

**VITA Comprehensive IT Goods & Services (previously referred to as Direct Billing Services) – CSV File Layout** **8/25/04**

The VITA Direct Billing Services IT Payroll CSV file contains expense records for:

- 1) Payroll expenses – Payroll expenses are imported into PeopleSoft Financials from CIPPS usually once per pay period.
- 2) GL journal entries for IT Payroll adjustments. Entered into PeopleSoft Financials by VITA Finance staff.

The VITA Direct Billing Services IT Goods and Services CSV file contains expense records for:

- 1) AP vouchers - Voucher can be for eVA purchase orders, travel expenses, payments made against a contract, etc.
- 2) GL journal entries for IT Goods and Services adjustments. Entered into PeopleSoft Financials by VITA Finance staff.

| Column Header       | Format (Max length) | Description   |
|---------------------|---------------------|---|
| CustNo              | Text (4)            | Identifies the COV customer number used to bill.<br>The valid values are: 0000 - 9999   |
| CustomerName        | Text (65)           | Name of customer.   |
| ExpenseType         | Text (4)            | Values:<br>AP = IT Goods and Services Expense<br>PR = IT Payroll Expense<br>GLG = IT Goods and Services Adjustments<br>GLP = IT Payroll Adjustments   |
| AgencyUse           | Text (25)           | Multipurpose field populated by agency staff when entering a requisition in DGS's eVA system.<br>May be blank.  |
| AcctgDt             | Date DD-MON-YY      | AP, GLG and GLP: Date that the expense was processed for payment<br>PR: Date that the CIPPS transaction imported to VITA PeopleSoft Financials        |
| VITAID              | Text (20)           | AP: VITA Voucher ID<br>PR: NA<br>GLG and GLP: VITA Journal ID   |
| Descr1              | Text (40)           | AP: vendor name<br>PR: the last 4 digits of the employee's SSN<br>GLG and GLP: description of expense   |
| Descr2              | Text (50)           | AP: description of expense<br>PR: employee's name (Last, first)<br>GLG and GLP: description of expense  |
| * Quantity          | Number (13.2)       | AP: quantity on voucher sent by VITA to CARS<br>NA for other Expense Types  |
| * eVAPOID           | Text (10)           | AP: eVA Purchase Order ID (Last 10 characters)<br>NA for other Expense Types  |
| * eVAPOLineNumber   | Number (5)          | AP: eVA Purchase Order Line Number<br>NA for other Expense Types  |
| * eVAPOLineDistrib  | Number (5)          | AP: eVA Purchase Order Line Distribution Number<br>NA for other Expense Types   |
| * eVAReceiptNumber  | Text (10)           | AP: eVA Receiver Number (First 10 characters)<br>NA for other Expense Types   |
| Subobject           | Text (10)           | AP: eVA Purchase Order sub-object code<br>PR: Payroll sub-object code Ex: 1111, 1112 ...<br>GLG and GLP: Sub-object code                              |
| BaseAmt             | Number (13.2)       | AP: dollar amount on voucher<br>PR: total by payroll code for employee for payroll processed on Acctg Dt.<br>GLG and GLP: dollar amount of adjustment |
| AdminFee            | Number (13.2)       | Cost of the Admin Fee (5.52% of Base Amt)   |
| TotalAmt            | Number (13.2)       | Base Amt plus the Admin Fee   |
| InvoiceNo           | Text (10)           | VITA Invoice Number. Ex: D000004729   |
| InvoiceDt           | Date DD-MON-YY      | Date of Invoice   |
| BillPeriodStartDate | Date DD-MON-YY      | First day of billing period month   |
| BillCycleID         | Text (1)            | Valid values: A = Standard Bill Cycle; B, C, ... = Special Bill Cycles.   |
| ExpTranID           | Text (22)           | VITA Internal Use Only  |
| SumTranID           | Text (22)           | System-generated unique identifier for a transaction on an IAT. VITA Internal Use Only  |

**NOTES:**

- (1) Fields with asterisk (\*) are in the IT Goods and Services CSV file ONLY.
- (2) Text fields have double-quote mark wrappers (Example: ..., "GLP", ...)
- (3) CSV file name format: DBSzzC-yymmmx-1111-22222.csv where zz is PR if CSV file contains IT Payroll expense data and GS if CSV file contains IT Goods and Services expense data, **yymmmx** is the year, month and bill cycle id (bill cycle id = A for a Standard Bill Cycle; B, C, ... for a Special Bill Cycle), **1111** is the COV agency number for the customer receiving the bill, **22222** is the bill receiver's id (VITA internal use only).