

COMMONWEALTH OF VIRGINIA



Information Technology Resource Management (ITRM)

ENTERPRISE ARCHITECTURE CHECK PRINTING DATA STANDARD

Virginia Information Technologies Agency (VITA)

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1 Publication Version Control

The following table contains a history of revisions to this publication.

Version	Date	Revision Description	Contact
1.0	11/14/2012	Initial Document	Joe Grubbs
1.1	12/17/2012	Final document, following public comment, prepared for CIO/Secretary of Technology review and adoption	Joe Grubbs
1.2	5/3/2013	Amended date based on Secretary of Technology review schedule	Joe Grubbs

Identifying Changes in This Document

- See the latest entry in the revision table above
- Vertical lines in the left margin indicate the paragraph has changes or additions. Specific changes in wording are noted using italics and underlines; with italics only indicating new/added language and italics that is underlined indicating language that has changed.

The following examples demonstrate how the reader may identify updates and changes:

Example with No Change – The text is the same. The text is the same.

Example with Revision – The text is the same. *A wording change, update or clarification is made in this text.*

Example of New Text – *This text is new.*

2 Reviews

- VITA's Commonwealth Data Governance (CDG) staff prepared the first draft of this publication based on information provided by the Department of Treasury.
- The publication was posted on VITA's Online Review and Comment Application (ORCA) for 30 days. The final decision package was prepared for review by the Chief Information Officer (CIO) of the Commonwealth and the Secretary of Technology.

3 Definitions

The terms used in this Business Narrative comply with the adopted definitions maintained in the Commonwealth of Virginia's Information Technology Resource Management (ITRM) Glossary. The ITRM Glossary can be accessed at

http://www.vita.virginia.gov/uploadedFiles/VITA_Main_Public/Library/PSGs/PSG_Sections/COV_ITRM_Glossary.pdf

4 Background

In 1999, the Department of Treasury began printing checks as a service for Commonwealth Agencies. During the implementation phase for each Agency, the Department of Treasury accepted check data in any format. This resulted in the Department of Treasury having to handle a proliferation of 14 different file formats, which in turn required the Department of Treasury to implement 14 different processor modules for converting the files into a common format to support check printing.

Since that time, the Department of Treasury recognized that the check printing system had become too complex, hard to maintain and difficult to document. The Check Printing Data Standard has been designed to simplify the check printing process and produce a system with a single processor component to service all Agencies. The conversion of Agencies to this single data standard also will open the door for modernization and implementation of a new, streamlined system for printing checks.

5 Scope

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.

6 Governance

The Check Printing Data Standard has been developed by the Department of Treasury in conjunction with Commonwealth Agencies. The Check Printing Data Standard documentation and review package may be accessed in the Enterprise Data Standards Repository at <http://vita.virginia.gov/oversight/dm/default.aspx?id=10344>.

The following Agencies participated as stakeholders in the formulation of the Check Printing Data Standard:

- Department of Accounts
- Department of Transportation
- Department of Taxation
- Department of Social Services
- Virginia Employment Commission
- Virginia Retirement System

In developing the Check Printing Data Standard, the Department of Treasury analyzed the check data currently provided by the Agencies as a means of harmonizing with the current data elements. The Department of Treasury also assessed core data elements to be required in the standard based on the elements included in the physical check. The data elements, definitions and specifications contained in the standard were approved by the Agency stakeholders identified above.

The data elements, data definitions and specifications for the Check Printing Data Standard have been implemented by the Department of Accounts, Department of Taxation and the Department of Transportation for the Cardinal financial management system.

The Department of Treasury will be the designated owner of the Check Printing Data Standard. In this capacity, the Department of Treasury will have the authority for the interpretation and application of the standard. The Department of Treasury also will be responsible for coordinating with VITA on the development and ongoing maintenance of the Check Printing Data Standard.

Upon adoption by the Secretary of Technology, VITA will publish the Check Printing Data Standard in the Enterprise Data Standards Repository. The Department of Treasury and VITA will be responsible for maintaining and updating the standard, as part of VITA's annual review process of adopted Enterprise Data Standards.

7 Components

The Check Printing Data Standard consists of the following components:

1. Business Narrative describing the standard (this document)
2. Data Dictionary available on the Web at
<http://vita2.virginia.gov/oversight/edm/CheckPrinting/CheckPrintingDataDictionary.pdf>

8 Authority

The following section references the statutory authority granted by the *Code of Virginia* to the Secretary of Technology to adopt the Check Printing Data Standard. The section also cites provisions in the Code relating to the role of the Chief Information Officer of the Commonwealth (CIO) and VITA in the development, review and adoption of Commonwealth data standards.

The Secretary of Technology

§ 2.2-225. Position established; agencies for which responsible; additional powers

<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+2.2-225>

The Chief Information Officer (CIO) of the Commonwealth

§ 2.2-2007. Powers of the CIO

<http://lis.virginia.gov/cgi-bin/legp604.exe?000+cod+2.2-2007>

The Virginia Information Technologies Agency

§ 2.2-2010. Additional powers of VITA

<http://lis.virginia.gov/cgi-bin/legp604.exe?000+cod+2.2-2010>

9 Overview

The Check Printing Data Standard defines information required to support the preparation and printing of physical checks by systems using the Department of Treasury check printing service. Detailed definitions for each entity and attribute are contained in the Check Printing Data Dictionary, available at <http://vita2.virginia.gov/oversight/edm/CheckPrinting/CheckPrintingDataDictionary.pdf>

The Check Printing Data Standard shall be reviewed on a quarterly basis and an updated version published, as needed, to ensure consistency with the Department of Treasury check printing system.

Business Process/Workflow – Check printing data are generated at the Agency and submitted as a dataset to the VITA mainframe. A mainframe job transmits the data to Treasury via Secure File Transfer Protocol (SFTP). Check data files are processed (with the standard processor) and spooled to the Xerox printers for printing. Printed checks are transported to a mail delivery facility where they are mailed to each check recipient.

Data Elements:

Check Attributes: Contains the Check Number, Check Date, Check Amount, Check Formatted Amount, Total Checks, Number of Records for the check.

Payee: Contains the Payee, Address 1, Address 2, Address 3, City/State/Zip for the Payee. The Payee attribute contains the full name of the check recipient/s beginning with First Name (e.g., George Herbert Walker Bush, Vicente Fox Quesada). Payee name format must match exactly with information provided to the bank for Positive Pay matching. Address information is populated beginning with Address 1 and extending as far as City/State/Zip. Address information that contains more than three lines will use the City/State/Zip attribute.

Agency: Contains the Agency Code for the Agency. The Agency Code is a numeric value representing the agency (e.g., 152 = Virginia Department of the Treasury).

Optional Fields: Contains Optional Fields 1 – 40. Optional fields are printed on the check stub from top to bottom starting with Optional Field 1 and ending with Optional Field 40. Optional fields are available for printing important information for each check recipient. Optional fields can be dynamically populated by the agency to provide recipient specific information.

Treasury Use: Contains the Return Address 1, Return Address 2, Return Address 3, Return Address 4, Return Address 5, Return Address 6, Agency Format Name, Agency Format Number, Banking Information. Treasury use fields are reserved for use by The Department of the Treasury.

10 Compliance

The Commonwealth of Virginia has established the Check Printing Data Standard for the purpose of defining the information required to support the preparation and printing of physical checks by systems using the Department of Treasury check printing service.

As of July 1, 2013, all Commonwealth of Virginia Executive Branch Agencies that use the Department of Treasury's Check Printing services shall be required to comply with the Check Printing Data Standard. The Check Printing Data Standard shall apply to any system that generates data for check printing using the Department of Treasury check printing services.

Commonwealth Agencies unable to comply with the standard must request an exception using the VITA Exception Form available on the Web at

http://www.vita.virginia.gov/uploadedFiles/Oversight/EA/Data_Management_Group/EA%20Change-Exception%20Request%20Form.doc

Email the completed form to ea@vita.virginia.gov.