FSIO

Financial Systems Integration Office

Federal Financial Management

Charge Card Data Elements

Version 1.1
December 2007

Contents

Chapter 1 Introduction 1

1.1 Background 1

1.2 Approach 2

1.3 Purpose of Document 2

1.4 How to Use This Document 3

Chapter 2 Analysis of Data Elements 5

2.1 Data Categories 5

2.2 Additional Data Elements 6

Appendix Contributors 19

TABLES

Table 1. Data Categories 5

Table 2. Additional Data Elements 7

Table 3. Contributors 19

Chapter 1
Introduction

1.1 BACKGROUND

Improving financial performance across government is one of the President's top management priorities. A key factor in the success of the Financial Management Line of Business (FMLoB) is that Federal agencies implement financial management systems that produce timely, useful, and reliable information for decision making.

Over the past few decades, the Federal government increasingly has standardized the way it develops and implements its financial management systems. The Federal government has committed significant resources to implement financial management systems that meet its information needs, and each successive effort has reduced the cost and improved the quality of agency financial systems. Agencies are continuing their efforts to comply with Federal financial management system requirements, applicable accounting standards, and information security requirements, as they develop systems that meet financial and program managers' information needs.

The FMLoB initiative arose out of the need to further reduce the cost and risk of Federal financial system implementations. To meet these objectives and to ensure that systems continue to meet the information needs of the Federal government, the FMLoB focuses on leveraging technology investments across government to assist with standardizing the underlying business processes of Federal agencies.

The goals of the FMLoB are as follows:

- Provide timely and accurate data for decision making
- Facilitate stronger internal controls that ensure integrity in accounting and other stewardship activities
- Reduce costs by providing a competitive alternative for agencies to acquire, develop, implement, and operate financial management systems through shared service solutions
- Standardize systems, business processes, and data elements
- Provide for seamless data exchange between and among Federal agencies by implementing a common language and structure for financial information and system interfaces.

In support of FMLoB's standardization goal, the Chief Financial Officers Council's Financial Systems Integration Office (FSIO) Transformation Team assembled a group of agency representatives to work with FSIO to assess government-wide data requirements for the General Services Administration (GSA) SmartPay® 2 charge cards. The assessment resulted in the identification of additional data elements that

were not listed in the GSA SmartPay® 2 charge card master contract. [1] This document defines those additional data elements and specifies the data characteristics of these elements for exchanging charge card information with financial institutions.

1.2 APPROACH

A list of the data element names and descriptions from the GSA SmartPay® 2 master contract was provided to each agency. Each agency was asked to compare the existing data requirements with its information needs to identify any additional data elements. The information submitted by the agencies served as the basis for a series of subsequent focus group meetings.

Focus groups were assembled for the following major card program types:

- Purchase—for purchasing general supplies and services
- Travel—for travel expenses related to official government travel (airline, hotel, meals, incidentals)
- Fleet—for fuel and supplies for government vehicles.

(The fourth card program type—Integrated—does not have data needs separate from the other card program types.)

The Appendix lists the individuals who participated in the focus groups. Agencies with integrated cards (two or more business lines whose processes are integrated into one card) were asked to participate in the focus groups of their choice.

The focus groups reviewed each proposed data element and reached consensus on which data elements represented a government-wide need. In many cases, multiple agencies proposed the same data elements. The focus groups also agreed on common data element names, field lengths, and data types. In addition, they made changes to improve some of the data definitions proposed on the initial agency submissions.

1.3 PURPOSE OF DOCUMENT

This document identifies additional government-wide requirements for data elements that were not initially identified by agencies to be included in the GSA SmartPay® 2 master contract. The data elements from the master contract can be found at www.gsa.gov/gsasmartpay. While optional, agencies may combine any of these additional data elements with the data elements from the GSA SmartPay® 2 master contract to obtain a comprehensive list of data elements to be used in their task order requests for GSA SmartPay® 2 charge card services.

[1] Section C.3.2, Program and Transaction Data, from the GSA SmartPay® 2 master contract request for proposals, as amended on January 11, 2007.

1.4 HOW TO USE THIS DOCUMENT

While not mandatory, agencies can use this document to establish their specific data/interface requirements and layouts as part of their GSA SmartPay® 2 task order request.

Chapter 2
Analysis of Data Elements

2.1 DATA CATEGORIES

Each data element is categorized by the type of data. The baseline set of categories provided in the master contract have been used when appropriate. Some new categories were added as well:

- Card Account Controls—identifies the controls that can be placed on a cardholder account
- Invoice—identifies the additional data elements for invoices not included in Section C.1.18.1.10 of the master contract
- Account Reconciliation—identifies the data elements needed to support card account reconciliation and the reallocation of charges
- Convenience Check—identifies data elements that need to be captured for convenience check transactions.

Table 1 lists the data categories.

Table 1. Data Categories

Data Category	File Type		Applies to[a]		
	Transaction	Master File	Purchase	Travel	Fleet
Approving Official (AO)		X	X	X	X
Agency/Organization Program Coordinator (AOPC)		X	X	X	X
Designated Billing Office (DBO)		X	X	X	X
EC/EDI Office (EO)		X	X	X	X
Transaction Dispute Office (TDO)		X	X	X	X
Report Specific		X	X	X	X
Merchant		X	X	X	X
Transaction Processing	X		X	X	X
Authorization	X		X	X	X
Dispute	X		X	X	X
Refund	X		X	X	X
Product/Service	X		X	X	X
Airline Industry Transaction	X			X	
Lodging Industry Transaction	X		X	X	
Car Rental Industry Transaction	X		X	X	X

Table 1. Data Categories

Data Category	File Type		Applies to[a]		
	Transaction	Master File	Purchase	Travel	Fleet
Fleet Card Specific Transaction	X				X
Summary Transaction	X		X	X	X
Summary Air/Lodging/Car Rental Transaction	X		X	X	X
Summary Aging	X		X	X	X
Summary Card Holders	X		X	X	X
Card Account		X	X	X	X
Card Account Controls[b]		X	X	X	X
Invoice[b]	X		X	X	X
Account Reconciliation[b]	X		X		X
Convenience Check[b]	X		X		X

[a] From the GSA SmartPay® 2 master contract.

[b] New categories.

2.2 ADDITIONAL DATA ELEMENTS

Table 2 lists the additional government-wide data elements identified by the focus groups. The table contains ten columns:

- Data category—groups data elements by category
- Field name—contains short text describing the data element
- Length—identifies how long the data element should be (field lengths are estimated)
- Type—describes whether the data element is alphanumeric, numeric, date, or date time
- Definition—describes the data element
- Purchase card/travel card/fleet card—indicates which types of card programs apply
- Master file/transaction—indicates whether the data element relates to a master file or is transaction based.

The working group believes that many of the items, although not listed in the master contract, are already provided by the GSA SmartPay® 2 contractors. The Department of Defense also notes that it uses data elements specified in the ANSI X12 standard for Transaction Sets 821 (Obligation), 820 (Payment) and 810 (Invoice).

Table 2. Additional Data Elements

Row	Data Category	Field Name	Length	Type	Definition	Purchase Card	Travel Card	Fleet Card	Master File/Transaction
1	Account Reconciliation	Agency Purchase Order Line Number	5	Alphanumeric	Number of a line in an agency purchase order. Data element entered post-transaction by agency.	X		X	Transaction
2	Account Reconciliation	Certification Date	8	Date	Date the cardholder's online statement was approved by the certifying officer.	X	X	X	Transaction
3	Account Reconciliation	Cycle Begin Date	8	Date	Statement cycle start date used for reporting and reconciliation.	X	X	X	Transaction
4	Account Reconciliation	Cycle End Date	8	Date	Statement cycle end date used for reporting and reconciliation.	X	X	X	Transaction
5	Account Reconciliation	Discretionary 1 Code	20	Alphanumeric	Discretionary field used to send any additional cardholder data. Data element entered post-transaction by agency.	X		X	Transaction
6	Account Reconciliation	Discretionary 2 Code	20	Alphanumeric	Discretionary field used to send any additional cardholder data. Data element entered post-transaction by agency.	X		X	Transaction
7	Account Reconciliation	Discretionary 3 Code	20	Alphanumeric	Discretionary field used to send any additional cardholder data. Data element entered post-transaction by agency.	X		X	Transaction
8	Account Reconciliation	Line Item Description	250	Alphanumeric	Details about the transaction entered by the cardholder.	X	X	X	Transaction

Table 2. Additional Data Elements

Row	Data Category	Field Name	Length	Type	Definition	Purchase Card	Travel Card	Fleet Card	Master File/Transaction
9	Account Reconciliation	Original Reference Number	50	Alphanumeric	Unique transaction identification number assigned to the original transaction and subsequent related transactions, linking corresponding records.	X	X	X	Transaction
10	Account Reconciliation	Reallocation Accounting Code	202	Alphanumeric	Accounting line used to reallocate charges from one account to another. Data element entered post-transaction by agency.	X		X	Transaction
11	Account Reconciliation	Reallocation Amount	14	Numeric	Amount used to reallocate charges from one accounting line to another. Data element entered post-transaction by agency.	X		X	Transaction
12	Account Reconciliation	Statement Approving Official First Name	20	Alphanumeric	First name of final approving official who approved the cardholder's online statement.	X	X	X	Transaction
13	Account Reconciliation	Statement Approving Official Last Name	20	Alphanumeric	Last name of final approving official who approved the cardholder's online statement.	X	X	X	Transaction
14	Account Reconciliation	Statement Total Amount	14	Numeric	Total amount of the cardholder's online statement.	X	X	X	Transaction
15	Approving Official	AO Account Setup Date	8	Date	Approving official's account setup date.	X	X	X	Master File

Table 2. Additional Data Elements

Row	Data Category	Field Name	Length	Type	Definition	Purchase Card	Travel Card	Fleet Card	Master File/Transaction
16	Approving Official	AO Agency Country Name	20	Alphanumeric	Country where the approving official has his/her office.	X	X	X	Master File
17	Approving Official	AO Employee Identifier	15	Alphanumeric	Approving official's employee unique identifier.	X	X	X	Master File
18	Approving Official	AO Middle Name	22	Alphanumeric	Approving official's middle name or initial.	X	X	X	Master File
19	Approving Official	AO Verification Information Answer Text	25	Alphanumeric	Verification answer that uniquely identifies the approving official.	X	X		Master File
20	Approving Official	AO Verification Information Question Text	25	Alphanumeric	Verification question that uniquely identifies the approving official.	X	X		Master File
21	Approving Official	Approving Official Title Name	10	Alphanumeric	Title of the approving official.	X		X	Master File
22	Car Rental Industry Transaction	Daily Rate Amount	14	Numeric	Daily rate charged for the rental.		X	X	Transaction
23	Car Rental Industry Transaction	Extra Charges Amount	14	Numeric	Total amount charged for extras.		X	X	Transaction
24	Car Rental Industry Transaction	Extra Mileage Charge Amount	14	Numeric	Total amount charged at the additional mileage rate.		X	X	Transaction
25	Car Rental Industry Transaction	Other Charges Amount	14	Numeric	Total amount charged for other items.		X	X	Transaction
26	Car Rental Industry Transaction	Regular Mileage Charge Amount	14	Numeric	Total amount charged at the regular mileage rate.		X	X	Transaction

Table 2. Additional Data Elements

Row	Data Category	Field Name	Length	Type	Definition	Purchase Card	Travel Card	Fleet Card	Master File/Transaction
27	Car Rental Industry Transaction	Weekly Rate Amount	14	Numeric	Weekly rate charged for the rental.		X	X	Transaction
28	Card Account	Agency-Specific Embossing Text	19	Alphanumeric	Agency-specific information to be embossed on the third or fourth line of the card.	X			Master File
29	Card Account	Alternate Accounting Code	202	Alphanumeric	Alternate accounting line associated with the account.	X		X	Master File
30	Card Account	Card Account Status Code	3	Alphanumeric	Code used to indicate the status of the account.	X	X	X	Master File
31	Card Account	Card Plastic Type Code	2	Alphanumeric	Code used to indicate whether the government-issued credit card has US Government printed on it.	X			Master File
32	Card Account	Cardholder Account Setup Date	8	Date	Cardholder account setup date.	X		X	Master File
33	Card Account	Cardholder Country Name	20	Alphanumeric	Country where the cardholder lives.	X		X	Master File
34	Card Account	Cardholder Middle Name	15	Alphanumeric	Cardholder's middle name or initial.	X		X	Master File
35	Card Account	Cardholder Verification Information Answer Text	25	Alphanumeric	Verification answer that uniquely identifies the cardholder.	X			Master File
36	Card Account	Cardholder Verification Information Question Text	25	Alphanumeric	Verification question that uniquely identifies the cardholder.	X			Master File

Table 2. Additional Data Elements

Row	Data Category	Field Name	Length	Type	Definition	Purchase Card	Travel Card	Fleet Card	Master File/Transaction
37	Card Account	Checkbooks Count	1	Numeric	Number of checkbooks provided to the cardholder.	X			Master File
38	Card Account	Convenience Check Indicator	1	Alphanumeric	Indicator used to identify accounts that can have a convenience check: P=Purchase Card, C=Convenience Check, B=Both.	X			Master File
39	Card Account	Corporate Account Number	16	Numeric	Agency's corporate account number.	X	X	X	Master File
40	Card Account	Credit Worthiness Status Code	2	Alphanumeric	Code used to identify applicants who have a standard or restricted account and applicants who did not consent to a credit check.		X		Master File
41	Card Account	Default Accounting Code	202	Alphanumeric	Main accounting line associated with the account. At the time of the transaction, Master Accounting Code is the same as the Default Accounting Code.	X	X	X	Master File
42	Card Account	Issue Card Indicator	1	Alphanumeric	Indicator used to identify if a card should be issued for the account.	X			Master File
43	Card Account	Payment Method Indicator	1	Alphanumeric	Indicator used to identify if the purchase card account to be issued to the cardholder will be used exclusively as a method of payment.	X			Master File

Table 2. Additional Data Elements

Row	Data Category	Field Name	Length	Type	Definition	Purchase Card	Travel Card	Fleet Card	Master File/Transaction
44	Card Account	Previous Cardholder Account	16	Numeric	Card account information on an old/stolen/ lost card.	X			Master File
45	Card Account Controls	Annual Purchase Limit Amount	14	Numeric	Maximum amount that a cardholder can spend in a single year.	X		X	Master File
46	Card Account Controls	Cash Advance Percentage	3	Numeric	Percentage of cash of an account that is allowed for cash advances.	X			Master File
47	Card Account Controls	Check Limit Amount	14	Numeric	Maximum amount that a check can be written for.	X			Master File
48	Card Account Controls	Cycle Purchase Limit Amount	14	Numeric	Maximum amount that a cardholder can spend in a single cycle.	X	X	X	Master File
49	Card Account Controls	Quarterly Purchase Limit Amount	14	Numeric	Maximum amount that a cardholder can spend in a single quarter.	X		X	Master File
50	Card Account Controls	Warranted Officer Amount	14	Numeric	Dollar value of warrant for warranted contracting officer.	X			Master File
51	Convenience Check	1099 Vendor Taxpayer Identification Number	11	Numeric	Taxpayer identification number of the check recipient. Data element entered post-transaction by agency.	X			Transaction
52	Convenience Check	Cash Advance Indicator	1	Alphanumeric	Indicator used to identify if the check was used for a travel cash advance. Data element entered post-transaction by agency.	X			Transaction

Table 2. Additional Data Elements

Row	Data Category	Field Name	Length	Type	Definition	Purchase Card	Travel Card	Fleet Card	Master File/Transaction
53	Convenience Check	Convenience Check Issue Date	8	Date	Date the convenience check was issued to the vendor. Data element entered post-transaction by agency.	X			Transaction
54	Convenience Check	Convenience Check Remittance Advice Text	75	Alphanumeric	Remittance advice recorded on the check to indicate the service or item acquired. Data element entered post-transaction by agency.	X			Transaction
55	Convenience Check	Convenience Check Services or Supplies Indicator	14	Alphanumeric	Indicator required for 1099-related processing that identifies services or supplies. Data element entered post-transaction by agency.	X			Transaction
56	Convenience Check	Convenience Check Training Indicator	1	Alphanumeric	Flag indicating if the check was used to acquire training. Data element entered post-transaction by agency.	X			Transaction
57	Convenience Check	Convenience Check Travel Authorization Number	16	Alphanumeric	Travel authorization number. Data element entered post-transaction by agency.	X			Transaction
58	Convenience Check	Entity Type Code	20	Alphanumeric	Code used to indicate the type of entity to whom the check was written: corporate, individual, partnership, government, foreign vendor, etc. Data element entered post-transaction by agency.	X			Transaction

Table 2. Additional Data Elements

Row	Data Category	Field Name	Length	Type	Definition	Purchase Card	Travel Card	Fleet Card	Master File/Transaction
59	Fleet Card Specific Transaction	Fuel Type Code	1	Alphanumeric	Code used to identify how the fuel type was used: ground, aviation, or marine.			X	Transaction
60	Fleet Card Specific Transaction	Miscellaneous Tax Amount	14	Numeric	Amount of miscellaneous tax that was paid.			X	Transaction
61	Fleet Card Specific Transaction	Primary Motor Fuel Tax Amount	8	Numeric	Amount of primary motor fuel tax that was paid.			X	Transaction
62	Fleet Card Specific Transaction	Secondary Motor Fuel Tax Amount	8	Numeric	Amount of secondary motor fuel tax that was paid.			X	Transaction
63	Fleet Card Specific Transaction	Vehicle Make Name	25	Alphanumeric	Manufacturer of the vehicle, such as Ford, Chevrolet, or Dodge.			X	Transaction
64	Fleet Card Specific Transaction	Vehicle Tag Number	17	Alphanumeric	License tag number of the vehicle.			X	Transaction
65	Fleet Card Specific Transaction	Vehicle Identification Number	25	Alphanumeric	Unique number assigned to the vehicle when it was manufactured.			X	Transaction
66	Invoice	Current Payments Due Amount	14	Numeric	Current payments due for the invoice as defined by the agency.	X	X	X	Transaction
67	Invoice	Invoice Line Item Number	6	Numeric	Number of the line item on the invoice.	X	X	X	Transaction
68	Invoice	Invoice Number	15	Numeric	Unique identifying number on an invoice.	X	X	X	Transaction

Table 2. Additional Data Elements

Row	Data Category	Field Name	Length	Type	Definition	Purchase Card	Travel Card	Fleet Card	Master File/Transaction
69	Invoice	Payment Due Date	8	Date	Date the card account payment is due.	X	X	X	Transaction
70	Invoice	Total Payment Amount	14	Numeric	Amount of total payments.	X	X	X	Transaction
71	Product/Service	Commodity Code	15	Alphanumeric	National standard coding structure for the description of goods and services.	X			Transaction
72	Summary Transaction	Current Payments Due Amount	14	Numeric	Current payments due for the account.	X	X	X	Transaction
73	Summary Transaction	Payments Past Due Count	3	Numeric	Number of payment cycles past due for the account.	X	X	X	Transaction
74	Summary Transaction	Total 1099 Transaction Amount	14	Numeric	Total amount of transactions for the merchant that are 1099 reportable.	X		X	Transaction
75	Summary Transaction	Total 1099 Transaction Count	15	Numeric	Total count of transactions for the merchant that are 1099 reportable.	X		X	Transaction
76	Summary Transaction	Total Fuel Adjustment Amount	14	Numeric	Amount of all fuel adjustments.			X	Transaction
77	Summary Transaction	Total Past Due Amount	14	Numeric	Total amount past due associated with the account.		X		Transaction
78	Transaction Processing	Agency Purchase Order Number	25	Alphanumeric	Unique identification number for a purchase order.	X		X	Transaction
79	Transaction Processing	Exempt Taxes Amount	14	Numeric	Amount of exempt taxes that was paid.	X	X	X	Transaction

Table 2. Additional Data Elements

Row	Data Category	Field Name	Length	Type	Definition	Purchase Card	Travel Card	Fleet Card	Master File/Transaction
80	Transaction Processing	Foreign Currency Amount	14	Numeric	Transaction amount stated in the foreign currency.	X	X	X	Transaction
81	Transaction Processing	Foreign Currency Code	3	Alphanumeric	Code indicating the currency used to bill the charge.	X	X	X	Transaction
82	Transaction Processing	Foreign Currency Conversion Rate	10	Numeric	Exchange rate used to convert the foreign currency into U.S. dollars.	X	X	X	Transaction
83	Transaction Processing	Line Item Identification Number	50	Alphanumeric	Unique number used to identify a line item within a transaction.	X			Transaction
84	Transaction Processing	Point of Sale Indicator	1	Alphanumeric	Indicator used to identify whether the transaction occurred at a point of sale or was manually forced through.	X	X	X	Transaction
85	Transaction Processing	Posting Time	12	Date Time	Time when the transaction was posted to the account.	X	X	X	Transaction
86	Transaction Processing	Receipt Number	7	Alphanumeric	Unique identifying number provided by a merchant. The number is unique to the merchant but may duplicate numbers used by other merchants.	X		X	Transaction
87	Transaction Processing	Transaction Dispute Indicator	1	Alphanumeric	Indicator used to identify if the transaction is in dispute.	X	X	X	Transaction

Table 2. Additional Data Elements

Row	Data Category	Field Name	Length	Type	Definition	Purchase Card	Travel Card	Fleet Card	Master File/Transaction
88	Transaction Processing	Travel Authorization Number	24	Alphanumeric	Number that authorizes the company selected by the Government Travel Service to reserve and deliver tickets or other documents related to air, rail, sea, and land transport; reserve hotel accommodations; and rent vehicles. Agencies use it to help reconcile expenses that appear on travel statements.	X	X		Transaction
89	Transaction Processing	Unique Transaction Number	15	Alphanumeric	Unique number assigned to the original transaction. Number is unique per fiscal year.	X	X	X	Transaction
90	Transaction Processing	Value Added Tax Amount	15	Numeric	Amount of value added tax paid.	X	X		Transaction

Appendix
Contributors

Table 3 lists the individuals who participated in the focus group meetings and shows the focus group areas in which they participated.

Table 3. Contributors

Organization	Name	Fleet	Purchase	Travel
Department of Commerce	Cynthia Curtis (National Oceanic and Atmospheric Administration)			X
	Ken Pooton		X	X
	Donna Rimmer (National Oceanic and Atmospheric Administration)		X	
	Brenda Walters (Patent and Trademark Office)		X	X
Department of Defense	Liz Baines (Defense Energy Support Center)	X		
	Jay Fitzsimonds (Defense Finance and Accounting Service)		X	
	Gregory Plasters (Purchase Card Program Management Office)		X	
	Don Williams (Defense Energy Support Center)	X		
Department of Education	Anmarie Lippert		X	
	Tina Wood			X
Department of Energy	Angela Chase		X	X
Department of Health and Human Services	Marisha Foreman		X	X
	Jim Kerr	X		
	Rita Warren		X	X
Department of Housing and Urban Development	Brenda Craig	X	X	
	Sandra Webb	X	X	
Department of the Interior	Kathy Hager (National Business Center)	X	X	X
Department of Justice	Harold Belcher		X	
	Darryl Lawson		X	X
Department of Transportation	Arnie Linares			X
	Susan Tollerson		X	X
	Peter Voong		X	X

Table 3. Contributors

Organization	Name	Fleet	Purchase	Travel
Department of the Treasury	Jenni Dickerson (Bureau of Public Debt)	X	X	
	Angela Coleman (Internal Revenue Service)		X	
Department of Veterans Affairs	Robert Wilson		X	X
GSA	Laverne Barron			X
	Jenny Kane	X		
	Tonya Smith		X	X
	Anh Tang		X	X
National Aeronautics and Space Administration	Doreen Medzi		X	
Smithsonian Institution	Robert Tanner		X	
Social Security Administration	Kathy Borisko		X	
	Kevin Kulesa			X
FSIO	Doris Chew	X	X	X
Program Office Support (LMI)	Dena Bellack	X	X	X
	Susan Johnson	X	X	X
	Delta Pelgrim	X	X	X