



Phoenix
Court Finance - Human Resources - Payroll

Case Management Systems Integrations Standards



ADMINISTRATIVE OFFICE
OF THE COURTS

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Revision History

Revision Number	Date	Who Initiated	Description of Changes	Sections
1.0	9/10/13	TCAS	Final Draft for Publication	
1.1	6/24/14	TCAS	Revised	File Structure
1.2	7/2/14	TCAS	Revised	File Structure
1.3	8/22/14	TCAS	Revised - Final	All
1.4	7/21/15	TCAS	Added .TXT to file naming conventions	File Structure
1.5	1/03/2018	TCAS	Added additional transaction types to lookup values	Appendix 2
1.6	1/24/2018	TCAS	Added additional transaction types to lookup values	Appendix 2
1.7	5/9/2018	TCAS	Contact information updated	

Contact:

Please direct any questions related to this document to your court's Trust Accounting lead, or PhoenixSupportServices@jud.ca.gov.

Introduction

What follows is the guide for court Case Management Systems (CMS) interfaces to and from the Public Sector Collections and Disbursements (PSCD) module of the Phoenix SAP system. This manual is designed to address the technical requirements and provides information and instruction on deploying these interfaces. Appendix 1 of this document includes a form to initiate discussions with Trial Court Administrative Services (TCAS) regarding these interfaces.

The Phoenix PSCD interface supports the following business processes:

- **Record Deposits** – This inbound process allows for the recording of all deposits into the Phoenix PSCD system that are recorded in the CMS. The deposits are separated by distribution and trust type. Depending on whether a court deposits distributions with the county or in their own bank account, the interface may include all deposits or only trust deposits. Case accounts are created for the trust deposits, so that all funds in Phoenix general ledger trust accounts can be tied to a case. This interface facilitates reconciliation of physical bank deposits to the bank deposits recorded in Phoenix.
- **Process Disbursements** – This inbound process results in a payment being issued from Phoenix trust accounts. This interface assumes all adequate approvals have occurred in the CMS.
- **Provide Payment Status** – This outbound process returns a check number from Phoenix to the CMS to indicate a check releasing funds has occurred.
- **Record Adjustments** – This inbound process includes deposit voids, partial reversals of deposits, cancellation of disbursement request, bail apply/forfeitures from Trust, and Forfeiture Set Asides processed in the CMS.

Information Regarding Automated Filing Specifications

The requirements relating to the inbound interface to PSCD include the following:

1. Each extract from a court's case management system must be formatted according to the Phoenix PSCD standard file structure. It must contain all accurate and complete data elements required. The file must contain all cases being deposited in Phoenix bank accounts (distribution and/or trust) with financial transactions. The extract data will be sent to an Enterprise Secure File Transfer Protocol (SFTP) server at the California Court Technology Center (CCTC).
2. Files submitted must be valid and complete, each data element must be separated by a pipe ('|') delimiter and each line must end with control + line feed markers. The file must be saved as text and be Unicode compliant, using either UTF-8 or UTF-16 file standards.

3. Courts must name their transaction files according to the File Naming standards of Phoenix, as follows: T_XX_PHOENIX_TRUST_BBB_YYYYMMDD_HHMMSS.TXT where;

T = Type of transactions being processed

- 1 = Deposit file
- 2 = Adjustment/Void file
- 3 = Disbursement file
- 4 = Cancellations
- 5 = Escheatment
- 6 = Combo/Multiple Transaction Types

XX = Two digit business area court identifier (see court code in Appendix 2)

PHOENIX_TRUST = Name of the Phoenix interface for Trust

BBB = Three letter name of the court system that is interfacing to Phoenix

YYYY = Four digit year of the file

MM = Two digit month of the file

DD = Two digit day of the file

HH = Two digit hour of the file (Military Hours) MM = Two digit minutes of the file

SS = Two digit seconds of the file

Example of CMS type 4 (combo/multiple transaction type) file sent April 22, 2008 at 11:00.45:pm:

4_50_PHOENIX_TRUST_CMS_20080422230045.TXT

4. Transaction types must be grouped to prevent out of balance issues. Deposits must be sent first followed by Adjustments and Voids and finally Disbursements. Same day disbursements are not permitted.

Example of multiple transactions in one file:

```
DEP|50|5099|5054|50-02-00001035|02-00001035|CV|Bartels vs James|10021|Mr Edward J McGill|500 W Anderson Way|Suite 119|94101|San Fran
DEP|50|5099|5054|50-03-00009031|02-00009031|CV|Kirby & Malone|10321|Allison Waters|1200 Oak ST||94103|San Francisco|US|CA|A000-
ADJ|50|5099|5054|50-02-00001035|02-00001035|CV|Bartels vs James|10021|Mr Edward J McGill|500 W Anderson Way|Suite 119|94101|San Fran
DISB|50|5099|5054|50-Winslow|04-0WIN2001|CV|Winslow & Walker|100721|Russell, Grant, Howard|2500 N Main||94110|San Francisco|US|CA|
```

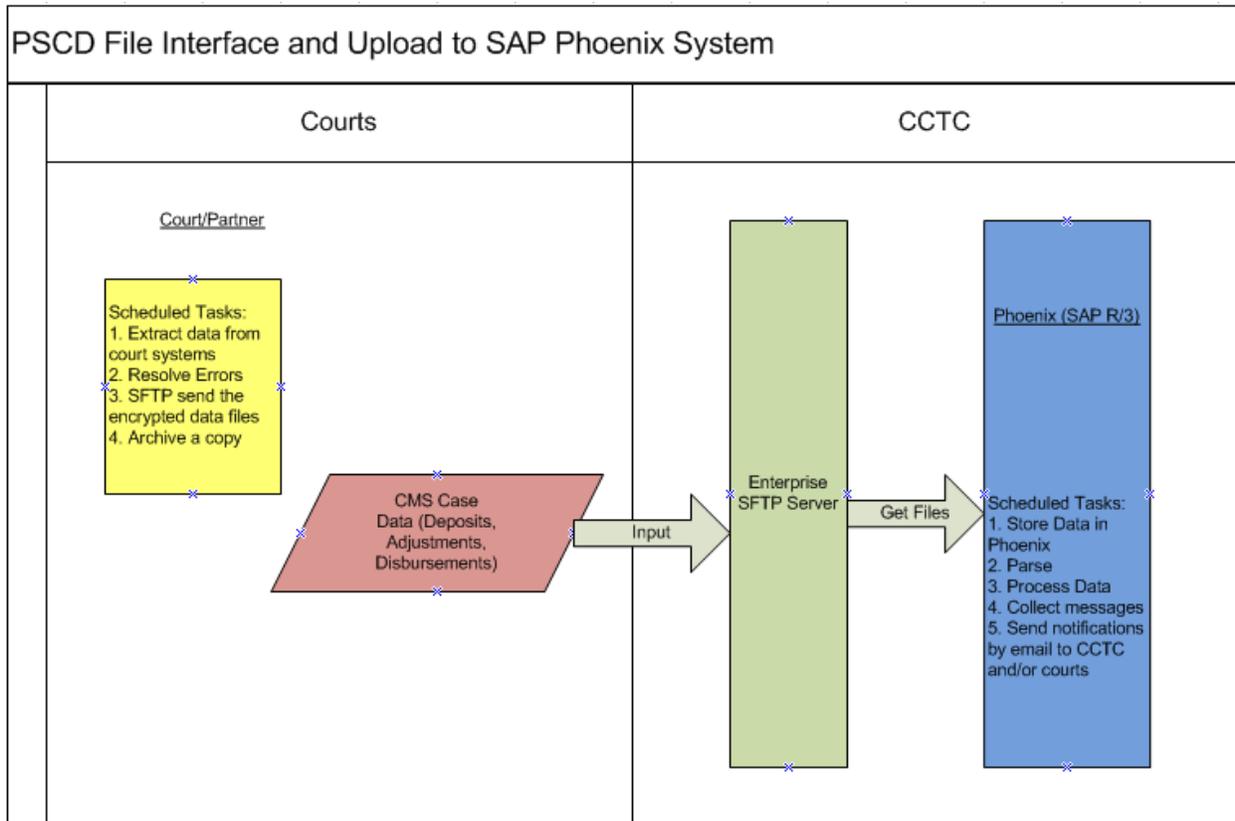
In the example above, there are four separate transactions. The first two are deposits, followed by a same day adjustment to the first case due to a cashiering error. The last transaction is a disbursement to a case created/funded on a prior day.

5. Error handling should be reviewed and resolved daily.

An Interface Results/Status report is sent after an Interface file has been processed. If by chance an entire file or a partial file is unable to be processed, the court will receive a summary report via email, with the number of records processed, if applicable. If the entire file fails, the court will manually correct the entries in the CMS, rename and resend a corrected original file. If a partial file fails, the court will manually correct the failed entries in the CMS and these unprocessed records will be included in the next day’s automated file.

Refer to the Interface Results/Status File section for specific interface status indicators and standard file format information, as well as a sample Report Summary.

PSCD File Interface and Upload to Phoenix System



Requirements for Submitting PSCD Deposits

It is the court's responsibility to comply with the Phoenix standards and the court e-filing policies before submitting any information. Once the data package is well formed, valid, and contains the necessary information, it can then be submitted to the test server. Testing will be coordinated with the TCAS as part of an implementation.

Below is a list of data elements included in the file structure. The type of data to be included in any PSCD case data submission is dependent on the transaction type.

Detailed Phoenix PSCD File Structure

Input Field name	Description	Type	Length	Lookup Value Tab listed	Required (X= required for all file types)	Comments	Format/Restrictions
Transaction type	Transaction Type (Deposit, Adjustment, Disbursement, Cancellation, Escheatment)	Char	4	X	X	Transaction type is used to determine whether the transaction is a Deposit, Disbursement, Adjustment, Cancellation or Escheatment	
Business Area	Business Area	Char	2	X	X	Needed to identify Court, special logic can be performed based on this value	
Source System	Data Origin/Source System (e.g. CounterPoint, Manual Entry)	Char	4	X	X	Needed to identify CMS system, special logic can be performed based on this value	

Input Field name	Description	Type	Length	Lookup Value Tab listed	Required (X= required for all file types)	Comments	Format/Restrictions
Court Location	Location of court (e.g. Turlock, Modesto)	Char	4	X	X	Needed to identify Court Location, special logic can be performed based on this value	
Court Case Number	Court Case Number	Char	20		X	Case/Contract is the cornerstone of PSCD. Financial documents are keyed to the contract	XX-<unique id>, XX = Business Area. Do not use spaces or special characters in the <unique id>
External Case Number	External Case number	Char	20			Case ID in court CMS	Do not use spaces or special characters in the field
Case Type	Court Case Type (e.g. Civil, Criminal, Family, Juvenile, Family Law, Probate, Small Claims, etc)	Char	4	X	X	Case type is required for Case/Contract	
Case Title	Case Description (e.g. Smith vs State of California)	Char	35				
External Partner Number	Unique Identifier for Business Partner (e.g. Party ID, CCMS number)	Char	20				Do not use spaces or special characters in the field

Input Field name	Description	Type	Length	Lookup Value Tab listed	Required (X= required for all file types)	Comments	Format/Restrictions
Full Name	Hold Full Name of Party	Char	35		Required for Disbursements	If Depositor name is not known Default partner name can be setup for Court	
Street 1	Street Address Line 1	Char	35		Required for Disbursements		
Street 2	Street Address Line 2	Char	40				
Postal Code	Zip Code	Char	10		Required for Disbursements		
City	City	Char	40		Required for Disbursements		
Country	Country	Char	3	X	Required for Disbursements		
Region	State	Char	3	X	Required for Disbursements		
Phone Number	Phone Number of Depositor	Char	30				
Tax Type	Taxpayer Id type (SSN type, EIN type)	Char	4	X	Required for Interest Disbursements		
Tax Number	Taxpayer ID	Char	20		Required for Interest Disbursements		SSN or EIN
Receipt Number	Transaction Receipt/Confirmation Number	Char	13		X	Receipt is used in our duplicate check logic	Do not use spaces or special characters in the field, value must be unique across partner

Input Field name	Description	Type	Length	Lookup Value Tab listed	Required (X= required for all file types)	Comments	Format/Restrictions
							systems and all time
Trust Type	Trust Type (Condemnation, Interpleader, Small Claims, Appeal Transcripts, Jury, Mediation, Bail, Traffic, Fee Types, etc)	Char	4	X	X	Trust type is used to determine the main/sub transactions	
Amount	Dollar Amount of transaction	Char	23	X	Required for all but interests only disbursements	Only transactions with financial postings are recorded so there must be a physical amount	No commas as thousands separator or spaces
Interest disbursement Amount	Dollar Amount of transaction Interest to Disburse	Char	23		Required for Interest Disbursements*		*Required only if interest percentage if not populated
Interest percentage	Percentage of Interest to Disburse				Required for Interest Disbursements*		*Required only if interest amount is not populated
Document Date	Document Date	Char	8				YYYYMMDD
Posting Date	Date documents will Post	Char	8		X	Financial document requires this	YYYYMMDD

Input Field name	Description	Type	Length	Lookup Value Tab listed	Required (X= required for all file types)	Comments	Format/Restrictions
Payment medium	Transactions Payment Type (Cash, Check, Charge. Note: ACHs will be included at a later date)	Char	2	X	Required for Deposits, Cancellation or Adjustments	This is used to determine the type of Payment lot is created. Also used in the recon process for grouping	01-Cash, 02-Check, 03-Credit Cards
Payment Method	Method Payment is made	Char	1	X	Required for Disbursements		
ADDITIONAL_INFO	Additional Text/Description of Payment (information only)	Char	50				Additional Payment Text Info
Check Number	Check Number	Char	13		Required for Cancellation and Escheatments can also be used for Deposits of Checks		
Original Receipt Number	Original Transaction Receipt/Confirmation Number of the voided/adjustment entry	Char	13		Required for Cancellation	To be included on adjustment files	Do not use spaces or special characters in the field, value must be unique across partner systems and all time

Input Field name	Description	Type	Length	Lookup Value Tab listed	Required (X= required for all file types)	Comments	Format/Restrictions
Assignment Field	Serialized Deposit Slip	Char	10		Required for Deposits to allow automated clearing	All deposits are entered with document type "DP"	<p>For cash & check, the unique deposit slips number will have 10 digit serial numbers; XXYYZZZZZZ where: [XX] = Court Business Area [YY] = Court location/Division [ZZZZZZ] = Serialized Number</p> <p>Note: If a deposit slip is not used, the reference filed still requires a 10 digit entry.</p> <p>credit card or EFT the 10 digit serial numbers: XXYYMMDDYY [XX] = Court Business Area [YY] = Court location/Division [MMDDYY] = Date expect deposit to credit bank account (posting date of EB document)</p>

Payment Status File Specifications:

Phoenix can provide an optional Check and ACH (ACHs functionality currently in development) payment status file for updates to disbursements initiated via the PSCD interface. Please see the standard file format listed below:

Field	Type	Length	Format
record_id	Numeric	10	Unique Identifier for Row
business_area	Char	4	See Lookup Value in Appendix
court case number	Char	20	
amount	Char	100	No thousands separator
payment_date	Date	8	YYYYMMDD
check_number	Char	10	
receipt_number	Char	13	
check_status	Char	1	See Lookup Value in Appendix
cancel_date	Date	8	YYYYMMDD
encash_date	Date	8	YYYYMMDD
Full Name (Payee)	Char	35	
Street 1	Char	35	
Street 2	Char	40	
City	Char	40	
Region	Char	3	See Lookup Value in Appendix
Zip Code	Char	10	
Country	Char	3	See Lookup Value in Appendix
SAP Payment Document	Char	10	
Payment Method	Char	1	See Lookup Value in Appendix
Void Reason	Char	2	See Lookup Value in Appendix

Note: check_number field will hold test 'ACH' if the payment is an ACH

The file will be provided pipe delimited, Unicode compliant and with control line feed line endings.

File name will correspond to the following convention:

XX_PHOENIX_TRUST_BBB_PAY_YYYYMMDD_HHMMSS.TXT

Example of Payment Status File returned to San Bernardino:

50_PHOENIX_TRUST_CMS_PAY_20080422230045.TXT

Interface Results/Status File

Phoenix will provide an Interface status file for transactions submitted via the PSCD interface, to be delivered immediately to a specified folder on the Enterprise SFTP server after an Interface file has been processed. The file should be used by the external CMS to streamline error handling or subsequent processes. The return filename will contain the same name of the file that was processed and will contain a status indicator (S = Success or E = Error) attached to the end of the file name. Additionally, email notifications will be sent to the court of interface file receipt and interface file results.

Example of interface status file returned to San Bernardino:

4_50_PHOENIX_TRUST_CMS_20080422230045_S.TXT = Success

Please see the standard file format listed below:

Component	Type	Length	Short Text
File Name	CHAR	100	File Name of Interface File Submitted to PSCD
Record Id	CHAR	100	File Record/Row Identifier
Message TYPE	CHAR	1	Message type: S = Success, E = Error, W = Warning
Case	CHAR	20	Identification Key for Contract Object/Case
TRANSACTION_STEP	CHAR	2	PSCD Transaction Step
TRANSACTION_Desc	CHAR	60	Description of Transaction Step
MESSAGE	CHAR	220	Message Text
SAP_OBJECT_ID	CHAR	40	Number/ID of the SAP Object created during the transaction
POSTING_DATE	DATS	8	Posting Date in the Document (YYYYMMDD)
START_TIME	TIMS	6	Job Start Time
END_TIME	TIMS	6	Job End Time

The file will be provided pipe delimited, Unicode compliant and with control line feed line endings.

Guidelines for Submitting Data

The following guidelines will be helpful to ensure expeditious processing of your data:

- Firewall changes on the court side and the AOC may be required to establish communications. Please allow ample time for communication testing, as well as, data validation and end-to-end integration testing in your on-boarding process.
- Connection to Phoenix Non-Production environment will be available for testing. Requests can be made to have test files processed by sending a note to phoenixsupportservices@jud.ca.gov.

- Since Phoenix utilizes a secure file transmission server environment additional encryption is not necessary. All data transmission data and file data at rest will be fully encrypted by our Axway appliance. Please do not share user credential information, and no AOC representative will ask for your password information. Additional Phoenix SFTP server user IDs can be requested with differing levels of access.
- Files should ideally be submitted daily to allow for the most up to date information to be captured by our PSCD environment.
- Errors occur in all systems. Any errors that occur as part of the interface process will be reported to the identified email recipients as they occur and/or delivered via a results file. Corrections should be made promptly in the CMS and the automated interface will resend the correct entries.

Appendix 1: Partner Information Request Sheet

Please complete the following information to aid us in streamlining the implementation effort:

Today's Date:

Required Implementation Date:

This information should be completed and sent to phoenixsupportservices@jud.ca.gov to initiate discussions regarding an interface between a trading partner case management system, and Phoenix.	
Trading Partner Contact Information	
<p>Trading Partner Name :</p> <p>Are you an existing Trading Partner on the AOC SFTP Enterprise Server?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Primary Contact:</p> <p>Primary Contact Phone:</p> <p>Primary Contact Email:</p> <p>Secondary Contact:</p> <p>Secondary Contact Phone:</p> <p>Secondary Contact Email:</p>
This information will be completed as part of an implementation.	
Interface Notification Information	
<p>Technical Email List/Distribution:</p> <p>Functional Email List/Distribution:</p>	<p>What Notification Types do you wish to Receive:</p> <p><input type="checkbox"/> On File Receipt <input type="checkbox"/> File Process Summary <input type="checkbox"/> Errors Only</p>
Transmission Information	
<p>File Schedule (Daily, Weekly, Monthly, Ad Hoc) :</p> <p>File Frequency (specify day of the week and time):</p>	<p>Other (explain :) :</p>

Approx. Number of records:

Which File Transmission Protocol will you be using to upload the file:

SFTP FTPS

Server names/IP/URL that will be connecting to the AOC SFTP enterprise Server (please list both production and non-production environments if separate):

Transaction Information:

What type of transactions are you planning to send:

Deposits

Disbursements Same Day?

Adjustments Same Day?

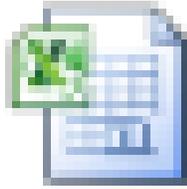
Each File Can Contain All/Mixed transaction types

Multiple Files per day, Grouped by Transaction type (i.e. file for: Deposits, Disbursements, Adjustments)

Do you want to receive a Payment Status File? Yes No

If so how often: Daily Weekly Monthly Other (explain :)

Appendix 2: Interface Codes – Lookup Values



PS013 Lookup
Values.xlsx

File Samples

Sample Daily Transactions File:



4_50_PHOENIX_TRUS
T_CMS_20130801230

Sample Results File:



4_50_PHOENIX_TRUS
T_CMS_20130801230

Sample Payments Status File:



50_PHOENIX_TRUST_
CMS_PAY_201308012