

Maryland Mass Payment Import File Layout Specification

Overview

This format provides the ability to import a large number of payments received from a bank or other external agency. A bank or other external agency will format their payment information into the specified file format layout. When the file is received, the mass payment file will be processed into Munis through the Mass Payment Processing program. The mass payment file may contain payments for bills of any category. The mass payment file must be formatted as defined in the provided layouts.

Usage

The layout contains two types of entries – (1) a header record and (2) a detail record. The header record contains identifying information about the batch of payments represented in the file. The detail record(s) contains identifying information about individual payments to be processed.

The file may contain multiple header/detail sets.

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Batch Header (Batch) Record Layout

Field Name	Positions	Type	Comments
Batch Header Record Information	1	Alphanumeric	Value must be "H". Identifies this as a 'H'header entry in the file.
Mass Payer Name	2-21	Alphanumeric	The name of the mass payment processor. Optional Field This field will display on the file preview within the Mass Payment Processing program. If there is no "Paid by CID" populated on the Batch Detail record, then either this field or the Bank Name will populate arph_refer within arppfhdr and display on the receipt in the "Paid by reference" field. The setting selected within the Mass Payment Processing program for "Create records" Bank or Mass payer determines what name to use.
Filler	22-36	Alphanumeric	Unused.
Bank Name	37-76	Alphanumeric	The name of the bank that processed the payments. Optional Field This field will display on the file preview within the Mass Payment Processing program. If there is no "Paid by CID" populated on the Batch Detail record, then either this field or the Mass Payer Name will populate arph_refer within arppfhdr and display on the receipt in the "Paid by reference" field. The setting selected within the Mass Payment Processing program for "Create records" Bank or Mass payer determines what name to use.
Bank Code	77-80	Numeric	The Munis lender code. Optional Field If populated, a Lender Code will be created for this code and Bank Name (populated above) if a record doesn't already exist within the database. This displays on the file preview within the Mass Payment Processing program. It is also stored in arph_bank_cd within arppfhdr.

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Batch Detail (Payment) Record Layout

Field Name	Positions	Type	Comments
Detail Bill Year	1-4	Numeric	The year associated with the item to be paid.
Detail Bill Number	5-12	Numeric	The bill number associated with the item to be paid.
Detail Bill Category	13-14	Numeric	The Munis category associated with the item to be paid. 20 = Real Estate 25 = Personal Property 60 = Utility Billing etc.,
Parcel ID	15-34	Alphanumeric	The parcel ID associated with the property for which the payment was accepted. Required Field
Bank Code	35-38	Numeric	The bank code for the bank that processed the payment.
Lender Loan Number	39-53	Alphanumeric	The loan number. Optional.
Filler	54-54	Alphanumeric	Unused
Payment Amount	55-64	Numeric	The payment amount. Decimal implied.
Paid by CID	65-72	Numeric	The customer ID for the payee or bank. Optional.
Filler	73-80	Alphanumeric	Unused.

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Sample Layout

The sample layout represents multiple header/detail records with multiple bill categories.

HSecondPayerInformation	Maine Bank for Maine	0891
2007000200102010100200	0891000044445555666 0000031211	
2007000200112010100201	0891000044445555666 0000010000	
2007000200122010100202	0891000044445555666 0000250000	
2007000200132020200100	0891000044445555666 0000007000	
2007000033222520200101	0891000055555555666 0000650000	
2008000033222520200202	0891000066666666777 0000010000	
2007000011233030300301	0891000044445555666 0000000100	
2008000011233030300401	0891000044445555666 0000000000	
20070010101060100100	0891000044445555666 0000005000	
2007001010116020010010	0891000044445555666 0000010000	
2007001010126030010	0891000044445555666 0000250000	
20070010101360400405	0891000044445555666 0000007000	
HFirstPayerInformation	Webster Bank	WBST
20080010101060500404	WBST000055555555666 000001000020000	
20080010101160500405	WBST000055555555666 000000000020000	
20080010101260600406	WBST000055555555666 000000378020000	
20080010101360600407	WBST000055555555666 000000702020000	
20070020080620600408	WBST000055555555666 000000702020000	
20080002001020600409	WBST000055555555666 000050000020000	
20080002001120600410	WBST000055555555666 000000000020000	
20080002001220600412	WBST000055555555666 000000378020000	
2008000200132070001000	WBST000055555555666 000010000020000	
2007000033232570001001	WBST000066666666777 000000100020000	
2008000033232520001002	WBST000066666666777 000060000020000	
2007000011223030002003	WBST000055555555666 000001000020000	
2008000011223030004005	WBST000055555555666 000000500020000	