

Technical Guide For OAA Client Agencies

Purpose of this guide

This guide was created for OAA client agency staff that work with debt files and reports. It provides information on field layouts and descriptions. Additional technical information may be added in the future, based on client agency feedback.

OAA may periodically distribute updated versions of this guide in response to significant changes to file or report formats. In order to avoid confusion or technical problems, we strongly suggest always using the newest guide available.

What's new?

7/18/18	➤ This is the first production version of this guide. Chronological updates will display here in the future.
9/16/19	➤ Update to monthly reports reflecting Private Collection Firm (PCF) referral. Added definition to letter codes on monthly reports. Information on what each report contributes for LFO filing.

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Reports: Response [^](#)

If any transaction records are processed for an account, a Response report will be distributed the next business day with the result of each record. This report can be found on Revenue Online (ROL) and is a .csv format.

Column header definitions, from left to right:

- Action – single letter abbreviation for transaction type requested
 - In this report, representative of the record submitted
 - A = Add a Debt
 - O = Comment associated with Add a Debt
 - C = Change to Debt
 - D = Delete/Remove Debt
 - P = Payment Advice
 - R = Replace
- PrgmCode – program code (ex: 79D)
- Status – the result of our attempt to validate the record; can be “Processed”, “Rejected”, or “Under Review”
 - Processed – the record passed validation and will be implemented
 - Rejected – the record did not pass validation and did not make it into the system
 - Under Review – the record passed validation but did not match something in our system and will be looked at by OAA staff.
- Name – debtor’s name (ex: SMITH, JOHN; XYZ INC)
- Year – year identifier (ex: 2016)
- Period – period number (ex: 10)
- Liability – liability number (ex: 1)
- TransDte – transmittal date (ex: 10/5/2016)
- Tax – amount of transaction that impacts principal balance
- Penalty – amount of transaction that impacts penalty balance
- Interest – amount of transaction that impacts interest balance
- Payment – payment amount (applies only to payment advice transactions)
- SSN – debtor’s Social Security Number
- BIN – debtor’s Business Identification Number
- AgencyId – agency identification number
- DebtId – debt identification number

- Sequence – number representing the order in which an error occurred for a particular record
 - Starts at “1”, increments by 1 for each additional error; “0” if no error occurred
- ErrorCode – OAA’s internal error reference number for an error that occurred; “0” if no error occurred
- Error – description of an error, if one occurred

Reports: Stat [^](#)

At the end of the month, a Stat report is provided with a list of all debt assignments that were successfully registered for collection, returned to your program that same month, or assigned to a private collection firm PCF (only programs that have opted in for full collection).

Column header definitions, from left to right:

- Action – single letter abbreviation for transaction type
 - In this report,
 - A = Added
 - C = Cancelled
 - T = Assigned to PCF
- PrgmCode – program code (ex: 79D)
- Name – debtor's name (ex: SMITH, JOHN; XYZ INC)
- YRPL – a field containing Year, Period Number and Liability Number concatenated into a single number
- PostDte – the date the Action indicated posted
- Tax – amount of transaction that impacts principal balance
- Penalty – amount of transaction that impacts penalty balance
- Interest – amount of transaction that impacts interest balance
- SSN – debtor's Social Security Number
 - Full collection programs will not have this column
- BIN – debtor's Business Identification Number

- ReturnCode – 3-digit code indicating the reason the debt was returned
 - 138 – Bankruptcy – Chapter 7
 - 139 – Bankruptcy – Chapter 11
 - 140 – Bankruptcy – Chapter 13
 - 141 – Return for Private Collection Firm Referral
 - 142 – Bankruptcy – Chapter 9
 - 143 – Bankruptcy – Chapter 12
 - 144 – Bankruptcy – Chapter 15
 - 145 – Bankruptcy Discharge
 - 146 – Bankruptcy Hardship Discharge
 - 875 – Deceased Debtor
 - 876 – Unable to Locate Debtor
 - 879 – Agency Requests Liability Return
 - 880 – Uncollectible Liability
 - 882 – Return Per Approved Settlement Offer
 - 885 – Business Closed; No Assets
 - 886 – Balance Too Small To Pursue
 - 891 – Liability Set Up In Error
 - 893 – Incarcerated Debtor
 - 894 – Debtor Is A Minor
 - 895 – Duplicate Assignment
 - 899 – Disputed Liability
- AgencyId - agency identification number
- Month – the month the report is referring to
- Year – the year the report is referring to

LFO information is included in this report and can be tracked for reporting. This report is giving a monthly listing of:

- new (A) debts set up
- cancelled (C) debts
- new debts sent to a PCF (T)

Reports: Payments [^](#)

At the end of the month, a Payments report is provided with a list of any payment transactions that have occurred, including payment reversals.

Column header definitions, from left to right:

- PrgmCode – program code (ex: 79D)
- Name – debtor’s name (ex: SMITH, JOHN; XYZ INC)
- YRPL – a field containing Year, Period and Liability Number concatenated into a single number
- SSN – debtor’s Social Security Number
 - Full collection programs will not have this column
- BIN – debtor’s Business Identification Number
- TranDte – transaction date of payment (ex: 10/1/2016)
- PayAmt – total payment amount
 - For PADV transactions, this will normally be zero; if you see a non-zero value in this column, there was an adjustment to distribution related to this transaction (contact us at aaa.technicalhelp@oregon.gov for assistance)
- PrincipalAmt – amount of the total payment that was applied to the principal balance
- PenaltyAmt – amount of the total payment that was applied to the penalty balance
- InterestAmt – amount of the total payment that was applied to the interest balance
- CollFee – collection fee assessed for the payment
- DistributionAmt – net amount distributed to your agency
- TypeCode – single character identifying where the payment was received
 - P – payment received at OAA
 - B – payment received at agency
 - T – payment received at private collection firm
- AgencyId – agency identification number

- PayType – abbreviation describing the type of payment
 - CCP – credit card payment
 - GPMT – garnishment payment
 - OFFS – refund offset
 - PMT – payment
 - PADV – payment advice
 - CASH – temporary cashiering deposit; this is always reversed and replaced with an identical PMT transaction within about a day, but close to the end of the month these are sometimes rolled into distribution and must be included in the report
 - PCFP – private collection firm payment
- Month – the month the report is referring to
- Year – the year the report is referring to
- TransId- transaction ID used within OAA's system

LFO information is included in this report and can be tracked for reporting. This report is giving a monthly listing of:

- Collection payments due to OAA collections (all payment types except PCFP)
 - OAA collection fees (CollFee)
- Collection payments due to PCF collections (PCFP payment type only)
 - PCF collection fees (CollFee)

Reports: Zero [^](#)

At the end of the month, a Zero report is provided with a list of all debts that were reduced to a \$0.00 balance. It will include debts listed as returned in the Stats Report.

Once a debt appears on this report, any attempts to adjust it through additional transaction records will be automatically rejected. The debt will also no longer appear on the Aging Report.

Column header definitions, from left to right:

- PrgmCode – program code (ex: 79D)
- Name – debtor's name (ex: SMITH, JOHN; XYZ INC)
- SSN – debtor's Social Security Number
 - Full collection programs will not have this column
- YRPL – a field containing Year, Period and Liability Number concatenated into a single number
- BIN – debtor's Business Identification Number
- TranDte – date when the balance was reduced to zero (ex: 10/1/2016)
- Balance – remaining balance (will always be zero)
- AgencyId – agency identification number
- Month – the month the report is referring to
- Year – the year the report is referring to
- ActionCode – single letter abbreviation for transaction type (similar to Stat report)
 - In this report,
 - C = Cancelled
 - F = Paid in Full

Reports: Aging [^](#)

At the end of the month, an Aging report is provided that lists all debts with a balance remaining in collection. Debts referred to collection will be added to this report, and debts paid in full or returned will be removed from it.

This report is only provided for full collection programs.

Column header definitions, from left to right:

- PrgmCode – program code (ex: 79D)
- Name – debtor's name (ex: SMITH, JOHN; XYZ INC)
- YRPL – a field containing Year, Period and Liability Number concatenated into a single number
- BIN – debtor's Business Identification Number
- TranDte – transmittal date (ex: 10/5/2016)
- Principal – amount of remaining principal balance
- Penalty – amount of remaining penalty balance
- Interest – amount of remaining interest balance
- Fee – will show as zero at this time. It was added in order to show the remaining balance of fees owed if the agency is having OAA add the fee to the debt on their behalf. This is a future enhancement.
- Balance – total remaining balance
- AgencyId – agency identification number
- Month – the month the report is referring to
- Year – the year the report is referring to
- Status – lets you know who is collecting the debt
 - OAA - with OAA for collections
 - PCF - at a Private Collection Firm for collections

LFO information is included in this report. The Aging report is used for the beginning fiscal year balance and the end of fiscal year balance. For example, if you are completing your LFO in September 2019, you will use the Aging report for June 2018 for the beginning balance and the June 2019 Aging report for the ending balance. The information on the Aging report will give you:

- Total balance of debt with OAA for collections (accounts with Status of OAA)
 - Number of debts with OAA (a count of all accounts with Status of OAA)
- Total balance of debt with PCF for collections (accounts with Status of PCF)
 - Number of debts with PCF for collections (a count of all accounts with Status of PCF)

Reports: Recon [^](#)

At the end of the month, a Recon report is provided that lists the balances of all debts that have ever been referred to collection, even those that were paid in full or returned.

This report is only provided for restricted debts. It is formatted as a plain text file with a fixed-width field layout.

Field layout chart:

Field Position	Field Length	Name	Description
1	8	Transaction sequence number	Identifies the position of the record within the file; starts at "1" and increments for each additional record
9	12	SSN	Social Security Number
21	12	BIN	Business Identification Number
33	5	Program	Program code (ex: *079D)
38	33	Name	Debtor's name (ex: SMITH, JOHN; XYZ INC)
71	16	Agency Id	Agency identification number
87	15	Total Debt	Total debt referred to collection
102	16	Payment	Total of payments applied to debt
118	16	Balance	Total balance remaining on debt

- Legacy 3-digit program codes will have a zero ("0") appended to the beginning of the code
- Fields do not have spaces between them; if a value exceeds the maximum field length, it will be truncated in the report.
 - Example: A debtor with the name...
"SCHNEIDERMANN-HIGGANBOTHAM, ALEXANDRIA"
...and agency identification number...
"SHALEXAN22921"
...would display as...
"SCHNEIDERMANN-HIGGANBOTHAM, ALEXASHALEXAN22921"
...in the record listed for the associated debt.
- Non-currency field values will always start at their respective field positions. Currency field values will align to the end of their field.
- If a restricted debt was assigned with penalty or interest amounts as part of the total debt, they won't be displayed separately in this report. OAA does not manage the application of funds to penalty and interest for restricted debts.

Reports: Distribution [^](#)

At the end of the month, a Distribution report is provided that lists the amount of funds being electronically transferred to each program, including details on adjustments and collection fees withheld.

Currently, this report is provided manually via email and contains information for every client agency program with activity. In the future, this will be converted into an automated report that will be individualized per Revenue Online agency customer.

Column header definitions, from left to right:

- Program – program code (“0” appended to legacy 3-digit codes; ex: 079D)
- Customer name – agency name registered in our system
- Account name – program name registered in our system
- Total payments – total payments received by OAA
- Collection Fee Amount – total collection fees assessed by OAA
- Balance Forward – net debit/credit carried over from a prior distribution
- Adjustments – net debit/credit manual adjustment on this distribution
- Agency Amount – total payments minus total collection fees
- Net Agency Distribution – agency amount minus balance forward and adjustments

Debt Files: Important Information [^](#)

- Field type explanations:
 - Numeric – number characters only
 - Alphanumeric – number and non-number characters allowed
 - Currency – number characters only, with single decimal allowed to separate dollars from cents (ex: 1.54)
- Both formats convey the same amount of information and in the same manner; the main difference is in how the fields are separated from each other (commas vs. specific widths and line positions)
 - Specifically for the CSV format:
 - Alphanumeric fields must always be enclosed within double quotation marks, “like this”
 - This does not apply to numeric or currency fields
 - Specifically for the fixed-width format:
 - Field values cannot be longer than the defined length of their field
- **ALL FIELD LAYOUT & FIELD DEFINITION INSTRUCTIONS MUST BE COMPLETELY ADHERED TO; FAILURE TO DO SO CAN CAUSE MASSIVE PROBLEMS WITH PROCESSING RECORDS OR ENTIRE DEBT FILES ACCURATELY**

Debt Files: Legacy CSV Field Layout [^](#)

Field Position	Name	Type
1	Blank 1	Alphanumeric
2	Blank 2	Numeric
3	Action code	Alphanumeric
4	SSN	Numeric
5	Secondary SSN	Numeric
6	Blank 3	Numeric
7	Agency account number	Numeric
8	Principal amount	Currency
9	Penalty amount	Currency
10	Interest amount	Currency
11	Payment amount	Currency
12	Program code	Alphanumeric
13	Year	Numeric
14	Period	Numeric
15	Liability number	Numeric
16	Interest rate code	Alphanumeric
17	Interest end date	Numeric
18	Transmittal date	Numeric
19	Batch count	Numeric
20	Work code	Alphanumeric
21	First name 1	Alphanumeric
22	Middle initial 1	Alphanumeric
23	Last name 1	Alphanumeric
24	Suffix 1	Alphanumeric
25	First name 2	Alphanumeric
26	Middle initial 2	Alphanumeric
27	Last name 2	Alphanumeric
28	Suffix 2	Alphanumeric
29	Address line 1	Alphanumeric
30	Address line 2	Alphanumeric
31	City	Alphanumeric
32	State	Alphanumeric
33	Zip code	Numeric
34	Area code	Numeric
35	Phone number	Numeric
36	Address status	Alphanumeric

Debt Files: Legacy Fixed-Width Field Layout [^](#)

Field Position	Name	Column Starting Point	Field Length	Type
1	Blank 1	1	11	Numeric
2	Action code	12	1	Alphanumeric
3	SSN	13	10	Numeric
4	Secondary SSN	23	10	Numeric
5	Blank 2	33	10	Numeric
6	Agency account number	43	15	Alphanumeric
7	Principal amount	58	13	Currency
8	Penalty amount	71	13	Currency
9	Interest amount	84	13	Currency
10	Payment amount	97	13	Currency
11	Program code	110	3	Alphanumeric
12	Year	113	4	Numeric
13	Period	117	3	Numeric
14	Liability number	120	2	Numeric
15	Interest rate code	122	2	Alphanumeric
16	Interest end date	124	8	Numeric
17	Transmittal date	132	8	Numeric
18	Batch count	140	8	Numeric
19	Work code	148	1	Alphanumeric
20	First name 1	149	15	Alphanumeric
21	Middle initial 1	164	1	Alphanumeric
22	Last name 1	165	15	Alphanumeric
23	Suffix 1	180	3	Alphanumeric
24	First name 2	183	15	Alphanumeric
25	Middle initial 2	198	1	Alphanumeric
26	Last name 2	199	15	Alphanumeric
27	Suffix 2	214	3	Alphanumeric
28	Address line 1	217	40	Alphanumeric
29	Address line 2	257	40	Alphanumeric
30	City	297	25	Alphanumeric
31	State	322	2	Alphanumeric
32	Zip code	324	6	Numeric
33	Area code	330	4	Numeric
34	Phone number	334	8	Numeric
35	Address status	342	1	Alphanumeric

Debt Files: Legacy Field Definitions [^](#)

➤ Blank 1, 2, 3, etc.

- Alphanumeric field type (CSV ONLY)
 - Place an empty set of double quotation marks ("") in this field
- Numeric field type
 - Place a zero in this field

➤ Action code

- 1-character action code that determines the record type
- Each record type has special rules & expectations around certain fields in the layout
- Must be one of the following codes: A, O, C, R, P, D
 - A – ADD record
 - Provides a new debt assignment
 - O – COMMENT record (UNRESTRICTED ONLY)
 - Provides additional information about a new debt assignment
 - Can only be associated with ADD records included in the same debt file
 - C – CHANGE record
 - Provides a positive or negative adjustment to the assigned amount of an existing debt assignment
 - R – REPLACE record
 - Provides an amount that replaces the remaining balance of an existing debt assignment
 - P – PAYMENT ADVICE record (UNRESTRICTED ONLY)
 - Provides notification of payment received at agency for an existing debt assignment
 - D – DELETE record
 - Cancels an existing debt assignment

➤ SSN

- The SSN associated with the debtor
- This field can also be used to provide an ITIN, BIN or FEIN
- (UNRESTRICTED ONLY) Place a zero in this field if unable to provide

➤ Secondary SSN

- Place a zero in this field

➤ Agency account number

- Unique identifier for the debt associated with the record

- Ideally, no two debts from the same program should share the same identifier
- (RESTRICTED ONLY) Can place a zero in this field, but this is not recommended
 - Any value provided in this field with an ADD record must always be provided with subsequent records that target the debt
- **Principal amount**
 - ADD records
 - The principal balance of the new debt assignment
 - CHANGE records
 - The amount of collectible principal that needs to be added to or removed from the existing debt
 - REPLACE records
 - The principal balance that the existing debt should be replaced with
 - ALL OTHER RECORDS
 - Place a zero in this field
- **Penalty amount**
 - ADD records (UNRESTRICTED ONLY)
 - The penalty balance of the new debt assignment
 - CHANGE records (UNRESTRICTED ONLY)
 - The amount of collectible penalty that needs to be added or removed from the existing debt
 - ALL OTHER RECORDS
 - Place a zero in this field
- **Interest amount**
 - ADD records (UNRESTRICTED ONLY)
 - The interest balance of the new debt assignment
 - CHANGE records (UNRESTRICTED ONLY)
 - The amount of collectible interest that needs to be added or removed from the existing debt
 - ALL OTHER RECORDS
 - Place a zero in this field
- **Payment amount**
 - PAYMENT ADVICE records (UNRESTRICTED ONLY)
 - The amount of the payment received at agency that was applied to the existing debt
 - If an earlier payment advice needs to be reversed, provide a negative amount in this field
 - ALL OTHER RECORDS

- Place a zero in this field
- **Program code**
 - 3-character program code for the debt associated with the record
- **Year**
 - The year associated with the debt assignment
 - Can be provided in standard (ex: 2018) or century (ex: 218) format
 - Can place a zero in this field
 - Any value provided in this field with an ADD record (including zero) must always be provided with subsequent records that target the debt
- **Period**
 - The period (month) associated with the debt assignment
 - Can be any number between 1 and 12
 - Single-digit months do not require a leading zero
 - Can place a zero in this field
 - Any value provided in this field with an ADD record (including zero) must always be provided with subsequent records that target the debt
- **Liability number**
 - The liability number associated with the debt assignment
 - Can be any number between 1 and 9
 - Can place a zero in this field
 - Any value provided in this field with an ADD record (including zero) must always be provided with subsequent records that target the debt
- **Interest rate code**
 - ADD records
 - 2-character code that specifies the yearly interest rate of the debt
 - (RESTRICTED ONLY) Must always use code AA (0%)
 - ALL OTHER RECORDS
 - (FIXED-WIDTH ONLY) Leave empty
 - (CSV ONLY) Place an empty set of double quotation marks ("") in this field
- **Interest end date**
 - ADD records (UNRESTRICTED ONLY)
 - The date that interest stopped accruing prior to assignment
 - Date format is CYYMMDD (ex: 2180901 for 9/1/2018)
 - If AA (0%) was provided as the interest rate code, place a zero in this field
 - ALL OTHER RECORDS
 - Place a zero in this field

- **Transmittal date**
 - The transmittal date of the record
 - Date format is CYYMMDD (ex: 2180901 for 9/1/2018)
 - If the value in this field is invalid or zero, the date the record is processed will be considered the transmittal date
- **Batch count**
 - Place a zero in this field
 - This is a holdover from the legacy format and is no longer relevant
- **Work code**
 - Place a single W in this field
 - This is a holdover from the legacy format and is no longer relevant
- **First name 1**
 - The debtor's first name
 - COMMENT records (UNRESTRICTED ONLY)
 - (FIXED-WIDTH ONLY) Can leave empty
 - (CSV ONLY) Can place an empty set of double quotation marks (""")
- **Middle initial 1**
 - The first letter of the debtor's middle name
 - (FIXED-WIDTH ONLY) Can leave empty
 - (CSV ONLY) Can place an empty set of double quotation marks (""")
- **Last name 1**
 - The debtor's last name
 - COMMENT records (UNRESTRICTED ONLY)
 - (FIXED-WIDTH ONLY) Can leave empty
 - (CSV ONLY) Can place an empty set of double quotation marks (""")
- **Suffix 1**
 - The debtor's name's suffix
 - (FIXED-WIDTH ONLY) Can leave empty
 - (CSV ONLY) Can place an empty set of double quotation marks (""")
- **First name 2**
 - (FIXED-WIDTH ONLY) Leave empty
 - (CSV ONLY) Place an empty set of double quotation marks (""") in this field
 - This is a holdover from the legacy format and is no longer relevant
- **Middle initial 2**
 - (FIXED-WIDTH ONLY) Leave empty

- (CSV ONLY) Place an empty set of double quotation marks (""") in this field
- This is a holdover from the legacy format and is no longer relevant
- **Last name 2**
 - (FIXED-WIDTH ONLY) Leave empty
 - (CSV ONLY) Place an empty set of double quotation marks (""") in this field
 - This is a holdover from the legacy format and is no longer relevant
- **Suffix 2**
 - (FIXED-WIDTH ONLY) Leave empty
 - (CSV ONLY) Place an empty set of double quotation marks (""") in this field
 - This is a holdover from the legacy format and is no longer relevant
- **Address line 1**
 - ADD records
 - The first address line of the debtor's mailing address
 - COMMENT records (UNRESTRICTED ONLY)
 - The first comment field
 - At least one of the two comment fields should have a value
 - ALL OTHER RECORDS
 - (FIXED-WIDTH ONLY) Leave empty
 - (CSV ONLY) Place an empty set of double quotation marks (""") in this field
- **Address line 2**
 - ADD records
 - The second address line of the debtor's mailing address
 - (FIXED-WIDTH ONLY) Can leave empty
 - (CSV ONLY) Can place an empty set of double quotation marks (""")
 - COMMENT records (UNRESTRICTED ONLY)
 - The second comment field
 - At least one of the two comment fields should have a value
 - ALL OTHER RECORDS
 - (FIXED-WIDTH ONLY) Leave empty
 - (CSV ONLY) Place an empty set of double quotation marks (""") in this field
- **City**
 - ADD records
 - City name for the debtor's mailing address
 - ALL OTHER RECORDS
 - (FIXED-WIDTH ONLY) Leave empty

- (CSV ONLY) Place an empty set of double quotation marks ("") in this field
- **State**
 - ADD records
 - 2-character state abbreviation (ex: OR) for the debtor's mailing address
 - ALL OTHER RECORDS
 - (FIXED-WIDTH ONLY) Leave empty
 - (CSV ONLY) Place an empty set of double quotation marks ("") in this field
- **Zip code**
 - ADD records
 - 5-digit zip code for the debtor's mailing address
 - ALL OTHER RECORDS
 - Place a zero in this field
- **Area code**
 - ADD records
 - 3-digit area code for the debtor's phone number
 - Can place a zero in this field if no phone number can be provided
 - ALL OTHER RECORDS
 - Place a zero in this field
- **Phone number**
 - ADD records
 - 7-digit subscriber number for the debtor's phone number
 - Can place a zero in this field if no phone number can be provided
 - ALL OTHER RECORDS
 - Place a zero in this field
- **Address status**
 - ADD records
 - 1-character code indicating the status of the debtor's mailing address
 - Must use either A (active) or I (inactive)
 - ALL OTHER RECORDS
 - (FIXED-WIDTH ONLY) Leave empty
 - (CSV ONLY) Place an empty set of double quotation marks ("") in this field