

OnePurdue PSCD Standard Upload File Specification

Last updated: 9/21/11. Please see **highlighting** for changes!

This document describes the PSCD Standard Upload File format. This format is used with the PSCD upload process to post accounting documents to the OnePurdue accounts receivable system (PSCD) within the SAP system.

The file must be an 8-bit ASCII, plan-text file. The file is made up of multiple records with one record per line. Each line must end with a carriage return and line feed (CRLF).

Each line in the file is a record of a specific, fixed-length format. Fields that are shorter than the defined length must be right padded with spaces. Fields may not be longer than the defined length. Fields that intentionally contain no data, a.k.a. empty fields, must contain a slash (/) padded with spaces to match the field length. No blank lines are allowed in the file between records.

The file must begin with a version record with the following format:

Field	Description	Req	Position	Length	Format
Record Type	A literal value indicating the record type.	Y	1-4	4	Must be the value 'VER'
Version Key	The version key for the currently supported file version. If the file format changes, the version key will also change.	Y	5-15	11	Must be the value 'PSCD2006.10' 'PSCD2011.09'

Following the version record is a control record. If this file will be uploaded using the portal upload application, then only the Record Type field should be filled in, all others should be left blank. The portal application will fill in the values. If the file is to be directly uploaded, then all values must be provided. The format for the control record is as follows:

Field	Description	Req	Position	Length	Format
Record Type	A literal value indicating the record type.	Y	1-4	4	Must be the value 'CTL'
User Id	The user ID of the user posting the document	Y	5-24	20	Alphanumeric
System Identifier	Used for identification of the	Y	25-27	3	Alphanumeric

	sending system.				
Submission Timestamp	Date and time the file was uploaded for processing	Y	28-46	19	'mm/dd/yyyy hh:mm:ss' (time is in 24-hour format)
Description	A brief description of the document. Used only for reference for result handling and notification.	Y	47-76	30	Alphanumeric and underscores
Notification Email Address	The email address to which notification of the results of the document posting will be sent. If no email address is provided, no notification of processing will be sent.	N	77-226	150	Valid Email Address: <user>@<domain>

The third line of the file must be an accounting document header record of the following format:

Field	Description	Req	Position	Length	Format
Record Type	A literal value indicating the record type.	Y	1-4	4	Must be the value 'HDR'
Request Category	Whether Acceptance Request / Payment Request	Y	5	1	Alphanumeric
Current Date	Date which is used when entering the document	Y	6-13	8	yyyymmdd
Document Type	The type of accounting document to be posted.	Y	14-15	2	Alphanumeric
Currency	Type of currency used in the document	Y	16-20	5	Should be the value 'USD'
Posting Date	Date which is used when entering the document. When entering documents, the system checks	Y	21-28	8	yyyymmdd

	whether the posting date entered is allowed by means of the posting period permitted.				
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The header record is followed by a single detail record with the following format:

Field	Description	Req	Position	Length	Format
Record Type	A literal value indicating the record type.	Y	1-4	4	Must be the value 'DTL'
Company Code	The organizational unit within financial accounting.	Y	5-8	4	Must be the value 'PUR'
Business Partner Number	Key that uniquely identifies a business partner for each client in the SAP System	*	9-18	10	
PUID	The Purdue University Identifier.	*	19-28	10	Numeric
Contract Account	In Contract Accounts Receivable and Payable, postings are always assigned to a contract account and a business partner	Y	29-40	12	
Contract Object	Contract Object with contract object type NSCH- Non Student Charges	Y	41-60	20	
Main Transaction	They document which aspect of a business transaction or process the line item entry is based on.	Y	61-64	4	
Sub Transaction	They document which aspect of a business transaction or process the line item entry is based on.	Y	65-68	4	
Amount	Type of currency used in the document	Y	69-81	13	Standard Dollar Amount**

Post Date	This would be always Post_Date mm+1 and dd=25 th	Y	82-89	8	yyyymmdd
Fund	Key which uniquely identifies the fund	Y	90-97	8	Numeric
Cost Center		***	98-107	10	Numeric
Internal Work Order		***	108-117	10	Numeric
WBS Element	Work Breakdown Structure Element	***	118-141	24	Alphanumeric plus periods
Item Text for Request		N	142-191	50	
Interest Key		N	192-193	2	Alphanumeric

Any number of header and detail record pairs may occur. The records must occur in pairs and in the correct order of header then detail. The last detail record must be followed by a summary record of the following format:

Field	Description	Req	Position	Length	Format
Record Type	A literal value indicating the record type.	Y	1-4	4	Must be the value 'END'
Invoice Total	Total Amount of all the invoices	Y	5-22	18	Standard dollar amount**
Total Lines	Total number of header and detail lines in the document	Y	23-32	10	Cardinal Number

* Either a Business Partner Number or a PUID is required. One or the other must be provided. If both are provided, Business Partner Number will be used.

** Standard dollar amounts are numbers with two decimal places, no dollar sign, decimal point included.

*** One real cost element is required. **Either** a Cost Center, WBS element or **Real** Internal Order. If a **Statistical** Internal Order is used a Cost Center will also be required.