



Interfacing with





State of New Hampshire
NH FIRST
Interfacing with NH FIRST
Version 2.1 April 30, 2015

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Document Version History

Version	Date	Summary of Changes
1.1	2007/01/19	Initial draft document
1.2	2007/03/27	Update, initial distribution, and publish on Sunspot
1.3	2007/03/30	<ul style="list-style-type: none"> • Added Document History • Inbound Interfaces <ul style="list-style-type: none"> ○ Added \$0 docs to Cash Receipt section ○ Added Journal Voucher section ○ Added Additional Considerations section related to 13th month • Logistics <ul style="list-style-type: none"> ○ Added information related to 13th month • Exhibit B <ul style="list-style-type: none"> ○ Cash Receipt: Added information for fields Run Group, Transaction Number, and Seq Number ○ Payment Voucher: Added information for fields Authority Code, Invoice Date, Cash Code, Separate Payment Option, Enclosure Option, Payment Number, Payment Code, and Payment Date on the APCINVOICE record layout. ○ Journal Voucher and Transfer of Expense: Added information for fields Run-Group and Seq-Number; value changed for field Program-Code.
1.4	2007/04/09	<ul style="list-style-type: none"> • Table of contents expanded to include lower level detail • Description of class 09x in crosswalk in section Changes That Apply To All Interfaces, Chart of Accounts • Inbound Interfaces <ul style="list-style-type: none"> ○ Updated \$0 docs Cash Receipt section ○ Added Negative Cash Receipt to Cash Receipts Section • Minor wording changes on Exhibit A; IFS changed to NHIFS, Infor changed to NH FIRST, attribute changed to element
1.5	2007/07/20	<ul style="list-style-type: none"> • Introduction, page 9: Implementation date removed. • Inbound Interfaces, page 9: Implementation date removed. • Inbound Interfaces, page 9: Label added. . • As applicable for All Inbound Interfaces, Chart of Accounts page 9: Revised paragraph related to translation (crosswalk) table. • Cash Receipts (CR), page 9: Label added. . • Negative Cash Receipts, page 9: Modified to document ability to interface negative cash receipts. • Vendor Numbers, page 10: Modified for vendors that didn't exist in NHIFS. • Payments Against an Encumbrance, page 10: Added. • Outbound Interfaces/Data Extracts Revised paragraph related to translation (crosswalk) table. • Modified to remove references to fiscal years 2007 and 2008. • Logistics, page 12: Modified to remove references to fiscal years 2007 and 2008. • Requesting a New Interface/Changing and Existing Interface/Testing, page 13: Added. • Exhibit B renumbered to Exhibit C. New Exhibit B inserted: Standard NHIFS interface formats. Modified to include additional fields at end of PV document (D) and line (L) records required by NH FIRST. • EXHIBIT C—Infor Standard Interface Formats: Reformatted to landscape



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		<p>and added description column.</p> <ul style="list-style-type: none"> • EXHIBIT C—Infor Standard Interface Formats: Required fields bolded. • EXHIBIT C—Infor Standard Interface Formats, Infor Record Layout: CBRELOAD, page 15: modified populated/mapped value column for field CRC-SEQ-NBR. • EXHIBIT C—Infor Standard Interface Formats, Infor Record Layout: CBCTRANS Added Negative Cash Receipt interface format. • EXHIBIT C—Infor Standard Interface Formats: Payment Voucher (PV) changed to Payment Voucher—Non-encumbered payment (PV). • EXHIBIT C—Infor Standard Interface Formats, Infor Record Layout: APCINVOICE, page 25: corrected mapping field column for fields CVI-BASE-INV-AMT and CVI-TRAN-INV-AMT. • EXHIBIT C—Infor Standard Interface Formats, Infor Record Layout: APCDISTRIB, page 37: modified mapping field column for field CVD-DIST-SEQ-NBR. • EXHIBIT C—Infor Standard Interface Formats, Payment Voucher—Encumbered payment (PV) added. • EXHIBIT C—Infor Standard Interface Formats, Infor Record Layout: GLTRANSREL, page 60: Replaced with version 9.0 record layout. Modified populated/mapped value column for field SEQ-NUMBER.
1.6	2007/11/29	<ul style="list-style-type: none"> • Inbound Interfaces, As applicable for All Inbound Interfaces, Chart of Accounts, page 9: revised description of inbound transaction chart of accounts values. • Cash Receipts (CR), page 9: Updated to add codes for negative deposit adjustments. • Outbound Interfaces/Data Extracts, Error! Reference source not found. Revised description of outbound chart of accounts values. • Requesting a New Interface/Changing and Existing Interface/Testing, 13: Updated. • replaced with latest version. • EXHIBIT C—Infor Standard Interface Formats, Cash Receipt—Positive Net Dollar Amount (CR), page 15: <ul style="list-style-type: none"> ○ modified description associated with deposit type ADJ (positive deposit adjustment) for field CRC-BANK-INST-CODE. ○ modified populated/mapped value for field CRC-REC-STATUS. ○ modified populated/mapped value for field CRC-SOURCE-CODE. • EXHIBIT C—Infor Standard Interface Formats, Cash Receipt—Negative Net Dollar Amount (CR), page 19: <ul style="list-style-type: none"> ○ modified description associated with deposit type ADJ (positive deposit adjustment) and added deposit type AD2 (negative deposit adjustment) for field CVC-BANK-INST-CODE. ○ modified valid value for field CVC-REC-STATUS. ○ modified populated/mapped value for field CVC-SOURCE-CODE. ○ modified populated/mapped value for field CVC-ISSUE-BNK-AMOUNT. ○ modified populated/mapped value for field CVC-ISSUE-TRAN-AMT.



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		<ul style="list-style-type: none"> • EXHIBIT C—Infor Standard Interface Formats, Payment Voucher—Non-encumbered payment (PV), Infor Record Layout: APCINVOICE, page 25: <ul style="list-style-type: none"> ○ modified populated/mapped value for field CVI-AUTH-CODE. ○ modified populated/mapped value for field CVI-REC-STATUS. ○ modified populated/mapped value for field CVI-POSTING-STATUS ○ modified populated/mapped value for field CVI-TRANS-NBR. ○ modified populated/mapped value description for fields CVI-INV-USR-FLD-02, CVI-INV-USR-FLD-04, and CVI-INV-USR-FLD-05. • EXHIBIT C—Infor Standard Interface Formats, Payment Voucher—Non-encumbered payment (PV), Infor Record Layout: APCDISTRIB, page 37: <ul style="list-style-type: none"> ○ modified populated/mapped value description for fields CVD-DST-USR-FLD-02 and CVD-DST-USR-FLD-05. • EXHIBIT C—Infor Standard Interface Formats, Payment Voucher—Encumbered payment (PV), page 44: <ul style="list-style-type: none"> ○ modified mapping field value for field “Auth Code” in Header record. • EXHIBIT C—Infor Standard Interface Formats, Journal Voucher (JV) and Transfer of Expense (TE), page 60: <ul style="list-style-type: none"> ○ modified populated/mapped value for field GTR-SOURCE-CODE. ○ modified populated/mapped value description for field GTR-POSTING-DATE.
1.7	2007/12/28	<ul style="list-style-type: none"> • Inbound Interfaces, As applicable for All Inbound Interfaces: <ul style="list-style-type: none"> ○ section added • Cash Receipts (CR), page 9: <ul style="list-style-type: none"> ○ Updated to change types of deposit from alpha to numeric as required for NHIFS. • Inbound Interfaces, As applicable to Specific Transaction Types, Payment Vouchers (PV): <ul style="list-style-type: none"> ○ Authority Code section added, page 11. ○ modified to include Authority Code field required by NH FIRST at end of record. • EXHIBIT C—Infor Standard Interface Formats, Payment Voucher—Non-encumbered payment (PV), Infor Record Layout: APCINVOICE, page 25: <ul style="list-style-type: none"> ○ modified populated/mapped value for field CVI-AUTHORITY-CODE. ○ modified populated/mapped value for field CVI-TRANS-NBR. ○ modified populated/mapped value for field CVI-CHECK-DATE. • EXHIBIT C—Infor Standard Interface Formats, Payment Voucher—Encumbered payment (PV), page 44: <ul style="list-style-type: none"> ○ modified populated/mapped value for field Auth Code in Header Record. • EXHIBIT C—Infor Standard Interface Formats, Payment Voucher—All (PV), Infor Record Layout: APCATTACH, page 59: <ul style="list-style-type: none"> ○ Added.
1.8	2009/01/27	<ul style="list-style-type: none"> • Logistics, page 12: <ul style="list-style-type: none"> ○ Updated information concerning the ftp servers and files. • Requesting a New Interface/Changing and Existing Interface/Testing, page 13: <ul style="list-style-type: none"> ○ Updated testing schedule.



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		<ul style="list-style-type: none"> ○ Updated contact information. ● EXHIBIT C—Infor Standard Interface Formats, Cash Receipt—Positive Net Dollar Amount (CR), Infor Record Layout: CBRECLOAD, page 15: <ul style="list-style-type: none"> ○ Modified valid values for CRC-REC-STATUS values ○ Modified CRC-TRANS-DATE description ○ Modified CRC-ACH-PRENOTE Bolded required field; valid values updated. ○ Modified CRC-CUST-NAME Bolded required field ● EXHIBIT C—Infor Standard Interface Formats, Cash Receipt—Negative Net Dollar Amount (CR), Infor Record Layout: CBCTRANS, page 19: <ul style="list-style-type: none"> ○ Modified CVC-BANK-ND Bolded required field, description, and values. ○ Modified CVC-TRAN-ND Bolded required field, description, and values. ● EXHIBIT C—Infor Standard Interface Formats, Payment Voucher—Non-encumbered payment (PV), Infor Record Layout: APCINVOICE, page 25: <ul style="list-style-type: none"> ○ Modified valid values for CVI-REC-STATUS ○ Modified valid values for CVI-POSTING--STATUS ○ Modified CVI-TRANS-NBR description of mapped value. ○ Modified CVI-CHECK-DATE description of mapped value. ● EXHIBIT C—Infor Standard Interface Formats, Payment Voucher—Non-encumbered payment (PV), Infor Record Layout: APCDISTRIB, page 37: <ul style="list-style-type: none"> ○ Modified CVD-ACCT-CATEGORY description of mapped field, “J” required if CVD-ACTIVITY is a job number.
1.9	2009/02/19	<ul style="list-style-type: none"> ○ Added new field: Release code, and valid values. ● EXHIBIT C—Infor Standard Interface Formats, Cash Receipt—Positive Net Dollar Amount (CR), Infor Record Layout: CBRECLOAD, page 15: <ul style="list-style-type: none"> ○ Modified valid values for CRC-REC-STATUS values ● EXHIBIT C—Infor Standard Interface Formats; Cash Receipt—Negative Net Dollar Amount (CR); Infor Record Layout: CBCTRANS, Page 19: <ul style="list-style-type: none"> ○ Modified valid values for CVC-REC-STATUS.
1.10	2009/04/08	<ul style="list-style-type: none"> ● Vendor Numbers, One-time vendors, Invoice numbers, page 10, <ul style="list-style-type: none"> ○ Note on Unique invoice numbers per Vendor ● EXHIBIT C—Infor Standard Interface Formats, Payment Voucher—Non-encumbered payment (PV), Infor Record Layout: APCINVOICE, page 25. <ul style="list-style-type: none"> ○ Modified CVI-INVOICE requirements for one-time vendors. ○ Modified comment concerning Released status for CVI-POSTING-STATUS. ○ Modified comment concerning Released status for CVI-APPROVED-FLAG. ○ Modified CVI-ADDR1 comment.
2.00	2014/09/19	<ul style="list-style-type: none"> ● All references to Lawson replaced by INFOR ● Instructions for NHIFS Interface format have been removed. <ul style="list-style-type: none"> – This diagram has been deleted. ● EXHIBIT B—NHIFS Standard Interface Formats: <ul style="list-style-type: none"> ○ This section has been deleted ● EXHIBIT C—Infor Standard Interface Formats <ul style="list-style-type: none"> ○ Added Accounts Receivable Customer (CUS) format, Pages 65-84.



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		<ul style="list-style-type: none">○ Added Accounts Receivable Transaction (Invoice, Credit Memo, Debit Memo (AIT) format, Pages 85-90○ Added Accounts Receivable Transaction Distribution (AID) format, Pages 91-92○ Added Accounts Receivable Payment 1 (ART) format, Pages 93-95○ Added Accounts Receivable Line Item Detail (ARI) format, Pages 96-97
2.1	2015/04/30	<ul style="list-style-type: none">• EXHIBIT C—Infor Standard Interface Formats<ul style="list-style-type: none">○ Added Payroll Time Record Interface (PR 530), Pages 112-116.



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Introduction

This document provides information related to interfacing with NH FIRST. NH FIRST is based on Enterprise Resource Planning software from Infor Software called Infor System Foundation.

Inbound Interfaces

An inbound interface originates from an agency application and is a file of transactions that is electronically transmitted via ftp to a repository and subsequently posted to NH FIRST through a scheduled update process. The State's strategy is for data to go directly from agency systems into NH FIRST using standard Infor formatted interface files.

Data Format Considerations

When developing the data load file to be sent for interfacing, please be sure the following data formatting considerations are reviewed. Incorporate where applicable in order to be sure the load file conforms with acceptable data formats as needed per NH FIRST data transaction formatting requirements.

As applicable for All Inbound Interfaces

A. Chart of Accounts

The NH FIRST chart of accounts structure is company, accounting unit, account, sub-account, account category and activity. Company, accounting unit, account and sub-account are required fields. Account category and activity are optional. However, if activities are used for data interfacing, account categories must also be included with each transaction that uses an activity. Please refer any questions you may have about the Chart of Accounts to the Bureau of Accounting at the Department of Administrative Services or your agency business supervisor.

As applicable to Specific Transaction Types

A. Cash Receipts (CR)

Bank Account and Type of Deposit

All interfaced cash receipts must contain the bank account where the deposit was made and specify the type of deposit.

Bank account in NH FIRST is referred to as the "cash code", which is a four character field.

Questions related to bank account codes or type of deposit codes should be referred to Treasury.

"\$0 Docs"

\$0 docs are cash receipts that reallocate cash that was previously posted to an account. NH FIRST cannot process \$0 cash receipt transactions. In NH FIRST, this functionality is done through a Journal Entry (JE)/Journal Voucher (JV). You must generate Journal Entry transactions for these \$0 docs when you modify your agency system to create your transaction file in standard Infor format.

Negative Cash Receipts

A negative cash receipt is defined as a cash receipt with a total dollar value that is negative. Negative Cash Receipts are generated by some agencies to record fees associated with credit card payments, for refunds of credit card payments, or to reverse the revenue and record the fees when a check is returned from the bank for non-sufficient funds



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When you modify your agency system to create your transaction file in standard Infor format you must separate negative cash receipts from all other cash receipts since negative cash receipts are interfaced using a different standard Infor file format, CBCTRANS, which is documented on page 19.

Note that cash receipts where the total dollar value is positive may contain individual distribution lines that are negative.

B. Journal Vouchers (JV)

No special considerations have been identified.

C. Payment Vouchers (PV)

Vendor Numbers

The Infor ERP software provides the ability to assign a unique number to a vendor that has multiple business locations, and enables each location to be stored separately and used in transactions related to that vendor. NH FIRST will use this feature. The interfaced transaction must include the remit to location code associated with the vendor.

Payments to "One-time" Vendors

For payments to a "one-time" vendor in an interfaced payment voucher, the vendor code must be left blank. Infor ERP software enables the automatic creation of a vendor record for one-time payments to a vendor. The vendor record is created with a special vendor number that identifies it as a "one-time" vendor. The Bureau of Purchase and Property in Administrative Services manages this process and is the point of contact for any questions regarding one-time vendors.

Payments to Employees

For payments to employees through NH FIRST, usually for reimbursement of personal expenses, the interfaced payment voucher must include the NH FIRST assigned vendor number created for that employee. Accounts Payable data entry staff will be able to search the NH FIRST vendor master file by vendor name (in this case employee name) to determine the vendor number that must be coded on the interfaced payment voucher.

Invoice Numbers

Invoice numbers must be unique within a vendor in NH FIRST. This is to prevent the payment of an invoice that has already been paid. Once an invoice number has been used for a vendor, it cannot be reused for that vendor until the payment history for that invoice is purged from the NH FIRST database. Currently, no plans exist to purge payment history from NH FIRST. **The invoice field in NH FIRST is 22 characters alphanumeric.** This allows the flexibility for agencies to add characters to make the invoice number unique when business requirements dictate (e.g., partial payments).

Payments Against an Encumbrance

NH FIRST will use a feature of the Infor software called "**matching**", where an invoice is matched to the original document that created the encumbrance. **The additional information required on the payment voucher to match to the original document is item, quantity, unit of measure, and unit cost.**



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If your payment voucher transaction interface will contain payment vouchers that reference an encumbrance, when you modify your agency system to create your transaction file in the standard Infor format you must separate these referencing payment vouchers from all other payment vouchers since these are interfaced using a different standard Infor file format, MA540 which is documented on page 44.

Authority Code

Invoices in NH FIRST require an authority code to associate the invoice with the person responsible for the invoice. In NH FIRST, contact information will be related to each authority code, and this contact information will be printed on the remittance portion of the vendor payment. Authority codes must be predefined in NH FIRST. Agencies should contact the Accounts Payable Functional Team lead to define the authority codes and related contact information for their agencies.

Released Flag

Those agencies that want to interface Payment Voucher transactions as released, must certify with Administrative Services, BOA. See Infor formatted Layout, pages 43, 44, and 47.

D. Transfers of Expense (TE)

No special considerations have been identified.

Outbound Interfaces/Data Extracts

An outbound interface originates from NH FIRST and consists of one or more files of data created at the agency's request for use by the agency, either electronically or manually. Outbound interfaces will follow the same concept as described above for inbound interfaces, except in reverse. The format of all outbound interfaces and data extracts will remain unchanged to the extent possible.

Additional Considerations

Re-assess your need to continue receiving the data extracts you currently receive. All e-Info Services components are preserved after NH FIRST implementation, including e-Info Request Services which provides a tool for requesting reports and data from historical NHIFS data as well as data from NH FIRST. Additionally, NH FIRST will provide several new, enhanced ways to access data:

- Infor Drill-Around—Online view to all data in NH FIRST, with hyperlinks from high-level summary data down to associated detail data.
- Infor Business Intelligence—Enhanced reporting tool, online report distribution, and dash boarding facility.
- Microsoft Add-Ins—Ability to upload and query data in NH FIRST with Microsoft Excel.
- Smart Notification—Uses business rules that monitor data for events and notify user when event criteria is met.

Notify the Interface Core Implementation Team of any outbound interfaces/extract files that you no longer need or if you need help determining if you still need the existing extracts.



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Logistics

The State of New Hampshire Secure File Transfer System (NHFTP) server will be the repository for receiving inbound files and for storing outbound files for agency retrieval. All interfacing users received userids and passwords for this server. If you did not receive this information, please see the Additional information paragraph for the contact person. All user directories will follow the following format: nhf.xxxxxxx, where xxxxxx designates the agency/group. Each directory will have an Inbound and Outbound directory.

NH FIRST requires that each inbound transaction file contain a single transaction type. Therefore, agencies that interface multiple transaction types must create a transaction file for each inbound transaction type.

The following naming convention will be used for these files:

Agency file name on NHFTP:
APCDISTRIB.aaaxxxxxxxxxnn.csv
APCINVOICE.aaaxxxxxxxxxnn.csv
ARIPMT.aaaxxxxxxxxxnn.csv
ARITRANS.aaaxxxxxxxxxnn.csv
ARIDISTRIB.aaaxxxxxxxxxnn.csv
ARIITEMS.aaaxxxxxxxxxnn.csv
CBRELOAD.aaaxxxxxxxxxnn.csv
CBCTRANS.aaaxxxxxxxxxnn.csv
GLTRANSREL.aaaxxxxxxxxxnn.csv
MA540CSV.aaaxxxxxxxxxnn.csv
PRTC.aaaxxxxxxxxxnn.csv
Cash_Receipts.aaaxxxxxxxxxnn.txt
Journal_Voucher.aaaxxxxxxxxxnn.txt
Payment_Voucher.aaaxxxxxxxxxnn.txt
Transfer_Expenditure.aaaxxxxxxxxxnn.txt
1099_Feeder.aaaxxxxxxxxxnn.txt
Postage.aaaxxxxxxxxxnn.txt
Presort.aaaxxxxxxxxxnn.txt
Tellino.aaaxxxxxxxxxnn.txt

- **aaa=agency number.**
- **xxxxxxxxxx=application identifier;** this can be up to 10 characters, as defined by the agency. **Note, multiple applications under one file name are not allowed** for security administration purposes. Inclusion of file generation date is normally included in the file name but is not required.
- **nn = sequential number,** if more than one file may be placed there on one day (not required).

The file must be approved for interfacing into NH FIRST. Once this is approved, DAS FDM will add your file structure to the interface process, requiring the **Agency Number and Application Identifier** to be unchanging and the file extension to be “.csv”.



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Outbound extracts that are currently ftp'd directly to an agency's application server will continue to be ftp'd directly to the agency's application server.

Converting to Infor Standard Inbound Interface Format

The Infor standard interface formats are contained in EXHIBIT C—Infor Standard Interface Formats starting on page XXX of this document. The formats contained in EXHIBIT C—Infor Standard Interface Formats identify the fields that are required by Infor, **but it is important to note that other fields, while not required by Infor, are required for the transaction to be complete.** For example, the dollar amount of the transaction is not required in the interface, yet without the dollar amount the transaction is not complete. Additionally, some non-required fields are available for the State to use to provide supplementary information about the transaction.

Requesting a New Interface/Changing and Existing Interface/Testing

All new and changing interfaces will go through user testing. This process is initiated when an Agency provides the DAS Business Process Lead (BPL) in BOA, Division of Personnel, or Purchase and Property, with a completed NH FIRST Agency Subsystem Interface Project Request form located in NH FIRST Links on SunSpot at: <http://sunspot.nh.gov/index.asp>. The BPL will work with the Agency and FDM to determine project scope, timeline and coordinate the testing process as it progresses through file creation, transmission, agency subsystem interfacing, and transaction review/approval. Regression testing will be performed at any testing stage where problems are discovered. Agencies will perform user acceptance testing (UAT) for their own transactions. The process and necessary sign-off documentation is recorded on the NH FIRST Interface Project Tracking form. Final sign-off from all stakeholders is required prior to implementation in Production. It is the goal of FDM to have testing of submitted files available to DAS BPL's for review within 5 business days of receipt of files to be tested. If testing is to be delayed beyond 5 business days, FDM will notify the respective DAS BPL to discuss a projected date of completion for the delayed testing.



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EXHIBIT C—Infor Standard Interface Formats

Note: In all Infor standard interface formats, field types of **alpha** and **alpha lower** mean that mixed case is accepted, while a field type of **alpha upper** means that the field must be all upper case. All files are .csv file with no header records.

Cash Receipt—Positive Net Dollar Amount (CR)

Infor Record Layout: CBRECLOAD

Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CRC-RUN-GROUP	Run Group	Alpha 15 positions	The run group is used to group records together to be uploaded into the Infor system.	Blank (this field will be populated by DAS when the transactions are retrieved from the ASFTP).
CRC-CASH-CODE	Cash Code	Alpha 4 positions	Represents a bank account. Must be a valid record in the Cash Code file.	Bank Account Code
CRC-BANK-INST-CODE	Bank Transaction Code	Alpha 3 positions	The bank transaction code. Represents a type of cash payment, bill of exchange payment, or bank service (i.e. check, ACH, adj., etc.). Must be a valid record in the Bank Transaction Code file.	Deposit Type DEP (Deposit - i.e. cash and/or checks) ACD (ACH credit) LBX (lockbox receipts) ADJ (positive deposit adjustment)
CRC-TRANS-NBR	Transaction Number	AlphaRight 10 positions	Transaction number.	Agency desired format, but must be unique for all records in NH FIRST. Recommendation: Concatenation of 3 digit agency code, "1" for interfaced transaction, 6 digit sequential number (e.g., 0141000001)
CRC-SEQ-NBR	Seq Number	Numeric 4 positions	The sequence number assigned to the cash receipt distribution.	A unique sequence number for the cash receipt distribution.
CRC-TRANS-TYPE	Transaction Type	Alpha 1 position	Type of transaction.	
CRC-REC-STATUS	Rec Status	Numeric 1 position	Status of the receipt.	0 = unreleased
CRC-COMPANY	Company	Numeric 4 positions	Valid cash code company.	L record field Fund
CRC-TRANS-DATE	Date	yyyymmdd 8 positions	Transaction date of record.	Date of deposit.



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CRC-POST-DATE	Date	yyyymmdd 8 positions	Date the deposit distributions will be posted to General Ledger (GL).	Defaults to system date.
CRC-DESCRIPTION	Description	AlphaLower 30 positions	Description of the deposit.	L record field description
CRC-PROC-LEVEL	Process Level	Alpha 5 positions	If using cash receipts process levels, this field contains the process level associated with the cash receipts deposit.	Agency & 00
CRC-ACH-PRENOTE	ACH Prenotification	Alpha 1 position	Prenotification status.	N = not prenotified
CRC-JRNL-BOOK-NBR	Journal Book Number	Alpha 12 positions	Journal book number assigned to the transaction.	
CRC-RECON-STMT-NBR	Reconciliation Statement Number	Numeric 12 positions	Reconciliation statement number assigned to the deposit.	
CRC-CUST-NAME	Search Name	Alpha 30 positions	Customer name.	
CRC-CUST-BANK	Bank Entity	Alpha 15 positions	Customer bank identifier or routing number.	
CRC-CUST-ACCOUNT	Bank Account Number	Alpha 35 positions	Customer bank account number.	
CRC-VBANK-IDENT	Alphadata1	Alpha 1 position	Identifies the bank account as IBAN.	
CRC-USER-FIELD1	User Field 1	Alpha 30 positions	User-defined field.	L record field Document ID
CRC-USER-FIELD2	User Field 2	Alpha 30 positions	User-defined field.	
CRC-USER-FIELD3	User Field 3	Alpha 30 positions	User-defined field.	



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CRC-USER-FIELD4	User Field 4	Alpha 30 positions	User-defined field.	
CRC-RCPT-COMPANY	Company	Numeric 4 positions	The company the cash receipt distribution should be posted to.	L record field Fund
CRC-PROD-TAX-CAT	Prod Tax Category	Alpha 15 positions	The cash receipt category. Used to default a general ledger account and optional tax code to the cash receipt distribution.	
CRC-RCPT-ACCT-UNIT	Acct Unit	Alpha 15 positions	The accounting unit the cash receipt distribution should be posted to.	Chart of Accounts Accounting Unit
CRC-RCPT-ACCOUNT	Account	Numeric 6 positions	The account the cash receipt distribution should be posted to.	Chart of Accounts Account
CRC-RCPT-SUB-ACCT	Subaccount	Numeric 4 positions	The subaccount the cash receipt distribution should be posted to.	Chart of Accounts Sub Account
CRC-RECEIPT-AMOUNT	Amount	Signed 18.2 positions	Receipt (distribution) amount.	L Record If field Inc/Decrmt Ind = "D" Then Amount * -1 Else Amount
CRC-TAX-CODE	Tax Code	Alpha 10 positions	Tax code to be applied to the receipt category distribution.	
CRC-TAXABLE-AMT	Amount	Signed 18.2 positions	Taxable amount of the cash receipt distribution.	
CRC-TAX-AMOUNT	Amount	Signed 18.2 positions	Amount of tax for the cash receipt distribution.	
CRC-ACTIVITY	Activity	Alpha 15 positions	Activity assigned to transaction.	L Record field Job Number or Activity from NH FIRST Activity module (Project Accounting and Grant Management), else blank.
CRC-ACCT-CATEGORY	Account Category	Alpha 5 positions	Account category assigned to the transaction.	Account category from NH FIRST Activity module (Project Accounting and Grant Management), else blank.
CRC-SEGMENT-BLOCK	Segment Block	Alpha 103 positions	User analysis fields for the transaction. If the company is set up for Strategic Ledger.	RESERVED FOR STRATEGIC LEDGER



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CRC-SOURCE-CODE	Source Code	Alpha 2 positions	Source code of the transaction. Can be any user-defined code.	CD



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Cash Receipt—Negative Net Dollar Amount (CR)

Infor Record Layout: CBCTRANS

Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CVC-RUN-GROUP	Run Group	Alpha 15 positions	Groups like records together to be interfaced into the Cash Management (CB) application.	Blank (this field will be populated by DAS when the transactions are retrieved from the ASFTP).
CVC-CASH-CODE	Cash Code	Alpha 4 positions	Represents a bank account. Must be a valid record in the Cash Code file.	Bank Account Code
CVC-BANK-INST-CODE	Bank Transaction Code	Alpha 3 positions	The bank transaction code. Represents a type of cash payment, bill of exchange payment, or bank service (i.e. check, ACH, adj., etc.). Must be a valid record in the Bank Transaction Code file.	Deposit Type DEP (Deposit - i.e. cash and/or checks) ACD (ACH credit) LBX (lockbox receipts) ADJ (positive deposit adjustment) AD2 (negative deposit adjustment)
CVC-TRANS-NBR	Bank Transaction Number	AlphaRight 10 positions	A unique, user-defined value used to identify the transaction.	Agency desired format, but must be unique for all records in NH FIRST. Recommendation: Concatenation of 3 digit agency code, "I" for interfaced transaction, 6 digit sequential number (e.g., 014I000001)
CVC-SEQ-NBR	Sequence Number	Numeric 4 positions	The sequence number assigned to the distribution. Allows for multiple distributions for each transaction number.	Required if there is more than one line of distribution for the cash receipt. A unique sequence number for the cash receipt distribution.
CVC-COMPANY	Company	Numeric 4 positions	The company number that initiated the bank transaction. Must be a valid record in the General Ledger Company file and a valid relationship record must exist in the Company-Cash Code Relationship file. If the Source Code field is AP, the Company field must be the Pay Post Company assigned to the pay group.	L record field Fund



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CVC-VENDOR	Vendor	AlphaRight 9 positions	Required if the Source Code field = AP. This field contains the accounts payable vendor number associated with the bank transaction. Must be a valid record in the Accounts Payable Vendor file. Load numeric values right justified with leading spaces.	
CVC-REC-STATUS	Bank Transaction Record Status	Numeric 1 position	The bank transaction record status. Determines the status of the bank transaction in Infor Cash Management (CB).	1 = open (not released) 2 = reconciled (valid only for Bank Transaction Code ACD)
CVC-SOURCE-CODE	Source Code	Alpha 2 positions	Identifies the source of the transaction. If this field = AP, CB500 (Bank Transaction Interface) will update the Accounts Payable Cash Payment file.	CD
CVC-ISSUE-DATE	Issue Date	yyyymmdd 8 positions	The date of the bank transaction.	
CVC-ISSUE-BNK-AMT	Bank Transaction Amount	Signed 18.2 positions	The amount of the bank transaction in the currency of the bank account.	L Record Field Amount The bank transaction amount field must be positive if the transaction is recording a reduction in cash (e.g., recording a returned check). The bank transaction amount field must be negative if the transaction is recording an increase in cash (e.g., deposit of a check received).
CVC-ISSUE-BASE-AMT	Base Currency Issue Amount	Signed 18.2 positions	Required if the bank account currency is different from the company base currency. The amount of the bank transaction in the currency of the company responsible for generating the transaction.	
CVC-RECON-DATE	Reconciliation Date	yyyymmdd 8 positions	Required if the Record Status field = 2 (Reconciled) or 3 (Voided). The reconciliation or void date of the bank Acct transaction. Represents the date the transaction cleared the bank or was voided.	



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CVC-RECON-BNK-AMT	Bank Reconciled Amount	Signed 18.2 positions	Required if the Record Status field = 2 (Reconciled). The amount of the bank transaction recognized by the bank in the currency of the bank account.	
CVC-RECON-BASE-AMT	Base Reconciled Amount	Signed 18.2 positions	Required if the Record Status field = 2 Acct (Reconciled) and the bank account currency is different from the company base currency. The reconciled amount of the bank transaction in the company base currency. If the bank account currency is the same as the company base currency, this value equals the amount in the Account Currency Reconciled Amount field.	
CVC-DESCRIPTION	Description	AlphaLower 30 positions	The bank transaction description.	L record field description
CVC-REFERENCE	Reference	AlphaLower 10 positions	The reference value assigned to the transaction.	
CVC-DIS-ACCT-UNIT	Distribution Accounting Unit	Alpha 15 positions	The general ledger distribution accounting unit. Select a valid accounting unit if you want the interface program to create general ledger transactions for transaction with a record status of '1' and '2' only. A transaction will be created to this account and an offset transaction to the cash account will occur.	Chart of Accounts Accounting Unit
CVC-DIS-ACCOUNT	Distribution Account	Numeric 6 positions	Required if the distribution accounting unit field is not blank. The general ledger distribution account.	Chart of Accounts Account
CVC-DIS-SUB-ACCT	Distribution Subaccount	Numeric 4 positions	The general ledger distribution subaccount.	Chart of Accounts Subaccount



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CVC-TAX-CODE	Tax Code	Alpha 10 positions	The tax code associated with the bank transaction. Used to calculate bank transaction tax information. Must be a valid record in the Tax Code file. If present, CB500 creates an unposted tax distribution record for the Tax Amount in the Transaction Distribution file. The difference between the Transaction Amount and the Tax Amount will be posted to the Distribution Account assigned to the bank transaction.	
CVC-TRAN-TAXABLE	Transaction Taxable Amount	Signed 18.2 positions	Required if a Tax Code is present. The taxable amount of the bank transaction.	
CVC-TRAN-TAX-AMT	Bank Transaction Tax Amount	Signed 18.2 positions	The tax amount of the bank transaction. If left blank and a Tax Code is present, this amount will be calculated. Represents the amount to be posted to the general ledger for the tax distribution. If present, CB500 creates an unposted tax distribution record for the Tax Amount in the Transaction Distribution file. The difference between the Transaction Amount and the Tax Amount will be posted to the Distribution Account assigned to the bank transaction.	
CVC-JRNL-BOOK-NBR	Journal Book Number	Alpha 12 positions	The journal book associated with the bank transaction. Must be a valid record in the Journal Book Header file.	
CVC-ISSUE-TRAN-AMT	Transaction Amount	Signed 18.2 positions	The amount of the transaction in the currency of the transaction.	D Record Field Document Total Total amount of the bank transaction. This field is the sum of field CVC-BANK-ISSUE-AMT for all distribution records with the same bank transaction number and it must always be a positive number .
CVC-BNK-CNV-RATE	Exchange Rate	Signed 14.7 positions	The exchange rate used to convert the transaction currency to the bank account currency.	
CVC-CURRENCY-CODE	Currency Code	Alpha 5 positions	The currency of the transaction. Must be a valid record in the Infor Currency system.	



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CVC-BANK-ND	Number of decimal places	Numeric 1 position	The number of decimal positions defined for the bank account currency.	2
CVC-TRAN-ND	Number of decimal places	Numeric 1 position	The number of decimal positions defined for the transaction currency.	2
CVC-STMT-STATUS	Bank Statement Status	Numeric 1 position	The status of the bank statement associated with the transaction.	
CVC-PAY-GROUP	Pay Group	Alpha 4 positions	The pay group assigned to the transaction. This field is required if the Source Code field is AP.	
CVC-ORIG-CNV-RATE	Original Exchange Rate	Signed 14.7 positions	Represents the currency exchange rate the transaction was created with.	
CVC-SEGMENT-BLOCK	User Analysis	Alpha 103 positions	<p>This field identifies the user analysis values included in the transaction.</p> <p>You can either type up to four values or use Define (F6) to open the User Analysis Entry subform. Use this subform to select the user analysis values you want to include in the transaction. If you choose to type values, use commas to separate them. For example: value1,value2,value3,value4</p> <p>There are three conditions that affect how you can select user analysis values. See the User Analysis Entry form help or the Strategic Ledger procedures manual for additional information.</p>	RESERVED FOR STRATEGIC LEDGER
CVC-SOURCE	Source	Alpha 1 position	Defines whether the source of the transaction is an input or output transaction. Input transactions are Accounts Payable. Output transactions are Accounts Receivable.	
CVC-ACTIVITY	Activity	Alpha 15 positions	Activities are the processes or procedures that produce work. Cost objects (products, services, customers, and so on) are the reasons for performing the activity.	L Record field Job Number or Activity from NH FIRST Activity module (Project Accounting and Grant Management), else blank.



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CVC-ACCT-CATEGORY	Account Category	Alpha 5 positions	Account categories are groupings of costs, revenues, or a combination of both used for reporting and inquiries for activities in Project Accounting. All transactions are posted to an account category within an activity. You can assign a specific General Ledger account or range of accounts (company, accounting unit, account, and subaccount) that make up the transactions posted to an account category using Account Assignment (AC07.1). Period-to-date, year-to-date, and life-to-date balances are maintained by account category for activities. Account categories must be assigned to activities before you do any budgeting or transaction processing.	Account category from NH FIRST Activity module (Project Accounting and Grant Management), else blank.
CVC-ANALYSIS-FLD	Analysis Field	Alpha 32 positions	The user-defined analysis field assigned to the bank transaction distribution.	
CVC-USER-FIELD1	User Field 1	Alpha 30 positions	A user-defined field.	L record field Document ID
CVC-USER-FIELD2	User Field 1	Alpha 30 positions	A user-defined field.	
CVC-USER-FIELD3	User Field 1	Alpha 30 positions	A user-defined field.	
CVC-USER-FIELD4	User Field 1	Alpha 30 positions	A user-defined field.	
CVC-POST-DATE	Post Date	yyyymmdd 8 positions	The General Ledger post date for the detail distribution records.	
CVC-DIS-COMPANY	Distribution Company	Numeric 4 positions	The distribution company.	
CVC-DIS-SEG-BLOCK	Distribution User Analysis	Alpha 103 positions	The distribution user analysis.	



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Payment Voucher—Non-encumbered payment (PV)

Note that two files are required for the Payment Voucher interface, APCINVOICE and APCDISTRIB.

Infor Record Layout: APCINVOICE

Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CVI-COMPANY	Company	Numeric 4 positions	The company number. Must be a valid record in the Accounts Payable Company file.	L record field Fund
CVI-VENDOR	Vendor	AlphaRight 9 positions	The invoiced vendor number. Must be a valid record in the Vendor file. This field may be left blank if the One-Time Vendor field = Yes. *The field type for this field is defined in <i>Vendor Group (AP00.1)</i> .	D record field Vendor Code **Must be blank if one-time vendor**
CVI-EDI-NBR	EDI Number	Alpha 15 positions	The electronic data interchange (EDI) number assigned to the vendor.	
CVI-INVOICE	Invoice Number	Alpha 22 positions	A unique invoice number for the vendor.	L record field Vendor Invoice. For One-Time Vendors , To guarantee uniqueness among all agency transactions, agencies can include a unique identifier, such as: nnnaaa, where nnn = agency number, and aaa=identifier.
CVI-SUFFIX	Invoice Suffix	Numeric 3 positions	The occurrence value of the invoice. Used to identify the recurrence value of a recurring invoice.	
CVI-BATCH-NUM	Batch Number	Numeric 6 positions	The batch number associated with the invoice. This field is used only for companies that have Yes selected in the Batch Release field. Can be left blank for released (open) or historical status invoice records.	



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CVI-VOUCHER-NBR	Voucher	Alpha 10 positions	The voucher number associated with the invoice. This field is used only for companies that have Yes selected in the Invoice Approval field. If the company has Yes selected in the Auto Vouchers Numbering field, leave this field blank. Can be left blank for released (open) or historical status invoice records. *The field type for this field is defined in <i>Company</i> (AP00.4).	
CVI-AUTH-CODE	Authority Code	Alpha 3 positions	The authority code assigned to the invoice. This field is used only for companies that have Yes selected in the Invoice Approval field and No selected in the Batch Release field. Represents the person or department responsible for approving a registered invoice. Must be a valid record in Authority Code file.	Valid agency authority code defined in NH FIRST Accounts Payable system. This field is used to identify contact information to be included on the vendor payment remittance.
CVI-PROC-LEVEL	Process Level	Alpha 5 positions	The process level assigned to the invoice. Must be a valid record in the Accounts Payable Process Level file.	Agency & 00
CVI-ACCR-CODE	Invoice Accrual Code	Alpha 4 positions	The invoice accrual code assigned to the invoice. Used to default a general ledger invoice accrual account to the invoice. Must be a valid record in the Invoice Accrual Code file. If left blank, either the invoice accrual code assigned to the vendor, if assigned, or the process level defaults.	
CVI-INVOICE-TYPE	Invoice Type	Alpha 1 position	Identifies the type of invoice.	
CVI-OLD-VENDOR	Old Vendor ID	AlphaRight 9 positions	THIS FIELD IS NOT CURRENTLY USED.	
CVI-INV-CURRENCY	Invoice Currency	Alpha 5 positions	The currency code representing the currency of the invoice. Must be a valid record in the Currency Codes file. If left blank, the currency defaults from the remit-to location, vendor, vendor class, company (base currency defined in the General Ledger Company file), or pay group (posting company base currency).	USD



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CVI-INVOICE-DTE	Invoice Date	yyyymmdd 8 positions	The invoice date. May be the date the vendor created the invoice or the date the invoice was received. Used when updating the vendor's purchase balance.	Date of invoice
CVI-TAX-PNT-DATE	Tax Point Date	yyyymmdd 8 positions	Tax point date is used to update the Tax application for released (open) and historical status invoices with a tax code.	
CVI-PURCH-FR-LOC	Purchase From Location Code	Alpha 4 positions	The vendor's purchase-from location. Must be a valid record in the Vendor Location file. If left blank, the normal purchase-from location defined for the vendor defaults.	
CVI-PO-NUM	PO Number	AlphaRight 14 positions	The purchase order number.	
CVI-PO-RELEASE	PO Release Number	Numeric 4 positions	Used to identify a purchase order release (created from a Blanket or Standing order).	
CVI-PO-CODE	PO Code	Alpha 4 positions	Purchase order number code. Used to keep purchase orders unique. Can be used for reporting purposes.	
CVI-AUTO-MATCH	Auto Match	Alpha 1 position	This field is currently not used.	
CVI-DESCRIPTION	Description	AlphaLower 30 positions	The invoice description. This field accepts upper and lower case entries.	
CVI-BASE-INV-AMT	Base Invoice Amount	Signed 18.2 positions	The amount of the invoice in the company base currency. This field is required for non-base currency invoices with an historical status when no currency exchange rate is entered.	D record field Document Total
CVI-TRAN-INV-AMT	Invoice Amount	Signed 18.2 positions	The amount of the invoice in the currency of the invoice.	D record field Document Total
CVI-TRAN-ALLOW-AMT	Allowable Amount	Signed 18.2 positions	The amount of the invoice available for discount in the currency of the invoice. If left blank, the Invoice Amount defaults.	
CVI-TRAN-TXBL-AMT	Taxable Amount	Signed 18.2 positions	The taxable amount of the invoice in the currency of the invoice.	



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CVI-TRAN-TAX-AMT	Tax Amount	Signed 18.2 positions	The tax amount of the invoice in the currency of the invoice. If left blank and you enter a Taxable Amount and Tax Code for the invoice, the application will calculate this amount.	
CVI-TRAN-DISC-AMT	Discount Amount	Signed 18.2 positions	The discount amount of the invoice in the currency of the invoice. If left blank, the Terms Code assigned to the invoice, alternate location (type P or B), or vendor, if assigned, will be used to calculate the discount amount.	
CVI-ORIG-CNV-RATE	Exchange Rate	Signed 14.7 positions	The currency exchange rate used to convert the invoice amount to the company base currency. This field is required for non-base currency invoices with an historical status.	
CVI-ANTICIPATION	Anticipation Flag	Alpha 1 position	Indicates whether anticipation criteria will be used to calculate the discount amount of the invoice. If left blank, this value defaults from the Terms Code location (type P or B), or vendor, if assigned.	
CVI-DISCOUNT-RT	Discount Rate	Percent 5.3 positions	The rate used to calculate the discount amount of the invoice. If left blank, the terms code assigned to the invoice, alternate location (type P or B), or vendor, if assigned, will be used to calculate due date and discount information.	
CVI-DISC-DATE	Discount Date	yyyymmdd 8 positions	The discount date assigned to the invoice. Used by Cash Requirements (AP150) to determine whether a discount will be taken on the invoice. If left blank, the terms code assigned to the invoice, alternate location (type P or B), vendor or vendor class, if assigned, will be used to calculate due date and discount information.	



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CVI-DUE-DATE	Due Date	yyyymmdd 8 positions	The invoice due date. Used by <i>Cash Requirements</i> (AP150) or <i>Bill of Exchange Generation</i> (AP151) to select the invoice for payment. If left blank, the terms code assigned to the invoice, alternate location (type P or B), or vendor, if assigned, will be used to calculate due date and discount information. This field is required if the vendor or location does not have a terms code assigned and you do not assign a terms code to the invoice.	D record field Schedule Payment Date. Required only if vendor or vendor location doesn't have default term code assigned, otherwise will calculate based on terms associated with vendor.
CVI-NBR-RECUR-PMT	Number of Recurrences	Numeric 3 positions	Indicates the number of times a recurring invoice is to be recreated by <i>Payment Closing</i> (AP170). This field is required if you enter a value in the <i>Recurring Frequency</i> field.	
CVI-RECUR-FREQ	Recurring Frequency	Alpha 1 position	Indicates how often the invoice should recur. The invoice, due, discount, and distribution dates of the invoice will be incremented by this frequency each time <i>Payment Closing</i> (AP170) creates a recurring invoice. The field is required if you enter a value in the <i>Number of Recurrences</i> field.	
CVI-REMIT-TO-CODE	Remit To Location Code	Alpha 4 positions	The remit-to location associated with the invoice. Must be a valid record in the <i>Vendor Location</i> file. If entered, the invoice payment will be remitted the address defined for the remit-to location. If left blank, the normal remit-to location defined for the vendor defaults.	
CVI-CASH-CODE	Cash Code	Alpha 4 positions	The cash code assigned to the invoice. Represents a bank account. Must be a valid record in the <i>Cash Code</i> file. If left blank, the cash code assigned to the remit-to location, vendor, vendor class, process level, company or pay group defaults.	9999 for intragovernmental payments, otherwise blank
CVI-SEP-CHK-FLAG	Separate Payment Option	Alpha 1 position	Indicates whether the invoice requires a separate payment form. If left blank, the separate payment option defined for the vendor defaults.	Y if check is to be returned to agency, otherwise blank



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CVI-PAY-IMM-FLAG	Pay Immediately Option	Alpha 1 position	Indicates whether the invoice will be selected for immediate payment regardless of the due date.	
CVI-ENCLOSURE	Enclosure Option	Alpha 1 position	Indicates whether the invoice requires an enclosure with its payment. If you select Yes, you have the option to group payments that require enclosures when you run <i>Cash Requirements</i> (AP150).	Y if check is to be returned to agency, otherwise blank
CVI-CURR-RECALC	Currency Recalculation	Alpha 1 position	Indicates whether the invoice currency should be revalued against the company's base currency at the time of payment to account for currency exchange rate fluctuations. If you select Yes, currency gain or loss transactions may be created for the invoice. If left blank, the revalue option defined for the vendor defaults.	
CVI-DISC-LOST-FLG	Discount Lost	Alpha 1 position	For historical status invoices, indicates whether the available discount was lost.	
CVI-TAX-CODE	Tax Code	Alpha 10 positions	The tax code assigned to the invoice. Used to calculate the Tax Amount for the invoice based on the tax rates defined for the tax code and to automatically create distribution lines for the applied amounts. Must be a valid record in the Tax Code file. If left blank, you can assign tax codes to individual tax distributions or the tax code defaults from the vendor, if assigned.	
CVI-INCOME-CODE	Income Code	Alpha 4 positions	The income code assigned to the invoice. Represents a type of reportable income. Must be a valid record in the Income Code file.	
CVI-HLD-CODE	Hold Code	Alpha 4 positions	The hold code assigned to the invoice. Used to prevent the invoice from being scheduled for payment. Must be a valid invoice hold code record in the Hold Code file.	



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CVI-DIST-CODE	Distribution Code	Alpha 9 positions	The distribution code assigned to the invoice. Used to automatically create expense distribution lines for the invoice. Must be a valid record in the Distribution Code file. If left blank, the distribution code assigned to the vendor, if assigned, defaults.	
CVI-TERM-CODE	Terms Code	Alpha 5 positions	The terms code assigned to the invoice. Used to calculate invoice due date and discount information. Must be a valid record in the Terms Code file. If left blank, the terms code assigned to the location (type P or B), or vendor, if assigned, defaults.	
CVI-REC-STATUS	Invoice Status	Alpha Numeric 1 position	The invoice record status. Note: If the invoice status is Unreleased, the Distribution Posting Status must be Unreleased. If the invoice status is Released, the Distribution Posting Status must be Unposted or Posted. If the invoice status is Historical, the Distribution Posting Status must be Posted.	0 = unreleased; 1 = released. If 1, must be certified by BOA.
CVI-POSTING-STATUS	Distribution Posting Status	Alpha Numeric 1 position	The posting status of associated invoice distributions. Note: If the invoice status is Unreleased, the Distribution Posting Status must be Unreleased. If the invoice status is Released, the Distribution Posting Status must be Unposted or Posted. If the invoice status is Historical, the Distribution Posting Status must be Posted.	0 = not posted; 1 = posted Must be 0, if CVI-RECORD-STATUS = 0 Must be 1, for Released transactions. If 1, must be certified by BOA. Blank defaults to 0.
CVI-DISTRIB-DATE	Post Date	yyyymmdd 8 positions	The date used for posting invoice distributions to the general ledger. If left blank, the post date defined for the batch or the invoice date defaults.	



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CVI-PAY-VENDOR	Pay Vendor	AlphaRight 9 positions	The pay vendor for the invoice. Used to send invoice payments to another vendor within the same vendor group. Although payments are sent to the pay vendor, the original or invoiced vendor will accumulate the payment balance; pay vendor balances are not updated. If multiple invoices share the same pay vendor, a single payment form will be created for the pay vendor. The payment remittance lists individual invoiced vendors and invoice numbers included in the payment. Must be a valid record in the Vendor file.	
CVI-TRANS-NBR	Payment Number	AlphaRight 10 positions	The payment number used to pay the invoice. Required only for historical status invoice records with no payment records. If entered, the payment code assigned to the invoice must be a valid cash payment type transaction code record in the Bank Transaction Code file. Note: If you are converting a historical status invoice and want to link associated payment records to the invoice, you must run <i>Bank Transaction Interface</i> (CB500) to convert associated invoices.	Leave blank; required for historical only.
CVI-BANK-INST-CODE	Payment Code	Alpha 3 positions	The bank transaction code associated with the invoice. Represents a type of cash or bill of exchange payment. Required for historical status invoice records. If left blank for an unreleased or released (open) status invoice record, the payment code assigned to the vendor, vendor class, or pay group defaults. Must be a valid cash payment or bill of exchange payment type bank transaction code record in the Bank Transaction Code file.	IGP for intragovernmental payments, otherwise blank.
CVI-CHECK-DATE	Payment Date	yyyymmdd 8 positions	The payment date. Valid only for historical status invoice records with no payment (check) records.	Leave blank; required for historical only.



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CVI-INVOICE-GROUP	Invoice Group	Alpha 4 positions	The invoice group assigned to the transactions. An invoice group is a user-defined character expression that can be assigned to one or more invoices. <i>Cash Requirements</i> (AP150) has an option to select all invoices assigned the same invoice group.	
CVI-ONE-TIME-VEND	One-Time Vendor	Alpha 1 position	Indicates whether a one-time vendor record is to be created for the invoiced vendor.	Y if one-time vendor, else N
CVI-VENDOR-VNAME	Vendor Name	AlphaLower 30 positions	The vendor name. Required only if the One-Time Vendor field = Yes. This field accepts upper and lower case entries.	Vendor Name if one-time vendor, else blank
CVI-VENDOR-SNAME	Vendor Search Name	Alpha 30 positions	The search name for the vendor. Required only if the One-Time Vendor field = Yes. If left blank, the Vendor Name defaults.	
CVI-ADDR1	Address 1	AlphaLower 30 positions	The first line of address information for the vendor. Required only if the One-Time Vendor field = Yes. This field accepts upper and lower case entries.	Required for one-time Vendor. Vendor Address1 if one-time vendor, else blank
CVI-ADDR2	Address 2	AlphaLower 30 positions	The second line of address information for the vendor. Only for One-Time Vendors. This field accepts upper and lower case entries.	Vendor Address2 if one-time vendor, else blank
CVI-ADDR3	Address 3	AlphaLower 30 positions	The third line of address information for the vendor. Only for One-Time Vendors. This field accepts upper and lower case entries.	Vendor Address3 if one-time vendor, else blank
CVI-ADDR4	Address 4	AlphaLower 30 positions	The fourth line of address information for the vendor. Only for One-Time Vendors. This field accepts upper and lower case entries.	Vendor Address4 if one-time vendor, else blank
CVI-CITY-ADDR5	City/Address 5	AlphaLower 18 positions	The city of fifth line of address information for the vendor. Required only if the One-Time Vendor field = Yes. This field accepts upper and lower case entries.	Vendor City if one-time vendor, else blank
CVI-STATE-PROV	State or Province	Alpha 2 positions	The state or province for the vendor. Used only if the One-Time Vendor field = Yes.	Vendor State if one-time vendor, else blank
CVI-POSTAL-CODE	Postal Code	AlphaLower 10 positions	The postal code for the vendor address. Used only if the One-Time Vendor field = Yes. This field accepts upper and lower case entries.	Vendor Postal Code (Zip Code) if one-time vendor, else blank
CVI-COUNTY	County	AlphaLower 25 positions	The county for the vendor address.	



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CVI-COUNTRY	Country	AlphaLower 30 positions	The country for the vendor address. Can also be used for additional information such as attention name. Used only if the One-Time Vendor field = Yes. This field accepts upper and lower case entries.	
CVI-LEGAL-NAME	Legal Name	AlphaLower 80 positions	The legal name for vendor on the invoice.	
CVI-VEN-INC-CODE	Vendor Income Code	Alpha 4 positions	A valid income code for the vendor. Used to track reportable income for the vendor.	
CVI-TAX-ID	Tax ID	Alpha 20 positions	The tax identification number for the vendor on the invoice.	
CVI-JRNL-BOOK-NBR	Journal Book	Alpha 12 positions	If using journal books, the book assigned to the transaction.	
CVI-BANK-CHK-AMT	Bank Payment Amounts	Signed 18.2 positions	The amount of the invoice payment in the currency of the cash code (bank account).	
CVI-BANK-ND	Bank Currency Nbr of Decimals	Numeric 1 position	The number of decimal positions defined for the bank account currency assigned to the cash code.	
CVI-BNK-CNV-RATE	Bank Currency Exchange Rate	Signed 14.7 positions	The currency exchange rate used to convert the invoice currency to the bank account currency.	
CVI-DISCOUNT-CODE	Discount Code	Alpha 10 positions	The discount code assigned to the invoice. Represents a general ledger discount account. If left blank, the discount code assigned to the vendor, process level, or company defaults. Must be a valid record in the Discount Code file.	
CVI-INVOICE-SOURCE	Invoice Source	Alpha 1 position	Indicates the source for creation of the invoice (manual, EDI, evaluated receipts settlement).	
CVI-INVC-REF-TYPE	Invoice Reference Type	Alpha 2 positions	Indicates the type of number the vendor is providing to reference the invoice.	IN
CVI-APPROVED-FLAG	Approved Code	Alpha 1 position	If the invoice requires approval, this field indicates whether the invoice is approved.	Must be Y for transactions interfaced as released and approved (will bypass ProcessFlow and all approvals). If Y, must be certified by BOA.



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CVI-INC-ACCR-CODE	Income Withholding Code	Alpha 10 positions	The income withholding code assigned to the invoice. Represents a general ledger income withholding accrual account. If left blank, the income withholding code assigned to the process level or company defaults. Must be a valid record in the Income Withholding Code file.	
CVI-OPERATOR	Operator	Alpha 10 positions	This field is used to store the login id of the person who entered the record.	
CVI-INV-USR-FLD-01	Invoice User Field	Alpha 20 positions	Invoice user field number 1.	L record field Document ID
CVI-INV-USR-FLD-02	Invoice User Field	Alpha 20 positions	Invoice user field number 2.	Reserved for program ID that created the transaction (interfaced transactions only)
CVI-INV-USR-FLD-03	Invoice User Field	Alpha 20 positions	Invoice user field number 3.	
CVI-INV-USR-FLD-04	Invoice User Field	Alpha 20 positions	Invoice user field number 4.	Reserved for Process Flow ("submitted")
CVI-INV-USR-FLD-05	Invoice User Field	Alpha 20 positions	Invoice user field number 5.	Reserved for Process Flow (workunit)
CVI-HANDLING-CODE	Handling Code	Alpha 4 positions	Invoice handling code. Determines the processing rules for invoice matching.	
CVI-RCPT-INV-DATE	Invoice Receipt Date	yyyymmdd 8 positions	The day the invoice was received. If left blank, the system date defaults.	
CVI-RECORD-ERROR	Record Error	Alpha 1 position	Indicates if the invoice record has not passed the edit due to errors.	
CVI-REASON-CODE	Reason Code	Alpha 4 positions	Reason code. Indicates the cause for credit memos.	
CVI-CBPRINT-FL	Chargeback Print Field	Alpha 1 position	Determines whether to print chargebacks.	
CVI-RETAIL-AMT	Retail Amount	Signed 18.2 positions	The retail amount of the item.	
CVI-SEGMENT-BLOCK	User Analysis	Alpha 103 positions	Identifies the user analysis values included in the transaction.	



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CVI-JBK-SEQ-NBR	Journal Book Sequence Number	Numeric 10 positions	If using journal book, the journal book sequence number.	
CVI-VAT-REG-CTRY	VAT Registration Country	Alpha 2 positions	The country component of the VAT Registration Number. This field, together with the Registration Number for the company on the tax transaction, makes up the VAT registration number.	
CVI-VAT-REG-NBR	VAT Registration Number	Alpha 12 positions	The number component of the VAT Registration Number. This field together with the Registration Country field makes up the VAT Registration Number.	
CVI-DIVERSE-CODE	Diverse Code	Alpha 5 positions	The diversity code for the Accounts Payable vendor.	
CVI-FLEX-FLAG	Flex Flag	Alpha 1 position	Flex flag is used for terms. Flexible terms override best terms.	
CVI-NOTC	Nature of Transaction Code	Alpha 2 positions	Nature of Transaction Codes are used in Intrastat to identify a type of transaction.	
CVI-STAT-PROC	Statistical Procedure Code	Alpha 6 positions	Statistical procedure codes are defined using Intrastat.	
CVI-FOB-CODE	Free On Board Code	Alpha 3 positions	User-defined Free On Board code.	
CVI-SHIP-VIA	Ship Via	AlphaLower 12 positions	The method of shipment to transport the goods.	
CVI-UNLOADING-PORT	Unloading Port	Alpha 5 positions	The port where goods are unloaded (if required).	
CVI-DROPSHIP-FL	Dropship Flag	Alpha 1 position	Indicates whether goods being shipped by the vendor to a non-standard location need to have receiving performed.	
CVI-TRANSPORT-MODE	Transportation Mode	Alpha 1 position	The mode of transportation at the border crossing.	



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Infor Record Layout: *APCDISTRIB*

Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CVD-COMPANY	Company	Numeric 4 positions	The company number. Must be a valid record in the Accounts Payable Company file.	L record field Fund
CVD-VENDOR	Vendor	AlphaRight 9 positions	The vendor number. Must be a valid record in the Vendor file. *The field type for this field is defined in <i>Vendor Group (AP00.1)</i> .	D record field Vendor Code **Must be blank if one-time vendor**
CVD-EDI-NBR	EDI Number	Alpha 15 positions	The electronic data interchange (EDI) number assigned to the vendor.	
CVD-INVOICE	Invoice Number	Alpha 22 positions	A unique invoice number for the vendor.	L record field Vendor Invoice
CVD-SUFFIX	Invoice Suffix	Numeric 3 positions	The occurrence value of the invoice. Not valid for invoices with an unreleased status.	
CVD-DIST-SEQ-NBR	Distribution Sequence Number	Numeric 4 positions	Required if you have more than one line of distribution for an invoice. A unique sequence number of the invoice distribution.	Required if there is more than one line of distribution for an invoice. A unique sequence number for the invoice distribution.
CVD-ORIG-TRAN-AMT	Distribution Amount	Signed 18.2 positions	The amount of the invoice distribution in the currency of the invoice.	L Record If field Inc/Decrmt Ind = "D" Then Amount * -1 Else Amount
CVD-TAXABLE-AMT	Taxable Amount	Signed 18.2 positions	The taxable amount of the invoice distribution.	
CVD-DIST-COMPANY	Distribution Company	Numeric 4 positions	The company the invoice distribution will be posted to. Must be a valid record in the Account Payable Company file. If different from the originating company, a valid relationship must exist in the General Ledger Intercompany file. If left blank, the company number default.	
CVD-TO-BASE-AMT	To Company Base Amount	Signed 18.2 positions	The amount of the distribution in the company base currency. This field is required for historical status invoices if the Distribution Company is different from the Company (an intercompany record).	L Record If field Inc/Decrmt Ind = "D" Then Amount * -1 Else Amount



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CVD-DIS-ACCT-UNIT	Accounting Unit	Alpha 15 positions	Required except for an unreleased status distribution with a Tax Code. The general ledger distribution accounting number. Must be a valid record in the General Ledger Account Master file.	Chart of Accounts Accounting Unit
CVD-DIS-ACCOUNT	Account Number	Numeric 6 positions	Required except for an unreleased status distribution with a Tax Code. The general ledger distribution account number. Must be a valid record in the General Ledger Account Master file.	Chart of Accounts Account
CVD-DIS-SUB-ACCT	Subaccount Number	Numeric 4 positions	If using subaccounts, this field is required except for an unreleased status distribution with a Tax Code. The general ledger distribution subaccount number. Must be a valid record in the General Ledger Account Master file.	Chart of Accounts Sub account
CVD-TAX-INDICATOR	Tax Indicator	Numeric 1 position	Indicates whether the tax distributions should be linked to the goods account or if the goods distribution is exempt from tax.	
CVD-TAX-SEQ-NBR	Tax Sequence Number	Numeric 4 positions	Sequence number of the tax distributions linked to the goods line.	
CVD-TAX-CODE	Tax Code	Alpha 10 positions	A tax code identifies the invoice distribution as a tax distribution. The tax code is user-defined and represents tax information used in creating invoice tax distribution records. Must be a valid record in the Tax Code file.	
CVD-DESCRIPTION	Description	AlphaLower 30 positions	The distribution description. If left blank, the vendor number and vendor name defaults. This field accepts both upper and lower case entries.	L Record field Description
CVD-DST-REFERENCE	Reference	Alpha 10 positions	The distribution reference. If left blank, the default reference value defined for the company defaults.	



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CVD-ACTIVITY	Activity	Alpha 15 positions	<p>Activities are the processes or procedures that produce work. Cost objects (products, services, customers, and so on) are the reasons for performing the activity. Activities and cost object activities are used synonymously in the Project and Activity Accounting application. Direct costs are posted to activities, and indirect costs are allocated to activities based on activity drivers.</p> <p>Activities are grouped or organized by activity levels. There are two types of activities: "posting allowed" and "summary only." Use posting level activities to budget and maintain all posted transactions. Summary activities or macro activities combine information and balances from lower level activities for reporting and inquiries.</p>	L Record field Job Number or Activity from NH FIRST Activity module (Project Accounting and Grant Management), else blank.
CVD-ASSET-DESC	Asset Desc	AlphaLower 30 positions	If the distribution includes an asset, this field contains the asset description.	
CVD-TAG-NBR	Tag Nbr	Alpha 12 positions	If the distribution contains asset information, this field contains the tag number assigned to the asset. It represents a short name for a part of an asset.	
CVD-ITEM-NBR	Item Number	Alpha 32 positions	The item number of an asset composed of different elements, but depreciated as a common asset unit.	
CVD-ITEM-DESC	Item Description	Alpha 30 positions	This field contains the description for stock and non-stock items.	
CVD-ITEM-QUANTITY	Item Quantity	Numeric 8 positions	The number of units that make up the asset item. Each unit of an item is exactly the same as every other unit of the item.	



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CVD-ASSET-TEMPLATE	Asset Template	Alpha 10 positions	You can use an asset template to define assets for use in the Asset Management, Accounts Payable, or Project and Activity Accounting applications. Templates identify the required information needed to create asset records. The template is a way to create assets with very little keying: using a template lets you default many of the data items associated with a new asset. An asset template is required when you define a new asset as the result of transactions from the Purchase Order or Accounts Payable applications.	
CVD-INSRV-DATE	Inservice Date	yyyymmdd 8 positions	The GL BOOK inservice date for the asset. Note: The inservice date can be different for each depreciation book used.	
CVD-PURCHASE-DATE	Purchase Date	yyyymmdd 8 positions	The date the asset was purchased. This purchased date can be different from the inservice dates for the depreciation books used.	
CVD-MODEL-NUMBER	Model Number	Alpha 30 positions	If the distribution contains asset information, this field contains the model number assigned to the asset.	
CVD-SERIAL-NUMBER	Serial Number	Alpha 30 positions	The serial number associated with the asset.	
CVD-HOLD-AM	Hold AM	Alpha 1 position	If the distribution contains asset information, this field indicates whether to hold the asset in the Asset Interface file. Being held keeps items from becoming assets until they are released from hold.	



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CVD-ASSET	Asset Number	Numeric 10 positions	The asset number contains up to nine alphanumeric characters that uniquely identify an asset belonging to a company. When the company is defined, an option for the company establishes whether assets are numbered numerically or alphanumerically. For numerically numbered assets, an additional option allows automatic numbering of assets as they are added to the application. The asset number is always right justified, with high-order zero suppression. If the asset number contains alphabetic characters, the asset number is still right justified, with any trailing spaces removed from the asset number.	
CVD-ACCT-CATEGORY	Account Category	Alpha 5 positions	Account categories are groupings of costs, revenues, or a combination of both used for reporting and inquiries for activities in the Project and Activity Accounting application. All transactions are posted to an account category within an activity. You can assign a specific General Ledger account or range of accounts (company, accounting unit, account, and subaccount) that make up the transactions posted to an account category using <i>Account Assignment</i> (AC07.1). Period-to-date, year-to-date, and life-to-date balances are maintained by account category for activities. Account categories must be assigned to activities before you do any budgeting or transaction processing.	Account category from NH FIRST Activity module (Project Accounting and Grant Management) else blank. Category = J is required if CVD-ACTIVITY is entered as a Job Number.
CVD-BILL-CATEGORY	Bill Category	Alpha 32 positions	The transaction rate attribute that the labor rate is based on. The transaction rate attribute is assigned in Source Code (GL05.1).	
CVD-UNT-AMOUNT	Unit Amount	Signed 18.2 positions	The total units.	



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CVD-ITEM-TAX-TRAN	Item Tax Tran	Signed 18.2 positions	The taxable amount associated with the distribution in the currency of the transaction.	
CVD-ASSET-GROUP	Asset Group	Alpha 10 positions	If the distribution contains asset information, this field contains the asset group assigned to the distribution.	
CVD-COMBINE	Combine	Alpha 10 positions	If the distribution contains asset information, this field indicates whether to combine items as one asset.	
CVD-AU-GROUP	Accounting Unit Group	Alpha 10 positions	Accounting unit groups group and identify the accounting units to use when you create journal entries for adding, adjusting, transferring, or disposing of assets. Changes to accounting unit groups are dynamic, affecting all assets using the accounting unit group.	
CVD-ACCT-UNIT	Accounting Unit	Alpha 15 positions	The accounting unit is a shorthand notation representing the variable level number. When used in the GL Account Master file, the accounting unit must be defined in the GL Names file as a posting accounting unit.	
CVD-TAX-POINT	Tax Point	Alpha 1 position	Indicates when the tax amount is calculated for the distribution, if applicable.	
CVD-PO-AOC-CODE	AOC Code	Alpha 2 positions	Add on cost code assigned to a purchase order. Add on costs can be extra costs such as freight costs or other miscellaneous costs, or they can be allowances such as credits or returns.	
CVD-DIVISION	Division	Alpha 15 positions	A user-defined division used for reporting assets.	
CVD-LOCATION-NAME	Location Name	Alpha 15 positions	A user-defined location name which represents where an asset is physically located. Locations are used to report asset information.	
CVD-BAR-CODE	Bar Code	Alpha 30 positions	The unique bar code assigned to the item.	



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CVD-ITEM-LOC-DTL	Item Location Detail	Alpha 14 positions	This field contains the first level of the location detail. It contains the first set of characters from the LOC-DTL field and its size is represented by the DTL-SEG-1 field in AMLOCATION.	
CVD-TAX-USAGE-CD	Tax Usage Code	Alpha 10 positions	The tax usage code for the vendor. This field is required if the AP Company indicates that VAT reporting required.	
CVD-DST-USR-FLD-01	Distribution User Field	Alpha 20 positions	Distribution user field 1. Field input must be valid for the user field definition in the AP Company file.	L Record field Line Number
CVD-DST-USR-FLD-02	Distribution User Field	Alpha 20 positions	Distribution user field 2. Field input must be valid for the user field definition in the AP Company file.	Reserved for Department of Education Vocational Rehabilitation
CVD-DST-USR-FLD-03	Distribution User Field	Alpha 20 positions	Distribution user field 3. Field input must be valid for the user field definition in the AP Company file.	
CVD-DST-USR-FLD-04	Distribution User Field	Alpha 20 positions	Distribution user field 4. Field input must be valid for the user field definition in the AP Company file.	
CVD-DST-USR-FLD-05	Distribution User Field	Alpha 20 positions	Distribution user field 5. Field input must be valid for the user field definition in the AP Company file.	Reserved for Process Flow (class)
CVD-SEGMENT-BLOCK	User Analysis	Alpha 103 positions	Identifies the user analysis values included in the transaction.	



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Payment Voucher—Encumbered payment (PV)

The MA540 invoice interface file format is required when paying an invoice that references an encumbrance that was created through a previously processed purchase order. The file is in comma separated value (.csv) format, and all fields must be included on all records regardless of record type. When a field isn't applicable for the specific record type, the field must be represented on the record as two commas with no spaces.

Infor Record Layout: MA540 Invoice Interface

Record Type	Field Name	Field Type and Length	Description	Populated / Mapped Value
Header (H), Detail (D), AP Distribution (A), Misc. Header AOC (M)	Rec Type	Alpha 1	Record type. Indicates the type of audit record.	
Header, Detail, AP Distribution, Misc. Header AOC	Company	Numeric 4	Company number.	L record field Fund
Header, Detail, AP Distribution, Misc. Header AOC	Vendor	Alpha 9	Vendor ID.	D record field Vendor Code
Header, Detail, AP Distribution, Misc. Header AOC	EDI Nbr	Alpha 15	The Electronic Data Interchange (EDI) number assigned to the vendor. Used to obtain the vendor ID. NOTE: Either the EDI number or the vendor ID is required.	
Header, Detail, AP Distribution, Misc. Header AOC	Invoice	Alpha 22	Invoice number.	L record field Vendor Invoice
Header, Detail, AP Distribution, Misc. Header AOC	Suffix	Numeric 3	Suffix for the invoice. Represents the occurrence value of the invoice.	



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Record Type	Field Name	Field Type and Length	Description	Populated / Mapped Value
Detail	Seq Nbr	Numeric 4	Sequence number. Used to keep the detail record unique.	A unique sequence number for the invoice distribution.
Header, Detail, AP Distribution	Tax Code	Alpha 10	A code that represents specific tax information. Used to calculate the tax amount for the invoice based on the tax rate defined for the tax code and to automatically create distribution lines.	
Header, Detail	Location	Alpha 5	The location code that represents a valid stocking location within the company inventory application. Note: Required if pool option for vendor or company equals 3.	
Header	PO Code	Alpha 4	The purchase order code used to keep purchase orders unique. This code can be used for reporting purposes.	
Header	PO Number	AlphaRight 14	This field contains the number representing the purchase order. This field is required if the PO Required flag is set to "Yes" on the assigned invoice handling code.	Similar to L record field reference code, reference number, and reference line. Must match a purchase order number in NH FIRST.
Header	PO Release	Numeric 4	The number that identifies a specific release of a purchase order. Required only if a standing order.	
Header	Batch Num	Numeric 6	Batch number of entered invoices, debit memos, and credit memos.	
Header	Voucher Nbr	Alpha 22	Voucher number assigned to the invoice.	
Header	Auth Code	Alpha 3	Authority code representing a person or department responsible for approving a registered invoice.	Valid agency authority code defined in NH FIRST Accounts Payable system. This field is used to identify contact information to be included on the vendor payment remittance.
Header	Proc Level	Alpha 5	The process level represents a reporting level below company. If not included, will default from PO header.	Agency & 00
Header	Invoice Type	Alpha 1	Invoice type: blank = Invoice D = Debit memo	
Header	Inv Currency	Alpha 5	Currency of the invoice.	USD



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Record Type	Field Name	Field Type and Length	Description	Populated / Mapped Value
Header	Invoice Dte	Date 8	Date assigned to the invoice. Used when updating the vendor's purchase balance. Format = DD/MM/YYYY.	Date of invoice
Header	Distrib Date	Date 8	The general ledger posting date assigned to the batch. Used to default a post date to all invoices entered for the batch. Format = DD/MM/YYYY	Zeroes
Header	Purch Fr Loc	Alpha 4	Purchase from location code associated with the invoice.	
Header	Description	Alpha Lower 30	Invoice description.	L Record field Description
Header	Tran Inv Amt	Numeric 18, 16 whole 2 decimal	Transaction invoice amount in the company base currency.	L Record If field Inc/Decrmt Ind = "D" Then Amount * -1 Else Amount
Header	Tran Alow Amt	Numeric 18, 16 whole 2 decimal	Amount of the invoice available for discount in the currency of the invoice.	
Header	Tran Txbl Amt	Numeric 18, 16 whole, 2 decimal	Transaction taxable amount of the invoice in the currency of the invoice.	L Record If field Inc/Decrmt Ind = "D" Then Amount * -1 Else Amount
Header	Tran Tax Amt	Numeric 18, 16 whole, 2 decimal	Total transaction tax amount on the approval record.	
Header	Tran Disc Amt	Numeric 18, 16 whole, 2 decimal	Transaction discount amount. The discount amount of the invoice in the currency of the invoice.	
Header	Orig Cnv Rate	Numeric 14, 7 whole, 7 decimal	Currency exchange rate used to convert the invoice amount to the company base currency.	
Header	Discount Rt	Numeric 5, 2 whole, 3 decimal	Discount rate used to calculate the discount amount of the invoice.	
Header	Disc Date	Date 8	The discount date assigned to the invoice. Format = DD/MM/YYYY.	



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Record Type	Field Name	Field Type and Length	Description	Populated / Mapped Value
Header	Due Date	Date 8	Invoice due date. Format = DD/MM/YYYY.	D record field Schedule Payment Date. Required only if vendor or vendor location doesn't have default term code assigned, otherwise will calculate based on terms associated with vendor.
Header	Remit To Code	Alpha 4	Remit-to location code associated with the invoice.	
Header	Retail Amt	Numeric 18, 16 whole, 2 decimal	Retail amount. The retail amount of the invoice.	
Header	Rcpt Inv Date	Date 8	Invoice receipt date. The date the invoice was received. If left blank, invoice date will default. Format = DD/MM/YYYY	
Header	Reason Code	Alpha 4	Reason code. This field contains the reason code, which indicates the reason for the document.	
Header	Match Ref Nbr	Alpha 22	Matching reference number. Required if the vendor is defined as Match Reference processing.	
Header	Handling Code	Alpha 4	Handling code. Invoice handling code. This code contains processing rules for invoice entry and invoice matching. If left blank, the handling code defaults from the vendor, process level, or match company.	MAT for matched invoices. SER for service only invoices.
Header	Operator	Alpha 10	Operator code. This field is used to store the login ID of the person who entered the record. If left blank, "MA540" defaults.	
Header	Term Code	Alpha 5	Terms code. A user-defined code representing a method of determining invoice due and discount dates. Either a due date or a terms code is required.	



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Record Type	Field Name	Field Type and Length	Description	Populated / Mapped Value
Header	Tax Code Cntl	Alpha 1	Tax adjustment code. This control field defines the tax code usage in invoicing and approving taxes. For PO invoices: If set to 1 (Override), all lines approved for payment will use the tax code defined for the whole invoice. If set to 2 (Ignore), no PO lines approved for payment will be taxed. If set to 3 (Calculate), the tax amount will be calculated and a miscellaneous distribution will be created.	2
Header	CBPRINT FI	Alpha 1	Print chargebacks. Indicates whether to print the chargeback.	
Header	Inv Usr Fld 01	Alpha 15	Invoice user field 1. The data type of the field is defined during company setup and edited at invoice entry date. Valid data types: Alphanumeric, Date, Amount, Numeric	L record field Document ID (20 characters will be truncated to 15)
Header	Inv Usr Fld 02	Alpha 15	Invoice user field 2. The data type of the field is defined during company setup and edited at invoice entry date. Valid data types: Alphanumeric, Date, Amount, Numeric	
Header	Inv Usr Fld 03	Alpha 15	Invoice user field 3. The data type of the field is defined during company setup and edited at invoice entry date. Valid data types: Alphanumeric, Date, Amount, Numeric	
Header	Inv Usr Fld 04	Alpha 15	Invoice user field 4. The data type of the field is defined during company setup and edited at invoice entry date. Valid data types: Alphanumeric, Date, Amount, Numeric	
Header	Inv Usr Fld 05	Alpha 15	Invoice user field 5. The data type of the field is defined during company setup and edited at invoice entry date. Valid data types: Alphanumeric, Date, Amount, Numeric	



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Record Type	Field Name	Field Type and Length	Description	Populated / Mapped Value
Header	Return Number	Numeric 10	If the goods associated with the invoice were returned, this field contains the optional return number assigned to the return. Required if a vendor return is being processed.	
Header	Cost Comp Flag	Alpha 1	Not used.	
Header	Match Cost Comp	Numeric 18, 13 whole, 5 decimal	Not used.	
Header	Hash Quantity	Numeric 13, 9 whole, 4 decimal	Total of all items on the invoice.	
Header	Match Prepay Flag	Alpha 1	Match prepay flag.	
Header	Match Prepay Mt	Numeric 1	Match prepay.	
Header	Prepay Date	Date 8	Prepay date.	
Header	Prepay Discount Code	Alpha 10	Prepay discount code.	
Header	Prepay Reference Number	Alpha 22	Prepay reference number.	
Header	Prepay Retail Amount	Numeric 18, 16 whole, 2 decimal	Prepay retail amount.	
Header	Prepay Amount	Numeric 18, 16 whole, 2 decimal	Prepay amount.	
Header	Prepay AOC Amount	Numeric 18, 16 whole, 2 decimal	Prepay AOC amount.	
Header	Prepay Tax Amount	Numeric 18, 16 whole, 2 decimal	Prepay tax amount.	
Header	Prepay Serv Amount	Numeric 18, 16 whole, 2 decimal	Prepay service amount.	
Detail	Line Nbr	Numeric 6	Line number of the purchase order.	L record field reference line



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Record Type	Field Name	Field Type and Length	Description	Populated / Mapped Value
Detail	Item	Alpha 32	Item identifier. If left blank, the element defined as the "item" in the match class will default.	
Detail	Ven Item	Alpha 32	Vendor's item identifier.	
Detail	Entered Qty	Numeric 13, 9 whole, 4 decimal	Required. Entered quantity. The quantity of goods being invoiced on the detail line.	
Detail	Ent UOM	Alpha 4	Entered unit of measure. The unit of measure of the Entered Quantity. If left blank, the unit of measure will default from the item or vendor definition. If no item or vendor definition exists, the default vendor buy unit of measure is used. The unit of measure must be valid for the item. Required if different than the UOM specified on the PO.	
Detail	Unit Cost	Numeric 18, 13 whole, 5 decimal	Required. The unit cost of the line item detail.	
Detail	Extended Amt	Numeric 18, 16 whole, 2 decimal	Extended amount. The total value of the line item details received on a given invoice detail line.	
Detail	AOC Code	Alpha 2	Add-on charge code. This field contains the identifier for the add-on charge associated with this line item detail. Required if there is an AOC.	
Detail	Total AOC	Numeric 18, 16 whole, 2 decimal	Total add-on charge. The total add-on charge amount. Required if an AOC code is defined. Required if there is an AOC.	
Detail	Rtl Unit Cost	Numeric 18, 13 whole, 5 decimal	Retail unit cost. The retail unit cost of the line item detail.	



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Record Type	Field Name	Field Type and Length	Description	Populated / Mapped Value
Detail	Element	Alpha 32 (occurs 10 times)	Required. Matching element. Used to determine the match detail that the line will be matched against. The match elements are part of the match class structure. A match class contains a hierarchy of line item details, which are the elements used in matching. The element defined as the "item" in the match class structure is required.	ITEM
Detail	Dtl Dist Company	Numeric 4	Distribution company.	L record field Fund
Detail	Acct Unit	Alpha 15	Accounting unit. The accounting unit is a shorthand notation representing the variable level number. When used in the General Ledger Account Master file, the accounting unit must be defined in the General Ledger Names file as a posting accounting unit. Only valid for item types X (special) and N (non-stock).	Chart of Accounts Accounting Unit
Detail	Account	Numeric 6	Account. This field, along with the accounting unit and subaccount, make up the location (account) where amounts and other account information are stored. Only valid for item types X (special) and N (non-stock).	Chart of Accounts Account
Detail	Sub Acct	Numeric 4	Subaccount. This field contains the subaccount from your general ledger chart of accounts that was charged with the amount carried on this record. Only valid for item types X (special) and N (non-stock).	Chart of Accounts Subaccount
AP Distribution	Tax Indicator	Alpha 1	Tax indicator.	E (exempt)
Detail	No Tax Flag	Alpha 1	Indicates if the detail line is taxable or tax exempt. Valid values are: Yes = Detail line is tax exempt. No = Detail line may be taxable (default).	Y
Line	Prepay Quantity	Numeric 13, 9 whole, 4 decimal	Prepay quantity.	



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Record Type	Field Name	Field Type and Length	Description	Populated / Mapped Value
Line	Prepay Unit Cost	Numeric 18, 13 whole, 5 decimal	Prepay unit cost.	
Line	Prepay Tax Code	Alpha 10	Prepay tax code.	
Line	Prepay Tax Amount 1	Numeric 18, 16 whole, 2 decimal	Prepay tax amount.	
Line	Prepay Retail Unit Cost	Numeric 18, 13 whole, 5 decimal	Prepay retail unit cost.	
Line	Prepay Date 1	Date 8	Prepay date.	
Line	Terms Flag	Alpha 1	Terms flag.	
Line	Catch Weight Cost	Numeric 18, 13 whole, 5 decimal	Catch weight cost.	
Header	Terms Code	Alpha 5	Terms code.	Will default from vendor master file.
AP Distribution	Dist Seq Nbr	Numeric 4	Distribution sequence number. A unique sequence number. Required if you have more than one line of distributions for an invoice.	
AP Distribution	Taxable Amt	Numeric 18, 16 whole, 2 decimal	Taxable amount. The taxable amount of the invoice distribution.	0 (zero)
AP Distribution	Orig Tran Amt	Numeric 18, 16 whole, 2 decimal	Distribution amount. The amount of the invoice distribution in the currency of the invoice.	
AP Distribution	Dist Company	Numeric 4	Distribution company. The company number used for posting the transaction. A valid intercompany relationship must be defined in General Ledger. If left blank, the company number defaults.	



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Record Type	Field Name	Field Type and Length	Description	Populated / Mapped Value
AP Distribution	Dis Acct Unit	Alpha 15	Required (except for an unreleased distribution with a tax code). The general ledger distribution accounting unit. A transaction will be created to this account and an offset transaction to the Accounts Payable liability account will occur.	Chart of Accounts Accounting Unit
AP Distribution	Dis Account	Numeric 6	Distribution account. This is the general ledger distribution account. Required (except for an unreleased distribution with a tax code).	Chart of Accounts Account
AP Distribution	Dis Sub Acct	Numeric 4	Subaccount number. The general ledger distribution subaccount. If you are using subaccounts, this field is required except for an unreleased distribution with a tax code.	
AP Distribution	AP Dtl Description	AlphaLower 30	Accounts Payable detail description.	
AP Distribution	Dst Reference	Alpha 10	Reference. The distribution reference. If left blank, the default reference value defined in Accounts Payable Company defaults.	
Detail, AP Distribution, Misc. Header AOC	Activity	Alpha 15	The activity assigned to the distribution. If left blank, defaults from the vendor.	
Detail, AP Distribution, Misc. Header AOC	Acct Category	Alpha 5	The account category assigned to the distribution. If left blank, defaults from the vendor.	
Detail, AP Distribution, Misc. Header AOC	Bill Category	Alpha 32	Billing category.	
AP Distribution	Unit Amount	Numeric 15, 13 whole, 2 decimal	Unit amount. The total units allocated to the distribution.	
AP Distribution	Asset Desc	AlphaLower 30	Asset description. A description of the asset if an asset is assigned to the distribution.	
AP Distribution	Tag Nbr	Alpha 12	Tag number. If the distribution contains asset information, this field contains the tag number assigned to the asset. Represents a short name for a part of an asset.	



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Record Type	Field Name	Field Type and Length	Description	Populated / Mapped Value
AP Distribution	Item Nbr	Alpha 32	Item number. If the distribution contains asset information, this field contains the item number of an asset that is composed of different elements, but depreciated as a common asset unit.	
AP Distribution	Item Quantity	Numeric 8	The item quantity.	
AP Distribution	Item Desc	Alpha 30	Item description. If the distribution contains asset information, this field contains the description for stock and non-stock items.	
AP Distribution	Asset Template	Alpha 10	A user-defined asset template identifies general asset creation parameters that you can use to quickly add assets with minimal keying. Using a template lets you default many data items associated with a new asset.	
AP Distribution	Insrv Date	Date 8	In-service date. The book in-service date for the asset. Format = DD/MM/YYYY The in-service date can be different for each depreciation book used.	
AP Distribution	Purchase Date	Date 8	The date the asset was purchased. This purchased date can be different from the in-service dates for the depreciation books used. Format = DD/MM/YYYY	
AP Distribution	Model Number	Alpha 30	The model number assigned to the distribution. Used in conjunction with the Asset Template field. If assigned, an asset template must also be assigned to the distribution.	
AP Distribution	Serial Number	Alpha 30	This optional field is used for the serial number of the asset.	
AP Distribution	Hold AM	Alpha 1	Hold Asset. This field indicates whether to hold the asset in the Asset interface file. Being held keeps item from becoming assets until they are released from hold.	
AP Distribution	Asset	Numeric 10	Asset number. The asset number contains up to 10 numeric characters that uniquely identify an asset. Assets are automatically numbered.	



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Record Type	Field Name	Field Type and Length	Description	Populated / Mapped Value
AP Distribution	Item Tax Tran	Numeric 18, 16 whole, 2 decimal	Tax amount. This field contains the tax amount associated with the asset distribution in the currency of the transaction.	
AP Distribution	Asset Group	Alpha 10	This field contains the asset group assigned to the distribution.	
AP Distribution	Combine	Alpha 10	Combine assets. This field indicates whether to combine items as one asset.	
AP Distribution	AU Group	Alpha 10	Accounting unit group.	
AP Distribution	Dep Exp Actvty	Alpha 15	The default activity assigned to the depreciation.	
AP Distribution	Dep Acct Cat	Alpha 5	The default account category assigned to the depreciation.	
AP Distribution	PO AOC Code	Alpha 2	Purchase Order add-on charge codes assigned to a distribution line. Add-on charges can be extra costs such as freight costs or other miscellaneous costs, or can be allowances, such as credits and returns. Required if AOC is added to the invoice.	
Detail, AP Distribution	Tax Usage Cd	Alpha 10	The tax usage code for the vendor. This field is required if the Accounts Payable company indicates that VAT reporting is required.	
AP Distribution	Dst Usr Fld 01	Alpha 20	Distribution user-defined field number one. This field can only be used for an Accounts Payable invoice, or invoices where the Match Flag equals No. The data type of the field is defined during company setup and edited at invoice entry.	
AP Distribution	Dst Usr Fld 02	Alpha 20	Distribution user-defined field number two. This field can only be used for an Accounts Payable invoice, or invoices where the Match Flag equals No.	
AP Distribution	Dst Usr Fld 03	Alpha 20	Distribution user-defined field number three. This field can only be used for an Accounts Payable invoice, or invoices where the Match Flag equals No.	



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Record Type	Field Name	Field Type and Length	Description	Populated / Mapped Value
AP Distribution	Dst Usr Fld 04	Alpha 20	Distribution user-defined field number four. This field can only be used for an Accounts Payable invoice, or invoices where the Match Flag equals No.	
AP Distribution	Dst Usr Fld 05	Alpha 20	Distribution user-defined field number five. This field can only be used for an Accounts Payable invoice, or invoices where the Match Flag equals No.	
Misc. Header AOC	Misc AOC Code	Alpha 2	Add-on charge code. Required only if AOC is added to the invoice.	
Misc. Header AOC	Misc AOC Amount	Numeric 18, 16 whole, 2 decimal	Add-on charge amount. Required only if AOC is added to the invoice.	
Misc. Header AOC	Misc Acct Unit	Alpha 15	Accounting unit. Required only if AOC is added to the invoice.	
Misc. Header AOC	Misc Account	Numeric 6	Account. Required only if AOC is added to the invoice.	
Misc. Header AOC	Misc Sub Acct	Numeric 4	Subaccount. Required only if AOC is added to the invoice.	
AOC	AOC Rate	Numeric 7, 2 whole, 5 decimal	Add-on cost percentage rate. Required only if AOC is added to the invoice.	
AOC	Entry	Alpha 1	Required only if AOC is added to the invoice.	
Header, Detail, AP Distribution, Misc. Header AOC	Segment Block	Alpha 103	Identifies the user analysis values included in the transaction.	
AOC	Landed Flag	Numeric 1	Landed flag. Required only if AOC is added to the invoice.	
AOC	Landed Unit Cost	Numeric 18, 13 whole, 5 decimal	Landed unit cost. Required only if AOC is added to the invoice.	
AOC	Zero Cost Flag	Alpha 1	Zero cost flag. Required only if AOC is added to the invoice.	
AOC	AOC On PO	Alpha 1	Add-on charge on the purchase order. Required only if AOC is added to the invoice.	



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Record Type	Field Name	Field Type and Length	Description	Populated / Mapped Value
AOC	Summary Flag	Alpha 1	Summary flag. Required only if AOC is added to the invoice.	
AOC	Invoice Sprd Cret	Numeric 1	Invoice spread. Required only if AOC is added to the invoice.	
AOC	Invoice Tax Amount	Numeric 18, 16 whole, 2 decimal	Invoice tax amount. Required only if AOC is added to the invoice.	
AOC	Accr Tax Amount	Numeric 18, 16 whole, 2 decimal	Accrued tax amount. Required only if AOC is added to the invoice.	
AOC	Ext Tax Amount	Numeric 18, 16 whole, 2 decimal	Extended tax amount. Required only if AOC is added to the invoice.	
AOC	BL Invoice Amount	Numeric 18, 16 whole, 2 decimal	Billing invoice amount. Required only if AOC is added to the invoice.	
Header	Jrnl Book Nbr	Alpha 12	Journal book number.	
Header	Diverse Code	Alpha 5	Diversity code.	
Header	Pay Imm Flag	Alpha 1	Pay Immediately flag.	
Header	Flex Flag	Alpha 1		
Header	AOC Detail	Alpha 1	Add-on charge detail. Required only if AOC is added to the invoice.	
Header	Rule Group	Alpha 10	Rule group.	
Header	Comment Seq Number	Numeric 1	Comment sequence number.	
Header	Comment Name	Alpha 50	Comment name.	
Header	Comment Text	Alpha 40	Comment text.	
Header	NOTC	Alpha 2	Nature of Transaction Code.	
Header	Unloading Port	Alpha 5	The port where the goods are unloaded, if required.	
Header	Stat Proc	Alpha 6	The statistical procedure code applied to the data.	
Header	Ship Via	AlphaLower 12	Method of shipment.	
Header	FOB Code	Alpha 3	Free On Board code.	



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Record Type	Field Name	Field Type and Length	Description	Populated / Mapped Value
Header	Dropship FI	Alpha 1	Indicates whether the goods being shipped by the vendor to a non-standard location need to have the receiving process performed.	
AP Distribution	Line Type	Alpha 1	Type of inventory on the line.	
AP Distribution	ICN Code	Alpha 8	Intrastat Classification Nomenclature (ICN) code.	
AP Distribution	Weight	Numeric 9, 6 whole, 3 decimal	Unit weight of the item in stock unit of measure.	
AP Distribution	Supplementary Qty	Numeric 13, 9 whole, 4 decimal	Supplementary quantity.	
AP Distribution	Supplementary UOM	Alpha 4	Supplementary unit of measure.	
Detail	Commodity Code	Alpha 35	Commodity code.	



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Payment Voucher—All (PV)

Infor Record Layout: APCATTACH

The APCATTACH file format is used to interface additional invoice information. The Accounts Payable Core Team lead should be consulted for additional information.

Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
AAP-COMPANY	Company	Numeric 4 positions	The company number. Must be a valid record in the Accounts Payable Company file.	
AAP-VENDOR	Vendor	AlphaRight 9 positions	The vendor's identification code.	
AAP-INVOICE	Invoice Number	Alpha 22 positions	The invoice number used to identify the invoice.	
AAP-SUFFIX	Invoice Suffix	Numeric 3 positions	The suffix number for the invoice.	
AAP-CMT-SEQ-NBR	Comment Sequence Number	Numeric 1 position	The invoice comment sequence number. Up to 10 comment text strings can be included in a comment name.	0-9
AAP-COMMENT-NAME	Comment Name	AlphaLower 50 positions	User-defined identifier for the invoice comment.	
AAP-COMMENT-TYPE	Comment Type	Alpha 2 positions	The invoice comment type.	
AAP-APCOMMENT-TEXT	Comment Text	AlphaLower 205 positions	Textual information references that are applied to the invoice comment.	



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Journal Voucher (JV) and Transfer of Expense (TE)

Infor Record Layout: GLTRANSREL

Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
GTR-RUN-GROUP	Run Group	Alpha 15 positions	<p>A user-defined unique identifier used to group together a set of records to process selectively or concurrently.</p> <p>To process by Run Group you must determine the unique run group in the run option in GL165.</p> <p>Run Group and Seq Number are the keys to GLTRANSREL file. They should be used to group records for interfacing.</p>	Blank (this field will be populated by DAS when the transactions are retrieved from the ASFTP).
GTR-SEQ-NUMBER	Sequence Number	Numeric 6 positions	A user-defined unique identifier assigned to each transaction to be transferred into the Infor system. If all other key fields are alike, this may be used so that no duplicates will occur.	A unique sequence number for the transaction distribution.
GTR-COMPANY	Company	Numeric 4 positions	The "from company" on intercompany transactions. If the transaction is not intercompany, this field will equal the GTR-OLD-COMPANY (Infor company portion or Infor company being mapped to).	L record field Fund
GTR-OLD-COMPANY	Old Company	Alpha 35 positions	A user-defined field that contains the old company structure to be associated with the Infor company and accounting unit. This field determines what company and accounting unit a record will convert to.	concatenate(L record field Fund, Chart of Accounts Accounting Unit)
GTR-OLD-ACCT-NBR	Old Account Number	Alpha 25 positions	A user-defined field that contains the old account structure to be associated with the new account and subaccount within the Infor system. This field determines what account and subaccount a record will convert to, within the company and accounting unit that was determined with GTR-OLD-COMPANY .	concatenate Chart of Accounts(Account, Sub-account)



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
GTR-SOURCE-CODE	Source Code	Alpha 2 positions	Used to indicate where the transaction was created. The source code must be a valid source code in the GLCODES database file.	JE if a journal entry JV if a journal voucher TR if a transfer of expenditure
GTR-DATE	Date	yyyymmdd 8 positions	Contains the system creation date. If the field is not filled in, the date of running the GL165 will be assigned in its place.	
GTR-REFERENCE	Reference	AlphaLower 10 positions	The reference number associated with the transaction. User-defined field used to categorize transactions.	
GTR-DESCRIPTION	Description	AlphaLower 30 positions	User-defined description of the transaction record.	L record field Description
GTR-CURRENCY-CODE	Currency Code	Alpha 5 positions	User-defined currency code used if the transaction is not in the company's base currency.	USD
GTR-UNITS-AMOUNT	Units Amount	Signed 15.2 positions	Contains the transaction units amount.	
GTR-TRAN-AMOUNT	Transaction Amount	Signed 18.2 positions	Transaction amount (positive or negative) in currency to be posted. This amount creates a CUAMOUNT type 1 record.	L record: If field Debit Amount is zeros Then field Credit Amount * -1 Else field Debit Amount
GTR-BASE-AMOUNT	Base Amount	Signed 18.2 positions	Transaction amount (positive or negative) in base currency to be posted to the GL Master file.	L record: If field Debit Amount is zeros Then field Credit Amount * -1 Else field Debit Amount
GTR-BASERATE	Base Rate	Signed 14.7 positions	The exchange rate at time of creation (for non base currency transactions). If left blank, the current exchange rate will default.	
GTR-SYSTEM	System	Alpha 2 positions	A two-character code representing an application used within the Infor system (for example, GL=General Ledger, AP=Accounts Payable). It must be a valid system code in the GLCODES database file.	GL
GTR-PROGRAM-CODE	Program Code	Alpha 5 positions	Used to identify where a program was created. You may define this as any five characters.	GL165
GTR-AUTO-REV	Auto Reverse	Alpha 1 position	Auto reversal is the process of reversing the transaction. If you select auto reverse, Period Closing (GL199) creates a reversing journal entry in the next period for this transaction.	



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
GTR-POSTING-DATE	Posting Date	yyyymmdd 8 positions	This date, assigned to the journal entry, determines what period and year the transaction (journal entry) will reside in after completing the Transaction Conversion process.	Required. No mapped field from existing NHIFS transaction.
GTR-ACTIVITY	Activity	Alpha 15 positions	Activities are the processes or procedures that produce work. Cost objects (products, services, customers) are the reasons for performing the activity. Activities and cost object activities are used synonymously in Project Accounting. Direct costs are posted to activities, and indirect costs are allocated to activities based on activity drivers. Activities are grouped or organized by activity levels. There are two types of activities: "posting allowed" and "summary only." Use posting level activities to budget and maintain all posted transactions. Summary activities or macro activities combine information and balances from lower level activities for reporting and inquiries.	L record field Job Number, or Activity from NH FIRST Activity module (Project Accounting and Grant Management), else blank.
GTR-ACCT-CATEGORY	Account Category	Alpha 5 positions	Account categories are groupings of costs, revenues, or a combination of both used for reporting and inquiries for activities in Project Accounting. All transactions are posted to an account category within an activity. You can assign a specific general ledger account or range of accounts (company, accounting unit, account, and subaccount) that makes up the transactions posted to an account category using Account Assignment (AC07.1).	Account category from NH FIRST Activity module (Project Accounting and Grant Management) else blank.
GTR-DOCUMENT-NBR	Document Number	Alpha 27 positions	A reference field used for sub-system journaling by document. If the company you are converting to is journaling by document, this field will be used to determine where to batch a new journal entry.	L record field Document ID
GTR-TO-BASE-AMT	To Base Amount	Signed 18.2 positions	Contains the To Company base amount. Transaction amount for intercompany transactions (to be used with the GTR-COMPANY).	



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
GTR-EFFECT-DATE	Effect Date	yyyymmdd 8 positions	The effective date of the transaction, used with Average Daily Balance. For conversion, fill with spaces or the posting date.	
GTR-JRNL-BOOK-NBR	Journal Book Number	Alpha 12 positions	The journal book assigned to the transaction.	
GTR-MX-VALUE	Attribute Value	Alpha 32 positions, occurs 3 times	Contains the attribute value.	
GTR-JBK-SEQ-NBR	Sequence Number	Numeric 10 positions	The next available journal book sequence number assigned to an interfaced transaction when added to the Infor system.	
GTR-NEGATIVE-ADJ	Negative Adjustment	Alpha 1 position	Indicates a negative adjustment for auto-reversing interfaced transactions; used if you have defined your company as requiring single type accounts.	
GTR-SEGMENT-BLOCK	User Analysis	Alpha 103 positions	The user analysis fields included in the transaction. User analysis fields are defined in the Infor Strategic Ledger application.	
GTR-RPT-AMOUNT-1	Report Currency One Amount	Signed 18.2 positions	The transaction amount for Report Currency One.	
GTR-RPT-RATE-1	Exchange Rate	Signed 14.7 positions	The exchange rate to convert the transaction amount to Report Currency One.	
GTR-RPT-ND-1	Decimal	Numeric 1 position	The number of decimal positions allowed for the Report Currency One amount.	
GTR-RPT-AMOUNT-2	Report Currency Two Amount	Signed 18.2 positions	The transaction amount for Report Currency Two.	
GTR-RPT-RATE-2	Exchange Rate	Signed 14.7 positions	The exchange rate to convert the transaction amount to Report Currency Two.	
GTR-RPT-ND-2	Decimal	Numeric 1 position	The number of decimal positions allowed for the Report Currency Two amount.	



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Accounts Receivable Customer

Infor Record Layout: ARICST

Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CUS-COMPANY	Company	Numeric 4 positions	Customer company number.	
CUS-CUSTOMER	Customer	AlphaRight 9 positions	Customer number.	
CUS-ACTION-CD	Action Code	Alpha 1 position	Action to determine whether to perform an add function or a change function.	A = Add a customer C = Change a customer
CUS-SEARCH-NAME	Search Name	Alpha 30 positions	Search name assigned to this customer for search and sorting capabilities. Defaults from customer name if not present.	
CUS-NAME	Customer Name	AlphaLower 30 positions	Customer name.	
CUS-ADDR1	Address 1	AlphaLower 30 positions	First line of address information.	
CUS-ADDR1-CHG	Change Indicator	Numeric 1 position	Indicates if the Address 1 field has changed.	0 = No change 1 = Change
CUS-ADDR2	Address 2	AlphaLower 30 positions	Second line of address information.	
CUS-ADDR2-CHG	Change Indicator	Numeric 1 position	Indicates if the Address 2 field has changed.	0 = No change 1 = Change
CUS-ADDR3	Address 3	AlphaLower 30 positions	Third line of address information.	
CUS-ADDR3-CHG	Change Indicator	Numeric 1 position	Indicates if the Address 3 field has changed.	0 = No change 1 = Change
CUS-ADDR4	Address 4	AlphaLower 30 positions	Fourth line of address information.	



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CUS-ADDR4-CHG	Change Indicator	Numeric 1 position	Indicates if the Address 4 field has changed.	0 = No change 1 = Change
CUS-CITY	City or Address 5	AlphaLower 18 positions	City of the address or fifth line of address information.	



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CUS-CITY-CHG	Change Indicator	Numeric 1 position	Indicates if the City or Address 5 field has changed.	0 = No change 1 = Change
CUS-STATE	State or Province	Alpha 2 positions	Two-character state or province code of the address.	
CUS-STATE-CHG	Change Indicator	Numeric 1 position	Indicates if the State or Province field has changed.	0 = No change 1 = Change
CUS-ZIP	Postal Code	Alpha 10 positions	Postal code of the address.	
CUS-ZIP-CHG	Change Indicator	Numeric 1 position	Indicates if the Postal Code field has changed.	0 = No change 1 = Change
CUS-COUNTY	County	AlphaLower 25 positions	This field contains the county of the address. It can be used for taxing jurisdiction and does not print on forms.	
CUS-COUNTY-CHG	Change Indicator	Numeric 1 position	Indicates if the County field has changed.	0 = No change 1 = Change
CUS-CONTACT-GROUP	Contact Group	Alpha 20 positions	Name of contact group.	
CUS-CONT-GROUP-CHG	Change Indicator	Numeric 1 position	Indicates if the Contact field has changed.	0 = No change 1 = Change
CUS-TITLE	Contact Title	AlphaLower 30 positions	Contact title.	
CUS-TITLE-CHG	Change Indicator	Numeric 1 position	Indicates if the Contact Title has changed.	0 = No change 1 = Change
CUS-INT-PREFIX	International Prefix	Alpha 6 positions	International telephone prefix.	
CUS-INT-PREFIX-CHG	Change Indicator	Numeric 1 position	Indicates if the International Prefix field has changed.	0 = No change 1 = Change
CUS-PHONE-NMBR	Telephone Number	Alpha 15 positions	Telephone number.	
CUS-PHONE-NMBR-CHG	Change Indicator	Numeric 1 position	Indicates if the Telephone field has changed.	0 = No change 1 = Change



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CUS-PHONE-EXT	Telephone Extension	Alpha 5 positions	Telephone number extension.	
CUS-PHONE-EXT-CHG	Change Indicator	Numeric 1 position	Indicates if the Extension field has changed.	0 = No change 1 = Change
CUS-DUNN-CD	Dunn and Bradstreet	Alpha 3 positions	Dunn and Bradstreet rating code.	
CUS-DUNN-CD-CHG	Change Indicator	Numeric 1 position	Indicates if the DB Code field has changed.	0 = No change 1 = Change
CUS-DUNN-DATE	Dunn and Bradstreet Date	yyyymmdd 8 positions	The date the Dunn Code was established.	
CUS-DUNN-DATE-CHG	Change Indicator	Numeric 1 position	Indicates if the DB Date field has changed.	0 = No change 1 = Change
CUS-DUNN-NUMBER	Dunn and Bradstreet Number	Numeric 9 positions	The Dunn and Bradstreet cross reference number for this customer.	
CUS-DUNN-NBR-CHG	Change Indicator	Numeric 1 position	Indicates if the DB Number field has changed.	0 = No change 1 = Change
CUS-HOLD-CODE-GRP	Group Hold Code	Alpha 4 positions	Hold code at the customer group level.	
CUS-HC-GRP-CHG	Change Indicator	Numeric 1 position	Indicates if the Hold Code field has changed.	0 = No change 1 = Change
CUS-ORDER-LIM-GRP	Group Order Limit	Signed 15.0 positions	Order limit amount for the total amount of open orders at the customer group level for all companies.	
CUS-OL-GRP-CHG	Change Indicator	Numeric 1 position	Indicates if the Order Limit field has changed.	0 = No change 1 = Change
CUS-CREDIT-LIM-GRP	Group Credit Limit	Signed 15.0 positions	Credit limit at the customer group level for all companies.	
CUS-CL-GRP-CHG	Change Indicator	Numeric 1 position	Indicates if the Credit Limit field has changed.	0 = No change 1 = Change
CUS-OVR-ADDR-FL	Override Address Flag	Alpha 1 position	Used by the Infor Order Entry application to override an address for one time customers.	Y = Yes N = No



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CUS-TAX-ID	Tax ID	Alpha 20 positions	Tax identification number.	
CUS-TAX-ID-CHG	Change Indicator	Numeric 1 position	Indicates if the Tax ID field has changed.	0 = No change 1 = Change
CUS-ACTIVE-STATUS	Active Status	Alpha 1 position	Customer status. If this field is inactive, no invoicing can be done for this customer.	A = Active D = Set for deletion I = Inactive
CUS-SEARCH-NAME2	Company Customer Search Name	Alpha 30 positions	Search name assigned to this customer for search and sorting capabilities. Defaults from customer name if not present.	
CUS-HOLD-CODE	Hold Code	Alpha 4 positions	Hold code for the customer.	
CUS-HOLD-CODE-CHG	Change Indicator	Numeric 1 position	Indicates if the Hold Code has changed.	0 = No change 1 = Change
CUS-CONTACT	Contact Name	Alpha 20 positions	Contact name.	
CUS-CONTACT-CHG	Change Indicator	Numeric 1 position	Indicates if the Contact field has changed.	0 = No change 1 = Change
CUS-INT-PREFIX2	International Prefix	Alpha 6 positions	International telephone prefix.	
CUS-INT-PRFIX2-CHG	Change Indicator	Numeric 1 position	Indicates if the International Prefix field has changed.	0 = No change 1 = Change
CUS-PHONE-NMBR2	Telephone Number	Alpha 15 positions	Telephone number.	
CUS-PHN-NMBR2-CHG	Change Indicator	Numeric 1 position	Indicates if the Telephone field has changed.	0 = No change 1 = Change
CUS-PHONE-EXT2	Telephone Extension	Alpha 5 positions	Telephone number extension.	
CUS-PHONE-EXT2-CHG	Change Indicator	Numeric 1 position	Indicates if the Extension field has changed.	0 = No change 1 = Change
CUS-TELEX-NBR	Telex number	Alpha 15 positions	Telex number.	



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CUS-TELEX-NBR-CHG	Change Indicator	Numeric 1 position	Indicates if the Telex Number field has changed.	0 = No change 1 = Change
CUS-EDI-NBR	EDI Number	Alpha 15 positions	Electronic Data Interchange number.	
CUS-FAX-NMBR	Fax Number	Alpha 15 positions	Fax number.	
CUS-FAX-NMBR-CHG	Change Indicator	Numeric 1 position	Indicates if the Fax Number field has changed.	0 = No change 1 = Change
CUS-FAX-EXT	Fax Extension	Alpha 5 positions	Contains the fax number extension.	
CUS-FAX-EXT-CHG	Change Indicator	Numeric 1 position	Indicates if the Fax Ext field has changed.	0 = No change 1 = Change
CUS-START-DATE	Start Date	yyyymmdd 8 positions	Origin date or starting date of business with this customer.	
CUS-CREDIT-ANLYST	Credit Analyst	Alpha 4 positions	Credit analyst code assigned to this customer. If left blank, defaults from customer default code.	
CUS-CURRENCY-CD	Currency Code	Alpha 5 positions	Customer default invoice currency code.	
CUS-SALESMAN	SalesRep	Numeric 4 positions	This field contains the code for the primary sales representative for this customer. If left blank, defaults from the customer defaults code.	
CUS-RISK-CD	Risk Code	Alpha 1 position	User-defined risk code used for customer reporting selections. If left blank, company defined risk code defaults.	
CUS-RISK-CD-CHG	Change Indicator	Numeric 1 position	Indicates if the Risk Code field has changed.	0 = No change 1 = Change
CUS-DEFAULT-CODE	Default Code	Alpha 5 positions	Customer default code.	



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CUS-NAT-COMPANY	National Account Company	Numeric 4 positions	Required National account company for this customer. Must be entered if a national account customer is entered.	
CUS-NAT-CUSTOMER	National Account Customer	AlphaRight 9 positions	Required National account customer for this customer. Must be entered if a national account company is entered.	
CUS-CUST-USER1	User 1	Alpha 10 positions	Customer user 1 field.	
CUS-CUST-USER1-CHG	Change Indicator	Numeric 1 position	Indicates if the User 1 field has changed.	0 = No change 1 = Change
CUS-CUST-USER2	User 2	Alpha 18 positions	Customer user 2 field.	
CUS-CUST-USER2-CHG	Change Indicator	Numeric 1 position	Indicates if the User 2 field has changed.	0 = No change 1 = Change
CUS-CUST-USER3	User 3	Signed 18.2 positions	Customer user 3 field.	
CUS-CUST-USER3-CHG	Change Indicator	Numeric 1 position	Indicates if the User 3 field has changed.	0 = No change 1 = Change
CUS-CUST-USER4	User 4	Signed 18.2 positions	Customer user 4 field.	
CUS-CUST-USER4-CHG	Change Indicator	Numeric 1 position	Indicates if the User 4 field has changed.	0 = No change 1 = Change
CUS-CUST-USER5	User 5	Numeric 9 positions	Customer user 5 field.	
CUS-CUST-USER5-CHG	Change Indicator	Numeric 1 position	Indicates if the User 5 field has changed.	0 = No change 1 = Change
CUS-CUST-USER6	User 6	Alpha 30 positions	Customer user 6 field.	
CUS-CUST-USER6-CHG	Change Indicator	Numeric 1 position	Indicates if the User 6 field has changed.	0 = No change 1 = Change



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CUS-CUST-USER7	User 7	Alpha 30 positions	Customer user 7 field.	
CUS-CUST-USER7-CHG	Change Indicator	Numeric 1 position	Indicates if the User 7 field has changed.	0 = No change 1 = Change
CUS-CUST-USER8	User 8	yyyymmdd 8 positions	Customer user 8 field.	
CUS-CUST-USER8-CHG	Change Indicator	Numeric 1 position	Indicates if the User 8 field has changed.	0 = No change 1 = Change
CUS-CUST-USER9	User 9	Numeric 3 positions	Customer user 9 field.	
CUS-CUST-USER9-CHG	Change Indicator	Numeric 1 position	Indicates if the User 9 field has changed.	0 = No change 1 = Change
CUS-CUST-USER10	User 10	Alpha 3 positions	Customer user 10 field.	
CUS-CUST-USR10-CHG	Change Indicator	Numeric 1 position	Indicates if the User 10 field has changed.	0 = No change 1 = Change
CUS-MAJ-CLASS	Major Class	Alpha 4 positions	Major class used for customer reporting and processing for this customer. If left blank, defaults from customer default code.	
CUS-MIN-CLASS	Minor Class	Alpha 4 positions	Minor class used for customer reporting and processing for the customer. If left blank, defaults from customer default code. Must be entered if a major class is entered.	
CUS-ORDER-LIM	Open Order Limit	Signed 15.0 positions	Order limit amount for the total amount of open orders for this customer.	
CUS-ORDER-LIM-CHG	Change Indicator	Numeric 1 position	Indicates if the Order Limit field has changed.	0 = No change 1 = Change
CUS-CREDIT-LIM	Credit Limit	Signed 15.0 positions	Total amount of credit for this customer.	
CUS-CREDIT-LIM-CHG	Change Indicator	Numeric 1 position	Indicates if the Credit Limit field has changed.	0 = No change 1 = Change



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CUS-CREDIT-LIM-DAT	Credit Limit Date	yyyymmdd 8 positions	The date the credit limit was established. System date defaults if left blank.	
CUS-CREDIT-REVDAYS	Credit Review Days	Signed 3.0 positions	Number of days that determine the intervals between credit limit reviews.	
CUS-AGE-DISPUTES	Age Disputes	Alpha 1 position	Specifies how disputed invoices will be aged.	Y = Age respective to dates N = Not aged - aged in current column
CUS-DISPUTES-FIN	Finance Dispute	Alpha 1 position	Specifies if disputed invoices are assessed finance charges.	Y = Yes N = No
CUS-AUTO-APP-FL	Auto Application	Alpha 1 position	Automatic cash application indicator.	Y = Yes N = No
CUS-AUTO-DUNN-FL	Auto Dunning	Alpha 1 position	Indicates if automatic selection of dunning letters will be allowed.	Y = Yes N = No
CUS-DISC-GRACE-PD	Discount Grace Period	Numeric 2 positions	Grace days added to discount date to allow or disallow discount during cash application.	
CUS-CR-VAR-PCT	Credit Variance Percent	Numeric 3 positions	Override percent used for customer credit limit selections.	
CUS-MEMO-TERM	Memo Terms Code	Alpha 5 positions	Memo terms code. Must be a valid net or prepayment type terms code defined in the Infor Terms system.	
CUS-CHRGBK-PRT-FL	Print Chargebacks	Alpha 1 position	Specifies whether chargebacks will be printed.	Y = Yes N = No
CUS-OPEN-BAL-FWD	Open Item-Balance Forward	Alpha 1 position	Processing of receivable records by either open item or balance forward methods.	B = Balance forward processing O = Open item processing
CUS-DISC-REAS-CD	Discount Reason Code	Alpha 4 positions	Default discount reason code for earned discounts during cash application.	
CUS-STATEMENT-REQ	Statement Required	Alpha 1 position	Statement required option.	N = No statement required Y = Statementsrequired



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CUS-STMNT-CYCLE	Statement Cycle	Alpha 2 positions	Statement cycle code used to group customer for statement processing. Required if CUS-STATEMENT-REQ (Unix/Windows) DCUSSTTMNT (System i) = Y.	
CUS-LOCK-BOX	Lockbox	Alpha 2 positions	Remit to location for payment receipts. If left blank, the company address is used.	
CUS-LOCK-BOX-CHG	Change Indicator	Numeric 1 position	Indicates if the Lockbox field has changed.	0 = No change 1 = Change
CUS-ZERO-STMNT-FL	Zero Statements	Alpha 1 position	Determines if a customer will receive a statement when there are no unapplied transactions and a balance of zero. If Y, CUS-PAST-STMNT-FL (Unix/Windows) DCUSPSSTFL (System i) must be N, and CUS-OVER-STMNT-FL (Unix/Windows) DCUSOVSTFL (System i) must be N.	N = No zero statements Y = Zero statement
CUS-CRED-STMNT-FL	Credit Statements	Alpha 1 position	Determines if a customer will receive a statement if a net credit balance exists. Must be N, if CUS-OVER-STMNT-FL (Unix/Windows) (DCUSOVSTFL (System i) = Y.	N = No credit statements Y = Credit statements
CUS-PAST-STMNT-FL	Past Due Statements	Alpha 1 position	Determines if a statement is created only for past due open items. Must be N if CUS-OVER-STMNT-FL (Unix/Windows) DCUSOVSTFL (System i) = Y.	Y = Yes N = No



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CUS-OVER-STMNT-FL	Credit Exceeded Statement	Alpha 1 position	Determines if a statement is created only if the customer's balance exceeds the credit limit. Must be N if CUS-OVER-STMNT-FL (Unix/Windows) DCUSOVSTFL (System i) = Y.	Y = Yes N = No
CUS-MAX-AUTO-AMT	Maximum Automatic Amount	Signed 18.2 positions Occurs 3 times	Maximum open item shortage amount during cash application that can be automatically written off. Multiple amounts must be in ascending order. Must be blank if CUS-MAX-AUTO-PCT is entered.	
CUS-MAX-AUTO-PCT	Maximum Automatic Percent	Signed 5.5 positions Occurs 3 times	Maximum open item percentage amount during cash application that can be automatically written off. Multiple percentages must be in ascending order. Must be blank if CUS-MAX-AUTO AMT (Unix/Windows) DCUSMXATAM (System i) is entered.	
CUS-AUTO-REAS-CD	Automatic Reason Code	Alpha 4 positions Occurs 3 times	Required This reason code is required if a shortage amount or shortage percentage is entered.	
CUS-AUTO-CHG	Change Indicator	Numeric 1 position	Indicates if the Auto Reason Code field has changed.	0 = No change 1 = Change
CUS-TERMS-CD	Terms Code	Alpha 5 positions	Default terms code used for invoicing for this customer.	



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CUS-LATE-PAY-FL	Late Payment Flag	Alpha 1 position	Required Late payment flag. Indicates if finance charge and/or late payment charges will be calculated. B and L can only be entered if CUS-FIN-CALC-TYPE (Unix/Windows) DCUSFNCLTY (System i) is set to D for detail. Must be entered if CUS-FIN-CHRG-CD (Unix/Windows) DCUSFNCHCD (System i) is entered.	B = Both finance charges and late payment charge F = Finance charges only L = Late payment charges only Blank = No charge
CUS-FIN-CALC-TYPE	Finance Calculation Type	Alpha 1 position	Determines the method of finance charge calculations. If CUS-OPEN-BAL-FWD (Unix/Windows) DCUSOPBLFW (System i) = B, you cannot use D here.	D = Detail per open item finance charge N = Net balance finance charge
CUS-FIN-CHRG-CD	Finance Charge Code	Alpha 2 positions	Finance charge code containing a percentage rate used for finance charge calculations.	Valid value on Finance Code (AR07.1)
CUS-FIN-GRAC-DAYS	Grace Days	Numeric 2 positions	The number of grace days added to due date before finance charges are assessed.	
CUS-FIN-GRC-DY-CHG	Change Indicator	Numeric 1 position	Indicates if the Grace Days field has changed.	0 = No change 1 = Change
CUS-FIN-MIN-CHRG	Minimum Finance Charge	Signed 7.2 positions	The minimum finance charge amount assessed.	Depends on the value in CUS-MINIMUM
CUS-FIN-MIN-CG-CHG	Change Indicator	Numeric 1 position	Indicates if the Cust Min Chrg Amt field has changed.	0 = No change 1 = Change
CUS-I-FIN-MIN-CHRG	Minimum Finance Charge	Signed 7.2 positions	The minimum finance charge amount for an invoice.	Depends on the value in CUS-MINIMUM



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CUS-I-FIN-MIN-CHG	Change Indicator	Numeric 1 position	Indicates if the Inv Min Chrg Amt field has changed.	0 = No change 1 = Change
CUS-FIN-DOC-PRNT	Print Finance Charge Documents	Alpha 1 position	Specifies whether finance charge documents are to be printed.	N = Not print Y = Print
CUS-TERRITORY	Sales Territory	Alpha 4 positions	Sales territory.	
CUS-AGING-CODE	Aging Code	Numeric 2 positions	Aging code providing aging rules for a single customer aging.	
CUS-AGING-CODE-CHG	Change Indicator	Numeric 1 position	Indicates if the Aging Code field has changed.	0 = No change 1 = Change
CUS-BANK-INST-CODE	Payment Code	Alpha 3 positions	A payment code represents a type of bank transaction (cash payment, bill of exchange payment) that the customer will use to pay invoices. Must be valid in the Cash Ledger applicaton.	
CUS-AR-CODE	Accounts Receivable Code	Alpha 4 positions	Accounts receivable general ledger account used as override for transaction record creation.	
CUS-DRAFT-FLAG	Bill of Exchange Flag	Alpha 1 position	If the customer has a bill of exchange default payment type, this flag indicates if the bills of exchange should be created in summary or individually. If filled in, all items for this customer will use this AR-CODE .	I = Individual S = Summary



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CUS-MINIMUM	Minimum Finance Charge	Alpha 1 position	Required Determines if minimum finance charges in CUS-FIN-MIN-CHRG (Unix/Windows) DCUSIFNMCH (System i) are assessed. Must be entered if CUS-FIN-MIN-CHRG (Unix/Windows) DCUSIFNMCH (System i) = Y.	Blank = Finance amount on detail Y = Use minimum amount if calculated amount is less than minimum charge N = Do not assess any charge if calculated amount is less than minimum charge.
CUS-MINIMUM-CHG	Change Indicator	Numeric 1 position	Indicates if the Min Charge Type field has changed.	0 = No change 1 = Change
CUS-FIN-CYCLE	Finance Charge Cycle Code	Alpha 2 positions	*Required Finance charge cycle code. Must be entered if CUS-FIN-CHRG-CD (Unix/Windows) DCUSFNCHCD (System i) is filled in.	
CUS-DUN-CYCLE	Dunning Cycle Code	Alpha 2 positions	Required Dunning cycle code. Must be entered if CUS-AUTO-DUNN-FL (Unix/Windows) DCUSATDNFL (System i) = Y.	
CUS-AUTO-METHOD	Auto Cash Application Method	Alpha 1 position	Required Automatic cash application method. Must be entered if CUS-AUTO-APP-FL (Unix/Windows) DCUSATAPFL (System i) = Y.	A = Algorithm B = Balance forward L = Last statement R = Remittance
CUS-ALT-EDI-NBR	Alternate EDI Number	Alpha 95 positions	This is a free form field to accommodate an alternate EDI number or address.	
CUS-ALT-EDI-TYPE	Alternate EDI Type	Alpha 5 positions	Alternate Electronic Data Interchange type.	



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
CUS-TAX-EXEMPT-CD	Tax Exempt Code	Alpha 1 position	Determines whether this customer is tax exempt. If CUS-TAX CODE (Unix/Windows) DCUSTXCD (System i) is entered, must be T.	E = Exempt T = Taxable
CUS-TAX-CODE	Tax Code	Alpha 10 positions	Required This field contains a code representing specific tax information. If entered, CUS-TAX EXEMPT-CD (Unix/Windows) DCUSTXEXCD (System i) must = T.	Valid value on Tax Code Maintenance (TX02.1)
CUS-AUTO-REMOVE	Auto Remove Flag	Alpha 1 position	This field determines if the customer is eligible for automatic transaction removal.	Y = Yes N = No Default = No
CUS-CB-DTL-DATE	Chargeback Detail Date	Alpha 1 position	Determines which dates are used in calculating the transaction and due dates of detail chargebacks.	I = Invoice P = Payment
CUS-VAT-REG-CTRY	VAT Registration Country	Alpha 2 positions	This field, along with the VAT-REG-NBR field, make up the VAT Registration Number that identifies the company for VAT transactions.	
CUS-VAT-R-CTRY-CHG	Change Indicator	Numeric 1 position	Indicates if the VAT Registration Country field has changed.	
CUS-VAT-REG-NBR	VAT Registration Number	Alpha 12 positions	This field is concatenated with the VAT-REG-NBR (Unix/Windows) DCUSVTRGNB (System i) field to form the VAT Registration Number that identified the company for VAT transactions.	
CUS-VAT-R-NBR-CHG	Change Indicator	Numeric 1 position	Indicates if the VAT Registration Number field has changed.	0 = No change 1 = Change



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CUS-VAT-CUST-TYPE	VAT Customer Type	Alpha2 positions	The VAT customer type.	DM = Domestic ER = EU-Registered EU = EU-Unregistered XP = Export VX = VAT Exempt
CUS-BANK-ENTITY	Bank	Alpha 15 positions	Represents a bank location.	
CUS-BANK-ACCT-NBR	Bank Account Number	Alpha 35 positions	The bank-assigned account number to be used for the cash code.	
CUS-COUNTRY-CODE	Country Code	Alpha 2 positions	*Required Two-digit country code required for VAT and Intrastat reporting.	Valid code on Country Maintenance (IN01.1)
CUS-COUNTRY-CD-CHG	Change Indicator	Numeric 1 position	Indicates if the VAT Country Code field has changed.	0 = No change 1 = Change
CUS-REGION	Region code	Alpha 2 positions	The region code, if used by the country. This code is used only for Intrastat reporting.	Valid code on Region Maintenance (IN02.1)
CUS-REGION-CHG	Change Indicator	Numeric 1 position	Indicates if the Region field has changed.	0 = No change 1 = Change
CUS-DUN-LTR-IND	Dunning Letter Indicator	Alpha 1 position	Indicates if the advanced dunning letter process is to be used.	
CUS-DUN-LTR-IND-CH	Change Indicator	Numeric 1 position	Indicates if the Dunning Letter Indicator field has changed.	0 = No change 1 = Change
CUS-DUN-PROCESS-CD	Dunning Letter Process Code	Alpha 6 positions	Represents a combination of dunning letter options.	
CUS-DUN-PROC-CD-CH	Change Indicator	Numeric 1 position	Indicates if the Dunning Process Code field has changed.	0 = No change 1 = Change
CUS-LANGUAGE-CODE	Language Code	Alpha 10 positions	The language in which external documents are sent to the customer.	Valid value on Language Code Maintenance (GL19.1) and in langdef.



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CUS-LANG-CODE-CHG	Change Indicator	Numeric 1 position	Indicates if the Language Code field has changed.	0 = No change 1 = Change
CUS-ASSESS-DUN-FEE	Assess Dunning Fees	Alpha 1 position	Indicates if a dunning letter fee is assessed.	
CUS-DUN-FEE-CHG	Change Indicator	Numeric 1 position	Indicates if the Assess Dunning Fee field has changed.	0 = No change 1 = Change
CUS-CU-NAME	Credit Union Name	Alpha 30 positions	Credit union name.	
CUS-CU-NAME-CHG	Change Indicator	Numeric 1 position	Indicates if the Credit Union Name field has changed.	0 = No change 1 = Change this field
CUS-CU-ADDR1	Credit Union Address 1	AlphaLower 30 positions	Credit union address line 1.	
CUS-CU-ADDR1-CHG	Change Indicator	Numeric 1 position	Indicates if the Address 1 field has changed.	0 = No change 1 = Change
CUS-CU-ADDR2	Credit Union Address 2	AlphaLower30 positions	Credit union address line 2.	
CUS-CU-ADDR2-CHG	Change Indicator	Numeric 1 position	Indicates if the Address 2 field has changed.	0 = No change 1 = Change
CUS-CU-ADDR3	Credit Union Address 3	AlphaLower30 positions	Credit union address line 3.	
CUS-CU-ADDR3-CHG	Change Indicator	Numeric 1 position	Indicates if the Address 3 field has changed.	0 = No change 1 = Change
CUS-CU-ADDR4	Credit Union Address 4	AlphaLower30 positions	Credit union address line 4.	
CUS-CU-ADDR4-CHG	Change Indicator	Numeric 1 position	Indicates if the Address 4 field has changed.	0 = No change 1 = Change
CUS-CU-CITY	Credit Union City	AlphaLower18 positions	Credit union city.	
CUS-CU-CITY-CHG	Change Indicator	Numeric 1 position	Indicates if the City field has changed.	0 = No change 1 = Change
CUS-CU-STATE	Credit Union State	Alpha 2 positions	Credit union state.	



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CUS-CU-STATE-CHG	Change Indicator	Numeric 1 position	Indicates if the State field has changed.	0 = No change 1 = Change
CUS-CU-POSTAL-CODE	Credit Union Postal Code	Alpha 12 positions	Credit union postal code.	
CUS-CU-POST-CD-CHG	Change Indicator	Numeric 1 position	Indicates if the Postal Code field has changed.	0 = No change 1 = Change
CUS-CU-COUNTRY-CD	Credit Union Country Code	Alpha 2 positions	Credit union country code.	
CUS-CU-CTRY-CD-CHG	Change Indicator	Numeric 1 position	Indicates if the Country Code field has changed.	0 = No change 1 = Change
CUS-THIRD-PARTY	Third Party Payments	Alpha 1 position	Indicates if third party payments are accepted.	N = No third party payments Y = Third party payments allowed
CUS-USR-FLD-01	Ext User 1	Alpha 20 positions	Extended customer user field 1.	
CUS-UF01-CHG	Change Indicator	Numeric 1 position	Indicates if the Ext User 1 field has changed.	0 = No change 1 = Change
CUS-USR-FLD-02	Ext User 2	Alpha 20 positions	Extended customer user field 2.	
CUS-UF02-CHG	Change Indicator	Numeric 1 position	Indicates if the Ext User 2 field has changed.	0 = No change 1 = Change
CUS-USR-FLD-03	Ext User 3	Alpha 20 positions	Extended customer user field 3.	
CUS-UF03-CHG	Change Indicator	Numeric 1 position	Indicates if the Ext User 3 field has changed.	0 = No change 1 = Change
CUS-USR-FLD-04	Ext User 4	Alpha 20 positions	Extended customer user field 4.	
CUS-UF04-CHG	Change Indicator	Numeric 1 position	Indicates if the Ext User 4 field has changed.	0 = No change 1 = Change
CUS-USR-FLD-05	Ext User 5	Alpha 20 positions	Extended customer user field 5.	



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CUS-UF05-CHG	Change Indicator	Numeric 1 position	Indicates if the Ext User 5 field has changed.	0 = No change 1 = Change
CUS-E-MAIL-ADDRESS	Email Address	AlphaLower 60 positions	Email address.	
CUS-E-MAIL-CHG	Change Indicator	Numeric 1 position	Indicates if the E-mail Address field has changed.	0 = No change 1 = Change
CUS-URL-ADDR	URL/WWW Address	AlphaLower 60 positions	Word Wide Web URL/address.	
CUS-URL-ADDR-CHG	Change Indicator	Numeric 1 position	Indicates if the URL Address field has changed.	0 = No change 1 = Change
CUS-CUST-AUDIT	Customer Audit	Alpha 1 position	Indicates whether customer changes will be tracked.	Y = Customer audit N = No customer audit
CUS-APPLY-MIXED	Apply Mixed	Alpha 1 position	Determines if transactions with mixed signed line items will have credit lines applied to debit lines upon transaction interface or transaction release.	Y = Auto apply mixed signed N = Do not auto apply
CUS-EFT-BNK-ENTITY	EFT Bank Entity	Alpha 15 positions	Bank ID for the customer's bank for electronic funds transfer (EFT).	
CUS-EFT-BNK-ACCT	EFT Bank Account Nbr	Alpha 35 positions	The bank-assigned number of the customer's bank account for EFT.	
CUS-EFT-RIBKEY	EFT Ribkey	Numeric 2 positions	The bank account ribkey value for EFT.	
CUS-EFT-VBNK-IDENT	EFT Validation Indicator	Alpha 1 position	Indicates if the bank account number is an IBAN number that requires an account validation check.	
CUS-BNK-START-DATE	Start Date	yyyymmdd 8 positions	Start date for EFT selection for this bank account.	
CUS-BNK-END-DATE	End Date	yyyymmdd 8 positions	End date for EFT selection for this bank account.	
CUS-BNK-PRENOTE	Prenotification Date	yyyymmdd 8 positions	The date the prenote was sent to the customer in EFT processing.	



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CUS-FT-TYPE	Ft Type	Alpha 1 position	The type of bank account.	Blank = Debit and credit account C = Credit account
CUS-BNK-PRE-NOTE	Prenotification	Alpha 1 position	Indicates if sending a prenote for this bank account is required.	Y = Yes N = No
CUS-BNK-PRNT-STAT	Prenotification Status	Numeric 1 position	The status of the prenote for this bank record.	0 = Not prenoted (default) 1 = Printed 9 = EFT record sent
CUS-CUST-ACCT-TYPE	Customer Account Type	Alpha 1 position	The type of account the customer has.	C = Checking S = Savings
CUS-RIBKEY	Ribkey	Numeric 2 positions	The ribkey value for the bank account.	
CUS-CUST-PRE-NOTE	Prenotification	Alpha 1 position	Indicates if customers are prenotified of EFT transactions.	Y = Yes N = No
CUS-CUST-NOTE-METH	Prenotification Method	Alpha 1 position	Indicates the method used to deliver pre or final EFT notification to a customer.	A = Alternate EDI E = EDI F = Fax
CUS-ADJ-NOTE-METH	Prenotification Method	Alpha 1 position	The method used to deliver the EFT adjustment notification to the customer.	A = Alternate EDI E = EDI F = Fax
CUS-USER1-FIELD	User 1 Field	Alpha 5 positions	User 1 field. User-defined field for EFT information.	
CUS-USER2-FIELD	User 2 Field	Alpha 10 positions	User 2 field. User-defined field for EFT information.	
CUS-PAYMENT-FORMAT	Payment Format	Alpha 1 position	Determines the payment format of the file output for EFT transactions.	A = ACH format B = BACS Non formatted N =
CUS-VBANK-IDENT	Validation Indicator	Alpha 1 position	This field indicates if the account number is an IBAN number that requires an account validation check.	



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CUS-BANK-TRAN-CD	Bank Transaction Code	Alpha 2 positions	This field contains the bank transaction code for the bank account number.	
CUS-MX-TMPLT-NAME	Attribute Matrix Template Name	Alpha 12 positions	This field contains the user-defined MX system template name that this customer may have initial data values derived from. This enables this customer to be part of a customer list for reporting	
CUS-PAY-AUTO-AMT		Signed 18.2 positions	The maximum payment overage amount in company base currency, allowed during cash application. Overage amounts within the maximum amount you define are automatically adjusted during cash application.	
CUS-PAY-AUTO-PCT		Signed 5.5 positions	The maximum payment overage percentage allowed during cash application. Overage percentages within the maximum percent you define are automatically adjusted during cash application.	
CUS-PAY-REAS-CD		Alpha 4 positions	The reason code for overage application tolerance. This code defaults on automatic adjustment tolerances during cash application. Must be a valid "OS" type adjustment reason code.	
CUS-MLT-DUN-LT-CH	Change Indicator	Numeric 1 position	Change indicator for MULT-DUN-LTR.	0 = No Change 1 = Change
CUS-MULT-DUN-LTR	Multiple Letters	Alpha 1 position	Flag added to indicate if multiple letters per dunning cycle.	Y = Create multiple letters per dunning cycle N = Create a single letter per dunning cycle



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Accounts Receivable Transaction (Invoice, Credit Memo, Debit Memo)

Infor Record Layout: ARITRANS

Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
AIT-COMPANY	Company	Numeric 4 positions	Required. Transaction company number.	
AIT-TRANS-TYPE	Transaction Type	Alpha 1 position	Transaction type of open item record.	C = Credit memo D = Debit memo I = Invoice
AIT-INVOICE	Transaction Number	Alpha 22 positions	Transaction number of the invoice or debit memo.	A unique number greater than 10 characters
AIT-PAYMENT-SEQ	Payment Sequence Number	Numeric 6 positions	Payment Sequence. This is the generated sequence number to separate individual invoice payment requirements.	
AIT-CUSTOMER	Customer	AlphaRight 9 positions	Customer number. Right justified.	Needs to be a customer already existing in the system at the time of interface
AIT-STATUS	Status	Numeric 1 position	Status indicating where this record is in the processing flow.	1
AIT-GL-STATUS	General Ledger Status	Numeric 1 position	Specifies if distribution records are to be posted to the General Ledger.	2
AIT-LAST-STA-DATE	Last Statement Date	yyyymmdd 8 positions	Date of last statement for which this record was selected.	blank
AIT-BATCH-NBR	Batch Number	Numeric 6 positions	This identifies the batch to which the entered transaction belongs.	Do not use YYMMDD. AgencyDivision + 2 positions
AIT-PROCESS-LEVEL	Process Level	Alpha 5 positions	Process level of this invoice, debit memo, or credit memo. Must be an active process level and not restricted for this customer's invoice.	
AIT-TRANS-DATE	Transaction Date	yyyymmdd 8 positions	Transaction date of the transaction.	YYYYMMDD
AIT-GL-DATE	General Ledger Date	yyyymmdd 8 positions	General ledger posting date.	YYYYMMDD – If the date is within the same month but after the last business day of that month, must be dated as the first day in the following month.



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
AIT-APPLIED-SEQ	Application Sequence	Numeric 7 positions	Application sequence for interfaced invoice or debit memo.	Blank
AIT-LAST-FC-DATE	Last Finance Charge Date	yyyymmdd 8 positions	Last finance charge date for this invoice or debit memo.	yyyyblankmmdd
AIT-CUST-PO-NBR	Customer PO Number	Alpha 22 positions	Customer purchase order number that relates to this credit memo, debit memo, or invoice.	Optional
AIT-XREF-COMPANY	Cross Reference Company	Numeric 4 positions	Cross reference company number.	blank
AIT-XREF-TYPE	Cross Reference Type	Alpha 1 position	Cross reference type indicator. This field is used with the cross reference number field.	blank
AIT-XREF-NBR	Cross Reference Number	Alpha 22 positions	Cross reference number that invoice or debit memo related to. This field is used with the cross reference type field.	blank
AIT-XREF-SEQ	Cross Reference Sequence	Numeric 6 positions	Sequence number representing cross referenced open item payment obligation occurrence.	blank
AIT-DESC	Description	AlphaLower 30 positions	Description of invoice or reason for credit or debit memo.	optional
AIT-AR-CODE	Accounts Receivable Code	Alpha 4 positions	Accounts receivable general ledger account code. The account specified by this code will be credited during cash application.	blank
AIT-SALESMAN	SalesRep	Numeric 4 positions	Sales representative for this invoice or debit memo.	blank
AIT-TRANS-USER1	Transaction User 1	Alpha 10 positions	First user field. Used in record selection and record sorting.	blank
AIT-TRANS-USER2	Transaction User 2	Alpha 15 positions	Second user field.	blank
AIT-TRANS-USER3	Transaction User 3	yyyymmdd 8 positions	Third user field.	blank
AIT-TRANS-USER4	Transaction User 4	Numeric 9 positions	Fourth user field.	blank
AIT-TRANS-USER5	Transaction User 5	Signed 18.2 positions	Fifth user field.	blank



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
AIT-ORIG-CURRENCY	Transaction Currency	Alpha 5 positions	Currency in which the credit, debit memo of invoice was entered.	blank
AIT-ORIG-RATE	Exchange Rate	Numeric Signed 14.7 positions	The rate used to convert a transaction amount from a non-base currency to the company base currency.	blank
AIT-CURR-MUDV	Currency Multiply/Divide	Alpha 1 position	Currency multiplier or divider. This field is used with the currency rate to compute the company base transaction amount.	blank
AIT-ORIG-AMT	Transaction Amount	Signed 18.2 positions	*Required Transaction amount in transaction currency. May be zero only if Status field = 9 (historical).	Always positive number
AIT-GROUP-RATE	Group Rate	Signed 14.7 positions	Group rate used to calculate customer group balance updates.	blank
AIT-GROUP-MUDV	Group Multiply/Divide	Alpha 1 position	Group currency multiplier or divider.	blank
AIT-ORIG-APP-AMT	Transaction Applied Amount	Signed 18.2 positions	Amount, if any, of all applications for this credit memo, debit memo, or invoice in transaction currency.	blank
AIT-ORIG-ADJ-AMT	Transaction Adjustment Amount	Signed 18.2 positions	Amount, if any, of all adjustments for this credit memo, debit memo, or invoice of transaction currency.	blank
AIT-REVALUE-FL	Revalue	Alpha 1 position	Indicates whether this credit memo, debit memo, or invoice is subject to revaluation if its currency differs from company currency.	blank
AIT-ORIG-ND	Number of Decimals	Numeric 1 position	Currency decimal indicator.	blank
AIT-TERMS-CD	Terms Code	Alpha 5 positions	Terms code for this credit memo, debit memo, or invoice.	blank
AIT-BANK-INST-CODE	Payment Code	Alpha 3 positions	This user-defined value represents a specific banking transaction. There are three categories of bank transactions: cash payments, bill of exchange payments, and miscellaneous non-payment bank transactions. Specify the cash payment value.	blank
AIT-OPEN-ORDS	Open Order Amount	Signed 18.2 positions	Order amount of invoice, credit memo, or debit memo.	blank
AIT-DISC-DATE	Discount Date	yyyymmdd 8 positions	Discount date of invoice. If entered, it overrides the discount percent of terms code.	blank



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
AIT-DISC-PCT	Discount Percent	Signed 7.5 positions	Discount percent. If entered, it overrides the discount percent of terms code.	blank
AIT-DUE-DATE	Due Date	yyyymmdd 8 positions	Due date of credit memo, debit memo, or invoice. If entered, it overrides the calculated due date of terms code.	blank
AIT-DISC-AMT	Discount Amount	Signed 18.2 positions	Discount amount. If entered, it overrides the calculated discount amount of terms code.	blank
AIT-BILL-TO	Bill-To	Numeric 4 positions	Bill-to location for the open item.	blank
AIT-JRNL-BOOK-NBR	Journal Book Number	Alpha 12 positions	Journal book assigned to the transaction.	blank
AIT-AUTO-APP-FL	Automatic Application Flag	Alpha 1 position	Indicates if the credit memo is eligible for automatic memo application.	blank
AIT-ACTIVITY	Activity	Alpha 15 positions	Activity assigned to the transaction.	If more than one activity is needed for the invoice, activity field on the distribution record should be used.
AIT-ACCT-CATEGORY	Account Category	Alpha 5 positions	Account category assigned to the activity.	If more than one activity is needed for the invoice, activity field on the distribution record should be used.
AIT-ALT-TYPE	Alternate Transaction Type	Alpha 1 position		blank
AIT-SUM-LINE	Summarize Lines	Alpha 1 position	Indicates whether you can summarize transaction line items.	blank
AIT-SYSTEM	System Code	Alpha 2 positions	Infor system code.	blank
AIT-INV-OBJ-ID	Invoice Object ID	Numeric 12 positions		blank
AIT-USR-FLD-01	Transaction User Field 1	Alpha 20 positions	Transaction user field.	blank
AIT-USR-FLD-02	Transaction User Field 2	Alpha 20 positions	Transaction user field.	blank
AIT-USR-FLD-03	Transaction User Field 3	Alpha 20 positions	Transaction user field.	blank



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
AIT-USR-FLD-04	Transaction User Field 4	Alpha 20 positions	Transaction user field.	blank
AIT-USR-FLD-05	Transaction User Field 5	Alpha 20 positions	Transaction user field.	blank
AIT-AC-CUSTOMER- ID	AC Customer ID	Alpha 5 positions		blank
AIT-SORT-1	Sort 1	AlphaLower 32 positions	The transaction User Sort 1 value.	blank
AIT-SORT-2	Sort 2	AlphaLower 32 positions	The transaction User Sort 2 value.	blank
AIT-SORT-3	Sort 3	AlphaLower 32 positions	The transaction User Sort 3 value.	blank
AIT-SORT-4	Sort 4	AlphaLower 32 positions	The transaction User Sort 4 value.	blank
AIT-FOB-CODE		Alpha 3 positions		blank
AIT-PORT-CD		Alpha 5 positions		blank
AIT-NOTC		Alpha 2 positions		blank
AIT-STAT-PROC		Alpha 6 positions		blank
AIT-ORIGIN- COUNTRY		Alpha 2 positions		blank
AIT-DEST-COUNTRY		Alpha 2 positions		blank
AIT-ORIGIN-REGION		Alpha 2 positions		blank
AIT-DEST-REGION		Alpha 2 positions		blank
AIT-DROP-SHIP-IND		Alpha 1 position		blank



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
AIT-TRANSPORT-MODE		Alpha 1 position		blank
AIT-CONTRACT	Contract	Alpha 15 positions	The Billing and Revenue Management (BR) contract number assigned to the line item.	blank
AIT-ACTIVITY-GRP	Activity	Alpha 15 positions	The activity group assigned to the line item.	blank
AIT-REASON CODE	Reason Code	Alpha 4 positions	Debit or credit memo reason code	CM – Credit Memo DM – Debit Memo



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Accounts Receivable Transaction Distribution

Infor Record Layout: ARIDISTRIB

Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
AID-COMPANY	Company	Numeric 4 positions	Transaction company number. Key field.	
AID-CUSTOMER	Customer	AlphaRight 9 positions	Customer number to which this distribution belongs. Key field.	Needs to exist in the system prior to interface of this file
AID-TRANS-TYPE	Transaction Type	Alpha 1 position	Transaction type from which this distribution originated. Key field.	C = Credit memo D = Debit memo I = Invoice P = Payment
AID-INVOICE	Invoice Number	Alpha 22 positions	Transaction number from which this distribution originated from. Key field.	Needs to be a unique number greater than 10 characters
AID-PROG-SEQ-NBR	Sequence Number	Numeric 7 positions	Sequence number used for uniqueness. Key field.	
AID-GL-COMPANY	General Ledger Company	Numeric 4 positions	General ledger company to which this distribution record belongs.	
AID-ACCT-UNIT	Accounting Unit	Alpha 15 positions	General ledger accounting unit for this distribution.	Needs to exist in the system prior to interface of this file
AID-ACCOUNT	Account	Numeric 6 positions	General ledge account for this distributions record.	Needs to exist in the system prior to interface of this file
AID-SUB-ACCT	Subaccount	Numeric 4 positions	General ledger subaccount for this distribution record.	
AID-ORIG-AMT	Transaction Amount	Signed 18.2 positions	Amount of the distribution in transaction currency.	Positive amount for credit memo, negative amount for debit memo and invoices.
AID-UNITS	Units	Signed 15.2 positions	Quantity of units represented by the amount of this distribution.	



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AID-DESCRIPTION	Description	AlphaLower 30 positions	Description of this distribution.	
Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
AID-ACTIVITY	Activity	Alpha 15 positions	Activity associated with the distribution.	Required if more than one distribution line is used and if they are to be posted to multiple activities/activity categories
AID-ACCT-CATEGORY	Category	Alpha 5 positions	Account category for the activity.	Required if more than one distribution line is used and if they are to be posted to multiple activities/activity categories
AID-TAX-CODE	Tax Code	Alpha 10 positions	A user-defined code representing a taxing authority and tax rate. Must be a valid tax code record.	
AID-ORIG-TAXABLE	Original Taxable	Signed 18.2 positions	Taxable amount of the original distribution transaction.	
AID-JBK-SEQ-NBR		Numeric 10 positions		
AID-TAX-POINT		Alpha 1 position		
AID-LINE-TYPE		Alpha 1 position		
AID-WEIGHT		Signed 9.3 positions		
AID-ICN-CODE		Alpha 8 positions		
AID-SUPLMNTARY-QTY		Signed 13.4 positions		



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Accounts Receivable Payment 1 Interface (AR575)

Infor Record Layout: ARIPMT

Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
ART-COMPANY	Company	Numeric 4 Positions	The number representing an AR company.	Batch, Pmt and Remittance records (B,P,R)
ART-BATCH-NBR	Batch Nbr	Numeric 6 Positions	This identifies the batch the entered payments are a part of.	B,P,R -Begins with the two position agency number
ART-PAYMENT-SEQ	Seq Number	Numeric 6 Positions	Payment Sequence. This sequence number is used for record uniqueness of a payment.	P,R – Sequential number of the payment detail record
ART-REMIT-SEQ	Remit Seq	Numeric 7 Positions	Remit Sequence. This sequence number is used for record uniqueness of a payment remittance record.	R – Sequential number
ART-LOCK-BOX	Lock Box	Alpha 2 Positions		B - blank
ART-PROCESS-LEVEL	Process Level	Alpha 5 Positions	This field contains the process level, which is the reporting hierarchy below company.	B – 6 position agency number
ART-CASH-CODE	Cash Code	Alpha 4 Positions	A cash code represents a bank account. More than one company can use the same cash code. The cash code must be linked to a bank in the Infor Cash Ledger system.	B
ART-CURRENCY-CD	Currency Code	Alpha 5 Positions	The currency code of the batch.	B - USD
ART-ORIG-RATE	Orig Rate	Signed 14.7	The currency exchange rate from payment currency to company base currency.	B - blank
ART-DEPOSIT-DATE	Deposit Date	Numeric 8 Positions (yyyymmdd)	The deposit date of the batch.	B – Date of Deposit Slip
ART-GL-DATE	GL Date	Numeric 8 Positions (yyyymmdd)	This field contains the general ledger posting date.	B – Date interface file is created. Special weekend considerations may apply.



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
ART-CUSTOMER	Customer	AlphaRight 9 Positions	This field contains the number that represents a customer.	P
ART-BANK-ENTITY	Bank Entity	Alpha 15 Positions	Represents a bank institution location.	P - blank
ART-BANK-ACCT-NBR	Bank Acct Nbr	Alpha 35 Positions	The bank-assigned account number identification for the payment.	P - blank
ART-EDI-NBR	Edi Nbr	Alpha 15 Positions	The customer EDI number identifying a customer.	P - blank
ART-TRANS-NBR	Trans Nbr	AlphaRight 10 Positions	A unique, user-defined value used to identify the transaction.	P – Check number
ART-TRAN-AMT	Intl Amt	Signed 18.2	The payment amount.	P – Check amount
ART-REMIT-TYPE	Remit Type	Alpha 1 Position	This field contains remittance type. C = Credit Memo I = Invoice / Debit Memo D = Debit Memo indicator	R – C, I or D
ART-TRANS-REM-NBR	Trans Rem Nbr	Alpha 22 Positions	The remittance number that relates to the remittance type.	R – Invoice, Debit or Credit memo number
ART-APPLD-AMT	Intl Amt	Signed 18.2	The amount of the payment to be applied to the specified remittance transaction.	R – Payment amount to be applied to invoice, credit or debit memo
ART-USR-FLD-01	Usr Fld 01	Alpha 20 Positions	Payment user field 1.	R - NOT FOR USE
ART-USR-FLD-02	Usr Fld 02	Alpha 20 Positions	Payment user field 2.	R - NOT FOR USE
ART-USR-FLD-03	Usr Fld 03	Alpha 20 Positions	Payment user field 3.	R - NOT FOR USE
ART-USR-FLD-04	Usr Fld 04	Alpha 20 Positions	Payment user field 4.	R - optional



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
ART-USR-FLD-05	Usr Fld 05	Alpha 20 Positions	Payment user field 5.	R - optional
ART-RIBKEY	Ribkey	Numeric 2 Positions	The bank account Ribkey value.	P - blank
ART-VBANK-IDENT	Vbank Ident			P - blank
ART-ACTIVITY	Activity	Alpha 15 Positions	Activities are the processes or procedures that produce work. Cost objects (products, services, customers, and so on) are the reasons for performing the activity.	P - blank
ART-ACTIVITY-GRP	Activity Grp	Alpha 15 Positions	The activity group is the overall project.	P - blank
ART-CONTRACT	Contract	Alpha 15 Positions	Activity Management contract.	P - blank



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Accounts Receivable Line Item Detail

Infor Record Layout: ARIITEM

Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
ARI-COMPANY	Company	Numeric 4 positions	The company number.	
ARI-TRANS-TYPE	Transaction Type	Alpha 1 position	Transaction type of the item.	I = Invoice D = Debit Memo C = Credit Memo
ARI-INVOICE	Invoice	Alpha 22 positions		
ARI-SEQUENCE	Sequence	Numeric 6 positions	The sequence number of the line item record.	
ARI-DESCRIPTION	Description	AlphaLower 30 positions	The description of the line item.	
ARI-ITEM	Item	Alpha 32 positions	The line item number.	
ARI-AMOUNT	Amount	Signed 18.2 positions	The amount of the line item.	
ARI-ITEM-USER1	Item User 1	Alpha 20 positions	The User 1 field associated with the line item.	
ARI-ACTIVITY	Activity	Alpha 15 positions	The activity assigned to the line item.	
ARI-ACCT-CATEGORY	Account Category	Alpha 5 positions	The account category assigned to the line item.	
ARI-LINE-NBR	Line Number	Numeric 6 positions	The line number.	
ARI-LINE-TYPE	Line Type	Alpha 1 position	Indicates the type of the line item.	Blank = Non-Infor BL generated A = Add-on charge item I = Inventoried item N = Non-stock item X = Special order item



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Database Field	CSV Header (Bold = Required)	Field Type and Length	Description	Populated / Mapped Value
ARI-LINE-SEQ	Line Item Sequence Number	Numeric 3 positions	The sequence number of the line item.	
ARI-INVL-OBJ-ID	Invl Obj ID	Numeric 12 positions		
ARI-SORT-1	User Sort 1	Alpha 32 positions	The transaction User Sort 1 value.	
ARI-SORT-2	User Sort 2	Alpha 32 positions	The transaction User Sort 2 value.	
ARI-SORT-3	User Sort 3	Alpha 32 positions	The transaction User Sort 3 value.	
ARI-SORT-4	User Sort 4	Alpha 32 positions	The transaction User Sort 4 value.	
ARI-ADJ-FL	Adjustment Flag	Alpha 1 position	Cash application adjustment override field set by the BR system. If this value = Y, then cash application adjustments will not contain any activity or account category values.	
ARI-CONTRACT	Contract	Alpha 15 positions	The Billing and Revenue Management (BR) contract number assigned to the line item.	
ARI-ACTIVITY-GRP	Activity Group	Alpha 15 positions	The activity group assigned to the line item.	
ARI-TRANS-USER-1	Transaction User 1	Alpha 10 positions	The Transaction User 1 field associated with the line item transaction.	
AIT-REASON CODE	Reason Code	Alpha 4 positions	Debit or credit memo reason code	



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Time Record Interface CSV (PR530)

Input file name: PRTRCSV

Record Size: 353 (Updates: DBPRTD)

UNIX/Windows Database Field	CSV Header (Bold = Required)	Field Type and Length	Valid Values	Description	NH FIRST Instructions
COMPANY	Company	Numeric 4 positions	HR00.1	The Infor defined company number. If equal to spaces, or zeros, or non-numeric, or EMP Company is not found, the EMP record is not loaded.	Hard code value of "10".
BATCH-NBR	BatchNbr	Numeric 6 positions		Contains the batch number to which the entered time records belong.	Enter Agency payroll number as the value.
EMPLOYEE	Employee	Numeric 9 positions	HR11.1	The unique number assigned to the employee.	NH FIRST Employee ID number.
JOB-CODE	JobCode	Alpha 9 positions	HR06.1	The employee's job code.	Leave blank. This will default from the position for NH FIRST.
PAY-CODE	PayCode	Alpha 4 positions	PR20.4	Contains the pay code. A pay code is a user-defined code that identifies a kind of pay.	Enter the NH FIRST pay code (see separate list).
HOURS	Hours	Signed 7.2 positions		Contains the hours associated with the time record.	Enter the hours associated with each pay code.
RATE	Rate	Signed 13.4 positions		Contains the rate of pay associated with the time record.	Enter a specific rate if applicable. Ex. 25.00 to pay an employee \$25.00.
SHIFT	Shift	Numeric 1 position	1 = Shift 1 2 = Shift 2 3 = Shift 3 4 = Shift 4	Identifies the shift with which the employee's pay is associated. Defaults from HR11.1 (Employee).	If this is a shift differential employee enter the shift number that was worked.



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Time Record Interface CSV (PR530)

Input file name: PRTRCSV

Record Size: 353 (Updates: DBPRTD)

UNIX/Windows Database Field	CSV Header (Bold = Required)	Field Type and Length	Valid Values	Description	NH FIRST Instructions
CHECK-GRP	CheckGrp	Alpha 1 position		Contains a value that identifies a check group. All time records with a common entry in this field are grouped on one payment record for the employee. A number in this field indicates the deduction cycle the system uses for calculating deductions on the payment.	Leave blank - NH FIRST is not using.
PROCESS-GRP	ProcessGrp	Alpha 1 position		Identifies a process group. All time records with a common value in this field are grouped for taxing purposes within a check group for an employee. A number in this field indicates the deduction cycle the system uses for calculating deductions on the payment.	Leave blank - NH FIRST is not using.
TR-DATE	TrDate	yyyymmdd 8 positions		Contains the time record date. The system uses the time record date to determine which time records to process in PR38.1 (Time Record Selection) or PR137 (Batch Time Record Update).	Enter the time record date. This can be daily time entry or pay period end date.
DIST-PROC-LEV	DistProcLev	Alpha 5 positions		Contains the process level to which the system distributes wage expenses and determines the report entity for this Time Record.	Leave blank. This will default from the position for NH FIRST.
DIST-DEPART	DistDepart	Alpha 5 positions		Contains the department to which the system distributes wage expenses.	Leave blank - NH FIRST is not using.
DST-ACCT-UNIT	DstAcctUnit	Alpha 15 positions		Contains the general ledger accounting unit to which the system posts the wage expense amount.	The employee's expense distribution will default from their position record. Enter a value in this field to override with another value.



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Time Record Interface CSV (PR530)

Input file name: PRTRCSV

Record Size: 353 (Updates: DBPRTD)

UNIX/Windows Database Field	CSV Header (Bold = Required)	Field Type and Length	Valid Values	Description	NH FIRST Instructions
DST-ACCOUNT	DstAccount	Numeric 6 positions		Contains the general ledger account to which the system posts the wage expense amount.	The employee's expense distribution will default from their position record. Enter a value in this field to override with another value.
DST-SUB-ACCT	DstSubAcct	Numeric 4 positions		Contains the general ledger subaccount to which the system posts the wage expense amount.	The employee's expense distribution will default from their position record. Enter a value in this field to override with another value.
ATTEND-CODE	AttendCode	Alpha 2 positions		Contains the attendance code used for creating Employee Attendance History records in PR197 (Payroll Close). The Time and Attendance application uses this field.	Leave blank - NH FIRST is not using.
OCCURRENCE	Occurrence	Alpha 1 position	Y = Yes N = No	Contains the value that indicates if the referenced time is a new occurrence or a continuation of an existing occurrence. The Time and Attendance application uses this field.	Leave blank - NH FIRST is not using.
SCHEDULE	Schedule	Alpha 9 positions	PR16 PA95	The schedule with which the employee is associated.	Leave blank. This will default from the position for NH FIRST.
PAY-STEP	PayStep	Numeric 2 positions	PR16	The appropriate step if the employee is paid based on a step and grade schedule.	Leave blank. This will default from the position for NH FIRST.
PAY-GRADE	PayGrade	Alpha 3 positions	PR15 PA95	The appropriate grade if the employee is paid based on a step and grade schedule or is assigned to a grade range schedule.	Leave blank. This will default from the position for NH FIRST.



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Time Record Interface CSV (PR530)

Input file name: PRTRCSV

Record Size: 353 (Updates: DBPRTD)

UNIX/Windows Database Field	CSV Header (Bold = Required)	Field Type and Length	Valid Values	Description	NH FIRST Instructions
DIST-COMPANY	DistCompany	Numeric 4 positions		Contains the company number to which a transaction is posted. A valid intercompany relationship must be defined in the General Ledger application.	The employee's expense distribution will default from their position record. Enter a value in this field to override with another value.
LOCAT-CODE	LocatCode	Alpha 10 positions		Contains the location code associated with the time record.	Leave blank. This will default from the position for NH FIRST.
WC-STATE	WcState	Alpha 2 positions	Two character state abbreviation	Contains the workers' compensation state associated with the time record.	Leave blank - all records will default to work state of "NH".
ACTIVITY	Activity	Alpha 15 positions	GL02.1 AC10	The activity for the employee.	Enter the activity code if wages should be expensed to a specific activity for this record.
ACCT-CATEGORY	AcctCategory	Alpha 5 positions	AC05	The account category for the activity.	Enter the account category if wages should be expensed to a specific category.
POSITION	Position	Alpha 12 positions		The employee's position code.	Enter the employee's position code for all time entry records.
SEGMENT-BLOCK	SegmentBlock	Alpha 103 positions		User analysis values	Leave blank - NH FIRST is not using.



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Time Record Interface CSV (PR530)

Input file name: PRTRCSV

Record Size: 353 (Updates: DBPRTD)

UNIX/Windows Database Field	CSV Header (Bold = Required)	Field Type and Length	Valid Values	Description	NH FIRST Instructions
TAX-FREQ-OVER	TaxFreqOver	Numeric 1 position	1 = Weekly 2 = Biweekly 3 = Semi-monthly 4 = Monthly 5 = Daily 6 = Quarterly 7 = Semi-annually 8 = Annually	Tax frequency override	Leave blank - NH FIRST is not using.
BUS-NBR-GRP	BusNbrGrp	Alpha 4 positions		Business number group. Used only for Canada income tax.	Leave blank - NH FIRST is not using.
QC-ENT-NBR-GRP	QcEntNbrGrp	Alpha 4 positions		Quebec enterprise number group. Used only for Canada income tax.	Leave blank - NH FIRST is not using.
COMMENT	Comment	AlphaLower 40 positions			Comments are optional and only recommended if a specific time record needs a notation. Comments are stored after the payroll close, but are stored by pay date and not each time entry record if there are multiple records for an employee.
USERFIELD1	Userfield1	Alpha 10 positions			Leave blank - this field does not have update functionality.
USERFIELD2	Userfield2	Alpha 10 positions			Leave blank - this field does not have update functionality.
NBR-OF-UNITS	NbrOfUnits	Signed 7.2		The number of units for which the employee will be paid.	Leave blank - NH FIRST is not using.



State of New Hampshire
NH FIRST
 Interfacing with NH FIRST
 Version 2.1 April 30, 2015

Time Record Interface CSV (PR530)

Input file name: PRTRCSV

Record Size: 353 (Updates: DBPRTD)

UNIX/Windows Database Field	CSV Header (Bold = Required)	Field Type and Length	Valid Values	Description	NH FIRST Instructions
		positions			
REASON-CODE	ReasonCode	Alpha 4 positions		Determines which absence plan balance is decremented.	Leave blank - NH FIRST is not using.
PCT-DIST-FLAG	PctDistFlag	Alpha 1 position		Percent Distribution Flag	If an employee has a permanent wage expense split to 2 or more GL distributions - enter a "Y". Else leave blank.
CONTRACT-YEAR	ContractYear	Numeric 4 positions			Leave blank - NH FIRST is not using.