

**Attachment E  
Purchase Card Electronic File Layout AS – Accounting**

**Request for Proposal Number 5791 Z1**

The five record types shown below constitute the Purchase Card Electronic File Layout the State currently uses. Administrative Services is willing to work with the bidders to utilize the latest standard. In each of the record types, the State currently uses only select fields in each record type. These select fields are shown below under each of the five record types used. Please note that the full lengths of these fields are not always populated. There will be one Type 0 record for each file. There will be a Type 1 record for each corporate account. There will be multiple Type 2, 5, and 7 records per corporate account.

Input Files:					
TYPE 0					
BANK HEADER RECORD					
FIELD NAME	TYPE	LEN	START	END	DESCRIPTION
SBTHDATE	C	6	0006	0011	PROCESSING DATE MMDDYY
TYPE 1					
COMPANY HEADER RECORD					
SBTTYPE1	C	1	0001	0001	RECORD TYPE ID
SBTDATE	C	6	0011	0016	PROCESSING DATE MMDDYY
SBTCACT	C	16	0017	0032	CORPORATE ACCOUNT NUMBER
TYPE 2					
ACCOUNT HEADER RECORD					
SBTACCT	C	16	0002	0017	BUSINESS UNIT NUMBER
SBTNLIN1	C	25	0018	0042	NAME LINE - 1
SBTALIN2	C	35	0067	0101	BUSINESS UNIT NUMBER
SBTPYDD	C	6	0163	0168	PAYMENT DUE DATE MMDDYY
TYPE 5					
ACCOUNT DETAIL TRANSACTION RECORD					
SBTMERDS	C	25	0030	0054	MERCHANT NAME
SBTREFN	C	23	0074	0096	REFERENCE NUMBER
SBTVXCOD	C	2	0114	0115	VISA TRANSACTION CODE
TYPE 7					
ACCOUNT TRAILER RECORD					
SBTDEBT	C	12	0018	0029	TOTAL DEBITS
SBTCREDIT	C	12	0030	0041	TOTAL CREDITS