

LWDPBC

Reference Name	Keyed Order	Data Width	Min Data	Business Rule	Character Set	Permit Negatives	Over Rideable	Force Key
LWDBPC - BPC01								
Applied Date	1	8	8	A valid date No future date If header has valid date, hide this field from the keyer. If asterisks in the batch header (*****), present the field to the keyer. Keyer will key the date from the coupon.	0-9	N	N	N
Agency Code	2	5	5	BPC01	A-Z 0-9	N	N	N
Claimant ID	3	9	9	9 digits, Never all zeros	0-9	N	N	N
Claimant ID CD	4	1	1		0-9	N	Y	N
NCTL	5	4	4	Alpha Only	A-Z	N	N	N
Month	6	2	2	Month can be 01 - 12	0-9	N	N	N
Year	7	2	2	Year should be current Year or Current Year plus 1	0-9	N	Y	N
Address Source	8	1	1	'0' or '1'	0-9	N	N	N
Scan Lin CD	9	1	1		0-9	N	Y	N
Install Amt	10	10	10	If field = 0 or blank, output 10 space	0-9	N	N	N
Balance Due	11	10	10		0-9	N	N	N
Install Agree	12	1	1	'0' or '1'	0-9	N	N	N
Address Change	13	1	1	'0' or '1'	0-9	N	N	N
Remitted Amt		13	1	Amount Enclosed' on form	0-9	N	N	N

LWDBPC Manual Form- BPC99								
Applied Date	1	8	8	A valid date No future date If header has valid date, hide this field from the keyer. If asterisks in the batch header (*****), present the field to the keyer. Keyer will key the date from the coupon.	0-9	N	N	N

Reference Name	Keyed Order	Data Width	Min Data	Business Rule	Character Set	Permit Negatives	Over Rideable	Force Key
Agency Code	2	5	5	BPC99 - Hide from key	A-Z 0-9	N	N	N
Claimant ID	8	9	9	9 digits, Never all zeros	0-9	N	N	Y
NCTL	7	4	4	Alpha Only	A-Z	N	N	Y
Month	3	2	2	Month can be 01 - 12	0-9	N	N	Y
Year	4	2	2	Year should be current Year or Current Year plus 1	0-9	N	Y	Y
Address Source		1	1	Hide from key, output zero	0-9	N	N	Y
Install Amt		10	10	Hide from key, output spaces	0-9	N	N	Y
Install Agree	5	1	1		0-9	N	N	Y
Address Change	6	1	1	'0' or '1'	0-9	N	N	Y
Remitted Amt		12	1	Amount Enclosed' on form	0-9	N	N	N

Balance Remitted Amount to either Installment Amount or Balance Due

The Manual Form only has 1 field for Amount Paid. The Keying order is the left column, then the right. SSN is not captured.

If there is no FID or social security number on either the coupon or check, key in all 7s.

Year should be current Year or Current Year Plus or Minus 1. If it falls outside this rule, you will need to override.

There are batches in Labor Bill Review because the month and year are blank on the manual write up.

Looking at the normal bill, the month and year in the scan line are for when the money is due. Let's add the following rule for manual payments:

If the Month or year is missing, please enter the current month and year.

For the items sent to review, the operator would be entering 11 15.