Texas Unified Nutrition Programs System (TX-UNPS) Project

Summer Food Service Program (SFSP) Site Claims

Point of Sale (POS) File Specifications

Final V2.0

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State of Texas
Department of Agriculture
Food and Nutrition Division

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Document Revision History

Version	Status	Date	Change Description	Updated By
V1.0	Final	03/04/2012	Initial draft submitted to TX-UNPS Project Management Team for review	Simona Handley
V1.1	Final	03/12/2012	Updated section 2 screen prints	Simona Handley
V2.0	Final	07/02/2019	Updated with new version 804 mapping information	Cole Smith

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1.   Point of Sale (POS) Interface

Summer Food Service Program (SFSP) site claim data may be either manually entered into TX-UNPS via the SFSP Claims module or imported via a file in a designated, pre-defined file format. Since some Contracting Entities maintain meal administrative systems that automatically capture point of sale (POS) data for meals served and generate reimbursement claims by site, TX-UNPS provides the ability for authorized users to import a POS file in a defined file format. Once the file is imported into TX-UNPS, claim validation and error checking will function in the same manner as if the site data was manually entered into TX-UNPS and the user had selected the Save button.

This option is available only for the Summer Food Service Program (SFSP) Meals, which includes the following:

- Breakfast
- Lunch
- Supper
- Snack

1.1   Interface Characteristics

The following table identifies the characteristics of this interface:

Table 1: POS Systems – Interface Characteristics

Category	Characteristic
Purpose of Interface(s)	To upload a Contracting Entity's SFSP site-level claim data
Type of Interface(s)	Batch
Initial Frequency Setting	On-demand initiated by Contracting Entity user
Interface Direction	Import into TX-UNPS
Import Method	Via YYYY-YYYY SFSP Claim Site List screen within the TX-UNPS SFSP Claims module (see Section 2)
Acceptable File Formats	ASCII Fixed Width per specification in this document
TDA Contact for Development Questions	- Meredith Noel - Meredith.noel@texasagriculture.gov 512-463-4293
TDA Contact for Production Questions	- TX-UNPS Help Desk - squaremeals@TexasAgriculture.gov 1-877-TEX-MEAL

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1.2   Constraints

The import process relies on the creation of an interface file that is a fixed width ASCII text file and contains site-level claim reporting information from a Contracting Entity's point of sale (POS) system. The file must be formatted according to the layout specified in the TX-UNPS SFSP POS File Layout specifications. Contracting Entities will need to develop a method of creating this file, which may require working with their POS vendor.

1.3   Process Overview

Creating the TX-UNPS SFSP Claims POS File

When a Contracting Entity is ready to import site claim data into TX-UNPS for a specific month, they will initially execute an external process from their POS system to create the "import" file. This file can be saved on the Contracting Entity's local computer hard drive, network directory, or in any location desired by the user. The name of the file is not relevant to TX-UNPS, therefore the Contracting Entity can choose their own naming standard for the file. It is recommended that the Contracting Entity includes the claim month (e.g., May2019) in the file name.

Importing the SFSP Claims POS File into TX-UNPS

Once the file is created, the user will log into TX-UNPS to execute the import process. The interface process is initiated by a user with the appropriate TX-UNPS security to load the file. The intent is for the Contracting Entity user to conduct the upload process; however, any authorized user, including ESCs and TDA staff, can upload a file given the proper TX-UNPS security rights and access to the SFSP Claims POS file.
To upload the file into TX-UNPS, the Contracting Entity will click on a button on the TX-UNPS SFSP Claim Site List screen (see Section 2). TX-UNPS will present the user with a "File Open" dialog box and the user will navigate to and select the "import" file from the location where the user saved the file. After selecting the file, the user will click on an "import" link. TX-UNPS will import the file and save the data. Uploaded files will be validated to ensure that Contracting Entities can only upload data for their sites.

Data Validation

After the file has been imported, TX-UNPS will display a results screen so the user understands which, if any, records needs to be corrected. If there are errors in the data, the user can either correct them manually in TX-UNPS or correct the errors in the POS system and re-upload the corrected file. The file can be uploaded as many times as the Contracting Entity would like; however, TX-UNPS will overlay any existing data with new data. Repetitive uploads will always overlay existing data until the claim is paid. After the claim for the month being uploaded is paid, subsequent uploads for the same month will result in the creation of a revised claim.

1.4   File Layout

Appendix A defines the file format for the TX-UNPS SFSP Claims POS file. Please note the following:

- N = Numeric
  Example: Numeric data that is represented with two digits and no decimal places will be shown in this document as N(2,0).
- C = Character
  Example: Character data that fills a field that is 64 spaces wide will be shown in this document as C(64).

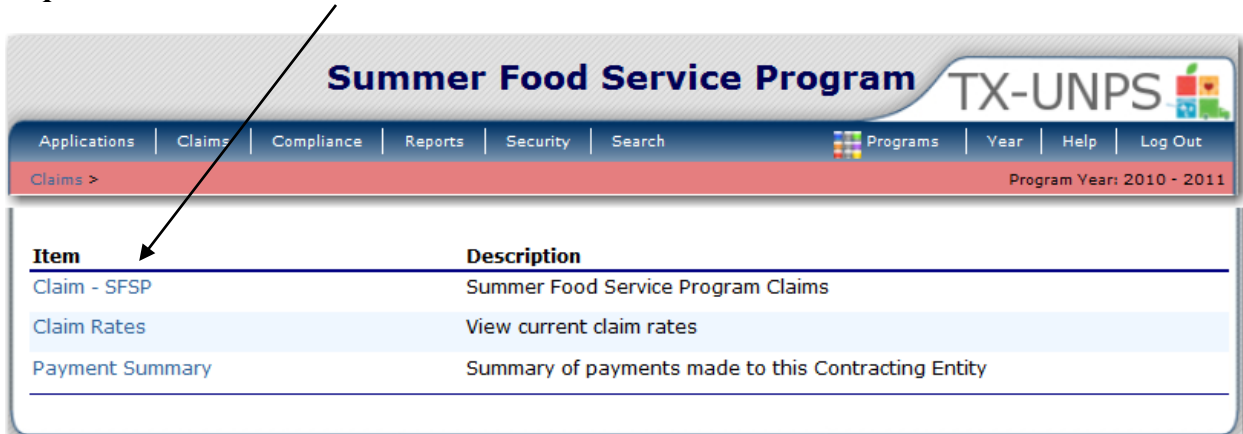## 2.   Accessing SFSP Site Claim POS Option within TX-UNPS

The following screens identify the steps required to upload SFSP site claims data.

Step 1: Access the SFSP Claims Sub-module

Once an authorized user has logged into the SFSP module, access to the claims component for SFSP Claims is via "Claims" on the Menu Bar.

Step 2: Select "Claim – SFSP"

Step 3: On the SFSP Claim Year Summary screen, select Claim Month for the file to be uploaded

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Oct 2010					$0.00
Nov 2010					$0.00
Dec 2010					$0.00
Jan 2011					$0.00
Feb 2011					$0.00
Mar 2011					$0.00
Apr 2011					$0.00
May 2011					$0.00
Jun 2011					$0.00
Jul 2011					$0.00
Aug 2011					$0.00
Sep 2011					$0.00
				Year to Date Totals	**$0.00**

Step 4: On the SFSP Claim Month Details screen, select the "Add Original Claim" button

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
There are no claims for this month						
				Total Earned	$0.00	

< Back   Add Original Claim

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Step 5a: Select the "Upload Claim Data" button

Step 5b: Select the POS claim file to be uploaded (use the Browse button to locate the file)

Step 5c: Select the "Upload" button
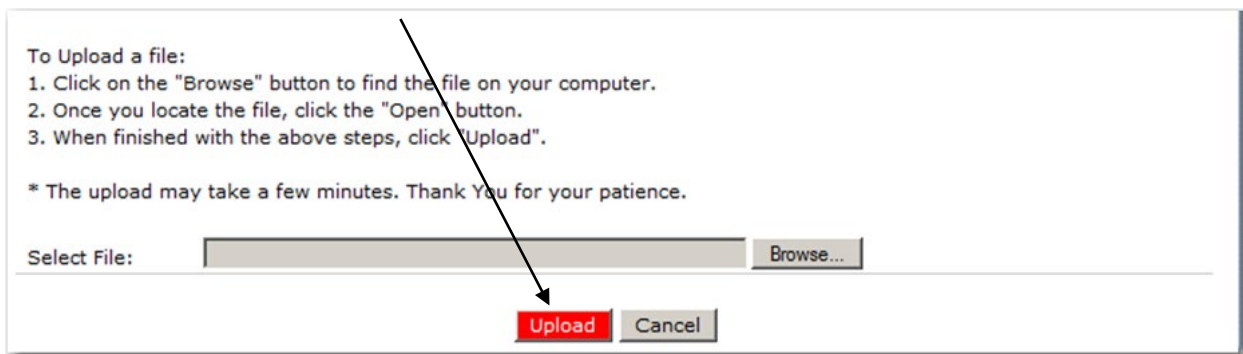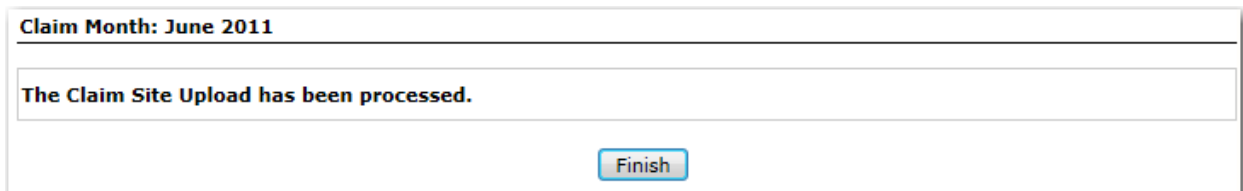

Step 6a: After the upload, TX-UNPS issues a confirmation message that the upload has been processed. Select the "Finish" button to return to the Claim Site List.

Step 6b: Select the "Continue" button on the Claim Site List screen

Step 7a: On the Claim For Reimbursement - Contracting Entity Information screen, enter the following data manually.

Step 7b: After the data has been entered, select the "Continue" button to continue to the Claim Summary screen.

Appendix A

TX-UNPS SFSP Point of Sale (POS) File Format Specifications

- Each row in the POS file is a site claim for a respective claim month; multiple sites (i.e., records) are included in a single POS file.
- Note that the field order in the SFSP POS file varies from the field order on the SFSP Claim for Reimbursement screen; please follow the following format for all SFSP POS data files in order for proper claim processing.

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Field Seq.	Position From	Position To	Description	Field Size	Field Type	Required?	Notes
1	1	3	Upload Form ID	3	N(3,0)	Y	Value = **804** for every record
2	4	9	Serial Number	6	N(6,0)	Y	Sequential Record Number (1, 2, 3, etc.)
3	10	17	Process Date	8	N(8,0)	N	MMDDYYYY - Date the Contracting Entity processed the data. This is for informational purposes only for the Contracting Entity and is not used by the claim in the system.
4	18	33	Blank	16	C(16)	N	Leave Blank
5	34	133	Contracting Entity Name	100	C(100)	Y	Name of Contracting Entity
6	134	149	CE ID	16	C(16)	Y	CE ID **Right Justify**, Do not include dashes; (optional - zero fill from left) e.g. 0000000000001234
7	150	249	Site Name	100	C(100)	Y	Name of Site
8	250	265	Site ID/Nbr	16	C(16)	Y	Site ID/Nbr **Right Justify**, Do not include dashes; (optional - zero fill from left) e.g. 0000000000001234
9	266	267	Claim Month	2	N(2,0)	Y	Enter the month the claim is being submitted for: Calendar month number (01, 02, …. 11, 12)

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10	268	271	Claim Year	4	N(4,0)	Y	Enter the year the claim is being submitted for:
11	272	273	Lunch Rate	2	C(2)	N	Must be "SP" or "VU" SP = Self Prep Rural VU = Vended Urban
12	274	280	Lunch - First Meals Served	7	N(7,0)	N	First Meals Served to Children (non-Camp) If not claiming leave blank
13	281	287	Lunch - Second Meals Served	7	N(7,0)	N	Second Meals Served to Children (non-Camp) If not claiming leave blank
14	288	294	Lunch - Camp Meals Served	7	N(7,0)	N	Camp First Meals Served to Children If not claiming leave blank
15	295	301	Blank	7	N(7,0)	N	Leave Blank
16	302	303	Breakfast Rate	2	C(2)	N	Must be "SP" or "VU" SP = Self Prep Rural VU = Vended Urban
17	304	310	Breakfast - First Meals Served	7	N(7,0)	N	First Meals Served to Children (non-Camp) If not claiming leave blank
18	311	317	Breakfast - Second Meals Served	7	N(7,0)	N	Second Meals Served to Children (non-Camp) If not claiming leave blank
19	318	324	Breakfast - Camp Meals Served	7	N(7,0)	N	Camp First Meals Served to Children If not claiming leave blank
20	325	331	Blank	7	N(7,0)	N	Leave Blank

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21	332	333	Supper Rate	2	C(2)	N	Must be "SP" or "VU" SP = Self Prep Rural VU = Vended Urban
22	334	340	Supper - First Meals Served	7	N(7,0)	N	First Meals Served to Children (non-Camp) If not claiming leave blank
23	341	347	Supper - Second Meals Served	7	N(7,0)	N	Second Meals Served to Children (non-Camp) If not claiming leave blank
24	348	354	Supper - Camp Meals Served	7	N(7,0)	N	Camp First Meals Served to Children If not claiming leave blank
25	355	361	Blank	7	N(7,0)	N	Leave Blank
26	362	363	AM Snack Rate	2	C(2)	N	Must be "SP" or "VU" SP = Self Prep Rural VU = Vended Urban
27	364	370	AM Snack - First Meals Served	7	N(7,0)	N	First Meals Served to Children (non-Camp) If not claiming leave blank
28	371	377	AM Snack - Second Meals Served	7	N(7,0)	N	Second Meals Served to Children (non-Camp) If not claiming leave blank
29	378	384	AM Snack - Camp Meals Served	7	N(7,0)	N	Camp First Meals Served to Children If not claiming leave blank
30	385	391	Blank	7	N(7,0)	N	Leave Blank
31	392	393	PM Snack Rate	2	C(2)	N	Must be "SP" or "VU" SP = Self Prep Rural VU = Vended Urban
32	394	400	PM Snack - First Meals	7	N(7,0)	N	First Meals Served to Children (non-

			Served				Camp) If not claiming leave blank
33	401	407	PM Snack - Second Meals Served	7	N(7,0)	N	Second Meals Served to Children (non-Camp) If not claiming leave blank
34	408	414	PM Snack - Camp Meals Served	7	N(7,0)	N	Camp First Meals Served to Children If not claiming leave blank
35	415	421	Blank	7	N(7,0)	N	Leave Blank
36	422	423	Blank	2	N(2,0)	N	Leave Blank
37	424	430	Blank	7	N(7,0)	N	Leave Blank
38	431	437	Blank	7	N(7,0)	N	Leave Blank
39	438	444	Blank	7	N(7,0)	N	Leave Blank
40	445	451	Blank	7	N(7,0)	N	Leave Blank
41	452	458	Blank	7	N(7,0)	N	Leave Blank
42	459	460	Lunch - Total Number of Days Food Served	2	N(2,0)	N	Lunch - Total Number of Days Food Served If not claiming leave blank
43	461	467	Blank	7	N(7,0)	N	Leave Blank
44	468	474	Blank	7	N(7,0)	N	Leave Blank
45	475	481	Blank	7	N(7,0)	N	Leave Blank
46	482	488	Blank	7	N(7,0)	N	Leave Blank
47	489	495	Blank	7	N(7,0)	N	Leave Blank
48	496	497	Breakfast - Total Number of Days Food Served	2	N(2,0)	N	Breakfast - Total Number of Days Food Served If not claiming leave blank
49	498	504	Blank	7	N(7,0)	N	Leave Blank
50	505	511	Blank	7	N(7,0)	N	Leave Blank
51	512	518	Blank	7	N(7,0)	N	Leave Blank

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52	519	525	Blank	7	N(7,0)	N	Leave Blank
53	526	532	Blank	7	N(7,0)	N	Leave Blank
54	533	534	Supper - Total Number of Days Food Served	2	N(2,0)	N	Supper - Total Number of Days Food Served If not claiming leave blank
55	535	541	Blank	7	N(7,0)	N	Leave Blank
56	542	548	Blank	7	N(7,0)	N	Leave Blank
57	549	555	Blank	7	N(7,0)	N	Leave Blank
58	556	562	Blank	7	N(7,0)	N	Leave Blank
59	563	569	Blank	7	N(7,0)	N	Leave Blank
60	570	571	AM Snack - Total Number of Days Food Served	2	N(2,0)	N	AM Snack - Total Number of Days Food Served If not claiming leave blank
61	572	578	Blank	7	N(7,0)	N	Leave Blank
62	579	585	Blank	7	N(7,0)	N	Leave Blank
63	586	592	Blank	7	N(7,0)	N	Leave Blank
64	593	599	Blank	7	N(7,0)	N	Leave Blank
65	600	606	Blank	7	N(7,0)	N	Leave Blank
66	607	608	PM Snack - Total Number of Days Food Served	2	N(2,0)	N	PM Snack - Total Number of Days Food Served If not claiming leave blank
67	609	615	Blank	7	N(7,0)	N	Leave Blank
68	616	622	Blank	7	N(7,0)	N	Leave Blank
69	623	629	Blank	7	N(7,0)	N	Leave Blank
70	630	636	Blank	7	N(7,0)	N	Leave Blank
71	637	643	Blank	7	N(7,0)	N	Leave Blank

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72	644	650	Blank	7	N(7,0)	N	Leave Blank
73	651	657	Blank	7	N(7,0)	N	Leave Blank
74	658	664	Blank	7	N(7,0)	N	Leave Blank
75	665	671	Blank	7	N(7,0)	N	Leave Blank
76	672	678	Blank	7	N(7,0)	N	Leave Blank
77	679	728	Blank	50	C(50)	N	Leave Blank
78	729	735	Blank	7	N(7,0)	N	Leave Blank
79	736	742	Blank	7	N(7,0)	N	Leave Blank
80	743	749	Blank	7	N(7,0)	N	Leave Blank
81	750	756	Blank	7	N(7,0)	N	Leave Blank
82	757	763	Blank	7	N(7,0)	N	Leave Blank
83	764	770	Blank	7	N(7,0)	N	Leave Blank
84	771	777	Blank	7	N(7,0)	N	Leave Blank
85	778	784	Blank	7	N(7,0)	N	Leave Blank
86	785	791	Blank	7	N(7,0)	N	Leave Blank
87	792	798	Blank	7	N(7,0)	N	Leave Blank
88	799	805	Blank	7	N(7,0)	N	Leave Blank
89	806	812	Blank	7	N(7,0)	N	Leave Blank
90	813	819	Blank	7	N(7,0)	N	Leave Blank
91	820	826	Blank	7	N(7,0)	N	Leave Blank
92	827	833	Blank	7	N(7,0)	N	Leave Blank

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