OUETS eDocument Purpose Codes, Descriptions and Process Flow Diagram

Revised: June 20, 2019

Note: In all tables below, the notation "(##)" represents EDI element BGN01 = value ##

Transcript Request
(OUAC to Sending Institution; OCAS to OUAC)

EDI	XML	Interpretation
TS146(13)	*DocumentTypeCode = Request*	Original request
TS146(15)	*DocumentTypeCode = Change*	Resubmitted, amended request
TS146(01)	*DocumentTypeCode = Cancel*	Cancellation of previously sent request

Any set of back-and-forth transactions, from the original request through any re-requests, transcripts, responses, and/or acknowledgments, is linked by a common document "control number" (i.e., BGN02 [*EDI*]; RequestTrackingID [*XML*]). This eliminates the need for cross-referencing in the case of subsequent resubmission or cancellation requests.

Since a request is linked to a payment by an applicant, only the initial transcript request of any set of back-and-forth transactions should be identified as an <u>original request</u>. Subsequent overriding requests must be specified as <u>resubmitted</u> requests. A request to <u>cancel</u> a previously sent transcript request can be issued at any time.

Transcript
(Sending Institution to OUAC; OUAC to Receiving Institution or OCAS)

EDI	XML	Interpretation
TS130(00)	*TransmissionType = Original*	Original transcript
TS130(15)	*TransmissionType = Resubmission*	Resubmitted (possibly amended) transcript

Any transcript in response to a request, including a deferred request, is considered an <u>original</u> transcript. Subsequent overriding transcripts from the sending institution must be specified as <u>resubmitted</u> transcripts.

Transcript Acknowledgment
(OUAC to Sending Institution; Receiving Institution or OCAS to OUAC)

EDI	XML	Interpretation
TS131(06)	*TransmissionType = Original*	Confirmation of receipt of transcript
TS131(18)	*TransmissionType = Reissue*	Request to re-issue transcript which was received

A transcript acknowledgment should be returned for every transcript received, as it identifies subtotals (number of courses and degrees) which help to verify the contents of the transcript. An acknowledgment is either a <u>confirmation</u> of receipt or a <u>request to re-issue</u> the transcript. The sending institution should be able to resubmit the transcript.

Response to Request
(Sending Institution to OUAC or OCAS)

EDI	XML	Interpretation
TS147(01)	*ResponseStatus = Canceled*	Cancellation (request for cancellation was successful)
TS147(10)	a) *ResponseStatus = NoRecord*	a) Not found (in institution's database)
	b) *ResponseStatus = MultipleMatch*	b) Too many matches found to properly identify
TS147(12)	*ResponseStatus = Deceased*	Not processed (deceased)
TS147(18)	*TransmissionType = Reissue* **_*and*_** *ResponseStatus = TranscriptRequestReceived*	Re-issue (resend request in its original form)
TS147(21)	*ResponseStatus = Hold* **_*and*_** *HoldReason = Financial*	Transaction on hold (usually fees owing at institution)
TS147(22)	*ResponseStatus = OfflineRecordSent*	Information copy (transcript was sent hardcopy)
TS147(27)	*ResponseStatus = Hold* **_*and*_** *HoldReason = Other*	Verify (no academic data to send)
TS147(44)	*ResponseStatus = TranscriptSent*	Rejection (cancellation of the request was not successful)
TS147(48)	a) *ResponseStatus = Hold* **_*and*_** *HoldReason = RequestedAction*	a) Suspended (deferred request will be held until it matures)
	b) *ResponseStatus = OfflineRecordSearch*	b) Hard-copy will be sent once request matures; request to be marked fulfilled via OUAC's AMS Portal for eTranscripts; deferred request cannot be fulfilled electronically

A response results from any request where no transcript will be produced at the current time. For this reason, the generic EDI BGN01 value "*11*" (response) is too vague and is not used. A <u>cancellation</u> response must also be used to reply to a <u>cancellation</u> request, since no transcript is expected to be produced in such a case.

For a deferred transcript request (i.e., pending degree awarded or the end of the current term), most processing should await the completion of the deferral period. That is, after the sending of the <u>suspended</u> response, the identification of a financial or other hold on the student record with a <u>transaction on hold</u> response will only occur once the deferred request matures, as it is not relevant until such time as the transcript is to be produced. The same is true for an <u>information copy</u> response indicating the need to send a hardcopy transcript.

However, the inability to identify the person for whom the transcript has been requested should be flagged immediately with a <u>not found</u> response – even in the case of a deferred request. There is no reason for the sending institution to not respond to such a request which could be corrected by the person in the meantime.

Therefore, the deferral of a request, followed by the identification of a financial or other hold against the student's record upon completion of the deferral, could result in two different responses being produced at different times. Further, if the financial hold was then resolved and the transcript could be produced – but

only in hardcopy form – a third consecutive response would need to be issued by the sending institution. **It is essential that institutions have the capability to produce and send multiple responses.**
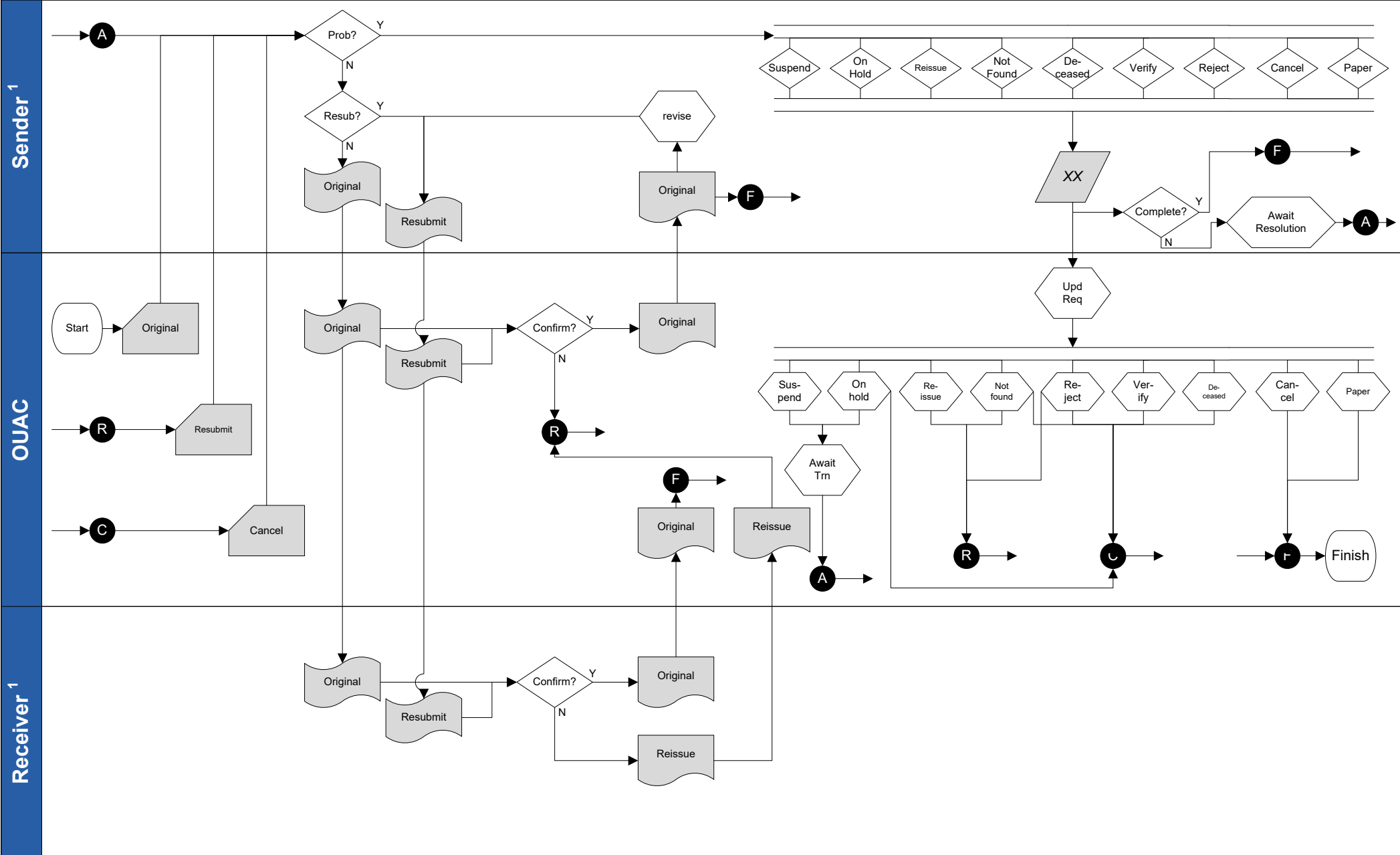
Functional Acknowledgment
(Institution and OCAS to OUAC; OUAC to Institution and OCAS)

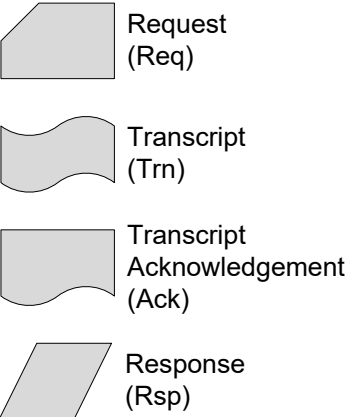*"Document Purpose" codes are not relevant to the Functional Acknowledgment.*

The functional acknowledgment is automatically produced by the EDI translation software at the OUAC **and** at the institutions in response to all EDI data transmissions. However, custom code and processes will most likely be required for the XML equivalent. The document acknowledges receipt of an actual transmission, and can reveal individual transactions that were received in error or were incomplete.

In reconciling EDI or XML transmissions, the OUAC or the institutions might discover that information they had previously sent was not received, and that they must take necessary action, such as correcting and sending a resubmission request, transcript, acknowledgment or response.

Since functional acknowledgments are not acknowledged (thereby preventing an endless cycle of acknowledgments of acknowledgments), responding to errors noted in a functional acknowledgment requires manual intervention.

OUETS eDocument Process Flow Diagram

Sender [1]

OUAC

Receiver [1]

Prob? — Y / N
Resub? — Y / N
revise
Original
Resubmit
Original — F

Suspend | On Hold | Reissue | Not Found | De-ceased | Verify | Reject | Cancel | Paper

XX
Complete? — Y / N
Await Resolution — A
F

Upd Req

Sus-pend | On hold | Re-issue | Not found | Re-ject | Ver-ify | De-ceased | Can-cel | Paper

Await Trn

Start
Original
Original
Resubmit
Confirm? — Y / N
Original
R

R
Resubmit

C
Cancel

F
Original
Reissue — A

R
Finish

Original
Resubmit
Confirm? — Y / N
Original
Reissue

Legend:

Request (Req)

Transcript (Trn)

Transcript Acknowledgement (Ack)

Response (Rsp)

Notes:

1. "Sender" and "Receiver" are relative to the transcript (i.e., which institution sends or receives the resulting transcript)

2. Functional Acknowledgements (Fun) are implied at each stage of transmission of all other document types.

Date: 2015-04-08