

DDO

Technical Specification (Flat file)

12 NOVEMBER 2021

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Contacts

Vocalink Limited
1 Angel Lane
London
EC4R 3AB
United Kingdom

+44 (0)370 165 0019

www.vocalink.com

Document Information

Ref. No: MNSD22340

Version: 1.40

Version history

Version	Date	Details
1.00	13 March 2006	First release.
1.01	28 July 2006	Release following changes to the service (distribution methods).
1.10	20 July 2007	Document rebranded following the launch of VocaLink.
1.20	21 July 2010	Correction made to the length of address line 4 to be 25 characters.
1.21	26 September 2016	Document re-branded and service desk information updated.
1.30	3 October 2016	Baselined version.
1.31	1 November 2021	Document re-branded. Updated terminology throughout the guide as follows: <ul style="list-style-type: none">• Changed "bank" to payment service provider (PSP)".• Changed "Direct Debit scheme" to "Direct Debit system".
1.40	12 November 2021	Baselined version.

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1 About this guide

This guide provides details of the format of the file provided through the DDO service, and the format of the data within the file.

2 Overview of the DDO extract

2.1 *Uses of the DDO*

The DDO (Direct Debit Originators) extract contains information on service users authorised to originate Direct Debits. The extract contains information that can be used for the resolution of customer queries relating to Direct Debits, including:

- Service user contact details for queries relating to the Direct Debit system.
- Service user contact details for queries relating to the originator.
- Information relating to the accounts the service user can originate Direct Debits from.

The information held on the DDO is updated by sponsoring Payment Service Providers (PSPs) on a daily basis. Vocalink use this information to produce the DDO extract on a daily basis.

The DDO extract is provided by Vocalink under license from Pay.UK Limited.

2.2 *Extract availability*

The DDO extract is created daily, however customers can choose how frequently they want to download the DDO, either:

- Daily
- Weekly
- Bimonthly
- Monthly
- Quarterly
- Biannually

The DDO extract is available as a flat ASCII file which is downloaded as a Zip file (report.zip) containing a flat file (report.txt). There are two different flat file formats available: comma separated and fixed width.

3 DDO extract content

3.1 File structure

The DDO extract is provided to customers as a snapshot of the data on the specified effective date, that is, it is a complete copy of the DDO and not just the amendments since the previous version. The extract contains an originator record for each Direct Debit originator, and at least one account record for each originator record. Each originator record may have up to 29 account records.

Originator records are identified by a record type of "O", and have 28 fields that are divided into:

- General details
Service user identification and record amendment date
- Scheme administrator details
The name, address, telephone and fax details of an individual at the service user to contact with queries relating to the Direct Debit system
- Service user details
The name and address of the service user for general service user enquiries, and details of the service user's Direct Debit originator setup.

Account records are identified by a record type of "A", and have 7 fields that provide information on the accounts from which the originator can originate Direct Debits, including the last amendment date for the account.

3.2 Field characteristics

3.2.1 Field size

All fields are space filled to their maximum length unless stated.

NOTE: Numeric fields can have leading zeros. Some software packages may strip leading zeros from fields. Therefore care should be taken when importing the DDO data in software packages.

3.2.2 Date fields

All date fields are in the format DDMMYY.

3.2.3 Key fields

Originator and account records are identified by a record type of "O" or "A", respectively.

4 DDO record structures

4.1 Originator record

Field	Size	Name	Contents
1	1	Record type	It is O .
2	6	Amendment date	It is the latest amendment date in the format DDMMYY.
3	6	Service user number	numeric.
4	33	Service user name	Alphanumeric.
Scheme administrator details			
5	33	Addressee name	Alphanumeric.
6	33	Postal name	Alphanumeric.
7	33	Address line 1	Alphanumeric.
8	33	Address line 2	Alphanumeric.
9	33	Address line 3	Alphanumeric.
10	25	Address line 4	Alphanumeric.
11	8	Postcode	Alphanumeric.
12	20	Telephone number	Alphanumeric.
13	20	Fax number	Alphanumeric.
Service user details			
14	33	User name add line 1	Alphanumeric.
15	33	User name add line 2	Alphanumeric.
16	33	User name add line 3	Alphanumeric.
17	33	User name add line 4	Alphanumeric.
18	33	User name add line 5	Alphanumeric.
19	33	User name add line 6	Alphanumeric.
20	4	Sponsor bank code	Numeric.
21	1	Originator status	It is either L (live) or T (test).
22	1	AUDDIS status	It is either L (live), T (test), M (migrate) or N (no).

Field	Size	Name	Contents
23	2	Prior notification period	It is numeric, zero (0) filled to the left where required.
24	3	Dormancy period	It is numeric, zero (0) filled to the left where required.
25	6	Market segment	Alphanumeric.
26	1	Amalgamation flag	It is either Y (yes), N (no) or blank.
27	10	Reserved	It is space filled.
28	1	Padder record	It is ^.

4.2 Account record

Field	Size	Name	Contents
1	1	Record type	It is A .
2	6	Amendment date	It is the latest amendment date in the format ddmmyy.
3	6	Service user number	Numeric.
4	6	Account sorting code	Numeric
5	1	Account type	It is either I (individual) or X (group individual).
6	18	Account name	Alphanumeric.
7	1	Padder record	It is ^.