

CTX FLAT FILE PAYMENT ORDER FOR VENDOR PAYMENTS

File Header Record					
Field No.	Field Length	Field Type	Field Position	Description	Notes
1	4	Alpha/ Numeric	1 - 4	Record ID	"DHDR"
2	16	Alpha/ Numeric	5 - 20	Blanks	
3	4	Alpha/ Numeric	21 - 24	Agency Name	ex: AGRI
4	6	Alpha/ Numeric	25 - 30	VENMIS	
5	5	Numeric	31 - 35	Creation Date	YYDDD
6	5	Alpha/ Numeric	36 - 40	Blanks	
7	20	Alpha/ Numeric	41 - 60	Agency Name	(Optional)
8	12	Alpha/ Numeric	61 - 72	Agency Telephone Number	(Optional)
9	6	Alpha/ Numeric	73 - 78	VENMIS	
10	11	Alpha/ Numeric	79 - 89	Schedule Number	Mandatory
11	8	Numeric	90 - 97	Settlement Date	Mandatory YYMMDD or YYYYMMDD
12	63	Alpha/ Numeric	98 - 160	Blanks	

Payment Record						
Field No.	Field Length	Field Type	Field Position	Description	Notes	FN
1	1	Alpha/ Numeric	1	Record ID	"A"	
2	9	Numeric	2 - 10	Payee ID (TIN Number)	Taxpayer Identification Number	
3	10	Numeric	11 - 20	Total Payment Amount	No Decimal	1
4	1	Alpha/ Numeric	21	Line Code	"V" OR "M"	2
5	8	Numeric	22 - 29	Agency Location Code (ALC)		
6	23	Alpha/ Numeric	30 - 52	Payee Name	Name field in ACH CTX is limited to 16 characters.	
7	1	Alpha/ Numeric	53	Account Type	"C" or "S"	
8	8	Numeric	54 - 61	Receiving RTN		
9	1	Numeric	62	Check Digit		
10	17	Alpha/ Numeric	63 - 79	Receiving Account Number		
11	80	Alpha/ Numeric	80 - 159	Blanks		
12	1	Alpha/ Numeric	160	Eligible For Offset Code	Y or N	3

1. Total amount must equal the sum of all associated Remittance Records. (Field 4 of Remittance Records.)

2. Classify Payment as Vendor= V or Miscellaneous=M. All agencies must ensure that payments are classified correctly using the Federal Agency Guidance for Classifying Payments, which provides guidance to Federal agencies on how to classify and code their vendor and miscellaneous payments. Employee travel reimbursement payments should be classified as Miscellaneous.

3. Fill in the TOP Eligibility Code field ("Y" = offset, and "N" = do not offset) in position 160. If the full payment amount is not legally eligible to be 100 percent offset, place an "N" in this field. FMS presumes that all miscellaneous payments are legally subject to offset unless the Federal agency indicates there is a legal bar to offsetting all or a portion of a payment by filling in the TOP Eligibility Code field with an "N". Agencies may place an "N" in the field only if the payment may not legally be offset. Agencies should consult with legal counsel to determine if a particular payment or payment type is legally eligible for offset. They must carefully code their payments as vendor or miscellaneous since FMS is now fully implementing EDI payments into the centralized offset program.

Remittance Record						
Field No.	Field Length	Field Type	Field Position	Description	Notes	FN
1	3	Alpha/ Numeric	1 - 3	Record ID	"RMR"	
2	2	Alpha/ Numeric	4 - 5	Document Reference Type		1
3	30	Alpha/ Numeric	6 - 35	Document Number		
4	10	Numeric	36 - 45	Actual Amount Paid	No Decimal	2
5	10	Numeric	46 - 55	Original Document Amount	No Decimal Optional	
6	10	Numeric	56 - 65	Discount Amount Taken	No Decimal Optional	
7	2	Alpha/ Numeric	66 - 67	Additional Info Type	Optional	3
8	10	Alpha/ Numeric	68 - 77	Additional Info Number	Optional	4
9	80	Alpha/ Numeric	78 - 157	Informational Note	Optional	5
10	3	Alpha/ Numeric	158 - 160	Blanks		

1. Recommended Document Reference Types:

IV - SELLER'S INVOICE NUMBER
 CT - CONTRACT NUMBER
 PO - PURCHASE ORDER NUMBER

2. Sum of all Remittance amounts must equal total dollar amount in the Payment Record, field 3.

3. Recommended Additional Info Types:

RB - RATE CODE NUMBER
 CM - CREDIT MEMO

4. Use prompt pay annual interest rate. Example: 8.125%

5. Example: \$3.16 is interest for 20 days.

File Trailer Record

Field No.	Field Length	Field Type	Field Position	Description	Notes	FN
1	4	Alpha/ Numeric	1 - 4	Record ID	"DEOR"	
2	6	Alpha/ Numeric	5 - 10	Blanks		
3	10	Numeric	11 - 20	(File Total) Record Count	(Should Match Items Certified)	1
4	10	Alpha/ Numeric	21 - 30	Blanks		
5	12	Numeric	31 - 42	(File Total) Total Amount	(Should Match Dollars Certified) No Decimals	2
6	1	Alpha/ Numeric	43	Blank		
7	12	Numeric	44 - 55	(Tape Total) Cumulative Record Count	Optional (Total Items)	
8	1	Alpha/ Numeric	56	Blank	Optional	
9	14	Numeric	57 - 70	(Tape Total) Cumulative Amount	Optional (Total Dollars)	
10	90	Alpha/ Numeric	71 - 160	Blanks		

1. Must match number of Payment ("A") Records in file.

2. Must match sum of all total dollar amounts in Field 3 of Payment ("A") Records in file.

