



Subject: DATA INPUT AND STANDARD ACCOUNTING TRANSACTION RECORDS

3-20-00	System Requirements
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3-20-00 SYSTEM REQUIREMENTS

This chapter describes the data elements and codes to be entered into the accounting system as input transactions. These data are specifically formatted as a computer record called the Standard Accounting Transaction Record (Exhibit 3-20-A). This record will be used when transactions interface or are transmitted between accounting systems and other central systems. The record is mandatory for use in all HHS accounting systems. A record type code denotes the specific use of the transaction record. Each record type is shown in a separate Exhibit as not all data elements are applicable to each record type. The prescribed record layout specifies 160 positions, but OPDIV systems may lengthen the record to add data elements and codes unique to each internal accounting system. The Standard Accounting Transaction Record will also act as the audit trail and historical record of transactions. Data not required to be formatted in this fashion may be input according to the approved design and software developed for the OPDIV system. Similarly, all transaction data must be maintained in an approved file for audit and historical purposes.

The data elements and codes defined in this chapter compose the data required to be input from source documents or records regardless of method of input or origin of data. Data from a transaction document may be directly entered by a technician at a terminal in the accounting office or from a remote location, or it may be generated at any location by a source module such as purchasing, property, contracting, or accounts payable. Some data elements and codes may be system generated rather than manually entered by the user, depending upon the individual system design and software. Initial transaction input should include as much data as possible. Follow-on transaction data should be minimal as possible; it should add information to the basic or preceding transaction and not duplicate data already input.

Data may be input on-line or held for batch input to time computer processing or to reduce processing costs. When data in batches are interchanged between systems, a batch header and trailer record may be used for identification purposes and to ensure records are received as intended by the sender. These batch records are not mandatory if system software provides elements that ensure proper control for transmission and receipt of data. It is essential that transmission format and controls be standardized when like data are being transmitted from numerous systems to one central system, and vice versa.

The standard data elements and codes for use in all systems are described in the sequence in which they are shown on the Standard Transaction Records described in the next sections.

3-20-10 STANDARD ACCOUNTING TRANSACTION RECORD (Exhibit 3-20-A)

<u>Number of Characters</u>	<u>Data Element Definition</u>
1	RECORD TYPE CODE - A code to identify the type of record in the Standard Accounting Transaction Record. "2" denoted the basic input records. It is used to input transaction data other than data that relates to an award to be paid through the Payment Management System (PMS).
8	EFFECTIVE DATE - This date represents the actual date of a transaction as distinguished from the posting data (YYYYMMDD).
3	TRANSACTION CODE - This code identifies the type of transaction (allotment, obligation, accrual, payment, receipt, etc.) and when used in conjunction with other fields of data, determines the general ledger account pair(s) to be posted. See example in Exhibit 4-40-B.
1	NORMAL/REVERSE CODE - This code supplements the transaction code to indicate whether the debit and credit entries to the general ledger accounts are normal entries, or whether debit and credit entries to the general ledger accounts are the reverse of the described entries. The reverse code "2" may be used to reverse a transaction recorded in error, or to record a downward adjustment (equivalent of a negative or credit money amount). The reverse code may be used with any of the modifier codes. The code structure is:

Number of
Characters

Data Element Definition

- "1" = Normal
"2" = Reverse
- 1 MODIFIER CODE - A code whose function is to identify the nature of a transaction (i.e., initial obligation, follow-up accruals, payments, etc.) and to control the status of a transaction as it is affected by subsequent transactions. The code structure is:
- "2" = Commitment - Indicates that the transaction is a reservation of funds, but not yet a valid obligation.
- "3" = Obligation - The initial recording of valid obligation is defined to be at the Obligation Document Number, FY/CAN and Object Class level.
- "4" = Change - Indicates a normal change by virtue of input of the follow-on data (accrual, payment, etc.).
- "5" = Amend - A document increase or decrease to a basic obligation or commitment.
- "7" = Adjustment to a Previously Closed Record - Indicates that a transaction is a modification to a previously closed obligation.
- "8" = Payroll - Identifies payroll/accounting data.
- "9" = All Other - Used to modify other transaction codes for which a modifier code is not specifically provided in codes "2" through "5". Code "9" will be used in connection with such transactions as inventory adjustments, advance payments, recognizing accrued income, warrants, allotments, operating plans, etc.
- 3 OBLIGATION DOCUMENT REFERENCE CODE - A code to identify the type of document, i.e., travel order, purchase order, grant, contract, loan agreement, etc. See Exhibit 4-90-1.
- 20 OBLIGATION DOCUMENT NUMBER - The number of the initial obligation document to which all follow-on documents (accruals, payments, refunds, etc.) will be related. The Ten digit core ID is required for all documents. However agencies have the option of expanding it up to 20 characters.

Number of
 Characters

Data Element Definition

<u>Number of Characters</u>	<u>Purpose</u>	<u>Requirement</u>	<u>Record Position</u>
1	Prefix	Optional	18
10	Core Number	Required	19-28
2	Core Extension*	Optional	29-30
7	Suffix**	Optional	31-37

* If a Core Extension is entered it will cause a new document record to be created in PMS.

** The suffix is to identify things such as amendments or modifications.

Prefixes and suffixes will not cause new document records to be created in PMS. They will help to identify individual transactions (mod 1, mod 2, etc.).

3 OTHER DOCUMENT REFERENCE CODE - A code used to identify the current document. This code is used in the same manner as the Document Reference Code for obligation documents

20 OTHER DOCUMENT NUMBER - The number of the current document, i.e., travel voucher, travel advance, receiving report, report of expenditure on grant or contract, letter-of-credit, journal voucher, etc.

1 GEOGRAPHIC CODE - An identification code for the geographic distribution of Federal funds by continent, state, county, congressional district, SMSA, and city. This code is maintained in Entity Attribute files and in the IMN stored in the CAN Table. The code structure is:

"1" = Refers to the IMN in the CAN Table for the geographic identification of the location of the Federal government installation. (To be used for recording direct operations, primary salaries and expenses of the Federal installation when a specific Entity Number is not used in the Primary Recipient field.)

"2" = Refers to the Central Registry System or OPDIV Vendor File for the geographic identification of the location of the recipient of Federal funds. (To be used for recording program funds transactions

Number of
Characters

Data Element Definition

- such as financial assistance grants, loans, contracts, etc., and direct operations funds when a specific CRS Entity Number is used.)
- 4 FISCAL YEAR - A prefix to the CAN representing four digits (YYYY) of the fiscal year of availability of funds obligated, or the current fiscal year for receipt account, general ledger adjustments, etc.
- 7 COMMON ACCOUNTING NUMBER (CAN) - A code to provide organizational identification. Refer to Chapter 4-30 for a complete description of the CAN.
- 4 OBJECT CLASS CODE - A code for classifying financial transactions. Refer to Chapter 4-50 for a complete description of object class codes.
- 15 AMOUNT - A money amount field to accommodate line item amounts up to \$9,999,999,999,999.99.
- Negative amounts will be recorded as an unsigned (positive) amount in this field and with a code "2" in the reverse field.
- 12 PRIMARY RECIPIENT - A code to identify individuals or organizations that do business with the OPDIV, etc. This code is to accommodate the Department-wide Central Registry System (CRS) code which identifies the entity. The code is comprised of three components as follows:
- Prefix -A one character code to differentiate between organizational entities and individuals.
- "1" = Organizational Entity
"2" = Individual Entity
- Identification Number - A nine character code consisting of :
- (1) An Employer Identification Number (EIN) assigned by the Internal Revenue Service to identify the organizational entity;

- or -

Number of
Characters

Data Element Definition

(2) A Social Security Number (SSN) assigned by the Social Security Administration to identify individuals;

- or -

(3) In instances where the above numbers are not attainable, a pseudo number will be assigned by the CRS.

EIN suffix - A two character code assigned by the CRS for use with the EIN to uniquely identify subordinate organizational elements of a major organizational entity assigned a single EIN. The first character must be alphabetic and the second must be alpha/numeric. This field must be blank when a prefix "2" is used.

The CRS publishes and updates a directory of both individual and organizational entities contained in HHS systems; however, this directory does not include Social Security beneficiaries or Federal employees of HHS unless these individuals are also recipients of a grant or otherwise qualify for inclusion in the CRS.

12 PAYEE ORGANIZATION (secondary entity) - This code identifies the organization or individual to whom a payment is made, but only if the secondary entity number is different from the primary entity.

The same parameters as set forth above for Primary Recipient shall be used for the Payee Organization number.

10 PAYMENT/COLLECTION DOCUMENT NUMBER - A number that identifies the schedule number for disbursements, and the collection document number for collections.

8 GENERAL LEDGER ACCOUNT NUMBERS - A financial account number for use with transaction code 399 where it is necessary to record the specific general ledger accounts in the input transaction.

1 CURRENT/PERMANENT AUTHORITY CODE - A general ledger subsidiary account to denote whether budget authority enacted by Congress is current year authority or permanent authority. The code structure is:

Number of
Characters

Data Element Definition

	"C" = Current Fiscal Year Authority
	"P" = Permanent Authority
1	FUNDED/UNFUNDED CODE - A general ledger subsidiary account to denote whether or not the transaction is funded by appropriation/fund. The code structure is: "F" = Funded by an appropriation/fund "U" = <u>Not</u> funded by an appropriation/fund
1	GOVERNMENT/NON-GOVERNMENT CODE - A general ledger subsidiary account to denote whether a transaction is with a Federal or non-Federal entity. The code structure is: "G" = Government (Federal) Entity "N" = Non-Government (non-Federal) Entity
1	APPROPRIATION ACT/SUBSTANTIVE LAW - A general ledger subsidiary account to denote whether budget authority is the result of an Appropriation Act or a Substantive Law. The code structure is: "T" = Appropriation Act "L" = Substantive Law
8	AWARD DATE - BEGINNING - The beginning date of the funding or budget period of an award (YYYYMMDD).
8	AWARD DATE - ENDING - The ending date of the funding or budget period of an award (YYYYMMDD).
1	INVENTORY CATEGORY - A general ledger subsidiary account to denote whether inventory has been purchased or manufactured for use in normal operations or for sale to other users. "M" = For use "S" = For Sale

**3-20-20 TRANSACTION RECORD FOR AWARDS PAID BY THE PMS
(Exhibit 3-20-B)**

Number of
Characters

Data Element Definition

1 RECORD TYPE CODE - A code to identify the type of record in the Standard Accounting Transaction Record.

"7" denotes this record is used in recording obligation transactions (initial awards, commitments to awards, and final report of expenditures) or any other transaction which requires a type "9" to be computer generated to update or adjust the data in the PMS.

Other data elements for this record are identical to those in record type "2" except that Payee Organization (secondary entity) may be reserved for insertion of the PMS Payment Identification Number (PIN). The PIN is assigned by PMS staff when the payment is to be made to other than the performing grantee entity and is linked to the Primary Recipient Number in its Key File.

The record is extended to include:

1 SPECIAL REPORT INDICATOR - A code that indicates grantee must report to the PMS at a multiple project, activity, or program level (identified by CANS) within a single grant award. Consolidated funding and IGA awards do not fit this situation. The code structure is:

"Y" = Yes - Expenditure reporting to the PMS is required at a level below the document level.

"Blank" = Expenditure reporting to the PMS is not required at a level below the document level.

3-20-30 COMPUTER GENERATED RECORD TO THE PMS (Exhibit 3-20-C)

Number of
Characters

Data Element Definition

1 RECORD TYPE CODE - A code to identify the type of record in the Standard Accounting Transaction Record.

Number of
Characters

Data Element Definition

"9" denotes the computer record to be generated from record type "7" transactions.

The same data elements recorded as record type "7" transactions are generated for record type "9" transactions except for the following that are not required for PMS records:

- Other Document Reference Code
- Other Document Number
- Geographic Code
- Payee Organization (secondary entity)
- Payment/Collection Document Number
- General Ledger Account Number
- Current/Permanent Authority Code
- Funded/Unfunded Code
- Appropriation Act/Substantive Law
- Inventory Category - For Use/For Sale

**3-20-40 TRANSACTION RECORD OF CHARGING DISTRIBUTION
(Exhibit 3-20-D)**

Number of
Characters

Data Element Definition

- | | |
|---|--|
| 1 | RECORD TYPE CODE - A code to identify the type of record in the Standard Accounting Transaction Record.

"6" denotes transaction record for Charging Distribution. |
| 8 | SF224 DATE - A composite code to denote the actual date of the SF224 (YYYYMMDD). |
| 3 | TRANSACTION CODE - TC 062 for Non-Block Grants. |
| 1 | REVERSE CODE - This code supplements the transaction code to indicate whether the debit and credit entries to the general ledger accounts are normal entries, or whether debit and credit entries to the general ledger account are reverse of the described entries. The code structure is "1" Normal, "2" = Reverse. |

<u>Number of Characters</u>	<u>Data Element Definition</u>
1	MODIFIER CODE - A code whose function is to identify the nature of a transaction. The modifier for Record Type "6" is fixed "4" Which indicates a normal change by virtue of input of the follow-on data.
12	DOCUMENT EIN - A code to identify individuals or organizations that do business with the OPDIV, etc.
1	AWARD ID PREFIX - An optional code to further identify the initial obligation document. It is used with the ID core Extension and the ID suffix.
10	AWARD ID CORE The Core 10 character number required for the initial obligation document.
2	AWARD ID CORE EXT - The optional two character extension to be used when using the expanded initial obligation document.
7	AWARD ID SUFFIX - An optional code to identify such things as amendments or modifications. It is used with the ID prefix and ID Core Extension.
4	FISCAL YEAR A prefix to the CAN representing four digits (YYYY) of the fiscal year of availability of funds obligated.
7	CHARGING CAN - A code to provide organizational identification.
4	OBJECT CLASS - A code for classifying financial transactions.
15	INCREMENTAL AMOUNT - The amount distributed for this charging period.
15	CUMULATIVE AMOUNT - The total amount distributed to date.
15	DISBURSEMENT AMOUNT - The total disbursement amount as of this charging date.
7	DOCUMENT CAN - (Not Currently Used).
3	DOCUMENT REFERENCE CODE - A code to identify the type of document.

3-20-50 BATCH HEADER RECORDS (Exhibit 3-20-E)

<u>Number of Characters</u>	<u>Data Element Definition</u>
1	RECORD TYPE CODE - A code to identify the type of record in the Standard input layout. "1" denotes this as the batch header record.
5	BATCH (literal) - the actual word "Batch" to distinguish between accounting data batches and detail transactions.
9	BATCH DATE/BATCH IDENTIFICATION - A composite code to denote the date (YYYYMMDD) the batch is being transmitted to a one digit serial number (A/N) to identify the various batches transmitted in a day.
1	TERMINAL NUMBER - A code to identify the originating point (to be determined by the OPDIV system or the accounting point). Central payment systems will be identified as follows: "P" = Payroll "N" = Division of Payment Management (DPM) (for the PMS)
4	BATCH ID NUMBER - A code (to be determined by the OPDIV or the Accounting Point) to further identify the various batches transmitted.
1	OPDIV - A code to distinguish the particular Component Operating Division (OPDIV) of the Department that transmitted the data. This is the first character of the CAN described in Chapter 4-30.
2	ACCOUNTING POINT - A code to identify the specific point originating the transmission. This code is the second and third character of the CAN described in Chapter 4-30, and the codes shown on Exhibit 3-20-G for Operating Division (OPDIV) transmission.

3-20-60 BATCH TRAILER RECORDS (Exhibit 3-20-F)

<u>Number of Characters</u>	<u>Data Element Definition</u>
1	RECORD TYPE CODE - A code to identify the type of record in the Standard input layout. "4" denotes this as the batch trailer record.
4	TRANSACTION COUNT - The actual number of transactions included in the batch.
15	BATCH DOLLAR TOTAL - The total of the batch expressed in dollars and cents with no punctuation, left zero filled, signed or unsigned. The total amount can either be the "Net" amount (taking into consideration plus and minus amounts) or the "Total" amount (ignoring plus and minus signs) depending on how your OPDIV is set up. When used for PMS users should call PMS to verify which amount to use. Most Non-HHS Agencies should be the "Total" amount.

Other data elements and codes in the record are identical to the Header Record.

Batch (literal)
Batch Date/Batch Identification
Terminal Number
Batch ID Number
OPDIV
Accounting Point

**STANDARD ACCOUNTING TRANSACTION RECORD
 (Record Type "2")**

Field No.	Data Element	Number of Characters	Record Position	Desc.	Length
1	Record Type Code	1	1	N	Fixed
2	Effective Date	8	2-9	N	Fixed
3	Transaction Code	3	10-12	N	Fixed
4	Normal/Reverse Code	1	13	N	Fixed
5	Modifier Code	1	14	N	Fixed
6	Oblig. Doc. Ref. Code	3	15-17	A/N	Fixed
7	Oblig. Doc. No. (Left Justify) - Except PMS, the doc. # must be structured as described *, **	20	18-37	A/N	Variable
8	Other Doc. Ref. Code**	3	38-40	N	Fixed
9	Other Doc. No.(Left Justify) ***	20	41-60	A/N	Variable
10	Geographic Code***	1	61	N	Fixed
11	Fiscal Year	4	62-65	N	Fixed
12	Common Accounting Code	1	66	A/N	Fixed
	Accounting Point	2	67-68	N	Fixed
	I.D. Number	4	69-72	A/N	Fixed
	Reserved for Future Use	2	73-74		
13	Object Class Code:				
	Major Object Class	2	75-76	N	Fixed
	Sub-Object Class	2	77-78	A/N	Variable
14	Amount	15	79-93	N	Fixed
15	Primary Recipient				
	Prefix	1	94	N	Fixed
	EIN/SSN	9	95-103	N	Fixed
	Suffix	2	104-105	A/N	Fixed
16	Payee Organization*** (Secondary Entity)***				
	Prefix ***	1	106	N	Fixed
	EIN/SSN***	9	107-115	N	Fixed
	Suffix	2	116-117	A/N	Fixed
17	Payment/Collection Doc.No. ****	10	118-127	A/N	Fixed
	Reserved for Future Use	3	128-130		
18	General Ledger Account Number ***	8	131-138	N	Variable
19	Current/Permanent Authority Code***	1	139	A	Fixed
20	Funded/Unfunded Code ***	1	140	A	Fixed
21	Government/Non-Govt. Code	1	141	A	Fixed
22	Appropriation Act/Substantive Law ***	1	142	A	Fixed
23	Award Date – Beginning	8	143-150	N	Fixed
24	Award Date – Ending	8	151-158	N	Fixed
25	Special Report Indicator For PMS Only, Not Used other than PMS	1	159	A****	Fixed
26	Inventory Category For Use/For Sale****	1	160	4	Fixed

Record Type 2 is used by OPDIVs to record all Transactions. Record 2 is used by PMS to report back to the OPDIVs expenditures reported by the grantees and for recording advance transactions at the grant level. Record 2 is also used to record payroll charges to the OPDIVs.

Number of Characters	Purpose	Requirement	Record Position	Description
1	Prefix	Optional	18	A/N
10	Core Number	Required	19-28	A/N
2	Core Extension *****	Optional	29-30	A/N
7	Suffix **	Optional	31-37	A/N

The General Ledger Account Number field is not used in PMS for General Ledger Accounts, however these fields in PMS are used as described below:

This record generated from the PMS will include the following data elements in unused fields for Division of Payment Management (DPM) use only. Refer to Disbursement record Type in the PMS User's Manual for Operating Divisions.

Data Element	Number of Characters	Record Positions
PMS PIN	4	135-138
PMS Disbursement Cycle	2	139-140
Disbursement Source	1	142

* For PMS interface records, the document number must be structured as described in the data element definitions.

** The suffix is to identify things such as amendments or modifications.

*** Not used in PMS.

**** A "Y" in this field means that expenditure reporting is required at a level below the document level. A "Blank" in this field means that expenditure reporting is **not** required at a level below the document level.

***** If a Core Extension is entered it will cause a new document record to be created in PMS.

**TRANSACTION RECORD FOR AWARDS PAID BY THE PMS
 (Record Type "7")**

Field No.	Data Element	Number of Characters	Record Position	Desc.	Length
1	Record Type Code	1	1	N	Fixed
2	Effective Date	8	2-9	N	Fixed
3	Transaction Code	3	10-12	N	Fixed
4	Normal/Reverse Code	1	13	N	Fixed
5	Modifier Code	1	14	N	Fixed
6	Obligation Document Reference Code	3	15-17	N	Fixed
7	Oblig. Doc. No. (Left Justify) * Except PMS, the Core document # must be structured as described	20	18-37	A/N	Variable
8	Other Document Reference Code	3	38-40	N	Fixed
9	Other Doc. Number (Left Justify)	20	41-60	A/N	Variable
10	Geographic Code	1	61	N	Fixed
11	Fiscal Year	4	62-65	N	Fixed
12	Common Accounting Number OPDIV Code Accounting Point I.D. Number Reserved for Future Use	1 2 4 2	66 67-68 69-72 73-74	A/N N A/N	Fixed Fixed Fixed Fixed
13	Object Class Code: Major Object Class Sub-Object Class	2 2	75-76 77-78	N A/N	Fixed Fixed
14	Amount	15	79-93	N	Variable
15	Primary Recipient Prefix EIN/SSN Suffix	1 9 2	94 95-103 104-105	N N A/N	Fixed Fixed Fixed
16	Payee Org. (Secondary Entity)	12	106-117	A/N	Fixed
17	Payment/Collection Doc. # Reserved for Future Use	10 3	118-127 128-130	A/N	Fixed
18	General Ledger Account Number	8	131-138	N	Fixed
19	Current/Permanent Authority Code	1	139	A	Fixed
20	Funded/Unfunded Code	1	140	A	Fixed
21	Government/Non Govt. Code	1	141	A	Fixed
22	Approp. Act/Substantive Law	1	142	A	Fixed
23	Award Date – Beginning	8	143-150	N	Fixed
24	Award Date – Ending	8	151-158	N	Fixed
25	Special Report Indicator	1	159	A**	Fixed
26	Inventory Category	1	160	A	Fixed

Record 7 is used to record obligations in the accounting system for awards to be paid by PMS.

Number of Characters	Purpose	Requirement	Record Position	Description
1	Prefix	Optional	18	A/N
10 2	Core Number Core Extension *	Required Optional	19-28 29-30	A/N A/N
4	Suffix **	Optional	31-34	A/N
3		Blanks	35-37	

* For PMS interface records, the document number must be structured as described in the data element definitions.

** A "Y" in this field means that expenditure reporting is required at a level below the document level. A "Blank" in this field means that expenditure reporting is **not** required at a level below the document level.

**COMPUTER GENERATED RECORD TO THE PMS
 (Record Type "9")**

Field No.	Data Element	Number of Record Characters	Position	Desc.	Length
1	Record Type Code	1	1	N	Fixed
2	Effective Date	8	2-9	N	Fixed
3	Transaction Code	3	10-12	N	Fixed
4	Normal/Reverse Code	1	13	N	Fixed
5	Modifier Code	1	14	N	Fixed
6	Oblig. Doc. Reference Code.	3	15-17	A/N	Fixed
7	Oblig. Doc.No. - Except PMS, the Core doc. # must be structured as described *	20	18-37	A/N	Variable
8-10	Not Used	24	38-61		Fixed
11	Fiscal Year	4	62-65	N	Fixed
12	Common Accounting Number	1	66	A/N	Fixed
	OPDIV Code	2	67-68	A/N	Fixed
	Accounting Point	4	69-72	A/N	Fixed
	I.D. Number	2	73-74		
	Rsrvd for Future Use				
13	Object Class Code:				
	Major Object Class	2	75-76	A/N	Fixed
	Sub-Object Class	2	77-78	A/N	Fixed
14	Amount	15	79-93	N	Variable
15	Primary Recipient Prefix	1	94	N	Fixed
	EIN/SSN	9	95-103	N	Fixed
	Suffix	2	104-105	A/N	Fixed
16-20	Not Used	38	106-140		
21	Government/Non Govt. Code	1	141	A	Fixed
22	Not Used	1	142		
23	Award Date – Beginning	8	143-150	N	Fixed
24	Award Date-Ending	8	151-158	N	Fixed
25	Special Report Indicator	1	159	A**	Fixed
26	Not Used	1	160		

* For PMS interface records, the document number must be structured as described in the data elements definition.

** A "Y" in this field means that expenditure reporting is required at a level below the document level. A "Blank" in this field means that expenditure reporting is **not** required at a level below the document level.

Optional HCFA/PMS Interface Record

**Transaction Record for Charging Distribution
 (Record Type "6")**

Field No.	Data Element	Number of Characters	Record Position	Desc.	Length
1	Record Type Code	1	1	N	Fixed "6"
2	SF224	8	2-9	N	YYYYMMDD
3	Transaction Code	3	10-12	N	Fixed
4	Reverse Code	1	13	N	Pos. Amt. = "1" Neg. Amt. = "2"
5	Modifier	1	14	N	Fixed "4"
6	Document EIN	12	15-26	A/N	Alpha/Numeric
7	Document Number *	20	27-46	A/N	Variable
8	Fiscal Year	4	47-50	N	Numeric (YYYY)
9	Charging CAN	7	51-57	A/N	Seven A/N
10	Object Class	4	58-61	A/N	Four A/N
11	Incremental Amount	15	62-76	N	Fifteen N
12	Cumulative Amount	15	77-91	N	Fifteen N
13	Disbursement Amount	15	92-106	N	Fifteen N
14	Filler	25	107-122		Spaces
15	Document CAN	7	123-129	A/N	Seven A/N
16	Document Ref. Code	3	130-132	A/N	Three A/N
17	Filler	28	133-160		Spaces

* For PMS interface records, the document number must be structured as described in the data element definitions as shown below:

Number of Characters	Purpose	Requirement	Record Position	Description
1	Prefix	Optional	27	A/N
10	Core Number	Required	28-37	A/N
2	Core Extension	Optional	38-39	A/N
7	Suffix	Optional	40-46	A/N

**BATCH HEADER RECORD
 (Record Type "1")**

Field No.	Data Element	Number of Characters	Record Position	Desc.	Length
1	Record Type Code	1	1	N	Fixed
2	Batch (Literal)	5	2-6	A	Fixed
3	Batch date – Date	8	7-14	N	Fixed
4	Batch date- Serial	1	15	A/N	Fixed
5	Terminal Number	1	16	A/N	Fixed
6	Batch ID Number	4	17-20	A/N	Fixed
7	Reserved for Future Use	5	21-41	A/N	
8	OPDIV	1	42	A/N	Fixed
9	Accounting Point	2	43-44	A/N	Fixed
10	Reserved for Future Use	116	45-160		

**BATCH TRAILER RECORD
 (Record Type "4")**

Field No.	Data Element	Number of Characters	Record Position	Desc.	Length
1	Record Type Code	1	1	N	Fixed
2	Batch (Literal)	5	2-6	A	Fixed
3	Batch date- Date	8	7-14	N	Fixed
4	Batch date- Serial	1	15	A/N	Fixed
5	Terminal Number	1	16	A/N	Fixed
6	Batch ID Number	4	17-20	A/N	Fixed
7	Transaction Count	4	21-24	N	Fixed
8	Reserved for Future Use	17	25-41	A/N	
9	OPDIV	1	42	A/N	Fixed
10	Accounting Point	2	43-44	A/N	Fixed
11	Reserved for Future Use	9	45-53		
12	Batch Dollar Total	17	54-70	N	Fixed
13	Reserved for Future Use	90	71-160		

**OPDIV ACCOUNTING POINT NUMBERS FOR USE IN
 TRANSMITTING RECORDS IN BATCH TO OR FROM THE
 CENTRAL PAYROLL SYSTEM, DIVISION OF PAYMENT
 MANAGEMENT, OR ANY OTHER CENTRAL OPERATION,
 AND BETWEEN HHS ACCOUNTING SYSTEMS**

OPDIV		Accounting Point Number
1	Office of the Secretary (OS)	99
2	Administration on Aging (AOA)	99
3	Health Resources and Services Administration (HRSA)	30
5	Health Care Financing Administration (HCFA)	80
6	Food and Drug Administration (FDA)	99
8	National Institutes of Health (NIH)	31
9	Centers for Disease Control and Prevention (CDC)	21
9	Agency for Toxic Substances and Disease Registry (ATSDR)	21
C	Substance Abuse and Mental Health Services Administration (SAMHSA)	30
E	Program Support Center (PSC)	86
G	Administration for Children and Families (ACF)	99
J	Indian Health Service (IHS)	30
K	Agency for Health Care Policy and Research (AHCPR)	30