

Sponsor Confirmation of Payment Report Instruction

Sponsors are required to convert the Contract Summary Report into the Confirmation of Payment Report. The following steps outline this conversion:

1. Sponsors have a P-number Contract Summary Record for each P-number they are to receive a payment from. On each Contract Summary Record (PTOT) populate:

Field 8 - DATE OF PAYMENT (CCYYMMDD)

Field 9 - PAYMENT AMOUNT (decimal is implied and formatted with over-punch characters)

2. On the Contract Trailer Record (TPACT) populate:

Field 12 - DATE OF PAYMENT (CCYYMMDD)

Field 13 – PAYMENT AMOUNT (decimal is implied and formatted with over-punch characters)

3. The Confirmation Report will need to change from “10CSM” to “10CPC” in field 6 of the TPACH and field 6 of the TPACT records.
4. Rename the file as follows R.#####.RPT.SPON_CONFIRM
The ##### is a sequential number the Sponsor received on their Sponsor Invoice Report.
5. Save the file as either a flat file or a text file. You can use a text editor like WordPad, Notepad or TextPad to create the text file.