

# Positive Pay (Warrant Issuance) File Layout

March 13, 2003

## New format for NCDST's New Core Banking System

Field Description	Length	Values
Fill	2	Numeric zeros "00" (for both 'Adds' and 'Deletes')
Account Number	7	Numeric (See important note below)
Update type	1	Alpha "A" or "D"
Record type "D"	1	Alpha "D"
Warrant number	12	Numeric
Warrant amount	15	Numeric
Issue date	8	Numeric CCYYMMDD
Payee name	30	Alpha (Optional)
Filler	24	Alpha Spaces

**Important:** The difference between the old and new format pertains to the account number. See note below.

### Specification Comments:

- All alpha fields are fixed length, right padded with space.
- All numeric fields are zero filled to the left and must contain only numeric values.
- Account number has the check digit as leading digit (i.e., CXXXXXX). The old format had the check digit as the trailing digit (i.e., XXXXXC). The account number is 7 digits. The new format is how the account number appears to the agency. (New format will not be effective until July 1, 2003.)
- Update types are fixed values. Insert "A" if an "add." Insert "D" if a delete. Both A and D type records can be contained on the same file.
- Record types are fixed values. Always a "D."
- Warrant number is zero filled numeric. (While field allows 12 digits, the actual number should not exceed 9 digits, as the Paid Warrant file provided to the agencies only allows for 9 digits.)
- Amount is zero filled numeric. The decimal is implied and does not appear as a character.
- Issue date is the actual date of the warrant. This is used to detect stale dated items. It has four-digit year, month, day (e.g., 20031225 is December 25, 2003).
- Payee name is the name of the person/vendor to whom the warrant is issued. This is optional.

### Sample Layout:

000000059AD00001010253300000000000680020010704THE BUSINESS JOURNAL (Add)  
000000059AD00000044600400000000486121620010704STATE OF NC (Add)  
000000178DD00000001280300000000156594020010704WELLPATH,INC (Delete)

**Transition Period:** The new format will be accepted beginning 7/1/03 (for warrants having an issue date on and after July 1). DST cannot accept the new format prior to that date. However, DST will continue to accept the old format for a yet-to-be-determined period of time beyond July 1, giving agencies opportunity to make the change.

### Transmissions:

- The file must be submitted before any of the warrants have an opportunity to clear the NCDST.
- Files will be accepted daily, per established procedures.
- The file can contain data for any warrants that are being "canceled," being denoted as "deletes."
- For warrants that are escheated, they should be submitted as "deletes," not stop payments.