A/R DATA FILE CREATION USING A SPREADSHEET

When complete, email the file to datasubmission@nacmservices.com or call to set up an FTP account. The file name **<u>MUST</u>** contain your NACM Member Number, if not; it could result in the file not being processed or potential delay.

RULES

- Data layout *must* match the NACM MidAmerica standard A/R spreadsheet format (see attached).

- If you cannot provide information in a particular column or field, you *must* leave an empty column or field as a placeholder. *Do not* include additional columns or rows of information.

- Please include all A/R accounts that have had any activity in the past 6 months.

- Only *one* worksheet can be included in the spreadsheet workbook

FILE CREATION

We can *ONLY* accept spreadsheet files in a **CSV** (Comma delimited) file type. Please *do not* send Microsoft Excel (.xls), Lotus (.wkx or .wjx), Access (.mdb), Paradox (.db), Quattro (.wq1), or Dbase (.dbf) files as we are <u>unable</u> to process them.

To save the file as a .csv file type after completing data entry:

- Click on **File**

- Click on **Save As**

- In the **Save as type** window select "**CSV (Comma delimited)**"

- In the **Filename** widow enter the filename, in the format "*nnnnmmyy*"
  Where*:*
nnnn	NACM member number (e.g. 7001)
mm	month to which this data pertains (e.g. 01)
yy	year to which this data pertains (e.g. 13)
- The name of the file to upload to NACM Tampa will be in the form "*nnnnmmyy.csv*"
  e.g. 70010113.csv

NACM MIDAMERICA STANDARD A/R SPREADSHEET FORMAT

The format listed here describes the order, type and field notes of each column within the Excel worksheet. A/R data files *must* match this format exactly. If you cannot provide information in a particular column or field, you *must* leave an empty column or field as a placeholder. *Do not* include any additional rows of information and only *one* worksheet can be included in a spreadsheet workbook.

Column	Description	Data Notes	Format Type
A	Customer A/R#		Text
B	Business name		Text
C	Street Address		Text
D	Address 2		Text
E	City		Text
F	State	State code	Text
G	Zip Code	5 or 9 digit zip code	Text
H	Phone number	10 digit phone number	Text
I	Open Date	mmyy OR mmccyy	Text
J	Report Date	mmddyy OR mmddccyy	Text
K	Last Sale Date	mmyy OR mmccyy	Text
L	Balance	Dollar amounts whole numbers only do not include pennies or commas	$
M	Current		$
N	01-30 days past due		$
O	31-60 days past due		$
P	61-90 days past due		$
Q	91 + days past due		$
R	Terms		Text
S	Comment (NACM/TRW code) *		Text
T	Average days to pay *		Text
U	Contact name *		Text
V	Futures *		$
W	Federal Tax ID *		Text
X	Country *		Text

Fields marked "*" are not required for all groups, please call your Group Representative to verify.

EXAMPLE SPREADSHEET (e.g. 70010113.csv)

AR #	BUSINES NAME	STREET ADDRESS	ADDRESS 2	CITY	ST	ZIP CODE	PHONE
AR0001	STOKE EXPORTS	AV.DO CONTOR NO 8000		SAO PAULO	FL	6455	5635551446
AR0003	COMPUTERS R US	5001 WEST CYPRESS	SUITE1099	TAMPA	FL	33609	2425558967
AR0007	JOHN S RUBBER CO	1490 HAMILTON RD		ONTARIO		NBW 50N	5915558000

OPEN DATE	REPORT DATE	LAST SALE	BALANCE	CURRENT	1-30	31-60	61-90	91+
05/1996	1/31/2000		0					
	1/31/2000	12/1999	-80			-80		
10/1932	1/31/2000	12/1999	730		700		30	

TERMS	COMMENT	AVG DAYS TO PAY	CONTACT	COUNTRY
N-30 D			BRUNO LOPES	BRAZIL
NO TERMS			STANLEY JAMES	USA
	SLOW PAY	78	JON POWER	CANANDA

2/2013