

Status of the 950 Record Layout

What You Should Know

The implementation of the Enterprise Payment System requires modifications to the existing 950 record layout. These changes are necessary to facilitate the 3% withholding, transparency, & IRS 1099-MISC Reporting. Key changes to the 950 layout include:

- Changes to Key Structure
- The addition of new Transaction Types and removal of Batch Types WW, WC, & WS
- Changes to the Security Screen

What is the status of the 950 Record Layout changes?

✓ New Key Structure

- Has been defined and is ready for development

✓ Additional Transaction Types

- Will be replacing the Batch Types of WW (Warrant Write), WC (Warrant Cancellation), & WS (Warrant SOL Cancellation) with:
 - B = WW (Warrant Write)
 - G = WC (Warrant Cancellation)
 - H = WS (Warrant SOL Cancellation)

✓ Security Screen Changes

New functionality will be added to the Security Screen for batch types to allow for security at the transaction type level

What is the strategy for development of these changes?

✓ New Key Structure

- A temporary conversion process will be developed to convert batch interfaces from existing key structure to the new key structure

✓ Security Screen Changes

- A one-time conversion to the Security Screen (SS) will be performed to replace the Batch Types WW, WC, & WS. Individuals that exceed the current 12 instances of batch type will need to reduce this number. DES, ISD will contact users to inform them of the change, what they need to do and when the change will need to be completed.
- Security Screen documentation will be updated to reflect the new functionality and communicated out to the agencies prior to implementing changes.

How will affect my agency?

New Key Structure

- Incoming and outgoing batch interfaces will continue as-is. You will be contacted by DES, ISD to schedule batch interface testing. Please DO NOT make any changes to your interface process without working with DES, ISD first.

Additional Transaction Type

- Batch Types that are going away will be replaced as follows:
 - B = WW (Warrant Write)
 - G = WC (Warrant Cancellation)
 - H = WS (Warrant SOL Cancellation)

These new Transaction Types are system generated and will be in effect after promoted to production.

Security Screen changes

- A new Transaction Type field will be on the Security Screen that agencies will use to give agency staff the proper authority to correct or release these batches for processing.
- Agencies will need to learn how to use this field when setting up new security or modifying current security and we will provide instructions.

What does my agency need to do to prepare for these changes?

New Key Structure

- Agencies will be contacted after implementation to help them modify their batch interfaces to use the new key structure.
- Communications will be sent to agencies in the near future outlining the steps agencies will need to take to modify their batch interfaces to use the new key structure. The communication will include critical implementation dates of when this work will need to be completed by the agencies.

Transaction Type

- Agencies will need to check internal systems for hard coding of Batch Types WW, WC & WS as they will not be in the outbound interfaces after the new transaction types have been implemented. Additional information will sent out as it becomes available.

Security Screen changes

- Current Staff - a one-time conversion of current AFRS users will be completed by DES, ISD for all agencies so no action will be needed for current staff.
- New staff – New staff added to AFRS after promotion will need to be set up using the new format.
- Individuals within an agency will not be able to exceed the current 12 instances of batch type security. The EPS project is working to expand the allowable number of batch type security instances in the near future.

Training

Training needs are still being identified. Upcoming training opportunities will be communicated to the agencies once they have been determined.

Points Of
Contact

<i>For questions on withholding and data conversion please contact:</i>	<i>For questions on Payee Portal please contact:</i>
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Communicate!

To keep updated on the Enterprise Payment Services Project please go to the following website:

<http://www.ofm.wa.gov/resources/eps.asp>

To Subscribe to Our Distribution List to receive alerts and notifications:

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