12	252-263	
Record Count (67 Recovery)	12	264-275	
Loss/Paid Recoveries (67 Recovery)	12	276-287	
Loss/Paid Recoveries (67 Salvage)	12	288-299	
Loss/Paid Recoveries (67 Subrogation)	12	300-311	

## TRRP FRONT-END BALANCING RECORD LAYOUTS (CONTINUED)

### RECONCILIATION RECORD LAYOUT – SPECIAL ALLOCATED LAE

Data Element	Field Length	Position	Notes
Record Identifier	3	1-3	Reconciliation records should be identified with the characters <b>RC</b> in the Record Identifier field.
WYO Prefix Code	5	4-8	Company Number
Reconciliation Type Identifier	3	9-11	Special Allocated LAE reconciliations should be identified with the characters <b>SAL</b> in the Reconciliation Type Identifier field.
Record Count (71)	12	12-23	
SALAE Amount (71)	12	24-35	
Record Count (74)	12	36-47	
SALAE Amount (74)	12	48-59	

### TRAILER RECORD LAYOUT

Data Element	Field Length	Position	Notes
Record Identifier	3	1-3	Trailer records should be identified with the characters <b>TR</b> in the Record Identifier field.
WYO Prefix Code	5	4-8	Company Number
Financial Period	6	9-14	Year/Month (YYYYMM)
Submission Date/Time	14	15-28	Date Submitted Timestamp (YYYYMMDDHHMMSS)
Total Record Count	12	29-40	Total Number of records in this file (including Header, TRRP Transactions, Reconciliation and Trailer Records).

## TRRP FORMATTING FRONT-END BALANCING DATA ELEMENTS

The following table provides the formatting specifications for the data elements used in the front-end balancing records. The first column, **Data Element**, provides the name of the data element. The second column, **S**, indicates whether it is a signed field allowing for a negative number. The third column, **\$/¢**, indicates whether dollars and cents, whole dollars, or hundreds of dollars are applicable formats for the financial fields. The last column, **Picture**, presents the picture expected for each element.

In the **Picture** column, numeric fields, indicated by a **9** or **9's**, are right-justified and zero-filled. The number within the parentheses is the length of the field preceding the decimal position. The **V9** or **V99** indicates an implied decimal position. For example, 123.45 with a picture of 9(7) V99 would be represented as 000012345 on the file. Note that the field is zero-filled with four zeros because the numeric value is not large enough to use up all of the required length.

Alpha and alphanumeric fields, indicated by an **X** in the **Picture** column, are left-justified with trailing spaces. Zeroes, reported in numeric data elements, and blanks, reported in alpha and alphanumeric data, indicate not reporting or not applicable.

Data Element	S	\$/¢	Picture
Contact E-mail Address	-	-	X(50)
Contact Name	-	-	X(50)
Contact Telephone Number	-	-	X(10)
Financial Period	-	-	9(6)YYYYMM
Loss/Paid Recoveries (31)	S	¢	S9(10)V99
Loss/Paid Recoveries (34)	S	¢	S9(10)V99
Loss/Paid Recoveries (40)	S	¢	S9(10)V99
Loss/Paid Recoveries (43)	S	¢	S9(10)V99
Loss/Paid Recoveries (49)	S	¢	S9(10)V99
Loss/Paid Recoveries (64)	S	¢	S9(10)V99
Loss/Paid Recoveries (52 Recovery)	S	¢	S9(10)V99
Loss/Paid Recoveries (52 Salvage)	S	¢	S9(10)V99

## TRRP FORMATTING FRONT-END BALANCING DATA ELEMENTS (CONTINUED)

Data Element	S	\$ / \$¢	Picture
Loss/Paid Recoveries (52 Subrogation)	S	\$¢	S9(10)V99
Loss/Paid Recoveries (67 Recovery)	S	\$¢	S9(10)V99
Loss/Paid Recoveries (67 Salvage)	S	\$¢	S9(10)V99
Loss/Paid Recoveries (67 Subrogation)	S	\$¢	S9(10)V99
Premium Amount(11)	S	\$¢	S9(10)V99
Premium Amount(15)	S	\$¢	S9(10)V99
Premium Amount(17)	S	\$¢	S9(10)V99
Premium Amount (20)	S	\$¢	S9(10)V99
Premium Amount (23)	S	\$¢	S9(10)V99
Premium Amount (26)	S	\$¢	S9(10)V99
Premium Amount (29)	S	\$¢	S9(10)V99
Reconciliation Type Identifier	-	-	X(3)
Record Count (11)	-	-	9(12)
Record Count (12)	-	-	9(12)
Record Count (14 and 81)	-	-	9(12)
Record Count (15)	-	-	9(12)
Record Count (17)	-	-	9(12)
Record Count (20)	-	-	9(12)
Record Count (23)	-	-	9(12)
Record Count (26)	-	-	9(12)
Record Count (29)	-	-	9(12)
Record Count (31)	-	-	9(12)
Record Count (34)	-	-	9(12)
Record Count (37)	-	-	9(12)
Record Count (40)	-	-	9(12)
Record Count (43)	-	-	9(12)
Record Count (46 and 61)	-	-	9(12)
Record Count (49)	-	-	9(12)

## TRRP FORMATTING FRONT-END BALANCING DATA ELEMENTS (CONTINUED)

Data Element	S	\$/ \$¢	Picture
Record Count (52 Recovery)	-	-	9(12)
Record Count (64)	-	-	9(12)
Record Count (67 Recovery)	-	-	9(12)
Record Count (71)	-	-	9(12)
Record Count (74)	-	-	9(12)
Record Count (84 and 87)	-	-	9(12)
Record Count (99)	-	-	9(12)
Record Identifier	-	-	X(3)
SALAE Amount (71)	S	\$¢	S9(10)V99
SALAE Amount (74)	S	\$¢	S9(10)V99
Submission Date/Time	-	-	9(14)YYYYMMDDHHMMSS
Total Amount of Reserves – Case Loss Reserve	S	\$¢	S9(10)V99
Total Loss/Paid Recoveries - Net Paid Losses	S	\$¢	S9(10)V99
Total Premium Amount - Net Federal Policy Fee	S	\$¢	S9(10)V99
Total Premium Amount - Net Written Premium	S	\$¢	S9(10)V99
Total Record Count - Net Federal Policy Fee	-	-	9(12)
Total Record Count - Net Written Premium	-	-	9(12)
Total Record Count - Net Paid Losses	-	-	9(12)
Total Record Count - Special Allocated LAE	-	-	9(12)
Total SALAE Amount - Special Allocated LAE	S	\$¢	S9(10)V99
Total TRRP Transaction Record Count	-	-	9(12)
WYO Prefix Code	-	-	9(5)