

Supplement Seventeen
INF02 Inbound Voucher Interface File

File Name: INF02AXXXXX00.DAT

OAKS Record Description: Voucher Header

OAKS												
OAKS Field Name	Field Type	Field Length	First Position	Last Position	Key Field	Required Field Reg Voucher	Required Field PO Voucher	Cfg WUT#	Valid Values/ Examples	Processing Rules	Description	
ROW_ID	Char	3	1	3	N	Y	Y		000	Populate with '000'	Row ID. This identifies the voucher header within the file.	
BUSINESS_UNIT	Char	5	4	8	Y	Y	Y	CAP121	JFS08	Populate with 'JFS08'	AP Business Unit. Each agency will have their own valid business unit.	
VOUCHER_ID_RELATED	Char	8	9	16	N	Y	Y		W071025A	Must be a unique identifier with the pattern: ?##VWWW ?: U = PA, V=CSEA, R=WIA #: County/Area Number YY: Calendar Year WW: Week of the Calendar Year V: Version	The field will be displayed on the EFT and Check Remittance files. Voucher ID Related - This field stores 8 digits of the voucher ID from the legacy system. This field must be a unique identifier for as long as the agency uses the interface.	
INVOICE_ID	Char	30	17	46	N	Y	Y		JFS20100730_LAxxx	Must be a unique Invoice for each week's draw. JFSYYYYMMDD_ServiceLocation YYYYMMDD: The Friday Date of the Request (will be paid 7 days later)	Invoice Number. This field will contain a unique Vendor Invoice Number. The field will be displayed on the EFT and Check Remittance files.	
INVOICE_DT	Date	10	47	56	N	Y	Y		2010/07/30	Date must be in 'CCYY/MM/DD' format. YYYYMMDD: The Friday Date of the request	This field will contain the date the Vendor Invoice was received by the agencies. In conjunction with the payment terms, it is the basis for calculating the Scheduled Pay Date, which is the date the voucher will get picked up for payment.	
VENDOR_SETID	Char	5	57	61	N	Y	Y	CGL030	STATE	Populate with 'STATE'	Agencies will use the SetID for the centrally maintained vendor database.	
VENDOR_ID	Char	10	62	71	N	Y	Y		999999999	Use the appropriate vendor ID for single payment vouchers.	This field will contain a valid PeopleSoft Vendor ID for the Vendor SetID provided above. Vendors will be converted into OAKS from CAS.	
VNDR_LOC	Char	10	72	81	N	Y	Y		PA-99	Use the appropriate vendor location.	This field will contain a valid PeopleSoft Vendor Location for the Vendor ID provided above.	
ADDRESS_SEQ_NUM	Nbr	3	82	84	N	Y	Y		999	Use the appropriate address sequence number.	This field will contain a valid PeopleSoft Invoicing Vendor Address Sequence Number for the Vendor ID provided above.	
ORIGIN	Char	3	85	87	N	Y	Y	CAP123	940		This value will be specific to each agency and can be hard coded. Task 706 will create values.	
OPRID	Char	30	88	117	N	Y	Y		BATCH		PeopleSoft Operator ID-Populate with the predefined OAKS user ID. The User ID in this field will receive an email when vouchers are denied during agency and OBM workflow approval.	
ACCOUNTING_DT	Date	10	118	127	N	Y	Y		2010/07/30	Date must be in 'CCYY/MM/DD' format. YYYYMMDD: The Friday Date of the request	This field will contain the current date.	
GROSS_AMT	Sign	28	128	155	N	Y	Y		000000000000000000182770.190	The gross amount must equal the sum of all the voucher lines related to the voucher header. The format for this field is S23(9) 999 if it is a positive value. If it is negative, you will put the minus (-) sign where the letter(S) is currently found.	Gross Invoice Amount-This field will contain the Gross Amount of the Voucher/Vendor invoice. The State of Ohio will not process negative vouchers through this interface.	
PYMNT_TERMS_CD	Char	5	156	160	N	N	N	CAP091	00	Populate with these values: '00' - Due Immediately	Payment Terms - These are used to schedule payments for invoices and to calculate amounts remitted to vendors. In conjunction with the Invoice Date, it is used to calculate the Scheduled Pay Date, which is the date the voucher will get picked up for payment.	
DESCR254_MIXED	Char	254	161	414	N	N	N			Software version, LD, Speedcahrt File Modification Date & Time	Description of voucher. (left justify and buffer to the right with spaces). Include information relevant to the voucher.	
REMIT_ADDR_SEQ_NUM	Nbr	3	415	417	N	Y	Y		999	Use the appropriate remit address sequence number	Remitting Location-This field will contain a valid PeopleSoft Vendor Remitting Address Sequence Number for the Vendor ID provided above. NOTE: This field should not be populated with the REMIT_ADDR_SEQ_NUM associated with the Vendor Location.	
VCHR_BLD_CODE	Char	6	418	423	N	N	Y		PO	Populate with 'PO' Purchase Order is tied to voucher.	Voucher Build Code-This field will be left blank if there is no Purchase Order associated with the Voucher to be created.	
PYMNT_MESSAGE	Char	70	424	493	N	N	N		JFS (614) 466-4303 PA July 2010 Calendar Week 31 Draw	JFS (614) 466-4303 + Subset + Month	Payment Message-This field may contain a free-form payment message. This field will appear on the check stub. The field will be displayed on the EFT and Check Remittance files.	
PYMNT_HANDLING_CD	Char	2	494	495	N	N	N	CAP118		N/A	Payment Handling Code-criteria to sort payments	
PYMNT_HOLD	Char	1	496	496	N	N	N	CAP128	N	Populate with 'N' as a default	Hold Payment Flag-Flag used to see if payment is on hold. If the payment needs to be placed on a Hold Status, then populate the field with 'Y'.	
PYMNT_HOLD_REASON	Char	3	497	499	N	N	N	CAP128		N/A	Hold Reason-Reason for payment hold	
USER_VCHR_DATE	Date	10	500	509	N	Y	Y		2010/07/30	Date must be in 'CCYY/MM/DD' format. YYYYMMDD: The Friday Date of the request	Last Receipt Date-This field will contain the Last Receipt Date that will be sent by the agencies, and it cannot be greater than the current date.	
MESSAGE_CD	Char	6	510	515	N	N	N	CAP127		N/A	Message Code-This field may contain a valid Payment Message Code. Task 709 will create values.	
SCHEDULED_PAY_DT	Date	10	516	525	N	N	N		2010/08/06	Date must be in 'CCYY/MM/DD' format. YYYYMMDD: The Friday Date of the request 7 days	Scheduled to Pay Date-This field may contain a valid Scheduled Due Date, which is the date the voucher is selected for payment. However, this field can be blank and the payment Scheduled Due Date will be calculated by the Voucher Build Process based on vendor payment terms.	
VOUCHER_STYLE	Char	4	526	529	N	Y	Y		REG	Populate with 'REG'	All vouchers the field should be populated with 'REG'. For all single payment vouchers this value will be updated to 'SGLP' by a custom process after voucher build. Single payment vouchers will have a voucher style of 'SGLP' on INF03.	

