

Travel account record-layout
for
Invoicing with additional data.

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Change log

| Version | Date | Change |
|---------|------------|---|
| 1 | 2013-10-15 | Document translated to English, Data delivery record structure updated. Change log added |
| | | |

General information about the use and contents

It's not possible to receive paper based invoices and account statements, when these are received by files.

The following models can be chosen for invoices

1. 411, 412 record (detail information)
2. 411, 412, 413 records (detail and total records) (total records not yet implemented)
3. 413 record (total information, not yet implemented)

Any empty field are populated by blanks (for Alphanumeric fields) or zeroes (for Numeric fields)

NON-billed transactions

A customer can receive daily transactions also called NON-billed transactions.

Data is delivered in 411 or 413 records (detail and total records). Account statements are not part of such a delivery.

The NON-billed delivery differs from the billed delivery as described below:

Record 200 has "N" in pos. 249 (Delivery type)

Record 400 has "N" i pos 27 (Type) and Invoice number is blank

Record 300 – 399 not part of NON-billed transactions

Record 412 not part of NON-billed transactions

Data delivery record structure

The column Mult. tells how many occurrence of the record are allowed per type defined in the 'Use' column

| Record number | | Record name | Mult. | Use |
|---------------|------------|--|--------|---|
| 200 | | Beneficiary block start | [1..n] | Per file Always followed by 201, ended by 900. |
| 201 | | Beneficiary start, details | [1..1] | Per beneficiary block Always follows 200 |
| | 300 | Start of Account statement form | [0..n] | per beneficiary block |
| | 301 | Detail record – Amount | [1..1] | per account statement |
| | 302 | Detail record – Payment amount giro | [0..n] | per account statement One occurrence per due date |
| | 303 | Detail record – Period amount | [0..1] | per account statement |
| | 304 | Detail record – Open posts | [1..1] | per account statement |
| | 399 | End of Account statement form | [0..n] | per beneficiary block must always end Account stamen forms |
| | 400 | Start of Invoice form | [0..n] | Per Beneficiary block Billed or NON-billed, NON-billed will not occur with account statement forms (300-399 records) |
| | 411 | Detailed information record (per transaction) | [1..n] | Per invoice (both billed and NON-billed) |
| | 412 | Detailed information record – additional information | [0..n] | Per invoice Only used in billed invoices, never in NON-billed |
| | 413 | Total information record – per voucher | [0..n] | Per invoice |
| | 499 | End of invoice form | [0..n] | Per Beneficiary block |
| 900 | | Beneficiary block end | [1..n] | Must always end a beneficiary block |

Record layout: Travel account Invoicing with additional information



200-record

| Field No. | Field name | Length | Type | Position | | Mandatory / optional | Specification of functionality and contents |
|-----------|----------------------|--------|------|----------|-----|----------------------|---|
| | | | | Start | End | | |
| 1 | Record Type | 3 | A | 001 | 003 | Mandatory | "200" = beneficiary start |
| 2 | Record serial no. | 7 | N | 004 | 010 | Mandatory | Continuous no. in the delivery |
| 3 | Travel account no. | 16 | N | 011 | 026 | Mandatory | |
| 4 | Customer name 1 | 32 | A | 027 | 058 | Mandatory | |
| 5 | Customer name 2 | 32 | A | 059 | 090 | Mandatory | |
| 6 | Customer name 3 | 32 | A | 091 | 122 | Mandatory | |
| 7 | Customer name 4 | 32 | A | 123 | 154 | | |
| 8 | Customer name 5 | 32 | A | 155 | 186 | | |
| 9 | Customer name 6 | 32 | A | 187 | 218 | | |
| 10 | Date | 10 | A | 219 | 228 | Mandatory | dd.mm.yyyy |
| 11 | Media | 1 | A | 229 | 229 | Mandatory | Output media X = eXtra information |
| 12 | Data format version | 1 | A | 230 | 230 | Mandatory | Format of electronic output A = Fixed format |
| 13 | Reimbursement | 1 | A | 231 | 231 | Mandatory | Credit note J = Yes N = No |
| 14 | Customer postal code | 4 | A | 232 | 235 | Mandatory | |
| 15 | Customer SE number | 8 | N | 236 | 243 | Mandatory | Danish vat no. |
| 16 | Sorting criteria | 2 | N | 244 | 245 | Mandatory | For NETS internal use |
| 17 | Service provider | 3 | A | 246 | 248 | | For NETS internal use |
| 18 | Type of delivery | 1 | A | 249 | 249 | Mandatory | F = Invoice N = Non-billed |
| 19 | Filler | 1 | A | 250 | 250 | | Blanks |

201-record

| Field No. | Field name | Length | Type | Position | | Mandatory / optional | Specification of functionality and contents |
|-----------|---------------------|--------|------|----------|-----|----------------------|---|
| | | | | Start | End | | |
| 1 | Record Type | 3 | A | 001 | 003 | Mandatory | "201" = Beneficiary start |
| 2 | Record serial no. | 7 | N | 004 | 010 | Mandatory | Continuous no. in the delivery |
| 3 | Travel-/account no. | 16 | N | 011 | 026 | Mandatory | |
| 4 | Travel agency | 25 | A | 027 | 051 | Mandatory | |
| 5 | EC Contact person | 25 | A | 052 | 076 | Mandatory | |
| 6 | EC phone number | 8 | A | 077 | 084 | Mandatory | |
| 7 | EAN number | 13 | A | 085 | 097 | | For NETS internal use |
| 8 | Filler | 153 | A | 098 | 250 | | Blanks |

Record layout: Travel account Invoicing with additional information



300-record

| Field No | Field name | Length | Type | Position | | Mandatory / optional | Specification of functionality and contents |
|----------|---------------------|--------|------|----------|-----|----------------------|---|
| | | | | Start | End | | |
| 1 | Record Type | 3 | A | 001 | 003 | Mandatory | "300" = Form start (account statement) |
| 2 | Record serial no. | 7 | N | 004 | 010 | Mandatory | Continuous no. in the delivery |
| 3 | Travel-/account no. | 16 | N | 011 | 026 | Mandatory | |
| 4 | Type | 1 | A | 027 | 027 | Mandatory | Form type K = Account statement |
| 5 | Statement number | 7 | N | 028 | 034 | Mandatory | |
| 6 | Copy text | 1 | A | 035 | 035 | Mandatory | J = The text 'KOPI' (copy) is added to the form. N = No text |
| 7 | Form date | 10 | A | 036 | 045 | Mandatory | dd.mm.yyyy |
| 8 | Period start date | 10 | A | 046 | 055 | Mandatory | dd.mm.yyyy |
| 9 | Period end date | 10 | A | 056 | 065 | Mandatory | dd.mm.yyyy |
| 10 | Filler | 185 | A | 066 | 250 | Mandatory | Blanks |

301-record

| Field No | Field name | Length | Type | Position | | Mandatory / optional | Specification of functionality and contents |
|----------|-------------------------|--------|------|----------|-----|----------------------|--|
| | | | | Start | End | | |
| 1 | Record Type | 3 | A | 001 | 003 | Mandatory | "301" = Detail record, amount |
| 2 | Record serial no. | 7 | N | 004 | 010 | Mandatory | Continuous no in the delivery |
| 3 | Travel-/account no. | 16 | N | 011 | 026 | Mandatory | |
| 4 | Date | 10 | A | 027 | 036 | Mandatory | dd.mm.yyyy |
| 5 | Text | 23 | A | 037 | 059 | Mandatory | |
| 6 | Voucher no. | 7 | A | 060 | 066 | Mandatory | |
| 7 | Original debit amt, | 13 | N | 067 | 079 | | Amount in Danish 'øre' |
| 8 | Original credit amt, | 13 | N | 080 | 092 | | Amount in Danish 'øre' |
| 9 | Orig. balance prefix | 1 | A | 093 | 093 | | + or - |
| 10 | Original balance | 13 | N | 094 | 106 | | Amount in Danish 'øre' |
| 11 | Blank linie | 1 | A | 107 | 107 | | For NETS internal use |
| 12 | Edit zero amount | 1 | A | 108 | 108 | Mandatory | J = debit amount is edited using zeroes N = debet amount is edited using blanks |
| 13 | Due date | 10 | A | 109 | 118 | Mandatory | dd.mm.yyyy |
| 14 | Remaining amount prefix | 1 | A | 119 | 119 | | + or - |
| 15 | Remaining amount | 13 | N | 120 | 132 | | Amount in Danish 'øre' |
| 16 | Filler | 118 | A | 133 | 250 | | Blanks |

Record layout: Travel account Invoicing with additional information



302-record

| Field No | Field name | Length | Type | Position | | Mandatory / optional | Specification of functionality and contents |
|----------|---------------------|--------|------|----------|-----|----------------------|---|
| | | | | Start | End | | |
| 1 | Record Type | 3 | A | 001 | 003 | Mandatory | "302" = Detail record, giro |
| 2 | Record serial no. | 7 | N | 004 | 010 | Mandatory | Continuous no. in the delivery |
| 3 | Travel-/account no. | 16 | N | 011 | 026 | Mandatory | |
| 4 | Date | 10 | A | 027 | 036 | Mandatory | dd.mm.yyyy |
| 5 | Pmt amt prefix | 1 | A | 037 | 037 | Mandatory | |
| 6 | Payment amount | 13 | N | 038 | 050 | Mandatory | |
| 7 | Due amt prefix | 1 | A | 051 | 051 | Mandatory | + or - |
| 8 | Due amount | 13 | N | 052 | 064 | Mandatory | Amount in Danish 'øre' |
| 9 | Payment ID | 15 | N | 065 | 079 | Mandatory | Payment ID for inpayment form |
| 10 | Filler | 171 | A | 080 | 250 | | Blanks |

303-record

| Field No | Field name | Length | Type | Position | | Mandatory / optional | Specification of functionality and contents |
|----------|--|--------|------|----------|-----|----------------------|---|
| | | | | Start | End | | |
| 1 | Record Type | 3 | A | 001 | 003 | Mandatory | "303" = Detail rec., period amount |
| 2 | Record serial no. | 7 | N | 004 | 010 | Mandatory | Continuous no. in the delivery |
| 3 | Travel-/account no. | 16 | N | 011 | 026 | Mandatory | |
| 4 | Period flight ticket amount prefix | 1 | A | 027 | 027 | | + or - |
| 5 | Period flight ticket amount | 13 | N | 028 | 040 | | Amount in Danish 'øre' |
| 6 | Period non- air amount prefix | 1 | A | 041 | 041 | | + or - |
| 7 | Period non-flight ticket amt | 13 | N | 042 | 054 | | Amount in Danish 'øre' |
| 8 | Yearly flight ticket amount prefix | 1 | A | 055 | 055 | | + or - |
| 9 | Yearly flight ticket amt | 13 | N | 056 | 068 | | Amount in Danish 'øre' |
| 10 | Yearly non-flight ticket amount prefix | 1 | A | 069 | 069 | | + or - |
| 11 | Yearly non-flight ticket amt | 13 | N | 070 | 082 | | Amount in Danish 'øre' |
| 12 | Total amount prefix | 1 | A | 083 | 083 | | + or - |
| 13 | Total amount | 13 | N | 084 | 096 | | Amount in Danish 'øre' |
| 14 | Filler | 154 | A | 097 | 250 | | Blanks |

304-record

| Field No | Field name | Length | Type | Position | | Mandatory / optional | Specification of functionality and contents |
|----------|----------------------|--------|------|----------|-----|----------------------|---|
| | | | | Start | End | | |
| 1 | Record Type | 3 | A | 001 | 003 | Mandatory | "304" = Detail record, open posts |
| 2 | Record serial no. | 7 | N | 004 | 010 | Mandatory | Continuous no. in the delivery |
| 3 | Travel-/account no. | 16 | N | 011 | 026 | Mandatory | |
| 4 | Due date | 10 | A | 027 | 036 | Mandatory | dd.mm.yyyy |
| 5 | Voucher date | 10 | A | 037 | 046 | Mandatory | dd.mm.yyyy |
| 6 | Text | 23 | A | 047 | 069 | Mandatory | |
| 7 | Voucher number | 9 | A | 070 | 078 | Mandatory | + or - |
| 8 | Original debit amt, | 13 | N | 079 | 091 | | Amount in Danish 'øre' |
| 9 | Original credit amt, | 13 | N | 092 | 104 | | Amount in Danish 'øre' |
| 10 | Blank | 1 | A | 105 | 105 | | For NETS internal use |
| 11 | Due amount prefix | 1 | A | 106 | 106 | | + or - |
| 12 | Due amount | 13 | N | 106 | 119 | | Amount in Danish 'øre' |
| 13 | Filler | 131 | A | 120 | 250 | | Blanks |

399-record

| Field No | Field name | Length | Type | Position | | Mandatory / optional | Specification of functionality and contents |
|----------|---------------------|--------|------|----------|-----|----------------------|---|
| | | | | Start | End | | |
| 1 | Record Type | 3 | A | 001 | 003 | Mandatory | "399" = End of form |
| 2 | Record serial no. | 7 | N | 004 | 010 | Mandatory | Continuous no. in the delivery |
| 3 | Travel-/account no. | 16 | N | 011 | 026 | Mandatory | |
| 4 | Total amount prefix | 1 | A | 106 | 106 | Mandatory | + or - |
| 5 | Total amount | 13 | N | 106 | 119 | Mandatory | Amount in Danish 'øre' The total is the the net amount of Debit- and Credit amounts from 301 and 304 records, NO other amounts are included. |
| 6 | Filler | 131 | A | 120 | 250 | | Blanks |

Record layout: Travel account Invoicing with additional information



400-record

| Field No | Field name | Length | Type | Position | | Mandatory / optional | Specification of functionality and contents |
|----------|-----------------------|--------|------|----------|-----|----------------------|---|
| | | | | Start | End | | |
| 1 | Record Type | 3 | A | 001 | 003 | Mandatory | "400" = Form start (billed invoice) |
| 2 | Record serial no. | 7 | N | 004 | 010 | Mandatory | Continuous no. in the delivery |
| 3 | Travel-/account no. | 16 | N | 011 | 026 | Mandatory | |
| 4 | Type | 1 | A | 027 | 027 | Mandatory | Form type S = Invoice specificationn |
| 5 | Travel acct. Inv. No. | 7 | A | 028 | 034 | Mandatory | Invoice number |
| 6 | Form date | 10 | A | 035 | 044 | Mandatory | dd.mm.yyyy |
| 7 | Due date | 10 | A | 045 | 054 | Mandatory | dd.mm.yyyy |
| 8 | Filler | 196 | A | 055 | 250 | | Blanks |

400-record (NON-billed)

| Field No | Field name | Length | Type | Position | | Mandatory / optional | Specification of functionality and contents |
|----------|-----------------------|--------|------|----------|-----|----------------------|---|
| | | | | Start | End | | |
| 1 | Record Type | 3 | A | 001 | 003 | Mandatory | "400" = Form start (NON-billed) |
| 2 | Record serial no. | 7 | N | 004 | 010 | Mandatory | Continuous no. in the delivery |
| 3 | Travel-/account no. | 16 | N | 011 | 026 | Mandatory | |
| 4 | Type | 1 | A | 027 | 027 | Mandatory | Form type N = NON-billed data |
| 5 | Travel acct. Inv. No. | 7 | A | 028 | 034 | | blanks |
| 6 | Form date | 10 | A | 035 | 044 | Mandatory | dd.mm.yyyy (date of receipt in NETS) |
| 7 | Due date | 10 | A | 045 | 054 | | Blanks |
| 8 | Filler | 196 | A | 055 | 250 | | Blanks |

411-record – transmission

| Field No | Field name | Length | Type | Position | | Mandatory / optional | Specification of functionality and contents |
|----------|---------------------------|--------|------|----------|-----|----------------------|--|
| | | | | Start | End | | |
| 1 | Record Type | 3 | A | 001 | 003 | Mandatory | "411" = Detail information record |
| 2 | Record serial no. | 7 | N | 004 | 010 | Mandatory | Continuous no. in the delivery |
| 3 | Travel-/account no. | 16 | N | 011 | 026 | Mandatory | |
| 4 | Purchase date | 10 | A | 027 | 036 | Mandatory | dd.mm.yyyy |
| 5 | Travel agency inv. number | 9 | A | 037 | 045 | Mandatory | |
| 6 | Travel date | 10 | A | 046 | 055 | Mandatory | dd.mm.yyyy |
| 7 | Passenger name | 30 | A | 056 | 085 | Mandatory | |
| 8 | Specification | 30 | A | 086 | 115 | Mandatory | For planeticket: Flight route Otherwise textual description |
| 9 | Ticket number | 13 | A | 116 | 128 | Mandatory | |
| 10 | Free field 1 | 30 | A | 129 | 158 | | |
| 11 | Free field 2 | 15 | A | 159 | 173 | | =Requisition number |
| 12 | Prefix | 1 | A | 174 | 174 | Mandatory | + or - |
| 13 | Amount | 13 | N | 175 | 187 | Mandatory | Amount in Danish 'øre' |
| 14 | Destination | 5 | A | 188 | 192 | | |
| 15 | Return date | 10 | A | 193 | 202 | | dd.mm.yyyy |
| 16 | Article code | 10 | A | 203 | 212 | | |
| 17 | Discount amount | 13 | N | 213 | 225 | | Amount in DKK |
| 18 | Discount code | 1 | N | 226 | 226 | | 5 = standard discount 6 = expense for tail ticket |
| 19 | Airline | 5 | A | 227 | 231 | | |
| 20 | Employee number | 15 | A | 232 | 246 | | |
| 21 | Project number | 30 | A | 247 | 276 | | |
| 22 | Ordered by | 30 | A | 277 | 306 | | |
| 23 | Customer cost centre | 30 | A | 307 | 336 | | |
| 24 | Department | 20 | A | 337 | 356 | | |
| 25 | Transaction ID | 10 | N | 357 | 366 | Mandatory | |
| 26 | Filler | 13 | A | 367 | 380 | | Blanks |

Record layout: Travel account Invoicing with additional information



412-record - transmission

| Field No | Field name | Length | Type | Position | | Mandatory / optional | Specification of functionality and contents |
|----------|---------------------------|--------|------|----------|-----|----------------------|--|
| | | | | Start | End | | |
| 1 | Record Type | 3 | A | 001 | 003 | Mandatory | "412" = Supplemental detail info. |
| 2 | Record serial no. | 7 | N | 004 | 010 | Mandatory | Continuous no. in the delivery |
| 3 | Travel-/account no. | 16 | N | 011 | 026 | Mandatory | |
| 4 | Purchase date | 10 | A | 027 | 036 | Mandatory | dd.mm.yyyy |
| 5 | Travel agency inv. number | 9 | A | 037 | 045 | Mandatory | |
| 6 | Travel date | 10 | A | 046 | 055 | Mandatory | dd.mm.yyyy |
| 7 | Passenger name | 30 | A | 056 | 085 | Mandatory | |
| 8 | Specification | 30 | A | 086 | 115 | Mandatory | For planeticket: Flight route Otherwise textual description |
| 9 | Ticket number | 13 | A | 116 | 128 | Mandatory | |
| 10 | Free field 1 | 30 | A | 129 | 158 | | |
| 11 | Free field 2 | 15 | A | 159 | 173 | | =Requisition number |
| 12 | Filler | 14 | A | 173 | 187 | | Blanks |
| 13 | Destination | 5 | A | 188 | 192 | | |
| 14 | Return date | 10 | A | 193 | 202 | | dd.mm.yyyy |
| 15 | Article code | 10 | A | 203 | 212 | | |
| 16 | Employee number | 15 | A | 213 | 227 | | |
| 17 | Customer cost centre | 30 | A | 228 | 257 | | |
| 18 | Department | 20 | A | 258 | 277 | | |
| 19 | Filler | 23 | A | 278 | 300 | | Blanks |

Record layout: Travel account Invoicing with additional information



413-record - transmission

| Field No | Field name | Length | Type | Position | | Mandatory / optional | Specification of functionality and contents |
|----------|---------------------------|--------|------|----------|-----|----------------------|--|
| | | | | Start | End | | |
| 1 | Record Type | 3 | A | 001 | 003 | Mandatory | "413" = Total information record |
| 2 | Record serial no. | 7 | N | 004 | 010 | Mandatory | Continuous no. in the delivery |
| 3 | Travel-/account no. | 16 | N | 011 | 026 | Mandatory | |
| 4 | Purchase date | 10 | A | 027 | 036 | Mandatory | dd.mm.yyyy |
| 5 | Travel agency inv. number | 9 | A | 037 | 045 | Mandatory | |
| 6 | Travel date | 10 | A | 046 | 055 | Mandatory | dd.mm.yyyy |
| 7 | Passenger name | 30 | A | 056 | 085 | Mandatory | |
| 8 | Specification | 30 | A | 086 | 115 | Mandatory | For planeticket: Flight route Otherwise textual description |
| 9 | Ticket number | 13 | A | 116 | 128 | Mandatory | |
| 10 | Free field 1 | 30 | A | 129 | 158 | | |
| 11 | Free field 2 | 15 | A | 159 | 173 | | =Requisition number |
| 12 | Prefix | 1 | A | 174 | 174 | Mandatory | + or - |
| 13 | Amount | 13 | N | 175 | 187 | Mandatory | Amount in Danish 'øre' |
| 14 | Destination | 5 | A | 188 | 192 | | |
| 15 | Return date | 10 | A | 193 | 202 | | dd.mm.yyyy |
| 16 | Article code | 10 | A | 203 | 212 | | |
| 17 | Discount amount | 13 | N | 213 | 225 | | Amount in DKK |
| 18 | Discount code | 1 | N | 226 | 226 | | 5 = standard discount 6 = expense for tail ticket |
| 19 | Airline | 5 | A | 227 | 231 | | |
| 20 | Employee number | 15 | A | 232 | 246 | | |
| 21 | Project number | 30 | A | 247 | 276 | | |
| 22 | Ordered by | 30 | A | 277 | 306 | | |
| 23 | Customer cost centre | 30 | A | 307 | 336 | | |
| 24 | Department | 20 | A | 337 | 356 | | |
| 25 | Transaction ID | 10 | N | 357 | 366 | | |
| 26 | Filler | 13 | A | 367 | 380 | | Blanks |

499-record

| Field No | Field name | Length | Type | Position | | Mandatory / optional | Specification of functionality and contents |
|----------|---------------------|--------|------|----------|-----|----------------------|---|
| | | | | Start | End | | |
| 1 | Record Type | 3 | A | 001 | 003 | Mandatory | "499" = Detail information record |
| 2 | Record serial no. | 7 | N | 004 | 010 | Mandatory | Continuous no. in the delivery |
| 3 | Travel-/account no. | 16 | N | 011 | 026 | Mandatory | |
| 4 | Total amount prefix | 1 | A | 027 | 027 | Mandatory | + or - |
| 5 | Total amount | 13 | N | 028 | 040 | Mandatory | Amount in Danish 'øre' The total is the net amount of Debit- and Credit amounts from 301 and 304 records, NO other amounts are included. |
| 6 | Filler | 210 | A | 041 | 250 | | Blanks |

900-record

| Field No | Field name | Length | Type | Position | | Mandatory / optional | Specification of functionality and contents |
|----------|-----------------------|--------|------|----------|-----|----------------------|---|
| | | | | Start | End | | |
| 1 | Record Type | 3 | A | 001 | 003 | Mandatory | "900" = Beneficiary end |
| 2 | Record serial no. | 7 | N | 004 | 010 | Mandatory | Continuous no. in the delivery |
| 3 | Travel-/account no. | 16 | N | 011 | 026 | Mandatory | |
| 4 | Number of 300-records | 11 | N | 027 | 037 | Mandatory | Number of 300-records (forms) |
| 5 | Number of 400-records | 11 | N | 038 | 048 | Mandatory | Number of 400-records (forms) |
| 6 | Filler | 202 | A | 049 | 250 | | Blanks |