

STARS - STATEWIDE DESCRIPTOR TABLE D57

DISBURSEMENT METHOD INDICATOR (DMI)..... 1

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STARS - STATEWIDE DESCRIPTOR TABLE D57 DISBURSEMENT METHOD INDICATOR (DMI)

INTRODUCTION

The D57 Disbursement Method Indicator (DMI) descriptor table defines many aspects of the warrant process, including how warrant information is sorted and printed. Refer to the [Warrants and Warrant Cancellations](#) document in the STARS manual. The Disbursement Method Indicator is identified as the DISB-METH field on the STARS General Purpose Transaction ENTRY (S501) screen.

Because of the complexity of this table and the multiple programs that refer to it, it is highly recommended that any additions or changes be reviewed by IT support staff and be thoroughly tested through all warrant processing possibilities before implementing into production.

On the D57 table, the three-character TABLE-ENTRY-KEY identifies two types of records - a **Base Record** and a **Sort Record**.

A Base Record is identified by two blanks after the DMI in the TABLE-ENTRY-KEY. The reference data on the base record designates various information elements such as what agency can use that DMI, if there is a stub record (agency supplied remittance advice information), if the DMI will be merged with other DMIs when printed, and if it is required to flow through the bank pre-note process.

A Sort Record is identified by the values 01 - 09 after the DMI in the TABLE-ENTRY-KEY. The REFERENCE-DATA determines how the warrants will be sorted for merging with stub records, and then determines how the warrants will be sorted for printing.

Base Record:

VERSION 3.1	STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: 57 DISBURSEMENT METHOD INDICATOR (DMI)		
.....1.....2.....3.....4.....5		
TABLE-ENTRY-KEY: B		One character DMI, and two character RECORD ID. In this example, the RECORD ID is blank, so this is a base record.
AGENCY		
REFERENCE-DATA: 183YNV920833433652Y1YA		
USER WILL DEFINE		
TITLE: SPEC HNDL BENE PYMTS		

BASE RECORD TABLE-ID-NUMBER AND TABLE-ENTRY-KEY

<u>Data Element</u>	<u>Description</u>
TABLE-ID-NUMBER	Enter 57 .
TABLE-ENTRY-KEY	<p>Contains the one character DMI and the two-character RECORD ID.</p> <p><u>DMI</u></p> <p>Enter the one character Disbursement Method Indicator (DMI). This identifies the agency or group of agencies that can use this indicator to sort or print a warrant:</p> <p>Blank – Regular (any state agency)</p> <p>A – Tax Commission Payments Stubs</p> <p>B – Spec Hndl Bene Pymts (PERSI)</p> <p>C – Benefit Payments (PERSI)</p> <p>D – Doc Date = Issue Date (any agency, currently only used by EIS for payroll deduction code vendor payments)</p> <p>E – Energy Assistance (H&W)</p> <p>F – PHA Voucher Payments (H&W)</p> <p>G – Unclaimed Property Refunds</p> <p>H – High Volume (agencies can use due to a high volume of warrants, e.g Fish and Game controlled hunt refunds)</p>

Data Element	Description
<p>TABLE-ENTRY-KEY (continued)</p>	<p>I - Child Support Enforcement (H&W) J – ADC Bonus (H&W) K – Foster Care (New) (H&W) L – Low Volume. Returns the warrant to the agency through Statehouse Mail (any agency) M – MCH (H&W) N – EFT Tax Refund Payments (Tax) O – Tax Commission Payments P – Payroll (SCO) Q – JOBS (H&W) S – Medicaid (H&W) T – Foster Care (H&W) U – Medicaid Base (H&W) V – Child Care (H&W) W – Transitional Child Care (H&W) X – ADC Bonus (H&W) Y – Adult ADC (H&W) Z – ADC (H&W)</p>
	<p><u>Record ID</u> Enter the two-digit Record ID. This identifies the type of DMI record. Blank – Base Record 01 – 09 – Sort Record</p>

BASE RECORD REFERENCE-DATA

VERSION 3.1	STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: 57 DISBURSEMENT METHOD INDICATOR (DMI)		
.....1.....2.....3.....4.....5		
TABLE-ENTRY-KEY: B		
AGENCY		
REFERENCE-DATA: 183YNV920833433652Y1YA		
USER WILL DEFINE		
TITLE: SPEC HNDL BENE PYMTS		

The REFERENCE DATA on the base record controls certain critical processes as noted below.

Reference-Data Element	Description
AGENCY (position 1-3) example: <u>183</u> YNV920833433652Y1YA	Enter the three-digit agency code set up in Descriptor Table 02 for the agency: Blank – Any agency can use this DMI xxx (agency number) – Only this agency can use this DMI.
SEPARATION INDICATOR (position 4) example: 183 <u>Y</u> NV920833433652Y1YA	Enter the one character separation indicator: Y – Warrants will separate from the rest of the DMIs for sorting and printing. N – Warrants will not separate from the rest of the DMIs for sorting and printing. The indicator in the Warrant Write file is referred to as the Warrant Write Special Handling Indicator (WW-SPEC-HANDLING-IND).
ONLINE ADD INDICATOR (position 5) example: 183Y <u>N</u> V920833433652Y1YA	Enter the one character online add indicator: Y – Yes, agencies can enter this DMI on the STARS data entry screen. N – No, agencies cannot enter this DMI on the STARS data entry screen. (The transactions must be interfaced to STARS.)

Reference-Data Element	Description
<p>STUB INDICATOR</p> <p>(position 6)</p> <p>example:</p> <p>183YNY<u>9</u>20833433652Y1YA</p>	<p>Enter the one character stub indicator.</p> <p>R – (Regular) The STARS merge program will build the invoice (remittance advice) record.</p> <p>V – (Variable) The agency (user) will provide the invoice (remittance advice) information in a separate stub file. The invoice number is used to match the stub with the payment transactions for variables.</p>
<p>WARRANT PRINT INDICATOR</p> <p>(position 7)</p> <p>example:</p> <p>183YNV<u>9</u>20833433652Y1YA</p>	<p>Enter the one digit warrant print indicator which indicates the Warrant Print file.</p> <p>Generally the warrants are printed starting with file 01 and continue through file 09. However, the order can be changed with intervention from the CSC operators.</p> <p>Also, do not put warrants with stub records in the same file as warrants without stub records.</p> <p>1 – Prints to file01 (DMI = P for Payroll)</p> <p>2 – Prints to file02 (DMI = C, I, J, S, U, X, Z for Health & Welfare). Note: Transactions interfaced from Agency 270 that have a DMI of 'U' will be collapsed to just one warrant per vendor.</p> <p>3 – Prints to file03 (DMI = E, T, Y for Health & Welfare)</p> <p>4 – Prints to file04 (DMI = M, V, Z for Health & Welfare)</p> <p>5 – Prints to file05 (DMI = Q, W for Health & Welfare)</p> <p>6 – Prints to file06 (DMI = blank for Regular)</p> <p>7 – Prints to file07 (DMI = D, L for Low Volume)</p> <p>8 – Prints to file08 (DMI = H, N, A, O for High Volume & Tax Refunds)</p> <p>9 – Prints to file09 (DMI = B for Benefit)</p> <p>Note: Dataset names are DAF.S80.SEQ.FILE01, etc.</p>

Reference-Data Element	Description
<p>AGENCY AREA CODE AND PHONE #</p> <p>(position 8 – 17)</p> <p>example: 183YNV9<u>2083343365</u>2Y1YA</p>	<p>Enter the ten-digit agency phone number (with area code) to print on the warrant stubs, or leave blank or enter all zeros.</p> <p>Blank – No number will print on the remittance advice.</p> <p>0000000000 – The agency area code and phone number from the Descriptor Table 02 (Agency) will print on the remittance advice.</p> <p>##### (area code and phone number) – The area code and phone number provided by the agency will print on the remittance advice.</p>
<p>RESTRICTIVE ENDORSEMENT INDICATOR</p> <p>(position 18)</p> <p>example: 183YNV92083343365<u>2</u>Y1YA</p>	<p>Enter the one digit restrictive endorsement indicator set up on Descriptor Table 58. This endorsement prints on the outside of the warrant for post office use. Generally an endorsement is not recommended. The post office has two programs that allow mail to be forwarded without special handling. Special handling, such as address or return service requested, may result in full postage charges rather than discount rates.</p> <p>0 – No endorsement</p> <p>1 – Address service requested</p> <p>2 – Return service requested</p> <p>3 – Address service requested (Tax Commission uses)</p>
<p>PRENOTE INDICATOR</p> <p>(position 19)</p> <p>example: 183YNV920833433652<u>Y</u>1YA</p>	<p>Enter the one character prenote indicator. This determines whether or not a vendor on the Vendor Edit Table with this DMI must go through the 14 day EFT (electronic funds transfer) prenote process to validate the bank account and routing information.</p> <p>Y – Vendor must go through the 14-day EFT prenote process before STARS sends payments for direct deposit.</p> <p>N – Vendor payment can be sent to EFT information for immediate direct deposit.</p>

Reference-Data Element	Description
<p>EFT TYPE (position 20) example: 183YNV920833433652Y<u>1</u>YA</p>	<p>Enter the one digit EFT type. This determines what kind of EFT record format STARS will create for a vendor's EFT payment.</p> <p>NOTE: Based on addenda records supplied by the agencies, or in certain other circumstances, the program may 'override' the format indicated on the D57 and create a CTX record format, regardless of what EFT type is indicated.</p> <p>1 – CTX format 2 – PPD format 3 – CCD format</p>
<p>REMITTANCE ADVICE INDICATOR (position 21) example: 183YNV920833433652Y<u>1</u>YA</p>	<p>Enter the one character remittance advice indicator. This determines whether or not an EFT remittance advice will be created.</p> <p>Y – Create the EFT remittance advice. Remittance advices will be published to the Web Remittance Advice application. (Remittance advices for electronic payments will not be printed for mailing.) STARS will also send the information to the bank electronically.</p> <p>N – Do not create the EFT remittance advice. STARS will send the information to the bank electronically.</p>
<p>EFT DESCRIPTION (position 22) example: 183YNV920833433652Y1Y<u>A</u></p>	<p>Enter the one character EFT description that is set up on Descriptor Table 59. This determines what description will be on the EFT batch header sent to the bank. Characters A through P are valid, though the following have already been defined:</p> <p>A - Statewide vendor payment B – Tax refund C – Child support payment</p>

SORT RECORD

A Sort Record (to specify the sorting of a Base Record) is identified by 01- 09 in the last two bytes of the TABLE-ENTRY-KEY.

VERSION 3.1	STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: 57 DISBURSEMENT METHOD INDICATOR (DMI)		
.....1.....2.....3.....4.....5		
TABLE-ENTRY-KEY: B01		
AGENCY		
REFERENCE-DATA: 11110008101850900509		
USER WILL DEFINE		
TITLE: SPEC HNDL BENE PYMTS		
EFF-START-DATE:	EFF-END-DATE:	LAST-PROC-DATE: 122100

Since the last two digits on the TABLE-ENTRY KEY are not blank, this is a sort record.

WW positions (from Warrant Write)
 3 digit warrant source begin position
 2 digit warrant source length
 3 digit warrant target begin position
 2 digit warrant target length

WP positions (from Warrant Print)
 3 digit zip code source begin position
 2 digit zip code source length
 3 digit zip code target begin position
 2 digit zip code target length

SORT RECORD DEFAULT REFERENCE DATA

The REFERENCE-DATA field is twenty digits. The first ten digits correspond to the Warrant Write record position and length of data elements and the second ten correspond to the Warrant Print record for position and length of data elements.

A DMI can be used to define various ways of sorting and printing warrants. For example, a blank DMI for regular warrants means they are sorted and then printed by zip code, because the post office allows a discounted postage fee for first class mail that is presorted by zip code. On the other hand, DMI L (low volume) indicates warrants which are returned to agencies, generally so they can add some type of remittance information with the payment and mail both to the vendor. The warrants are sorted by vendor because they are easier for the agency to process.

If there is no need for special sorting or print order, a DMI can use a default sort.

- The default sort is done by vendor number and suffix, vendor name, vendor business name, vendor address, city, state, and zip code.
- When the warrants are printed, they are printed in order by zip code.

DMIs that use the default sort records have only one Sort Record which has all zeros in the REFERENCE-DATA field. The default sort records are defined in the warrant processing programs DAFM482 and DAFM489, and are not set up on the D57 table.

The REFERENCE DATA for the Default Sort Records is:
(WW=Warrant Write, WP=Warrant Print).

<u>Default Sort Record</u>	<u>REFERENCE-DATA and Description</u>
01	0981200812 1850900509 WW vendor number & suffix WP zip code
02	2954002040 0070901409 WW vendor name WP warrant number
03	3354006440 0000000000 WW business name WP not used
04	3754010440 0000000000 WW address WP not used
05	4152914429 0000000000 WW City WP not used
06	4440217302 0000000000 WW State WP not used
07	4460917509 0000000000 WW zip code WP not used
08	1111408414 0000000000 WW invoice number WP not used
09	167301983 0000000000 WW invoice description WP not used

SORT RECORD REFERENCE DATA OTHER THAN DEFAULT

If a DMI requires sort criteria other than the [Default Sort Records](#), you must enter all 20 digits of the REFERENCE-DATA. In addition, enter a twenty-nine-character DMI title in the TITLE field. STARS uses this title for warrant register programs.

For example: REFERENCE-DATA: 11110008101850900509

<u>Reference-Data Element</u>	<u>Description</u>
WARRANT SOURCE BEGIN Warrant Write (position 1-3) example: 111 10008101850900509	Enter the three-digit warrant (write) source begin position. Used to locate the beginning position of data elements used for sorting. 001-999 – length for the beginning data element position. In this example, the data element being defined is the invoice number field.

Reference-Data Element	Description
<p>WARRANT SOURCE LENGTH</p> <p>Warrant Write</p> <p>(position 4-5)</p> <p>example: 111<u>10</u>0008101850900509</p>	<p>Enter the two-digit warrant (write) source length. Used to identify the length of the data element to use for sorting.</p> <p>01-99 – length of the data element being defined.</p> <p>In this example (for a Default Sort Record 08), the length of the data element being defined is the first 10 bytes of the invoice number field. Note that is only a portion of the 14 byte invoice number field.</p>
<p>STARS assigns warrant numbers in the Warrant Write file using the Warrant Source Begin and Source Length information. STARS also uses this information to sort its tables in proper sequence according to each DMI. STARS does this by putting the information from the Warrant Write file into a Warrant Write sort record, using the Warrant Target Begin and Target Length information described below. The Warrant Target is an internal sort record defined within program DAFM482 as:</p> <pre> WS-SORT-RECORD . 05 WS-SORT-CONTROL-KEY . 10 WS-SORT-GROUP-CODE PIC X(2) . 10 WS-SORT-SPEC-HANDLING-IND PIC X(1) . 10 WS-SORT-DISB-METHOD-IND PIC X(1) . 10 WS-SORT-BATCH-DEPT PIC X(3) . 10 WS-SORT-VENDOR-NO PIC X(10) . 10 WS-SORT-VENDOR-SUFFIX PIC X(02) . 10 WS-SORT-VENDOR-NAME PIC X(40) . 10 WS-SPEC-HANDLING-COUNTER PIC X(04) . 10 WS-SORT-BUSINESS-NAME PIC X(40) . 10 WS-SORT-ADDRESS PIC X(40) . 10 WS-SORT-CITY-ST-ZIP PIC X(40) . 10 WS-SORT-INVOICE-NO PIC X(14) . 10 WS-SORT-INVOICE-DESCRIPTION PIC X(50) . 10 WS-SORT-UNIQUE-RECORD-COUNTER PIC X(4) . 05 WS-SORT-D57-STUB-IND PIC X(1) . 05 FILLER PIC X(167) . 05 WS-SORT-WW-RECORD PIC X(487) . WS-WW-SORT-RECORD . 02 WS-WW-SORT-TRANS-ID . 05 WS-WW-SORT-BATCH-ENTITY PIC X . 05 WS-WW-SORT-DEPT PIC X(3) . 05 WS-WW-SORT-BATCH-DATE PIC X(8) . 05 WS-WW-SORT-BATCH-TYPE PIC X . 05 WS-WW-SORT-BATCH-NO PIC X(3) . 05 WS-WW-SORT-BATCH-SEQ-NO PIC X(5) . 05 WS-WW-SORT-BATCH-DUP-REC-IND PIC X . 02 FILLER PIC X(465) . </pre>	

Reference-Data Element	Description
<p>WARRANT TARGET BEGIN</p> <p>Warrant Write</p> <p>(position 6-8)</p> <p>example: 11110<u>008</u>101850900509</p>	<p>Enter the three-digit warrant target begin position. This identifies the position on the Warrant Write sort record to place the warrant number retrieved from the Warrant Write file. You can use this field for other Warrant Write data elements to use for sorting.</p> <p>001-999 – range for the beginning warrant number or data element position</p>
<p>WARRANT TARGET LENGTH</p> <p>Warrant Write</p> <p>(position 9-10)</p> <p>example: 11110008<u>10</u>1850900509</p>	<p>Enter the two-digit warrant target length. This identifies the length of the warrant number in the Warrant Write sort record. You can use this field for other Warrant Write data elements that you may want to use for sorting.</p> <p>01-99 – range for the warrant number or data element length (should match the Warrant Source Length.)</p>
<p>ZIP CODE SOURCE BEGIN</p> <p>Warrant Print</p> <p>(position 11 – 13)</p> <p>example: 1111000810<u>185</u>0900509</p>	<p>Enter the three-digit zip code source begin position. This identifies the beginning position of a zip code in a Warrant Print file to use for sorting or for other Warrant Print data elements to use for sorting.</p> <p>001-999 – range for the beginning zip code or data element position</p>
<p>ZIP CODE SOURCE LENGTH</p> <p>Warrant Print</p> <p>(position 14 – 15)</p> <p>example: 1111000810185<u>09</u>00509</p>	<p>Enter the two-digit zip code source length. This identifies the length of the zip code in the Warrant Print file or for other Warrant Print data elements to use for sorting.</p> <p>01-99 – range for the zip code or data element length</p>

Reference-Data Element	Description
<p>STARS uses the Zip Code Source Begin and Source Length information to set up the Warrant Print file and to sort its internal tables in proper sequence according to each DMI. STARS retrieves this information from the Warrant Print file and places it into a Warrant Print sort record below using the Zip Code Target Begin and Target Length information described below. The Zip Code Target is an internal sort record defined within program DAFM489 as:</p> <pre> WT-SORT-KEY . 15 WT-TYPE PIC X(01) . 15 WT-AGY-CODE PIC X(03) . 15 WT-ZIP-CODE PIC X(09) . 15 WT-WARRANT-NO PIC X(09) . 15 WT-SORT-SEQ-NO PIC X(02) . 15 FILLER PIC X(46) . WT-DATA PIC X(300) . </pre>	
<p>ZIP CODE TARGET BEGIN Warrant Print (position 16-18) example: 111100081018509<u>005</u>09</p>	<p>Enter the three-digit zip code target begin position. This identifies the position of the zip code in the target record (usually an internal sort record) retrieved from the Warrant Print source field above. You can use this field for other Warrant Print data elements that you may want to use for sorting.</p> <p>001-999 – position of the beginning zip code or data element</p>
<p>ZIP CODE TARGET LENGTH Warrant Print (position 19-20) example: 111100081018509005<u>09</u></p>	<p>Enter the two-digit zip code target length. This identifies the physical length of the zip code in the Warrant Print record (target record). Use to place the length of the retrieved zip code into a target record for use in sorting. (Usually an internal sort record). You can use this field for other Warrant Print data elements that you may want to use for sorting.</p> <p>01-99 – length of the zip code or data element (should match the Zip Code Source Length above.)</p>

D57 PROGRAM INFORMATION

BASE RECORDS

- DAFM484 and DAFM485, the warrant register programs, use the D57 Base Record to retrieve information regarding the title of a Disbursement Method Indicator.
- DAFB301, the edit program, uses the D57 Base Record to verify the validity of a transaction's DMI. It uses field DT-D57-DEPARTMENT to determine if the DMI is valid for the agency using it. If the transaction is entered online (instead of in batch), DAFB301 will use field DT-D57-ONLINE-ADD-IND to determine if the DMI can be entered online.
- DAFM482 uses the WS-D57-STUB-IND indicator on the D57 Base Record to determine whether to build an invoice record. If the stub indicator has a value of "R", an invoice record will be built. If the indicator has a value of "V" the DAFMD144 stub merge program will build the invoice record. DAFM482 also builds the WP-WTUB-IND, WP-WARR-PRINT-IND and the WP-AGY-PHONE-NBR fields from the D57 Base Record.
- DAFM483 uses the DT-D57-RESTR-ENDORSE-IND indicator on the D57 Base Record and then searches the D58 table for the corresponding restrictive endorsement indicator to determine which restrictive endorsement to print on the envelope portion of the warrant.
- The DAFM021 online vendor edit program uses the DT-57-PRENOTE-IND indicator to determine if the vendor set up for EFT payments must be prenoted and put through an initial 14-day waiting period before being allowed to receive an EFT payment.
- DAFMD188, which builds and reports EFT transactions, uses the DT-D57-EFT-TYPE field from the D57 Base Record to format the EFT Remittance Advice Record. If the EFT-TYPE field has a value of '1' then a CTX format will be used. If the EFT-TYPE field has a value of '2' then a PPD format will be used. If the EFT-TYPE field has a value of '3' then a CCD format will be used. This program also uses the DT-D57-REMIT-ADV-PRINT-IND field to determine whether to print remittance advices.
- DAFMD188: Special logic for DMI 'U'. If the EFT type = CCD ('3' on D57 reference data position 20), the agency = H&W, and the DMI = U, move a zero to the addenda record indicator. This allows the transactions to process without addenda (stub) records

SORT RECORDS

- DAFM482 assigns warrant numbers and the Warrant Source Begin and Source Length on to sort its internal tables in proper sequence, according to each DMI. The information is retrieved from the WW record and placed into a 'target' sort record using the Warrant Target (begin/length) information.

- DAFM489, the zip code/mail sort program, uses the Zip Code Source Begin and Source Length information to sort its internal tables in proper sequence, according to each DMI. The information is retrieved from the WP record and placed into a 'target' sort record using the Zip Code Target (begin/length) information.