

ATTACHMENT 17



**Enrollee 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 enrollee transactions received via both Lockboxes.

Header Record

Description	Type	Size	Column	Value
Record Type, 1 = Header	Char	1	1	1
Total number of payments	Num	5	2-6	Bank will supply. Total number of payments for the file.
Total payment amount 999999999999999V99	Num	15	7-21	Bank will supply. Must represent the total value of the Batch Transmission.
Transmission Date (MMDDYYYY)	Date	8	22-29	Bank will supply. The date bank transmitted/created the lockbox file.
Transmission Time (HHMMSS)	Time	6	30-35	Bank will supply. Time the file transmitted/created.

Example of the first row of information in the Enrollee Transaction File:

10085200000002507886409012020150312

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Detail Record

Description	Type	Size	Column	Value
Record Type, 2 = Detail	Char	1	1	2
Payment Type	Char	1	2	Bank will supply. Regular payment received in USPS Lockbox– R, Electronic Lockbox payment – E.
Transaction ID	Char	11	3-13	Bank will supply. Unique Enrollee Transaction id from Scan Line. Field will be padded on the right with the character 'X' this must be trimmed on input before processing.
Transaction Date	Date	8	14-21	Bank will supply. Date payment received. MMDDYYYY.
Amount Due 99999999V99	Num	10	22-31	For a USPS Lockbox payment, Bank will supply (from scanline). For an Electronic Lockbox payment, this field will contain zeroes.
Amount Received 99999999V99	Num	10	32-41	Bank will supply. Payment amount of check.
Payment Receipt ID	Char	14	42-55	Bank will supply. For regular payment, Batch number concatenated with Batch Item number. For electronic payment, ACH Trace Number – which is a unique number for each transaction that can be up to 14 digits. The field should be left justified and space filled on right.
Benefit Program	Char	3	56-58	For regular payment, Bank will supply (from scanline). For electronic payment, fill with three X's.
Payment Reversal Flag	Char	1	59	Bank will supply. For regular payment, Not applicable – X. For electronic payment, Standard Payment – P, Payment Reversal – R.

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Examples of the rows of information that describe each individual payment:

Regular payments

2R1000770996X09012020000000687800000068780000001000001R01X
2R1000770998X09012020000000444400000044440000001000002R02X

Electronic payments

Standard Payment

2E1000770999X090120200000000000000000664420202009384353XXXP

Payment Reversal

2E1000771000X090120200000000000000000968420202009394553XXXR

In the detail records, all the regular payments need to be populated first and then all the electronic payments can be populated, in the payment file.