

Attachment G
University of Nebraska and Nebraska State College Electronic File Layout

Request for Proposal Number 5791 Z1

Electronic File Layout ~ University of Nebraska and Nebraska State College Data for the Purchasing Card, Group Travel Card, and Preferred Vendor Card Programs.

File Header – Record Type 01				
FIELD NAME	POSITION	LENGTH	DESCRIPTION (Record Type 01-File Header)	SAMPLE DATA
Record ID	1-2	2	Code designating file header	01
Corporate Name	3-27	25	Corporation's name	UNIV NE UNK P
Agent Bank Number	28-31	4	Customer's Agent Bank number	4173
Bank Number	32-35	4	Customer's Bank number	3757
Company Number	36-40	5	Unique identifier for each campus/college and program	16071
Routing Transit Number	41-49	9	Corporation's bank routing number for payment file	000000000
Cycle Date	50-51	2	Day of the month that these accounts close for statements	25
Filler	52-59	8		
File Date	60-67	8	Date File is created in 'YYYYMMDD' format	20171102
total transactions	68-75	8	Total number of '05' records on file	00000019
filler	76-400	325		

Highlighted fields are required

FIELD NAME	POSITION	LENGTH	DESCRIPTION (Record Type 02) Cardholder Data Header	SAMPLE DATA
Record ID	1-2	2	Code Designating cardholder information	02
Cardholder Account #	3-18	16	Visa Account Number for the cardholder	4485590001553664
Corporate Account	19-34	16	If Corporate bill, shows company's billing account number	4485594555570678
SSN	35-43	9	personnel number	000028722
Cardholder Name	44-68	25	Name as it is embossed on card. (First MI Last)	MARY SOMMERS
Address Ln 1	69-104	36	First line of cardholder's address	2510 11TH AVE
Address Ln 2	105-140	36	2nd line of cardholder's address	
city	141-165	25	Cardholder's address city	KEARNEY
state	166-167	2	Cardholder's address state code	NE
zip	168-176	9	Cardholder's address zip code	688494200
Spouse	177-191	15	Spouse name. Sometimes used for Employee ID, unique identifier or accounting code. (Purch card)	
Place of Employment	192-206	15	Work place. Sometimes used for unique ID or accounting code. (PCard)	000028722
work phone	207-216	10	Work phone.	3088658520
date of birth	217-220	4	Cardholder birth date (MMYY)	0860
User Acct 1	221-234	14	1425: Single Transaction Dollar Limit (whole dollars, 2 decimals)	00000000499900
user acct 2	235-248	14	Optional Data Field	00000000201020
filler	249-252	4		
Company	253-257	5	Company	16071
Division	258-262	5	Division	05000
Department	263-266	4	Department	5005
Account status	267-268	2	Cardholder Account/Credit Status	
billing type	269	1	Tells if company/cardholder pays bill I=Individ Bill C=Corporate Bill	C
filler	270	1		
user code	271-274	4	Field includes data that designates type of account (ie CTS, Relo)	
total current balance	275-286	12	Total Current Balance (statement balance plus cycle-to-date activity)	+00000262.84
payment due date	287-294	8	Date cardholder's payment is due	20171115
cycle date	295-296	2	Day of the month that this account closes for statements	25
tbr hierarchy unit	297-331	35	TBR hierarchy reporting unit that cardmember is assigned to. Form is up	16071000000000000000000000000000

			to seven levels or reporting unit codes of five-digits each	
def cost object	332-344	13		5142150100
filler	345-346	2		
account expiration	347-350	4	Date the account expires	0619
corporate account flag	351	1	Flag indicating a corporate account	N
credit limit	352-363	12	Credit Limit	+00010000.00
filler	364	37		

Highlighted fields are required

FIELD NAME	POSITION	LENGTH	DESCRIPTION (Record Type 05 - Transaction Information)	SAMPLE DATA
Record ID	1-2	2	Code Indicating Transition Information	05
Account Number	3-18	16	Visa Account Number	4485590001553664
Reference Number	19-41	23	Transaction reference number merchant assigns @ tran time	244921573038947779775 40
TSYS Tran Code	42-45	4	Detailed transaction code	1001
Transaction Date	46-53	8	Date transaction occurred	20171030
Posting date	54-61	8	Date transaction posted	20171031
Source Curr Code	62-64	3	Code indicating the currency of the country where the transaction occurred	840
Source Currency Amt	65-76	12	Amt of pur in source curr. 2 decimals implied for all currencies	+00000022284
Billing Curr Code	77-79	3	Code indicating the billing currency (Always US Dollars)	US
Billing Curr Amout	80-91	12	Amount of purchase in billing currency	+00000222.84
SIC Code	92-95	4	Standard Industrial Classification for merchant	4816
Merchant Name	96-120	25	Name of Merchant	PROMOVERSIT
Merchant City	121-146	26	Merchant City	877-737-7137
Merchant State	147-149	3	State/Province code of Merchant	IL
Merchant Country	150-152	3	Merchant Country code	US
Merchant ZIP	153-161	9	Zip code where merchant is located.	000060014
Tax ID	162-170	9	Merchant Tax Id	000000000
Filler	171-176	6	Item Seq	000001
Via Merchant ID	177-192	16	Visa Merchant Id	0000000000000000
Merchant order #	193-217	25	The merchant's internal order identifier	77797754
TIN Type	218	1		
Filler	219-222	4		
Duns Number	223-232	10		0000000000
Filler	233	1		

Memo Post Flag	234	1	Specifies if the transaction is memo posted to this cardholder	Y
LocalTax Included Flag	235	1	Indicator of presence of state or provincial tax information.	1
Local Tax Amount	236-247	12	1) State, Local & Other tax for calling card trans 2) Also will be used for total amt of state or provincial tax included in this tran. In U.S., this is sales tax	+00000000.00
National Sales Tax Flag	248	1	Indicator of presence of national tax information	
National Sales Tax	249-260	12	National sales tax	+000000000000
Other Tax	261-272	12	Total amt of all other taxes in this tran	+000000000000
Purchase Identifier Flag	273	1	Specifies the type of information provided in the purchase identifier field.	1
Purchase Identifier	274-298	25	Identifies purchase to issuer & cardholder. Contains customer reference identifier, including Customer Code or Merchant Order Number. Used mainly for Purchasing Card.	77797754
Service ID	299-304	6	Value assigned to identify the type of record	
Source Curr Exch Rate	305-317	13	Currency exchange rate. 6 decimal positions. US transactions will hold an exchange rate of 1.	+0000001.0000
Filler	318-400	83		

Highlighted fields are required

FIELD NAME	POSITION	LENGTH	DESCRIPTION (Record Type 10 - Transaction Addenda for Airline Data)	SAMPLE DATA
Record ID	1-2	2	Code Designating Transaction Detail for Airline Data	10
Account Number	3-18	16	Visa Account Number	4485593200002830
TSYS Tran Code	19-22	4	Detailed transaction code	1001
Departure Date	23-30	8	The date travel begins	20171105
Origination City /Airport Code	31-33	3	IATA airport code for origination city	LNK
Ticket Number	34-46	13	For Passenger itinerary trans, Merchant Name field provides the original ticket number in positions 13-25 (of these 25).	0167006387694
Passenger Name	47-66	20	Name of Passenger as indicated on ticket.	FEIGENBAUM/SONIA
Filler	67-400	334		

Highlighted fields are required

FIELD NAME	POSITION	LENGTH	DESCRIPTION (Record Type 11 - Transaction Detail for Airline Data)	SAMPLE DATA
Record ID	1-2	2	Code designating Transaction Detail for Airline Data	11
Account Number	3-18	16	Visa Account Number	4485593200002830
TSYS Tran Code	19-22	4	Detailed transaction code	1001
Carrier Code - Leg 1	23-24	2	Airline carrier code for this leg	UA
Service Class - Leg 1	25	1	Class of service for this leg	W
DestCity/Airport Code 1	26-28	3	Airport code for destination city for this leg	ORD
Stopover Code - Leg 1	29	1	Code indicating whether the destination is a connection point or a final destination	O
Fare Basis Code - Leg 1	30-35	6	Extended code that describes the fare class for this travel segment	
Date of Travel - Leg 1	36-43	8	Date of departure for this segment of travel	
Departure Tax - Leg 1	44-55	12	Any dep tax assessed at the origination city for this segment of travel	+00000000.00
Carrier Code - Leg 2	56-57	2	Airline carrier code for this leg	UA
Service Class - Leg 2	58	1	Class of service for this leg	W
DestCity/Airport Code 2	59-61	3	Airport code for destination city for this leg	DCA
Stopover Code - Leg 2	62	1	Code indicating whether the destination is a connection point or a final destination	
Fare Basis Code - Leg 2	63-68	6	Extended code that describes the fare class for this travel segment	
Date of Travel - Leg 2	69-76	8	Date of departure for this segment of travel	
Departure Tax - Leg 2	77-88	12	Any dep tax assessed at the origination city for this segment of travel	+00000000.00
Carrier Code - Leg 3	89-90	2	Airline carrier code for this leg	UA
Service Class - Leg 3	91	1	Class of service for this leg	W

DestCity/Airport Cod3	92-94	3	Airport code for destination city for this leg	ORD
Stopover Code - Leg 3	95	1	Code indicating whether the destination is a connection point or a final destination	X
Fare Basis Code - Leg 3	96-101	6	Extended code that describes the fare class for this travel segment	
Date of Travel - Leg 3	102-109	8	Date of departure for this segment of travel	
Departure Tax - Leg 3	110-121	12	Any dep tax assessed at the origination city for this segment of travel	+00000000.00
Carrier Code - Leg 4	122-123	2	Airline carrier code for this leg	AU
Service Class - Leg 4	124	1	Class of service for this leg	W
DestCity/Airport Code 4	125-127	3	Airport code for destination city for this leg	LNK
Stopover Code - Leg 4	128	1	Code indicating whether the destination is a connection point or a final destination	
Fare Basis Code - Leg 4	129-134	6	Extended code that describes the fare class for this travel segment	
Date of Travel - Leg 4	135-142	8	Date of departure for this segment of travel	
Departure Tax - Leg 4	143-154	12	Any dep tax assessed at the origination city for this segment of travel	+00000000.00
filler	155-400	246		

FIELD NAME	POSITION	LENGTH	DESCRIPTION (Record Type 20 - Transaction Addenda for Hotel Data)	SAMPLE DATA
Record ID	1-2	2	Code Designating Transaction Detail for Hotel Data	20
Account Number	3-18	16	Visa Account Number	4485590003736432
TSYS Tran Code	19-22	4	Detailed transaction code	3516
Check-In Date	23-30	8	The date of check-in or if a no show or advance lodging, the scheduled date.	
No Show Indicator	31	1	Indicates transaction is due to a "no show" charge	
Extra Charges	32-39	8	Type of additional charges added to a customer's bill after check-out.	
Hotel Folio Number	40-64	25	Identifies a purchase to the issuer & the cardholder. The hotel folio number should be supplied for tracking & reconciliation. See Purchase ID in '05' record.	243837
Filler	65-400	336		

FIELD NAME	POSITION	LENGTH	DESCRIPTION (Record Type 30 - Transaction Addenda for Car Rental Data)	SAMPLE DATA
Record ID	1-2	2	Code Designating Transaction Detail for Car Rental Data	30
Account Number	3-18	16	Visa Account Number	4485593400002614
TSYS Tran Code	19-22	4	Detailed transaction code	3405
No Show Indicator	23	1	Indicates transaction is due to a "no show" charge	
Check ut Date	24-31	8	The date car was picked up or if a no show, the scheduled date	99991231
Extra Charges	32-39	8	Extra car rental charges. If there are no extra charges, this field must be all spaces or all zeroes	
Car Rental Agreement Number	40-64	25	This field identifies a purchase to the issuer & the cardholder. The car rental agency's agreement number may be supplied for tracking & reconciliation purposes.	635809075
Filler	65-400	336		

FIELD NAME	POSITION	LENGTH	DESCRIPTION (Record Type 50 - Transaction Addenda for Purchasing Data)	SAMPLE DATA
Record ID	1-2	2	Code designating Transaction Detail for Purchasing Data	50
Account Number	3-18	16	Visa Account Number	4485591000797542
TSYS Tran Code	19-22	4	Detailed transaction code	1001
Item Commodity Code	23-37	15	Commodity code used to classify item purchased	46181504
Merchant Order Number	38-49	12	ID num assigned to transaction by merchant.	
Discount Amount	50-61	12	Total amt of discount applied to tran by merchant. Used where discount given on total, not units	000000000.00
Freight Shipping Amount	62-73	12	Total for freight of shipping & handling charges	000000000.00
Duty Amount	74-85	12	Total charges for any import/export duties included in the transaction.	000000000.00
Dest Postal Code	86-94	9	Postal or zip code for Ship To location	68182
ShipFrom Postal Code	95-103	9	Postal or zip code for Ship From location	68110
Dest Country Code	104-106	3	ISO assigned country to which goods shipped	USA
Unique Vat Invoice	107-121	15	Invoice number associated with VAT invoice	000000000000
Order Date	122-129	8	The date the order is received by merchant	20171026
Item Descriptor	130-155	26	Text description of the item purchased	LRG VINYL POWDER FREE GLO
Quantity	156-165	10	Number of units of the item purchased	0000000001
Unit of Measure /Code	166-177	10	Unit of measure or unit of measure code	CS
Unit Cost	178-189	12	Unit cost of item purchased.	0000005.6800
Type of Supply	190-191	2	Indicator to identify purchase as goods or services	
service id	192-197	6	A value assigned to identify the type of information contained in this record, PURCHL denotes a record containing detail about a single item in a Purchasing transaction.	

message id	198-212	15	This field is used to link the draft data and related text message transactions. The contents of this field must match that of the related draft data transaction's Message Identifier field.	
item sequence number	213-215	3	Sequence number (1-n) for the TC50 records associated with a draft data transaction. When the Service Identifier is set to PURCHL, this field must be the number of TC50 item detail records.	001
line item detail ind	216	1	A flag used to indicate the last line item detail record for a particular transaction.	0
Filler	217-400	184		

Highlighted fields are required

FIELD NAME	POSITION	LENGTH	DESCRIPTION (Record Type 95 - Cardholder Trailer)	SAMPLE DATA
Record ID	1-2	2	Code designating Cardholder Trailer	95
Account Number	3-18	16	Visa Account Number	4485590001553664
Total Transactions	19-24	6	Total count of transactions ('05' records) for this cardholder	000001
Total Debits	25-36	12	Sum of transaction amounts for all charges, fees and other debits on all 05 records for this cardholder	+00000222.84
Total Credits	37-48	12	Sum of all credit transaction amounts on all 05 records for this cardholder	-00000000.00
Filler	49-400	352		

Highlighted fields are required

FIELD NAME	POSITION	LENGTH	DESCRIPTION (Record Type 98 - File Trailer)	SAMPLE DATA
Record ID	1-2	2	Code designating File Trailer	98
Filler	3-10	8	Customer's Agent Bank number/Customer's Bank Number	41733757
Company Number	11-15	5	Customer's Company Number (one company number per file)	16069
Total Number of Cardholders	16-21	6	Total count of cardholder ('02') records on this file	000022
Total Number of Transactions	22-29	8	Total count of transactions ('05' records) on this file	00000026
Total Debits	30-44	15	Sum of total debits on this file from all cardholder trailer ('95') records	+00000009176.09
Total Credits	45-59	15	Sum of total credits on this file from cardholder trailer ('95') records	-00000000780.00
Filler	60-400	341		z