# GL Interface Database

## Overview

The interface should include two different exports: Transaction Export and Payout Export.

**Transaction Export: (Create GL batches in accounting package)**

Transaction Export extracts Envelope processed transactions that have not been posted to create GL batches in an accounting package automatically.

The finance application should extract transactions that have been processed that day but have not been posted yet.

The process should include the options to:
- Create and separate GL batches by accounting date or Envelope number or both.
- Create GL records summarized by GL accounts or detail records per transaction per GL account.
- Select one or more campaign accounts. If all transactions will be exported to the same accounting book, this option is unnecessary.
- Select processed transaction by processed date, accounting date or envelope number.

The process should:
- Generate error reports to list transactions with missing GL accounts or invalid GL accounts.
- Generate reports to list batch created and totals.
- Generate GL batches in the accounting package. Only non-posted (posted date, posted time and GL batch number are blanks) processed transactions with GL Generated Required will be exported.
- Stamp Posted Date, Posted Time, Last Change Date, Last Change Time, Last Change User, and GL batch number in transactions after the transactions are exported.

A backout or un-post process to re-export transactions may be necessary. The backout process should update the Posted Date, Posted Time, and GL batches and update the Last Change Date, Last Change Time and Last Change User in ANDAR transactions to blanks in order to be able to export data again. Users should be able to back out by processed date or Envelope number. Confirmation is necessary before submitting the backout job. Deleting existing GL batches in accounting system is also necessary.

**Payout Export: (Create batches in account payable and generate checks in accounting package)**

Payout Export extracts account payable information from a Payout Definition in ANDAR to create account payable batches in the accounting packages in order to generate checks.

Payout export is a process to extract payout check records to account payable system.

The process should include the options to:
- Select Payout Definition in ANDAR to export data. Only Payout Definitions with work status `0900 - Check Produced` or 1000 - Completed are valid for export.
- Select the Payout Check Total database table or the Payout Check Detail database table to export data. If the Payout Definition contains data for only one campaign, use the check total records. If the Payout Definition contains multiple campaign data, use check detail records because different campaigns may correspond to different GL accounts. The payout check total records only have zero campaign account because the records have already summed up payee totals regardless of campaign account.
- Create account payable batches summarized by each payee account and GL account.
- Select the Fee Check Total database table or the Fee Check Detail database table to export data. If the Payout Definition contains data from only one campaign, use the check total records. If the Payout Definition contains data from multiple campaigns, use check detail records because different campaigns may correspond to different GL accounts. The fee check total records contain zero campaign account if the records have already summed up payee totals from multiple campaign accounts.
- Create account payable batches summarized by each fee payee account and GL account.

The process should:
- Generate an account payable batch in order to create checks in the accounting package.
  - Stamp the In Use Date, In Use Time and In Use By in the Payout Definition record to prevent users from re-running the check while exporting data. In Use By should have meaningful descriptions like `CheckExport`.
  - Using check total records: only use check total records if the Payout Definition only selects one campaign account. For Payout Definition with only one campaign data, GL accounts are already populated in the check total records.
  - Using check detail records: only export check detail records with payee code 10, 100, 200, 300, 400 or 500. Use the campaign year and campaign account in check detail records to retrieve corresponding payment GL credit and debit accounts from the `GLAccounts` database

table with matching campaign year, campaign account and activity type = *None.  Different campaign accounts may have different GL accounts.  Sum up detail total (include negative) per payee/GL account.

o Update Create User to YYYYMMDDHHMMSS on check records to indicate records have already been exported to the accounting system. DO NOT UPDATE the Create Date and Time.

o Using fee check total records: Use fee check total records if the Payout Definition selects only one campaign account. For Payout Definition with data from only one campaign, GL accounts are already populated on the check total records.

o Using fee check detail records: GL accounts are already included on the records.  Sum up detail total (including negative amounts) per payee/GL account.

o Update Create User to YYYYMMDDHHMMSS on fee check records to indicate records have already been exported to the accounting system.  DO NOT UPDATE the Create Date and Time.

o Unlock (update fields to blanks) the fields In Use data, In Use Time and In Use By in Payout Definition record.

- Generate an error report listing fee check records without matching GL accounts set up in ANDAR or invalid GL accounts.
- Create reports for data successfully exported (optional).

If data need to be re-exported, delete the account payable batch created in the accounting package and export from ANDAR again.

# GL Interface Database

## Envelope Transactions

Only non-posted (posted date = blank) processed (Transaction Status = `500Completed` or `700Receipted`) and GL Generation Required transactions should be extracted.  User can choose to extract data by processed date, envelope number, campaign account number, detail or summarized by GL accounts. Different batches should be created for different accounting dates. Reports should also be produced for errors.  Posted date and time are stamped after the transactions are posted.  The interface should include a way to un-post data.

Database table name: `Transactions`

*The following is only partial database layout.  Since the database layout may be changed in the future, only fields that may be needed for the accounting software are listed. Query should not use "Select * from…". Only select the fields that are needed.*

This file contains all transactions – entered and processed.

| Notes | Field Name | Description | Key | Type | Length | Dec |
|---|---|---|---|---|---|---|
| 1 | CampaignAccountNumber | Campaign Account Number | | Integer | | |
| | CampaignYear | Campaign Year | | | | |
| 2 | EnvelopeNumber | Envelope Number | | Integer | | |
| 3 | TransactionNumber | Transaction Number | Yes | Integer | | |
| | TransactionType | Transaction Type | | Char | 15 | |
| | PaymentType | Payment Number | | Char | 15 | |
| 4 | ProcessedDate | Processed Date | | Char | 8 | |
| 4 | ProcessedTime | Processed Time | | Char | 6 | |
| 5 | TotalPledgeAmount | Total Pledge Amount | | Decimal | 20 | 2 |
| 6 | TotalPaymentAmount | Total Payment Amount | | Decimal | 20 | 2 |
| 7 | TotalAdjustmentAmount | Total Adjustment Amount | | Decimal | 20 | 2 |
| 8 | TransactionStatus | Transaction Status | | Char | 15 | |
| 9 | AccountingDate | Accounting Date | | Char | 8 | |
| 9 | AccountingTime | Accounting Time | | Char | 6 | |
| | CheckOffAccount | Check Off Account | | Integer | | |
| 10 | GLGenereationRequired | GL Generation Required | | Char | 1 | |
| 11 | PledgeGLDebitAccount | Pledge GL Debit Account | | Char | 25 | |
| 11 | PledgeGLCreditAccount | Pledge GL Credit Account | | Char | 25 | |
| 12 | PaymentGLDebitAccount | Payment GL Debit Account | | Char | 25 | |
| 12 | PaymentGLCreditAccount | Payment GL Credit Account | | Char | 25 | |
| 13 | AdjustmentGLDebitAccount | Adjustment GL Debit Account | | Char | 25 | |
| 13 | AdjustmentGLCreditAccount | Adjustment GL Credit Account | | Char | 25 | |
| 14 | GLAccountOverrideFlag | GL Account Override Flag | | Char | 1 | |
| 17 | GLBatchNumber | GL Batch Number | | Integer | | |
| 15 | PostedDate | Posted Date | | Char | 8 | |
| 15 | PostedTime | Posted Time | | Char | 6 | |
| 16 | LastChgDate | Last Change Date | | Char | 8 | |
| 16 | LastChgTime | Last Change Time | | Char | 6 | |

| 16 | LastChgUser | Last Change User | | Char | 20 | |
|----|-------------|------------------|---|------|-----|---|

**Unique Key:**

Transaction Number

**Notes:**
1. Fundraisers may want to extract transactions by different campaign accounts. For example, CFC campaign data may be extracted to a different accounting book from the local campaign in the GL system.
2. Fundraisers may want to summarize data by GL account and accounting date per envelope number (create a GL batch per envelope per accounting date) or summarize data by GL accounts regardless of envelopes (Create a GL batch per accounting date).
3. Unique record number.
4. Processed date and time are stamped when the envelope transactions are processed. Only processed transactions should be extracted to the GL system. Use this date for GL data extraction. Date is in yyyymmdd format; time is in hhmmss format.
5. If total pledge amount $\Leftrightarrow 0$, pledge GL debit account and pledge GL credit account must not be blank if GL generation required = '1'. Otherwise, list the records in the error report.
6. If total payment amount $\Leftrightarrow 0$, payment GL debit account and pledge GL credit account must not be blank if GL generation required = '1'. Otherwise, list the records in the error report.
7. If total adjustment amount $\Leftrightarrow 0$, adjustment GL debit account and adjustment GL credit account must not be blank if GL generation required = '1'. Otherwise, list the records in the error report.
8. Transaction Status is defined as table entries in Table #47. Only extract processed transactions with status `500Completed` or `700Receipted`.
9. Accounting date is used to determine the fiscal period in the GL system. Transaction data should be grouped by accounting date. Date is in yyyymmdd format; time is in hhmmss format.
10. Only extract data with GL generation required = '1'.
11. GL credit and debit accounts for pledge when pledge $\Leftrightarrow 0$.
12. GL credit and debit accounts for payment when payment $\Leftrightarrow 0$.
13. GL credit and debit accounts for adjustment when adjustment $\Leftrightarrow 0$.
14. GL accounts are assigned by user in ANDAR by overriding normal GL account assignment rules.
15. Posted date and time are stamped after the data has been posted to the GL system. Date is in yyyymmdd format; time is in hhmmss format. Only posted date = blank should be extracted.
16. Once the posted date and time are stamped, Last Change information must be updated also. Date is in yyyymmmdd format; time is in hhmmss format. Last Change User should be something meaningful like `GLExport`.
17. Currently not used. Batch number may be updated to the batch number created in the accounting package for future references.

# GL Interface Database

## Donor Choice Payout Definition

Each Payout Definition will generate check total and check detail records. Only Payout Definition with `0900-Check Produced` or `1000-Completed` status should generate checks.

Interface must allow users to select which Payout Definition to export check records (accounts payable)

Database table name: `DCPDefinition`

*The following is only partial database layout.  Since the database layout may be changed in the future, only fields that may be needed for the accounting software are listed. Query should not use "Select * from…", Only select the fields that are needed.*

| Notes | Field Name | Description | Key | Type | Length | Dec |
|-------|------------|-------------|-----|------|--------|-----|
| 1 | DfnNumber | Payout Definition Number | Yes | Integer | | |
| 2 | DfnDescription | Payout Definition Description | | Char | 70 | |
| 3 | WorkStatus | Current Payout Status | | Char | 15 | |
| 4 | InUseDate | In Use Date | | Char | 8 | |
| 4 | InUseTime | In Use Time | | Char | 6 | |
| 4 | InUseBy | In Use By | | Char | 20 | |

**Notes:**
1. Each Payout Definition has a unique definition number.
2. Definition description.
3. Current Payout Definition statuses are defined as table entries in Table # 313 in `TableMaster`. Only extract check data when payout is in one of the following status:
    a. 0900      Check Produced
    b. 1000      Completed
4. Date, time, and the user who locked the definition.  Definition should not be locked (In Use fields should be all blank) when extracting data to GL.  Stamp In Use fields when the extraction process starts and clear these fields when extraction is finished to prevent ANDAR users from working on the payout while extracting.  Date is stored in yyyymmdd format; time is stored in hhmmss format.  In Use By should be something meaningful like `CheckExport`.

**Donor Choice Payout Designation Check Total**

Payout check total records are generated for each Donor Choice payout, one record per payee account with Total Payment Due greater than zero.

If the payee is a federation account and the payee code is set up to pay to federation, the check amount includes totals from this federation account and all its agencies and programs.

Since users can run a payout for multiple campaign accounts and each campaign account may have different GL account numbers, GL accounts in this database table are not populated because totals already summed up payee account regardless of campaign account.

Only Payout Definition with `Check Produced` or `Completed` status should be extracted. If campaign account on check total records is not blank, select all check total records to download. Extraction program should have the option to download records in detail or summarized by GL accounts. Error report should be generated if error occurred or no matching GL accounts are found.

Database table name: `DCPCheckTotal`

*The following is only partial database layout. Since the database layout may be changed in the future, only the fields that may be needed for the accounting software are listed. Query should not use "Select * from…". Only select the fields that are needed.*

| Notes | Field Name | Description | Key | Type | Length | Dec |
|-------|------------|-------------|-----|------|--------|-----|
| 1 | DfnNumber | Payout Definition Number | Yes | Integer | | |
| 2 | PayeeAccount | Payee Account Number | | Integer | | |
| | MasterAccount | Master Account | | Integer | | |
| | CampaignAccount | Campaign Account | | Integer | | |
| 3 | CheckAmount | Check Amount | | Decimal | 20 | 2 |
| | PayeeName | Payee Name | | Char | 40 | |
| | PayeeName2 | Payee Name 2 | | Char | 40 | |
| | PayeeAddr1 | Payee Address Line 1 | | Char | 40 | |
| | PayeeAddr2 | Payee Address Line 2 | | Char | 40 | |
| | PayeeCity | Payee City | | Char | 25 | |
| | PayeeState | Payee State | | Char | 2 | |
| | PayeeZip | Payee Zip | | Char | 10 | |
| 4 | PayeeCode | Payee Code | | Char | 15 | |
| 5 | VendorNumber | Vendor Number | | Char | 15 | |
| 6 | GLDebitAccount | GL Debit Account | | Char | 25 | |
| 6 | GLCreditAccount | GL Credit Account | | Char | 25 | |
| | CreateDate | Create Date | | Char | 8 | |
| | CreateTime | Create Time | | Char | 6 | |
| 7 | CreateUser | Create User | | Char | 20 | |
| 11 | BankName | Bank Name | | Char | 20 | |
| 8 | RoutingTransitNumber | Routing/Transit Number | | Char | 9 | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | BankAccountNumber | Bank Account Number | | Char | 25 | |
| 9 | BankAccountType | Bank Account Type | | Char | 50 | |
| 10 | BankAddressLine1 | Bank Address Line 1 | | Char | 40 | |
| | BankAddressLine2 | Bank Address Line 2 | | Char | 40 | |
| | BankAddressLine3 | Bank Address Line 3 | | Char | 40 | |
| | BankAddressLine4 | Bank Address Line 4 | | Char | 40 | |
| | BankCity | Bank City | | Char | 25 | |
| | BankState | Bank State | | Char | 15 | |
| | BankZip | Bank Zip Code | | Char | 10 | |
| | BankCountry | Bank Country | | Char | 10 | |

**Unique Key:**

**Notes:**
1. Each Payout Definition has a unique definition number. Definition description can be retrieved from the database table `DCPDefinition`.
2. Payee account is the account that receives the check.
3. Check amount includes all detail amounts from the detail records to the same payee account but not on hold.
4. Payee code ending with `99` means payment on hold. Codes are defined as table entries in Table # 304. (The ones that are not on hold should be extracted).
   a. 0099 - Set payee to program account but hold payment
   b. 0010 - Set payee to program account and pay
   c. 0199 - Set payee account to agency account but hold payment
   d. 0100 - Set payee account to agency account and pay
   e. 0299 - Set payee account to federation account but hold payment
   f. 0200 - Set payee account to federation account and pay
   g. 0399 - Set payee account to lead agency (parent account of agency account) but hold payment
   h. 0300 - Set payee account to lead agency account and pay
   i. 0499 - Set payee account to check off fundraiser (master account) and hold payment
   j. 0400 - Set payee account to check off fundraiser account (master account) and pay
   k. 0599 - Set payee account to processing fundraiser account (master account) and hold payment
   l. 0500 - Set payee account to processing fundraiser account (master account) and pay.
5. Vendor number of payee account is defined in the database table `Organizations`.
6. GL accounts are populated if the payout is only for one campaign. If payout data is extracted from multiple campaign accounts, GL accounts will be blank here because each campaign account may have different GL accounts. Check detail records should be used when GL accounts are blank on check total records.
7. Create User should be updated after records are exported. Do not update the Create Date and Create Time. Create User should be something meaningful like `YYYYMMDDHHMMSS`.
8. Routing/Transit number must be 9 digits numeric and may have leading zeros.
9. Bank account type is checking, saving, saving/checking…etc
10. Bank address is optional. Enter a full address or nothing.
11. In order to automatically deposit to payee account, payee must have banking information. Bank name, routing transit number, bank account number, bank account type are mandatory for ACH.

# GL Interface Database

## Donor Choice Payout Designation Check Detail

Payout check detail records are broken down for each Payout Definition and payee account by the details of each designated account.  If the payee code is set to pay to the agency, check detail records are broken down by totals from this agency and all its program accounts.  If the payee code is set to pay to the federation, federation level account is the payee but records are broken down by this federation totals and each agency and program totals under this federation.  Only Payout Definition with `Check Produced` or `Completed` status should be extracted.  Select all check detail records with payee code not ending with `99`  but include records with negative amount.  Use the campaign year and the campaign account in the database table to access the database table `GLAccounts` to retrieve the corresponding GL accounts.  Extraction program should have the option to download records in detail or summarized by GL accounts.  Error report should be generated if error occurred or no matching GL accounts are found.  The interface should include the ability to repost or un-post check data.

The total detail amount in `DCPCheckDetail` of each payee account in the Definition (EXCLUDING payee code ending with `99`) should equal the check amount in the database table `DCPCheckTotal`.

Since users can run a payout for multiple campaign accounts and each campaign account may have different GL account numbers, check detail records are used to populate corresponding GL accounts for each campaign account.

Database table name: `DCPCheckDetail`

*The following is only partial database layout.  Since the database layout may be changed in the future, only fields that may be needed for the accounting software are listed. Query should not use "Select * from…". Only select the fields that are needed.*

| Notes | Field Name | Description | Key | Type | Length | Dec |
|---|---|---|---|---|---|---|
| 1 | DfnNumber | Payout Definition Number | Yes | Integer | | |
| 2 | PayeeAccount | Payee Account Number | | Integer | | |
| 3 | SequenceNumber | Sequence Number | | Integer | | |
| | MasterAccount | Master Account | | Integer | | |
| 7 | CampaignAccount | Campaign Account | | Integer | | |
| | FederationAccount | Federation Account | | Integer | | |
| | AgencyAccount | Agency Account | | Integer | | |
| | ProgramAccount | Program Account | | Integer | | |
| 4 | DetailAmount | Detail Amount | | Decimal | 20 | 2 |
| | PayeeName | Payee Name | | Char | 40 | |
| | PayeeName2 | Payee Name 2 | | Char | 40 | |
| | PayeeAddr1 | Payee Address Line 1 | | Char | 40 | |
| | PayeeAddr2 | Payee Address Line 2 | | Char | 40 | |
| | PayeeCity | Payee City | | Char | 25 | |
| | PayeeState | Payee State | | Char | 2 | |
| | PayeeZip | Payee Zip | | Char | 10 | |
| 5 | PayeeCode | Payee Code | | Char | 15 | |

| 6 | VendorNumber | Vendor Number | | Char | 15 | |
|---|---|---|---|---|---|---|
| | CreateDate | Create Date | | Char | 8 | |
| | CreateTime | Create Time | | Char | 6 | |
| 8 | CreateUser | Create User | | Char | 20 | |
| | LocalNational | Local National | | Char | 15 | |
| | MasterName | Master Name | | Char | 80 | |
| | CampaignName | Campaign Name | | Char | 80 | |
| | FederationName | Federation Name | | Char | 80 | |
| | AgencyName | Agency Name | | Char | 80 | |
| | ProgramName | Program Name | | Char | 80 | |
| 7 | CampaignYear | Campaign Year | | Integer | | |
| 9 | BankName | Bank Name | | Char | 20 | |
| 10 | RoutingTransitNumber | Routing/Transit Number | | Char | 9 | |
| | BankAccountNumber | Bank Account Number | | Char | 25 | |
| 11 | BankAccountType | Bank Account Type | | Char | 50 | |
| 12 | BankAddressLine1 | Bank Address Line 1 | | Char | 40 | |
| | BankAddressLine2 | Bank Address Line 2 | | Char | 40 | |
| | BankAddressLine3 | Bank Address Line 3 | | Char | 40 | |
| | BankAddressLine4 | Bank Address Line 4 | | Char | 40 | |
| | BankCity | Bank City | | Char | 25 | |
| | BankState | Bank State | | Char | 15 | |
| | BankZip | Bank Zip Code | | Char | 10 | |
| | BankCountry | Bank Country | | Char | 10 | |

**Unique Key:**

**Notes:**
1. Each Payout Definition has a unique definition number. Definition description can be retrieved from database table `DCPDefinition`.
2. Payee account is the account that receives the check.
3. Not used.
4. Detail payment due for each account. Should be summed up by payee account excluding payee code ending with `99`. Sum up both positive and negative amount. Negative amount comes from overpaid agency and should be included in total to prevent further overpaying.
5. Payee code ending with `99` means payment on hold. Should not be included in total. For information about Code values, see notes for the database table `DCPCheckTotal`. The hold payment records should be excluded from the export. These payment will NOT be available later for the SAME payout definition.. Fundraiser particular set up parameters for payout to hold these payments. When the fundraiser release the hold on these payments at later time, these payments will be reflected on the next payout definition they run with payee code not end with 99..
6. Vendor number of payee account defined in the database table `Organizations`.
7. Campaign year and campaign account are used to retrieve GL accounts from `GLAccounts` database table. Get the corresponding payment credit and debit GL accounts from `GLAccounts` table for matching campaign year, campaign account, Envelope Type = blank, Transaction Type = blank, Adjustment Type = blank, and Activity Type = '*None'.
8. Create User should be updated after records are exported. Do not update the Create Date and Create Time. Create User should be something meaningful like `YYYYMMDDHHMMSS`. This field can tell when or if the export to the accounting package is performed. Easier for future customer support and data investigation.
9. In order to automatically deposit to payee account, payee must have banking information. Bank name, routing transit number, bank account number, bank account type are mandatory for ACH.
10. Routing/Transit number must be 9 digits numeric and may have leading zeros.
11. Bank account type is checking, saving, saving/checking…etc
12. Bank address is optional. Enter either a full address or nothing.

# GL Interface Database

## Donor Choice Payout Fee Check Total

Payout fee check total records are generated for each Donor Choice payout optionally, one record per payee account with amount greater than zero.

Since users can run a payout for multiple campaign accounts and each campaign account may have different GL account numbers, GL accounts in this database table are only populated when the Payout Definition contains one campaign account. Otherwise, totals are already summed up by payee account from multiple campaign accounts.

Only Payout Definition with `Check Produced` or `Completed` status should be extracted. If campaign account on the fee check total records is not blank, select all fee check total records to download. Extraction program should have the option to download records in detail or summarized by GL accounts. Error report should be generated if error occurred or no matching GL accounts are found.

Database table name: `DCPFeeCheckTotal`

*The following is only partial database layout.  Since the database layout may be changed in the future, only the fields that may be needed for the accounting software are listed. Query should not use "Select * from…". Only select the fields that are needed.*

| Notes | Field Name | Description | Key | Type | Length | Dec |
|---|---|---|---|---|---|---|
| 1 | DfnNumber | Payout Definition Number | Yes | Integer | | |
| 2 | PayeeAccount | Payee Account Number | | Integer | | |
| | CampaignAccount | Campaign Account Number | | Integer | | |
| | FeeType | Fee Type | | Char | 15 | |
| 3 | Amount | Check Amount | | Decimal | 20 | 2 |
| | PayeeName | Payee Name | | Char | 40 | |
| | PayeeName2 | Payee Name 2 | | Char | 40 | |
| | PayeeAddr1 | Payee Address Line 1 | | Char | 40 | |
| | PayeeAddr2 | Payee Address Line 2 | | Char | 40 | |
| | PayeeCity | Payee City | | Char | 25 | |
| | PayeeState | Payee State | | Char | 2 | |
| | PayeeZip | Payee Zip | | Char | 10 | |
| 4 | VendorNumber | Vendor Number | | Char | 15 | |
| 5 | PaymentDebitAccount | Payment GL Debit Account | | Char | 25 | |
| | PaymentCreditAccount | Payment GL Credit Account | | Char | 25 | |
| | BankName | Bank Name | | Char | 20 | |
| 6 | RoutingTransitNumber | Routing/Transit Number | | Char | 9 | |
| 7 | BankAccountNumber | Bank Account Number | | Char | 25 | |
| | BankAccountType | Bank Account Type | | Char | 50 | |
| | BankAddressLine1 | Bank Address Line 1 | | Char | 40 | |
| | BankAddressLine2 | Bank Address Line 2 | | Char | 40 | |
| | BankAddressLine3 | Bank Address Line 3 | | Char | 40 | |
| | BankAddressLine4 | Bank Address Line 4 | | Char | 40 | |
| | BankCity | Bank City | | Char | 25 | |
| | BankState | Bank State | | Char | 15 | |
| | BankZip | Bank Zip Code | | Char | 10 | |

| | | | | | |
|---|---|---|---|---|---|
| | BankCountry | Bank Country | | Char | 10 | |
| | CreateDate | Create Date | | Char | 8 | |
| | CreateTime | Create Time | | Char | 6 | |
| 8 | CreateUser | Create User | | Char | 20 | |

**Unique Key:**

**Notes:**
1.  Each Payout Definition has a unique definition number.  Definition description can be retrieved from the database table `DCPDefinition`.
2.  Payee account is the account that receives the check.
3.  Amount includes all detail amounts from the detail records to the same payee.
4.  Vendor number of payee account is defined in the database table `Organizations`.
5.  GL accounts are populated if the payout is only for one campaign.  If payout data is extracted from multiple campaign accounts, GL accounts will be blank here because each campaign account may have different GL accounts.  Fee check detail records should be used when GL accounts are blank on fee check total records.
6.  Routing/Transit number must be 9 digits numeric and may have leading zeros. Content is encrypted in the database but the download records are decrypted.
7.  Bank account number content is encrypted in the database but the download records are decrypted.
8.  Create User should be updated after records are exported.  Do not update the Create Date and Create Time.  Create User should be something meaningful like `YYYYMMDDHHMMSS`.

# GL Interface Database

## Donor Choice Payout Fee Check Detail

Payout fee check detail records are broken down for each Payout Definition and payee account by the details of each designated account. Only Payout Definition with `Check Produced` or `Completed` status should be extracted. GL accounts are included on the records. Extraction program should have the option to download records in detail or summarized by GL accounts. Error report should be generated if error occurs or no matching GL accounts are found. The interface should include the ability to repost or un-post check data.

The total amount in `DCPFeeCheckDetail` of each payee account in the Definition should equal the amount in the database table `DCPFeeCheckTotal`.

Since users can run a payout for multiple campaign accounts and each campaign account may have different GL account numbers, fee check detail records are used to populate corresponding GL accounts for each campaign account if multiple campaign accounts are included in one payout.

Database table name: `DCPFeeCheckDetail`

*The following is only partial database layout. Since the database layout may be changed in the future, only fields that may be needed for the accounting software are listed. Query should not use "Select * from…". Only select the fields that are needed.*

| Notes | Field Name | Description | Key | Type | Length | Dec |
|---|---|---|---|---|---|---|
| 1 | DfnNumber | Payout Definition Number | Yes | Integer | | |
| 2 | PayeeAccount | Payee Account Number | | Integer | | |
| | ProcessingAccount | Processing Account Number | | Integer | | |
| | FundraisingAccount | Fundraising Account Number | | Integer | | |
| | Checkoff Account | Checkoff Account Number | | Integer | | |
| | CampaignAccount | Campaign Account | | Integer | | |
| | FederationAccount | Federation Account | | Integer | | |
| | AgencyAccount | Agency Account | | Integer | | |
| | ProgramAccount | Program Account | | Integer | | |
| 3 | FeeType | Fee Type | | Char | 15 | |
| 4 | Amount | Amount | | Decimal | 20 | 2 |
| | PayeeName | Payee Name | | Char | 40 | |
| | PayeeName2 | Payee Name 2 | | Char | 40 | |
| | PayeeAddr1 | Payee Address Line 1 | | Char | 40 | |
| | PayeeAddr2 | Payee Address Line 2 | | Char | 40 | |
| | PayeeCity | Payee City | | Char | 25 | |
| | PayeeState | Payee State | | Char | 2 | |
| | PayeeZip | Payee Zip | | Char | 10 | |
| 5 | VendorNumber | Vendor Number | | Char | 15 | |
| | ProcessingName | Processing Account Name | | Char | 80 | |
| | FundraisingName | Fundraising Account Name | | Char | 80 | |
| | CheckoffName | Checkoff Account Name | | Char | 80 | |
| | CampaignName | Campaign Name | | Char | 80 | |

# GL Interface Database

| | | | | | | |
|---|---|---|---|---|---|---|
| | FederationName | Federation Name | | Char | 80 | |
| | AgencyName | Agency Name | | Char | 80 | |
| | ProgramName | Program Name | | Char | 80 | |
| | CampaignYear | Campaign Year | | Integer | | |
| | FeeMinimumCheck | Fee Minimum Check Amount | | Decimal | 20 | 2 |
| | CutoffDate | Payout Cutoff Date | | Char | 8 | |
| 6 | BankName | Bank Name | | Char | 20 | |
| 7 | RoutingTransitNumber | Routing/Transit Number | | Char | 9 | |
| 8 | BankAccountNumber | Bank Account Number | | Char | 25 | |
| | BankAccountType | Bank Account Type | | Char | 50 | |
| 9 | BankAddressLine1 | Bank Address Line 1 | | Char | 40 | |
| | BankAddressLine2 | Bank Address Line 2 | | Char | 40 | |
| | BankAddressLine3 | Bank Address Line 3 | | Char | 40 | |
| | BankAddressLine4 | Bank Address Line 4 | | Char | 40 | |
| | BankCity | Bank City | | Char | 25 | |
| | BankState | Bank State | | Char | 15 | |
| | BankZip | Bank Zip Code | | Char | 10 | |
| | BankCountry | Bank Country | | Char | 10 | |
| | CreateDate | Create Date | | Char | 8 | |
| | CreateTime | Create Time | | Char | 6 | |
| 10 | CreateUser | Create User | | Char | 20 | |

**Unique Key:**

**Notes:**
1. Each Payout Definition has a unique definition number.  Definition description can be retrieved from the database table `DCPDefinition`.
2. Payee account is the account that receives the check.
3. Fee Type:
   a. 'PFP' – Processing fee for processing account
   b. 'FFF' – Fundraising fee for fundraising account
   c. 'FFP' – Fundraising fee for processing account
   d. 'PFC' - Processing fee for fundraising account
4. Amount for each detail record should be summed up by payee account.
5. Vendor number of payee account defined in the database table `Organizations`.
6. In order to automatically deposit to payee account, payee must have banking information.  Bank name, routing transit number, bank account number, bank account type are mandatory for ACH.
7. Routing/Transit number must be 9 digits numeric and may have leading zeros. Content is encrypted but the download records are decrypted.
8. Bank account number content - Content is encrypted but the download records are decrypted.
9. Bank address is optional. Enter either a full address or nothing.
10. Create User should be updated after records are exported.  Do not update the Create Date and Create Time.  Create User should be something meaningful like `YYYYMMDDHHMMSS`. This field can tell when or if the export to the accounting package is performed. It is easier for future customer support and data investigation.

# GL Interface Database

## GL Accounts

This is the database table to store GL accounts assignment based on campaign year, campaign accounts, Envelope Types, Transaction Types, Adjustment Types, and Activity Types.

Payout and fee GL accounts have been moved to a different database table DCPGLAccounts.

Database table name: GLAccounts

*The following is only partial database layout.  Since the database layout may be changed in the future, only fields that may be needed for the accounting software are listed. Query should not use "Select * from…". Only select the fields that are needed.*

| Notes | Field Name | Description | Key | Type | Length | Dec |
|---|---|---|---|---|---|---|
| | CampaignYear | Campaign Year | Yes | Integer | | |
| | Campaign Account | Campaign Account | Yes | Integer | | |
| | EnvelopeType | Envelope Type | Yes | Char | 15 | |
| | TransactionType | Transaction Type | Yes | Char | 15 | |
| | PaymentType | Payment Type | Yes | Char | 15 | |
| | AdjustmentReasonType | Adjustment Reason Code | Yes | Char | 15 | |
| | ActivityType | Activity Type | Yes | Char | 15 | |
| | PledgeGLDebitAccount | Pledge GL Debit Account | | Char | 25 | |
| | PledgeGLCreditAccount | Pledge GL Credit Account | | Char | 25 | |
| | PaymentGLDebitAccount | Payment GL Debit Account | | Char | 25 | |
| | PaymentGLCreditAccount | Payment GL Credit Account | | Char | 25 | |
| | AdjustmentGLDebitAccount | Adjustment GL Debit Account | | Char | 25 | |
| | AdjustmentGLCreditAccount | Adjustment GL Credit Account | | Char | 25 | |

**Unique Key:**

Campaign Year, Campaign Account, Envelope Type, Transaction Type, Payment Type, Adjustment Reason Type.

**Notes:**
1. Envelope transaction uses data from this database table to retrieve corresponding GL accounts based on different Envelope Types, Transaction Types, Payment Types or Activity Types. Transaction data should already have GL accounts on them.  Needless to get GL accounts here for Transaction Export.

# GL Interface Database

## GL Accounts - Payout

This is the database table that stores GL accounts assignment based on campaign year, campaign accounts and record types.

Payout and fee GL accounts are stored in this database table.

Database table name: DCPGLAccounts

*The following is only partial database layout. Since the database layout may be changed in the future, only fields that may be needed for the accounting software are listed. Query should not use "Select * from…". Only select the fields that are needed.*

| Notes | Field Name | Description | Key | Type | Length | Dec |
|---|---|---|---|---|---|---|
| | CampaignYear | Campaign Year | Yes | Integer | | |
| | Campaign Account | Campaign Account | Yes | Integer | | |
| 1 | RecordType | Envelope Type | Yes | Char | 15 | |
| | PaymentGLDebitAccount | Payment GL Debit Account | | Char | 25 | |
| | PaymentGLCreditAccount | Payment GL Credit Account | | Char | 25 | |
| | LastChgDate | Last Change Date | | Char | 8 | |
| | LastChgTime | Last Change Time | | Char | 6 | |
| | LastChgUser | Last Change User | | Char | 20 | |
| | CreateDate | Create Date | | Char | 8 | |
| | CreateTime | Create Time | | Char | 6 | |
| | CreateUser | Create User | | Char | 20 | |

**Unique Key:**

Campaign Year, Campaign Account, RecordType

**Notes:**
1. Record Type contains:
   a. 'DSGN' – designation payout GL accounts
   b. 'PFP' – processing fee for processing account
   c. 'FFF' – fundraising fee for fundraising account
   d. 'FFP' – fundraising fee for processing account
   e. 'PFC' – processing fee for checkoff account

# GL Interface Database

## Organizations

This is the database table to store all organization accounts. Currently you do not need this table for the interface. You might need it for future references.

Organization name, attribute and vendor number are stored in this table.

Database table name: Organizations

*The following is only partial database layout. Since the database layout may be changed in the future, only fields that may be needed for the accounting software are listed. Query should not use "Select * from…". Only select the fields that are needed.*

| Notes | Field Name | Description | Key | Type | Length | Dec |
|---|---|---|---|---|---|---|
| | AccountNumber | Account Number | Yes | Integer | | |
| 1 | ProfileAttribute | Profile Attribute | | Char | 15 | |
| | Name1 | Organization Name1 | | Char | 40 | |
| | Name2 | Organization Name2 | | Char | 40 | |
| | LastChgDate | Last Change Date | | Char | 8 | |
| | LastChgTime | Last Change Time | | Char | 6 | |
| | LastChgUser | Last Change User | | Char | 20 | |
| | SortField | Sort Field | | Char | 20 | |
| | AbbreviatedName | Abbreviated Name | | Char | 15 | |
| | ExtAccountNumber | External Account Number | | Char | 20 | |
| | AccountStatus | Account Status | | Char | 15 | |
| 2 | VendorNumber | Vendor Number | | Char | 15 | |
| | LocalNational | Scope of Account | | Char | 15 | |
| | ReferenceType | Reference Type | | Char | 15 | |
| | Funded | Funded Flag | | Char | 1 | |

**Unique Key:**

Account Number

**Notes:**
1. Profile attribute defines what kind of organization the account is. They are stored as table entries in Table #3.
2. Vendor number of an account.

# GL Interface Database

## Table Master

This is the database table to store all table-driven values of ANDAR. It defines field values such as Phone Number Types, Address Types, Transaction Types, etc.

Database table name: `TableMaster`

*The following is only partial database layout.  Since the database layout may be changed in the future, only fields that may be needed for the accounting software are listed. Query should not use "Select * from…". Only select the fields that are needed.*

| Notes | Field Name | Description | Key | Type | Length | Dec |
|-------|------------|-------------|-----|------|--------|-----|
|  | TableNumber | Table Number | Yes | Integer |  |  |
|  | TableEntry | Table Entry | Yes | Char | 15 |  |
|  | Description | Description Flag |  | Char | 50 |  |
|  | Abbrev | Abbreviated Description |  | Char | 15 |  |

**Unique Key:**

Table Number, Table Entry

**Notes:**

# GL Interface Database

## Bank Info

This is the database table to store banking information for payee account for ACH after a donor choice payout is run.

Database table name: `BankInfo`

*The following is only partial database layout.  Since the database layout may be changed in the future, only fields that may be needed for the accounting software are listed. Query should not use "Select * from…". Only select the fields that are needed.*

| Notes | Field Name | Description | Key | Type | Length | Dec |
|---|---|---|---|---|---|---|
|  | AccountNumber | Account Number |  | Integer |  |  |
| 1 | BankName | Bank Name |  | Char | 20 |  |
| 2 | RoutingTransitNumber | Routing/Transit Number |  | Char | 9 |  |
| 3 | BankAccountNumber | Bank Account Number |  | Char | 25 |  |
| 4 | BankAccountType | Bank Account Type |  | Char | 50 |  |
| 5 | BankAddressLine1 | Bank Address Line 1 |  | Char | 40 |  |
|  | BankAddressLine2 | Bank Address Line 2 |  | Char | 40 |  |
|  | BankAddressLine3 | Bank Address Line 3 |  | Char | 40 |  |
|  | BankAddressLine4 | Bank Address Line 4 |  | Char | 40 |  |
|  | BankCity | Bank City |  | Char | 25 |  |
|  | BankState | Bank State |  | Char | 15 |  |
|  | BankZip | Bank Zip Code |  | Char | 10 |  |
|  | BankCountry | Bank Country |  | Char | 10 |  |

**Unique Key:**

Account Number

**Notes:**
1. In order to automatically deposit to payee account, payee must have banking information.  Bank name, routing transit number, bank account number, bank account type are mandatory for ACH.
2. Routing/Transit number must be 9 digits numeric and may have leading zeros.  Content is encrypted and the download file will also have the content decrypted.
3. Content of bank account number is encrypted and the download file will also have the content decrypted.
4. Bank account type is checking, saving, saving/checking…etc
5. Bank address is optional.  Enter either a full address or nothing.