NEW YORK STATE OF OPPORTUNITY. | Department of Civil Service	**Agency Transaction File Layout - RFP entitled "New York State Health Insurance Program Banking Services"**

The following charts show the layout of fields that will be contained in the file the Contractor will provide the Department for agency transactions received via both Lockboxes.

Header Record. One record for each transmission file.

Description	Type	Size	Column	Value
Record Type, 1 = Header	Char	1	1	1
Destination ID / lockbox recipient	Char	20	2-21	Default to 'NYSDCSHPEN'. Left justify, space fill.
Total number of lockbox receipts	Num	5	22-26	Bank will supply. Total number of receipts contained in this transmission. Default this value to '00001'.
Total payment amount 99999999999999V99	Num	16	27-42	Bank will supply. Must represent the total value of the Transmission. Right justify, zero fill.
Transmission Date (MMDDYYYY)	Date	8	43-50	Bank will supply. The date bank transmitted/created the lock box file.
Transmission Time (HHMMSS)	Time	6	51-56	Bank will supply. Time the file transmitted/created.

Example of the first row of information in the Agency Transaction File (e.g. total payment amount, transmission date/ time):

1NYSDCSHPEN   00001000000151352115809012020150321

	Agency Transaction File Layout - RFP entitled "New York State Health Insurance Program Banking Services"
NEW YORK STATE OF OPPORTUNITY. Department of Civil Service	

Service Record. One record for each transmission file.

Description	Type	Size	Column	Value
Record Type, 2 = service	Char	1	1	2
Destination ID / lockbox recipient	Char	20	2-21	Bank will supply. Default to 'NYSDCSHPEN'. Left justify, space fill.
Bank Transmission ID	Char	20	22-41	Bank will supply. Unique Identifier for each transmission. Sequential Number is fine assigned by the bank to identify the transmission.
Service Type, 400 = lockbox	Char	3	42-44	400
Record Length (080)	Num	3	45-47	080
Characters per block (0080)	Num	4	48-51	0080
Format, 1 = Fixed Field Format	Num	1	52	1

Example of the second row of information in the Agency Transaction File:

2NYSDCSHPEN   1   40008000801

	Agency Transaction File Layout - RFP entitled "New York State Health Insurance Program Banking Services"
NEW YORK STATE OF OPPORTUNITY. Department of Civil Service	

Lockbox Record. One record for each Deposit. If the file contains multiple days Deposit, Contractor must create one record for each.

Description	Type	Size	Column	Value
Record Type, 3 = Detail	Char	1	1	3
Lockbox ID	Char	15	2-16	Bank will supply. Unique Identifier for each lockbox file. Value should identify the lockbox. Left justify, space fill.
Batch ID, unique within batch	Char	5	17-21	Bank will supply. Must be a unique identifier for each Deposit, each lock box can have multiple batch ID's or deposits. Please assign a unique Id for each day's deposit. Left justify, space fill. Should begin with 1 and be increased by one for each batch.
Sequence Num, 0=lockbox record	Num	5	22-26	Hardcode '0'. Right justify, zero fill.
Record Group ID (0000)	Num	4	27-30	0000
Detail Record Type (00)	Char	2	31-32	00
Total number of batches	Num	6	33-38	Bank will supply. Total number of deposits in the file. Typically, DCS would expect to receive one transmission file for each day's deposit. Right justify, zero fill.
Total payment amount 99999999999999 V99	Num	16	39-54	Bank will supply. Total payment amount for the file. Right justified, zero filled.
Total number of payments	Num	6	55-60	Bank will supply. Total number of payments included in entire transmission (whole file). Right justified, zero filled.
Deposit Business Unit	Char	5	61-65	Hardcode '10'. Left Justify, Space fill.
Bank	Char	4	66-69	Bank identifier. Hardcode 'BANK'.

Department of Civil Service — NEW YORK STATE OF OPPORTUNITY.

Agency Transaction File Layout - RFP entitled "New York State Health Insurance Program Banking Services"

Description	Type	Size	Column	Value
Filler	Char	16	70-85	Spaces
Bank Account	Char	4	86-89	Hardcode 'HPND'.

Example of the third row of information in the Agency Transaction File (e.g. number of batches, total payment amount, number of payments):

30054911   1   0000000000000003000001513521158000090 10   BANK HPND

NEW YORK STATE OF OPPORTUNITY. **Department of Civil Service**	**Agency Transaction File Layout - RFP entitled "New York State Health Insurance Program Banking Services"**

Batch Record. One record for each Deposit. If the file contains multiple days Deposit, Offeror must create one record for each.

Description	Type	Size	Column	Value
Record Type, 3 = Detail	Char	1	1	3
Lockbox ID	Char	15	2-16	Bank will supply. Value must be same as that provided on the Lockbox record. Please see description of Lockbox id on the Lockbox record. Left justify, space fill.
Batch ID	Char	5	17-21	Bank will supply. Value must be same as lockbox record. Please see description of batch id on Lockbox record. Left justify, space fill. Should begin with 1 and be increased by one for each batch.
Sequence Number, 0 = batch record	Num	5	22-26	00000
Record Group ID (0000)	Num	4	27-30	0000
Detail Record Type (01	Char	2	31-32	01
Total Batch Amount 9999999999999V99	Num	15	33-47	Bank will supply. Total amount for this deposit. Right justified, zero filled.
Total number of payments	Num	6	48-53	Bank will supply. Total number of payments in this deposit. Right justified, zero filled.
Deposit Date (MMDDYYYY)	Date	8	54-61	Bank will supply. Date of the deposit

Example of the fourth row of information in the Agency Transaction File (e.g. number of batches, total payment amount, number of payments, deposit date):

30054911   1   0000000000100000091093715300003509012020

	Agency Transaction File Layout - RFP entitled "New York State Health Insurance Program Banking Services"
NEW YORK STATE OF OPPORTUNITY. Department of Civil Service	

Payment Detail 2. One record for each payment included within the Deposit.

Description	Type	Size	Column	Value
Record Type, 3 = Detail	Char	1	1	3
Lockbox ID	Char	15	2-16	Bank will supply. Value must be same as that provided on the Lockbox record. Please see description of Lockbox id on the Lockbox record. Left justify, space fill.
Batch ID	Char	5	17-21	Bank will supply. Value must be same as lockbox record. Please see description of batch id on Lockbox record. Left justify, space fill. Should begin with 1 and be increased by one for each batch.
Payment Sequence Number	Num	5	22-26	Bank will supply. Multiple lines of payment records are assigned sequential numbers (beginning with 1) within a single deposit or batch ID. 00001 – 00050 Right justified, zero filled.
Record Group ID	Num	4	27-30	Bank will supply. This identifies multiple lines of customer information or item information for single payment. Multiple lines of detail records are assigned sequential numbers (beginning with 1) within a single payment. In our case, please default to '0001'.

	Agency Transaction File Layout - RFP entitled "New York State Health Insurance Program Banking Services"
NEW YORK STATE OF OPPORTUNITY. | Department of Civil Service	

Description	Type	Size	Column	Value
Detail Record Type (02)	Char	2	31-32	Hardcode to '02'
Payment ID / Check Number	Char	15	33-47	Bank will supply. Payment id or check number of the payment. Left justify, space fill. If no check number provided, leave blank (15 spaces)
Payment Amount 99999999999 9V99	Char	14	48-61	Bank will supply. Payment amount on the check.
Payment Date (MMDDYYYY)	Char	8	62-69	Bank will supply. Date of the payment
Payment Method	Char	6	70-75	For regular payment, CHKUSD. For electronic payment, ECHKUS

Examples of the first row of information that describe each individual payment (payment amount, date, method):

Regular payment
30054911   1   0000100010235521
00000000523342709012020**CHKUSD**

Electronic payment
 30054911   2   0000100010236692
00000000728342809012020**ECHKUS**

	Agency Transaction File Layout - RFP entitled "New York State Health Insurance Program Banking Services"
NEW YORK STATE OF OPPORTUNITY. Department of Civil Service	

Payment Detail 3. One record for each payment included within the Deposit.

Description	Type	Size	Column	Value
Record Type, 3 = Detail	Char	1	1	3
Lockbox ID	Char	15	2-16	Bank will supply. Value must be same as payment detail record 2. Left justify, space fill.
Batch ID	Char	5	17-21	Bank will supply. Value must be same as payment detail 2 record. Left justify, space fill. Should begin with 1 and be increased by one for each batch.
Payment Sequence Number	Num	5	22-26	Bank will supply. Value must be same as payment detail 2 record. 00001 – 00050 Right justified, zero filled.

	Agency Transaction File Layout - RFP entitled "New York State Health Insurance Program Banking Services"
NEW YORK STATE OF OPPORTUNITY. **Department of Civil Service**	

Description	Type	Size	Column	Value
Record Group ID	Num	4	27-30	Bank will supply. This identifies multiple lines of customer information or item information for single payment. Multiple lines of detail records are assigned sequential numbers (beginning with 1) within a single payment. In our case, please default to '0001'.
Detail Record Type (03)	Char	2	31-32	03
Filler	Char	5	33-37	Blanks
Customer ID	Char	13	38-50	For regular payments, scan information. For electronic payments, Account Number as provided by Customer in online bill pay system. Left justify, space fill.
Micr number	Char	30	51-80	Please default to Blanks at this time.

Example of the second row of information that describe each individual payment (e.g., customer ID/State agency codes):

30054911   1   00001000103   03126