

**FINANCIAL
ELECTRONIC DATA INTERCHANGE
GUIDE**

for

**Vendors, Localities, Grantees, State
Agencies and Non-state Agencies**

COMMONWEALTH OF VIRGINIA

Financial Electronic Data Interchange Guide

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WHAT IS FINANCIAL EDI?

The purpose of this guide is to provide your organization with facts about the Commonwealth of Virginia's Financial Electronic Data Interchange (FEDI) program. FEDI was implemented in May 1994. Electronic Data Interchange (EDI) is the computer-to-computer exchange of information between two or more parties, known as Trading Partners. FEDI allows for the electronic exchange of payment and remittance information between the Commonwealth and our Trading Partners.

FEDI combines Electronic Funds Transfer (EFT) with EDI capabilities to electronically transmit payment and remittance data to your organization. EDI is a low cost alternative to the traditional paper check method of payment. EDI electronically transfers funds from the Commonwealth's bank account to your organization's designated bank account. These electronic payments are processed through the Automated Clearing House (ACH) banking network. EDI remittance information from the various state agencies of the Commonwealth is posted to the Department of Accounts REDI Virginia website for all trading partners and is transmitted to the designated financial institution for trading partners electing the CTX payment format. The EDI process allows your organization to have access to the funds on the payment due date and access to the EDI remittance detail on the REDI Virginia website one day prior to the date of deposit. When all costs are considered, ACH payments are less expensive than paper checks for both the Commonwealth and your organization.

BENEFITS TO YOU, OUR TRADING PARTNER

- No deposit delays
- Prompt availability of funds
- Better cash management
- Opportunity to automate updating of accounts receivable
- Remittance information available on REDI Virginia website and email notification of impending EDI deposit one day prior to date of deposit
- No lost or stolen checks
- Fully traceable payments
- More cost effective than handling paper checks

HOW DO PAYMENTS AND REMITTANCE DATA GET THERE?

Transmitting and receiving payment and payment-related information electronically will save both your organization and the Commonwealth of Virginia the administrative cost of processing and receiving paper checks. The following pages illustrate the methods for receiving your funds and remittance data electronically. They are:

- the CCD+ payment format, using the Department of Accounts' REDI Virginia website for remittance information
- the CTX payment format, using the Banking System. Remittance data is also available on the REDI Virginia website.

Both the CCD+ and CTX payment formats transmit the funds to your financial institution. They also determine how the remittance detail for your payments is provided to your organization. CCD+ routes the remittance detail to the REDI Virginia website. CTX routes the remittance detail to your financial institution. CTX trading partners can also use the REDI Virginia website to research EDI payments.

WHO PAYS THE COSTS?

The Commonwealth of Virginia is responsible for the following processing costs:

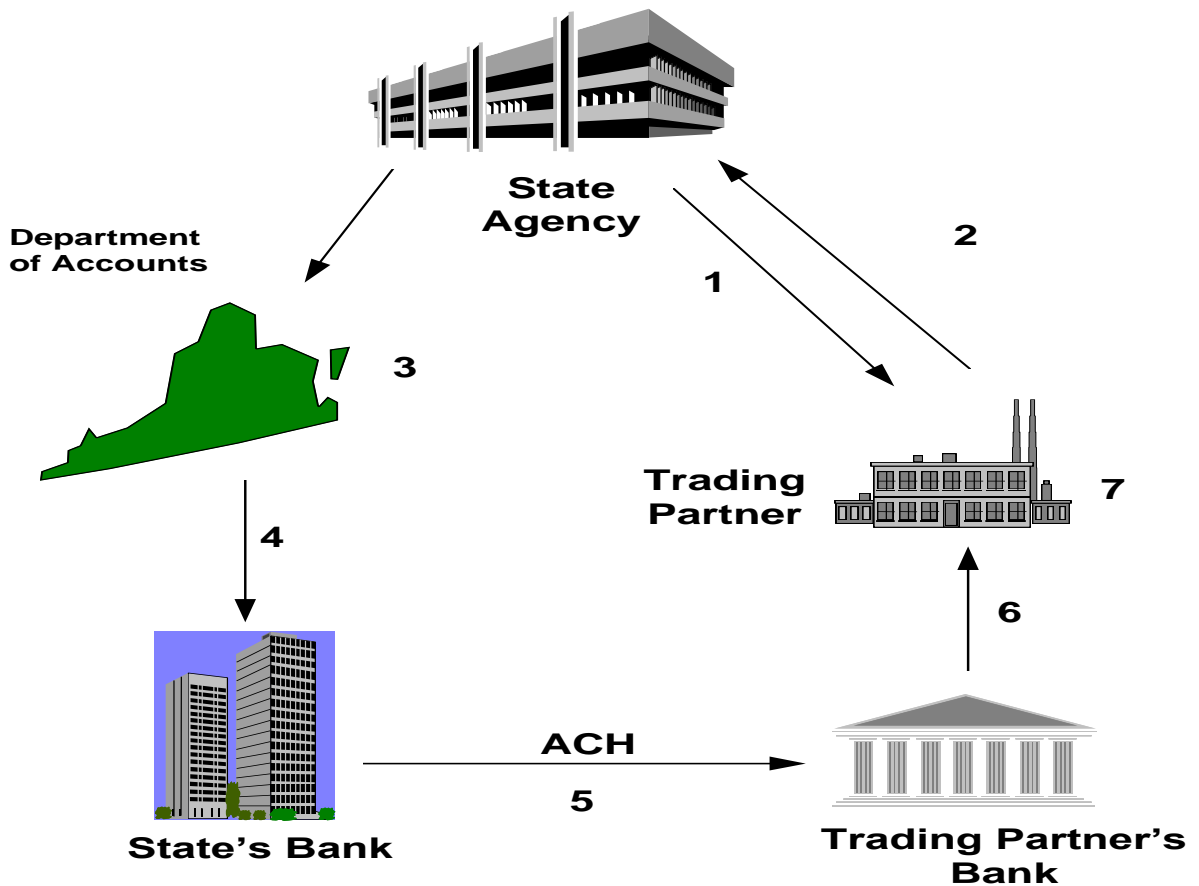
- origination of the payment,
- REDI Virginia website, and
- transmitting the remittance data to the bank.

Your organization is responsible for fees:

- related to electronic payment processing charged by your bank.

HOW FINANCIAL EDI WORKS FOR A VENDOR

Remittance Data Passing Through the Banking System
(CTX payment format)



HOW FINANCIAL EDI WORKS FOR A VENDOR

Remittance Data Passing Through the Banking System (CTX payment format)

(Keyed to preceding chart.)

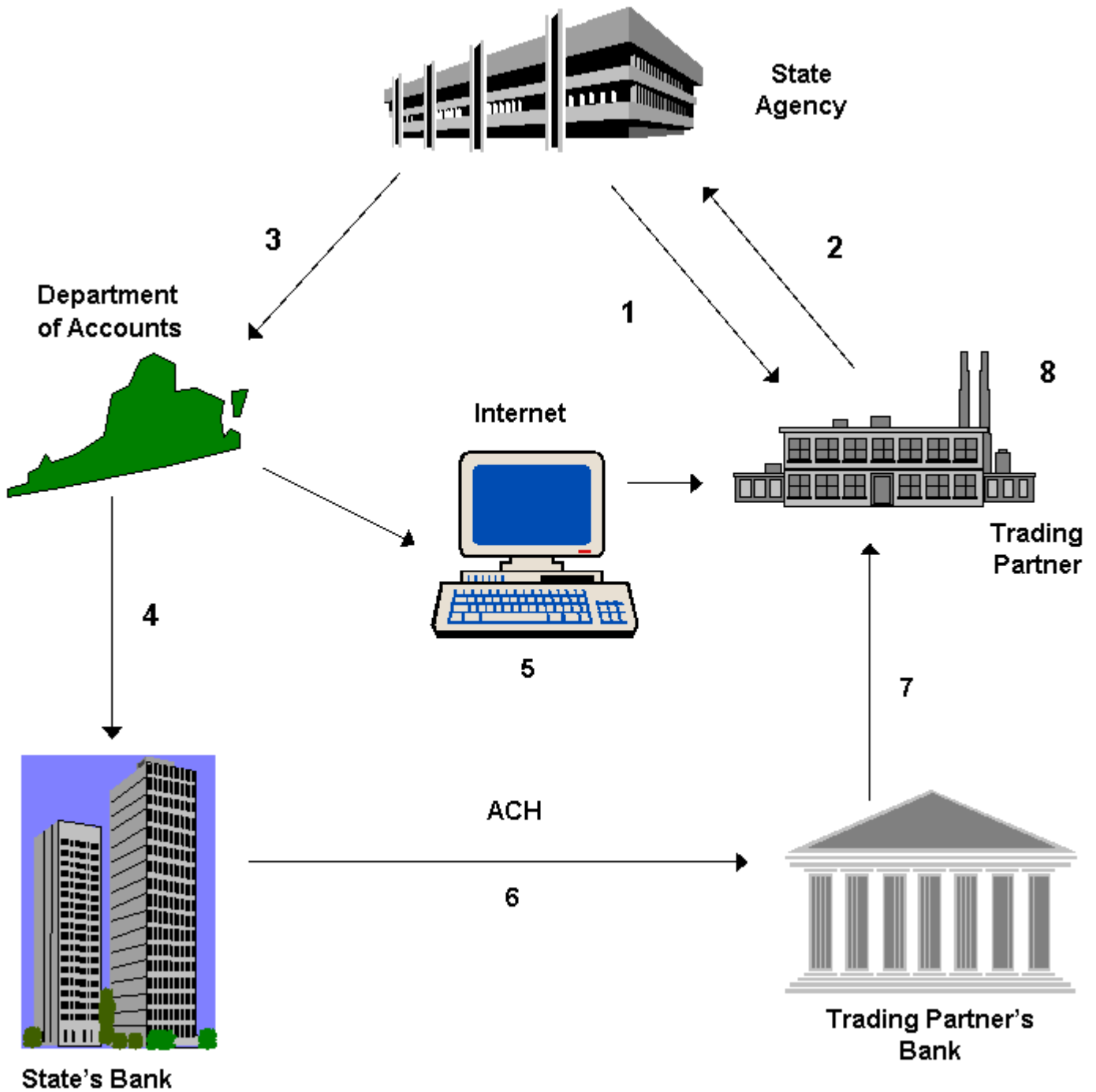
1. STATE AGENCIES procure goods/services from a TRADING PARTNER (vendor).
2. The TRADING PARTNER provides goods/services to one or more State Agencies and submits a bill or invoice to each STATE AGENCY.
3. STATE AGENCIES certify payments to the Trading Partner by inputting payment requests with payment remittance information in the Commonwealth's general ledger system, which is controlled by the DEPARTMENT OF ACCOUNTS.
4. The DEPARTMENT OF ACCOUNTS processes the STATE AGENCY payment requests and transmits the payment and the remittance information to the STATE'S BANK. Remittance information is also posted to the REDI Virginia website.
5. The STATE'S BANK passes the payment and remittance information to the TRADING PARTNER'S BANK via the Automated Clearing House (ACH).
6. The TRADING PARTNER'S BANK credits the payment to the Trading Partner's Account by the opening of business on the payment due date that is supplied by the State Agency. As prearranged by the Trading Partner, the TRADING PARTNER'S BANK then notifies the TRADING PARTNER of the deposit and provides the remittance information to the TRADING PARTNER. Your bank may be able to provide an electronic file that can be translated for automated payment application of funds to your internal accounts receivable system.
7. The TRADING PARTNER posts its accounts receivable from the payment and remittance information received from the bank or the remittance information obtained from the REDI Virginia website.

A trace number is uniquely assigned by DOA to each electronic transmission to a Trading Partner. This number, which begins with "T", is used by the TRADING PARTNER to identify and match the remittance information with the corresponding payment.

NOTE: Multiple payments with the same payment due date from one State Agency or from various State Agencies to a Trading Partner are combined into one EDI payment, under one Trace Number. The sum of all payments made by the Commonwealth's agencies via EDI to a Trading Partner on a given day will appear on that Trading Partner's bank statement. The remittance information provided by your Bank or from the REDI Virginia website should reflect the sum of the EDI payments and each individual payment – State Agency by State Agency, Invoice by Invoice.

HOW FINANCIAL EDI WORKS FOR A VENDOR

Remittance Data by Way of the Internet
(CCD+ Payment Format)



HOW FINANCIAL EDI WORKS FOR A VENDOR

Remittance Data by Way of the Internet (CCD+ Payment Format)

(Keyed to preceding chart.)

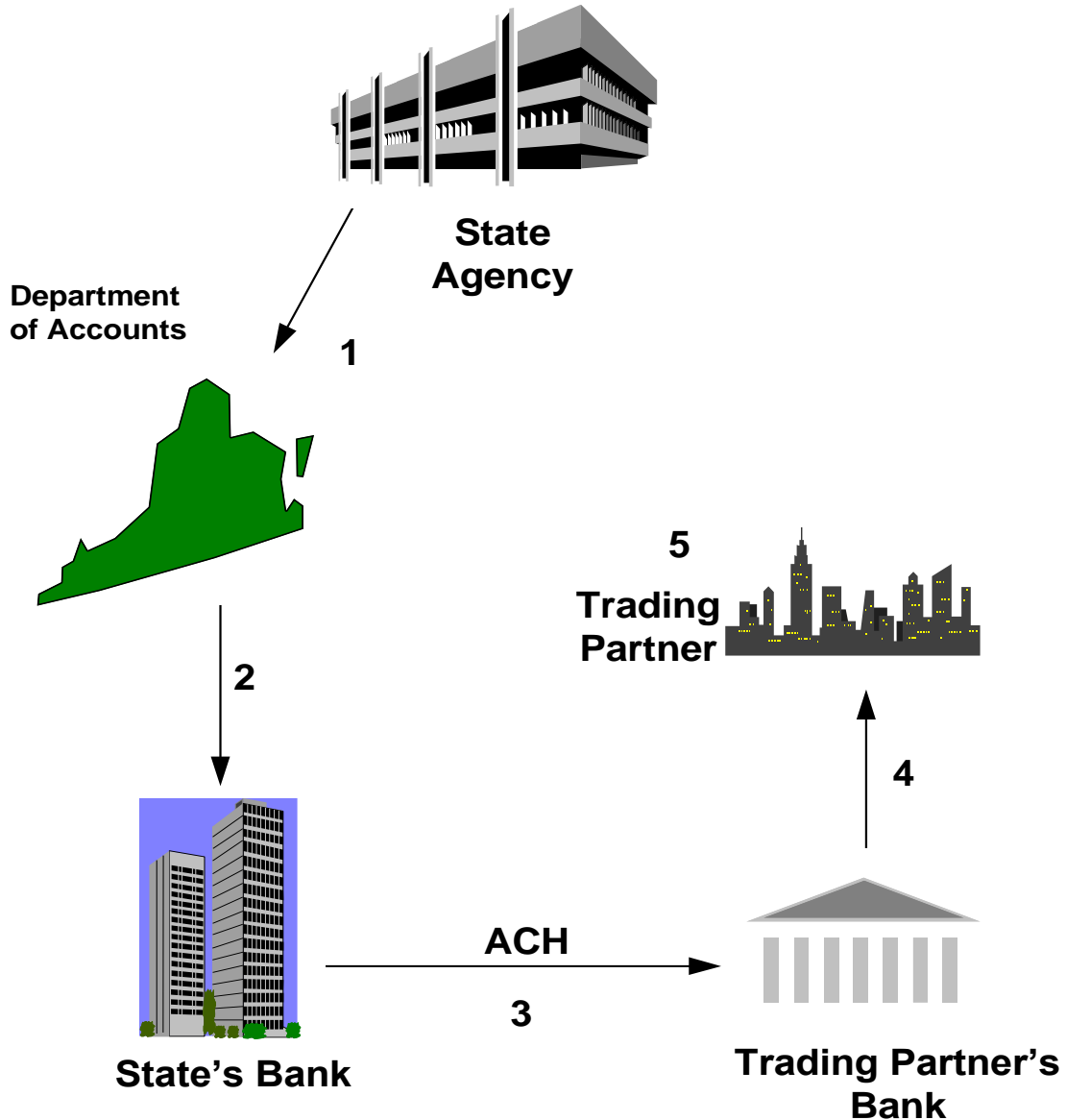
1. STATE AGENCIES procure goods/services from a TRADING PARTNER (vendor).
2. The TRADING PARTNER provides goods/services to one or more State Agencies and submits a bill or invoice to each STATE AGENCY.
3. STATE AGENCIES certify payments to the Trading Partner by inputting payment requests with payment remittance information in the Commonwealth's general ledger system, which is controlled by the DEPARTMENT OF ACCOUNTS.
4. The DEPARTMENT OF ACCOUNTS processes the State Agency payment requests and transmits the payment **WITHOUT** the remittance information, to the STATE's BANK.
5. While the payment information is transmitted to the State's Bank, the remittance information is transmitted to the Department of Accounts' REDI Virginia website. Remittance information on the REDI Virginia website is usually available one business day prior to the payment being deposited in the TRADING PARTNER's bank account.
6. The STATE's BANK passes the payment to the TRADING PARTNER's BANK via the Automated Clearing House (ACH) banking network.
7. The TRADING PARTNER's BANK credits the payment to the Trading Partner's account by the opening of business on the payment due date that is supplied by the State Agency. Depending on the arrangements your organization has made with your bank, the TRADING PARTNER's BANK may notify the TRADING PARTNER of the deposit to their account.
8. The TRADING PARTNER posts its accounts receivable from the remittance information obtained from the REDI Virginia website.

A trace number is uniquely assigned by DOA to each electronic transmission to a Trading Partner. This number, which begins with a "T", is used by the TRADING PARTNER to identify and match the remittance information with the corresponding payment.

NOTE: Multiple payments with the same payment due date from one State Agency or from various State Agencies to a Trading Partner are combined into one EDI payment under one Trace Number. The sum of all payments made by Commonwealth of Virginia agencies via EDI to a Trading Partner on a given day will appear on that Trading Partner's bank statement. The remittance information from REDI Virginia will reflect the sum of the EDI payments and each individual payment - State Agency by State Agency, Invoice by Invoice.

HOW FINANCIAL EDI WORKS FOR LOCALITIES, GRANTEES, NON-STATE AGENCIES AND STATE AGENCIES

Remittance Data Passing Through the Banking System
(CTX Payment Format)



HOW FINANCIAL EDI WORKS FOR LOCALITIES, GRANTEES, NON-STATE AGENCIES and STATE AGENCIES

Remittance Data Passing Through the Banking System (CTX Payment Format)

(Keyed to preceding chart.)

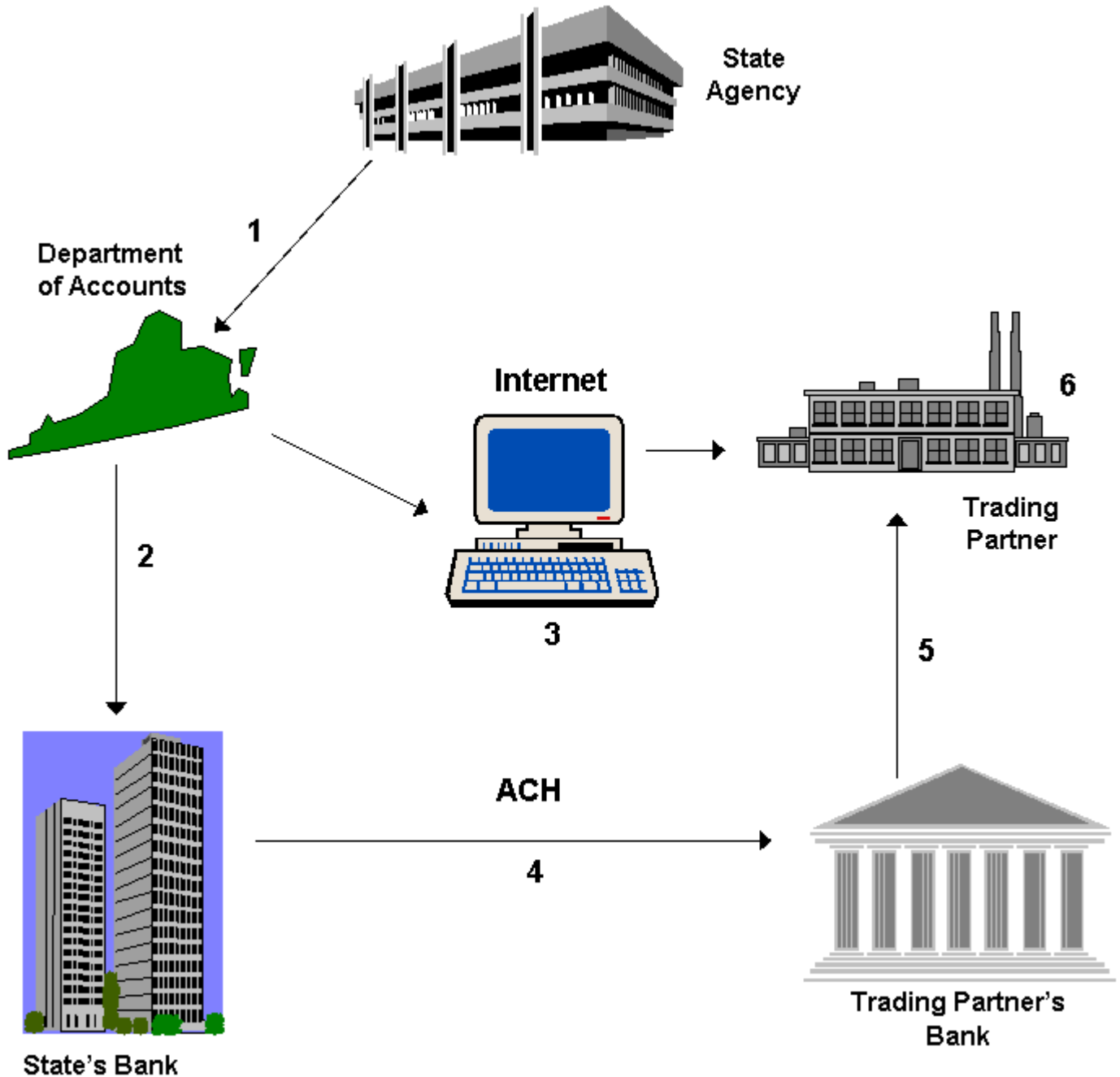
1. STATE AGENCIES certify payments to the Trading Partner by inputting payment requests with payment remittance information in the Commonwealth's general ledger system, which is controlled by the DEPARTMENT OF ACCOUNTS.
2. The DEPARTMENT OF ACCOUNTS processes the STATE AGENCY payment request and transmits the payment and the remittance information to the STATE's BANK. Remittance information is also posted to the REDI Virginia website.
3. The STATE's BANK passes the payment and remittance information to the TRADING PARTNER's BANK via the Automated Clearing House (ACH) network.
4. The TRADING PARTNER's BANK credits the payment to the Trading Partner's account by the opening of business on the payment due date that is supplied by the State Agency. As prearranged by the Trading Partner, the TRADING PARTNER's BANK then notifies the TRADING PARTNER of the deposit and provides the remittance information to the TRADING PARTNER. Your bank may be able to provide an electronic file that can be translated for automated payment application of funds to your internal accounts receivable system. Trading Partners can also access remittance information on the Department of Accounts' REDI Virginia website.
5. The TRADING PARTNER applies the payment to its accounts receivable system based on the payment and remittance information received from the TRADING PARTNER's BANK or the remittance information on the REDI Virginia website.

A trace number is uniquely assigned by DOA to each electronic transmission to a Trading Partner. This number, which begins with a "T", is used by the TRADING PARTNER to identify and match the remittance information with the corresponding payment.

NOTE: Multiple payments with the same payment due date from one State Agency or from various State Agencies to a Trading Partner are combined into one EDI payment under one Trace Number. The sum of all payments made by State agencies via EDI to a Trading Partner on a given day will appear on that Trading Partner's bank statement. The remittance information provided by your Bank or from the REDI Virginia website should reflect the sum of the EDI payments and each individual payment – State Agency by State Agency, Invoice by Invoice.

HOW FINANCIAL EDI WORKS FOR LOCALITIES, GRANTEES, NON-STATE AGENCIES and STATE AGENCIES

Remittance Data by Way of the Internet
(CCD+ Payment Format)



HOW FINANCIAL EDI WORKS FOR LOCALITIES, GRANTEES, NON-STATE AGENCIES and STATE AGENCIES

Remittance Data by Way of the Internet (CCD+ Payment Format)

(Keyed to preceding chart.)

1. STATE AGENCIES certify payments to the Trading Partner by inputting payment requests with payment remittance information in the Commonwealth's general ledger system, which is controlled by the DEPARTMENT OF ACCOUNTS.
2. The DEPARTMENT OF ACCOUNTS processes the State Agency payment requests and transmits the payment **WITHOUT** the remittance information, to the STATE's BANK.
3. While the payment information is transmitted to the State's Bank, the remittance information is transmitted to the Department of Accounts' REDI Virginia website. Remittance information on the REDI Virginia website is usually available one business day prior to the payment being deposited in the TRADING PARTNER's bank account.
4. The STATE's BANK passes the payment to the TRADING PARTNER's BANK via the Automated Clearing House (ACH) network.
5. The TRADING PARTNER 's BANK credits the payment to the Trading Partner's bank account by the opening of business on the payment due date that is supplied by the State Agency. Depending on the arrangements your organization has made with your bank, the TRADING PARTNER's BANK may notify the TRADING PARTNER of the deposit to their account.
6. The TRADING PARTNER applies the payment to its accounts receivable system based on the remittance information obtained from the REDI Virginia website.

A trace number is uniquely assigned by DOA to each electronic transmission to a Trading Partner. This number, which begins with a "T", is used by the TRADING PARTNER to identify and match the remittance information with the corresponding payment.

NOTE: Multiple payments with the same due date from one State Agency or from various State Agencies to a Trading Partner are combined into one EDI payment under one Trace Number. The sum of all payments made by State agencies via EDI to a Trading Partner on a given day will appear on that Trading Partner's bank statement. The remittance information from the REDI Virginia website will reflect the sum of the EDI payments and each individual payment – State Agency by State Agency, Invoice by Invoice.

GET READY

- **Designate** an individual as the **primary EDI contact** in your organization.
- **Assign implementation roles and responsibilities** among your accounts receivable and cash management staff.
- **Obtain** the appropriate **EDI Payment Agreement and Electronic Payment Information forms** and this **Financial Electronic Data Interchange Guide** from DOA's website (<http://www.doa.virginia.gov>).
- **Locate** the **REDI Virginia Procedure Guide** on DOA's website (<http://www.doa.virginia.gov>) to read and see a sample of the remittance data available on the REDI Virginia website.
- **Read this Financial Electronic Data Interchange Guide.**
- **Decide how EDI detail remittance information** provided by the Commonwealth of Virginia **will be received** and processed by your accounts receivable and cash management staff.
 - REDI Virginia website, using the CCD+ or CTX payment formats
 - Banking System, using the CTX payment format
- **If CTX is selected, contact your bank to find out their capabilities**, options, and charges (if any) for translating and relaying electronic data to your organization. All banks and savings and loan institutions have the capability and are required to receive payments in all ACH formats. However, not all banks are EDI capable and able to translate electronic data into a human readable format that can be readily used by their customers for payment application. Therefore, various methods are used by banks to provide customers their remittance information. Prior to enrolling in the Commonwealth's EDI program, your organization should verify the method used by your bank to provide the deposit and remittance information, i.e., on-line query, magnetic tape, telephone call, paper notification, bank statement, etc. Determine whether your bank can provide the remittance detail your organization must receive in order to post payments from state agencies. The 820 Map (www.doa.virginia.gov) may be helpful to your organization's and bank's personnel when discussing what remittance data the bank can relay to your organization. If a decision is made to receive remittance detail via your bank, it is recommended that your organization contract with your bank for these services prior to enrolling in the EDI program.

NOTE: If your organization is already utilizing the services of a Value Added Network (VAN), your funds can be deposited in your bank account, and your organization's remittance data can be sent in an electronic file format to the VAN specified.

- **Identify** the appropriate **person(s) at your bank who can assist** your organization with **receiving EDI payments** through the ACH network.

GET SET

- **Complete the appropriate EDI Payment Agreement Form** (for Vendors, Localities, Grantees, State Agencies or Non-state Agencies).
- **Complete the appropriate Electronic Payment Information Form** (for Vendors, Localities, Grantees, State Agencies or Non-state Agencies), with assistance from your bank. **Confirm ABA Routing Number for ACH (not wires) and Bank Account Number with bank personnel.**

Note: Sometimes the ABA Routing number or bank account number printed on a deposit ticket is for the bank's internal use - it is not the ACH number that is needed for EDI.

GO

- **Return** the completed EDI Payment Agreement Form and the Electronic Payment information Form using the contact information listed in the Department of Accounts "Contact Information" section of this Guide. Keep a copy of the completed forms for your records.
- **The Commonwealth will process** a test payment (\$.00) and remittance data.
- **Your bank might post** the \$.00 payment to your bank account.
- **The remittance information should be promptly transmitted** to the REDI Virginia website or your bank. The remittance information on the REDI Virginia website should be available one day prior to the deposit date. If your organization elected to receive remittance information through your bank, your bank should provide your organization with the corresponding remittance information in the agreed upon medium.
- **The Commonwealth will contact your organization to confirm** whether you received the test payment.
- **Your organization will be activated for EDI** once successful testing is completed.
- **Logon to the REDI Virginia website.** Print the [REDI Virginia Procedure Guide](#) from DOA's website (www.doa.virginia.gov) and use it while logging on.

Note: If, after being activated for EDI, your organization receives payments from the Commonwealth via check, contact the specific state agency that made the payment and inform them that your organization has signed up for EDI. Request that they ensure their coding of the Supplier ID and Location fields in "Cardinal" matches the Supplier ID and Location established for EDI.

FINANCIAL EDI MADE EASY

When the bank receives the payment (only) and the remittance data is sent to the REDI Virginia website -

- An ACH CCD+ payment format is used.
- Detailed payment information is contained in the **Entry Detail Record** received by the bank.
- The remittance data will be posted to the **REDI Virginia website** (<http://redivirginia.doa.virginia.gov>) one day prior to the deposit date.
- **When the bank receives both the payment and remittance data –**
 - An ACH CTX payment format is used.
 - Detailed payment information is contained in the **Entry Detail Record**, and
 - Remittance information is contained in the **Addendum Records**.

ENTRY DETAIL RECORD	ADDENDUM RECORDS
<p>Contains:</p> <ul style="list-style-type: none"> • trading partner's name • bank account number • total/net amount paid • EDI trace number • settlement date 	<p>Contain:</p> <ul style="list-style-type: none"> • State agency originating payment and telephone number • invoice number • invoice date • customer account number • amount paid • invoice description

REMITTANCE DATA MADE EASY

Accurate interpretation of remittance data is critical to the successful use of the Financial EDI Program at your organization. **You must be able to interpret the information provided by the remittance data to properly identify your payments and post them to your accounts receivable system.**

The detail and completeness of remittance data is dependent upon each State agency entering the remittance information. If a State agency is not supplying sufficient or accurate information in the invoice number, invoice date, customer account number or invoice description data segments; contact the State agency paying your organization. **Agency name and phone number** can be obtained on the REDI Virginia website by clicking the three-digit agency number in the Remittance screen. They are also listed in the PER segment of the 820.

REMITTANCE DATA ON THE REDI VIRGINIA WEBSITE

Remittance data for all trading partners is located on the **REDI Virginia website**. An example of the “Printer Friendly” Remittance Detail screen is shown below. Data is posted on the website one business day prior to the money being deposited in your bank account. You can elect to receive an e-mail alert one day before the deposit is made. Four months of remittance data is maintained on the website. The “REDI Virginia Procedure Guide” can be accessed on the EDI page of the Department of Accounts website (www.doa.virginia.gov). From it you can obtain the REDI Virginia web address, information about your logon ID, and other necessary information for accessing the REDI Virginia website and your organization’s remittance data.

EDI Remittance Detail

Total Amount: 402.73 Deposit Date: 05/20/2003 Trace Number: T0532479

Agency Number	Batch ID	Amount	Offset Amount	Invoice Number	Invoice Date	Customer Account	Voucher Number	Invoice Description
127	127200305053379	141.35	0.00	290817163	04/19/2003	290817	331464	CHGS ENDING 4/18/03
Total	Agency 127	141.35						
208	208200305013926	15.67	0.00	0000F1606609	03/01/2003	F16066	S037199N	
Total	Agency 208	15.67						
216	216200305153230	39.80	0.00	V7V892163	04/19/2003	JMU	0605815N	
216	216200305153230	6.82	0.00	1A051V183	05/03/2003	JMU	0606408N	
Total	Agency 216	46.62						
773	773200305163294	57.25	0.00	X08514183	05/03/2003		001591	
773	773200305163294	141.84	0.00	X08514193	05/10/2003		001591	
Total	Agency 773	199.09						

REMITTANCE DATA IN THE ELECTRONIC FILE MADE EASY

- The remittance data in the electronic file is presented in a series of segments. Some of the segments are repeated multiple times, depending on the number of State agencies making payments and the number of invoices paid.
- **“Adjustment”** indicates a **credit transaction** that **reduces the amount of monies** your organization receives. If **“Adjustment”** is indicated instead of **“Monetary amount”** (in the RMR segment), the associated dollar amount will be **subtracted from the payments** being made. In addition to credits for goods and services that your organization may approve for State agencies, monies may be subtracted from your payment for a debt owed to the Commonwealth. The ADX segment will reflect an **adjustment if monies are withheld for a debt**. The Debt Setoff Unit at the Department of Taxation, at (804) 367-8380, can provide your organization information about the debt.

The following data segments are displayed on a typical remittance.

Segment ID	Segment Description
BPR	Beginning Segment for Payment (includes total/net amount deposited)
TRN	Trace Number
REF	Reference Identification (Control number)
DTM	Date/Time Reference (Transaction created)
N1	Trading Partner Name
N3	Trading Partner Address Information
N4	Geographic Location
ENT	Entity
NM1	Payor “Commonwealth of Virginia”
PER*	State Agency Originating Payment (Name and Telephone Number)
RMR*	Remittance Advice (Invoice Number & Transaction or Credit Amount)
NTE	Agency Batch Identification Number
REF*	Reference Numbers (Customer Account Number)
REF*	Reference Numbers (Invoice Description)
REF*	Reference Numbers (Agency Voucher Number)
DTM*	Date/Time Reference (Invoice Date)
ADX*	Adjustment (Only used for collection of unpaid debts—CDS Offset Amount)

* = Segment can occur multiple times

EXAMPLES: INTERPRETING REMITTANCE DATA in the 820 Transaction Set

a. Payment from one agency, for one invoice, no credit transactions or adjustments.

<u>EDI Segment</u>	<u>Description</u>
BPR:I: 303764.25 :C:ACH:CCD:01:051400646: DA:1234567:E546001745:01:051005253:DA:0 0111103857: 20040629 ~	Total/net payment to trading partner: \$303,764.25 Bank account information for payor and payee: Settlement date (date monies deposited): 6/29/2004
TRN:1: T0294147 :54-6001745~	Trace number to track payment through bank: T0294147
REF:BT:062720042044~	Control number
DTM:097:20040627:2130~	Date/time transaction created: 6/27/04: 9:30 p.m.
N1:PE:W.C. DAVIS:FI:544321987~	Name of payee & taxpayer ID number
N3:PO BOX 1971~	Address of payee
N4:LYNCHBURG:VA:24505:US~	City, state, zip, country of payee
ENT:2~	Beginning of remittance information
NM1:PR:G:COMM OF VA~	Originator of payment: Commonwealth of Virginia
PER:AP: DEPARTMENT OF ACCOUNTS :TE: 8047862791 ~	State Agency name and phone number. For questions about payment, direct calls to this State agency and phone number.
RMR:IV:C21002:: 303764.25 ~	Remittance detail: Invoice number (C21002) and \$303,764.25 transaction amount
NTE:ZZ:A151200406243602	Agency Batch ID
REF:AJ: 76532~	Customer Account Number: 76532
REF:ZZ:TWO CARBURETORS:INV DESC~	Invoice description
REF:VV:00042692~	State agency voucher number: 42692
DTM:003:20040525~	Invoice Date: 5/25/2004

⋮ separates the data elements in the segment

~ terminates a segment

EXAMPLES: INTERPRETING REMITTANCE DATA in the 820 Transaction Set

b. Payment from two agencies for one invoice each, no credit transactions or adjustments.

Transaction amount, agency # 1 (Department of Accounts)	\$ 303,764.25
Transaction amount, agency # 2 (Department of Treasury)	<u>+ 405,983.36</u>
Monies deposited	\$ 709,747.61

Shading below highlights the dollar amounts and the State agencies identified above.

EDI Segment	Description
BPR:I:709747.61:C:ACH:CCD:01:051400646:DA:1234567:E546001745:01:051005253:DA:00111103857:20040629~	Total/net payment to trading partner: \$709,747.61 Bank account information for payor and payee: Settlement date (date monies deposited): 6/29/2004
TRN:1:T0294147:54-6001745~	Trace number to track payment through bank: T0294147
REF:BT:062720042044~	Control number
DTM:097:20040627:2130~	Date/time transaction created: 6/27/04, 9:30 p.m.
N1:PE:W.C. DAVIS:FI:544321987~	Name of payee & taxpayer ID number
N3:PO BOX 1971~	Address of payee
N4:LYNCHBURG:VA:24505:US~	City, state, zip, country of payee
ENT:2~	Beginning of remittance information
NM1:PR:G:COMM OF VA~	Originator of payment: Commonwealth of Virginia
PER:AP:DEPARTMENT OF ACCOUNTS:TE:8047862791~	AGENCY #1 name and phone number: For questions about payment, direct calls to this agency and phone number.
RMR: IV:C21002::303764.25~	Remittance detail: Invoice number (C21002) and \$303,764.25 Transaction amount
NTE:ZZ:A151200406243602	Agency Batch ID
REF:AJ: 76532~	Customer account number (76532)
REF:ZZ:TWO CARBURETORS:INV DESC~	Invoice description
REF:VV:00042692~	State agency voucher number: 42692
DTM:003:20040525~	Invoice Date: 5/25/2004
PER:AP:DEPARTMENT OF TREASURY:TE:8047862357~	AGENCY #2 name and phone number: For questions about payment, direct calls to this agency and phone number.
RMR: IV:A23568::405983.36~	Remittance detail: Invoice number (A23568) and \$405,983.36 Transaction amount
REF:AJ: 15235~	Customer account number (15235)
REF:ZZ:BRAKE SHOES:INV DESC~	Invoice description
REF:VV:00000012~	State agency voucher number: 12
DTM:003:20040519~	Invoice Date: 5/19/2004

: separates the data elements in the segment
~ terminates a segment

EXAMPLES: INTERPRETING REMITTANCE DATA in the 820 Transaction Set

c. Payment from one agency for one invoice and a credit transaction but no adjustments.

Transaction amount	\$303,764.25
Adjustment: Credit transaction	<u>(895.36)</u>
Monies deposited	\$302,868.89

Shading below highlights the dollar amounts identified above.

EDI Segment	Description
BPR:I: 302868.89 :C:ACH:CCD:01:051400646: DA:1234567:E546001745:01:051005253:DA:0 0111103857: 20040629 ~	Total/net payment to trading partner: \$302,868.89 Bank account information for payor and payee: Settlement date (date monies deposited) 6/29/2004
TRN:1: T0294147 :54-6001745~	Trace number to track payment through bank: T0294147
REF:BT:062720042044~	Control number
DTM:097:20040627:2130~	Date/time transaction created: 6/27/04: 9:30 p.m.
N1:PE:W.C. DAVIS:FI:544321987~	Name of payee & taxpayer ID number
N3:PO BOX 1971~	Address of payee
N4:LYNCHBURG:VA:24505:US~	City, state, zip, country of payee
ENT:2~	Beginning of remittance information
NM1:PR:G:COMM OF VA~	Originator of payment: Commonwealth of Virginia
PER:AP: DEPARTMENT OF ACCOUNTS:TE:8047862791 ~	Agency name and phone number. For questions about payment, direct calls to this agency and phone number
RMR: IV:C21002:: 303764.25 ~	Remittance detail: Invoice number (C21002) and \$303,764.25 Transaction amount
NTE:ZZ:A151200406243602	Agency Batch ID
REF: AJ:76532~	Customer account number: 76532
REF:ZZ:TWO CARBURETORS:INV DESC~	Invoice description
REF:VV:00042692~	State agency voucher number: 42692
DTM:003:20040525~	Invoice Date: 5/25/2004
RMR: IV:A23568: AJ:895.36 ~	Remittance credit detail: Invoice number: A23568 and Credit/adjustment amount (\$895.36)
REF:AJ:76532~	Customer account number: 76532
REF:ZZ:RETURN CREDIT:INV DESC~	Invoice description
REF:VV:00000012~	State agency voucher number: 12
DTM:003:20040507~	Invoice Date: 5/7/2004

- ⋮ separates the data elements in the segment
- ~ terminates a segment

EXAMPLES: INTERPRETING REMITTANCE DATA in the 820 Transaction Set

- d. Payment from one agency for one invoice and adjustment transaction to withhold money for a debt owed to the Commonwealth, but no credit transactions.

Transaction amount	\$303,764.25
Adjustment/subtraction for debt owed	<u>(1,250.65)</u>
Monies deposited	\$302,513.60

Shading below highlights the dollar amounts identified above.

<u>EDI Segment</u>	<u>Description</u>
BPR:I: 302513.60 :C:ACH:CCD:01:051400646 :DA:1234567:E546001745:01:051005253:DA :00111103857: 20040629 ~	Total/net payment to trading partner: \$302,513.60 Bank account information for payor and payee: Settlement date (date monies deposited): 6/29/04
TRN:1: T0294147 :54-6001745~	Trace number to track payment through bank: T0294147
REF:BT:062720042044~	Control number
DTM:097:20040627:2130~	Date/time transaction created: 6/27/04: 9:30 p.m.
N1:PE:W.C. DAVIS:FI:54432198700~	Name of payee & taxpayer ID number
N3:PO BOX 1971~	Address of payee
N4:LYNCHBURG:VA:24505:US~	City, state, zip, country of payee
ENT:2~	Beginning of remittance information
NM1:PR:G:COMM OF VA~	Originator of payment: Commonwealth of Virginia
PER:AP: DEPARTMENT OF ACCOUNTS :TE: 8047862791 ~	Agency name and phone number. For questions about payment, direct calls to this agency name and phone number.
RMR: IV:C21002:: 303764.25 ~	Remittance detail: Invoice number (C21002) and \$303,764.25 Transaction amount
NTE:ZZZ:A151200406243602	Agency Batch ID
REF:AJ:76532 ~	Customer account number: 76532
REF:ZZ:TWO CARBURETORS:INV DESC~	Invoice description
REF:VV:00042692~	State agency voucher number: 42692
DTM:003:20040525~	Invoice Date: 5/25/2004
ADX: 1250.65 :E3:~	Adjustment amount: \$1,250.65 withheld (subtracted) for debts owed to one or more agencies of the Commonwealth. The Debt Setoff Unit at the Department of Taxation can provide information about the debt.

⋮ separates the data elements in the segment

~ terminates a segment

ENROLLMENT FORMS

The trading partner category into which your organization falls determines which enrollment forms should be used. The trading partner categories include Vendors, Localities, Grantees, Non-State Agencies, and State Agencies. Be sure to obtain enrollment forms labeled for your organization's trading partner category.

All organizations signing up for EDI must complete two enrollment forms – the EDI Payment Agreement Form (for your trading partner category) and the Electronic Payment Information Form (for your trading partner category).

Enrollment forms can be printed from the EDI section of the Department of Accounts web page (www.doa.virginia.gov). After bringing up the form, click the "Refresh" button on your toolbar to ensure that you have the most recent version of the form. If you do not have access to the Internet, forms can be obtained by e-mailing edi@doa.virginia.gov or calling (804) 692-0473. **Do not use** the sample forms in this Guide for your enrollment forms.

Completed forms must be returned to the Department of Accounts via US mail.

US Mail: Department of Accounts
EDI Unit
PO Box 1971
Richmond, VA 23218-1971

Once enrolled, your organization becomes an EDI trading partner of the Commonwealth of Virginia.

REPORTING CHANGES IN YOUR ORGANIZATION'S EDI INFORMATION

The EDI Payment Agreement requires that trading partners provide the Commonwealth written notification of any change in the depository institution, payment instructions, or remittance data instructions at least 15 business days in advance of such change. The updated information must be submitted using the Trading Partner Notification of Change Form and sent via US mail to Department of Accounts, EDI Unit, P. O. Box 1971, Richmond, VA 23218-1971. Submitting this information to another state agency, e.g., one that disburses money to your organization, will not result in the desired changes since the EDI Unit at the Department of Accounts maintains the trading partner registration information.

The **Trading Partner Notification of Change Form** can be printed from the EDI section of the Department of Accounts web page (www.doa.virginia.gov) or obtained by e-mailing edi@doa.virginia.gov or calling (804) 692-0473. Do not use the sample form in this Guide.

SAMPLE EDI PAYMENT AGREEMENT FORM FOR VENDORS

This agreement is entered into as of this _____ day of _____, 20____ between the Commonwealth of Virginia ("Commonwealth"), and _____ ("COMPANY").

COMPANY hereby authorizes the Commonwealth to make payments for goods and services covered by any agreement between the Commonwealth and COMPANY (the "Business Agreements") by utilizing, at the Commonwealth's option, electronic data interchange ("EDI"). COMPANY acknowledges and agrees that the provisions in the Business Agreements governing the method and timing of payment shall be amended to the extent provided in this Agreement.

An EDI payment from the Commonwealth to the COMPANY shall be considered timely if the payment is completed in accordance with the Prompt Payment Act. If the EDI payment cannot be completed on such date, the Commonwealth's payment is timely if the funds transfer is completed on the next business day. The EDI payment shall be deemed completed when the COMPANY's Depository Institution has accepted the payment order within the meaning of Article 4A of the Uniform Commercial Code as enacted in the jurisdiction whose law governs this agreement. No EDI payment may be used by the Commonwealth to effect an accord and satisfaction without the Company's written consent thereto. The Electronic Payment Information Form is an integral part of this agreement.

If CTX is chosen, COMPANY understands and acknowledges that the Commonwealth will deliver the remittance data to COMPANY's designated Depository Institution. If CCD+ is chosen, the Commonwealth agrees to provide the remittance data via the Internet.

The COMPANY shall provide the Commonwealth written notification of any change in the depository institution, payment instructions, or remittance data instructions at least 15 business days in advance of such change. Such notification shall be delivered to the Virginia Department of Accounts via:

- U.S. Mail to: Virginia Department of Accounts, EDI Unit, P.O. Box 1971, Richmond, VA 23218-1971.
- A "Trading Partner Notification of Change" form can be printed from DOA's website (www.doa.virginia.gov), the changed information filled in, and the form mailed via U.S. mail to the address above.

In the event of duplicate payment, overpayment, fraudulent payment, or payment made in error, COMPANY agrees to return any such payment to the Commonwealth, after the Commonwealth first provides information to the COMPANY documenting any duplicate payment, overpayment, fraudulent payment, or payment in error. Any return shall, at COMPANY's option, be made by EDI payment in accordance with the rules of the National Automated Clearinghouse Association, or by check.

The Commonwealth shall be responsible for making all payments required pursuant to the Business Agreements and for any loss of payment prior to the point at which the COMPANY's Depository Institution shall have accepted the payment order, except that COMPANY shall be responsible for any loss which may arise by reason of any error, mistake, or fraud regarding the information provided by the COMPANY herein, or any subsequent changes thereto. Any other loss shall be borne by the Commonwealth, except to the extent that such loss arises by reason of the negligence or willful misconduct of the COMPANY. In the event that payment timely initiated by the Commonwealth has not been received by COMPANY by the due date thereof because of failure or delay by the funds transfer system or rejected by the COMPANY's bank, the Commonwealth shall pay the COMPANY as soon as practicable after such failure or delay is discovered and the Commonwealth shall not be in breach of the Business Agreements for failure to make payment.

Each party shall bear the respective fees and other charges assessed by its designated banks and third party service providers.

Each party may terminate this Agreement upon 30 days notice to the other, but this Agreement will remain in effect as to all funds transfers that have been initiated by the Commonwealth and not canceled prior to termination hereof.

In the event of any inconsistency between this Agreement and any other Business Agreement addressing the subject matter of this Agreement, this Agreement shall control. This agreement is governed by and interpreted in accordance with the laws of the Commonwealth of Virginia.

COMPANY: _____ Signature: _____

Print Name: _____

Title: _____

Date: _____

SAMPLE ELECTRONIC PAYMENT INFORMATION FORM FOR VENDORS

Information Required for Your Company:

Name of Company _____

Taxpayer Identification Number (TIN) for Company _____ Does any parent or subsidiary company or other entity use this TIN? Yes ___ No ___ Does another division that needs payments to go to a different bank account use this TIN? Yes ___ No ___

Mailing Address of Company (Street or P.O. Box) _____

(City) _____ (State) _____ (Zip Code) _____

(Check/complete one) Corporation ___ Partnership ___ LLC ___ Reportable Corporation ___

Sole Proprietorship ___ Other: _____

Contact Person for Company _____ E-Mail _____

Area Code/Telephone Number for Company (include extension) _____

Payment Format Desired (Required – must select one): CCD + ___ CTX ___

Fax Telephone Number for Company _____

Bank Information for Your Company:

Name of Bank _____

Address of Bank (Street or P.O. Box) _____

(City) _____ (State) _____ (Zip Code) _____

Check One: Checking ___ Savings ___

ACH Transit Routing Number for Bank (9 digits) _____
(If your bank merged in the last year, please confirm the ACH Transit Routing Number and the Bank Account Number with them before submitting this form.)

Bank Account Number _____

Bank Contact Name _____ E-mail _____

Bank Area Code & Telephone Number _____

SAMPLE TRADING PARTNER NOTIFICATION OF CHANGE FORM

The EDI Payment Agreement requires that trading partners provide the Commonwealth written notification of any change in the depository institution, payment instructions, or remittance data instructions at least 15 business days in advance of such change. The **updated information must be mailed via U. S. mail to** Department of Accounts, EDI Unit, P. O. Box 1971, Richmond, VA 23218-1971.

Trading Partner Name _____

Federal Taxpayer Identification Number _____
(include two-digit suffix used for EDI)

Trading Partner Information:

Mailing Address _____

Contact Name _____

Phone Number (include extension) _____

Fax Number _____ Internet e-mail address _____

Banking Information: (Please contact your financial institution if you need assistance with this information.)

Bank Name _____

Bank Address _____

Check one: Checking account _____ Savings account _____

ACH Transit Routing # (not the Transit Routing # for wires) _____
(If your bank merged in the last year, please confirm the ACH Transit Routing # and bank account number.)

Bank Account # _____

Bank Contact _____

Bank Phone # _____

Internet e-mail address _____

Signature _____ Effective Date _____

Print Name _____

Title _____

REMITTANCE ASSISTANCE

If remittance information is provided via the [REDI Virginia website](#):

IF REMITTANCE INFORMATION IS . . .	THEN THE TRADING PARTNER MUST . . .	AND . . .
not provided	Confirm with your bank that your organization received a deposit on the date in question. If confirmed, then contact the EDI Hotline at the Department of Accounts via e-mail at edi@doa.virginia.gov or phone at (804) 692-0473 to leave a message.	Identify your organization's name, your name and phone number, settlement/deposit date, and, if known, trace number and total dollar amount. State the problem.
unclear or contains insufficient data to post the payment	Contact the State Agency with which your organization conducted business. Click on the three-digit agency number in the Remittance screen of the REDI Virginia website and call the agency identified using the phone number listed there. Ask to speak to the Accounts Payable Supervisor.	Identify problem and determine necessary solution. Provide the Voucher Number for which you need additional information. Also request that future payments include the necessary information.

If remittance information is provided by your bank:

IF REMITTANCE INFORMATION IS . . .	THEN THE TRADING PARTNER MUST CONTACT THE . . .	AND . . .
not provided	appropriate bank official and/or access the REDI Virginia website for information	RE-EMPHASIZE <ul style="list-style-type: none"> • the agreement signed with your bank • that the payment & addendum are always received by the bank together for CTX payments
unclear or contains insufficient data	State Agency indicated 1) in the PER segment of the 820 or 2) on the REDI Virginia website Remittance screen - click on the three-digit agency number. Call the agency identified using the phone number listed there. Ask to speak to the Accounts Payable Supervisor.	Identify problem and determine necessary solution. Provide the Voucher Number for which you need additional information. Also request that future payments include the necessary information.

DEPARTMENT OF ACCOUNTS CONTACT INFORMATION

Contact the EDI Hotline via e-mail at edi@doa.virginia.gov or phone at (804) 692-0473 and leave a message:

- if your organization needs additional assistance after contacting the State agency identified on the REDI Virginia website Remittance screen or in the PER segment of the 820.
- to request Department of Accounts personnel contact you.

Contact DOA by using the “Contact Us” button in REDI Virginia for assistance with REDI Virginia. Include your name and phone number, your organization’s name, and a message about the assistance needed.

Contact DOA via e-mail at edi@doa.virginia.gov or phone at (804) 692-0473 for **inquiries** regarding:

- changes in banking information, i.e., bank account number, ACH transit routing number, bank contact name or phone number
- changes in company information, i.e., address, contact name or phone number
- trading partner enrollment.

All EDI Payment Agreement Forms and Electronic Payment Information Forms must be sent via US Mail to the Mailing Address listed below. Do not send forms via email.

Mailing Address:

Department of Accounts
EDI Unit
PO Box 1971
Richmond, VA 23218-1971

GLOSSARY

ASC (Accredited Standards Committee)

Issues the EDI standards through the X12 subcommittee that are utilized by the Commonwealth of Virginia.

ASC X-12 Standard Version 4010

This is the version of the X12 standard used by the Commonwealth.

Automated Clearing House (ACH)

The ACH is the organization that facilitates the electronic transfer of funds between banks.

CCD+ Payment Format

Electronic payment format that the ACH uses to transfer funds among the banks. The Commonwealth uses this payment format when the trading partner obtains its remittance data through the Department of Accounts REDI Virginia website.

CDS Offset

Monies withheld or subtracted from a payment by a State agency to offset a debt owed to the Commonwealth of Virginia. If information is needed before the Setoff Notification from the state agency that is owed arrives in the mail, call the Debt Setoff Unit at (804) 367-8380.

CTX Payment Format

Electronic payment format that the ACH uses to transfer funds among the banks. This format allows up to 9,999 addendum records per payment. The Commonwealth uses this payment format when the trading partner receives its remittance data through its bank. The 820 Transaction Sets are placed in the addendum records.

DOA (Department of Accounts)

The State agency that maintains the general ledger system that processes State agency payment requests to Trading Partners and that maintains the EDI payment accounts.

Offset Amount

Monies withheld or subtracted from a payment by a State agency to offset a debt owed to the Commonwealth of Virginia. If information is needed before the Setoff Notification from the state agency that is owed arrives in the mail, call the Debt Setoff Unit at (804) 367-8380.

REDI Virginia (Remittance Electronic Data Interchange Virginia)

The website maintained by the Department of Accounts that reflects the last four months of EDI remittance data. The address is <http://redivirginia.doa.virginia.gov> (note that "www" is not used).

GLOSSARY

Settlement Date

The date that the EDI payment is deposited in the Trading Partner's bank account. Request to speak to someone in the ACH area of your bank if your organization calls your bank on the settlement date to confirm a payment has posted to your account.

Trace Number

A uniquely assigned number with a "T" prefix that can be used like a check number to identify or research an EDI transaction. The Department of Accounts general ledger system assigns the trace numbers.

Trading Partner

An organization or person who has signed up with the Department of Accounts for the Commonwealth of Virginia Financial EDI program.

Transaction Set 820

This is a transaction set defined by the ASC X12 committee. This transaction set can be used for 1) making a payment, 2) sending a remittance advice, or 3) making a payment and sending a remittance advice.

VALUE ADDED NETWORK (VAN)

A VAN allows computer-to-computer transmission of business documents between organizations with dissimilar computer systems and document formats. A VAN enables an organization to communicate with its trading partners' computer systems without having to directly communicate with all of its trading partners.