

This document contains the flat file structure that is required to feed Trustee information into the AOD-CM Cash Management System.

The Trustee will prepare the data transfer transactions sets described below and send it to the HFA **as one file**. Delivery of this file must be coordinated between the Trustee and the Agency.

The file must be a fixed length text file. Fields that are not required can be left blank if alphanumeric or zeros if numeric.

Transaction Sets are:

ACTIVITY	Daily
BALANCES	Daily
RATECHANGE	Daily
MARKETPRICE	Daily
STATEMENT	Monthly

Transactions must be grouped by trustee transaction code for a particular posting date. There may be multiple account entries within a transaction set.

**Activity Records:**

"A" Header Record

The "A" Header record describes group information for all the transaction sets. Only one of these records is needed per file. This contains the Trustee Send Date, the HFA receive date, the Trustee Bank Name and ABA number and the posting date of the transactions that are grouped in this transaction set.

Length - 550 Characters

Field Name	Type	Length	Required	Default/Comments
Set Identifier	AN	1	Y	"A"
Transaction Control No.	AN	9	N	
Send Date	N	8	N	YYYYMMDD Format
Receive Date	N	8	N	YYYYMMDD Format
Posting Date	N	8	Y	YYYYMMDD Format
Bank Name of Trustee	AN	35	N	
ABA Number of Trustee	AN	9	N	
Filler-To-End	AN	472		

"B" Header Record

The "B" Header record identifies each transaction set uniquely with the help of the "Record Type" segment. The transaction code and the transaction code description fields in the "B" header record helps identify the type of transaction being processed. The "B" header also contains the HFA Name and Tax Id.

Length - 550 Characters

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Field Name	Type	Length	Required	Default/Comments
Transaction Identifier	AN	1	Y	"B"
Record Type	AN	11	Y	"ACTIVITY"
Transaction Code	AN	16	Y	
Transaction Code Des.	AN	25	N	
Receiver (HFA) Name	AN	35	N	
Receiver (HFA) Tax Id	AN	9	N	
Filler-To-End	AN	453		

"C" Detail Record

The "C" Detail record describes each individual transaction in detail

Length - 550 Characters

Field Name	Type	Length	Required	Default/Comments
Detail Identifier	AN	1	Y	"C"
Transaction Code	AN	16	Y	
Account Number	AN	16	Y	
Transaction Id	AN	14	Y	Must be unique for HFA
CUSIP Number	AN	12	Y	Leave blank if transaction is not for a security
Broker Name	AN	40	N	
Security Id Code	AN	8	Y	Leave blank if transaction Is not for a security
Servicer Code	AN	3	N	
Ticket Symbol	AN	9	N	
Reversal Flag	AN	1	Y	"Y" if the transaction is A reversal, otherwise "N"
Interest Rate	N	15	N	S9999999.999999 Format
Acquisition Date	N	8	N	YYYYMMDD Format
Call Date	N	8	N	YYYYMMDD Format
Disposition Date	N	8	N	YYYYMMDD Format
Maturity Date	N	8	N	YYYYMMDD Format
Settlement Date	N	8	N	YYYYMMDD Format
Trade Date	N	8	N	YYYYMMDD Format
Market Price Date	N	8	N	YYYYMMDD Format
Carry Value	N	15	N	S9999999999.99 Format
Call Price	N	15	N	S9999999999.99 Format
Commission	N	15	N	S9999999999.99 Format
Income Cash	N	15	Y	S9999999999.99 Format
Principal Cash	N	15	Y	S9999999999.99 Format
Units	N	15	Y	S9999999999.99 Format
Market Price	N	15	Y	S9999999.999999 Format
Transaction Description	AN	254	Y	

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For questions on this layout please call Emphasys Software at (305) 599-2531 Ext. 6635

**Balances Records:**

"B" Header Record

The "B" Header record identifies each transaction set uniquely with the help of the "Record Type" segment. The "B" header record contains the HFA Name and Tax Id in addition to the record type.

Length - 550 Characters

Field Name	Type	Length	Required	Default/Comments
Transaction Identifier	AN	1	Y	"B"
Record Type	AN	11	Y	"BALANCES"
Filler	AN	41		
Receiver (HFA) Name	AN	35	N	
Receiver (HFA) Tax Id	AN	9	N	
Filler-To-End	AN	453		

"C" Detail Record

The "C" Detail record describes each individual account cash balance.

Length - 550 Characters

Field Name	Type	Length	Required	Default/Comments
Detail Identifier	AN	1	Y	"C"
Account Number	AN	16	Y	
Transaction Id	AN	14	N	
Cash Balance	N	15	Y	S99999999999.99 Format
Filler-to-end	AN	504		

**Rate Change Records:**

"B" Header Record

The "B" Header record identifies each transaction set uniquely with the help of the "Record Type" segment. The transaction code and the transaction code description fields in the "B" header record helps identify the type of transaction being processed. The "B" header also contains the HFA Name and Tax Id.

Length - 550 Characters

Field Name	Type	Length	Required	Default/Comments
Transaction Identifier	AN	1	Y	"B"
Record Type	AN	11	Y	"RATECHANGE"
Transaction Code	AN	16	N	
Transaction Code Desc	AN	25	N	
Receiver (HFA) Name	AN	35	N	
Receiver (HFA) Tax Id	AN	9	N	
Filler-To-End	AN	453		

"C" Detail Record

The "C" Detail record identifies each individual CUSIP number, the Effective Date of the Rate Change and the new Interest Rate

Length - 550 Characters

Field Name	Type	Length	Required	Default/Comments
Detail Identifier	AN	1	Y	"C"
Transaction Code	AN	6	N	
CUSIP Number	AN	12	Y	
Effective Date of Rate	N	8	Y	YYYYMMDD Format
Interest Rate	N	15	Y	S9999999.999999 Format
Filler-To-End	AN	508		

**Market Price Records:**

"B" Header Record

The "B" Header record identifies each transaction set uniquely with the help of the "Record Type" segment. The transaction code and the transaction code description fields in the "B" header record helps identify the type of transaction being processed. The "B" header also contains the HFA Name and Tax Id.

Length - 550 Characters

Field Name	Type	Length	Required	Default/Comments
Transaction Identifier	AN	1	Y	"B"
Record Type	AN	11	Y	"MARKETPRICE"
Transaction Code	AN	16	N	
Transaction Code Desc	AN	25	N	
Receiver (HFA) Name	AN	35	N	
Receiver (HFA) Tax Id	AN	9	N	
Filler-To-End	AN	453		

"C" Detail Record

The "C" Detail record identifies each individual CUSIP number, the Effective Date of the Market Price and the new Market Price.

Length - 550 Characters

Field Name	Type	Length	Required	Default/Comments
Detail Identifier	AN	1	Y	"C"
Transaction Code	AN	6	N	
CUSIP Number	AN	12	Y	
Effective Date of Rate	N	8	Y	YYYYMMDD Format
Market Price	N	15	Y	S9999999.999999 Format
Filler-To-End	AN	508		

**Statement Records:**

"B" Header Record

The "B" Header record identifies each transaction set uniquely with the help of the "Record Type" segment. The transaction code and the transaction code description fields in the "B" header record helps identify the type of transaction being processed. The "B" header also contains the HFA Name and Tax Id.

Length - 550 Characters

Field Name	Type	Length	Required	Default/Comments
Transaction Identifier	AN	1	Y	"B"
Record Type	AN	11	Y	"STATEMENT"
Transaction Code	AN	16	N	
Transaction Code Desc	AN	25	N	
Receiver (HFA) Name	AN	35	N	
Receiver (HFA) Tax Id	AN	9	N	
Filler-To-End	AN	453		

"C" Detail Record

The "C" Detail record identifies each individual investment position by account and CUSIP number, the trustee security type, interest rate, acquisition date and par value of the investment position.

Length - 550 Characters

Field Name	Type	Length	Required	Default/Comments
Detail Identifier	AN	1	Y	"C"
Transaction Code	AN	6	N	
Account Number	AN	16	Y	
Transaction ID	AN	14	N	
CUSIP Number	AN	12	Y	Spaces if Cash
Security Id Code	AN	8	Y	Spaces if Cash
Interest Rate	N	15	N	S9999999.999999 Format
Acquisition Date	N	8	N	YYYYMMDD Format
Par Value	N	15	Y	S999999999999.99 Format
Investment Description	AN	256	N	
Filler-To-End	AN	199		

**Definitions of symbols used**

AN = Alphanumeric  
N = Numeric  
ZF = Zero Filled  
BL = Space Filled  
YYYY = Four digit year  
MM = Two digit month  
DD = Two digit day

Format for amount fields:

The amount fields are required in formats such as S999999.999999. This format is described as follows:

1. Position 1 of the field is the sign. The value must be spaces or "+" if the number is positive or "-", if the number is negative.
2. The nines following the sign are the part of the amount that is whole number. All précising zeros must be included.
3. The period indicates the decimal point.
4. The nines after the decimal point indicate the decimal part of the amount. All positions must be filled.