

# Appendix 1

## Specifications for Department of Finance (DOF) NYCePay – PTS (Property Tax System and Related Charges) for Contractor

For the  
**Citywide Payment Services & Standards  
(CPSS) Project**



**REVISION HISTORY**

Version	Updated By	Update Date	Change Description
1.0		October 8, 2014	<ul style="list-style-type: none"> <li>Updated Header Name to <b>Contractor</b></li> <li>Modified Name from Sound Billing to Contractor( All Process Steps)</li> <li>Modified BoA to Bank</li> <li>Changed Name to <b>CPRR_DOF_Contractor_Specifications_V4.0</b></li> <li>Modified file Naming Convention section 6.3.3, 6.4.3 from sb_frtaxrcv.YYYYMMDDTHHMISS.daily.gz to Contractor_frtaxrcv.YYYYMMDDTHHMISS.daily.gz</li> </ul>
2.0		October 22,2014	<ul style="list-style-type: none"> <li>Updated process step 6.3.2 to Include DNS Name &amp; IP Address for Test environment and Production environment for Contractor Connectivity.</li> </ul>
3.0		October 23, 2014	<ul style="list-style-type: none"> <li>Process Step 6.1 Overview of Interfaces Added New Outbound from CPRR to Contractor (Name &amp; Address)</li> <li>Added Process process step 6.4 CPRR to Contractor Name &amp; Address File (New Outbound)</li> <li>Process Step 6.5.4 Added Phone Number</li> <li>Contractor Payment &amp; Reversals Data to CPRR (New Inbound)- Added # 21 Payer Phone Number, pg 25</li> <li>Process Step 6.5.11 Removed Phone Number #21 Source Data Dictionary – Reconciliation Portal (SBPC) to CPRR (New Inbound) Page 34 Note( this will be added with a new Vendor)</li> </ul>
4.0		October 28,2014	<ul style="list-style-type: none"> <li>Updated Process Step 12.1. Code 191-Incoming Internal Money Transfer to 206 based on an email from Bank</li> <li>Updated Process Step 12.1. Code 938- Deposit Correction/Cash Debit to code 172 based on an email from Bank</li> </ul>
5.0		November 19,2014	<ul style="list-style-type: none"> <li>Updated Process Step 6.6.4 frtax_sbpay.YYYYMMDDTHHMISS.daily.gz the file Name will be frtax_Contractorpays.YYYYMMDDTHHMISS.daily.gz</li> </ul>
5.0		November 19,2014	<p>Updated Process Step 6.5.11 <b>The Reconciliation Portal Source Data Dictionary will be used for both of the following interfaces:</b></p> <ul style="list-style-type: none"> <li>For Header -Record Type – Removed “FED” (Advice Only) and made it “PAY” per Xandree’s email.</li> </ul>
5.0		November 20,2014	<p>Updated 6.5.4- <b>Contractor to CPRR Payment Source Data Dictionary</b> #16- Processing Date = Effective Date +1 (i.e the effective date should be today and Processing date should be tomorrow (AKA Next business day) . If the effective date is Friday . The processing date should be Monday).</p> <ul style="list-style-type: none"> <li></li> </ul>
5.0		November 24, 2014	<p>Updated 6.4.4.- Name &amp; Address position # 11 CPRR data element to = PROPTY_STATE from PROPTY_Zip Code</p>

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6.0		December 15,2014	Updated 6.3 with the Name of the Initial Load Files this will be a one-time file by boroughs Total of 5 files.
6.0		December 17, 2014	Updated 12.1 Appendix with BAI Codes based on the Email received on 12/15/2014 from Xandree/Joe’s agreement to the codes being sent by Bank. <ul style="list-style-type: none"> <li>• 145, 195, 206, 208 and 450</li> </ul>
6.0		December 18,2014	Updated email Address for Contractor to <a href="mailto:clientsupport@Contractor.com">clientsupport@Contractor.com</a>
6.0		January 2, 2015	Updated Process Step 6.3.2 IP Address and Host Name for Contractor- DNS Name & Host IP Address (Production) <a href="http://www.mft1.Contractorclients.com">www.mft1.Contractorclients.com</a> 216.66.216.11 (Prod)
7.0		January 8,2015	Updated Process Step 6.5.5- Reconciler replacing Small Business or SBPC to Reconciler. <ul style="list-style-type: none"> <li>• Added Payer Phone Number to position 21 process step 6.5.5</li> <li>• 6.5.9 Process Step updated the folder name /ftp_data/CPRR/dof/doffrtaxContractorpc/stg/inbnd/data (for CPRR payments)</li> <li>• 6.5.11 Process step updated Contractorpc_frntaxpay.YYYYMMDDTHHMISS.daily.gz and Contractorpc_frntaxpay.YYYYMMDDTHHMISS.daily.cnt.gz</li> <li>• Comment regarding the Effective date and Effective Time needs to be discussed with Reconciler during our mapping session.</li> </ul>
8.0		January 15,2015	Updated Tender Type Code –Remittance file layout <ul style="list-style-type: none"> <li>• 145 ACHCR</li> <li>• 195 Wire</li> <li>• 206 Wire</li> <li>• 208 Wire</li> </ul>
8.0		January 26,2015	Updated process step 6.5.4 Position 27 changed from County & Borough to Country.  Updated process step 6.5.5 Position 27 changed from County & Borough to Country.
8.0		January 28, 2015	<b>Reconciliation Portal Source Data Dictionary</b> Position #15 – Effective date updated Business rules From CONTRACTOR = The wire date the customer entered into the application. (e.g. created on date). Reconciler will overlay the Effective date date with the BAI “As-of-date” in segment ‘02’ Group Header Record

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9.0		February 2,2015	<p><b>Reconciliation Portal Source Data Dictionary</b></p> <ul style="list-style-type: none"> <li>- Position#17 -Processing Date updated business rules from CONTRACTOR= “ ” to Reconciler. Reconciler will overlay the Processing date with the BAI “As-of-date” in segment ‘02’ Group Header Record.</li> <li>- Postion #18- Processing Time updated business rules from CONTRACTOR =” ”</li> <li>- Position#53 Flex field 4 updated business rule CONTRACTOR =” ” to Reconciler</li> <li>• Position#54-updated Business Rules for Flex Field 5. From CONTRACTOR = “Wire Number as entered by the customer”(ACH Trace Number or Fedwire Reference Number)</li> <li>• Is only applicable to Fedwire/ACHCR advice/payments.</li> <li>• ACH Trace Number or Fedwire Reference Number</li> <li>• Reconciler will use to match advice with Fedwire/ACHCR payments.</li> <li>• Wires - Reconciler will overlay the Fedwire Reference Number with the Wire Reference Number from the BAI file.</li> <li>• ACH Credits – still being discussed what the unique identifier is that the customer will enter and what will be passed from Reconciler to CPRR and PTS.</li> </ul>
10.0		February 17,2015	<ul style="list-style-type: none"> <li>• <b>Added 6.5.11- Reconciler Matching Processing identifiers for ACH Credit</b></li> <li>• <b>Added 6.5.12- Reconciler Matching Process identifiers for Fedwire Reference</b></li> </ul>
11.0		March 19, 2015	<p>DISTRIBUTION LIST:</p> <p>Note: These notifications are currently being sent as follows:</p> <ul style="list-style-type: none"> <li>• TST <ul style="list-style-type: none"> <li>○ CPRR-QA</li> <li>○ CPRR_Development</li> </ul> </li> <li>• Stage <ul style="list-style-type: none"> <li>○ CPRR-QA</li> <li>○ CPRR_Administrator</li> </ul> </li> <li>• PROD</li> </ul> <p><u><a href="mailto:CPRRSupport@finance.nyc.gov">CPRRSupport@finance.nyc.gov</a></u></p>
13.0		August 4, 2015	<ul style="list-style-type: none"> <li>• Updated Process Step 6.5.9</li> <li>• Payment File from Reconciler to CPRR Transmitted 7 days a week at 7PM from 5 days a week at 9:00PM</li> </ul>
13.0		August 4,2015	<ul style="list-style-type: none"> <li>• Updated Tender Type code to include BAI code 301 for Wires.</li> <li>• Page 43 Updated with the following information:</li> <li>• 301 is an internal (Bank ) bank to bank transfer funds for</li> </ul>

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			<p>Wires.</p> <ul style="list-style-type: none"> <li>• Reconciler will overlay whatever customer number the customer enters with the reference number in the BAI file (similar to the way Fedwires and ACH credits are handled).</li> <li>• The payment type is WIRE.</li> </ul>
14.0		October 1,2015	<ul style="list-style-type: none"> <li>• Process Step 6.3.4 added Balance Day 1-6 Contractor Receivables feeds.</li> </ul>
14.1		August 12, 2016	<ul style="list-style-type: none"> <li>• Updating document for internal review by CPSS</li> </ul>
14.2		August 15, 2016	<ul style="list-style-type: none"> <li>• Updated Section 6.3.1 – added summary record business rule and rules defining the data to display per the Payment Tabs of the User Interface (Amount Due, Total Owed, Different Amount)</li> <li>• Updated Section 6.3.4 – added summary record business rule and rules defining the data to display per the Payment Tabs of the User Interface (Amount Due, Total Owed, Different Amount)</li> </ul>
14.3		August 16, 2016	<ul style="list-style-type: none"> <li>• Formatting corrections and updating of Receivable and Payment Files layouts</li> </ul>
14.4		August 17, 2016	<ul style="list-style-type: none"> <li>• Table reformatting, and content updates within section 6.3.4</li> <li>• Section 6.3.4 -Attached sample excel: receivable file</li> <li>• Section 6.4.4 – Attached sample excel: name and address file</li> <li>• Section 6.6.4 – Attached sample excel: payment file</li> </ul>

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## **1. INTRODUCTION**

In an effort to maximize efficiency, lower cost and improve the overall experience with the City, the Department of Finance (DOF) is undertaking a transformative initiative, known as the Citywide Payment Services & Standards (CPSS) Program, to make the entire payment process easier for any individual or entity making payment to the City and optimize the City’s management of the full life cycle of accounts receivable, from origination through to settlement.

The Citywide Payment Services & Standards Data Repository is where all current receivables will be consolidated in a way that makes it easy for them to be passed to one or more third-party service provider(s) and for the payment information to be returned to the proper City systems for reconciliation purposes.

From a City Agency System point of view, this project will require the integration of the agency system with the CPSS, in order for the agency to be able to send receivables to the CPSS and for the agency to receive payments through the CPSS against those receivables, as well as against retail payments.

### **1.1. Purpose**

The goal is to provide an overview of the system and the agency business process, their accounts receivables, retail payments, methods and channels of payments and FMS reporting process. The agency integration capabilities are identified as well as potential integration methods and the effort required, as reported by the agency.

In addition to all the information discussed above, a deeper level of detail has been documented, in order to provide sufficient material for the corresponding development effort.. This includes the definitions of all the data exchanges between the agency system and the CPSS. The document will describe in detail the interfaces, the exchange mechanisms and data exchange frequency.

### **1.2. Intended Audience**

This document is intended for the New York City Department of Finance (DOF) – the Property Tax System – PTS as they relate to payments being made through NYC eFile, the CPSS project (DOF and Contractor, Bank) teams as a reference for understanding and confirming the detailed design for the exchange with the Contractor team.

## **2. AGENCY AND PARTNER CONTACTS**

### **2.1. Agency Address**

Agency: Department of Finance (DOF)  
Address: 59 Maiden Lane, New York, NY

### **2.2. Contact Information**

<b>Last Name</b>	<b>First Name</b>	<b>Role</b>	<b>Phone</b>	<b>Email</b>



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**PTS Primary Point of Contact:**

**CPSS Operations Point of Contact:**

**CPSS Technical Point of Contact:**

Agency Group Contact Distribution Lists

Details		Comment
Technical Notification eMail Address		
Fiscal Contact Information		
Contractor		

**2.3. CPSS Contact Information**

Name	Role	Phone	eMail
Business	Primary Business		
IT	Primary Technical		
Remedy Help Desk ticket	Help Desk		<a href="mailto:CitiwideServiceDesk@DoITT.nyc.gov">CitiwideServiceDesk@DoITT.nyc.gov</a> Send email to DoITT Citywide Service Desk with attention to the “CPSS Technical Support” and include the Agency name and System name

**2.4. CPSS Notifications**

There are 3 Types of technical notifications that an agency may receive from CPSS

- 1) Success- File loaded successfully
- 2) Error- The entire load failed (no records were loaded)
- 3) Warning- Some records were rejected

Please note that should any technical issues occur, please send an email to [citywideservicedesk@doitt.nyc.gov](mailto:citywideservicedesk@doitt.nyc.gov) and have them assign the ticket to the ‘CPRP Technical Support’ and include the Agency name and System name.

There will be a monthly fiscal report that will go out to the agency. This report will include all FMS submissions for the month and can be used in reconciliation.

Biannually, CPSS will send a static data report to the fiscal contact. This report should be reviewed and updated as necessary. The information to be reviewed is contact information, account type information, FMS information, etc.

### 3. MEETING HISTORY

No.	Date	Meeting Description	Reference Notes

### 4. AGENCY & SYSTEM OVERVIEW

PTS (Property Tax System and Related charges) is DOF’s integrated, comprehensive tax management, billing, noticing, and collection of real estate and business and excise tax system which also communicates and interfaces with other City systems. The scope of this interface only includes property tax and related charges and does not include business related or excise related taxes.

**Operating System:**

**Database/File structure:**

**Language:**

#### 4.1. Functional Overview

- PTS generates Accounts Receivables for taxes and associated fees.
- Fiscal Year is from July 1<sup>st</sup> of the current year to June 30<sup>th</sup> of next calendar year. The Numeric value of Fiscal year is determined by adding 1 to the calendar year of July 1<sup>st</sup>. (For example, Fiscal year 2017 is from July 1<sup>st</sup> 2016 to June 30<sup>th</sup> 2017).
- Property taxes are created once a year. They are calculated in June annually and recalculated again in November for the January bill.
- Property taxes receivables can be due (billed) quarterly or semiannually, based on the property tax value. RPAD system determines the billable assessed value of each property, and PTS calculates the property tax due.
- Other charges related to property taxes can be due quarterly, semiannually or annually. They are created as Account Receivables in PTS as they are received by DOF.
- Aside from Property tax that DOF collects, PTS also bills receivables and collects payments for Property related charges on behalf of several other agencies through Special Assessments or external agency charge. Settlements of accounts with these agencies are handled through FMS, and are outside the scope of this document because CPSS will not do FMS reporting for PTS property and related transactions.
- Every A/R has a due date. Note that A/Rs may also have a grace period, which would be transparent to CPSS.
- Payment plans are integrated into the statement of account and the corresponding receivables sent to CPSS. Predefined payment plans are available and could be monthly or quarterly. Note that this is currently transparent to CPSS. CPSS receivables for PTS will include payment plan payment type information. Payment plans, Tax Liens, associated charges and fees are handled internally within PTS business processes.
- The A/R is associated with the property at PARID level: Concatenated Borough, Block, Lot and Easement. Easement maybe blank.
- A mailing service sends a bill to customers via mail. Users can check their account balance via NYCe-File, NYC Property and other available websites. Mailing Services are outside the scope of CPSS Project.

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- **Payment Application Advice:** The PTS system implements a set of business rules when applying payments. When a partial payment is made, CPSS will send the payment amount to PTS and the PTS system will apply their internal logic to apply it to principal and interest. The total liability will equal the total day within the receivable file. CPSS will have the principal and interest amounts from the total liability, nor will it have the business logic to apply the partial payment to outstanding principal and interest amounts. Please refer to Section 6.3.4 for detailed explanation of the various payment types. Interest is applicable for most charges. There are no penalty charges on any types of taxes/charges.
- Interest is applicable for most charges. There are no penalty charges on any types of taxes/charges.
- PARID-BBLE can change when there are “lot splits” or “lot merges”. During Lot Merges or Lot Splits, the previous Accounts may not drop off the system until the end of the Fiscal year. Also Outstanding Taxes are to be paid prior to the event of a Lot merge or Lot Split. The A/Rs for the prior BBLE will either show up as fully paid out or zero taxes, hence these “Splits” or “Merges” does not have any additional logical impact in CPSS. They are totally transparent to CPSS. Additionally, there is a new business rule where the receivable file only displays PARID-BBLES where money is due. Receivable records should not display zero balances, or credit balances within the receivable file (daily and weekly files).
- The merged or split lot remains on the open balance file until the end of DOF’s fiscal year. The taxes on the original PARID-BBLE will either be paid, or DOF operations will transfer the charges from the old lot(s) to the new one(s). Therefore, the old lot(s) will look as though paid, and the new lot(s) will have the open charges.
- The technical specifications for the full refresh of CPSS Database for Weekly loads, is in the scope of this document. That would be a different Specification document.
- If there are more than two owners on a property with different mailing addresses, then the Name and Address file would have multiple entries for the same BBLE. There exists as many records in Name and Address File as many as recipient addresses exist.
- FMS reporting will be out of scope for CPSS because PTS will be handling the reporting.

**4.2. PTS Codes List**

The following are the codes that are handled at DOF-PTS for Property and Related Charges. This version of PTS will involve CPSS mapping the Account Type Code/Transaction Type to the below list of PTS codes provided by DOF in order to display the appropriate description.

PTS Code	Description	Account Type Code	Lienable	Notes
NSF	NG PAYMENT	11	Y	
SAC	BOILER CHG	12	Y	Must use first 3 digits of project number to determine the description
SAC	ELEV CHARG	13	Y	Must use first 3 digits of project number to determine the description

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<b>PTS Code</b>	<b>Description</b>	<b>Account Type Code</b>	<b>Lienable</b>	<b>Notes</b>
SAC	ILLUM SIGN	15	Y	Must use first 3 digits of project number to determine the description
SAC	PA PERMIT	17	Y	Must use first 3 digits of project number to determine the description
SAF	BOIL REINSPECT	22	Y	Must use first 3 digits of project number to determine the description
SAF	ELEV REINSPECT	23	Y	Must use first 3 digits of project number to determine the description
SAF	PLMB REINSPECT	24	Y	Must use first 3 digits of project number to determine the description
SAF	HZRD REINSPECT	25	Y	Must use first 3 digits of project number to determine the description
SAC	BID CHRGE	19	Y	Must use first 3 digits of project number to determine the description
SAC	Hazardous Substance	50	Y	Must use first 3 digits of project number to determine the description
SAC	SEWER CONNECT	52	Y	Must use first 3 digits of project number to determine the description
SAC	SIDEWLK CHG	53	Y	Must use first 3 digits of project number to determine the description
SAC	SIDEWLK INSPECT	54	Y	Must use first 3 digits of project number to determine the description
SAC	FIRE PREV	58	Y	Must use first 3 digits of project number to determine the description

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<b>PTS Code</b>	<b>Description</b>	<b>Account Type Code</b>	<b>Lienable</b>	<b>Notes</b>
SAC	WATER LIEN	60	Y	Must use first 3 digits of project number to determine the description
SAC	FR WAT/SEW	70	Y	Must use first 3 digits of project number to determine the description
SAC	FR ADD CHG	80	Y	Must use first 3 digits of project number to determine the description
SAC	DOH CLEAN CHARGE	220	Y	Must use first 3 digits of project number to determine the description
SAF	DOH CLEAN FEE	220	Y	
SAC	DOH EXTERM CHARGE	222	Y	Must use first 3 digits of project number to determine the description
SAF	DOH EXTERM FEE	222		
SAC	DOH INSPECT CHARGE	224	Y	Must use first 3 digits of project number to determine the description
SAF	DOH INSPECT FEE	224		
SAC	DOH SANITN CHARGE	226	Y	Must use first 3 digits of project number to determine the description
SAF	DOH SANITN FEE	226		
SAC	DOH STOPPG CHARGE	228	Y	Must use first 3 digits of project number to determine the description
SAF	DOH STOPPG FEE	228		
SAC	HPD EMRGY REPAIR	230	Y	Must use first 3 digits of project number to determine the description
SAC	HPD/ERP CHARGE	231	Y	Must use first 3 digits of project number to determine the description
SAF	HPD/ERP FEE	231	Y	Must use first 3 digits of project number to determine the description

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<b>PTS Code</b>	<b>Description</b>	<b>Account Type Code</b>	<b>Lienable</b>	<b>Notes</b>
SAT	HPD/ERP TAX	231	Y	Must use first 3 digits of project number to determine the description
SAC	HPD LIEN	232	Y	Must use first 3 digits of project number to determine the description
SAC	HPD/COMMERCIAL CHARGE	233	N	Must use first 3 digits of project number to determine the description
SAF	HPD/COMMERCIAL FEE	233		
SAT	HPD/COMMERCIAL TAX	233		
SAC	HPD MGT FEE	234	Y	Must use first 3 digits of project number to determine the description
SAC	HPD/AEPC CHARGE	235	Y	Must use first 3 digits of project number to determine the description
SAF	HPD/AEPC FEE	235		
SAT	HPD/AEPC TAX	235		
SAC	HPD/AEPF	236	Y	Must use first 3 digits of project number to determine the description
SAC	HPD/DEMO CHARGE	237	Y	Must use first 3 digits of project number to determine the description
SAF	HPD/DEMO FEE	237		
SAT	HPD/DEMO TAX	237		
SAC	HPD/ERP2 CHARGE	238	Y	Must use first 3 digits of project number to determine the description
SAF	HPD/ERP2 FEE	238		
SAT	HPD/ERP2 TAX	238		
SAC	HPD/DEMO2 CHARGE	239	Y	Must use first 3 digits of project number to determine the description
SAF	HPD/DEMO2 FEE	239		
SAT	HPD/DEMO2 TAX	239		

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PTS Code	Description	Account Type Code	Lienable	Notes
SAF	HPD H/HW INSP	240	Y	Must use first 3 digits of project number to determine the description
SAF	PROP REG FEE	241	N	Must use first 3 digits of project number to determine the description
SAC	HPD/DEMO3 CHARGE	242	Y	Changed to SAC (from SAF)
SAF	HPD/DEMO3 FEE	242		
SAT	HPD/DEMO3 TAX	242		
SAC	HPD Inspct Fee Non-H&HW	243	Y	This is a new account type. (From a legislative change as indicated in Wed 3/4/2015 2:41 PM email from Gary to Greg)
SAC	METER MISC	265	Y	
SAC	METER CHG	267	Y	
CHG	PROPERTY		Y	<p>If CHG code displays, please produce "Property" in field description</p> <p>Includes Account Types: 270, 274, 276, 278, 280</p> <p>Charges may pertain to: Additional Tax Surcharge</p> <p>Charges may pertain to records where the Roll Type = RP_SF, REUC</p> <p>As this is not a special charge, the account type will not be available.</p>

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PTS Code	Description	Account Type Code	Lienable	Notes
RST	Restored Tax			<p>If RST code displays, please produce “Restored Tax” in field description</p> <p>Includes Account Types:271, 272, 273</p> <p>Charges may pertain to: Revoked Exemptions, Abatement Reversals, and STAR Excap</p> <p>As this is not a special charge, the account type will not be available.</p>
TCF	TAX COMMISSION	281	N	
RSF	RENT STAB FEE	282	Y	
RPF	RPIE	284	N	
RRC	REFUND RECOUP	286	Y	New code not yet set up as of 5/3/16
SAC	HRO RECOVERY	288	N	
SAC	HRO UPGRADE	289	N	
SAC	SIDEWLK REPAIR	310	Y	
SAC	VAC LOT FENCE	315	Y	
FPF	IN REM PENALTY	610	Y	
FSF	IN REM FEE	620	Y	
SAC	HRO ICC	TBD	Y	This is a new account type. DOF is waiting for the formal paperwork from HRO.
PEN	PENALTY			Newly requested code, and will be used for PILOTS

Note that the Payment Channels and Methods below reflect the current state. The future state will be finalized once the CPSS PSP is introduced as a new Payment Channel and the Payment Methods it will offer are defined.

**4.3. Payment Channels Currently Used**

- Any Bank
- Online Payments through NYCe File



**4.4. Payment Methods Currently Accepted**

- ACH Debit (NYCe-File)
- ACH Credit (any bank)
- Fedwire (any bank)

**4.5. Matrix of Current Payment Channels & Methods per Transaction Type**

	Payment Methods		
Payment Channel	ACH Debit	ACH Credit	Fedwire
Any Bank	Not Applicable	All	All
Online NYCe-File	All	Not Applicable	Not Applicable

**5. AGENCY INTEGRATION EFFORT**

The estimated effort required to integrate the Agency with CPSS is determined based on categories such as, the existence of receivable and/or payment feeds and their data content, and the level of customization required. This effort is with respect to the CPSS, and does not cover any agency-side effort.

- To receive Receivables from the agency:
  - DOF will leverage the updated receivable file feeds from PTS to CPSS (e.g., Lockbox Export File, Name and Address File)
- To send Payments to the agency:
  - DOF will leverage the updated payment file feed to PTS from CPSS (e.g., NYCServ layout)
- For Contractor :
  - Customized receivable layout
  - Standard CPSS payment file
- For Reconciliation Portal (Reconciler) (NOTE: Reconciler data processing still an open item)
  - Standard CPSS payment file

**COMPLEXITY:** Agency Integration for DOF-PTS, Contractor and Reconciliation Portal (Reconciler) would fall under the Complex category.

**6. AGENCY INTERFACES DESIGN**

**6.1. Overview of Interfaces**

The Interfaces between CPSS, DOF-PTS and Contractor will be as follows:

- **Inbound** to CPSS from PTS:

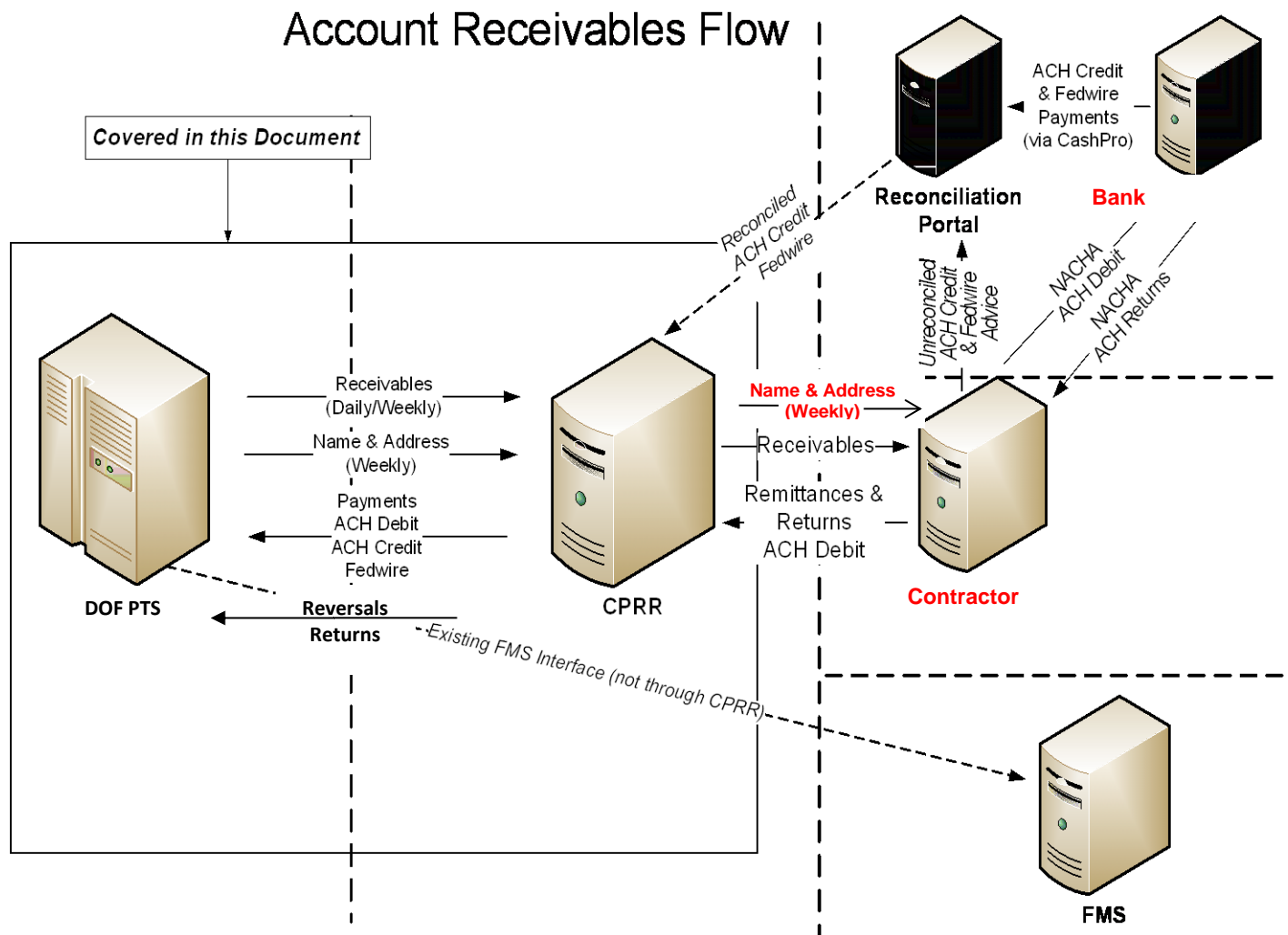
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- Receivables File (the existing PTS receivables file has been updated per Tyler Technologies) also known as Lockbox Export File). This file contains the receivables for property taxes and related charges, along with projected amounts that should be paid for the next eight days. CPSS receives from PTS a full list of receivables on a weekly basis, and updates on a daily basis (Tues-Fri).
- Name and Address File: This file contains the name and address of the owners associated with the PARIDs (BBLEs).
- Refer to CPSS\_DOF-PTS\_Property\_Specifications\_(6.3 Receivables File (pg. 16)):
  - [https://citypointwss.csc.nycnet/sites/NYC-Docs/Shared%20Documents/Agencies/DOF-PTS/CPSS\\_DOF\\_PTS\\_Property\\_Specifications\\_v0%2015\\_draft.docx?Web=1](https://citypointwss.csc.nycnet/sites/NYC-Docs/Shared%20Documents/Agencies/DOF-PTS/CPSS_DOF_PTS_Property_Specifications_v0%2015_draft.docx?Web=1)
- **Outbound** to Contractor from CPSS:
  - This is a customized file layout which includes combined all the PTS receivables along with the name and address information from CPSS to Contractor. This file is combined with both receivables and the name and address information (refer to 6.3.4. Source Data Dictionary).
- **Outbound** to Contractor from CPSS: Name and Address:
  - Name and Address (NAA) file contains the name and addresses for every PARID (BBLE) in the system.
  - This feed will be sent weekly to Contractor from CPSS.
  - Entire Name and Address data will be sent as a Full load weekly. This file is expected to contain around 1 million records every week
  - The NAA file will contain as many records for the PARID (BBLE) as many recipient addresses exist.
  - The Name and Address File will be gzipped prior to being sent to Contractor. (refer to 6.4.4 Source Data Dictionary)
- **New Inbound** to CPSS from Contractor:
  - This is the CPSS updated payment file layout. This file contains the payment information from Contractor (refer to 6.5.4. Source Data Dictionary).
- **New Inbound** to CPSS from Reconciliation Portal (Reconciler):
  - This is the CPSS standard payment file layout. This file contains the payment information from Reconciler (refer to 6.5.7. Source Data Dictionary).
- **Updated Outbound** from CPSS to PTS:
  - CPSS Payment Data (reuses the NYCServ Payment Data layout). This file contains the payment information from the PSP in the NYCServ ePayment file format.
  - ACH Credit and Fedwire payments will be enabled and processed through the NYCServ ePayment file format (refer to 6.5.5. Source Data Dictionary).

The accepted protocol for data transfer is Secure File Transfer Protocol (SFTP). Files will be ftp'd to/from the CPSS designated folder on the CPSS FTP server (DoITT hosted server).

The interfaces covered in this document are illustrated in the following diagram below:



## 6.2. Data Classification

The data contained in the files interfaced between DOF PTS and Contractor to CPSS does not contain any personally identifiable information (PII), as defined by New York City (see references).

Additionally the data contained in the interfaced files has been classified as **Public** by the agency. See the data classification definition in the references for more information.

## 6.3. CPSS to Contractor Receivables File (New Outbound)

### 6.3.1. Data Content

- PTS is the System of Record for the receivables
- Contractor (CONTRACTOR) will enable ACH Debit payments through Bank,
- Even though PTS sends daily and weekly versions of the receivable files, CPSS will combine both receivables and the name and address information into one file. Even though the weekly file has calculated interest for the next 8 days for every receivable.
- PTS today sends to CPSS a weekly full load on Saturday and a daily delta (Tue-Fri). CPSS will send CONTRACTOR one initial file and daily deltas (Tue-Fri and Sunday).
- Customer account is defined at the PARID-BBLE (Boro + Block + Lot + Easement) level.

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- Each line in the daily Receivable files refers to a single receivable. Each receivable is identified by 7 fields:
  - Borough
  - Block
  - Lot
  - Easement
  - Account Type  
NOTE: Account ID & Period are not key receivables anymore per PTS
  - Account ID
  - Period
- Payments can be done for more than one period (more than one receivable). Partial payments on the same receivable can also be done.
- The daily file will be gzipped prior to being sent to Contractor.
- CPSS will generate the sum of all recommended payment types within this process, to have available when CPSS passes Contractor the receivables file
  - The summary record (SUMREC) will be created internally for CPSS, this will be placed after every total record per PARID. In order to pass the sum of recommended payments to Contractor (this will be a calculation of the daily total, as there are between one to eight days to calculate from).
- When “Amount Due Today” tab is selected within the NYCePay website:
  - The amount will consist of the sum of the recommended payment types
- When “Total Owed” tab is selected within the NYCePay website:
  - The amount will consist of only the Total Record
- When “Other Amount” tab is selected within the NYCePay website:
  - CPSS will annotate every detail record within the receivable file with a corresponding “D”
  - CPSS will annotate every summary record within the receivable file with a corresponding “S”

### 6.3.2. Interface Details

	Details
File Description	Receivables (Open Balances) File will be sent to Contractor daily and weekly. A single file will be sent daily. The Weekly feed consists of 6 files, one for each of the five Boroughs, and one for the PILOT file. Both the daily and weekly files have a Count Header Record associated within each data file. A single PILOT file will be sent weekly.
Protocol	SFTP via SSH
CPSS DEV Server Name	The Dev Server name is: mtdevlha-dof-ftp1.csc.nycnet
CPSS DEV Folder	/ftp_data/CPRR/dof/doffrtaxContractor/stg/outbnd/data
CPSS Prod Server Name	The Prod Server name is: mtpralha-dof-ftp1.csc.nycnet
Frequency	Daily Tuesday - Friday (Deltas) Weekly Sunday (full load)
Contractor- DNS Name & Host IP Address (Test)	<a href="http://www.mftcat.Contractorclients.com">www.mftcat.Contractorclients.com</a> 216.66.216.10 (Test)
Contractor- DNS Name & Host IP Address (Production)	<a href="http://www.mft1.Contractorclients.com">www.mft1.Contractorclients.com</a> 216.66.216.11 (Prod)
Expected Time of Arrival	Daily (Delta) file is expected by 7am (Tuesday - Friday) Weekly file is expected by 7pm on Sunday (full load)

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Wait Timeout	N/A
File Format	Receivables File: Pipe-delimited (“ ”) flat file, with .gz extension with a header and a footer. <i>Note: Embedded file will be .txt extension. Then gzipped and sent with .gz extension</i> Line termination is CRLF.
Initial Data Load and Weekly Process	There will be a one time Intial Load Contractor_ptsrcv.20110715T201405.daily.BORO1.IMRECV02.gz Contractor_ptsrcv.20110715T201405.daily.BORO2.IMRECV02.gz Contractor_ptsrcv.20110715T201405.daily.BORO3.IMRECV02.gz Contractor_ptsrcv.20110715T201405.daily.BORO4.IMRECV02.gz Contractor_ptsrcv.20110715T201405.daily.BORO5.IMRECV02.gz  *note: PILOT file will be loaded as well, file name to be determined  During weekly process, 6 files will be sent: 5 for each NYC borough, and 1 for PILOT
Archival Requirements	CPSS will maintain its own file backups, and agency can backup files as needed for internal purposes. DOF with DoITT will define the long term archival process.
Special Conditions	CPSS will only send Contractor Inserts/Updates/Deltas (Tuesday – Friday) CPSS will provide Weekly file full load (Sunday)
Done File	N/A
Holiday	N/A
If no file	N/A

**6.3.3. File Naming Convention**

Interfaces exchange between Contractor and CPSS will follow a standard naming convention. The following is the accepted naming convention for these interfaces: (NOTE: file naming convention not confirmed)

Interface	Frequency	File Name Format	Example
Daily Receivables (Open Balance)	Daily Tues-Fri	Contractor_ptsrcv.YYYYMMDDTHHMISS.daily.MSGWAYIDENTIFIER.gz	Contractor_ptsrcv.20110715T201405.daily.IMRECV02.gz
Weekly Receivables (Open Balance)	Weekly Sunday	Contractor_ptsrcv.YYYYMMDDTHHMISS.daily.MSGWAYIDENTIFIER.gz	Contractor_ptsrcv.20110715T201405.daily.IMRECV02.gz

The “YYYYMMDDTHHMISS” variable within the filename is defined as the timestamp generated by the sending system and contains the following values:

- YYYY is the year
- MM is the month
- DD is the day

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- HH is the hour, 24-hour clock
- MI are the minutes
- SS are the seconds

**6.3.4. Source Data Dictionary**

NOTE: The following list describes all the data fields available in the Contractor Receivables Feed.

#	Section	Attribute	Data Type	Max Length	Mandatory / Optional	Sample Data	Comment
1	Header	Current Date	AN	10	M	02/19/2014	Inquiry Date request was received Format: MM/DD/YYYY
2		Agency Short Name	AN	50	M	DOF	Agency Short Name
3		Agency System Name	AN	50	M	Contractor	The source legacy system name
4		System ID	N	3	M	1	For Contractor = 1
5	Detail	JUR	N	6	M	65	New Field  Tax Jurisdiction, (always 65 for NYC)
6		ROLLTYPE	AN	10	M	RP_NY, REUC, NY_SF, PLT_I, PLT_N	New Field  <ul style="list-style-type: none"> <li>• RP_NY: Real rolltype, all parcel paid through LOCKBX with cycles in (1Q,2Q,3Q,4Q,1S,3S)</li> <li>• RP_SF: Special Franchise</li> <li>• REUC REUC (Ident parcels only, sub-ident records are in RP_NY rolltype as non- taxable parcels – taxable = 'N')</li> <li>• PLT_N: Non IDA PILOT</li> </ul>
7		RECVBLS_KEY	AN	18	M	162410714	Unique identifier for the receivable. Must return with payment.

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8		Borough Number	AN	1	M	1	<p>Borough Number            1 = Manhattan            2 = Bronx            3 = Brooklyn            4 = Queens            5 = Staten Island            Must return with payment.</p> <p>Pilot Number Transmission to be determined (BBLE)</p> <p>If ROLLTYPE=PLT_N, then PILOT number will populate here instead of a PARID-BBLE</p>
9		Block Number	AN	5	M	00044	<p>Left padded with zero            Must return with payment.</p> <p>If ROLLTYPE=PLT_N, then PILOT number will populate here instead of a PARID-BBLE</p>
10		Lot Number	AN	4	M	0001	<p>Left padded with zero            Must return with payment.</p> <p>If ROLLTYPE=PLT_N, then PILOT number will populate here instead of a PARID-BBLE</p>
11		Easement Code	AN	1	O	E	<p>If provided must return with payment.            If not provided = " ".</p> <p>If ROLLTYPE=PLT_N, then PILOT number will populate here instead of a PARID-BBLE</p>



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12		PAYFLAG	AN	5	M	CYCLE	<p>New Field</p> <p>Payment Flag Indicator : Indicates Level of detail of the export record:</p> <ul style="list-style-type: none"> <li>• CYCLE – cycle total (current and delinquent charges ,</li> <li>• YEAR-year total, current and past charges, property tax and specials,</li> <li>• LQ –lien qualifying charges</li> <li>• LNP-parcel has a payment plan but paying the qualifying charges are cheaper</li> <li>• PLQ-Amount needed to bring the payment agreement contract up to date. Cheapest way to get out of the lien sale.</li> <li>• PP payment plan installment</li> <li>• TOTAL – Parcel Total The total record includes everything that is past due, due now, or will be due in the current tax year EXCEPT there are no future payment installments in this total. TOTAL Payflag will be used to calculate the “Total Owed” field within the user interface.</li> </ul> <p>[‘total’ PAYFLAG yields blank PRIORYR and CYCLE fields</p> <p>‘year’ PAYFLAG yields only blank CYCLE fields. PRIORYR fields must be populated.]</p>
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13		PRIORYR	N	4	O	2015	<p>Tax Year of the charge (can be a current year charge or a previous year's if the charge is delinquent from a previous tax year)</p> <p>Only required when a specific CYCLE is being paid</p> <p>Mandatory for CYCLE Payflag records</p> <p>Not applicable to Payment Plan records</p>
14		Period Begin Date	AN	10	O	02/19/2014	<p>Period begin date for the receivable Format: MM/DD/YYYY Must return with payment.</p> <p>Period Begin Date=SADATE when a record reflects a special charge (SAC, SAF, SAT)</p> <p>Decision pending by DOF if this field will be needed if at all</p> <p>Billing Cycle: quarterly or semi-annual</p> <p>Mandatory for CYCLE payflag records</p> <p>Not applicable to payment plans (PP Payflag records)</p>

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15		PROJNO	AN	10	O	231001	<p>Special Assessment Project Code (represents unique combination of ACCT_TYPE Code, ACCOUNT ID and Effective (Service) Date combination. Applicable to Special Assessment Charges).</p> <p>Except for BIDs, the first 3 digits of the project number are the account type code. The remaining numbers are a sequence number. Bid Project numbers start with a 'B', and the remaining 5 digits are the Account ID (also called the BID number)</p> <p>Mandatory when it is a special assessment charge (SAC, SAF, SAT).</p>
16		Account Type	AN	3	O	019	<p>The Account Type is a type of tax or charge that refers to categories such as elevator, bid assessment, or real estate Must return with payment.</p> <p>This is the external agency that billed the special assessment SADET.acctype</p> <p>PROJNO is conditional on ACCTYPE availability</p> <p>Mandatory when it is a special assessment (SAC, SAF, SAT codes on a cycle record).</p>

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17	SADATE	AN	8	C	MM/DD/YY	<p>This is the external agency charge effective date as stored in SADET.EFCONTRACTORATE</p> <p>Equals the effective date or service date of the Special Assessment Charge</p> <p>This is part of the primary key to a special assessments detail charge</p> <p>Mandatory when it is a special assessment (SAC, SAF, SAT on a cycle record).</p>
18	Account ID	AN	12	O	22000	<p>The Account ID is a number that uniquely identifies a unit within an account. An Account ID is not associated with every Account Type. If provided must return with payment. If not provided = "".</p>
19	PYMTTYPE	AN	3	O	STD	<p>Payment Type tells iasWorld how to apply a payment to the parcel</p>
20	CODE	AN	3	C	CHG, DMF, FPF, FSF, NSF, PRF, RDF, RPF, RRC, RSF, SAC, SAF, SAT, SDF, SIF, STF, TCF	<p>The code will only be displayed if it is Cycle Payflag record.</p> <p>LNQ, PLQ, PLN, LNP, YEAR, records do not have corresponding detail (cycle payflag) records in the file</p>
21	Property Owner Name	AN	35	O	CHASE MANHATTAN BANK N A	<p>Owner of the Property</p> <p>This is located in the Name and Address File (PTS Field Name: Owner_Name_1)</p>
22	Secondary Owner Name	AN	35	O	LEVI, CAROLINE	<p>Secondary Owner of the Property</p> <p>This is located in the Name and Address File (PTS Field Name: Owner_Name_2)</p>

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23		PROP_HOUSENUM	AN	12	O	101-103	Newly added field within the Name and Address File  This is located in the Name and Address File (PTS Field Name: Prop_Housenum)
24		Property Street 1	AN	50	O	26 NASSAU STREET	Property Street Name 1  This is located in the Name and Address File (PTS Field Name: Prop_Street)
25		Property Street 2	AN	30	O	Suite 401	Property Street Name 2  This is located in the Name and Address File (PTS Field Name: Prop_Unit)
26		Property City	AN	20	O	New York	Property City  This is located in the Name and Address File (PTS Field Name: Prop_City)
27		Property State	AN	2	O	NY	Property State  This is located in the Name and Address File (PTS Field Name: Prop_State)
28		Property Zip Code	AN	10	O	10004-1004	Property Zip  This is located in the Name and Address File (PTS Field Name: Prop_Zip)
29		Recipient Bill Name 1	AN	50	O		Recipient Bill Name 1  This is located in the Name and Address File (PTS Field: Mail_Recipient_Name)  Recipient Bill Name 2 merged with this field.

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30	Recipient Bill Street 1	AN	100	O	LESPMHA, INC. 228 E 3RD ST	Recipient Bill Street 1  This is located in the Name and Address File (PTS Field Name: Mail_Address_1)
31	Recipient Bill Street 2	AN	100	O	LBBY 1	Recipient Bill Street 2  This is located in the Name and Address File (PTS Field Name: Mail_Address_2)
32	Recipient Bill City	AN	50	O	New York	Recipient Bill City  This is located in the Name and Address File (PTS Field Name: Mail_City)
33	Recipient Bill State	AN	2	O	NY	Recipient Bill State  This is located in the Name and Address File (PTS Field Name: Mail_State)
34	Recipient Bill Zip Code	AN	10	O	10009-7585	Recipient Bill Zip Code  This is located in the Name and Address File (PTS Field Name: Mail_Zip)
35	Recipient Bill Country	AN	3	O	NY	Recipient Bill Country  This is located in the Name and Address File (PTS Field Name: Mail_Country)

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36		Current Due Date	AN	8	C	02/19/14	<p>Due Date Format: MM/DD/YY</p> <p>If Year and Total Payflags are populated, Due Date will not display.</p> <p>Below are the rules pertaining to Quarterly Due Dates or the next business day if a holiday or weekend:            1Q: July, 01            2Q: October, 01            3Q: January, 01            4Q: April, 01</p> <p>Semi Annual Due Dates or the next business day if a holiday or weekend:            1S: July, 01            2S: October, 01            3S: January, 01            4S: April, 01</p>
37		Liability Amount	N	14,2	M	12.00	<p>Amount due/tax due with calculated interest.            Note: Value can be negative, representing a credit. Ag            PTS provides this within their "TOT" field, based on the day (TOT01-TOT08)</p> <p>This is the Tax Amount due, plus the interest, and minus the discount.</p> <p>As amount changes daily, and PTS will not be providing this in new system, should this be removed to prevent calculation by CPSS from occurring?</p>

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38		Collections Amount	N	14,2	M	13.00	<p>Previous payments or amounts already collected.</p> <p>Currently Collections Amount is not provided by PTS. The amount paid however is recorded by PTS within the import file that is sent to Contractor. CPSS can pass a "0" record if the balance is paid.</p> <p>Will CPSS store this?</p> <p>Does Contractor prefer CPSS send this even if Contractor receives this already?</p>
39		TAXAMT	N	20,2	M	1475.50	Property Tax Amount Due, interest is not included, only the original charge.
40		SUMREC	N	20,2		1500.00	<p>This is the sum total of all the flagged recommended payment types, per PARID-BBLE with the discount applied</p> <p>This field will be leveraged when "Amount Due" is selected within the User Interface by the customer.</p>
41		TOTALOWE	N	20,2		1500.00	<p>TOTAL Payflag will be used to calculate the "Total Owed" field within the user interface.</p> <p>TOTAL – Parcel Total The total record includes everything that is past due, due now, or will be due in the current tax year EXCEPT there are no future payment installments in this total.</p> <p>Unsure if this needs to be a field, as the amount can be leveraged when the Payflag is set to Total.</p>



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42		OTHERAMT	N	20,2			<p>S for Summary Records will be passed. D for Detail Records will be passed.</p> <p>Summary Record (current tax year) will be used.</p> <p>Unsure if this needs to be a field.</p>
43		DSC01	N	20,2	C	10.00	<p>Property Tax Discount Amount on Day 1</p> <p>Day 1 is Saturday in the current system</p> <p>This will only display in the Current Tax YEAR line, not the cycle line, or the PP payflag.</p> <p>PLN payment type will never display discounts</p>
44		DSC02	N	20,2	C	10.00	<p>Property Tax Discount Amount on Day 2</p> <p>Day 2 is Sunday in the current system</p> <p>This will only display in the Current Tax YEAR line, not the cycle line, or the PP payflag.</p> <p>PLN payment type will never display discounts</p>

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45		DSC03	N	20,2	C	10.00	<p>Property Tax Discount Amount on Day 3</p> <p>Day 3 is Monday in the current system</p> <p>This will only display in the Current Tax YEAR line, not the cycle line, or the PP payflag.</p> <p>PLN payment type will never display discounts</p>
46		DSC04	N	20,2	C	10.00	<p>Property Tax Discount Amount on Day 4</p> <p>Day 4 is Tuesday in the current system</p> <p>This will only display in the Current Tax YEAR line, not the cycle line, or the PP payflag.</p> <p>PLN payment type will never display discounts</p>
47		DSC05	N	20,2	C	10.00	<p>Property Tax Discount Amount on Day 5</p> <p>Day 5 is Wednesday in the current system</p> <p>This will only display in the Current Tax YEAR line, not the cycle line, or the PP payflag.</p> <p>PLN payment type will never display discounts</p>

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48		DSC06	N	20,2	C	10.00	<p>Property Tax Discount Amount on Day 6</p> <p>Day 6 is Thursday in the current system</p> <p>This will only display in the Current Tax YEAR line, not the cycle line, or the PP payflag.</p> <p>PLN payment type will never display discounts</p>
49		DSC07	N	20,2	C	10.00	<p>Property Tax Discount Amount on Day 7</p> <p>Day 7 is Friday in the current system</p> <p>This will only display in the Current Tax YEAR line, not the cycle line, or the PP payflag.</p> <p>PLN payment type will never display discounts</p>
50		DSC08	N	20,2	C	10.00	<p>Property Tax Discount Amount on Day 8</p> <p>Day 8 is Saturday</p> <p>In the event of a processing issue, CPSS will be able to send to vendor the latest weekend's full file</p> <p>This will only display in the Current Tax YEAR line, not the cycle line, or the PP payflag.</p> <p>PLN payment type will never display discounts</p>

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51		INT01	N	20,2	C	15.00	Interest Amount on Day 1  Day 1 is Saturday in the current system  PLN payment type will never display interest
52		INT02	N	20,2	C	15.00	Interest Amount on Day 2  Day 2 is Sunday in the current system  PLN payment type will never display interest
53		INT03	N	20,2	C	15.00	Interest Amount on Day 3  Day 3 is Monday in the current system  PLN payment type will never display interest
54		INT04	N	20,2	C	15.00	Interest Amount on Day 4  Day 4 Tuesday in the current system  PLN payment type will never display interest
55		INT05	N	20,2	C	15.00	Interest Amount on Day 5  Day 5 Wednesday in the current system  PLN payment type will never display interest
56		INT06	N	20,2	C	15.00	Interest Amount on Day 6  Day 6 Thursday in the current system  PLN payment type will never display interest

**CPSS– DOF -Contractor - Specifications**

57		INT07	N	20,2	C	15.00	Interest Amount on Day 7 Day 7 Friday in the current system PLN payment type will never display interest
58		INT08	N	20,2	C	15.00	Interest Amount on Day 8 Day 8 Saturday in the current system PLN payment type will never display interest

**CPSS– DOF -Contractor - Specifications**

59		TOT01	N	14,2	M	25.00	<p><b>This comment is from PTS , CPSS will pass this data.</b> Formerly “Balance Amount1”</p> <p>Amount Due/Tax Due with Interest Calculated for Day 1. (BWI-TX-BALANCE would be tax amount for the PARMFILE date.) The BWI-TX-LIABILITY-n fields in the Receivable file, store the total of the liabilities, whether paid or not, such as initial charges, charge adjustments, interest and penalties. NOTE: Only Past Due date receivables have interest amount added. Future due Dates have zero interest projected.</p> <p>Day 1: Property tax: Principal plus Interest, minus discount (where applicable) OR for special assessments (SA): SA charge plus SA sales tax plus SA fee</p> <p>Day 1 is Saturday in the current system</p> <p>The total amount due for this line for day 1, Totat Amt - DSC + INT (format 0.00)</p>
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**CPSS– DOF -Contractor - Specifications**

60		TOT02	N	14,2	M	25.00	<p><b>This comment is from PTS , CPSS will pass this data.</b> Formerly “Balance Amount2”</p> <p>Amount Due/Tax Due with Interest Calculated for Day 2. (BWI-TX-BALANCE would be tax amount for the PARMFILE date.) The BWI-TX-LIABILITY-n fields in the Receivable file, store the total of the liabilities, whether paid or not, such as initial charges, charge adjustments, interest and penalties. NOTE: Only Past Due date receivables have interest amount added. Future due Dates have zero interest projected.</p> <p>Day 2: Property tax: Principal plus Interest, minus discount (where applicable) OR for special assessments (SA): SA charge plus SA sales tax plus SA fee</p> <p>Day 2 is Sunday in the current system</p> <p>The total amount due for this line for day 2, Totat Amt - DSC + INT (format 0.00)</p>
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**CPSS– DOF -Contractor - Specifications**

61		TOT03	N	14,2	M	25.00	<p><b>This comment is from PTS , CPSS will pass this data.</b> Formerly “Balance Amount3”</p> <p>Amount Due/Tax Due with Interest Calculated for Day 3. (BWI-TX-BALANCE would be tax amount for the PARMFILE date.) The BWI-TX-LIABILITY-n fields in the Receivable file, store the total of the liabilities, whether paid or not, such as initial charges, charge adjustments, interest and penalties. NOTE: Only Past Due date receivables have interest amount added calculated for the last day. Future due dates have zero interest projected.</p> <p>Day 3: Property tax: Principal plus Interest, minus discount (where applicable) OR for special assessments (SA): SA charge plus SA sales tax plus SA fee</p> <p>Day 3 is Monday in the current system</p> <p>The total amount due for this line for day 3, Totat Amt - DSC + INT (format 0.00)</p>
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**CPSS– DOF -Contractor - Specifications**

62		TOT04	N	14,2	M	25.00	<p><b>This comment is from PTS , CPSS will pass this data.</b> Formerly “Balance Amount4”</p> <p>Amount Due/Tax Due with Interest Calculated for Day 4. (BWI-TX-BALANCE would be tax amount for the PARMFILE date.) The BWI-TX-LIABILITY-n fields in the Receivable file, store the total of the liabilities, whether paid or not, such as initial charges, charge adjustments, interest and penalties. NOTE: Only Past Due date receivables have interest amount added calculated for the last day. Future due dates have zero interest projected.</p> <p>Day 4: Property tax: Principal plus Interest, minus discount (where applicable) OR for special assessments (SA): SA charge plus SA sales tax plus SA fee</p> <p>Day 4 is Tuesday in the current system</p> <p>The total amount due for this line for day 4, Totat Amt - DSC + INT (format 0.00)</p>
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**CPSS– DOF -Contractor - Specifications**

63		TOT05	N	14,2	M	25.00	<p><b>This comment is from PTS , CPSS will pass this data.</b> Formerly “Balance Amount5”</p> <p>Amount Due/Tax Due with Interest Calculated for Day 5. (BWI-TX-BALANCE would be tax amount for the PARMFILE date.) The BWI-TX-LIABILITY-n fields in the Receivable file, store the total of the liabilities, whether paid or not, such as initial charges, charge adjustments, interest and penalties. NOTE: Only Past Due date receivables have interest amount added calculated for the last day. Future due dates have zero interest projected.</p> <p>Day5: Property tax: Principal plus Interest, minus discount (where applicable) OR for special assessments (SA): SA charge plus SA sales tax plus SA fee</p> <p>Day 5 is Wednesday in the current system</p> <p>The total amount due for this line for day 5, Totat Amt - DSC + INT (format 0.00)</p>
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**CPSS– DOF -Contractor - Specifications**

64		TOT06	N	14,2	M	25.00	<p><b>This comment is from PTS , CPSS will pass this data.</b> Formerly “Balance Amount6”</p> <p>Amount Due/Tax Due with Interest Calculated for Day 6. (BWI-TX-BALANCE would be tax amount for the PARMFILE date.) The BWI-TX-LIABILITY-n fields in the Receivable file, store the total of the liabilities, whether paid or not, such as initial charges, charge adjustments, interest and penalties. NOTE: Only Past Due date receivables have interest amount added. Future due Dates have zero interest projected.</p> <p>Day 6: Property tax: Principal plus Interest, minus discount (where applicable) OR for special assessments (SA): SA charge plus SA sales tax plus SA fee</p> <p>Day 6 is Thursday in the current system</p> <p>The total amount due for this line for day 6, Totat Amt - DSC + INT (format 0.00)</p>
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**CPSS– DOF -Contractor - Specifications**

65		TOT07	N	14,2	M	25.00	<p><b>This comment is from PTS , CPSS will pass this data.</b> Formerly “Balance Amount7”</p> <p>Amount Due/Tax Due with Interest Calculated for Day 7. (BWI-TX-BALANCE would be tax amount for the PARMFILE date.) The BWI-TX-LIABILITY-n fields in the Receivable file, store the total of the liabilities, whether paid or not, such as initial charges, charge adjustments, interest and penalties. NOTE: Only Past Due date receivables have interest amount added calculated for the last day. Future due dates have zero interest projected.</p> <p>Day 7: Property tax: Principal plus Interest, minus discount (where applicable) OR for special assessments (SA): SA charge plus SA sales tax plus SA fee</p> <p>Day 7 is Friday in the current system</p> <p>The total amount due for this line for day 7, Totat Amt - DSC + INT (format 0.00)</p>
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**CPSS– DOF -Contractor - Specifications**

66		TOT08	N	14,2	M	25.00	<p>Day 8: Property tax: Principal plus Interest, minus discount (where applicable) OR for special assessments (SA): SA charge plus SA sales tax plus SA fee</p> <p>Day 8 is Saturday in the current system</p> <p>The total amount due for this line for day 8, Totat Amt - DSC + INT (format 0.00)</p> <p>Day 8 is a substitute in the event of production issues involving Day 1 of next week's file. It is only to be used if the next week's file is late and should be replaced when the actual file is delivered (Day 1 of new file).</p>
67		STDREC	AN	1	O	Y	<p>Standard Flag</p> <p>Will display if STD Payment Plan is present</p> <p>STD recommendation will be displayed for the PILOT file</p>
68		MTGREC	AN	1	O	Y	<p>Property tax amount due, to be paid by the taxpayer's mortgage service company</p> <p>MTG Mortgage Recommended – per the City request, this will never be recommended</p>

**CPSS– DOF -Contractor - Specifications**

69	SPCREC	AN	1	O	Y	Y – flag N- Null  Total amount of Special Assessments (External agency charges) due  Will display if SPC Payment Plan is present
70	PLNREC	AN	1	O	Y	Total installment amounts due (past and current) and current charges (not included in the plan) due  Will display if PLN Payment Plan is present  PLN payment type will always have STD records recommended with it
71	PLQREC	AN	1	O	Y	Total amount of lien qualifying payment plan installments and current charges due. This amount may be paid to get out of the lien sale.  Will display if PLQ Payment Plan is present
72	LNQREC	AN	1	O	Y	Lien qualifying flag  When LNP is the payment type, the LNQ recommendation is to be flagged
73	Create Date	AN	10	M	02/19/2014	System generated date for the receivable Format: MM/DD/YYYY

**CPSS– DOF -Contractor - Specifications**

74		Transaction Code	AN	6	O	270	<p>The Agency/System code used to represent the transaction.</p> <p>Trans Code is displayed within ACCTYPE. This field is conditional base on PROJNO being present.</p> <p>This field is conditional based on PROJNO being present.</p> <p>Mandatory when it is a special assessment.</p> <p>Will be displayed with SPC payment type (PYMTTYPE)</p>
75		Transaction Description	AN	100	O	Real Estate Tax	The Agency/System transaction code description
76		Item Code Key	AN	6	O	110	The corresponding Agency/System item code for the transaction
77		Disposition Status	N	1	M		<p>Disposition Status Values:</p> <p>1 = Insert</p> <p>2 = Update</p> <p>3 = Delete</p>
78		EXPDATE	AN	8		MM/DD/YY	<p>Date of the Export – As of date= date day 1 (Saturday date)</p> <p>First day of Interest (equal to day 1 amount)</p>
79	<b>Trailer</b>	Total Number of Receivables	N	14	M	Total Number of Receivables	Count of all Receivable contained in the file. The count number does not include the receivable file’s header, only the actual records.

**CPSS– DOF -Contractor - Specifications**

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Note: "9999-12-31" is initial Date. This value is populated when the actual applicable date is not available, instead of leaving it NULL.

Note: The summary record (SUMREC) will be created internally for CPSS, this will be placed after every total record per PARID. In order to pass the sum of recommended payments to Contractor (this will be a calculation of the daily total, as there are between one to eight days to calculate from).

Note: When “Amount Due Today” tab is selected within the NYCePay website:

- The amount will consist of the sum of the recommended payment types

Note: When “Total Owed” tab is selected within the NYCePay website:

- The amount will consist of only the Total Record

Note: When “Other Amount” tab is selected within the NYCePay website:

- CPSS will annotate every detail record within the receivable file with a corresponding “D”
- CPSS will annotate every summary record within the receivable file with a corresponding “S”

Please see a sample PTS receivable file dataset (Excel format): See Attachment 1

The below table displays all of the payment types that CPSS can expect within a Receivable File:

<b>Payment Type</b>	<b>Payment Type</b>	<b>Definition</b>	<b>Note</b>
Standard	STD	The payment type of STD would be on majority of the properties.	This property does NOT have a mortgage company.  This property could have a Payment Plan.
Mortgage Payment	MTG	The MTG pymttype will NEVER display on the export. However, we recommend that the Mortgage Companies return the MTG payment type to ias with their payment if they do NOT want to pay Special Assessments.	If the Mortgage Company wants to pay Special Assessments, they should return STD.  This will never be in the receivable



**CPSS– DOF -Contractor - Specifications**

Payment Type	Payment Type	Definition	Note
Special Assessment	SPC	<p>The SPC pymttype will be displayed on the export for any special assessment charges due when a parcel has been assigned a mortgage company for the current year. Both current and delinquent charges “tax” charges will be assumed to be paid by the mortgage company. The amount of tax actually due should be displayed on third party web sites to allow a property owner to pay as mortgages are paid off on a daily basis and become the responsibility of the property owner without notification to the city.</p> <p>Remove PTS Tables or lingo</p>	<p>If a property owner pays via a web application, the pymttype returned should be STD.</p> <p>The Special Assessments are paid individually per NYC order (SAC, SAT, INT)</p> <p>INT is paid last</p>
Payment Plan	PLN	<p>The PLN pymttype will be displayed anytime a property owner is in a Payment Plan and NOT in a Lien Sale. The PLN amount represents the amount of installment(s) owed.</p>	<p>In addition to the PLN, the property will typically have a STD which will be the amount of Any charges, current and or delinquent that are not part of the payment plan &amp; future charges (future charges will not be recommended)</p>
Payment Plan Qualifying	PLQ	<p>PLQ will display on the Export only if the amount of PLQ is less than LNQ which would be the amount of money a property owner would need to pay to get out of the Lien Sale.</p>	<p>Interest (that is part of the original principal of the contract) is paid first.</p>

**CPSS– DOF -Contractor - Specifications**

<b>Payment Type</b>	<b>Payment Type</b>	<b>Definition</b>	<b>Note</b>
Lien Qualifying	LNQ	<p>LNQ will appear on the Export when a parcel has qualified to be in a Lien Sale and had begun receiving letters to tell them that their property is potential being sold. The LNQ would need to less than the PLQ to be on the export. Once the property is sold, LNQ would no longer be on the export.</p> <p>Follows the 1 or 3 year rule based on class for the charges included in the Lien Sale.</p>	
Lien Plan	LNP	LNP is a parcel that has a payment plan, however it is cheaper to pay the qualifying charges	Not a confirmed Payment Type per Tyler
Pretax	PRE	The Pymttype of PRE will never display on the receivable file, but if a customer who does not owe money makes a payment, it should display within the payment file with a pymttype of PRE.	<p>PRE payment type rules to handle overpayments will be provided by DOF after scheduled July 2017 go-live</p> <p>Solution on CPSS to provide this PTS is pending</p>

**6.3.5. Agency Disposition Status**

Following is the Disposition status Determination for DOF-Contractor Property and Related Charges.

<b>Data Feed</b>	<b>Process Cycle</b>	<b>Disposition</b>
Receivables File	Initial	All records are in “Insert Status”
Receivables File	Daily Tues-Fri	New records determined by 7 Key Columns will be in “Insert” status
		Existing records determined by 7 Key Columns will be in “Update” status
Receivables File	Weekly	New Records determined by 7 Key Columns will be in “Insert” Status. Existing records determined by 7 Key Columns will be in “Update” status. Records that exist in CPSS, but don’t exist in the Weekly Receivable file based on 7 Key Columns will be marked for DELETION in CPSS.
		Unique Fields per Tyler/PTS: 1. PARID 2. PAYFLAG 3. PRIORYR 4. CYCLE 5. DUEDATE 6. PROJNO 7. SADATE 8. ACCTYPE 9. PYMTTYPE 10. CODE

**6.3.6. Interface Support Contacts**

Refer to 2.1 Contact Information.

**6.4. CPSS to Contractor Name & Address File (New Outbound)**

**6.4.1. Data Content**

- Name and Address (NAA) file contains the name and addresses for every PARID (BBLE) in the system.
- This feed will be sent weekly to Contractor from CPSS.
- Entire Name and Address data will be sent as a Full load weekly. This file is expected to contain around 1 million records every week
- The NAA file will contain as many records for the BBLE as many recipient addresses exist.
- The Name and Address File will be gzipped prior to being sent to Contractor.

**6.4.2. Interface Details**

	Details
File Description	The Name and Address file would be sent to Contractor on a weekly basis. This will be a full load.
Protocol	SFTP via SSH
CPSS Server Name	The Dev Server name is: mtdevlha-dof-ftp1.csc.nycnet
CPSS Folder Stage	/ftp_data/CPRR/dof/doffrtaxContractor/stg/outbnd/data

**CPSS– DOF -Contractor - Specifications**

CPSS Folder Prod	/ftp_data/CPRR/dof/doffrtaxContractor/prd/outbnd/data
Frequency	Weekly
Expected Time of Arrival	Weekly File is expected by 7PM on Sunday( full Load)
Contractor- DNS Name & Host IP Address (Test)	<a href="http://www.mftcat.Contractorclients.com">www.mftcat.Contractorclients.com</a> 216.66.216.10 (Test)
Contractor- DNS Name & Host IP Address (Production)	<a href="http://www.mft1.Contractorclients.com">www.mft1.Contractorclients.com</a> 216.66.216.11 (Prod)
Wait Time out	On weekend, this is dependency to load the weekly Name and Adress files received from PTS.
File Format	Name and Address File: Pipe-delimited (“ ”) flat file, with .gz extension <i>Note: Embedded file will be .txt extension. Then gzipped and sent with .gz extension</i> Pipe-delimited (“ ”) flat file, with .gz.txt extension.
Initial Data Load and Timing	Weekly Full Load refresh file. by 7PM on Sunday( full Load)
Archival Requirements	CPSS is responsible to manage the contents of the data folder, by moving into the archive folder any processed files as needed. DOF with DoITT will define the long term archival process.
Done File	In addition to the Name and Address file, CPSS will also be providing a blank text file labeled “ftp.naa.done”. This file will arrive as the last file to mark the FTP transfer as complete.
Holiday Schedule	CPSS expects receivable files everyday per the schedule above except for DOF holidays during which time we will not receive a file. CPSS will turn off the workflows during these holidays.
If no payments	N/A

**6.4.3. File Naming Convention**

Interfaces exchange between CPSS and Contractor will follow a standard naming convention. The following is the accepted naming convention for this interface:

Interface	Frequency	File Name Format	Example
Weekly Name And Address File	Weekly	Contractor_naa.YYYYMMDDT HHMISS.weekly. MSGWAYIDENTFIER.gz	Contractor_naa.20110715T201405.weekly. IMPNAM01.gz
CONTRACTOR Done file (zero byte text file)	Weekly	ftp.naa. MSGWAYIDENTFIER .done	ftp.naa.done  To be sent as the last file at the end of the transmission. This triggers Contractor to start processing the Name & Address count file.

The “YYYYMMDDTHHMISS” variable within the filename is defined as the timestamp generated by the sending system and contains the following values:

- YYYY is the year
- MM is the month
- DD is the day
- HH is the hour, 24-hour clock
- MI are the minutes
- SS are the seconds

**CPSS– DOF -Contractor - Specifications**

**6.4.4. Source Data Dictionary – CPSS to Contractor- Name & Address**

**CPSS to Contractor Source Data Dictionary**

#	CPSS Data Element	Data Type	Length	Mandatory/ Conditional /Optional	Sample Data	Comments
1	BBLE	AN	11	M	100006000 1E	Borough, Block, Lot, Easement
2	Mail_Sequence	N	2		99	0 to 99 (Unique Mailing Addresses)
3	Borough	N	1	M & Key **	3	Formerly WS-OUT-ID-BORO  Borough Number (1 = Manhattan 2 = Bronx 3 = Brooklyn 4 = Queens 5 = Staten Island)
4	BLOCK	N	5	M & Key **	2332	Formerly WS-OUT-ID-BLOCK  Block number : 5 num, left padded with zero
5	LOT	N	4	M & Key **	1313	WS-OUT-ID-LOT  Lot number: 4 num, left padded with zero
6	EASEMENT	AN	1	O & Key **		Formerly WS-OUT-ID-EASEMENT  Easement. 1 blank space if it does not exist
7	Tax_Class	N	2			
8	Building_Class	AN	3			

**CPSS– DOF -Contractor - Specifications**

#	CPSS Data Element	Data Type	Length	Mandatory/ Conditional /Optional	Sample Data	Comments
9	Owner_Name_1	AN	35	O	DOE, JOHN	Formerly WS-OUT-NM-OWNER-1  Owner of the Property
10	Owner_Name_2	AN	35	O	DOE, JANE	Formerly WS-OUT-NM-OWNER-2  Second Owner if exists
11	Prop_Housenum	N	12	O	43	
12	Prop_Street	AN	20	O	NORTH 6 STREET	Formerly WS-OUT-AD-STREET-1-PROP  Street Name
13	Prop_Unit	AN	30	O	5F	Formerly WS-OUT-AD-STREET-2-PROP  Unit Number
14	Prop_City	AN	20	O	BROOKL YN	Formerly WS-OUT-AD-CITY-PROP  City
15	Prop_State	AN	2	O	NY	Formerly WS-OUT-CD-ADDR-STATE-PROP  State
16	Prop_Zip	AN	10	O	11211	Formerly WS-OUT-CD-ADDR-ZIP-PROP  Zip Code
17	Prop_Chg_Date	Date	10		2017-07-06	YYYY-MM-DD

**CPSS– DOF -Contractor - Specifications**

#	CPSS Data Element	Data Type	Length	Mandatory/ Conditional /Optional	Sample Data	Comments
18	Mortgage_Service_Co	AN	1		Y	If active mortgage company = Y
19	Govt_Owned	AN	1		Y	
20	Mail_Recipient_Name	AN	80		NEW YORK PLAZA RESIDENTIAL LLC	
21	Mail_CareOf	AN	60		PAN AM EQUITIES , INC.	
22	Mail_Address_1	AN	80		18 E 50 <sup>th</sup> ST	
23	Mail_Address_2	AN	80		FL 10	
24	Mail_City	AN	80		NEW YORK	
25	Mail_State	AN	2		NY	



**CPSS– DOF -Contractor - Specifications**

#	CPSS Data Element	Data Type	Length	Mandatory/ Conditional /Optional	Sample Data	Comments
26	Mail_Zip	AN	10		10022- 9108	
27	Mail_Country	AN	30		JAMAICA	
28	Mail_Country_CD	AN	3			
29	Recip_Chg_Date	Date	10		2017-07-06	
30	Mail_Chg_Date	Date	10		2017-07-06	
31	Own_Chg_Date	Date	10		2017-07-06	
32	Own2_Chg_Date	Date	10		2017-07-06	
33	Phone	N	20			
34	Email	AN	80			

**CPSS– DOF -Contractor - Specifications**

#	CPSS Data Element	Data Type	Length	Mandatory/ Conditional /Optional	Sample Data	Comments
35	USPS_Verified	AN	1		Y	USPS Verified Mail Address = Y
36	Returned_Mail	N	3		81	
37	USPS_Address	AN	100		60 PEARL ST	
38	Delta_flag	AN	1	M	C	A = Add C = Change D = Delete

Note:

- \*\* BBLE cannot be used to obtain unique records. Same BBLE can have more than 2 owners and in that case same BBLE would have further records, based on the number of recipient addresses
- \*\*\* IMPORTANT NOTE: If NULL Recipient Names or NULL Recipient Addresses are found for a given BBLE, then first such record will be loaded with a default value like “Recipient Name Unknown” or “Recipient Address Unknown”. Duplicate instances of same BBLE having multiple such NULL recipient details will be rejected. CPSS Code is already handling this scenario similarly.

Please see a sample PTS Name and Address file dataset (Excel format): Attachement 2

## 6.5. Contractor Payment & Reversals Data to CPSS (New Inbound)

### 6.5.1. Data Content

This file is based on the standard CPSS remittance layout.

- Payments can be done for more than one Period (more than one receivable). Partial payments on the same receivable can also be done. Contractor would send separate remittance lines even if there was only one payment against multiple receivables.
- The payment file will be gzipped prior to being sent to DOF.

### 6.5.2. Interface Details

	Details
File Description	The Payment File from Contractor mirrors the standard layout of the CPSS Remittance Data file. This will be sent daily at the end of the day.
Protocol	SFTP
CPSS Server Name	The Dev Server name is: mtdevlha-dof-ftp1.csc.nycnet
CPSS Folder Stage	/ftp_data/CPRR/dof/doffrtaxContractor/stg/inbnd/data (for CPRR payments)
CPSS Folder Prod	/ftp_data/CPRR/dof/doffrtaxContractor/prd/inbnd/data (for CPRR payments)
Contractor- DNS Name & Host IP Address (Test)	<a href="http://www.mftcat.Contractorclients.com">www.mftcat.Contractorclients.com</a> 216.66.216.10 (Test)
Contractor- DNS Name & Host IP Address (Production)	<a href="http://www.mft1.Contractorclients.com">www.mft1.Contractorclients.com</a> 216.66.216.11 (Prod)
Frequency	Daily Monday – Sunday (7 days a week).
Expected Time of Arrival	Contractor to CPSS (ACHDR ) <ul style="list-style-type: none"> <li>• Payment file is expected by 7pm</li> <li>• CPSS will process file by 8pm.</li> <li>• <i>Note: CONTRACTOR will cutoff bank processing by 6pm EST.</i></li> </ul>
Wait Time out	1 hour
File Format	Payment File: Pipe-delimited (“ ”) flat file, with .gz extension <i>Note: Embedded file will be .txt extension. Then gzipped and sent with .gz extension</i> Payment Count File: Pipe-delimited (“ ”) flat file, with .gz.txt extension. Line termination is CRLF.  Payment file from PTS is fixed width, should this change anything for Contractor?
Initial Data Load and Timing	Not applicable. No payments through CPSS until this cut over occur.
Archival Requirements	In the short term CPSS is responsible to manage the contents of the data folder, by moving into the archive folder any processed files as needed. DOF with DoITT will define the long term archival process.
Holiday Schedule	Contractor will send payments to CPSS 7 days a week including holidays.
If no payments	On days when no payments come to CPSS, Contractor will send an empty payment file, a count file with zero count and a zero byte done file to CPSS.

**6.5.3. File Naming Convention**

Interfaces exchange between Contractor and CPSS will follow a standard naming convention. The following is the accepted naming convention for this interface:

Interface	Frequency	File Name Format	Example
Daily Payment File from CONTRACTOR to CPSS	Daily	Contractor_frtaxpay.YYYYMMDDTHHMISS.daily.MSGWAYIDENTIFIER.gz	Contractor_frtaxpay.20110715T201405.daily.EXPALL01.gz
Daily Payment Count File from CONTRACTOR to CPSS	Daily	Contractor_frtaxpay.YYYYMMDDTHHMISS.daily.cntMSGWAYIDENTIFIER..gz	Contractor_frtaxpay.20110715T201405.daily.cnt.EXPACOU02.gz
CONTRACTOR Done file (zero byte text file)	Daily Mon-Fri	ftp.rcv.done	<a href="#">ftp.rcv.done</a>  To be sent as the last file at the end of the transmission. This triggers CPSS to start processing the receivable and count file.

The “YYYYMMDDTHHMISS” variable within the filename is defined as the timestamp generated by the sending system and contains the following values:

- YYYY is the year
- MM is the month
- DD is the day
- HH is the hour, 24-hour clock
- MI are the minutes
- SS are the seconds

6.5.4. Source Data Dictionary – Contractor to CPSS

Contractor to CPSS Payment Source Data Dictionary

The file is based on the existing standard CPSS Remittance file layout.

- This file is Pipe Delimited, so all fields are Left Justified followed by a Pipe "|". Fields that are not used will only contain the "|".
- Amounts will have EXPLICIT decimals

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
1	Header	Record Type	AN	3	Both	M	From CONTRACTOR to CPSS “PAY”: Payment (Remittance) record “REV”: Return/Reversal record CONTRACTOR will send CPSS the returns CONTRACTOR will NOT send CPSS the Notifications of Change
2	Common - Receivable Related	ROLLTYPE	AN	10		M	New Field  RP_NY, RP_SF, REUC, NY_SF, PLT_I, PLT_N  These fields are from the Original Receivable file from Tyler. They would like the record sent back with the additional Payment information
3		Account number	AN	20	Both	O	Account Number, if applicable for agency From CONTRACTOR = RECVBLS_KEY.
4		Invoice number	AN	20	Both	O	Invoice ID, if applicable for agency From CONTRACTOR = Item Code.
5		Statement Date	N	8	Both	O	YYYYMMDD Invoice Date for the Invoice From CONTRACTOR = Period Begin Date.
6		Category Identifier	AN	50	Both	O	Identifies the Invoice Category (useful for payments where no receivable exists yet in CPSS, e.g. for violations paid before they flow to CPSS). This will be agency specific identifier From CONTRACTOR = Transaction Code.

**CPSS– DOF -Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
7		PRIORYR	N	4		C	New Field  Tax Year of the charge (can be a current year charge or a previous year's if the charge is delinquent from a previous tax year)  Only required when a specific CYCLE is being paid  Mandatory for CYCLE Payflag records  Not applicable to Payment Plan records
8		NSFFLAG	AN	1			New Field  Non Sufficient Fund Flag. C: Current Year P: Prior Year
9		NOTES	AN	9			New Field
10		CYCLE	AN	5		C	New Field  Billing Cycle: quarterly or semi-annual  Mandatory for CYCLE payflag records  Not applicable to payment plans
11		DUEDATE	N	8		M	New Field  Due Date Format: MM/DD/YY  Below are the rules pertaining to Quarterly Due Dates or the next business day if a holiday or weekend:

**CPSS– DOF -Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
							<p>1Q: July, 01 2Q: October, 01 3Q: January, 01 4Q: April, 01</p> <p>Semi Annual Due Dates or the next business day if a holiday or weekend: 1S: July, 01 2S: October, 01 3S: January, 01 4S: April, 01</p>
12	ent or Return/Re	PROJNO	AN	10		C	<p>New Field</p> <p>Special Assessment Project Code (represents unique combination of ACCT_TYPE Code, ACCOUNT ID and Effective (Service) Date combination. Applicable to Special Assessment Charges).</p> <p>Except for BIDs, the first 3 digits of the project number are the account type code. The remaining numbers are a sequence number. Bid Project numbers start with a 'B', and the remaining 5 digits are the Account ID (also called the BID number)</p> <p>Mandatory when it is a special assessment charge (SAC, SAF, SAT).</p>
13		CODE	AN	3		C	<p>New Field</p> <p>The code will only be displayed if it is Cycle Payflag record.</p>
14		PYMTTYPE	AN	3		M	New Field
15		E_O	AN	3		M	New Field

**CPSS– DOF -Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
							Payment Type denotes what is recommend the property owner pay.
16		Transaction Reference Number (Receipt Number)	AN	20	Both	M	From CONTRACTOR = “Parent” Receipt Number created by Contractor
17		Product Processor Unique Identifier	AN	50	Both	M	From CONTRACTOR = “Child” Unique Payment/Transaction Number, unique across all payment processors
18		Original Transaction Reference Number (Receipt Number)	AN	20	Both	C	Only applicable to Returns If record type is “PAY” = “ ” “REV”, CPSS will expect the Original Transaction Reference Number (Parent Receipt Number of the payment) (Mandatory for reversal).
19		Original Product Processor Unique Identifier	AN	50	Both	C	Only applicable to Returns If record type is: “PAY” = “ ”. “REV”, CPSS will expect the original Product Processor Unique Identifier (child receipt number) of the payment (Mandatory for reversal).
20		Payment Product	AN	100	Both	M	From CONTRACTOR = “Contractor”.
21		Payment Location	AN	50	PAY	O	From CONTRACTOR = “WEB”
22		Total Amount Paid/Returned	N	14,2	Both	M	From CONTRACTOR = Total amount paid or returned in transaction (for PAY: may include payments against other receivables as well).



**CPSS– DOF -Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
23		Invoice Amount Paid	N	14,2	PAY	M	From CONTRACTOR = Amount paid in payment transaction specific to the Invoice (receivable).
24		Convenience Fee Indicator	AN	1	Both	O	"N"
25		Effective Date	N	8	Both	O	YYYYMMDD From <b>CONTRACTOR</b> = The date the customer created the transaction request. (e.g. created on date).
26		Effective Time	N	6	Both	O	HHMMSS, 24-hr clock. From CONTRACTOR = The time the customer created the transaction request. (e.g. via Contractor Web page). Assumed to be Eastern Standard Time (with Daylight Savings Time, as applicable).  Is this field needed as it is not available within PTS
27		Processing Date	N	8	Both	M	YYYYMMDD From CONTRACTOR= Bank system processing date which takes into consideration the bank's cutoff time (6:00PM EST) and weekend/holiday calendar (e.g. scheduled payment date). Processing Date = Effective Date +1 (i.e the effective date should be today and Processing date should be tomorrow (AKA Next business day) . If the effective date is Friday . The processing date should be Monday).
28		Processing Time	N	6	Both	M	HHMMSS, 24-hr clock. From CONTRACTOR = Bank system processing time which takes into consideration the bank's cutoff time (6:00 PM EST) and weekend/holiday calendar. Assumed to be Eastern Standard Time (with Daylight Savings Time, as applicable).

**CPSS– DOF -Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
							Is this field needed as it is not available within PTS
29		TRANDT	N	8			New Field Format: MM/DD/YY
30		Payer Name	AN	60	PAY	O	Name of payer
31		Payer Email	AN	100	PAY	O	Email of payer
32		Payer Phone Number	AN	20	PAY	O	Phone Number of Payer
33		Address Line 1	AN	100	PAY	O	Address of payer
34		Address Line 2	AN	100	PAY	O	Address Line 2
35		City	AN	30	PAY	O	City
36		State	AN	2	PAY	O	State
37		ZIP / Postal Code	AN	15	PAY	O	ZIP / Postal Code
38		Payer Country	A	3	PAY	M	Country Code from dropdown = 3 character country code i.e USA
39		Return Code / Refund Reason	AN	30	REV	C	From CONTRACTOR = <ul style="list-style-type: none"> <li>• Only applicable to ACHDR (R* Codes)</li> <li>• Not applicable for ACHCR or Fedwire (advices)</li> </ul> Code describing the return/reversal.
40		Return Reason Description / Refund	AN	80	REV	O	From CONTRACTOR = <ul style="list-style-type: none"> <li>• Only applicable to ACHDR (R* Codes)</li> <li>• Not applicable for ACHCR or Fedwire (advices)</li> </ul> Description of the return/reversal reason.

**CPSS– DOF -Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
		Description					
41	one set of tender parameters applies, depending on Tender Common	Total Number of Tenders	N	1	Both	M	For CONTRACTOR = 1.
42		TRACKID	AN	20		M	New Field  Payment Provider Reference Number Bank Source assigned number to identify the payment for research
43		ROUTNO	N	20		O	New Field  Routing Number
44		REFREF	AN	40		O	New Field  This will be populated with the original TRACKID by the bank source for returned checks
45		ACCTYPE	AN	8		C	New Field  Bank account type, ALLOWABLES ARE: C - checking, S - savings, this must be populated if route no and account no are populated
46			Tender Sequence Number	N	1	Both	M

**CPSS– DOF -Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
47		Tender Type Code	AN	5	Both	M	From CONTRACTOR to CPSS = Code:                   Explanation: *ACHDR               ACH Direct Debit ACHCR                ACH Direct Credit WIRE                 Wire Transfers EFT                  Bulk ACH Credits / Electronic Funds Transfer CHK                 Check / Money Order / Travellers Checks CCARD                Credit Card - Credit & Signature Debit DCARD                Debit Card - Pin-less Debit & Pin Debit <i>Note: '*' Applicable for Contractor</i>
48		Amount Paid/Returned	N	14,2	Both	M	Amount for this tender (excludes any convenience fees). (e.g. same as invoice amount).
49		Check ABA Number	AN	9	Both	C	Mandatory when Tender Type Code above matches.
50		Checking Acct Number	AN	4	Both	C	Last 4 digits only. Mandatory when Tender Type Code above matches.
51		Check Serial Number	N	15	Both	O	If available; " " if not
52		Check Date	AN	50	Both	O	If available; " " if not
53		Memo Line	AN	20	Both	O	If available; " " if not
54		Payer Bank (ABA)	AN	9	Both	C	From CONTRACTOR to CPSS= <ul style="list-style-type: none"> <li>Only applicable tender type (ACHDR)</li> </ul> Mandatory when Tender Type Code above matches.
55		Payer Acct with the Bank	AN	4	Both	C	From CONTRACTOR to CPSS = Last 4 digits only. Mandatory when Tender Type Code above matches.

**CPSS– DOF -Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment	
56		EFT	ODFI	AN	20	Both	C	" "
57			RDFI - ABA#	AN	9	Both	C	" "
58		WIRE	Receiving ABA Number	AN	9	Both	C	Mandatory when Tender Type Code above matches.
59			Originating ABA Number	AN	9	Both	C	Mandatory when Tender Type Code above matches.
60		CCARD	Last 4 digits of CCARD	N	4	Both	C	" "
61			Card Type	AN	20	Both	C	" "
62			Authorization Number	AN	10	Both	O	" "
63		DCARD	Last 4 digits of DCARD	N	4	Both	C	" "
64			Authorization Number	AN	10	Both	O	" "
65		Agency Specific Fields	Flex Field 1	AN	50	Both	O	From CONTRACTOR = Borough Number - Block Number - Lot Number - Easement Code (BBLE) (e.g. 1-00044-0001-E) <i>Note: SB will send BBLE in the same format it was sent from CPSS.</i>
66			Flex Field 2	AN	50	Both	O	For CONTRACTOR = Account Type
67			Flex Field 3	AN	50	Both	O	For CONTRACTOR = Account ID
68			Flex Field 4	AN	50	Both	O	
69			Flex Field 5	AN	50	Both	O	



6.5.5. Source Data Dictionary – Contractor to Reconciliation Portal (Reconciler)

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
1	Header	Record Type	AN	3	Both	M	From CONTRACTOR to CPSS “PAY”: Payment (Remittance) record “REV”: Return/Reversal record CONTRACTOR will send CPSS the returns CONTRACTOR will NOT send CPSS the Notifications of Change
2	Common - Receivable Related	ROLLTY PE	AN	10		M	New Field  RP_NY, RP_SF, REUC, NY_SF, PLT_I, PLT_N  These fields are from the Original Receivable file from Tyler. They would like the record sent back with the additional Payment information
3		Account number	AN	20	Both	O	Account Number, if applicable for agency From CONTRACTOR = RECVBLS_KEY.
4		Invoice number	AN	20	Both	O	Invoice ID, if applicable for agency From CONTRACTOR = Item Code.
5		Statement Date	N	8	Both	O	YYYYMMDD Invoice Date for the Invoice From CONTRACTOR = Period Begin Date.
6		Category Identifier	AN	50	Both	O	Identifies the Invoice Category (useful for payments where no receivable exists yet in CPSS, e.g. for violations paid before they flow to CPSS). This will be agency specific identifier From CONTRACTOR = Transaction Code.
7		PRIORYR	N	4		C	New Field  Tax Year of the charge (can be a current year charge or a previous year’s if the charge is delinquent from a previous tax year)  Only required when a specific CYCLE is being paid

**CPSS – DOF- Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
							Mandatory for CYCLE Payflag records  Not applicable to Payment Plan records
8		NSFFLAG	AN	1			New Field  Non Sufficient Fund Flag. C: Current Year P: Prior Year
9		NOTES	AN	9			New Field
10		CYCLE	AN	5		C	New Field  Billing Cycle: quarterly or semi-annual  Mandatory for CYCLE payflag records  Not applicable to payment plans
11		DUEDATE	N	8		M	New Field  Due Date Format: MM/DD/YY  Below are the rules pertaining to Quarterly Due Dates or the next business day if a holiday or weekend: 1Q: July, 01 2Q: October, 01 3Q: January, 01 4Q: April, 01  Semi Annual Due Dates or the next business day if a holiday or weekend: 1S: July, 01



**CPSS – DOF- Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
							2S: October, 01 3S: January, 01 4S: April, 01
12		PROJNO	AN	10		C	New Field  Special Assessment Project Code (represents unique combination of ACCT_TYPE Code, ACCOUNT ID and Effective (Service) Date combination. Applicable to Special Assessment Charges).  Except for BIDs, the first 3 digits of the project number are the account type code. The remaining numbers are a sequence number. Bid Project numbers start with a 'B', and the remaining 5 digits are the Account ID (also called the BID number)  Mandatory when it is a special assessment charge (SAC, SAF, SAT).
13		CODE	AN	3		C	New Field  The code will only be displayed if it is Cycle Payflag record.
14		PYMTTY PE	AN	3		M	New Field
15	Common - Payment or Return/Reversal Related	PYMTTY PE_O	AN	3		M	New Field  Payment Type denotes what is recommend the property owner pay.
16		Transaction Reference Number (Receipt Number)	AN	20	Both	M	From CONTRACTOR = "Parent" Receipt Number created by Contractor

**CPSS – DOF- Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
17		Product Processor Unique Identifier	AN	50	Both	M	From CONTRACTOR = “Child” Unique Payment/Transaction Number, unique across all payment processors
18		Original Transaction Reference Number (Receipt Number)	AN	20	Both	C	Only applicable to Returns If record type is “PAY” = “ ” “REV”, CPSS will expect the Original Transaction Reference Number (Parent Receipt Number of the payment) (Mandatory for reversal).
19		Original Product Processor Unique Identifier	AN	50	Both	C	Only applicable to Returns If record type is: “PAY” = “ ”. “REV”, CPSS will expect the original Product Processor Unique Identifier (child receipt number) of the payment (Mandatory for reversal).
20		Payment Product	AN	100	Both	M	From CONTRACTOR = “Contractor”.
21		Payment Location	AN	50	PAY	O	From CONTRACTOR = “WEB”
22		Total Amount Paid/Returned	N	14,2	Both	M	From CONTRACTOR = Total amount paid or returned in transaction (for PAY: may include payments against other receivables as well).
23		Invoice Amount Paid	N	14,2	PAY	M	From CONTRACTOR = Amount paid in payment transaction specific to the Invoice (receivable).
24		Convenience Fee Indicator	AN	1	Both	O	"N"

**CPSS – DOF- Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment	
25		Effective Date	N	8	Both	O	YYYYMMDD From <b>CONTRACTOR</b> = The date the customer created the transaction request. (e.g. created on date).	
26		Effective Time	N	6	Both	O	HHMMSS, 24-hr clock. From <b>CONTRACTOR</b> = The time the customer created the transaction request. (e.g. via Contractor Web page). Assumed to be Eastern Standard Time (with Daylight Savings Time, as applicable).  Is this field needed as it is not available within PTS	
27		Processing Date	N	8	Both	M	YYYYMMDD From <b>CONTRACTOR</b> = Bank system processing date which takes into consideration the bank's cutoff time (6:00PM EST) and weekend/holiday calendar (e.g. scheduled payment date). Processing Date = Effective Date +1 (i.e the effective date should be today and Processing date should be tomorrow (AKA Next business day) . If the effective date is Friday . The processing date should be Monday).	
28		Processing Time	N	6	Both	M	HHMMSS, 24-hr clock. From <b>CONTRACTOR</b> = Bank system processing time which takes into consideration the bank's cutoff time (6:00 PM EST) and weekend/holiday calendar. Assumed to be Eastern Standard Time (with Daylight Savings Time, as applicable).  Is this field needed as it is not available within PTS	
29		TRANDT	N	8				New Field  Format: MM/DD/YY
30		Payer	AN	60	PAY	O		Name of payer

**CPSS – DOF- Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
		Name					
31		Payer Email	AN	100	PAY	O	Email of payer
32		Payer Phone Number	AN	20	PAY	O	Phone Number of Payer
33		Address Line 1	AN	100	PAY	O	Address of payer
34		Address Line 2	AN	100	PAY	O	Address Line 2
35		City	AN	30	PAY	O	City
36		State	AN	2	PAY	O	State
37		ZIP / Postal Code	AN	15	PAY	O	ZIP / Postal Code
38		Payer Country	A	3	PAY	M	Country Code from dropdown = 3 character country code i.e USA
39		Return Code / Refund Reason	AN	30	REV	C	From CONTRACTOR = <ul style="list-style-type: none"> <li>• Only applicable to ACHDR (R* Codes)</li> <li>• Not applicable for ACHCR or Fedwire (advices)</li> </ul> Code describing the return/reversal.
40		Return Reason Description / Refund Description	AN	80	REV	O	From CONTRACTOR = <ul style="list-style-type: none"> <li>• Only applicable to ACHDR (R* Codes)</li> <li>• Not applicable for ACHCR or Fedwire (advices)</li> </ul> Description of the return/reversal reason.
41		Total Number	N	1	Both	M	For CONTRACTOR = 1.

**CPSS – DOF- Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
		of Tenders					
42		TRACKID	AN	20		M	New Field Payment Provider Reference Number Bank Source assigned number to identify the payment for research
43		ROUTNO	N	20		O	New Field Routing Number
44		REFREF	AN	40		O	New Field This will be populated with the original TRACKID by the bank source for returned checks
45		ACCTYPE	AN	8			New Field Bank account type, ALLOWABLES ARE: C - checking, S - savings, this must be populated if route no and account no are populated
46		one set of tender parameters applies, depending on Tender Common	Tender Sequence Number	N	1	Both	M

CPSS – DOF- **Contractor** - Specifications

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
47		Tender Type Code	AN	5	Both	M	From CONTRACTOR to CPSS = Code:           Explanation: *ACHDR        ACH Direct Debit ACHCR         ACH Direct Credit WIRE           Wire Transfers EFT            Bulk ACH Credits / Electronic Funds Transfer CHK            Check / Money Order / Travellers Checks CCARD         Credit Card - Credit & Signature Debit DCARD         Debit Card - Pin-less Debit & Pin Debit <i>Note: '*' Applicable for Contractor</i>
48		Amount Paid/Returned	N	14,2	Both	M	Amount for this tender (excludes any convenience fees). (e.g. same as invoice amount).
49		Check ABA Number	AN	9	Both	C	Mandatory when Tender Type Code above matches.
50		Checking Acct Number	AN	4	Both	C	Last 4 digits only. Mandatory when Tender Type Code above matches.
51		Check Serial Number	N	15	Both	O	If available; " " if not
52		Check Date	AN	50	Both	O	If available; " " if not
53		Memo Line	AN	20	Both	O	If available; " " if not
54		Payer Bank (ABA)	AN	9	Both	C	From CONTRACTOR to CPSS= <ul style="list-style-type: none"> <li>Only applicable tender type (ACHDR)</li> </ul> Mandatory when Tender Type Code above matches.

**CPSS – DOF- Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment	
55	Agency Specific Fields	Payer Acct with the Bank	AN	4	Both	C	From CONTRACTOR to CPSS = Last 4 digits only. Mandatory when Tender Type Code above matches.	
56		EFT	ODFI	AN	20	Both	C	" "
57			RDFI - ABA#	AN	9	Both	C	" "
58		WIRE	Receiving ABA Number	AN	9	Both	C	Mandatory when Tender Type Code above matches.
59			Originating ABA Number	AN	9	Both	C	Mandatory when Tender Type Code above matches.
60		CCARD	Last 4 digits of CCARD	N	4	Both	C	" "
61			Card Type	AN	20	Both	C	" "
62			Authorization Number	AN	10	Both	O	" "
63		DCARD	Last 4 digits of DCARD	N	4	Both	C	" "
64			Authorization Number	AN	10	Both	O	" "
65			Flex Field 1	AN	50	Both	O	From CONTRACTOR = Borough Number - Block Number - Lot Number - Easement Code (BBLE) (e.g. 1-00044-0001-E) <i>Note: SB will send BBLE in the same format it was sent from CPSS.</i>

**CPSS – DOF- Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
66		Flex Field 2	AN	50	Both	O	For CONTRACTOR = Account Type
67		Flex Field 3	AN	50	Both	O	For CONTRACTOR = Account ID
68		Flex Field 4	AN	50	Both	O	
69		Flex Field 5	AN	50	Both	O	



6.5.6. Interface Details

	Details
File Description	The Contractor mirrors the standard layout of the CPSS Remittance Data file. This will be sent daily at the end of the day.
Protocol	SFTP
CPSS Server Name	N/A
CPSS Folder	N/A
Frequency	Daily Monday – Sunday (7 days a week).
Expected Time of Arrival	Contractor (ADVICES) to Reconciler <ul style="list-style-type: none"> <li>• ADVICES file is expected by 7pm</li> <li>• Files from CONTRACTOR to Reconciler received on weekends are processed on Monday.</li> </ul> <p><i>Note: CONTRACTOR will cutoff bank processing by 6pm EST.</i></p>
Wait Time out	1 hour
File Format	Payment File: Pipe-delimited (“ ”) flat file, with .gz extension <i>Note: Embedded file will be .txt extension. Then gzipped and sent with .gz extension</i> Payment Count File: Pipe-delimited (“ ”) flat file, with .gz.txt extension. Line termination is CRLF.
Initial Data Load and Timing	Not applicable.
Archival Requirements	In the short term Contractor is responsible to manage the contents of the data folder, by moving into the archive folder any processed files as needed. DOF with DoITT will define the long term archival process.
Holiday Schedule	Contractor will send payments to Reconciler 7 days a week including holidays.
If no payments	On days when no payments come to CPSS, Reconciler will send an empty payment file, a count file with zero count and a zero byte done file to CPSS.

Interface	Frequency	File Name Format	Example
Daily ACH Credit Payment File from CONTRACTOR to CPSS	Daily	Contractor_frtaxpaycreditfedwire.YYYYMMDDTHHMISS.daily.payment.MSGWAYIDENTIFIER.sec	Contractor_frtaxpaycreditfedwire.20140905T010101.daily.payment.EXREART1.sec
Daily ACH Credit/FedWire Payment Count File from CONTRACTOR to CPSS	Daily	Contractor_frtaxpaycreditfedwire.YYYYMMDDTHHMISS.daily.cntMSGWAYIDENTIFIER.gz	Contractor_frtaxpaycreditfedwire.YYYYMMDDTHHMISS.daily.payment.EXREART2.cnt

**6.5.7. Source Data Dictionary – Reconciliation Portal (Reconciler) to CPSS (New Inbound)**

**Reconciler to CPSS Payment Source Data Dictionary**

The file is based on the existing standard CPSS Remittance file layout.

- This file is Pipe Delimited, so all fields are Left Justified followed by a Pipe "|". Fields that are not used will only contain the "|".
- Amounts will have EXPLICIT decimals
- This file updated per new PTS Payment File Layout

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
1	Header	Record Type	AN	3	Both	M	From CONTRACTOR to CPSS "PAY": Payment (Remittance) record "REV": Return/Reversal record CONTRACTOR will send CPSS the returns CONTRACTOR will NOT send CPSS the Notifications of Change
	Common - Receivable Related	ROLLTY PE	AN	10		M	New Field  RP_NY, RP_SF, REUC, NY_SF, PLT_I, PLT_N  These fields are from the Original Receivable file from Tyler. They would like the record sent back with the additional Payment information
2		Account number	AN	20	Both	O	Account Number, if applicable for agency From CONTRACTOR = RECVBLS_KEY.
3		Invoice number	AN	20	Both	O	Invoice ID, if applicable for agency From CONTRACTOR = Item Code.
4		Statement Date	N	8	Both	O	YYYYMMDD Invoice Date for the Invoice From CONTRACTOR = Period Begin Date.
5		Category Identifier	AN	50	Both	O	Identifies the Invoice Category (useful for payments where no receivable exists yet in CPSS, e.g. for violations paid before they flow to CPSS). This will be agency specific identifier From CONTRACTOR = Transaction Code.

**CPSS – DOF- Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
6		PRIORYR	N	4		C	<p>New Field</p> <p>Tax Year of the charge (can be a current year charge or a previous year's if the charge is delinquent from a previous tax year)</p> <p>Only required when a specific CYCLE is being paid</p> <p>Mandatory for CYCLE Payflag records</p> <p>Not applicable to Payment Plan records</p>
7		NSFFLAG	AN	1			<p>New Field</p> <p>Non Sufficient Fund Flag.</p> <p>C: Current Year</p> <p>P: Prior Year</p>
8		NOTES	AN	9			<p>New Field</p>
9		CYCLE	AN	5		C	<p>New Field</p> <p>Billing Cycle: quarterly or semi-annual</p> <p>Mandatory for CYCLE payflag records</p> <p>Not applicable to payment plans</p>
10		DUEDATE	N	8		M	<p>New Field</p> <p>Due Date Format: MM/DD/YY</p> <p>Below are the rules pertaining to Quarterly Due Dates or the next business day if a holiday or weekend:</p>

**CPSS – DOF- Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
							<p>1Q: July, 01 2Q: October, 01 3Q: January, 01 4Q: April, 01</p> <p>Semi Annual Due Dates or the next business day if a holiday or weekend: 1S: July, 01 2S: October, 01 3S: January, 01 4S: April, 01</p>
11	Payment or Return/Refund	PROJNO	AN	10		C	<p>New Field</p> <p>Special Assessment Project Code (represents unique combination of ACCT_TYPE Code, ACCOUNT ID and Effective (Service) Date combination. Applicable to Special Assessment Charges).</p> <p>Except for BIDs, the first 3 digits of the project number are the account type code. The remaining numbers are a sequence number. Bid Project numbers start with a 'B', and the remaining 5 digits are the Account ID (also called the BID number)</p> <p>Mandatory when it is a special assessment charge (SAC, SAF, SAT).</p>
12		CODE	AN	3		C	<p>New Field</p> <p>The code will only be displayed if it is Cycle Payflag record.</p>
13		PYMTTY PE	AN	3		M	New Field
14		PYMTTY PE_O	AN	3		M	New Field

**CPSS – DOF- Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
							Payment Type denotes what is recommend the property owner pay.
15		Transaction Reference Number (Receipt Number)	AN	20	Both	M	From CONTRACTOR = “Parent” Receipt Number created by Contractor
16		Product Processor Unique Identifier	AN	50	Both	M	From CONTRACTOR = “Child” Unique Payment/Transaction Number, unique across all payment processors
17		Original Transaction Reference Number (Receipt Number)	AN	20	Both	C	Only applicable to Returns If record type is “PAY” = “ ” “REV”, CPSS will expect the Original Transaction Reference Number (Parent Receipt Number of the payment) (Mandatory for reversal).
18		Original Product Processor Unique Identifier	AN	50	Both	C	Only applicable to Returns If record type is: “PAY” = “ ”. “REV”, CPSS will expect the original Product Processor Unique Identifier (child receipt number) of the payment (Mandatory for reversal).
19		Payment Product	AN	100	Both	M	From CONTRACTOR = “Contractor”.
20		Payment Location	AN	50	PAY	O	From CONTRACTOR = “WEB”
21		Total Amount	N	14,2	Both	M	From CONTRACTOR = Total amount paid or returned in transaction (for PAY: may include payments against other receivables as well).

**CPSS – DOF- Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
		Paid/Returned					
22		Invoice Amount Paid	N	14,2	PAY	M	From CONTRACTOR = Amount paid in payment transaction specific to the Invoice (receivable).
23		Convenience Fee Indicator	AN	1	Both	O	"N"
24		Effective Date	N	8	Both	O	YYYYMMDD From CONTRACTOR = The date the customer created the transaction request. (e.g. created on date).
25		Effective Time	N	6	Both	O	HHMMSS, 24-hr clock. From CONTRACTOR = The time the customer created the transaction request. (e.g. via Contractor Web page). Assumed to be Eastern Standard Time (with Daylight Savings Time, as applicable).  Is this field needed as it is not available within PTS
26		Processing Date	N	8	Both	M	YYYYMMDD From CONTRACTOR= Bank system processing date which takes into consideration the bank's cutoff time (6:00PM EST) and weekend/holiday calendar (e.g. scheduled payment date). Processing Date = Effective Date +1 (i.e the effective date should be today and Processing date should be tomorrow (AKA Next business day) . If the effective date is Friday . The processing date should be Monday).

**CPSS – DOF- Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
27		Processing Time	N	6	Both	M	HHMMSS, 24-hr clock. From CONTRACTOR = Bank system processing time which takes into consideration the bank's cutoff time (6:00 PM EST) and weekend/holiday calendar. Assumed to be Eastern Standard Time (with Daylight Savings Time, as applicable).  Is this field needed as it is not available within PTS
28		TRANDT	N	8			New Field  Format: MM/DD/YY
29		Payer Name	AN	60	PAY	O	Name of payer
30		Payer Email	AN	100	PAY	O	Email of payer
31		Payer Phone Number	AN	20	PAY	O	Phone Number of Payer
32		Address Line 1	AN	100	PAY	O	Address of payer
33		Address Line 2	AN	100	PAY	O	Address Line 2
34		City	AN	30	PAY	O	City
35		State	AN	2	PAY	O	State
36		ZIP / Postal Code	AN	15	PAY	O	ZIP / Postal Code
37		Payer Country	A	3	PAY	M	Country Code from dropdown = 3 character country code i.e USA
38		Return Code /	AN	30	REV	C	From CONTRACTOR = <ul style="list-style-type: none"> <li>Only applicable to ACHDR (R* Codes)</li> </ul>

**CPSS – DOF- Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
		Refund Reason					<ul style="list-style-type: none"> <li>Not applicable for ACHCR or Fedwire (advices) Code describing the return/reversal.</li> </ul>
39		Return Reason Description / Refund Description	AN	80	REV	O	From CONTRACTOR = <ul style="list-style-type: none"> <li>Only applicable to ACHDR (R* Codes)</li> <li>Not applicable for ACHCR or Fedwire (advices) Description of the return/reversal reason.</li> </ul>
40		Total Number of Tenders	N	1	Both	M	For CONTRACTOR = 1.
41		TRACKID	AN	20		M	New Field  Payment Provider Reference Number Bank Source assigned number to identify the payment for research
		ROUTNO	N	20		O	New Field  Routing Number
42		REFREF	AN	40		O	New Field  This will be populated with the original TRACKID by the bank source for returned checks
43		ACCTYPE	AN	8			New Field  Bank account type, ALLOWABLES ARE: C - checking, S - savings, this must be populated if route no and accout no are populated



CPSS – DOF- Contractor - Specifications

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment	
44	Tender specific Only one set of tender parameters applies, depending on Tender Type Code	Common	Tender Sequence Number	N	1	Both	M	For CONTRACTOR = 1.
45			Tender Type Code	AN	5	Both	M	From CONTRACTOR to CPSS = Code: Explanation: *ACHDR ACH Direct Debit ACHCR ACH Direct Credit WIRE Wire Transfers EFT Bulk ACH Credits / Electronic Funds Transfer CHK Check / Money Order / Travellers Checks CCARD Credit Card - Credit & Signature Debit DCARD Debit Card - Pin-less Debit & Pin Debit <i>Note: '*' Applicable for Contractor</i>
46			Amount Paid/Returned	N	14,2	Both	M	Amount for this tender (excludes any convenience fees). (e.g. same as invoice amount).
47		CHK	Check ABA Number	AN	9	Both	C	Mandatory when Tender Type Code above matches.
48			Checking Acct Number	AN	4	Both	C	Last 4 digits only. Mandatory when Tender Type Code above matches.
49			Check Serial Number	N	15	Both	O	If available; " " if not
50			Check	AN	50	Both	O	If available; " " if not

**CPSS – DOF- Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment	
51		Date						
51			Memo Line	AN	20	Both	O	If available; " " if not
52		ACHDR/ ACHCR	Payer Bank (ABA)	AN	9	Both	C	From CONTRACTOR to CPSS= <ul style="list-style-type: none"> <li>Only applicable tender type (ACHDR)</li> </ul> Mandatory when Tender Type Code above matches.
53			Payer Acct with the Bank	AN	4	Both	C	From CONTRACTOR to CPSS = Last 4 digits only. Mandatory when Tender Type Code above matches.
54		EFT	ODFI	AN	20	Both	C	" "
55			RDFI - ABA#	AN	9	Both	C	" "
56		WIRE	Receiving ABA Number	AN	9	Both	C	Mandatory when Tender Type Code above matches.
57			Originating ABA Number	AN	9	Both	C	Mandatory when Tender Type Code above matches.
58		CCARD	Last 4 digits of CCARD	N	4	Both	C	" "
59			Card Type	AN	20	Both	C	" "
60			Authorization Number	AN	10	Both	O	" "
61		DCARD	Last 4 digits of DCARD	N	4	Both	C	" "

**CPSS – DOF- Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
62		Authorization Number	AN	10	Both	O	" "
63	Agency Specific Fields	Flex Field 1	AN	50	Both	O	From CONTRACTOR = Borough Number - Block Number - Lot Number - Easement Code (BBLE) (e.g. 1-00044-0001-E) <i>Note: SB will send BBLE in the same format it was sent from CPSS.</i>
64		Flex Field 2	AN	50	Both	O	For CONTRACTOR = Account Type
65		Flex Field 3	AN	50	Both	O	For CONTRACTOR = Account ID
66		Flex Field 4	AN	50	Both	O	
67		Flex Field 5	AN	50	Both	O	

**6.5.8. Data Content**

This file is based on the standard CPSS remittance layout.

- The payment file will be gzipped prior to being sent to DOF.

**6.5.9. Interface Details**

	Details
File Description	The Payment File from Reconciler mirrors the standard layout of the CPSSRemittance Data file. This will be sent daily at the end of the day.
Protocol	SFTP
CPSS Server Name	The Dev Server name is: mtdevlha-dof-ftp1.csc.nycnet
CPSS Folder	/ftp_data/CPRR/dof/doffrtaxContractorpc/stg/inbnd/data (for CPSS payments)
Frequency	Daily Monday - Sunday (7 days a week).
Expected Time of Arrival	Reconciler to CPSS (Fedwire/ACHCR) <ul style="list-style-type: none"> <li>• Reconciled payment file is expected by 7pm</li> <li>• CPSS will wait until 8pm before processing errors (auto retry)</li> </ul>
Wait Time out	1 hour
File Format	Payment File: Pipe-delimited (“ ”) flat file, with .gz extension <i>Note: Embedded file will be .txt extension. Then gzipped and sent with .gz extension</i> Payment Count File: Pipe-delimited (“ ”) flat file, with .gz.txt extension. Line termination is CRLF.
Initial Data Load and Timing	Not applicable.
Archival Requirements	In the short term CPSS is responsible to manage the contents of the data folder, by moving into the archive folder any processed files as needed. DOF with DoITT will define the long term archival process.
Holiday Schedule	Reconciler will send payments to CPSS 7 days a week including holidays.
If no payments	On days when no payments come to CPSS, Reconciler will send an empty payment file, a count file with zero count and a zero byte done file to CPSS.

**6.5.10. BAI Interface Details**

- This is transparent to CPSS, however these files are used in reconciliation.
- Our understanding is that Reconciler receives the BAI file from Bank in the morning on a daily basis. Reconciler uses the BAI data to match to the ADVICES coming from Contractor. Those items are matched on the following two BAI fields:
  - Amount
  - Bank Reference Number
- Only the reconciled payments are sent to CPSS.

	Details
File Description	The BAI file is an industry standard file that contains all ACHCR and Fedwire banking activity for a given day.
Protocol	It goes directly from Bank to Reconciler.
CPSS Server Name	Not applicable.
CPSS Folder	Not applicable.
Frequency	Daily Tuesday - Saturday

Expected Time of Arrival	Bank to Reconciler: <ul style="list-style-type: none"> <li>• BAI file is expected by 7am (Tue - Fri)</li> <li>• BAI file is expected by 9am (Sat)</li> </ul>
Wait Time out	Not applicable.
File Format	Fixed Width Text file
Initial Data Load and Timing	Not applicable.
Archival Requirements	Not applicable.
Holiday Schedule	Not applicable.
If no payments	Not applicable.

**6.5.11. File Naming Convention**

Interfaces exchange between Reconciler and CPSS will follow a standard naming convention. The following is the accepted naming convention for this interface:

Interface	Frequency	File Name Format	Example
Daily Payment Reconciliation File from Reconciler to CPSS	Daily	Contractorpc_frtaxpay.YYYYMMDDTHHMISS.daily.gz	Contractorpc_frtaxpay.20110715T201405.daily.gz
Daily Payment Reconciliation Count File from Reconciler to CPSS	Daily	Contractorpc_frtaxpay.YYYYMMDDTHHMISS.daily.cnt.gz	Contractorpc_frtaxpay.20110715T201405.daily.cnt.gz
Reconciler Done file (zero byte text file)	Daily Mon-Fri	ftp.rcv.done	<a href="#">ftp.rcv.done</a>  To be sent as the last file at the end of the transmission. This triggers CPSS to start processing the receivable and count file.

The “YYYYMMDDTHHMISS” variable within the filename is defined as the timestamp generated by the sending system and contains the following values:

- YYYY is the year
- MM is the month
- DD is the day
- HH is the hour, 24-hour clock
- MI are the minutes
- SS are the seconds

**Reconciliation Portal Source Data Dictionary**

The Reconciliation Portal Source Data Dictionary will be used for both of the following interfaces:

- **ADVICES from Contractor (CONTRACTOR) to Reconciliation Portal (Reconciler) - Reconciler**
- **Reconciled Payment from Reconciliation Portal (Reconciler)- Reconciler to CPSS**

*Note:*

- *Data from Reconciler will replace data from CONTRACTOR only where applicable*
- *In most cases, data from CONTRACTOR will be passed as is to CPSS*

The file is based on the existing standard CPSS Remittance file layout.

- This file is Pipe Delimited, so all fields are Left Justified followed by a Pipe "|". Fields that are not used will only contain the "|".
- Amounts will have EXPLICIT decimals

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
1	Header	Record Type	AN	3	Both	M	From CONTRACTOR to CPSS "PAY": Payment (Remittance) record "REV": Return/Reversal record CONTRACTOR will send CPSS the returns CONTRACTOR will NOT send CPSS the Notifications of Change  From CONTRACTOR to Reconciler= "PAY" From Reconciler to CPSS = "PAY" (Reconciled payment record)
	Common - Receivable Related	ROLLTYPE	AN	10		M	New Field  RP_NY, RP_SF, REUC, NY_SF, PLT_I, PLT_N  These fields are from the Original Receivable file from Tyler. They would like the record sent back with the additional Payment information
2		Account number	AN	20	Both	O	Account Number, if applicable for agency From CONTRACTOR = RECVBLS_KEY.  Reconciler to forward as is

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#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
3		Invoice number	AN	20	Both	O	Invoice ID, if applicable for agency From CONTRACTOR = Item Code.  Reconciler to forward as is
4		Statement Date	N	8	Both	O	YYYYMMDD Invoice Date for the Invoice From CONTRACTOR = Period Begin Date.  Reconciler to forward as is
5		Category Identifier	AN	50	Both	O	Identifies the Invoice Category (useful for payments where no receivable exists yet in CPSS, e.g. for violations paid before they flow to CPSS). This will be agency specific identifier From CONTRACTOR = Transaction Code.  Reconciler to forward as is
6		PRIOR YR	N	4		C	New Field  Tax Year of the charge (can be a current year charge or a previous year's if the charge is delinquent from a previous tax year)  Only required when a specific CYCLE is being paid  Mandatory for CYCLE Payflag records  Not applicable to Payment Plan records
7		NSFFLAG	AN	1			New Field  Non Sufficient Fund Flag. C: Current Year P: Prior Year

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#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
8		NOTES	AN	9			New Field
9		CYCLE	AN	5		C	New Field  Billing Cycle: quarterly or semi-annual  Mandatory for CYCLE payflag records  Not applicable to payment plans
10		DUE DATE	N	8		M	New Field  Due Date Format: MM/DD/YY  Below are the rules pertaining to Quarterly Due Dates or the next business day if a holiday or weekend: 1Q: July, 01 2Q: October, 01 3Q: January, 01 4Q: April, 01  Semi Annual Due Dates or the next business day if a holiday or weekend: 1S: July, 01 2S: October, 01 3S: January, 01 4S: April, 01
11		PROJNO	AN	10		C	New Field  Special Assessment Project Code (represents unique combination of ACCT_TYPE Code, ACCOUNT ID and Effective (Service) Date



**CPSS – DOF- Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
							combination. Applicable to Special Assessment Charges).  Except for BIDs, the first 3 digits of the project number are the account type code. The remaining numbers are a sequence number. Bid Project numbers start with a 'B', and the remaining 5 digits are the Account ID (also called the BID number)  Mandatory when it is a special assessment charge (SAC, SAF, SAT).
12		CODE	AN	3		C	New Field  The code will only be displayed if it is Cycle Payflag record.
13		PYMTTYPE	AN	3		M	New Field
14	Common - Payment or Return/Reversal Related	PYMTTYPE_O	AN	3		M	New Field  Payment Type denotes what is recommend the property owner pay.
15		Transaction Reference Number (Receipt Number)	AN	20	Both	M	From CONTRACTOR = "Parent" Receipt Number created by Contractor
16		Product Process or Unique Identifier	AN	50	Both	M	From CONTRACTOR = "Child" Unique Payment/Transaction Number, unique across all payment processors

**CPSS – DOF- Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
17		Original Transaction Reference Number (Receipt Number)	AN	20	Both	C	Only applicable to Returns If record type is “PAY” = “ ” “REV”, CPSS will expect the Original Transaction Reference Number (Parent Receipt Number of the payment) (Mandatory for reversal). “ ” N/A for Advices
18		Original Product Processor Unique Identifier	AN	50	Both	C	Only applicable to Returns If record type is: “PAY” = “ ”. “REV”, CPSS will expect the original Product Processor Unique Identifier (child receipt number) of the payment (Mandatory for reversal). “ ” N/A for Advices
19		Payment Product	AN	100	Both	M	From CONTRACTOR = “Contractor”. From Reconciler = “CONTRACTORPC”.
20		Payment Location	AN	50	PAY	O	From CONTRACTOR = “WEB” Reconciler to forward as is
21		Total Amount Paid/Returned	N	14,2	Both	M	From CONTRACTOR = Total amount paid or returned in transaction (for PAY: may include payments against other receivables as well). Reconciler to forward as is
22		Invoice Amount Paid	N	14,2	PAY	M	From CONTRACTOR = Amount paid in payment transaction specific to the Invoice (receivable).

CPSS – DOF- **Contractor** - Specifications

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
							Reconciler to forward as is
23		Convenience Fee Indicator	AN	1	Both	O	"N"
24		Effective Date	N	8	Both	O	<p>YYYYMMDD From <b>CONTRACTOR</b> = The date the customer created the transaction request. (e.g. created on date).</p> <p>Reconciler will overlay the Effective date date with the BAI “As-of-date” in segment ‘02’ Group Header Record</p>
25		Effective Time	N	6	Both	O	<p>HHMMSS, 24-hr clock. From <b>CONTRACTOR</b> = The time the customer created the transaction request. (e.g. via Contractor Web page). Assumed to be Eastern Standard Time (with Daylight Savings Time, as applicable).</p> <p>Is this field needed as it is not available within PTS</p> <p>HHMMSS, 24-hr clock. From <b>CONTRACTOR</b> = Will default to 120000. Time is not captured Reconciler to forward as is</p>
26		Processing Date	N	8	Both	M	<p>YYYYMMDD From <b>CONTRACTOR</b>= Bank system processing date which takes into consideration the bank's cutoff time (6:00PM EST) and weekend/holiday calendar (e.g. scheduled payment date). Processing Date = Effective Date +1 (i.e the effective date should be today and Processing date should be</p>

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#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
							<p>tomorrow (AKA Next business day) . If the effective date is Friday . The processing date should be Monday).</p> <p>YYYYMMDD From CONTRACTOR = “ ” Reconciler will overlay the payment processing date with the BAI “As-of-date” in segment ‘02’ Group Header Record.</p> <p>For Reconciler = Will be used to match to the wire payment date.</p>
27		Processing Time	N	6	Both	M	<p>HHMMSS, 24-hr clock. From CONTRACTOR = Bank system processing time which takes into consideration the bank's cutoff time (6:00 PM EST) and weekend/holiday calendar. Assumed to be Eastern Standard Time (with Daylight Savings Time, as applicable).</p> <p>Is this field needed as it is not available within PTS</p> <p>HHMMSS, 24-hr clock. From CONTRACTOR = “ ” For Reconciler = time in BAI file (If provided back fill with zeros for a total of 6 characters. If it comes from Reconciler the time zone will be that of the originator bank.)</p>
28		TRAND T	N	8			<p>New Field</p> <p>Format: MM/DD/YY</p>
29		Payer Name	AN	60	PAY	O	<p>Name of payer</p> <p>Reconciler to forward as is</p>
30		Payer	AN	100	PAY	O	Email of payer

**CPSS – DOF- Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
		Email					Reconciler to forward as is
31		Payer Phone Number	AN	20	PAY	O	Phone Number of Payer
32		Address Line 1	AN	100	PAY	O	Address of payer Reconciler to forward as is
33		Address Line 2	AN	100	PAY	O	Address Line 2 Reconciler to forward as is
34		City	AN	30	PAY	O	City Reconciler to forward as is
35		State	AN	2	PAY	O	State Reconciler to forward as is
36		ZIP / Postal Code	AN	15	PAY	O	ZIP / Postal Code Reconciler to forward as is
37		Payer Country	A	3	PAY	M	Country Code from dropdown = 3 character country code i.e USA Reconciler to forward as is
38		Return Code / Refund Reason	AN	30	REV	C	From CONTRACTOR = <ul style="list-style-type: none"> <li>• Only applicable to ACHDR (R* Codes)</li> <li>• Not applicable for ACHCR or Fedwire (advices)</li> </ul> Code describing the return/reversal. “ ” N/A for Advices

**CPSS – DOF- Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
39		Return Reason Description / Refund Description	AN	80	REV	O	From CONTRACTOR = <ul style="list-style-type: none"> <li>• Only applicable to ACHDR (R* Codes)</li> <li>• Not applicable for ACHCR or Fedwire (advices)</li> </ul> Description of the return/reversal reason.  “ ” N/A for Advices
40		Total Number of Tenders	N	1	Both	M	For CONTRACTOR = 1  Reconciler to forward as is.
41		TRACK ID	AN	20		M	New Field  Payment Provider Reference Number Bank Source assigned number to identify the payment for research
		ROUTNO	N	20		O	New Field  Routing Number
42		REFRE F	AN	40		O	New Field  This will be populated with the original TRACKID by the bank source for returned checks
43		ACCTYPE	AN	8			New Field  Bank account type, ALLOWABLES ARE: C - checking, S - savings, this must be populated if route no and accout no are populated

**CPSS – DOF- Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment	
44	Tender specific Only one set of tender parameters applies, depending on Tender Type Code	Common	Tender Sequence Number	N	1	Both	M	For CONTRACTOR = 1.  Reconciler to forward as is
45			Tender Type Code	AN	5	Both	M	From CONTRACTOR to CPSS = Code:           Explanation: *ACHDR        ACH Direct Debit ACHCR         ACH Direct Credit WIRE           Wire Transfers EFT            Bulk ACH Credits / Electronic Funds Transfer CHK            Check / Money Order / Travellers Checks CCARD         Credit Card - Credit & Signature Debit DCARD         Debit Card - Pin-less Debit & Pin Debit <i>Note: "*" Applicable for Contractor</i>  For Reconciler: <ul style="list-style-type: none"> <li>Refer to Appendix A for BAI Codes from Bank to SBPC</li> <li>Below are the only valid BAI codes from Recon Art converted to the corresponding tender type codes used by CPSS and PTS:</li> </ul> 145   ACHCR  195   WIRE 206   WIRE 208   WIRE 301   WIRE

**CPSS – DOF- Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment	
46		Amount Paid/Returned	N	14,2	Both	M	Amount for this tender (excludes any convenience fees). (e.g. same as invoice amount).	
47		CHK	Check ABA Number	AN	9	Both	C	Mandatory when Tender Type Code above matches.
48			Checking Acct Number	AN	4	Both	C	Last 4 digits only. Mandatory when Tender Type Code above matches.
49			Check Serial Number	N	15	Both	O	If available; " " if not
50			Check Date	AN	50	Both	O	If available; " " if not
51			Memo Line	AN	20	Both	O	If available; " " if not
52		ACHDR/ ACHCR	Payer Bank (ABA)	AN	9	Both	C	From CONTRACTOR to Reconciler (ACHCR) = <ul style="list-style-type: none"> <li>Not applicable for the Advices</li> </ul> From Reconciler to CPSS (ACHCR) = <ul style="list-style-type: none"> <li>Originating Bank Account Number</li> </ul>
53			Payer Acct with the Bank	AN	4	Both	C	Customer Account Number (ACHCR) = <ul style="list-style-type: none"> <li>Last 4 digits only (as indicated in the BAI spec)</li> </ul> Mandatory when Tender Type Code above matches.
54		EFT	ODFI	AN	20	Both	C	" "
55			RDFI - ABA#	AN	9	Both	C	" "



**CPSS – DOF- Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment	
56	Agency Specifications	WIRE	Receiving ABA Number	AN	9	Both	C	Mandatory when Tender Type Code above matches.  From CONTRACTOR to Reconciler = <ul style="list-style-type: none"> <li>Not applicable</li> </ul> From Reconciler to CPSS= <ul style="list-style-type: none"> <li>Receiving Bank Account ABA Number</li> </ul>
57			Originating ABA Number	AN	9	Both	C	Mandatory when Tender Type Code above matches.  From CONTRACTOR to Reconciler = <ul style="list-style-type: none"> <li>Not applicable</li> </ul> From Reconciler to CSS= <ul style="list-style-type: none"> <li>Originating Bank Account ABA Number</li> </ul>
58		CCARD	Last 4 digits of CCARD	N	4	Both	C	" "
59			Card Type	AN	20	Both	C	" "
60			Authorization Number	AN	10	Both	O	" "
61		DCARD	Last 4 digits of DCARD	N	4	Both	C	" "
62			Authorization Number	AN	10	Both	O	" "
63			Flex Field 1	AN	50	Both	O	From CONTRACTOR = Borough Number - Block Number - Lot Number - Easement Code (BBLE)

**CPSS – DOF- Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
							(e.g. 1-00044-0001-E) <i>Note: SB will send BBLE in the same format it was sent from CPSS.</i> <ul style="list-style-type: none"> <li>CONTRACTOR will send BBLE in the same format it was sent from CPRR.</li> <li>Reconciler will forward “as is” to CPSS</li> </ul>
64		Flex Field 2	AN	50	Both	O	For CONTRACTOR = Account Type  Reconciler to forward as is
65		Flex Field 3	AN	50	Both	O	For CONTRACTOR = Account ID
66		Flex Field 4	AN	50	Both	O	From CONTRACTOR= “ ”  Reconciler = Match number unique to this process.
67		Flex Field 5	AN	50	Both	O	<ul style="list-style-type: none"> <li>From CONTRACTOR = “Wire Number as entered by the customer”(ACH Trace Number or Fedwire Reference Number)</li> <li>Is only applicable to Fedwire/ACHCR advice/payments.</li> <li>ACH Trace Number or Fedwire Reference Number</li> <li>Reconciler will use to match advice with Fedwire/ACHCR payments.</li> <li>Wires - Reconciler will overlay the Fedwire Reference Number with the Wire Reference Number from the BAI file.</li> </ul> <ol style="list-style-type: none"> <li>ACH Credits – Tax Payer goes online and Enter in reference field in the following format   <p style="text-align: center;">CONAME:TEST ORIGINATOR/COID:XXXXXXXXXXXX</p> </li> <li>CONTRACTOR maps this 50 alphanumeric characters to FLEX FIELD 5(Field 54), and Deposit date entered to Processing Date</li> </ol>

**CPSS – DOF- Contractor - Specifications**

#	Section	Data Element	Data Type	Max Length	Applicable Record Type	M/C/O? (only if element is applicable for Record Type)	Comment
							<p>field(17)</p> <ol style="list-style-type: none"> <li>3. Recon Art - Uses Deposit Date, \$ amount, along with the Flex Field 5. Note Flex Field 5 will need to be parsed to get the Company Name, Company ID separated out.</li> <li>4. Recon Art – Matches with BAI on the received items (BAI code 145) based on the combination of Company ID, Company Name, \$ amount and Deposit date. BAI Tags are COMPANY NAME and COMPANY ID</li> <li>5. Recon Art – Picks up the Trace number field in Record 16 of BAI (15 digits numeric), highlighted in gray and send to CPSS in Flex field 5</li> </ol>

### 6.5.11 Reconciler Matching Identifiers for ACH Credit

#### *Statement Sample – Originator/Tax Payer’s View*

06/19            166.88            ACH Origination - TST-TEST ORIGINATOR- File 1593665358 Coid XXXXXXXXXXX

General Format of the statement – Varies by Bank

1. Generic Description
2. Originating Company Name (16 characters)
3. File ID
4. Originating Company ID(10 digits)

6. Tax Payer goes online and Enter in reference field in the following format

CONAME:TEST ORIGINATOR/COID:XXXXXXXXXX

7. CONTRACTOR maps this 50 alphanumeric characters to FLEX FIELD 5(Field 54), and Deposit date entered to Processing Date field(17)
8. Recon Art - Uses Deposit Date, \$ amount, along with the Flex Field 5. Note Flex Field 5 will need to be parsed to get the Company Name, Company ID separated out.
9. Recon Art – Matches with BAI on the received items (BAI code 145) based on the combination of Company ID, Company Name, \$ amount and Deposit date. BAI Tags are COMPANY NAME and COMPANY ID
10. Recon Art – Picks up the Trace number field in Record 16 of BAI (15 digits numeric), highlighted in gray and send to CPSS in field Transaction Reference Number (Flex Field 5)

#### **Received Item in Intra Day BAI**

16,145,55050,,091000010000001/  
88,COMPANY NAME: ABC COMPANY/  
88,ENTRY DESC: PAYMENT/  
88,CUSTOMER ID: 472727272/  
88,CUSTOMER NAME: XYZ COMPANY/  
88,COMPANY ID: 222222222/  
88,ENTRY CLASS CODE: CTX/  
88,DISCRETIONARY DATA: /  
88,ISA\*00\*00\*01\*001234567\*01\*054321/

### 6.5.12 Reconciler Matching Process for Fedwires

There is no single unique reference number that can be used for Fed wires.

#### **Examples:**

- a. Swift Reference Number - 120203WFBUIUS6SAXXX2992094197 - 28 alphanumeric
- b. FED REF Number: 0204B1Q8153C000460 – 18 digits/22 digits – Some bank provide only last 18 digits including Bank in BAI file.
- c. BANK REF : 150204005078 – Internal Bank Reference Number. 12 digits BAI/16 digits actual length (BAI dropping leading 2 digits and last 2 digits)
- d. IBAN Number - AE090350000006205473504 – Not used by all countries

#### **BAI file Tags for Reference Numbers:**

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## CPSS – DOF- Contractor - Specifications

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MOR=110407HSBCHKHHAHKH9275301705 - SWIFT NUMBER  
WIRE REFERENCE: 130509000244 - INTERNAL BANK REFERENCE NUMBER  
FED REFERENCE: 05091Q73TGC000004/ - FED REFERENCE NUMBER

### Intra Day BAI

16,206,800,,,/  
88,WIRE REFERENCE: 150122094542/  
88,000004121555555 COM SERVICES, LLC COM MARKET CORPORATION 4444 OLDEN  
MEMORIAL/  
88, HWY, SUITE 222 MI/  
88, NNEAPOLIS MN 55422-4800 IN14012347654321 ORG=COM Services, LLC 4444/  
88, Olden Memorial Hi/  
88,ghway Suite 222 Minneapolis, MN 55422 US RFB=000066666 OBI=SNTESTID/  
88,- PDTX /FTR/ BNF=D 000004655623213 NYC DEPT OF FIN/  
88,Completed Timestamp 150122104537 (Time Released)/

1. TAX Payer will enter FED REF NUMBER in the Reference Field online.
2. CONTRACTOR will pass this field in Flex Field 5 to Recon Art
3. Recon Art – will match based on date, \$ , Flex Field 5 against BAI based on the tags(highlighted)
  - a. MOR=110407HSBCHKHHAHKH9275301705
  - b. WIRE REFERENCE: 130509000244 - Match dropping leading 2 characters and trailing 2 characters from Flex Field 5.
  - c. FED REFERENCE: 05091Q73TGC000004/ - Match dropping leading 4 digits from the Flex Field 5
4. Recon Art – will pull the WIRE REFERENCE (Label) from BAI and send to CPSS in the field Transaction Reference Number (Flex field 5)

As of 8/4/2015 enhancement Reconciler is now sending to CPSS

- A 301 is basically an internal (Bank) bank to bank transfer of funds.
- Reconciler will overlay whatever customer number the customer enters with the reference number in the BAI file (similar to the way Fedwires and ACH credits are handled).
- The payment type is WIRE.

**NOTES:**

1. This is a pipe-delimited ("|") flat text file.
2. Only one tender per financial transaction is supported by Citibank. When multiple tender are allowed per transaction, each Tender used will cause a separate row to be generated in the file, each distinguished by the Tender Sequence Number (1-99).
3. All the various tender type specific fields will be enumerated in the file. Only one set of fields will be populated in each row, only for the tender type indicated in the row.
4. Any convenience fees charged will not be sent to the agencies, only a fee indicator will be sent
5. A separate count file will be sent along with each file sent to the agency.
6. Payment Product combines the Source Application (50 char max) and Payment Channel (50 char max) fields.  
CityPay = "L2G" + "WEB"  
iPayments = "iPayments" + "cashier"
7. Following fields may not always be available, for example in cases where no agency invoice exists yet in CPSS (e.g. for violations paid before they flow to CPSS):  
Account number  
Invoice number  
Statement Date  
Category Identifier
8. Terms "Return" and "Reversal" are used interchangeably in this context.
9. Data elements use the same names as the EDI 820/827 message received by the bank, to ensure continuity (to the extent possible).
10. For elements 27&28 above:  
Return Code & Return Reason Description are for ACHDR  
Refund Reason & Refund Description are specific to CCARD Reversals also known as Refunds.  
CHK, EFT are not in scope for Citibank for this release.  
DCARD returns will not flow from Citibank (through the EDI 827 interface).  
WIRES is an irrevocable transaction and has no returns.

**Applicable Record Type:**

- If a data element is not applicable for a Record Type then the data element will always be null

**M/C/O:**

**This column is only applicable if the data element itself is applicable for the Record Type (PAY or REV)**

M: Value is mandatory for field

C: Value is only mandatory for the field upon the condition

---

indicated

O: Value is optional for field.

Contractor – Payment Count File Data Dictionary

#	Section	Data Element	Data Type	Max Length	Mandatory?	Comment
1	Main	Date	N	8	M	System date this file is generated YYYYMMDD
2		Number of Payments	N	14	M	Count of all Payment records (Record Type="PAY") contained in the file. Note this is a count of record lines in the file, not just the unique Invoice IDs.
3		Total Amount of Payments	N	14,2	M	Total Amount of all Payment paid in the file (Record Type="PAY").
4		Number of Reversals	N	14	M	Count of all Reversal records (Record Type="REV") contained in the file.
5		Total Amount of Reversals	N	14,2	M	Total Amount of all Reversals in the file (Record Type="REV").

**NOTES:**

- 1) This is a pipe-delimited (|) flat text file



## 6.6. CPSS Payment & Reversals Data to PTS (Updated Outbound)

### 6.6.1. Data Content

This file are based on the layout of the PTS payment file

- Payments can be done for more than one Period (more than one receivable). Partial payments on the same receivable can also be done.
- The payment files will be gzipped prior to being sent to PTS.
- Contractor will be the second payment/reversals file from CPSS.
- CPSS will send one payment file to PTS – with both payments and reversals.
  - This file will be sorted such that the payment records appear first at the beginning of the file, followed by the reversal, returns and refund records.
  - Per DOF’s request there will be separate files created per payment source (iPayment, NYCePay) in an effort to maintain accounting of payments.
- CPSS will decompose (direct) the payments within this file in order to apply them to the appropriate record(s) within the PARID

### 6.6.2. Interface Details

	Details
File Description	The Payment Files from CPSS mirror the layout of the NYCServ Payment Data file. This will be sent daily at the end of the day.
Protocol	SFTP
CPSS Server Name	The Dev Server name is : mtdevlha-dof-ftp1.csc.nycnet
CPSS Folder	/ftp_data/CPRR/dof/doffrtax/stg/outbnd/data (for both the CityPay and iPayment payments)
Frequency	Once per day at the end of business Monday – Friday  <i>Note: Both CONTRACTOR and Reconciler data will come in one file</i>
Expected Time of Arrival	CityPay payments file- is ready to be picked around 2am The iPayment file will be ready at 1am  Note: CPSS will transmit the new iPayment Business Center Property Tax Payment file after midnight.  CPSS to PTS: <ul style="list-style-type: none"> <li>• CONTRACTOR/Reconciler payment file is expected by 11pm</li> </ul> Note: <i>CPSS will transmit the iPayment file by 12am and the L2G file by 1am.</i>
Wait Time out	1 hour
File Format	Fixed Width Text file
Initial Data Load and Timing	Not applicable. No payments through CPSS until this cut over occur.
Archival Requirements	In the short term PTS is responsible to manage the contents of the data folder, by moving into the archive folder any processed files as needed. DOF with DoITT will define the long term archival process.
Holiday Schedule	During bank holidays payments are not sent to CPSS and therefore no payments will be sent to the Agency.
If no payments	On days NOT including holidays, when no payments come to CPSS, CPSSwill

	send a zero byte file to PTS.
--	-------------------------------

**6.6.3. File Naming Convention**

Interfaces exchange between PTS and CPSS will follow a standard naming convention. The following is the accepted naming convention for this interface:

NOTE: file naming convention not established as of yet

Interface	Frequency	File Name Format	Example
Daily Payment File From NYCePay/CPSS	Daily	pts_pay.YYYYMMDDTHHMIS S.daily.gz	pts_pay.20110715T201405.daily.gz
Daily Payment File From iPayment/CPSS	Daily	pts_ipay.YYYYMMDDTHHMI SS.daily.gz	pts_ipay.20110715T201405.daily.gz

The “YYYYMMDDTHHMIS” variable within the filename is defined as the timestamp generated by the sending system and contains the following values:

- YYYY is the year
- MM is the month
- DD is the day
- HH is the hour, 24-hour clock
- MI are the minutes
- SS are the seconds

**6.6.4. Source Data Dictionary**

#	Attribute	Data Type	Length	Mandatory/Conditional/Optional	Sample Data	Comments
1	ROLLTYPE	VARCHAR 2	10	M	RP_NY, REUC, NY_SF, PLT_I, PLT_N	<ul style="list-style-type: none"> <li>• RP_NY: Real rolltype, all parcel paid through LOCKBX with cycles in (1Q,2Q,3Q,4Q,1S,3S)</li> <li>• RP_SF: Special Franchise</li> <li>• REUC REUC (Ident parcels only, sub-ident records are in RP_NY rolltype as non- taxable parcels – taxtable = ‘N’)</li> <li>• PLT_N: Non IDA PILOT</li> </ul>

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#	Attribute	Data Type	Length	Mandatory/Conditional/Optional	Sample Data	Comments
2	PARID	VARCHAR 2	30	M	4097450038E	Parcel ID – unique identifier for a property. Consists of a 1 digit boro, 5 digit block, 4 digit lot and 1 char easement code
3	PRIORYR	NUMBER	4	C	2015	Tax Year of the charge (can be a current year charge or a previous year’s if the charge is delinquent from a previous tax year)  Only required when a specific CYCLE is being paid  Mandatory for CYCLE Payflag records  Not applicable to Payment Plan records
4	CYCLE	VARCHAR 2	5	C	1Q, 2Q, 3Q, 4Q for quarterly taxpayers, OR 1S, 2S, 3S, 4S for semi-annual payers	Billing Cycle: quarterly or semi-annual  Mandatory for CYCLE payflag records  Not applicable to payment plans
5	DUEDATE	DATE	8	M	01/04/16	Due Date Format: MM/DD/YY  Below are the rules pertaining to Quarterly Due Dates or the next business day if a holiday or weekend: 1Q: July, 01 2Q: October, 01 3Q: January, 01 4Q: April, 01  Semi Annual Due Dates or the next business day if a holiday or weekend: 1S: July, 01 2S: October, 01 3S: January, 01 4S: April, 01

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#	Attribute	Data Type	Length	Mandatory/Conditional/Optional	Sample Data	Comments
6	PROJNO	VARCHAR 2	10	C	231001	<p>Special Assessment Project Code (represents unique combination of ACCT_TYPE Code, ACCOUNT ID and Effective (Service) Date combination. Applicable to Special Assessment Charges).</p> <p>Except for BIDs, the first 3 digits of the project number are the account type code. The remaining numbers are a sequence number. Bid Project numbers start with a 'B', and the remaining 5 digits are the Account ID (also called the BID number)</p> <p>Mandatory when it is a special assessment charge (SAC, SAF, SAT).</p>
7	PYMTTYPE_ O	VARCHAR 2	3			Payment Type denotes what we recommend the property owner pay.

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#	Attribute	Data Type	Length	Mandatory/Conditional/Optional	Sample Data	Comments
8	CODE	VARCHAR 2	3	C	CHG, DMF, FPF, FSF, NSF, PRF, RDF, RPF, RRC, RSF, SAC, SAF, SAT, SDF, SIF, STF, TCF	<p>FEECODE</p> <p>The code will only be displayed if it is Cycle Payflag record.</p> <p>LNQ, PLQ, PLN, LNP, YEAR records do not have corresponding detail (cycle payflag) records in the file</p> <p>The Code as stored in the ADJUST table in the column CODE, CODES DISPLAYED IN EXPORT ARE AS FOLLOWS: CHG(TAX-ABATEMENTS-STAR+RST), SAC(SA CHARGE), SAF(SA FEE), SAT(SA TAX), DMF( HOUSING REG FEE), FPF(FORCLOSURE PEN FEE), FSF(FORCLOSURE SEARCH FEE), NSF CHECK FEE), PRF(HOUSING-HEAT/WATER FEE), RDF(REDEVELOPENTE FEE), RPF(RPIE NON FILING FEE), RSF(RENT STABILIZATIN FEE), SDF(SURCHARGE DEC FEE), SIF(SURCHARGE INCREASE FEE), STF(HOUSING EMERGENCY DEMO FEE), TCF(TAX COMMISIONS FEE)</p>
9	EFCONTRACTORATE	Date	8		MM/DD/YY	
10	BUSDATE	Date	8	M	MM/DD/YY	
11	TRANDT	Date	8		MM/DD/YY	
12	PYMTTYPE	VARCHAR 2	3	M	STD, SPC, PLN, PLQ, LNQ, LNP, INR	Payment Type tells iasWorld how to apply a payment to the parcel
13	AMOUNT	Number	16			

**CPSS – DOF- Contractor - Specifications**

#	Attribute	Data Type	Length	Mandatory/Conditional/Optional	Sample Data	Comments
14	TRANSTOT	Number	16			
15	NSFFLAG	VARCHAR 2	1		X	
16	NOTES	VARCHAR 2	9			
17	PYMTSRC	VARCHAR 2	20			Payment Source Code Bank Source and Payment Channel
18	TRACKID	VARCHAR 2	20	M		Payment Provider Reference Number Bank Source assigned number to identify the payment for research
19	REFREF	VARCHAR 2	40	C		(TRACKID2) This will be populated with the original TRACKID by the bank source for returned checks  Mandatory when a return occurs
20	METH	VARCHAR 2	5	M		Method of payment Check, cash, fed wire, etc.
21	METHREF1	VARCHAR 2	20	C		Will reflect check number  Conditional when the Payment Channel is Lockbox
22	PAYER	VARCHAR 2	60			Payer Name
23	PADDR1	VARCHAR 2	80			Payer Address
24	PADDR2	VARCHAR 2	80			Payer Address
25	PADDR3	VARCHAR 2	80			Payer Address

**CPSS – DOF- Contractor - Specifications**

#	Attribute	Data Type	Length	Mandatory/Conditional/Optional	Sample Data	Comments
26	PHONE	VARCHAR 2	25			Payer Phone Number
27	ROUTNO	VARCHAR 2	20			Routing Number
28	ACCTNO	VARCHAR 2	20			Account Number
29	ACCTTYPE	VARCHAR 2	8	O		Bank Account Type
30	EMAIL	VARCHAR 2	230			Email
31	BSEQ			--		This field will be null
32	TOTFLG	VARCHAR 2	1	--		Total Flag This field will be null

Please see a PTS sample payment file dataset (Excel format):



Sample Import  
File.xlsx

**6.6.5. Interface Support Contacts**

Refer to 2.2 Contact Information.

**7. FMS REPORTING**

FMS Automation Flag: N  
Convenience Flag Automation: N

***NOTE:** CPSS does not do FMS reporting for PTS. All the details mentioned here is for informational purpose only.*

*PTS submits Interest Amounts and Tax amounts in separate buckets to FMS. However, in the receivable files sent to CPSS, PTS only sends the combined amount of Tax and Interest. So CPSS cannot separate them and submit to FMS.*

At the same time PTS expressed the desire to continue reporting the FMS cash receipts the same way as they currently do today, through an existing system interface from PTS to FMS.

Submissions to FMS are done in different buckets, split by quarter, borough, year and transaction type descriptions.

- Fiscal Quarter and Fiscal Year can be derived from the Period Begin and Period End Date in the Receivables File. They are required to map to FMS codes for FMS Submissions.
- For the account types that have half year payments: designations Q1 and Q3 are used when reported to FMS.
- Suspense Amounts, Interests Accumulated, NG checks are other examples of lump sum categories reported to FMS. PTS sends a file periodically to adjust from Suspense to Real Budget Codes.

PTS Tables F4140 and CD-FMS are used to identify the required FMS codes from the transaction type (account type) and fiscal quarter/year. At a high level first the F4140 table is used to identify the CD-FMS value, which is the key to the CD-FMS table. From CD-FMS table all FMS codes can be obtained.

Complete F4140 and CD-FMS reports are available on the SharePoint location:

<https://citypointwss.csc.nycnet/sites/NYC-Docs/Shared%20Documents/Agencies/DOF%20-%20PTS/PTS%20Property%20Data%20Layouts/ForFMS>

The chart of Accounts to be used by CPSS is defined below. Note that the FMS code set can be derived based on the Account Type for the corresponding receivable being paid:

Refer to CPRR DOF-PTS\_Property\_Specifications (7 FMS Reporting (pg. 36)):

- [https://citypointwss.csc.nycnet/sites/NYC-Docs/Shared%20Documents/Agencies/DOF%20-%20PTS/CPRR%20Documents/CPRR\\_DOF-PTS\\_Property\\_Specifications\\_v5.5.doc?Web=1](https://citypointwss.csc.nycnet/sites/NYC-Docs/Shared%20Documents/Agencies/DOF%20-%20PTS/CPRR%20Documents/CPRR_DOF-PTS_Property_Specifications_v5.5.doc?Web=1)

The chart of Accounts to be used by CPSS is defined below. Note that the FMS code set can be derived based on the Account Type for the corresponding receivable being paid:

Bank Account	Bank Code	Source
xxxxxx1198	32b	Contractor

## **8. NOTIFICATIONS – NORMAL & EXCEPTION HANDLING**

### **8.1. Normal Process**

There are 2 types of messages that are to be sent out via email on a normal day, as described below:

For Receivables File:

1. Receivables File is ready to be picked up Message:

After the Receivables File is sent, The Agency expects a “Receivable File is ready for pick-up” email back from CPSS when the file is

*Note that all fields in square brackets, e.g. [Field], will be replaced with the actual values as applicable.*



Email Template:

Subject: [Agency] - [System] Receivable file is ready for pick up

Content:

[Agency] - [System] receivable file(s) below:

[Receivable File(s), each one in separate line]

is ready to be picked up from your CPSS outbound location:

[Directory Path]

You must pick up and process this file of payment activity in order to keep your system reconciled with the bank's records.

If you have any questions, please contact the DoITT Citywide Service Desk at 1-718-403-8888 or via email at [citywideservicedesk@doitt.nyc.gov](mailto:citywideservicedesk@doitt.nyc.gov). Please make sure to assign this ticket to FINANCE CPRP Technical Support and include your [Agency] - [System] name and the [Interface File(s)] name or other details about this issue.

**DISTRIBUTION LIST:**

Note: These notifications are currently being sent as follows:

- TST
  - CPRR-QA
  - CPRR\_Development
- Stage
  - CPRR-QA
  - CPRR\_Administrator
- PROD
  - TBD

For Payment File:

1. Successfully Loaded Message

After the File(s) and/or additional File(s) are sent, the Agency expects a “Successfully Loaded” email back from CPSS when the files are loaded successfully.

*Note that all fields in square brackets, e.g. [Field], will be replaced with the actual values as applicable.*

Email Template:

Subject: SUCCESS: [Agency] - [System] Loaded Successfully

Content:

---

[Agency] - [System] has been loaded successfully at [Date/Timestamp]:

[List of Interface File(s) loaded, each one in separate line]

Under standard conditions, these transactions will be available for payment within 2 hours.

If you have any questions, please contact the DoITT Citywide Service Desk at 1-718-403-8888 or via email at [citywideservicedesk@doitt.nyc.gov](mailto:citywideservicedesk@doitt.nyc.gov). Please make sure to assign this ticket to FINANCE CPRP Technical Support and include your [Agency] - [System] name and the [Interface File(s)] name or other details about this issue.

**DISTRIBUTION LIST:**

Note: These notifications are currently being sent as follows:

- TST
  - CPRR-QA
  - CPRR\_Development
- Stage
  - CPRR-QA
  - CPRR\_Administrator
- PROD

[CPRRSupport@finance.nyc.gov](mailto:CPRRSupport@finance.nyc.gov)

## 8.2. Error Messages

There are 2 types of error/exception messages that can be sent out via email, as described below:

### 1. File Load Error Message

This occurs when the count or checksum (as applicable) for records does not match the value the agency system sent CPSS in the separate count or checksum file.

*Note that all fields in square brackets, e.g. [Field], will be replaced with the actual values, as applicable. Text in italics reflects comments and is not part of the template.*

Email Template:

Subject: ERROR: [Agency] - [System] Load Failed

Content:

[Agency] - [System] load failed at [Date/Timestamp]:

[List of Interface File(s) that failed, each one in separate line]

**Populate either count-specific text:**

The record count for file [Filename for receivables file] (count = [Calculated count]) does not match with the value in the count file [Filename for count file] (count = [Count file value]).

**Or checksum-specific text:**

The calculated checksum for file [Filename for receivables file] (checksum = [Calculated checksum]) does not match with the value in the checksum file [Filename for checksum file] (checksum = [Checksum file value]).

The error could happen:

- a. If the count of records did not match the associated count file (if your system sends an associated count file).
- b. If the checksum of the file did not match the associated checksum file (if your system sends an associated checksum file).
- c. If the interface file(s) is (are) not readable.
- d. If the data file(s), count file(s) or checksum file(s) are missing.

Due to this issue, these receivables were not loaded to CPSS and are not available for payment.

This issue requires your action for these receivables to become available for payment. Please correct the issue and resend the file to CPSS.

If you have any questions, please contact the DoITT Citywide Service Desk at 1-718-403-8888 or via email at [citywideservicedesk@doitt.nyc.gov](mailto:citywideservicedesk@doitt.nyc.gov). Please make sure to assign this ticket to FINANCE CPRP Technical Support and include your [Agency] - [System] name and the [Interface File(s)] name or other details about this issue.

**DISTRIBUTION LIST:**

Note: These notifications are currently being sent as follows:

- TST
  - CPRR-QA
  - CPRR\_Development
- Stage
  - CPRR-QA
  - CPRR\_Administrator
- PROD
  - TBD

2. Data Load Error Message.

This occurs when CPSS fails to load some or all of the records sent by the Agency System.

*Note that all fields in square brackets, e.g. [Field], will be replaced with the actual values, as applicable.*

Email Template:

**Subject:** WARNING:[Agency] - [System] Load Failed

**Content:**

All or some of the records in the following file(s) failed to load on [Date/Timestamp]:

[List of Interface File(s) with errors, each one in separate line]

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Due to [count of errors] error(s), some or all of the records were not loaded to CPSS and are not available for payment.

Other receivables may have been successfully loaded. Under standard conditions, these transactions will be available for payment.

This issue requires your action for the rejected receivables to become available for payment. Please download the detailed exception report from your CPSS outbound location:

[Directory Path]

Please correct the issue(s) and resend only the rejected receivables in a file to CPSS.

If you have any questions, please contact the DoITT Citywide Service Desk at 1-718-403-8888 or via email at [citywideservicedesk@doitt.nyc.gov](mailto:citywideservicedesk@doitt.nyc.gov). Please make sure to assign this ticket to FINANCE CPRP Technical Support and include your [Agency] - [System] name and the [Interface File(s)] name or other details about this issue.

**DISTRIBUTION LIST:**

Note: These notifications are currently being sent as follows:

- TST
  - CPRR-QA
  - CPRR\_Development
- Stage
  - CPRR-QA
  - CPRR\_Administrator
- PROD
  - TBD

## 9. DEFINITIONS, ACRONYMS AND ABBREVIATIONS

Term	Description
A/R	Accounts Receivable. Money owed to Agency by its customers. Typically executed by generating an invoice and delivering it to the customer, who, in turn, must pay it within an established timeframe
ACH	Automated Clearing House - an electronic network for financial transactions in the United States.
Business Express	New York City portal website where users can go to make payments, apply for permits, licenses and certifications and to check violation statuses online.
CPSS	Citywide Payments Services & Standards
Debit- Pinless	Payment of a transaction using a Debit card without using a PIN

Deltas (Daily)	Deltas on Receivables are sent every night. A Delta File contains all changes that occurred between the end of day of the last business day and the end of the day of the current business day. The end of the day is determined by Contractor
DOF	Department of Finance
EFT	Electronic Funds Transfer - the electronic exchange or transfer of money from one account to another.
ePayments	A lightweight solution for enabling web-based payment transactions using credit cards over NYC.gov.
FTP	File Transfer Protocol
Full Load	A Full load is the entire population of the Contractor. Entire Name and Address details and entire Property Related Receivables data are sent as Full loads on a Weekly basis.
NYCServ	Online payment and information system allowing payments with credit cards and electronic checks for taxes, violations and other charges.
PII	Personally Identifiable Information
PSP	Payment Service Provider
Retail Payment	Payments where the receiving Agency does not have a corresponding Accounts Receivable. For example a customer purchasing an item in person from the City Store, or paying online for a new license or permit.
SFTP	Secure File Transfer Protocol
Transaction Type	A type of interchange within an agency. For our purposes the Transaction Type has to be related to an A/R or Payment.
Wait Timeout	Wait Timeout is the maximum time till which the process will wait for the file(s) to arrive at the specified location. If the file(s) don't arrive beyond the Wait Timeout, then escalations are raised to the concerned contacts or helpdesk.

**10. OPEN ISSUES AND FUTURE CONSIDERATIONS**

No.	Issue Description	Responsibility

**11. REFERENCES AND RELATED DOCUMENTS**

- New York City Data Classification Standard: [http://cshr-prd-web.nycnet/html/cityshare/downloads/it\\_wireless/info\\_security\\_policies/Data\\_Classification.pdf](http://cshr-prd-web.nycnet/html/cityshare/downloads/it_wireless/info_security_policies/Data_Classification.pdf)

- Personally Identifiable Information (PII) is defined by New York City as:
  - Date of birth
  - Social security number
  - Driver’s license number
  - Non-driver photo identification card number
  - Financial services account number or code
  - Savings account number or code
  - Checking account number or code
  - Brokerage account number or code
  - Credit card account number or code
  - Debit card number or code
  - Automated teller machine number or code
  - Personal identification number
  - Mother’s maiden name
  - Computer system password
  - Electronic signature
  - Unique biometric data that is a fingerprint, voice print, retinal image or iris image of another person.

## **12. ADDENDUM**

### **12.1. APPENDIX A - BAI CODES**

The table below lists the BAI Codes in use from Bank of America.

#### **BAML BAI Files**

115	LOCKBOX DEPOSIT
145	ACH CONCENTRATION CREDIT
164	CORPORATE TRADE PAYMENT CREDIT
165	PREAUTHORIZED ACH CREDIT
172	Deposit Correction/Cash Debit
187	Cash Letter/Pre-Encoded Deposit Cr
195	INCOMING MONEY TRANSFER CREDIT
206	INCOMING INTERNAL MONEY TRANSFER
208	WIRE IN-INTERNATIONAL
301	(STATE LOCATION, OR QUICK DEPOSIT) VAULT DEPOSIT
346	Sweep - Interest Credit
349	Sweep - Principal Credit
357	Credit Adjustment
450	Total ACH DEBITS
455	PREAUTHORIZED ACH DEBIT
475	CHECK
501	INDIVIDUAL AUTO TRANSFER
508	INTERNATIONAL MONEY TRANSFER DEBIT
555	DEPOSITED ITEM RETURN DEBIT
575	ZBA TRANSFER DEBIT

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651 Investment Purchase Debit

NYCDOF Files

- 164 CORPORATE TRADE PAYMENT CREDIT
- 165 PREAUTHORIZED ACH CREDIT
- 166 ACH SETTLEMENT CREDIT
- 191 INCOMING INTERNAL MONEY TRANSFER
- 195 INCOMING MONEY TRANSFER CREDIT
- 208 WIRE IN-INTERNATIONAL
- 557 INDIVIDUAL ACH RETURN ITEM DEBIT
- 575 ZBA TRANSFER DEBIT