

# Accounts Receivable Interface

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## Transaction Layouts Used to Update AR Database

Accounts Receivable entries will credit the selling account and debit the corresponding General Ledger's accounts receivable account control. The receivable will be liquidated in the future when payment is received.

Two different methods are used to feed Accounts Payable information to FAMIS.

The most common method is to provide a file containing the informational fields and process this file through the IBXR001 program to create the necessary FAMIS transactions, which are then posted by the IBDU010 program. In this document, we will refer to this method as Process 1. If you wish to use this method, you will use the record layouts described in the AR Process 1 section.

When this method is used, the file that the customer sends to FAMIS does not have a batch header record. The IBXR001 program builds the batch header and the actual transaction file that will be posted.

The second method is to provide a file containing a FAMIS Batch Header and properly formatted FAMIS transactions. Using this method requires the customer to use a more complicated process to create the interface, but it also allows them a great deal of flexibility. If you wish to use this method, you will use the record layouts described in the AR Process 2 section.

## Invoice Number

Both of the interface methods require the use of an Invoice Number, also known as the Bill Number. The prefix (first character) of the bill number must be defined on FAMIS screen 682. A new prefix can be requested by submitting a Change/Enhancement request from our web site:

<http://www.tamus.edu/offices/famis/>

The prefixes R and Z are reserved for use with the Sponsored Research Bills.

## Customer Number

Both of the interface methods require the use of a customer number, therefore it is important to establish a system for assigning customer numbers.

## Accounts Receivable Interface Transaction Layouts (cont'd)

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The customer number may consist of 13 numeric digits or two alphabetic characters followed by 11 numeric digits. The customer numbers is usually determined by using one of the following methods:

1. Using the SPR Sponsor ID – Begin with the prefix ‘SP’, followed by the 7 digit SPR sponsor ID and then add ‘0000’ to get the 13 characters needed.

Example:

When the SPR Sponsor ID is 0000187, the AR Customer number becomes SP00001870000

Note: The prefix ‘SP’ is reserved for SPR customers and should not be used for any other purposes.

2. Using the Federal Identification Number – If this is less than 13 characters, add a user defined sequence to either the beginning or ending of the ID.

Example:

A 9-digit Federal ID of 999999999 could become FD0099999999, or 000099999999, or 999999990000

3. Using the account numbers from other TAMUS agencies – Begin with 2-digit campus code, add the SL account number (6-digits) and then the support account number (5-digits).

Example:

TAMUCC account 666666-55555 would become customer number 1566666655555.

4. For other customers, use the SSN, UIN or other unique number with a suitable prefix of your choice, or add a user defined number sequence to the end. You may establish either an alphabetic or a numeric prefix for these purposes.

Example:

SSN 111223333 could become customer number SS111223333 or 86111223333 or 11122333386.

Example:

UIN 444005555 could become customer number UU444005555 or 87444005555 or 4440055587

## Accounts Receivable Interface Transaction Layouts (cont'd)

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### AR Process 1

Each record in this file will be 120 characters. Any field that does not contain information should contain spaces. All numeric fields should contain leading zeros.

All fields with an asterisk (\*) in the Required (REQ) column must contain information.

The usual content of this file will be an H1 record and one or more L1 records for every invoice. It may occasionally be necessary to have an H1 record, an H2 record, and one or more L1 records for an invoice.

#### **Header Record 1 (Record type "H1") Layout**

(this record is required for each invoice being created)

FIELD NAME	FORMAT	REQ	COL	DESCRIPTION
Record Type	A2	*	1 – 2	Always "H1" to create a new invoice.
Customer Number	A13	*	3 - 15	13-character customer number usually assigned by the fiscal office. Refer to guidelines in Customer Number section
Invoice Number	A7	*	14 - 22	the assigned bill number, usually assigned by the issuing dept. Refer to the Invoice Number Section
Invoice Dept	A5	*	23 - 27	FAMIS department code for the department that created the invoice (e.g. TCOM - Telecommunications office).
Bill Date	N8		28 - 35	date the customer was originally billed for this invoice.
Bill Due Date	N8		36 - 43	date for TAMU service departments, this date should be 30 days (1 month) from the bill date
Bill Period Begin Date	N8		44 - 51	beginning date of the billing period.
Bill Period End Date	N8		52 - 59	ending date of the billing period
Customer PO Number	A10		60 – 69	customer's purchase order number for this sale
Customer Account Number	A15		70 - 84	customer's account number that will pay for this sale
Customer Project Number	A10		85 – 94	customer's project number that will pay for this sale
Work Order Number (Physical Plant)	A10		95 -104	service provider's work order number for this sale
Invoice Type	A2	*	105 – 106	invoice type code , usually provided by the fiscal office
Filler	A14		107 – 120	

## Accounts Receivable Interface Transaction Layouts (cont'd)

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### **Header Record 2 (Record type "H2") Layout** (this record is optional)

**NOTE:** This record is to be used only when the address on the FAMIS customer file should be overridden for a single invoice.

<b>FIELD NAME</b>	<b>FORMAT</b>	<b>REQ</b>	<b>COL</b>	<b>DESCRIPTION</b>
Record Type	A2	*	1 – 2	Always "H2"
Customer Number	A13	*	3 - 15	13-character customer number usually assigned by the fiscal office. Refer to guidelines in Customer Number section
Invoice Number	A7	*	14 - 22	the assigned bill number, usually assigned by the issuing dept. Refer to the Invoice Number Section
Bill Address Line 1	A30		23 - 52	First Line of address
Bill Address Line 2	A30		53 - 82	Second Line of Address
Bill Address City	A20		83 -102	City to be used in address
Bill Address State	A2		103 – 104	Two character state abbreviation
Bill Address Zip Code	A9		105 – 113	5 or 9 digit zip code
Bill Address Country	A3		114 - 116	Three character country abbreviation
Filler	A4		117 - 120	blank

## Accounts Receivable Interface Transaction Layouts (cont'd)

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### Line Item Record Layout (Record type "L1")

FIELD NAME	FORMAT	REQ	COL	DESCRIPTION
Record Type	A2	*	1 – 2	Always "L1" to create a new line item.
Customer Number	A13	*	3 - 15	13-character customer number usually assigned by the fiscal office. Refer to guidelines in Customer Number section
Invoice Number	A7	*	16 - 22	the assigned bill number, usually assigned by the issuing dept. Refer to the Invoice Number Section
Invoice Line Number	N2	*	23-24	sequence number representing the line number on the invoice. Most simple invoices will only have one line number - line number 1
Invoice Department	A5	*	25 – 29	FAMIS department code for the department that created the invoice (e.g. TCOM - Telecommunications office)
Selling Campus Code	A2	*	30 – 31	the campus code of the entity that sold the goods or services
Selling Account Number	A6	*	32 – 37	account number (six digit sub-ledger) of the entity that sold the services
Selling Support Account	A5	*	38 – 42	the support account number under the 6 digit account number that sold the goods or services. It should be filled to zeroes if support accounting is not used.
Selling Object Code	A4	*	43 – 46	object code that is to receive the revenue from the goods or services sold.
Description	A35	*	47 – 81	description of the transaction / sales / service
Amount	N9.2	*	82 – 92	dollar amount of the transaction - must be unsigned and left filled with zeroes. The value \$139.45 would be entered as 00000013945
Debit / Credit Indicator	A1	*	93	"D" will indicate a normal charge to the customer - a "C" will indicate a credit to a previously established invoice and line number.
Reference 2	A7	*	94 – 100	
Date of Sale	N8	*	101 – 108	
Filler	A12	*	109 - 120	

## AR Process 2

Each record in this file should be 150 characters long. Any field that does not have information should contain blanks. All numeric fields should contain leading zeros.

The transactions needed to establish and maintain Customer information are:

- 60A – Create a New Customer or Maintain Required Customer Information
- 60B – Complete Billing Information
- 60C – Customer Alternate Address
- 60D – Complete Customer Alternate Address

The transactions needed to establish and maintain an Invoice are:

- 611 – Create or Maintain Invoice Header
- 612 – Complete Invoice Header Information
- 621 – Create Invoice Line Item
- 622 – Load Retention Amounts
- 631 – Invoice Line Item Payment/Adjustment
- 632 – Create Invoice Credit Line Item

## Accounts Receivable Interface Transaction Layouts (cont'd)

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### **HEADER RECORD**

The first record in every interface file must be a Batch Header Record in this format.

FIELD NAME	FORMAT	COL	REQ	DESCRIPTION
Transaction Code	A3	1 - 3	*	Value: \$\$#
Batch Reference	A6	4 - 9	*	Six character batch reference that has been approved by FAMIS for this process. The format may be AAANNN or AAAANN. Certain combinations are reserved for FAMIS and may not be used in a data feed.
Batch Date	N8	10 - 17	*	Must be in the current processing month Must contain the batch date in YYYYMMDD format. The date 07/27/2006 would appear as 20060727.
Batch Description	A35	18 - 52	*	Description of batch.
List Option	A1	53	*	Y – program will list transactions N – program will not list transactions ** N is the typical value
User Code	A2	54 - 55	*	Value: AR for accounts receivable
Transaction Count	N5	56 - 60		# of transactions in batch (Optional)
Transaction Amount	N9.2	61 - 71		Total amount of transactions in batch. Right justify, zero fill, decimal is implied as the last two digits (EX \$456.22 should be coded as 00000045622) (Optional)
Blank	A12	72 - 83		Blank
Bank	A5	84 - 88	*	Any valid bank.
Hold Flag	A1	89	*	Value: N
Accounting Feed Flag	A1	90	*	Value: Y
Voucher Feed Flag	A1	91	*	Value: Y
Accept Balance Flag	A1	92	*	Value: Y

## Accounts Receivable Interface Transaction Layouts (cont'd)

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### **Transaction 60A – Create Customer**

This transaction is required when creating a new customer.

FIELD NAME	FORMAT	COL	REQ	DESCRIPTION
Transaction Code	A3	1 - 3	*	Value: 60A
Customer Number	A13	4 - 16	*	Contains the FAMIS Customer number to be assigned.
Customer Name	A50	17 - 66	*	Customer name
Retention Month	N2	67 - 68		Number of months to retain information when customer becomes inactive. Default is 18. Currently not being used for processing.
Customer Type	A2	69 – 70	*	CP - corporation IN - individual NP - non-profit OG – other government entity PT – other TAMUS member RF – Research Foundation SP – Sponsored Research
Bill Type	A1	71	*	Value: 1
Bill Frequency	A1	72	*	M - Monthly Q - Quarterly S – Semi-annually A - Annually
Billing Address Line 1	A30	73 - 102	*	Customer Billing Address (first line only)
Billing Address – City	A20	103 – 122	*	City
Billing Address – State	A2	123 – 124	*	Two-character state abbreviation
Billing Address – Zip	A9	125 – 133	*	Either 5-digit or 9-digit zip code, do not use hyphen.
Billing Address – Country	A3	134 - 136	*	Country Code
Blank	A14	137 – 150		Filler spaces

## Accounts Receivable Interface Transaction Layouts (cont'd)

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### **Transaction 60B – Complete Customer Billing Information**

This transaction is required when creating a new customer.

FIELD NAME	FORMAT	COL	REQ	DESCRIPTION
Transaction Code	A3	1 - 3	*	Value: 60B
Customer Number	A13	4 - 16	*	Contains the FAMIS Customer number to be assigned.
Billing Address – Line 2	A30	17 - 46		Line 2 of Billing Address
Billing Address – Line 3	A30	47 - 76		Line 3 of Billing Address
Billing Address – Line 4	A30	77 – 106		Line 4 of Billing Address
Billing Address - Phone	A10	107 - 116		10-digit phone number beginning with area code
Billing Address – Phone Extension	A4	117 - 120		Extension to dial, if necessary
Credit Limit	N9.2	121 - 131		Dollar credit limit. Includes 9 significant digits and two decimal places. \$12,047.00 would be entered as 00001204700. All leading zeroes are necessary
SPR Sponsor	A7	132 - 138		If this is an SPR customer, enter the Sponsor number from the SPR module.
Blank	A12	139 – 150		All spaces

## Accounts Receivable Interface Transaction Layouts (cont'd)

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### **Transaction 60C – Customer Alternate Address**

This transaction is optional; only use it if you wish to load an alternate address for a vendor.

FIELD NAME	FORMAT	COL	REQ	DESCRIPTION
Transaction Code	A3	1 - 3	*	Value: 60C
Customer Number	A13	4 - 16	*	Contains the FAMIS Customer number to be assigned.
Alternate Address – Line 1	A30	17 - 46		First line of alternate address
Alternate Address – Line 2	A30	47 - 76		Second line of Alternate address
Alternate Address – Line 3	A30	77 – 106		Third line of Alternate Address
Alternate Address – City	A20	107 – 126		Name of City
Alternate Address – State	A2	127 – 128		2-character state abbreviation
Alternate Address - Zip	A9	129 – 137		Either 5-digit or 9-digit zip code. Do not use a hyphen
Blank	A13	138 – 150		Blank

### **Transaction 60D – Complete Customer Alternate Address Information**

This transaction is optional; only use it if you wish to load an alternate address for a vendor.

FIELD NAME	FORMAT	COL	REQ	DESCRIPTION
Transaction Code	A3	1 - 3	*	Value: 60D
Customer Number	A13	4 - 16	*	Contains the FAMIS Customer number to be assigned.
Alternate Address – Line 4	A30	17 - 46		Line 4 of Alternate Address
Alternate Address - Phone	A10	47 - 56		10-digit phone number beginning with area code
Alternate Address – Phone Extension	A4	57 - 60		Extension to dial, if necessary
Blank	A90	61 – 150		All spaces

## Accounts Receivable Interface Transaction Layouts (cont'd)

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### Transaction 611 – Create Invoice Header

This transaction is required when creating a new invoice. In the file to be processed, each 611 transaction must be immediately followed by one or more 621 transactions in order for the invoice header to be created.

FIELD NAME	FORMAT	COL	REQ	DESCRIPTION
Transaction Code	A3	1 - 3	*	Value: 611
Customer Number	A13	4 - 16	*	Customer Number
Invoice number	A7	17 - 23	*	Invoice Number
Billing Dept	A5	24 - 28	*	Dept code for billing dept
Invoice Type	A2	29 - 30	*	DP - Departmental IN - Insurance SP - Sponsored Research
Original Bill Date	A8	31 - 38		Date to send first Bill. Used in SPR format YYYYMMDD
Due Date	A8	39 - 46		Date payment is due, format YYYYMMDD
Billing Period Begin Date	A8	47 - 54		Beginning of billing period, format YYYYMMDD
Billing Period End Date	A8	55 - 62		Ending of billing period, format YYYYMMDD
Customer PO Number	A10	63 - 72		Customer purchase order, if customer has one.
Customer Account	A20	73 - 92		Account number on the customers books, if customer provides it
Customer Project	A10	93 - 102		Project number on customers books, if provided
Work Order Number	A10	103 - 112		Number used by physical Plant to identify work orders
SPR Project	A10	113 - 122		If this is an SPR bill, this will contain the SPR project number associated with the bill
SPR Sponsor Bill Sequence	N4	123 - 126		If this is an SPR bill, this will contain the number of times the project has been billed.
Blank	A24	127 - 150		Filler spaces

## Accounts Receivable Interface Transaction Layouts (cont'd)

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### **Transaction 612 – Add/Update Invoice Billing Address Override**

This transaction is not required, use this to add or update the override Billing Address. If an address is entered here, all bills, for this invoice only, will go to this address rather than the address on the billing address on the customer record.

FIELD NAME	FORMAT	COL	REQ	DESCRIPTION
Transaction Code	A3	1 - 3	*	Value: 612
Blank	A13	4 – 16		All spaces
Invoice number	A7	17 - 23	*	Invoice Number
Invoice Billing Address Override – Customer Name	A30	24 – 53	*	Name to be used in the override address for this invoice only
Invoice Billing Address Override – Address Line 1	A30	54 - 83	*	Street address to be used in the override address for this invoice only
Invoice Billing Address Override – City	A20	84 - 103		City to be used in the override address for this invoice only
Invoice Billing Address Override – State	A2	104 – 105	*	2-character State abbreviation to be used in the override address for this invoice only
Invoice Billing Address Override – Zip code	A9	106 – 114	*	5-digit or 9-digit zip code to be used in the override address for this invoice only
Invoice Billing Address Override – Phone	A10	115 – 124		10-digit phone number to be used in the override address for this invoice only
Invoice Billing Address Override – Phone Extension	A4	125 – 128		If needed, phone extension to be used in the override address for this invoice only
Blank	A22	129 - 150		Filler spaces

## Accounts Receivable Interface Transaction Layouts (cont'd)

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### **Transaction 621 – Create Invoice Line Item**

This transaction is required to create a line item. The item number will be the next available item number.

FIELD NAME	FORMAT	COL	REQ	DESCRIPTION
Transaction Code	A3	1 - 3	*	Value: 621
Customer Number	A13	4 - 16		Not used – Leave Blank
Invoice number	A7	17 - 23	*	Invoice Number
Account number	A6	24 - 29	*	6-digit account number to be used for accounting entries
Subcode	A4	30 - 33	*	Object Code or Account Control to be used for accounting entries
Support Account	A5	34 - 38	*	Support Account to be used for accounting entries, if not using support accounts, this may be left blank or be set to 00000
Transaction Reference	A7	39 - 45		User reference field, will be Ref 4 in accounting entries. AR payment transactions contain the check number
Sale Date	A8	45 - 53		Enter the date of sale, if left blank the current date will be entered
Amount	N9.2	54 - 64	*	Amount of transaction, Includes 9 significant digits and two decimal places. \$12,047.00 would be entered as 00001204700. All leading zeroes are necessary
Debit Credit Indicator	A1	65	*	D = Debit (usual value) C = Credit
Description Line 1	A35	66 - 100		Description of transaction
Description Line 2	A35	101 - 135		Description of transaction
Cost Reference 1	A7	136 - 142		If using cost reference fields on accounts, enter the Cost Ref 1 field related to the account used for this line item.
Blank	A8	143 - 150		Filler spaces

## Accounts Receivable Interface Transaction Layouts (cont'd)

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### **Transaction 622 – Load Retention Amounts**

This transaction is optional. It is used to post retention amounts for those AR Invoice line items that require it. You must specify the specific line item.

FIELD NAME	FORMAT	COL	REQ	DESCRIPTION
Transaction Code	A3	1 - 3	*	Value: 622
Customer Number	A13	4 - 16		Not used – Leave Blank
Invoice number	A7	17 - 23	*	Invoice Number
Invoice Line Number	N2	24 - 25	*	2-digit line number to be updated.
Blank	A8	26 - 33		All spaces
Retention Amount	N9.2	34 - 44	*	Amount to increase or decrease Retention. Includes 9 significant digits and two decimal places. \$12,047.00 would be entered as 00001204700. All leading zeroes are necessary
Debit Credit Indicator	A1	45	*	D = Debit (increase retention) C = Credit (decrease retention)
Blank	A105	46 - 150		Filler spaces

## Accounts Receivable Interface Transaction Layouts (cont'd)

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### **Transaction 631 – Line Item Payment/Adjustment**

This transaction is used to post charges and payments against a specific line item.

FIELD NAME	FORMAT	COL	REQ	DESCRIPTION
Transaction Code	A3	1 - 3	*	Value: 631
Customer Number	A13	4 – 16		Not used – Leave Blank
Invoice number	A7	17 - 23	*	Invoice Number
Invoice Line Number	N2	24 – 25	*	2-two digit line number to be updated
Transaction Reference	A7	26 – 32		User reference field, will be Ref 4 in accounting entries. For Trans-Type P, enter the check number of the payment.
Transaction Type	A1	33	*	P = payment C = charge
Transaction Amount	N9.2	34 – 44	*	Amount of payment or charge Includes 9 significant digits and two decimal places. \$12,047.00 would be entered as 00001204700. All leading zeroes are necessary
Debit – Credit Indicator	A1	45		D = Debit, add to line item total C = Credit, deduct from line item total
Transaction Description	A35	46 - 80		Leave Blank, the program will fill this with the customer name
Blank	A70	81 - 150		Filler spaces

## Accounts Receivable Interface Transaction Layouts (cont'd)

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### **Transaction 632 – Create Invoice Credit Line Items**

This transaction is used to create credit line items on Invoices.

FIELD NAME	FORMAT	COL	REQ	DESCRIPTION
Transaction Code	A3	1 - 3	*	Value: 632
Blank	A13	4 – 16		Not used – Leave Blank
Invoice number	A7	17 - 23	*	Invoice Number
Invoice Line Number	N2	24 – 25	*	2-two digit line number to be created
Transaction Reference	A7	26 – 32		User reference field, will be Ref 4 in accounting entries. AR payment transactions contain the check number
Transaction Type	A1	33	*	Leave blank, the program will insert a C (for charge)
Transaction Amount	N9.2	34 – 44	*	Amount of credit, always entered as a positive amount (with no sign) Includes 9 significant digits and two decimal places. \$12,047.00 would be entered as 00001204700. All leading zeroes are necessary
Debit – Credit Indicator	A1	45		Always enter C
Transaction Description	A35	46 - 80		Description of credit
Blank	A70	81 - 150		Filler spaces