

**Appendix D**

**Interface Control Document  
Collections and Hearings**

**Version 5.12**

## Document History

Date	Revision	Author	Summary of Changes

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## 1. General

### 1.1. Overview

The purpose of this document is to record the process, business rules, and system interface requirements for the Collections and Hearings Interface. It includes technical details and operational information necessary to ensure proper usage and support for service operation.

The data exchanges are achieved through file-based transfers. The interfaces are as follows:

- An SFTP interface that sends the outbound file to the collections agency.
  - Includes TVI, Payment and Adjustments, and Demographic - Outbound files.
- An SFTP interface that receives the inbound file from the collections agency.
  - Includes Demographic - Inbound, Pre-docket, Post-docket, and Additional Fee files as necessary.

### 1.2. Assumptions

The functionality within this document is proposed with the assumptions described in the table below.

*Table 1: Assumptions*

ID	Description
1.2.1	The system shall support up to 10k data for both Inbound and Outbound files. It is assumed that HCTRA BOS and the Collection Agency creates the files that are not to exceed 10K data.
1.2.2	No other communication methods shall be implemented beyond what is defined in the document.

### 1.3. Reference Documents

Additional information related to the Collections and Hearings functionality may be found within the following documents:

*Table 2: Reference Documents*

Document	Filename	Date

### 1.4. Issues/Concerns

There are no issues or concerns that impact the proposed solution.

*Table 3: Issues/Concerns*

ID	Description	Resolution	Resolution Date
N/A	There are no issues/concerns raised in this document.	N/A	N/A

### 1.5. Acronyms and Abbreviations

The table below defines acronyms and abbreviations used in Collections and Hearings.

*Table 4: Acronyms and Abbreviations*

Term	Definition
BOS	Back Office System
BRD	Business Requirements Document
CSC	Customer Service Center
DDD	Detailed Design Document
DMV	Department of Motor Vehicles
HCTRA	Harris County Toll Road Authority
SFTP	Secure File Transfer Protocol
TVI	Toll Violation Invoice



## 2. Process/Data Flows

### 2.1. Outbound File

The Outbound File Process Flow includes the tasks and steps listed in the table below.

*Table 5: Outbound File Process Flow*

Task	Description
Build the file	The process of the HCTRA BOS building the outbound file for sending to the collection's agency.
Upload the file	The process of the HCTRA BOS uploading the outbound file to the SFTP location for retrieval.
Process the file	The process of the Collection Agency retrieving and processing the file.

### 2.1.1. Outbound File Process Flow

The figure below illustrates the process flow for Outbound File.

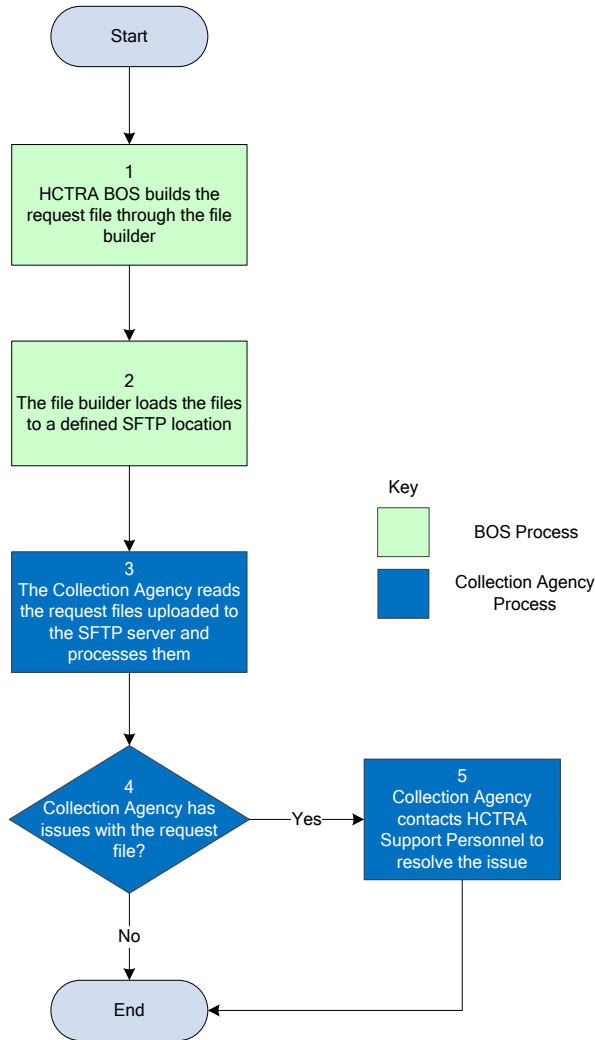


Figure 1: Outbound File Process Flow

### 2.1.2. Outbound File Process Flow Explanation

The Outbound File Process Flow is as follows:

1. The HCTRA BOS builds the request (TVI, Payment and Adjustment, or Demographic - Outbound) file using a defined file builder process.
2. The file builder builds the files and loads them to a defined SFTP location for Collection Agency retrieval.
3. The Collection Agency reads the files uploaded to the SFTP location and processes them.
4. The system determines if the files were processed successfully.
  - a. If the files were not processed successfully (Yes), the process goes to step 5.

- b. If the files were processed successfully (No), the process ends after file processing.
- 5. The Collection Agency contacts HCTRA Support Personnel and works with them to resolve any issues.

## 2.2. Inbound File

The Inbound File Process Flow includes the tasks and steps listed in the table below.

*Table 6: Inbound File Process Flow*

Task	Description
Upload the file	The process of the Collection Agency uploading the inbound file to the SFTP location for retrieval.
Process the file	The process of the HCTRA BOS retrieving, parsing and processing the file.

### 2.2.1. Inbound File Process Flow

The figure below illustrates the process flow for Inbound File.

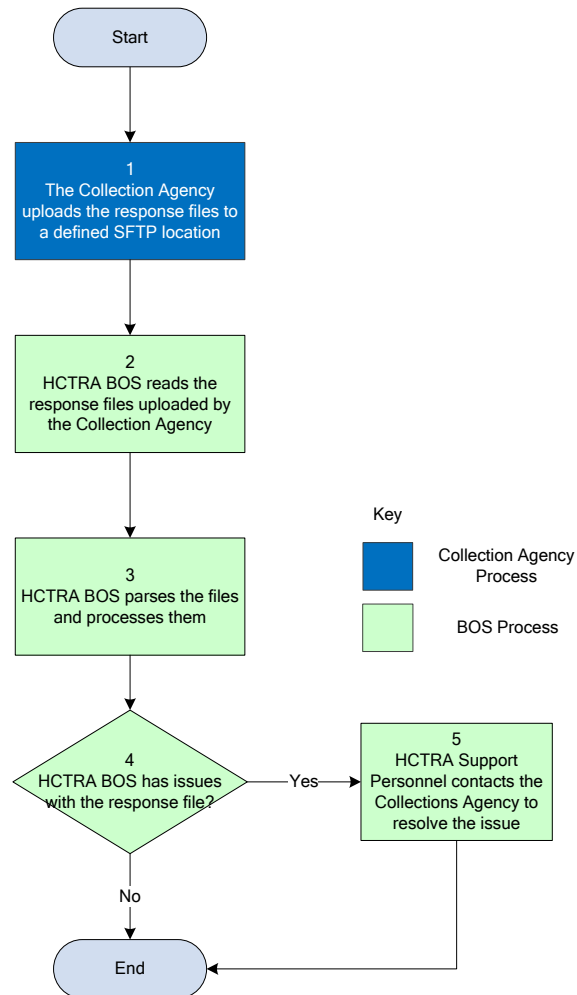


Figure 2: Inbound File Process Flow

### 2.2.2. Inbound File Process Flow Explanation

The Inbound File Process Flow is as follows:

1. The Collection Agency uploads the response (Demographic - Inbound, Pre-docket, Post-docket or Additional Fee) files to a defined SFTP location for HCTRA BOS retrieval.
6. The HCTRA BOS reads the response files retrieved from the SFTP location.
7. The HCTRA BOS parses and processes the response files.
8. The system determines if the files were processed successfully.
  - a. If the files were not processed successfully (Yes), the process goes to step 5.
  - b. If the files were processed successfully (No), the process ends after file processing.
9. HCTRA Support Personnel contacts the Collections Agency and works with them to resolve any issues.

### 3. System Interfaces

#### 3.1. Protocol

The protocol for the exchange of data utilized in the Collections and Hearings ICD is Secure File Transfer Protocol (SFTP) for communication with the Collection Agency regarding the Toll Violation Invoice (TVI), Demographic, Pre-docket, Post-docket, and Additional Fee files.

The table below lists all data exchanges.

*Table 7: Data Exchanges*

Data Type	Format	Push / Pull	Method / Protocol	Frequency
Placement (TVI)	XML	HCTRA pushes the file to the vendors SFTP server	SFTP	Once per day
Payment and Adjustments	XML	HCTRA pushes the file to the vendors SFTP server	SFTP	Once per day
Demographic – Inbound	Pipe Delimited	HCTRA pulls the file from the vendors SFTP server	SFTP	Once per day
Demographic – Outbound	Pipe Delimited	HCTRA pushes the file to the vendors SFTP server	SFTP	Once per day
Hearing Eligibility	Pipe Delimited	HCTRA pushes the file to the vendors SFTP server	SFTP	Once per day
Pre-docket	XML	HCTRA pulls the file from the vendors SFTP server	SFTP	Once per day
Post-docket	XML	HCTRA pulls the file from the vendors SFTP server	SFTP	Once per day
Additional Fee	Pipe Delimited	HCTRA pulls the file from the vendors SFTP server	SFTP	Once per day

#### 3.2. Web Service Interfaces

Web services are not used for this interface.

#### 3.3. File Transfer Interfaces

HCTRA BOS sends TVI files on a daily basis to the Collection Agency and receives Demographic, Pre-docket, Post-docket, and Additional Fee files from the Collection Agency.

Any issues identified during the processing of either the Outbound or Inbound files have either the Collections Agency or the HCTRA BOS support staff contacting each other to resolve the issue.

All system related issues occurring within the HCTRA BOS in regards to this functionality are logged and sent to MOMS for ticket creation and assignment to support personnel.

### 3.3.1. File Naming Conventions

The examples below are the file naming conventions used for the Outbound File and Inbound File.

#### 3.3.1.1. Placement – Outbound File

HCTRA\_TVI\_OUT\_YYYYMMDDHH24MISS\_CA.txt

Example:

HCTRA\_TVI\_OUT\_20160102021030\_CA.xml

#### 3.3.1.2. Payment and Adjustments – Outbound file

HCTRA\_PA\_OUT\_YYYYMMDDHH24MISS\_CA.xml

Example:

HCTRA\_PA\_OUT\_20160108020030\_CA.txt

#### 3.3.1.3. Hearings Eligibility – Outbound file

HCTRA\_HEARINGS\_OUT\_YYYYMMDDHH24MISS\_CA.txt

Example:

HCTRA\_HEARINGS\_OUT\_20151203192500\_CA.txt

#### 3.3.1.4. Demographic – Inbound File

HCTRA\_DEMO\_IN\_YYYYMMDDHH24MISS\_CA.txt

Example:

HCTRA\_DEMO\_IN\_20151207084030\_CA.txt

#### 3.3.1.5. Demographic – Outbound File

HCTRA\_DEMO\_OUT\_YYYYMMDDHH24MISS\_CA.txt

Example:

HCTRA\_DEMO\_OUT\_20151104050500\_CA.TXT

#### 3.3.1.6. Pre-docket - Inbound File

HCTRA\_PRE\_IN\_YYYYMMDDHH24MISS\_CA.xml

Example:

HCTRA\_PRE\_IN\_20141216143025\_CA.txt

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### 3.3.1.7. Post-docket - Inbound File

HCTRA\_POST\_IN\_YYYYMMDDHH24MISS\_CA.txt

Example:

HCTRA\_POST\_IN\_20141216143025\_CA.xml

### 3.3.1.8. Additional Fee - Inbound File

HCTRA\_FEE\_IN\_YYYYMMDDHH24MISS\_CA.txt

Example:

HCTRA\_FEE\_IN\_20141216143025\_CA.txt

## 3.3.2. File Delivery Location

The table below contains the file delivery locations for each file interface.

**Root Directory** → /files/rite

Table 8: File Delivery Locations for File Interfaces

Interface Name	Vendor SFTP Directory	BOS Inbound Directory	BOS Outbound Directory	Archive Directory
PreDocket	/RITE Files/PreDocket/Outbound	<root directory>/collections/preDocket/current	NA	<root directory>/collections/preDocket/archive
PostDocket	/RITE Files/PostDocket/Outbound	<root directory>/collections/postDocket/current	NA	<root directory>/collections/postDocket/archive
Additional Fee	/RITE Files/Additional Fee/Outbound	<root directory>/collections/additionalFee/current	NA	<root directory>/collections/additionalFee/archive
Demographic	/RITE Files/Demographic/Outbound	<root directory>/collections/Demographic/Inbound/current	<root directory>/collections/Demographic/Outbound/current	<root directory>/collections/demographic/<interface type>/archive
Placement	/RITE Files/Inbound /	NA	<root directory>/collections/placement/current	<root directory>/collections/placement/archive
Payments and Adjustments	/RITE Files/Inbound /	NA	<root directory>/collections/adjustment/current	<root directory>/collections/adjustment/archive
Hearings	/RITE Files/Inbound /	NA	<root directory>/collections/eligibleHearing/current	<root directory>/collections/eligibleHearing/archive

### 3.3.3. File Delivery Timetable

The File Delivery Timetable is once per day. HCTRA and the Collection Agency need to define the hour in which the files are transferred (TBD later).

### 3.3.4. Field Definitions

The following sections describe each field in the Outbound and Inbound files.

#### 3.3.4.1. Placement (TVI) – Outbound File

The table below contains the field descriptions for the Placement (TVI) Outbound file.

*Table 9: Placement (TVI) Outbound File Field Descriptions*

Description	XML Element	Type	Max Length	Required	Comment
Account Number	account id	Character	14	Y	
Account Original Balance	account_original_balance	Number	11,2	Y	
Account Current Balance	account_current_balance	Number	11,2	Y	
invoice	invoice	Complex	NA	Y	
Invoice Number	number	Character	14	Y	number is an attribute to Invoice element
Invoice Type	type	Character	3	Y	type is an attribute to Invoice element. Can be Toll Violation Invoice/Finger Printing/Manned Booth Hold
Agency	agency	Character	2	Y	agency is an attribute to Invoice element. HC for HCTRA FB for FBGPTRA MC for MCTRA
Invoice Date	invoice_date	Date	NA	Y	YYYY-MM-DD
Vehicle Information	vehicle_info	Complex	NA	Y	
Plate Number	plate_number	Character	15	Y	
Plate State	plate_state	Character	3	Y	
Plate Type	plate_type	Character	50	Y	



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Description	XML Element	Type	Max Length	Required	Comment
Person Information	person_info	Complex	NA	Y	
First Name	first_name	Character	100	N	
Middle Initial	middle_initial	Character	100	N	
Last Name	last_name	Character	100	N	
Company Name	company_name	Character	200	N	
License Number	license_number	Character	15	N	
Address Information	Address_info	Complex	NA	Y	
Address Type	addrType	Character	15	Y	addrType is an attribute of Address_info
Street Address 1	street_address1	Character	240	Y	
Street Address 2	street_address2	Character	240	N	
City	city	Character	240	Y	
State	state	Character	3	Y	
Zip	zip	Character	8	Y	
Country	country	Character	20	Y	
Contact information	contact_info	Complex	NA	N	
Email	email	Character	100	N	
Phone	phone	Character	10	N	
Phone type	type	Character	10	N	type is an attribute of phone element
Transaction	txn	Complex	NA	Y	
Transaction Number	id	Number	14	Y	id is an attribute of TXN element
Transaction Date & Time	txn_date_time	Character	21	Y	YYYY-MM-DD HH24:MM:SS
Transaction Location	txn_location	Character	40	Y	
Transaction Toll Original Amount Due	txn_toll_original_amount_due	Number	6,2	Y	
Transaction Toll Current Amount Due	txn_toll_current_amount_due	Number	6,2	Y	
Transaction Toll Payment	txn_toll_payment	Number	6,2	Y	

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Description	XML Element	Type	Max Length	Required	Comment
Transaction Toll Adjustment	txn_toll_adjustment	Number	6,2	Y	
Transaction Fee	txn_fee	Complex	NA	Y	
Transaction Fee Type	type	Character	25	Y	type is an attribute of txn_fee.
Transaction Fee Original Amount Due	txn_fee_original_amount_due	Number	6,2	Y	
Transaction Fee Current Amount Due	txn_fee_current_amount_due	Number	6,2	Y	
Transaction Fee Payment	txn_fee_payment	Number	6,2	Y	
Transaction Fee Adjustment	txn_fee_adjustment	Number	6,2	Y	

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### 3.3.4.1.1. Sample Data

```
<placement_file>
  <accounts>
    <account id="2901499">
      <account_original_balance>-148.00</account_original_balance>
      <account_current_balance>-148.00</account_current_balance>
      <invoice number="011802830114" type="TVI" agency="HC">
        <invoice_date>2018-07-31</invoice_date>
        <vehicle_info>
          <plate_number>FTP4004</plate_number>
          <plate_state>TX</plate_state>
          <plate_type>N/A</plate_type>
        </vehicle_info>
        <person_info>
          <first_name>ISMAELA</first_name>
          <middle_initial></middle_initial>
          <last_name>GOSALES</last_name>
          <company_name> </company_name>
          <license_number></license_number>
          <address_info addrType="MAILING">
            <street_address1>511 CHIMNEY ROCK</street_address1>
            <city>HOUSTON</city>
            <state>TX</state>
            <zip>77081</zip>
            <country>USA</country>
          </address_info>
          <contact_info>
            <phone type="HOME PHONE">5552458942</phone>
            <phone type="WORK PHONE">5553734022</phone>
            <email>myemail@YAHOO.COM</email>
          </contact_info>
        </person_info>
      </account>
      <txn id="12421969502">
        <txn_date_time>2018-04-20 08:31:26</txn_date_time>
        <txn_location>SH - SOUTH</txn_location>
        <txn_toll_original_amount_due>1.75</txn_toll_original_amount_due>
        <txn_toll_current_amount_due>1.75</txn_toll_current_amount_due>
        <txn_toll_payment>0.00</txn_toll_payment>
        <txn_toll_adjustment>0.00</txn_toll_adjustment>
        <txn_fee type="COUNTY ATTORNEY FEE">
          <txn_fee_original_amount_due>1.00</txn_fee_original_amount_due>
          <txn_fee_current_amount_due>1.00</txn_fee_current_amount_due>
          <txn_fee_payment>0.00</txn_fee_payment>
          <txn_fee_adjustment>0.00</txn_fee_adjustment>
        </txn_fee>
        <txn_fee type="ADMINISTRATIVE FEE">
          <txn_fee_original_amount_due>10.00</txn_fee_original_amount_due>
          <txn_fee_current_amount_due>10.00</txn_fee_current_amount_due>
          <txn_fee_payment>0.00</txn_fee_payment>
          <txn_fee_adjustment>0.00</txn_fee_adjustment>
        </txn_fee>
      </txn>
      <txn id="12423859579">
        <txn_date_time>2018-04-20 19:15:25</txn_date_time>
        <txn_location>WPT - MLP2</txn_location>
        <txn_toll_original_amount_due>1.75</txn_toll_original_amount_due>
        <txn_toll_current_amount_due>1.75</txn_toll_current_amount_due>
        <txn_toll_payment>0.00</txn_toll_payment>
        <txn_toll_adjustment>0.00</txn_toll_adjustment>
        <txn_fee type="COUNTY ATTORNEY FEE">
          <txn_fee_original_amount_due>1.00</txn_fee_original_amount_due>
          <txn_fee_current_amount_due>1.00</txn_fee_current_amount_due>
          <txn_fee_payment>0.00</txn_fee_payment>
          <txn_fee_adjustment>0.00</txn_fee_adjustment>
        </txn_fee>
        <txn_fee type="ADMINISTRATIVE FEE">
          <txn_fee_original_amount_due>10.00</txn_fee_original_amount_due>
          <txn_fee_current_amount_due>10.00</txn_fee_current_amount_due>
```

```

        <txn_fee_payment>0.00</txn_fee_payment>
        <txn_fee_adjustment>0.00</txn_fee_adjustment>
    </txn_fee>
</txn>
<txn id="12424723010">
    <txn_date_time>2018-04-21 08:32:16</txn_date_time>
    <txn_location>SH - SOUTH</txn_location>
    <txn_toll_original_amount_due>1.75</txn_toll_original_amount_due>
    <txn_toll_current_amount_due>1.75</txn_toll_current_amount_due>
    <txn_toll_payment>0.00</txn_toll_payment>
    <txn_toll_adjustment>0.00</txn_toll_adjustment>
    <txn_fee type="COUNTY ATTORNEY FEE">
        <txn_fee_original_amount_due>1.00</txn_fee_original_amount_due>
        <txn_fee_current_amount_due>1.00</txn_fee_current_amount_due>
        <txn_fee_payment>0.00</txn_fee_payment>
        <txn_fee_adjustment>0.00</txn_fee_adjustment>
    </txn_fee>
    <txn_fee type="ADMINISTRATIVE FEE">
        <txn_fee_original_amount_due>10.00</txn_fee_original_amount_due>
        <txn_fee_current_amount_due>10.00</txn_fee_current_amount_due>
        <txn_fee_payment>0.00</txn_fee_payment>
        <txn_fee_adjustment>0.00</txn_fee_adjustment>
    </txn_fee>
</txn>
<txn id="12424888444">
    <txn_date_time>2018-04-21 10:09:11</txn_date_time>
    <txn_location>KTY EB @ ELDRIDGE</txn_location>
    <txn_toll_original_amount_due>0.50</txn_toll_original_amount_due>
    <txn_toll_current_amount_due>0.50</txn_toll_current_amount_due>
    <txn_toll_payment>0.00</txn_toll_payment>
    <txn_toll_adjustment>0.00</txn_toll_adjustment>
    <txn_fee type="COUNTY ATTORNEY FEE">
        <txn_fee_original_amount_due>1.00</txn_fee_original_amount_due>
        <txn_fee_current_amount_due>1.00</txn_fee_current_amount_due>
        <txn_fee_payment>0.00</txn_fee_payment>
        <txn_fee_adjustment>0.00</txn_fee_adjustment>
    </txn_fee>
    <txn_fee type="ADMINISTRATIVE FEE">
        <txn_fee_original_amount_due>10.00</txn_fee_original_amount_due>
        <txn_fee_current_amount_due>10.00</txn_fee_current_amount_due>
        <txn_fee_payment>0.00</txn_fee_payment>
        <txn_fee_adjustment>0.00</txn_fee_adjustment>
    </txn_fee>
</txn>
</invoice>
</account>
</accounts>
</placement_file>

```

### 3.3.4.2. Payment and Adjustments Outbound File

The table below contains the field descriptions for the Payment and Adjustments Outbound File.

Table 10: Payment and Adjustments Outbound File Field Descriptions

Description	XML Element	Type	Max Length	Required	Comment
Accounts	accounts	Complex	NA	Y	
Account	Account	Complex	NA	Y	
Account Number	id	Character	14	Y	ID is the attribute of account

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Description	XML Element	Type	Max Length	Required	Comment
invoice	invoice	Complex	NA	Y	
Agency	Agency	Character	2	Y	Agency is an attribute to Invoice element
Invoice Number	number	Character	14	Y	number is an attribute to Invoice element
Vehicle Information	vehicle_info	Complex	NA	Y	
Plate Number	plate_number	Character	15	Y	
Plate State	plate_state	Character	3	Y	
Plate Type	plate_type	Character	3	Y	
Person Information	person_info	Complex	NA	Y	
First Name	first_name	Character	100	N	
Middle Initial	middle_initial	Character	100	N	
Last Name	last_name	Character	100	N	
Company Name	Company_name	Character	200	N	
Address Information	Address_info	Complex	NA	Y	
Address Type	addrType	Character	15	Y	addrType is an attribute of Address_info
Street Address 1	street_address1	Character	240	Y	
Street Address 2	street_address2	Character	240	N	
City	city	Character	240	Y	
State	state	Character	3	Y	
Zip	zip	Character	8	Y	
Country	country	Character	20	Y	
Contact information	contact_info	Complex	NA	N	
Email	email	Character	100	N	
Phone	phone	Character	10	N	
Phone type	type	Character	10	N	type is an attribute of phone element List of values- <ul style="list-style-type: none"> <li>• HOME PHONE</li> <li>• WORK PHONE</li> <li>• FAX</li> <li>• CELL PHONE</li> </ul>

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Description	XML Element	Type	Max Length	Required	Comment
Payments	payments	Complex	N/A		
Payment	payment	Complex	N/A		
Delivery Method	delivery_mode	Character	20	Y	attribute of payment List of values- <ul style="list-style-type: none"> <li>• MAIL</li> <li>• PHONE</li> <li>• WALK-IN</li> <li>• LOCKBOX</li> <li>• COLLECTION AGENCY</li> <li>• WEBSITE</li> <li>• IVR</li> <li>• AUTOCHARGE</li> </ul>
Payment Date	payment_date	Date	NA	Y	attribute of payment
Payment ID	payment_id	Number	14	Y	attribute of payment
Payment Status	payment_status	Character	20	Y	attribute of payment <ul style="list-style-type: none"> <li>• APPLIED</li> <li>• BOUNCED</li> <li>• BOUNCED BANK ACC</li> <li>• CHARGEBACK</li> <li>• DECLINED</li> <li>• FAILED</li> <li>• OPEN</li> <li>• PENDING</li> <li>• VOID</li> <li>• VOID FAILED</li> <li>• VOID NOT REQUIRED</li> <li>• HANGING PAYMENTS</li> </ul>
Payment categories	posting_categories	Complex	N/A	NA	
Type of Payment	posting_category	Complex	N/A	NA	
Type of Payment	name	Character	50	Y	name is an attribute of posting_category Type of payment List of values - <ul style="list-style-type: none"> <li>• PAYMENT APPLICATION</li> <li>• PAYMENT REVERSAL</li> </ul> (There might be more added in future)
Items	Items	complex	N/A		

## Interface Control Document

### Collections and Hearings

Description	XML Element	Type	Max Length	Required	Comment
Invoice Fee Amount	Inv_fee	Number	6,2	N	
Invoice Fee Name	Name	character	50	N	Name is an attribute of complex type inv_fee
Transaction	Txn	Complex Type	N/A	NA	
Toll Transaction ID	id	Number	14	N	Attribute of txn
Toll Transaction	Txn_toll	Number	6,2	N	
Transaction Fee Amount	Txn_fee	Number	6,2	N	
Transaction Fee Name	Name	Character	50	N	Name is an attribute of complex type txn_fee
Adjustments	adjustments	Complex	N/A		
Type of Adjustment	posting_category	Complex	N/A		
Name of Adjustment	name	Character	50	Y	name is an attribute of posting_category Type of adjustment List of values - <ul style="list-style-type: none"> <li>TOLL ADJUSTMENT</li> <li>EXCUSE CHARGES</li> <li>UNASSIGN TOLL CHARGES</li> </ul> UNDO EXCUSE CHARGES (There might be more added in future)
Items	Items	complex	N/A		
Invoice Fee Amount	Inv_fee	Number	5,2	N	
Invoice Fee Name	Name	character	50	N	Name is an attribute of complex type inv_fee
Transaction	Txn	Complex	N/A	NA	
Toll Transaction ID	id	Number	14	N	Attribute of txn
Toll Transaction	Txn_toll	Number	6,2	N	
Transaction Fee Amount	Txn_fee	Number	6,2	N	
Additional	additional	Complex	N/A		
Type of additional	posting_category	Complex	N/A		

## Interface Control Document Collections and Hearings

Description	XML Element	Type	Max Length	Required	Comment
Name of additional fee	name	Character	50	Y	name is an attribute of posting_category
Items	Items	complex	N/A		
Invoice Fee Amount	Inv_fee	Number	6,2	N	
Invoice Fee Name	Name	character	50	N	Name is an attribute of complex type inv_fee List of values - <ul style="list-style-type: none"> <li>INVOICE LEVEL FEE CHARGES</li> <li>TOLL LEVEL FEE CHARGES</li> </ul>
Transaction	Txn	Complex	N/A	NA	
Toll Transaction ID	id	Number	14	N	Attribute of txn
Toll Transaction	Txn_toll	Number	6,2	N	
Transaction Fee Amount	Txn_fee	Number	6,2	N	
Transaction Fee Name	Name	Character	50	N	Name is an attribute of complex type txn_fee

### 3.3.4.2.1. Payment and Adjustments Outbound File Format

This section gives the payment and adjustments outbound file format with an example. The example is XML-based.

```

<adjustment_file>
  <accounts>
    <account id="2252">
      <invoice agency="HC" number="12064">
        <vehicle_info>
          <plate_number>TEST60</plate_number>
          <plate_state>TX</plate_state>
          <plate_type>N/A</plate_type>
        </vehicle_info>
        <person_info>
          <first_name>GORDON</first_name>
          <middle_initial>KAYE</middle_initial>
          <last_name>NELSON</last_name>
          <address_info addrType="MAILING">
            <city>RICHARDSON</city>
            <state>TX</state>
            <country>USA</country>
            <street_address1>1705 N PLANO RD</street_address1>
            <street_address2> </street_address2>
            <zip>75081</zip>
          </address_info>
          <contact_info>
            <phone type="HOME PHONE">555-567-6651</phone>
            <email>HCTRA@DEVEXCHANGE.LOCAL</email>
          </contact_info>
        </person_info>
      </invoice>
    </account>
  </accounts>
</adjustment_file>

```



# Interface Control Document

## Collections and Hearings

---

```
</person_info>
  <payments>
    <payment delivery_mode="MAIL" payment_date="2016-01-07 15:50:31.0"
payment_id="1957" payment_status="APPLIED"/>
    <posting_categories>
      <posting_category name="PAYMENT APPLICATION">
        <items>
          <txn id="67745">
            <txn_fee name="COUNTY ATTORNEY FEE">1</txn_fee>
            <txn_fee name="COLLECTION FEES">2</txn_fee>
          </txn>
          <txn id="67747">
            <txn_fee name="COUNTY ATTORNEY FEE">1</txn_fee>
            <txn_fee name="COLLECTION FEES">13</txn_fee>
          </txn>
          <txn id="67748">
            <txn_fee name="COUNTY ATTORNEY FEE">1</txn_fee>
            <txn_fee name="COLLECTION FEES">2</txn_fee>
          </txn>
        </items>
      </posting_category>
    </posting_categories>
  </payments>
</invoice>
</account>
</accounts>
</adjustment_file>
```

*Figure 3: Payment and Adjustments Outbound File Format*

```
<adjustment_file>
  <accounts>
    <account id="3252">
      <invoice agency="HC" number="22064">
        <vehicle_info>
          <plate_number>TEST70</plate_number>
          <plate_state>TX</plate_state>
          <plate_type>N/A</plate_type>
        </vehicle_info>
        <person_info>
          <first_name>GORDON</first_name>
          <middle_initial>KAYE</middle_initial>
          <last_name>NELSON</last_name>
          <address_info addrType="MAILING">
            <city>RICHARDSON</city>
            <state>TX</state>
            <country>USA</country>
            <street_address1>1705 N PLANO RD</street_address1>
            <street_address2> </street_address2>
            <zip>75081</zip>
          </address_info>
          <contact_info>
            <phone type="HOME PHONE">555-567-6651</phone>
            <email>HCTRA@DEVEXCHANGE.LOCAL</email>
          </contact_info>
        </person_info>
        <payments>
          <payment delivery_mode="MAIL" payment_date="2016-01-07 15:50:31.0"
payment_id="1957" payment_status="APPLIED"/>
          <posting_categories>
            <posting_category name="PAYMENT APPLICATION">
              <items>
                <inv_fee name="COUNTY HEARING FEE">50.00</inv_fee>
                <txn id="67745">
                  <txn_fee name="COUNTY ATTORNEY FEE">1</txn_fee>
                  <txn_fee name="COLLECTION FEES">2</txn_fee>
                </txn>
              </items>
            </posting_category>
          </posting_categories>
        </payments>
      </invoice>
    </account>
  </accounts>
</adjustment_file>
```

```
</txn>
<txn id="67747">
  <txn_fee name="COUNTY ATTORNEY FEE">1</txn_fee>
  <txn_fee name="COLLECTION FEES">13</txn_fee>
</txn>
<txn id="67748">
  <txn_fee name="COUNTY ATTORNEY FEE">1</txn_fee>
  <txn_fee name="COLLECTION FEES">2</txn_fee>
</txn>
</items>
</posting_category>
</posting_categories>
</payments>
</invoice>
</account>
```

Figure 4: Payment and Adjustments Outbound File Format – With Invoice Fees

### 3.3.4.3. Hearing Eligibility – Outbound File

The table below contains the field descriptions for the Hearing Eligibility Outbound file.

Table 11: Hearing Eligibility Outbound File Field Descriptions

Field Description	Data Type	Length	Comments
Account ID	Char	14	A1
Invoice Number	Char	14	A2
Agency	Char	2	A3

#### 3.3.4.3.1. Hearing Eligibility Outbound File Format

This section gives the Hearing Eligibility Outbound file format with an example.

Each field in the hearing eligibility outbound file is separated by the “|” char, which is the field delimiter.

Name: HCTRA\_HEARINGS\_OUT\_YYYYMMDDHH24MISS\_CA.txt

A1|A2|A3|

Where:

A1 = Account ID

A2 = Invoice Number

A3= Agency

Example:

600918540|01180413610|HC|

# Interface Control Document

## Collections and Hearings

---

### 3.3.4.4. Demographic – Inbound/Outbound File

#### 3.3.4.4.1. Demographic Inbound File

The table below contains the field descriptions for the Demographic Inbound File.

*Table 12: Demographic Inbound File Field Descriptions*

Field Description	Data Type	Length	Comments
Account ID	Number	14	F1
Invoice Number	Char	14	F2
First Name	Char	240	F3
Middle Initial	Char	240	F4
Last Name	Char	240	F5
Plate Number	Char	15	F6
Plate State	Char	3	F7
Plate Type	Char	3	F8
Source	Char	6	F9 “Manual”
Address line1	Char	240	F10
Address line2	Char	240	F11
City	Char	240	F12
State	Char	3	F13
Country	Char	20	F14
Zip Code	Number	8	F15
Zip Code+4	Number	4	F16
Home Phone	Char	12	F17 Formatted NNN-NNN-NNNN
Work Phone	Char	12	F18 Formatted NNN-NNN-NNNN
Mobile Phone	Char	12	F19 Formatted NNN-NNN-NNNN
Email Address	Char	100	F20
Reissue Flag	Char	1	F21

#### 3.3.4.4.2. Demographic Inbound File Format

This section gives the demographic inbound file format with an example.

Each field in the Demographic inbound file is separated by the “|” char, which is the field delimiter.

Name: HCTRA\_DEMO\_IN\_20151207084030\_CA.txt

F1|F2|F3|F4|F5|F6|F7|F8|F9|F10|F11|F12|F13|F14|F15|F16|F17|F18|F19|F20|F21

Where:

F1 = Account ID

F2 = Invoice Number

F3 = First Name

F4 = Middle Initial

F5 = Last Name

F6 = Plate Number

F7 = Plate State

F8 = Plate Type

F9 = Source

F10 = Address line1

F11 = Address line2

F12 = City

F13 = State

F14 = Country

F15 = Zip Code

F16 = Zip Code+4

F17 = Home Phone

F18 = Work Phone

F19 = Mobile Phone

F20 = Email Address

F21 = Reissue Flag

Example:

861105221|12345|Doe|K|Jane|BGG123|TX|R|Manual|1705 N Plano Rd||Richardson|TX|USA|75081|9992|555-451-1122|555-451-1122|555-451-1122|jd@email.com|Y|

### 3.3.4.4.3. Demographic Outbound File

The table below contains the field descriptions for the Demographic Outbound File.

Table 13: Demographic Outbound File Field Descriptions

Field Description	Data Type	Length	Comments
Account ID	Number	14	F1
Invoice Number	Char	14	F2
First Name	Char	240	F3
Middle Initial	Char	240	F4
Last Name	Char	240	F5
Plate Number	Char	15	F6
Plate State	Char	3	F7
Plate Type	Char	2	F8
Address line1	Char	240	F9

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### Collections and Hearings

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Field Description	Data Type	Length	Comments
Address line2	Char	240	F10
City	Char	240	F11
State	Char	3	F12
Country	Char	20	F13
Zip Code	Number	8	F14
Zip Code+4	Number	4	F15
Home Phone	Char	12	F16 Formatted NNN-NNN-NNNN
Work Phone	Char	12	F17 Formatted NNN-NNN-NNNN
Mobile Phone	Char	12	F18 Formatted NNN-NNN-NNNN
Email Address	Char	100	F19
Agency	Char	2	F20

#### 3.3.4.4.4. Demographic Outbound File Format

This section gives the demographic outbound file format with an example.

Each field in the demographic outbound file is separated by the “|” char, which is the field delimiter.

Name: HCTRA\_DEMO\_OUT\_20151104050500\_CA.TXT

F1|F2|F3|F4|F5|F6|F7|F8|F9|F10|F11|F12|F13|F14|F15|F16|F17|F18|F19|F20

Where:

F1 = Account ID

F2 = Invoice Number

F3 = First Name

F4 = Middle Initial

F5 = Last Name

F6 = Plate Number

F7 = Plate State

F8 = Plate Type

F9 = Address line1

F10 = Address line2

F11 = City

F12 = State

F13 = Country

F14 = Zip Code

F15 = Zip Code+4

F16 = Home Phone

F17 = Work Phone

F18 = Mobile Phone

F19 = Email Address

F20 = Agency

Example:

2481|19003|MAI||NGUYEN|THH8888|LA|PASSENGER|911 E CAMPBELL||RICHARDSON|TX|USA|75081||214-555-0000|||HCTRA@DEVEXCHANGE.LOCAL|HC

### 3.3.4.5. Pre-Docket Inbound File

The table below contains the field descriptions for the Pre-Docket Inbound File.

Table 14: Pre-Docket Inbound File Field Descriptions

Description	XML Element	Type	Max Length	Required	Comment
Pre Docket	pre_docket	Complex	N/A	Y	
Accounts	accounts	Complex	N/A	Y	
Account	account	Complex	N/A	Y	
Account Number	id	Character	14	Y	Id is an attribute of complex type account
Cases	cases	Complex	N/A	Y	
Case Number	case_number	Complex	N/A	Y	
Case Number	id	Character	50	Y	Id is an attribute of complex type case_number
Agency	agency	Character	14	Y	HCTRA FBCTRA MCTRA
Hearing Date	hearing_date	Character	10	Y	
Hearing Time	hearing_time	Character	8	Y	
Hearing Location	hearing_location	Character	50	Y	
Plate Number	plate_number	Character	15	Y	
Plate State	plate_state	Character	2	Y	
Plate Type	plate_type	Character	10	Y	
Invoices	invoices	Complex	N/A	Y	
Invoice	invoice	Complex	N/A	Y	
Invoice Number	Number	Character	14	Y	Number is an attribute of complex type Invoice
Invoice Type	Type	Character	3	Y	type is an attribute of complex type Invoice

# Interface Control Document

## Collections and Hearings

---

Description	XML Element	Type	Max Length	Required	Comment
Additional Fee	additional_fee	Complex	N/A	N	
Fee	fee	Number	6.2	N	
Fee Type	type	Character	25	N	type is an attribute of complex type fee

### 3.3.4.5.1. Pre-Docket Inbound File Format

This section gives the pre-docket inbound file format with an example.

#### XML Example:

```
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<pre_docket>
  <accounts>
    <account id="183">
      <cases>
        <case_number id="20" agency="HCTRA">
          <hearing_date>11/25/2014</hearing_date>
          <hearing_time>10:30 am</hearing_time>
          <hearing_location>Harris County Prairie St</hearing_location>
          <plate_number>THA654</plate_number>
          <plate_state>TX</plate_state>
          <plate_type>PAS</plate_type>
          <invoices>
            <invoice type="TVI" number="011210946662">
              <additional_fee>
                <fee type="3P CITATION FEE">50.00</fee>
              </additional_fee>
            </invoice>
            <invoice type="TVI" number="011210233517" />
            <invoice type="TVI" number="011210537983" />
          </invoices>
        </case_number>
      </cases>
    </account>
    <account id="186">
      <cases>
        <case_number id="21" agency="HCTRA">
          <hearing_date>11/25/2014</hearing_date>
          <hearing_time>10:30 am</hearing_time>
          <hearing_location>Harris County Prairie St</hearing_location>
          <plate_number>THA654</plate_number>
          <plate_state>TX</plate_state>
          <plate_type>PAS</plate_type>
          <invoices>
            <invoice type="TVI" number="011211084861">
              <additional_fee>
                <fee type="COUNTY HEARING FEE">4.00</fee>
              </additional_fee>
            </invoice>
          </invoices>
        </case_number>
      </cases>
    </account>
  </accounts>
</pre_docket>
```

Figure 5: Pre-Docket Inbound File Format

### 3.3.4.6. Post-Docket Inbound File

The table below contains the field descriptions for the Post-Docket Inbound File.

Table 15: Post-Docket Inbound File Field Descriptions

Description	XML Element	Type	Max Length	Required	Comment
Pre Docket	pre_docket	Complex	N/A	Y	
Accounts	accounts	Complex	N/A	Y	
Account	account	Complex	N/A	Y	
Account Number	id	Character	14	Y	Id is an attribute of complex type account
Case Number	case_number	Complex	N/A	Y	
Case Number	id	Character	50	Y	Id is an attribute of complex type case_number
Plate Number	plate_number	Character	15	Y	
Plate State	plate_state	Character	3	Y	
Plate Type	plate_type	Character	10	Y	
Hearing Status	hearing_status	Complex	N/A	Y	
Hearing Status	id	Character	30	Y	Id is an attribute of complex type Hearing Status
Hearing Status Reason	hearing_status_reason	Character	30		
Hearing Date	hearing_date	Character	10	N	
Hearing Time	hearing_time	Character	8	N	
Judgement Date	judgement_date	Character	10	N	
Judgement Time	judgement_time	Character	8	N	
Invoices	Invoices	Complex	N/A	N	
Invoice	Invoice	Complex	N/A	N	
Invoice Number	number	Character	14	Y	Number is an attribute of complex type Invoice
Invoice Type	type	Character	3	Y	type is an attribute of complex type Invoice
Additional Fee	additional_fee	Complex	N/A	N	



## Interface Control Document

### Collections and Hearings

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Description	XML Element	Type	Max Length	Required	Comment
Fee	fee	Number	6.2	N	
Fee Type	type	Character	20	N	type is an attribute of complex type fee
Dismissal	dismissal	Complex	N/A	N	
Fee	fee	Number	6.2	N	
Fee Type	type	Character	20	N	type is an attribute of complex type fee
Transaction	txn	Complex	NA	N	
Transaction Number	id	Number	14	N	id is an attribute of txn element
Toll	toll	Number	6.2	N	Amount of the toll being excused,
Fee	fee	Number	6.2	N	
Fee Type	type	Character	20	N	type is an attribute of complex type fee

#### 3.3.4.6.1. Post-Docket Inbound File Format

This section gives the post-docket inbound file format with examples. Examples are XML based.

The sample below shows a Post –Docket Inbound File Format Dismissed.

```
<accounts>
  <account id="2004961530">
    <case_number id="N17268">
      <plate_number>AN48596</plate_number>
      <plate_state>TX</plate_state>
      <plate_type>N/A</plate_type>
      <hearing_status id="dismissed">
        <hearing_status_reason>paid in full</hearing_status_reason>
      </hearing_status>
    </case_number>
  </account>
</accounts>
</post_docket>
```

*Figure 6: Post-Docket Inbound File Format — Dismissed*

The sample below shows a Post –Docket Inbound File Format Judgment.

```
<accounts>
  <account id="2003419027">
    <case_number id="P20028">
      <plate_number>BH9G029</plate_number>
      <plate_state>TX</plate_state>
      <plate_type>N/A</plate_type>
      <hearing_status id="judgement">
        <hearing_status_reason>did not appear</hearing_status_reason>
        <judgement_date>08/28/2018</judgement_date>
        <judgement_time>01:30 pm</judgement_time>
      </hearing_status>
    </case_number>
    <invoices>
      <invoice number="011211602890" type="TVI">
        <additional_fee>
          <fee type="COUNTY HEARING FEE">60.00</fee>
          <fee type="3P HEARING FEE">50.00</fee>
          <fee type="COUNTY FINE 1">500.00</fee>
        </additional_fee>
      </invoice>
      <invoice number="011415486118" type="TVI" />
      <invoice number="011415494622" type="TVI" />
      <invoice number="011416159177" type="TVI" />
      <invoice number="011519050916" type="TVI" />
      <invoice number="011519048774" type="TVI" />
    </invoices>
  </account>
</accounts>
</post_docket>
```

*Figure 6: Post-Docket Inbound File Format — Judgment*

# Interface Control Document

## Collections and Hearings

---

The sample below shows a Post –Docket Inbound File Format Rescheduled.

```
<accounts>
  <account id="2006036707">
    <case_number id="P25195">
      <plate_number>HVP7269</plate_number>
      <plate_state>TX</plate_state>
      <plate_type>N/A</plate_type>
      <hearing_status id="reschedule">
        <hearing_status_reason>Agency Request</hearing_status_reason>
        <hearing_date>10/18/2018</hearing_date>
        <hearing_time>01:30 pm</hearing_time>
        <hearing_location>Harris County Prairie St</hearing_location>
      </hearing_status>
    </case_number>
  </account>
</accounts>
</post_docket>
```

*Figure 7: Post-Docket Inbound File Format — Reschedule*

### 3.3.4.7. Additional Fee Inbound File

The table below contains the field descriptions for the Additional Fee Inbound File.

*Table 16: Additional Fee Inbound File Field Descriptions*

Field Description	Data Type	Length	Comments
Account ID	Number	14	A1
Invoice Number	Cha	14	A2
Fee Type	Char	40	A3
Amount	Char	6.2	A4

#### 3.3.4.7.1. Additional Fee Inbound File Format

This section gives the additional fee inbound file format with an example.

Each field in the additional fee inbound file is separated by the “|” char, which is the field delimiter.

Name: HCTRA\_FEE\_IN\_YYYYMMDDHH24MISS\_CA.txt

A1|A2|A3|A4

Where:

A1 = AccountID

A2 = Invoice Number

A3 = Fee Type

A4 = Amount

Example:

2003252411|011211081267|FIRM ATTORNEY FEES INTEREST|466.46

### 3.3.5. Ack/Nack

The Input and Output files do not have an ACK/NACK response immediately after file placement on the shared SFTP server. If necessary HCTRA BOS Support Personnel or the Collection Agency Support Personnel contact each other as necessary with any issues or concerns regarding input/output file content or format.

## 4. Configuration Settings

### 4.1. SFTP Location

The table below contains the configuration setting values for the HCTRA SFTP server.

*Table 17: Configuration Settings*

Server Name	IP Address	Username	Password

The table below contains the configuration settings for the Collection agency SFTP Server.

*Table 18: Collection agency SFTP Server Configuration Settings*

DMV Server Name	IP Address	Username	Password	

## 5. System Requirements

### 5.1. Collections and Hearings System Requirements

The table below lists all the system requirements for the Collections and Hearings interface.

*Table 19: Collections and Hearings*

Requirement ID	Description	RTM #
NA	NA	NA

## Appendix A Business Rules

The table below lists all the business rules for this interface.

*Table 20: Business Rules*

RTM #	Description
NA	NA

## Appendix B Escalation Fees

Agency	Invoice Type	Escalation State	Fee Name	Fee Amount	File Name	Active
MCTRA	TVI	TVI	COUNTY ATTORNEY FEE	0.00	Placement Outbound	Y
MCTRA	TVI	TVI	AGENCY ADMINISTRATIVE FEE	1.00	Placement Outbound	Y
MCTRA	TVI	TVI	ADMINISTRATIVE FEE	10.00	Placement Outbound	Y
MCTRA	TVI	COLLECTIONS	COLLECTION FEES	14.00	Placement Outbound	Y
MCTRA	TVI	HEARING	3P CITATION FEE	50.00	PRE_DOCKET	Y
MCTRA	TVI	ADJUDICATION	COUNTY FINE 1	1.00	POST_DOCKET	Y
MCTRA	TVI	ADJUDICATION	COUNTY FINE 2	1.00	POST_DOCKET	Y
MCTRA	TVI	ADJUDICATION	COUNTY ATTORNEY OFFICE FEE	1.00	POST_DOCKET	N
MCTRA	TVI	ADJUDICATION	COUNTY HEARING FEE	60.00	POST_DOCKET	Y
MCTRA	TVI	ADJUDICATION	3P HEARING FEE	50.00	POST_DOCKET	Y
MCTRA	TVI	LITIGATION	FIRM FILING FEES	1.00	ADDITIONAL_FEE	Y
MCTRA	TVI	LITIGATION	FIRM MEDIATION FEE	1.00	ADDITIONAL_FEE	Y
MCTRA	TVI	LITIGATION	COUNTY SERVICE FEE	1.00	ADDITIONAL_FEE	Y
MCTRA	TVI	LITIGATION	COUNTY ATTORNEY FEES INTEREST	1.00	ADDITIONAL_FEE	Y
MCTRA	TVI	LITIGATION	COUNTY MEDIATION FEE	1.00	ADDITIONAL_FEE	Y
MCTRA	TVI	LITIGATION	FIRM ATTORNEY FEES INTEREST	1.00	ADDITIONAL_FEE	Y



## Appendix C Case Status Reasons

### C.1 Scenarios Rescheduled

Case Status	Case Status Reason		Additional Data in XML	System Action	Operational steps (Prior to Post Docket)
	Short Description	Long Description			
Rescheduled	Attorney Request	Continuancy due to attorney request	New hearing date and time	Reschedule hearing for Stated date and time	
	Agency Request	Continuancy due to Agency request	New hearing date and time		
	Account Holder Request	Continuancy due to Account Holder request	New hearing date and time		
	Payment Plan created	Payment Plan created	New hearing date and time		

### C.2 Scenarios Dismissed

Case Status	Case Status Reason		System Action	Operational steps (Prior to Post Docket)
	Short Description	Long Description		
Dismissed	HCTRA Error	Error due to HCTRA	Cancel case, excuse hearing	
Dismissed	Paid in Full	Client paid amount owed in full	Cancel Case	Full Payment applied
	Payment Plan completed	Payment Plan completed	Cancel Case	Payment Plan Created
Dismissed	Sold	Client provided bill of sale for vehicle	Cancel Case	Unassign Transactions(Ownership date change)
	DMV Error	Error in DMV information provided - wrong patron	Cancel Case	Unassign Transactions(Ownership date change)
	Plate Correction	Wrong license plate identified	Cancel Case	Dispute,Plate Correction
	Stolen Vehicle Repossessed	Vehicle was not in client possession	Cancel Case	Dispute, Unassign Transactions
	Per Divorce Decree	Client provided proof of Divorce Decree	Cancel Case	Dispute, Unassign Transactions
	Emergency Vehicle	Vehicle is a Emergency Vehicle	Cancel Case	Full excusal
	Active Military	Client was a member of military Active duty	Cancel Case	Full excusal
	Settlement Paid	Client paid agreed settlement amount	Cancel Case	Full Excusal
	Deceased	Client is deceased	Cancel Case	Full Excusal
	Bankruptcy	Client has declared bankruptcy	Cancel Case	Full Excusal

## C.3 Scenarios Judgement

Case Status	Case Status Reason		Additional Data in XML	System Action	Operational steps (Prior to Post Docket)
	Short Description	Long Description			
Judgement	Did not appear	Client did not appear for scheduled hearing		Escalate Invoice to Adjudicated	
	Appeared with volunteer default	Client appeared for hearing and pled no contest			
	Settlement Paid	Client paid agreed settlement amount	Dismissal Tag (at transaction level per ICD)		
	Deceased	Client is deceased	Dismissal Tag (at transaction level per ICD)		
	Bankruptcy	Client has declared bankruptcy	Dismissal Tag (at transaction level per ICD)		
	Global Settlement	Settlement fulfilled	Dismissal Tag (at transaction level per ICD)		
	Appeared with Judgement	Appeared with Judgement	Dismissal Tag (at transaction level per ICD)		
	Payment Plan created	Payment Plan created	Dismissal Tag (at transaction level per ICD)		
	Per Divorce Decree	Client provided proof of Divorce Decree	Dismissal Tag (at transaction level per ICD)		