

# **COMMONWEALTH OF VIRGINIA**



**Information Technology Resource Management (ITRM)**

## **ENTERPRISE ARCHITECTURE CHECK PRINTING DATA STANDARD DATA DICTIONARY**

**Virginia Information Technologies Agency (VITA)**

# Check Printing Data Standard Data Dictionary

5/3/2013

## Introduction

The Check Printing Data Standard defines information required to support the preparation and printing of physical checks by the Department of Treasury. The standard shall be applicable to all Commonwealth of Virginia Executive Branch Agencies that use the Department of Treasury's check printing services. The Business Narrative for the Check Printing Data Standard may be accessed at

<http://vita2.virginia.gov/oversight/edm/CheckPrinting/CheckPrintingDataStandardNarrative.pdf>

Field #	Field Name	Field Description	Data Type	Max Length	Required/Optional/ Treasury Use Only	Sample Value	Comments
1	CHECKNUMBER	Check Number	numeric	8	Required	12349567	8-digit check number; CKNUM
2	CHECKDATE	Check issued Date	date	10	Required	04/01/2010	Format: mm/dd/yyyy; CKDATE
3	CHECKAMOUNT	Dollar Amount	numeric	10	Required	7172.4	numeric value of check amount, no \$ character or padding; CKAMT
4	CHECKFORMATTEDAMOUNT	formatted Dollar Amount	character	14	Required	\$*****7172*40	formatted check amount format: \$*****dddd*cc where asterisks are used to pad string to full 14 chars; CKAMTNUM
5	TOTALCHECKS	Sum of all checks' Dollar Amounts	numeric	20	Required	45123.54	numeric value of the sum of all data records' check amounts; CKTOTAL
6	NUMRECORDS	# of data records	numeric	20	Required	108	numeric value of the total number of data records in the data file
7	PAYEE	Payee	character	40	Required		Value must match exactly the same as the issue file sent to the bank; PAYTOA
8	ADDRESS1	Payee / Address	character	40	Required		PAYTOB
9	ADDRESS2	Address	character	40	Required		PAYTOC
10	ADDRESS3	Address / City State Zip	character	40	Required		available
11	CITYSTATEZIP	City State Zip	character	40	Required	BALTIMORE MD 21279-1040	format: city state zip; PAYTOD
12	AGYCODE	Agency Code	numeric	5	Required		DEPT
13	OPTIONAL1	Agency Name	character	80	Optional		CDEPT
14	OPTIONAL2	General Check Information	character	80	Optional	"CHECK 42872471 COMMONWEALTH OF VIRGINIA DATE: 4/23/2008"	DA

Field #	Field Name	Field Description	Data Type	Max Length	Required/Optional/ Treasury Use Only	Sample Value	Comments
15	OPTIONAL3	Agency Information	character	80	Optional	"SENATE PHONE: 804-698- 7420"	DB
16	OPTIONAL4	Payee Information	character	80	Optional	"MICORE SOLUTIONS, INC. T*****9645-00"	DC
17	OPTIONAL5	Invoice Line Heading	character	80	Optional	"INVOICE NO INV DATE INVOICE DESC CUST ACCOUNT # INV AMOUNT"	DD
18	OPTIONAL6	Invoice # + Reference # Line	character	80	Optional	"20110222-1 2011- 02-22 REFERENCE NO 00000145 \$114.14"	DE
19	OPTIONAL7	Invoice # + Reference # Line	character	80	Optional	"20110303-AB 2011- 03-03 REFERENCE NO 00000193 \$200.00"	DF
20	OPTIONAL8	Invoice # + Reference # Line	character	80	Optional	"20110304-MAS 2011-03-04 REFERENCE NO 00000198 \$0.00"	DG
21	OPTIONAL9	Invoice # + Reference # Line	character	80	Optional	"LS1 2011-03-17 REFERENCE NO 00000285 \$50.00"	DH

Field #	Field Name	Field Description	Data Type	Max Length	Required/Optional/ Treasury Use Only	Sample Value	Comments
22	OPTIONAL10	Invoice # + Reference # Line	character	80	Optional	"LS4 2011-03-17 REFERENCE NO 00000287 \$0.00"	DI
23	OPTIONAL11	Invoice # + Reference # Line	character	80	Optional	"MAS020311-1 2011-02-03 REFERENCE NO 00000118 \$100.00"	DJ
24	OPTIONAL12	Invoice # + Reference # Line	character	80	Optional	"PYMNTPOST 2011- 03-04 REFERENCE NO 00000197 \$120.00"	DK
25	OPTIONAL13	Invoice # + Reference # Line	character	80	Optional		DL
26	OPTIONAL14	Invoice # + Reference # Line	character	80	Optional		DM
27	OPTIONAL15	Invoice # + Reference # Line	character	80	Optional		DN
28	OPTIONAL16	Invoice # + Reference # Line	character	80	Optional		DO
29	OPTIONAL17	Invoice # + Reference # Line	character	80	Optional		DP
30	OPTIONAL18	Invoice # + Reference # Line	character	80	Optional		DQ
31	OPTIONAL19	Invoice # + Reference # Line	character	80	Optional		DR
32	OPTIONAL20	offset description	character	80	Optional		most time is empty; DS
33	OPTIONAL21	Total Payment Description	character	80	Optional	"TOTAL PAYMENT \$7172.40"	DTOTAL
34	OPTIONAL22		character	80	Optional		available
35	OPTIONAL23		character	80	Optional		available
36	OPTIONAL24		character	80	Optional		available
37	OPTIONAL25		character	80	Optional		available
38	OPTIONAL26		character	80	Optional		available
39	OPTIONAL27		character	80	Optional		available
40	OPTIONAL28		character	80	Optional		available

Field #	Field Name	Field Description	Data Type	Max Length	Required/Optional/ Treasury Use Only	Sample Value	Comments
41	OPTIONAL29		character	80	Optional		available
42	OPTIONAL30		character	80	Optional		available
43	OPTIONAL31		character	80	Optional		available
44	OPTIONAL32		character	80	Optional		available
45	OPTIONAL33		character	80	Optional		available
46	OPTIONAL34		character	80	Optional		available
47	OPTIONAL35		character	80	Optional		available
48	OPTIONAL36		character	80	Optional		available
49	OPTIONAL37		character	80	Optional		available
50	OPTIONAL38		character	80	Optional		available
51	OPTIONAL39		character	80	Optional		available
52	OPTIONAL40		character	80	Optional		available
53	RETURNADDRESS1	Return Address 1	character	80	Treasury Use Only		field should be not included in the data file; only would be generated if AGYCODE is populated
54	RETURNADDRESS2	Return Address 2	character	80	Treasury Use Only		field should be not included in the data file; only would be generated if AGYCODE is populated
55	RETURNADDRESS3	Return Address 3	character	80	Treasury Use Only		field should be not included in the data file; only would be generated if AGYCODE is populated
56	RETURNADDRESS4	Return Address 4	character	80	Treasury Use Only		field should be not included in the data file; only would be generated if AGYCODE is populated
57	RETURNADDRESS5	Return Address 5	character	80	Treasury Use Only		field should be not included in the data file; only would be generated if AGYCODE is populated
58	RETURNADDRESS6	Return Address 6	character	80	Treasury Use Only		field should be not included in the data file; only would be generated if AGYCODE is populated
59	RPTNAME	Agency Format Name	character	17	Treasury Use Only		field should be not included in the data file
60	RPTNUM	Agency Format Number	character	3	Treasury Use Only		field should be not included in the data file
61	BANKINFO	Banking Information	character	40	Treasury Use Only		field should be not included in the data file
62	CKMICR	Micr	character	80	Treasury Use Only		field should be not included in the data file

**NOTES**

**1. HEADER RECORD**

The first line in a file MUST contain a set of the above comma-separated fields except 'Treasury Use Only'

**2. DATA RECORDS**

2a. All field values MUST be surrounded by double quotes (e.g. "101 N 14th St, 3rd Floor")

Field #	Field Name	Field Description	Data Type	Max Length	Required/Optional/ Treasury Use Only	Sample Value	Comments
	2b. Field values MUST be separated with commas (e.g. "1234","040","101.23","\$*****12514*27","JOHN DOE", ...)						
	2c. If a value contains a double quote, the double quote MUST be wrapped by 1 additional double quote (e.g. "sample ""quoted"" field")						
	2d. Values must be provided for all fields identified in the header even if it is empty. Example:						
		"Col_Hdr_1","Col_Hdr_2","Col_Hdr_3","Col_Hdr_4","Col_Hdr_5"					
		"abc"," def","","1234",""				(values for Col_Hdr_3 and Col_Hdr_5 had empty (e.g. "") values	
<b>3. FOOTER RECORD</b>							
	footer line is not supported.						
<b>VERSION LOG</b>							
<b>v0.1 (10/4/2010)</b>							
	Initial draft; provided to agency.						
<b>v0.2 (10/22/2010)</b>							
	Set "CHECKFORMATTEDAMT" field's max length from 61 to 14.						
	Right-aligned "From (Existing) field" values when the field is a subfield.						
	Set NOTES "2d" example so header record has double quotes around each field name.						
	Set NOTES second "2a" to "2b".						
	Formatted date field sample values to accurately display using "mm/dd/yyyy" format.						
	Changed field descriptions for Payee, Address and City State Zip fields to allow for variation in actual values that may be used.						
<b>v0.3 (11/8/2010)</b>							
	Reduced Max Lengths for PAYEE, ADDRESS and CITYSTATEZIP fields to 34 characters (due to check printing restriction).						
<b>v0.4 (11/9/2010)</b>							
	Expanded Max Lengths for PAYEE, ADDRESS and CITYSTATEZIP fields to 35 characters.						
	(rev2) Changed Notes 2c so that a double quote must be wrapped by 1 additional double quote instead of 2.						
<b>v1.0 (11/12/2010)</b>							
	Marked as final.						
<b>v1.1 (12/2/2010)</b>							
	Changed PAYEE, ADDRESS and CITYSTATEZIP fields to 40 characters.						
<b>v1.1 (5/24/2011)</b>							
	Revised check stub fields OPTIONAL6 to OPTIONAL19 since invoice # lines and reference # lines should be combined.						